

County of Tuolumne

Candidate Handbook

Signatures-in-lieu of filing fee

Monday, January 3, 2022 - Wednesday, February 9, 2022

Board of Supervisor candidates only Tuesday, January 11, 2022 – Wednesday, February 9, 2022

Candidate filing:

Monday, February 14, 2022 - Friday, March 11, 2022

Gubernatorial general election:

Tuesday, June 7, 2022

Deborah Bautista Tuolumne County Clerk & Auditor-Controller



2 S. Green Street, Sonora, CA 95370



(209) 533-5570



elections@tuolumnecounty.ca.gov



www.co.tuolumne.ca.us/elections

Last Updated: 12/10/2022

Table of Contents	
Election Calendar	5
Letter from the County Clerk & Auditor-Controller	6
Contacts and Resources	7
Offices Up for Election	9
Candidate Procedure and Requirements	
Candidate Filing Procedure	14
County Supervisor	16
Assessor-Recorder	18
Sheriff-Coroner	20
County Clerk/Auditor-Controller	22
District Attorney	24
Treasurer-Tax Collector	26
Superintendent of Schools	28
Sonora City Councilmember	30
Required and Additional Documents	32
Additional Documents to Consider	
Ballot Designations	
Summary	36
Submitting a Ballot Designation	37
General Definitions	38
Acceptable Ballot Designations	40
Unacceptable Ballot Designations	44
Ballot Designations Worksheet	48
Code of Fair Campaign Practices	51

Candidate Statement

Summary	53
Steps to Submit a Statement	53
Candidate Statement Cost	55
General Format and Guidelines	56
Special Considerations	59
Sample Candidate Statement	60
Permission to Post Contact Information	61
Campaign Disclosure	
Contribution Limits	62
Overview and Resources	63
700	64
501	65
410	66
470	67
460	68
Important Facts and Requirements Often Overlooked	69
Best Practices	71
FPPC Filing Schedule – Local	72
FPPC Filing Schedule – State	74
Helpful Information	
2 Different Types of Election	77
Voter's Choice Act	78
Circulating a Petition	79
Order of Names and Offices on the Ballot	86

Campaigning Considerations

Laws and Regulations	88
Information from the Department of Transportation	95
Vote Center Observer Guidelines	97
Request for Voter and Election Information	99



June 7, 2022 Gubernatorial Primary

Candidate Filing				
Signatures-In-Lieu of Filing Fee Period*	Monday, January 3, 2022* - Wednesday, February 9, 2022		- E	≣ -118
Signatures-In-Lieu of Filing Fee Period (Board of Supervisors)**	Tuesday, January 11, 2022** - Wednesday, February 9, 2022		- E	≣ -118
Declaration of Intention (Judicial Candidates Only)***	Monday, January 31, 2022 - Wednesday, February 9, 2022	E -127	- E	≣ -118
Declaration of Candidacy and Nomination Period	Monday, February 14, 2022 - Friday, March 11, 2022	E -113	- E	≣ -88
Candidate Statement Deadline for Voter Information Guide (Statewide Candidates)	Wednesday, February 16, 2022	E -111		
Candidate Statement Deadline for County Voter Information Guide (County, Senate, and Assembly)	Friday, March 11, 2022	E -88		
Declaration of Candidacy Extension Period (If Incumbent Does Not File)	Saturday, March 12, 2022 - Wednesday, March 16, 2022	E -87	- E	≣ -83
Randomized Alphabet Drawing	Thursday, March 17, 2022	E -82		
Notice to Candidates for Voter Nominated Offices	Saturday, March 26, 2022	E -73		
SOS Certified List of Candidates	Thursday, March 31, 2022	E -68		
Statement of Write-In Candidacy Period	Monday, April 11, 2022 - Tuesday, May 24, 2022	E -57	- E	≣ -14
Registration and Voting				
State Voter Information Guide Mailing Period	Thursday, April 28, 2022 - Tuesday, May 17, 2022	E -40	- E	≣ -21
Military and Overseas Voter Vote-By-Mail (VBM) Ballot Delivery Period	Friday, April 8, 2022 - Friday, April 22, 2022	E -60	- E	≣ -46
VBM Ballot Mailing Period	Monday, May 9, 2022 - Tuesday, May 31, 2022	E -29	- E	≣ -7
Last Day to Register to Vote	Monday, May 23, 2022	E -15		
New Citizen (sworn in after close) Voter Registration	Tuesday, May 24, 2022 - Tuesday, June 7, 2022	E -14	- E	≣ 0
Last Day to Request VBM Ballot	Tuesday, May 31, 2022	E -7		
Election Day (7:00 a.m. to 8:00 p.m.)	Tuesday, June 7, 2022	E 0		

*Per EC 8163(a), due to the delay in the redistricting process, the signature-in-lieu period will begin 7 days after the state redistricting deadline.

^{**}Per EC 21501(a)(2), the signature-in-lieu period will start 28 days after the new boundary lines are adopted, which is expected to be December 14, 2021.

^{***}No judicial seats in Tuolumne County are up for election in 2022.

Dear Candidate,

Welcome to the June 7, 2022 Gubernatorial General electoral process. Regardless, of who wins, it is my hope to make this a positive experience for you.

The Tuolumne Election Department is dedicated to help all qualified candidates get their names printed on the ballot and to ensuring that that the election is conducted fairly and accurately in compliance with Federal and State election codes.

Congratulations on your decision to run for office. For many candidates the process of running for office can be confusing, with resulting errors and misunderstandings. Although this handbook is a guide for candidates, it is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. This handbook does not contain all information concerning elections, but a summary of major provisions related to candidates running for office. Candidates and others using this handbook must bear full responsibility to make their own determinations as to all legal standards and duties.

We have attempted to make this handbook as informative as possible and will make every effort to answer your questions. However, law precludes the Registrar of Voters or staff from answering legal questions. This handbook is <u>NOT</u> intended to be a substitute for legal advice. Candidates are strongly encouraged to consult legal counsel when legal questions arise.

The best advice I can give to all candidates is **FILE EARLY**. The filing deadlines are rigid and if one waits until the last moment to file a document containing errors or omissions, one's right to appear on the ballot may be lost. Most errors can be corrected given adequate time. If you file early, many errors can be corrected in time to comply with all of the deadlines.

We hope you find this Candidate's Handbook useful. Should you have any suggestions for improving the manual or have identified corrections to be made, please call me, County Clerk Deborah Bautista at (209) 533-5552 or e-mail me at dbautista@co.tuolumne.ca.us

Good luck, and may the best qualified person win.

Sincerely,

Deborah Bautista

County Clerk & Auditor-Controller

Contacts and Resources

Tuolumne County Elections Office

Contact us for information regarding the nomination process or any information listed in this handbook.

(209) 533-5570

elections@tuolumnecounty.ca.gov

Tuolumne County Code Compliance

Contact this agency regarding political sign restrictions and/or regulations on county property.

(209) 533-5633

City Of Sonora Planning Department

Contact this agency regarding political sign restrictions and/or regulations on city property.

(209) 532-3508

Pacific Gas and Electric Company

Contact this agency regarding political sign restrictions on PG&E property.

(800) 743-5000

Fair Political Practices Commission

Technical Assistance Division

Contact the Technical Assistance Division for information concerning Campaign Disclosure, Conflict of Interest Disclosure, and contribution limits.

(916) 322-5660 or (866) 275-3772, Monday –Thursday, 9 am - 11:30 am

a (916) 322-3711

www.fppc.ca.gov

Legal Division

Contact the Legal Division for information concerning Conflict of Interest disqualification and proper use of campaign funds.

@ GeneralCounsel@fppc.ca.gov

Enforcement Division

Contact the Enforcement Division for information concerning how to file a complaint under the Political Reform Act.

(916) 322-1932

(866) 275-3772

advice@fppc.ca.gov or complaint@fppc.ca.gov

State Franchise Tax Board

Contact the Franchise Tax Board for information concerning Committee tax status, tax-deductible contributions, charitable non-profit groups or any other tax related question.

(800) 852-5711 or (800) 338-0505

www.ftb.ca.gov

Secretary Of State

Political Reform Division

Contact the Political Reform Division for information concerning Forms 501 or Form 410, political reform, Campaign Committee ID numbers and termination of Campaign Committees.

(916) 653-6224

(916) 653-5045

www.ss.ca.gov

Elections Division

Contact the Elections Division for information concerning the Elections Code, certified list of candidates and statewide elections results.

(916) 657-2166

Federal Elections Commission

Contact the Federal Elections Commission for information concerning federal Campaign Disclosure requirements or contributions from national banks, national corporations and foreign national.

(800) 424-9530

@ info@fec.gov

www.fec.gov

Offices up for election

District Name	Office Name	Number (Trustee, Division, Zone, District, Seat)	Total Number of Seats on Board (If Applicable)	County Other Than Tuolumne (P)=Principal County	Incumbent	Filing By	Filing Fee	Signatures-in- Lieu	Value Per Signature	Nomination Signatures	Voting By	Term of Office (Years)	
---------------	-------------	---	--	---	-----------	-----------	------------	------------------------	------------------------	--------------------------	-----------	---------------------------	--

Federal

Statewide	US Senator (Partial Term)			Alex Padilla	Statewide	\$3,480.00	4,750	\$0.732631579	65-100	Statewide	Term will end January 3, 2023
	US Senator (Full Term)			Alex Padilla	Statewide	\$3,480.00	4,750	\$0.732631579	65-100	Statewide	6
Congressional	US Representative In Congress	TBD	TBD	Tom Mcclintock	District	\$1,740.00	1,358	\$1.281296024	40-60	District	2

District Name	Office Name	Number (Trustee, Division, Zone, District, Seat)	Total Number of Seats on Board (If Applicable)	County Other Than Tuolumne (P)=Principal County	Incumbent	Filing By	Filing Fee	Signatures-in- Lieu	Value Per Signature	Nomination Signatures	Voting By	Term of Office (Years)	
State	State												
	Governor				Gavin Newsom	Statewide	\$4,371.12	4,750	\$0.920235789	65-100	Statewide	4	
	Lieutenant Governor				Eleni Kounalakis	Statewide	\$3,278.34	4,750	\$0.690176842	65-100	Statewide	4	
	Secretary of State				Shirley N. Weber	Statewide	\$3,278.34	4,750	\$0.690176842	65-100	Statewide	4	
Statewide	Controller				Betty T. Yee	Statewide	\$3,496.86	4,750	\$0.736181053	65-100	Statewide	4	
State	Treasurer				Fiona Ma	Statewide	\$3,496.86	4,750	\$0.736181053	65-100	Statewide	4	
	Attorney General				Rob Bonta	Statewide	\$3,796.82	4,750	\$0.799330526	65-100	Statewide	4	
	Insurance Commissioner				Ricardo Lara	Statewide	\$3,496.86	4,750	\$0.736181053	65-100	Statewide	4	
	Superintendent of Public Instruction				Tony Thurmond	Statewide	\$3,796.82	4,750	\$0.799330526	65-100	Statewide	4	

District Name	Office Name	Number (Trustee, Division, Zone, District, Seat)	Total Number of Seats on Board (If Applicable)	County Other Than Tuolumne (P)=Principal County	Incumbent	Filing By	Filing Fee	Signatures-in- Lieu	Value Per Signature	Nomination Signatures	Voting By	Term of Office (Years)
Board of Equalization	Board Member	TBD	5 (4 Districts)	TBD	Ted Gaines	District	\$1,639.17	3,338	\$0.491063511	40-60	District	4
State Senate	State Senator	TBD		TBD	Andreas Borgeas	District	\$1,197.02	1,358	\$0.881458000	40-60	District	4
State Assembly	State Assembly Member	TBD		TBD	Frank Bigelow	District	\$1,197.02	679	\$1.762916053	40-60	District	2

District Name	Office Name	Number (Trustee, Division, Zone, District, Seat)	Total Number of Seats on Board (If Applicable)	County Other Than Tuolumne (P)=Principal County	Incumbent	Filing By	Filing Fee	Signatures-in- Lieu	Value Per Signature	Nomination Signatures	Voting By	Term of Office (Years)
County												
Supervisorial	County Supervisor	2	5		Ryan Campbell	District	\$519.58	259	\$2.006945712	20-40	District	4
Super	County Supervisor	3	j		Anaiah Kirk	District	\$519.58	256	\$2.027593302	20-40	District	4
	Assessor-Recorder				Kaenan Whitman	At Large	\$1,495.21	1,668	\$0.896575014	20-40	At Large	4
	Sheriff-Coroner				Bill Pooley	At Large	\$1,603.34	1,668	\$0.961413168	20-40	At Large	4
Countywide	County Clerk/Auditor- Controller				Deborah Bautista	At Large	\$1,745.22	1,668	\$1.046488885	20-40	At Large	4
	District Attorney				Cassandra Jenecke	At Large	\$1,834.47	1,668	\$1.100005996	20-40	At Large	4

District Name	Office Name	Number (Trustee, Division, Zone, District, Seat)	Total Number of Seats on Board (if Applicable)	County Other Than Tuolumne (P)=Principal County	Incumbent	Filing By	Filing Fee	Signatures-in- Lieu	Value Per Signature	Nomination Signatures	Voting By	Term of Office (Years)
	Treasurer-Tax Collector				Justin Birtwhistle	At Large	\$1,495.21	1,668	\$0.896575014	20-40	At Large	4
	Superintendent of Schools				Cathy Parker	At Large	\$1,615.23	1,668	\$0.968542786	20-40	At Large	4
City												
City of Sonora	Council Member		5		James Garaventa	At Large	N/A	N/A	N/A	20-30	At Large	4
City of §			,		Colette Such	At Large	N/A	N/A	N/A	20-30	At Large	4

Candidate Filing Procedure

In light of COVID-19 and the effort to maintain health and safety during the candidate filing process, Tuolumne County will be offering several options to file as a candidate for the June 7, 2022 Gubernatorial Primary Election.



Regardless of which method is used, the Elections Department must receive all documents, with original signatures, by the close of the nomination period. If the candidate fails to ensure the Department is in receipt of these documents, properly executed, by the deadline, they will not be included on the ballot for that office.

Requesting documents

Starting Monday, February 14, candidates may begin submitting requests for their filing documents to the Elections Department. By law, many of the documents cannot be issued or filed until this date.

To request the documents, the candidate must submit a <u>Candidate Application</u>. This will provide the Elections Department the basic information needed to generate your documents.

On the application, you will need to specify how you wish to be issued the documents (i.e. Inperson, mail, or email). You may also provide permission for another individual to receive the documents on your behalf.

Issuing documents

Documents can be issued to you in-person, by mail, or by email. How you would like to receive your documents must be specified on the application.

If wanting to be issued the documents in-person: Please visit our office at 2 S. Green St, Sonora CA. You are encouraged to make an appointment with us by calling (209) 533-5570.

If wanting to be issued the documents by mail or email: Please indicate this in the "Filing Process" section on the application. Please note, the documents <u>may not</u> be returned by email. Please see the "Returning Documents" section.

If wanting another person to be issued your documents on your behalf: Please indicate this in the "Filing Process" section on the application.

Executing documents



It is each candidate's responsibility to ensure their documents are completed accurately and completely.

Assistance provided

If you have received the documents **by mail or email**, we will provide a guide which will help you complete the documents. You may also scan and send your documents by email for the Elections Department to review (however, all documents with original "wet" signatures must still be filed with our office).

If you are completing the documents **in-person**, our staff will walk you through the process of completing the documents.

You are always welcome to call our office with questions at (209) 533-5570.

Oath of Office

Every candidate must execute a Declaration of Candidacy, which will include taking the Oath of Office. Only legally allowed persons are permitted to administer the oath. This includes:

- An election's official (Elections department staff)
- A notary public
- Executive, judicial officer, and every member of the legislature. (GC 1225, CCP 2093)

Returning documents



All documents with original "wet" signatures (and payments if applicable) must be received by the Elections Department by the close of the nomination period. If the candidate fails to ensure the Department is in receipt of these documents, properly executed, by the deadline, they will not be included on the ballot for that office.

Documents may be returned:

- In person (during office hours, weekdays 8 am 5 pm, excluding holidays)
- By mail (Attn: Elections Department, 2 South Green St, Sonora CA)



Documents may not be emailed for filing.

County Supervisor

At a glance

Filing fee: \$519.58

(District 2) 259

Signatures-in-lieu: (District 3) 256

(District 2) \$2.006945712

Value per signature: (District 3) \$2.027593302

Nomination signatures: 20-40

(District 2) \$237.43

Candidate Statement cost: (District 3) \$235.26

Term of office (years): 4

Filing periods

Signatures-in-lieu: 1/11/2022 to 2/9/2022

Declaration of Candidacy and Nomination: 2/14/2022 to 3/11/2022

Declaration of Candidacy extension: 3/12/2022 to 3/16/2022

Required documents

▶ Declaration of Candidacy
 ▶ Statement of Economic Interest (700)

▶ Nomination Petition

Additional documents to consider

▶ Ballot Designation Worksheet
▶ Code of Fair Campaign Practices

▶ Candidate Statement and Affidavit
▶ Permission to Post Contact Information

County Supervisors serve a 4–year term beginning at 12 o'clock noon on the first Monday after January 1st succeeding their election.

G.C. §§24200, 25000

Qualifications

A candidate for County Supervisor shall:

- be a registered voter of the district for which he or she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office;
 and
- reside in the district during his or her incumbency.

G.C. §25041

Assessor-Recorder

At a glance

Filing fee: \$1,495.21

Signatures-in-lieu: 1,668

Value per signature: \$0.896575014

Nomination signatures: 20-40

Candidate Statement cost: \$1,200.51

Term of office (years): 4

Filing periods

Signatures-in-lieu: 1/3/2022 to 2/9/2022

Declaration of Candidacy and Nomination: 2/14/2022 to 3/11/2022

Declaration of Candidacy extension: 3/12/2022 to 3/16/2022

Required documents

▶ Declaration of Candidacy
 ▶ Statement of Economic Interest (700)

▶ Nomination Petition

Additional documents to consider

▶ Ballot Designation Worksheet
▶ Code of Fair Campaign Practices

▶ Candidate Statement and Affidavit ▶ Permission to Post Contact Information

County Assessor-Recorder serves a 4—year term beginning at 12 o'clock noon on the first Monday after the January 1st succeeding their election.

GC §§24200, 25000

Qualifications

A candidate for County Assessor-Recorder shall:

- be a registered voter of the county; and
- must hold a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code;



Notwithstanding the above, a duly elected or appointed person may exercise the powers and duties of assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization no later than 30 days after taking office.

GC §24002.5

Sheriff-Coroner

At a glance

Filing fee: \$1,603.34

Signatures-in-lieu: 1,668

Value per signature: \$0.961413168

Nomination signatures: 20-40

Candidate Statement cost: \$1,200.51

Term of office (years): 4

Filing periods

Signatures-in-lieu: 1/3/2022 to 2/9/2022

Declaration of Candidacy and Nomination: 2/14/2022 to 3/11/2022

Declaration of Candidacy extension: 3/12/2022 to 3/16/2022

Required documents

▶ Declaration of Candidacy
 ▶ Statement of Economic Interest (700)

▶ Nomination Petition

Additional documents to consider

▶ Ballot Designation Worksheet
▶ Code of Fair Campaign Practices

County Sheriff serves a 4—year term beginning at 12 o'clock noon on the first Monday after the January 1st succeeding their election.

G.C. §§24200, 25000

Qualifications

A candidate for County Sheriff shall:

- be a registered voter of the county; and
- hold an active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training;

or

have one year of full-time, salaried law enforcement experience within the professions of section 830.1 or 830.2 of the penal code, at least a portion of which shall have been accomplished within five years prior to the date of filing, and possess a master's degree from an accredited college or university;

or

have two years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the penal code, at least a portion of which shall have been accomplished within five years prior to the date of filing, and possess a bachelor's degree from an accredited college or university;

or

have three years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the penal code, at least a portion of which shall have been accomplished within five years prior to the date of filing, and possess an associate in arts or associate in science degree, or the equivalent, from an accredited college;

or

have four years of full-time, salaried law enforcement experience within the provision of Section 830.1 or 830.2 of the penal code, at least of which shall have been accomplished within five years prior to the date of filing and possess a high school diploma or the equivalent.

G.C. §24004.3 and E.C. 13.5, 201

County Clerk/Auditor-Controller

At a glance

Filing fee: \$1,745.22

Signatures-in-lieu: 1,668

Value per signature: \$1.046488885

Nomination signatures: 20-40

Candidate Statement cost: \$1,200.51

Term of office (years): 4

Filing periods

Signatures-in-lieu: 1/3/2022 to 2/9/2022

Declaration of Candidacy and Nomination: 2/14/2022 to 3/11/2022

Declaration of Candidacy extension: 3/12/2022 to 3/16/2022

Required documents

▶ Declaration of Candidacy
 ▶ Statement of Economic Interest (700)

▶ Nomination Petition

Additional documents to consider

▶ Ballot Designation Worksheet
▶ Code of Fair Campaign Practices

County Clerk/Auditor-Controller serves a 4—year term beginning at 12 o'clock noon on the first Monday after the January 1st succeeding their election.

G.C. §§24200, 25000

Qualifications

A candidate for County Clerk/Auditor-Controller shall:

- be a registered voter of the county; and
- possess a valid certificate issued by the California Board of Accountancy under Chapter
 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant

or

possess a baccalaureate degree from an accredited university, college, or other fouryear institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, and has served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years.

or

possess a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

or

have served as county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years.

GC §26945, 26946, EC 13.5, 201

District Attorney

At a glance

Filing fee: \$1,834.47

Signatures-in-lieu: 1,668

Value per signature: \$1.100005996

Nomination signatures: 20-40

Candidate Statement cost: \$1,200.51

Term of office (years): 4

Filing periods

Signatures-in-lieu: 1/3/2022 to 2/9/2022

Declaration of Candidacy and Nomination: 2/14/2022 to 3/11/2022

Declaration of Candidacy extension: 3/12/2022 to 3/16/2022

Required documents

▶ Declaration of Candidacy
 ▶ Statement of Economic Interest (700)

▶ Nomination Petition

Additional documents to consider

▶ Ballot Designation Worksheet
▶ Code of Fair Campaign Practices

The County District Attorney serves a 4–year term beginning at 12 o'clock noon on the first Monday after the January 1st succeeding their election.

G.C. §§24200, 25000

Qualifications

A candidate for County District Attorney shall:

- be a registered voter of the county and
- must have been admitted to practice in the Supreme Court of the State.

G.C. §24001, 24002 and E.C. 13.5, 201

Treasurer-Tax Collector

At a glance

Filing fee: \$1,495.21

Signatures-in-lieu: 1,668

Value per signature: \$0.896575014

Nomination signatures: 20-40

Candidate Statement cost: \$1,200.51

Term of office (years): 4

Filing periods

Signatures-in-lieu: 1/3/2022 to 2/9/2022

Declaration of Candidacy and Nomination: 2/14/2022 to 3/11/2022

Declaration of Candidacy extension: 3/12/2022 to 3/16/2022

Required documents

▶ Declaration of Candidacy
 ▶ Statement of Economic Interest (700)

▶ Nomination Petition

Additional documents to consider

▶ Ballot Designation Worksheet
▶ Code of Fair Campaign Practices

County Treasurer-Tax Collector serves a 4–year term beginning at 12 o'clock noon on the first Monday after the January 1st succeeding their election.

G.C. §§24200, 25000

Qualifications

A candidate for County Treasurer-Tax Collector shall:

- be a registered voter of the county; and
- have served in a senior financial management position in a county, city, or other public
 agency dealing with similar financial responsibilities for a continuous period of not less than
 three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller,
 or the chief deputy or an assistant in those offices.

or

possess a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

or

possess a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant.

or

possess a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

٥r

possess a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

GC 27000.7, EC 13.5, 201

Superintendent of Schools

At a glance

Filing fee: \$1,615.23

Signatures-in-lieu: 1,668

Value per signature: \$0.968542786

Nomination signatures: 20-40

Candidate Statement cost: \$1,200.51

Term of office (years): 4

Filing periods

Signatures-in-lieu: 1/3/2022 to 2/9/2022

Declaration of Candidacy and Nomination: 2/14/2022 to 3/11/2022

Declaration of Candidacy extension: 3/12/2022 to 3/16/2022

Required documents

▶ Declaration of Candidacy
▶ Statement of Economic Interest (700)

▶ Nomination Petition

Additional documents to consider

▶ Ballot Designation Worksheet
▶ Code of Fair Campaign Practices

County Superintendent of Schools serves a 4–year term beginning at 12 o'clock noon on the first Monday after the January 1st succeeding their election.

G.C. §§24200, 25000

Qualifications

A candidate for County Superintendent of Schools shall:

- be a registered voter of the county and
- possess a valid certification document authorizing administrative services.



The possession of a valid elementary administrative credential and a valid secondary administrative credential are equivalent to the possession of a valid general administrative credential.

Ed Code §1205 - 1208, EC 13.5, 201

City Councilmember

At a glance

Filing fee: N/A

Nomination signatures: 20-30

Candidate Statement cost: \$100.24

Term of office (years): 4

Filing periods

Nominations: 2/14/2022 to 3/11/2022

Nominations extension: 3/12/2022 to 3/16/2022

Required documents

▶ Nomination Petition ▶ Statement of Economic Interest (700)

Additional documents to consider

- ▶ Ballot Designation Worksheet
- ▶ Candidate Statement and Affidavit
- ▶ Campaign Disclosures

- ▶ Code of Fair Campaign Practices
- ▶ Permission to Post Contact Information

Sonora City Councilmember serve 4 year terms and take office at the first regularly scheduled council meeting following the certification of the election results.

Qualifications

A candidate for City Councilmember:

- An elector of the city, and;
- A registered voter of the city at the time nomination papers are issued.



If, during his or her term of office, he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant.

GC §36502, EC §10227

Required and Additional Documents

Filing Fee and Signatures-In-Lieu

Filing Fee – Federal and State

The non-refundable filing fee is payable to the <u>Secretary of State</u> and must be paid at the time the Declaration of Candidacy is filed. Please write "Not to Exceed \$ (the cost estimate)" below the amount line. Leave the space after the dollar sign blank.

Filing Fee - Local

The non-refundable filing fee is payable to the <u>Tuolumne County Elections</u> office and must be paid at the time the Declaration of Candidacy is filed.

Signatures-In-Lieu Petition

To cover all or a portion of the filing fee, a candidate may submit signatures-in-lieu petitions. The filing fee is reduced for each valid signature by a registered voter who is eligible to vote for the candidate.

Filing period

The petition form must be requested from the Secretary of State or elections office within the signatures-in-lieu time period starting January 3rd * (January 11th for Board of Supervisor candidates**). It must be filed with the county elections office in the county where it was circulated no later than the close of business February 9th.

*Per EC 8163(a), due to the delay in the redistricting process, the signature-in-lieu period will begin 7 days after the state redistricting deadline.

**Per EC 21501(a)(2), the signature-in-lieu period will start 28 days after the new boundary lines are adopted, which is expected to be December 14, 2021.

Declaration of Candidacy

Each candidate must sign and file a declaration formally declaring their candidacy for the office.

Filing period

The Declaration of Candidacy must be received from and filed with the county elections official where they reside between 113 and 88 days before the election.

Extension

If an incumbent, eligible to be elected, does not file a Declaration of Candidacy and Nomination Petition by the deadline at the close of business, the time period is extended.

Any candidate other than the incumbent may file a Declaration of Candidacy up to the 83 days before the election.

Nomination Petition

A candidate must file a petition with the Elections Department with signatures of voters who formally nominate the candidate for the office. They must be by registered voters who are eligible to vote for the candidate. See the "Offices up for election" chart to verify how many signatures are required to qualify for the office.

Filing period

Candidates are required to file all sections of a Nomination Petition between 113 and 88 days before the election.

Extension

If an incumbent, eligible to be elected, does not qualify by the deadline at the close of business, the time period is extended and candidates other than the incumbent may file up to the 83 days before the election.

EC §§8020, 8041, 8061, 8062(a)(3), 8066

Statement of Economic Interests (700)

As an elected official will make or influence governmental decisions, a candidate is required to submit a form 700. This disclosure provides a description of a person's financial interests.

This Statement of Economic Interest provides transparency and ensures accountability as it:

- Provides necessary information to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
- Serves as a reminder to the elected official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

Filing period

Each candidate must file a Statement of Economic Interests (Form 700) by the final filing date for the Declaration of Candidacy.

Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office.



Under certain conditions, the Statement of Economic Interests does not need to be filed if the statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office.

Please see the FPPC Filing Schedule in this handbook for further information.

G.C. §§87200 et seq.

Additional documents to consider

The documents below are not required for every candidate. It is the responsibility of each candidate to understand the purpose of these documents and determine if they will complete and file them during the candidate filing period. Please see the applicable sections in this handbook for further information.

Ballot Designation Worksheet

If a candidate wants a title or designation to appear under their name on the ballot, they must complete a Ballot Designation Worksheet providing information supporting its use.

Code of Fair Campaign Practices

The California Legislature asked that each candidate read and sign the Code of Fair Campaign Practices which state they will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

Candidate statement and affidavit

A Candidate Statement is information, provided by the candidate, concerning their education and qualifications. If provided, it will be printed in the Tuolumne County Voter Information Guide. An affidavit must accompany the candidate statement stating it was prepared by the candidate and that the actual cost of printing, translating, and handling is their responsibility.

Permission to Post Contact Information

Often the media, organizations, and individual voters will contact the elections office requesting contact information for a candidate. A candidate may use this form to give permission to the Tuolumne County Elections Office to post their mailing address, telephone number, and/or email address on our website in order to make this information readily available.

Campaign disclosure documents

Candidates and campaigns must file statements disclosing contributions received and expenditures made.

Ballot Designations

Candidates for an elected office can choose to list a ballot designation under their name that tells voters something about themselves. This is often a current elective office title or description of their principal profession, vocation or occupation.

Candidates are not required to use a ballot designation and may opt to leave the space for a designation blank on the ballot.



The designation must appear <u>under</u> their name. No title or degree is allowed to appear on the same line, either before or after, as the candidate's name.

EC §13106

In order to use a ballot designation, an individual must provide information to support their choice under the law.



Choosing a Ballot Designation

Summary

If a candidate chooses to have a ballot designation under their name on the ballot, before choosing and submitting their choice they need to consider what is and isn't permitted.



Please see the following pages for a more detailed explanation on submitting your ballot designation for review, general definition of terms, and guidelines for acceptable and unacceptable ballot designations.

- A candidate may choose their principal profession, occupation, or vocation. These are limited to 3 words.
- A candidate may also choose their current elected title or use the word "incumbent". They
 must also include the word "appointed" if they were appointed to the position.
- If they wish, they may combine multiple designations, but these are limited to 3 words.
- The designation(s) must be an accurate and factual representation of the candidate.

Submitting a Ballot Designation

On the Declaration of Candidacy or Nomination Papers you will be given the opportunity to indicate your ballot designation. However, a candidate is not permitted to use a ballot designation until after they submit a Ballot Designation Worksheet and it is reviewed by the elections office.

1

Ballot Designation Worksheet

On the Ballot Designation Worksheet, you will need to provide your proposed ballot designation and a statement identifying the factual basis supporting your choice. You may also be asked for documentation or further information supporting your choice, such as:

- The dates you held this position
- A description of the work you perform(ed) in the position
- The name of your business or employer
- That this was your primary, main or leading professions, vocations, or occupation.



Principal means a substantial involvement of time and effort that the activity is one of your primary, main or leading endeavors.

The candidate has the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with the law. The worksheet and the supporting documents will become public record after they are filed.



The **entire form** must be completed, or it **will not** be accepted, and you will not be entitled to a ballot designation.

EC 13107.3, CCR 20711, 20714, 20717

2

Elections official review

Once the Ballot Designation Worksheet is submitted, the elections official will review if the chosen ballot designation complies with all provisions of Elections Code § 13107 and CCR § 20710.

3

If a ballot designation is not accepted

If it is found the designation is unacceptable, the elections official will notify the candidate by phone, and registered or certified mail return receipt requested, addressed to the <u>mailing</u> address provided on the candidate's Ballot Designation Worksheet.

Within 3 business days from the date the candidate first receives notice, the candidate must come into the office and file a new designation that is acceptable.



If the candidate fails to provide a new designation within this 3-day period, no designation will appear after their name on the ballot.

No ballot designation can be changed after the final date of filing unless specifically requested by the elections official.

EC §13107

General Definitions

Incumbent

The term "incumbent" must be used as a noun and stand alone. It <u>cannot</u> be used in combination with any other words, including any accompanying adjective or modifiers.

Elective Office

An "Elective Office" is a position filled by virtue of an election by the people. A position of leadership in an elected body or organization is not an elective office.

Principal

This means a substantial involvement of time and effort that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate.

If you are licensed by the State of California to engage in a profession, vocation or occupation, you are entitled to consider it one of your "principal" professions, vocations or occupations if you have maintained your license current as of the date, and the status is active, at the time you file your nomination documents.



In the event you do not have a current principal profession, vocation or occupation at the time you file your nomination documents, you may use a ballot designation consisting of one which you were principally engaged in during the calendar year immediately preceding the filing of your nomination papers.

The term "principal" precludes any activity which doesn't involve a significant involvement on the part of the candidate. Involvement which is only nominal, does not meet this requirement.

Profession

This means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accounting, and journalism.

For example: Acceptable designations of a "profession" include:

- Attorney
- Physician
- Accountant

- Architect
- Teacher
- Journalist

Vocation

This means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time.

As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like.

For example: Acceptable designations of a "vocation" include:

- Minister
- Priest
- Mother
- Father
- Homemaker

- Dependent Care Provider
- Carpenter
- Plumber
- Electrician
- Cabinetmaker

Occupation

This means the employment in which one regularly engages or follows as the means of making a livelihood.

For example: Acceptable designations of an "occupation" include:

- Rancher
- Restaurateur
- Retail Salesperson
- Manual Laborer
- Construction Worker

- Computer Manufacturing Executive
- Military Pilot
- Secretary
- Police Officer

General Guidelines for an Acceptable Ballot Designation

There are general guidelines specified by law regarding what can be used as a ballot designation. These guidelines are pursuant to EC <u>§13106 – 13107.5</u>, CCR <u>§20700</u>.

Using an elective office title

If you currently hold an office you were elected to, you may use words designating the elective city, county, district, state or federal office which you hold at the time of filing the nomination documents.

A superior court judge may use the office title if they were either elected or appointed.



There is no limit on the number of words for ballot designations submitted for an applicable elective office.

Using the word "Incumbent"

You may use the word "Incumbent" if you are a candidate for the same office you were elected to and hold at the time of filing the nomination documents.

A superior court judge may use this designation if they were appointed to the office.

If appointed to an elective office

If you currently hold an elective office you were appointed to, and you wish to use the title of the office or the word "incumbent", you must use the word "appointed" in front of the designation. This does not apply to a superior court judge.



The word "appointed" is not be required by a candidate who seeks re-election to an office which he or she was appointed, as a nominated candidate, in lieu of an election.

Only 3 words allowed

No more than 3 words may be used to designate your current principal profession(s), vocation(s), or occupation(s).

The following rules shall govern the application of the three-word limitation:

Grammar and Spelling

The proposed ballot designation must be grammatically correct, generic, and all words must be spelled correctly.

Council Member vs. Councilmember

Using "Councilmember" (one word) vs. "Council Member" (two words) will depend on how the word is used by the governing body of the office up for election.

<u>Acronyms</u>

An acronym is counted as one word.

Geographical Names

All California geographical names shall be considered to be one word.

Examples of geographical names considered to be one word include:

- Tuolumne County
- City of Sonora
- · County of Tuolumne

Elective office with other designation

If you choose to include the name of your elective office with another profession, vocation, or occupation, the ballot designation will be limited to no more than 3 words.

For example: Acceptable designations may include:

- State Senator/Rancher
- California Assemblywoman/Attorney
- County Supervisor/Teacher

For example: Unacceptable designations (as it is more than 3 words) may include:

- Assemblyman, 57th District/Educator
- California State Senator/Architect
- Tuolumne County Supervisor/Business Owner

Using "Community Volunteer"

"Community Volunteer" means 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 U.S. IRS Code section 501 (c)(3);
- A governmental agency
- · An educational institution.

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.

Punctuation

Punctuation shall be limited to the use of:

• A comma (,): The word after a comma must modify the word before.

For example: District Attorney, Los Angeles County

• A slash (/): A slash is used to separate two or more distinct designations.

For example: Legislator/Rancher/Physician

A hyphen (–): This may be used only if the use of a hyphen is called for in the spelling of a word as
it appears in a standard reference dictionary of the English language.

For example: sugar-free, user-generated, ice-skate (verb)

Leadership Positions of a Legislative Body

Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, are not elective offices. Such ballot designations are permissible, but improper as an Elected Office, and such are subject to the 3-word limitation.

Examples of <u>acceptable</u> ballot designations include:

- Assembly Minority Leader
- California Assembly Speaker
- Mayor Pro Tem

Examples of unacceptable ballot designations (as it is more than 3 words) include:

- Majority Leader of the California Senate
- Minority Leader of the California State Assembly
- Speaker of the California State Assembly
- President Pro Tempore of the California State Senate
- City of Sonora Mayor Pro Tem

General guidelines for unacceptable ballot designations

The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations:

Avocations

An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation.

Categories of avocations which are unacceptable may include:

- Hobbies
- Social activities
- Volunteer work (except as noted for "Community Volunteer")
- Matters pursued as an amateur

Pro forma professions, vocations and occupations

Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated (except as noted for "Community Volunteer").

Pro forma professions, vocations and occupations which are unacceptable may include:

- Honorary Peace Officer
- Volunteer Firefighter
- Honorary Chairperson

- Honorary Professor
- Goodwill Ambassador
- Official Host or Hostess

Status

A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time.

Examples of an unacceptable status include:

- Veteran
- Proponent
- Advocate
- Reformer
- Scholar
- Founder
- Philosopher

- Philanthropist
- Activist
- Patriot
- Taxpayer
- Concerned Citizen
- Husband
- Wife

Misleading Designation

Ballot designations that would mislead the voter will be rejected as unacceptable.

Commercial Identification

A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization.

Examples of an improper use of commercial identification information include:

- Acme Company President
- Universal Widget Inventor
- Director, Smith Foundation
- UC Merced Professor

Evaluation of a Candidate

A ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or charter will be rejected as unacceptable. Any laudatory or derogatory adjectives, which would suggest an evaluation of the candidate's qualifications, shall not be permitted.

Examples of impermissible adjectives include:

- Senior
- Emeritus
- Specialist
- Magnate
- Outstanding
- Leading
- Expert
- Virtuous
- Eminent
- Best

- Exalted
- Prominent
- Famous
- Respected
- Honored
- Honest
- Dishonest
- Corrupt
- Lazy

Illegal Activities

Ballot designations that refer to any activity prohibited by law will be rejected as unacceptable.

Limit on using words designating a former position

A word or prefix, such as "former" or "ex" which means a prior status is not allowed.

The only exception is the use of the word "retired." However, the use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.



A candidate <u>may not</u> use the word "retired" in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.

The word "Retired" cannot be abbreviated or placed after any word or words that it modifies.

Name of a Political Party

It is unacceptable to use the name of any political party in ballot designation, whether or not it has qualified for the ballot.

Racial, Religious or Ethnic Group

It is unacceptable to use a word referring to a racial, religious or ethnic group. If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation.

Examples of <u>acceptable</u> designations are:

- Rabbi
- Pastor
- Minister
- Priest
- Bishop

- Deacon
- Monk
- Nun
- Imam

This entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK**. If information requested is not applicable, please write "N/A" in the space provided, otherwise the information MUST be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC RECORD.**

Candidate Information		Candidate Name:	Gender (optional,	for translation use only):	
	1	Office:	Email:		
		Home Address:			
	Ċ	Mailing Address:			
		Business Address:			
		Phone Number(s) Business:	Home/Mobile:	Fax:	
Attorney Information	2	Attorney Name (or other person authorized to a Address:	act on your behalf):		
		Phone Number(s) Business:	Mobile:	Fax:	

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/")].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s) Proposed Ballot Designation(s):

Alternate Ballot Designation(s) 1:

Alternate Ballot Designation(s) 2:

In the spaces provided on the <u>next page(s)</u>:

3

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. <u>Do not submit originals</u>.

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

If your proposed ballot designation contains **one or more slashes** ("/") separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "**PVO**s"), **complete a justification section for each separate PVO**.

(30,100,100)	.,		r	casa				
			Justification for use of 1st PVO:					
			Current or most recent job title:		Start/End Dates:			
			Employer Name or Business:					
			Person who can verify this information	on:				
Justificatio	on		Name:	Phone Number(s):	Email:			
for use of Proposed			Justification for use of 2 nd PVO:					
Ballot Designation	n(c)							
If you are	11(5)							
proposing alternate ba		4	Current or most recent job title:		Start/End Dates:			
designations please provi			Employer Name or Business:					
justification for use of those on			Person who can verify this information					
Page 3.	0 011		Name:	Phone Number(s):	Email:			
			Justification for use of 3 rd PVO:					
			Current or most recent job title:		Start/End Dates:			
			Employer Name or Business:					
			Person who can verify this information					
			Name:	Phone Number(s):	Email:			
Before sig	gning b	pelow	, answer/initial the following questi	ions. Does your proposed ballot	designation:			
1) Us	se only	a porti	on of the title of your current elected office	e?	•	□Yes □ No	Initial	
			didates: Use only the word "Incumbent" for the didates: Use only the word "Incumbent" for your principal profess		appointed?	□Yes	Initial Initial	
			luation of you, such as outstanding, leadir			□Yes □ No	Initial	
			s (Veteran, Activist, Founder, Scholar), rat	ther than a profession, vocation, or occ	cupations?	□Yes □ No	Initial	
						□Yes □ No □Yes □ No	Initial Initial	
					vocation, or occupation?	□Yes □ No	Initial	
9) Us	Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher				ed Firefighter/Teacher	□Yes □ No	Initial	
			f a political party or political body?			□Yes □ No	Initial	
,			, religious, or ethnic group? ivity prohibited by law?			□Yes □ No □Yes □ No	Initial Initial	
,		-	If the answer to any of these questions is "yes," your proposed ballot designation is likely to be rejected.					
х					1	1		
			Candidate's Signature	Date Sign	ed: Month	Day	Year	
				= 3.13 4.9	-	- ,	·	

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish to consult CCR, title 2, sections, 20712-20719 (found at www.sos.ca.gov).

Page 49

COMPLETE THIS PAGE ONLY IF one or more Alternate Ballot Designation(s) are provided. If this page is not applicable, please initial:

		Justification for use of 1st PVO:			
		0 1 1 1 1 1 1 1		0, 45, 10, 4	
				Start/End Dates:	
		Employer Name or Business:			
		Person who can verify this information:	DI		
		Name:	Phone Number(s):	Email:	
		Justification for use of 2 nd PVO:			
Justification for Alternate Ballot	Α	Current or most recent job title:		Start/End Dates:	
Designation(s) 1	^	Employer Name or Business:			
		Person who can verify this information:			
		Name:	Phone Number(s):	Email:	
		Justification for use of 3 rd PVO:			
		Current or most recent job title:		Start/End Dates:	
		Employer Name or Business:			
		Person who can verify this information:			
		Name:	Phone Number(s):	Email:	
		Justification for use of 1st PVO:			
		Justification for use of 1st PVO:			
				0, 15, 10,	
				0, 15, 10,	
		Current or most recent job title:		0, 15, 10,	
		Current or most recent job title: Employer Name or Business:		0, 15, 10,	
		Current or most recent job title: Employer Name or Business: Person who can verify this information:	Phone Number(s):	Start/End Dates:	
		Current or most recent job title: Employer Name or Business: Person who can verify this information: Name:	Phone Number(s):	Start/End Dates: Email:	
Justification for Alternate Ballot	В	Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 2 nd PVO:	Phone Number(s):	Start/End Dates: Email:	
	В	Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 2 nd PVO:	Phone Number(s):	Start/End Dates: Email:	
Alternate Ballot	В	Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 2 nd PVO: Current or most recent job title:	Phone Number(s):	Start/End Dates: Email:	
Alternate Ballot	В	Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 2 nd PVO: Current or most recent job title: Employer Name or Business:	Phone Number(s):	Start/End Dates: Email:	
Alternate Ballot	В	Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 2 nd PVO: Current or most recent job title: Employer Name or Business: Person who can verify this information:	Phone Number(s): Phone Number(s):	Start/End Dates: Email: Start/End Dates:	
Alternate Ballot	В	Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 2 nd PVO: Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 3 rd PVO:	Phone Number(s): Phone Number(s):	Start/End Dates: Email: Start/End Dates: Email:	
Alternate Ballot	В	Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 2 nd PVO: Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 3 rd PVO: Current or most recent job title:	Phone Number(s): Phone Number(s):	Start/End Dates: Email: Start/End Dates: Email:	
Alternate Ballot	В	Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 2 nd PVO: Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 3 rd PVO: Current or most recent job title: Employer Name or Business:	Phone Number(s): Phone Number(s):	Start/End Dates: Email: Start/End Dates: Email:	
Alternate Ballot	В	Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 2 nd PVO: Current or most recent job title: Employer Name or Business: Person who can verify this information: Name: Justification for use of 3 rd PVO: Current or most recent job title:	Phone Number(s): Phone Number(s):	Start/End Dates: Email: Start/End Dates: Email:	

Code of Fair Campaign Practices

The California Legislature asked that each candidate read and sign the Code of Fair Campaign Practices which state they will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

At the time you are issued your declaration of candidacy, nomination papers, or any other paper showing an intention to be a candidate, the elections office will provide this form. This form is voluntary and you need to make a decision if you will sign and file it.



The elections office will keep this form on file for public inspection until 30 days after the election.

EC §20400

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 untrammeled 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 that 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 that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that 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.

Print Name	Signature
 Date	Office

Candidate Statement

A Candidate Statement is information, provided by you, the candidate, concerning your education and qualifications. This is optional. If provided it will be printed in the Voter Information Pamphlet section of the Tuolumne County Voter Information Guide. You must file our form declaring whether or not you are filing a statement.

Any candidate for local nonpartisan office may submit a Candidate Statement to be printed in the Voter Information Pamphlet portion of the Tuolumne County Voter Information Guide. U.S. Representative candidates, and State Senate and Assembly legislative candidates who choose to keep their campaign spending under specified dollar limits may submit a Candidate Statement.



Your candidate statement with payment is due at the time Nomination Signatures are filed. If no nomination signatures are required, it is due by the close of candidate filing.

Steps to Submit a Statement



Before filing, provide a digital copy

You must provide a digital copy of your candidate statement in Microsoft WORD format. You may send this by email of deliver it on a CD.

2

Elections office counts the words

Once you are in the office and ready to file the candidate statement, the elections office will print out a copy of the digital document received and count the words (see the "Word Count" section in the guide). If the word count is above the amount allowed, the statement will not be accepted as filed.



The elections office will not count the words until you are in our office and ready to file.

The maximum allowed for US Representative candidates, and State Senate and Assembly office candidates who choose to keep their campaign spending under a specified limit, have a limit of **250 words**. All other candidates have a limit of **200 words**.

EC 13307(a), 13307.5, GC 85601

3

Pay the candidate statement fee

If your statement submitted is below or meets the amount allowed, you will then pay the cost provided. Please see the "Candidate Statement Cost" at the end of this section for the amounts.



Unless otherwise determined by the governing body, candidate statements are printed at the expense of the candidate.

You will be required to make a check payable to the "Tuolumne County Elections Office" for the amount.

Basis for cost

Costs for candidate statements are based on the total costs of printing, handling, translating and mailing the candidate statement, including costs incurred as a result of complying with the Federal Voting Rights Act of 1965.

Tuolumne County is required to print all candidate statements in English. Each candidate filing a statement is required to pay the pro rata share as a condition of having the statement included in the voter information guide.

4

Sign the affidavit and file the statement

Once the estimated cost is paid, the elections office will accept your statement for filing. When filing, you must sign:

- A copy of the candidate statement
- The affidavit executed under penalty of perjury, declaring that the information contained in the statement is true and correct.



Please proofread your statement. The statement will be printed exactly as filed. This office will not correct any misspellings or errors in grammar or punctuation. After filing, the statement can be withdrawn, but not changed. The last day to withdraw is the first business day after the close of candidate filing.

Candidate Statement Cost

District Name	Number (Trustee, Division, Zone, District, Seat)	Estimated Cost	
Countywide			
Countywide Offices		\$1,200.51	
County			
County Supervisor	2	\$237.43	
County Supervisor	3	\$235.26	
City of Sonora			
Board Member		\$100.24	

General Format and Guidelines

Statements will be printed in uniform type, style and spacing. Paragraphs should be single-spaced, with no line spacing between paragraphs.



The elections office may need to make adjustments to the candidate statement for space requirements in the Voter Information Guide.

Header

In the header of the statement you must state your name, and optionally may place your age and occupation. This is not included in the word count. The occupation is not restricted by ballot designation limitations; but should not exceed 7 words in length.

Education, qualifications, and background

The body of the candidate statement is a description of your education, personal background, and qualifications. This section is limited by the word count.

Your statement must be written in the first person. For example:

- "I am running..."
- "I went to....."
- "I believe...."

The statement <u>cannot</u> be written in 3rd person, quote other persons, and must not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. For example:

- "She is running..."
- "Jane Doe is running..."
- "My opponent is....."

Formatting not permitted

- Extra indentations
- Any bold
- Underlining of words
- Italics

- Graphics
- Extra punctuation
- Capitalized words for added emphasis
- Bullets of any kind

Party Affiliation

Statements must not include your party affiliation, or membership or activity in partisan political organizations.

EC 13307(a)(1), 13308

Word Count Standards

Туре	Description	Examples	
Punctuation Marks	Punctuation marks are not counted. However, symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.		
Proper Noun	Proper Nouns used to identify a person, place, or thing are counted as one word. Geographical names are included as proper nouns.	"Sonora High School", "The Library of Congress", "George Washington", "City and County of San Francisco" [1 WORD]	
Abbreviations and Acronyms	Acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.	CSUF, PTA, UCSF, U.S.M.C.	
Hyphenated Words	A hyphenated word that appears in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word. Be aware that many word processing software will count a hyphenated word as one word even if it does not fit this criteria.	Attorney-at-law, full-time (as an adjective), in-law	

Туре	Description	Examples
Dates	Dates consisting of a combination of digits are counted as one (1) word.	06/01/1995 [1 WORD]
	Dates consisting of a combination of words and digits are counted as multiple words.	July 4, 2012 [3 WORDS], December Twenty-fifth [2 WORDS]
Numeric Combinations	Numeric combinations will be counted as one (1) word.	1973, 13 1/2, 1971-73, 5%, 8/3/73, #14
Monetary Amounts	Monetary amounts consisting of a combination of digits are counted as one (1) word.	15,000,000 [1 WORD]
	Monetary amounts consisting of a combination of words and digits are counted as multiple words.	\$15 million [2 WORDS]
Telephone and	Telephone and fax numbers are counted	(209) 533-5570 [1 WORD]
Fax Numbers	as (1) word.	1-800-345-VOTE [1 WORD]
Email Addresses and Websites	Email addresses and websites are counted as (1) word.	www.co.tuolumne.ca.us/elections [1 WORD] myemail@co.tuolumne.ca.us [1 WORD]

EC 9



Many word processing software do not count words using the same methodology. Please do not rely solely on software to count words prior to filing.

Special Considerations

Changing and withdrawing

Statements may be withdrawn until 5 pm the next regular business day following the close of nominations for the office. They <u>cannot be changed</u> after filing (except as specifically required by the elections official).

Confidentiality

Statements will remain confidential until the end of the filing deadline for nomination papers for the office.

Public Examination

After the deadline for filing nomination papers, anyone may examine any candidate statements and may purchase copies.

During a 10-calendar day period beginning the day after the close of nomination, any voter of the jurisdiction the election is being held may seek a writ of mandate or an injunction with the courts requiring any or all of the material in a candidate's statement to be amended or deleted.

EC §13313

Order of appearance in the guide

Statements will be printed in random order unless repositioned due to space considerations. Statements do not rotate.

Liability

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter information guide.

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

EC 13307 (d) E.C.18351

Sample Candidate Statement

This example illustrates the candidate's statement as it will be printed in the voter information guide. The upper portion stating the contest, name, age, and occupation is not included in the word count. The statement shown below has been typed, in upper and lower case, sentence form.

CITY COUNCIL DISTRICT

Candidate's Name: Naveen Hernandez Age: 32

Occupation: Businesswoman

Education and Qualifications: I can bring to the office a diversity of viewpoints and experience. Born and raised in the Tuolumne area with my family still logging, I can appreciate the concerns of the environmentalist. On the other hand, having been in business since my undergraduate days at college and with my experience in the rental and real estate fields, I appreciate the housing requirements of our community. As a recent student, I understand their needs for a variety of housing choices and their frustration with high rental costs. I tend towards moderation and a real balancing of the competing segments of the community. I encourage differing viewpoints rather than the "them and us" concept.

I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight. I support a shopping center in the city and would insist on a plan to encourage the commercial enterprises that complement our shopping needs. Our council should actively consider subsidized housing for senior citizens and perhaps others, but with implementation only after voter approval of a specific program.

Permission to Post Contact Information

Elections Website: www.co.tuolumne.ca.us/elections

Purpose

Often the media, organizations, and individual voters will contact the elections office requesting contact information for a candidate. A candidate may use our form to give permission to the Tuolumne County Elections Office to post their contact information on our website in order to

make this information readily available.

Providing Permission

In accordance with the applicable code sections, we require all candidates, whether currently serving as elected or appointed officials or not, to provide permission for each election.

Each candidate will be given a form where they may give permission for their contact information to be posted online. This information may include:

- Mailing address
- Telephone number
- Email address

⚠

The candidate may give permission for only one, two, or all three to be posted.

Restrictions

As this is intended as a means for voters and media to contact the candidate, and not a method of campaigning, the elections office will not post information such as:

- Website address
- Facebook account
- Twitter account

Contribution Limits



🗥 Disclaimer 🗥



It is the responsibility of the candidate and or committee to be aware of and to file the required campaign disclosure statements in a correct and timely manner. The county elections office cannot provide advice or recommendation on the appropriate forms to file or information to provide.

As Tuolumne County, nor the City of Sonora, have not enacted contribution limits for city or county candidates, effective 01/01/2021, Pursuant to AB 571 (2019), state limits apply to all city and county campaigns.

The current limit for 2021-2022 is set at \$4,900 per election. This amount will be updated biennially. Contribution limits can be found in Regulation 18545(a)2 and on the FPPC website here: https://www.fppc.ca.gov/learn/campaign-rules/state-contribution-limits.html.

These default contribution limits under AB 571 applies only to city and county elections for offices that a city or county has not implemented its own contribution limit. Elective city and county offices does not include judicial offices, or special or school district elections.

For more information, visit the FPPC website or click here:

https://www.fppc.ca.gov/content/dam/fppc/NS-

Documents/TAD/Campaign%20Documents/AB_571_Fact_Sheet_Final.pdf

Resources

Advice:

1-866-ASK-FPPC (866) 275-3772 *1

@ Advice@fppc.ca.gov

(Telephone Advice is available Monday - Thursday 9am-11:30am)

General Information:

(916) 322-5660

All FPPC manuals can be found on at www.fppc.ca.gov or by clicking here.

Campaign Disclosure Requirements





It is the responsibility of the candidate and or committee to be aware of and to file the required campaign disclosure statements in a correct and timely manner. The county elections office cannot provide advice or recommendation on the appropriate forms to file or information to provide.

Financial and campaign disclosure documents provide the public with the financial interests of the candidate, as well as, the identity of contributors and the amounts they give to a campaign, and the amounts candidates and committees spend. These disclosures provide transparency and ensure accountability.

These individuals and groups include:

- All candidates for state and local elective office
- Proponents of state and local ballot measures who control a ballot measure committee
- Committees supporting or opposing state and local candidates
- All measure and petition circulation committees



There is a late filing fine of \$10 per day for the late filing of any campaign disclosure statements after the deadline until the statement or report is filed.

Resources

Advice:

1-866-ASK-FPPC (866) 275-3772 *1

@ Advice@fppc.ca.gov

(Telephone Advice is available Monday - Thursday 9am-11:30am)

General Information:

(916) 322-5660

All FPPC manuals can be found on at www.fppc.ca.gov or by clicking here.

700 Statement of Economic Interest

A candidate files this document informing the public of their financial interest in the community. This would include their income, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy. For further information, please visit www.fppc.ca.gov or find the form here.

Who

<u>Every candidate</u> seeking to be elected to a position which participates in making governmental decisions is required to file a Statement of Economic Interests.

For example, this includes those seeking election to a county office, city office, school board, and special district.

When

A candidate must file their Form 700 no later than the final date for filing the declaration of candidacy or nomination documents, which is typically 88 days before an election.



Exception: If a candidate filed an assuming office or annual statement for the same jurisdiction for which they are running within 60 days before filing the declaration of candidacy or nomination documents, a Form 700 is not required.

Where

A candidate must file their Form 700 with their local elections office.

501 Candidate Intention Statement

A candidate files this document stating they intend to become a candidate in the coming election. For further information, please visit www.fppc.ca.gov or find the form here.

Who

A candidate for state or local office must file this form for each election, including reelection to the same office.

When

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

Where

- State candidates (including judges) file at the Secretary of State's Political Reform Division.
- Local candidates file at the elections office.

410 Statement of Organization

This form is used to report the organization of a recipient committee. A "Recipient Committee" is an individual or group who receives contributions of \$2,000 or more per year for political purposes. This includes candidate controlled committees; committees primarily formed to support or oppose candidates or ballot measures; political party committees; and other general purpose committees (generally formed to support or oppose more than one candidate or ballot measure).

Even The personal funds of a candidate or officeholder used to seek or hold elective office are contributions and count toward qualifying as a recipient committee. After filing, you will receive a Committee ID Number.

For further information, please visit www.fppc.ca.gov or find the form here.



Candidates personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the voter information guide do not count toward the \$2,000 threshold.

Who

Candidates, Recipient Committees, and Multipurpose Organizations who raise contributions or have expenditures for a California election past a certain amount.

When

This must be filed within 10 days of receiving \$2,000 in contributions. If your committee has not yet reached the \$2,000 threshold, and you are filing early, mark the "not yet qualified" box.

Where

- All committees must file a copy with original ink signatures with the Secretary of State's Political Reform Division.
- County and city committees must also file a copy with the elections office.

470 Officeholder/Candidate Campaign Statement

This form is used to report you do not anticipate receiving or spending \$2000 or more during the calendar year.

A supplemental form is also provided to report when/if you do receive or spend more than this amount. For further information, please visit www.fppc.ca.gov or find the form here.

Who

This is filed by officeholders and <u>candidates on the ballot</u> who do not have a controlled committee, do not receive contributions totaling \$2,000 or more during the calendar year, and do not spend \$2,000 or more during the calendar year.

When

If this is filed in connection with an election, or on or before the filing deadline for the first campaign statement required for the calendar year, no additional campaign statements need to be filed for that calendar year as long as the total contributions and expenditures remain less than \$2,000.



If, after filing, receipts or expenditures reach \$2,000 or more, see the Form 470 Supplement for important reporting requirements.

Where

- State officeholders, state candidates, judges and judicial candidates must file the original and one copy with Secretary of State's Political Reform Division, as well as one copy with the local elections office.
- **Elected officers** and **candidates** for local <u>multicounty</u> agencies file an original and one copy with the elections official for the county with the largest number of registered voters in the district and one copy with the candidate's county of domicile.
- **Elected county officeholders** and **candidates** for <u>county offices</u> file an original and one copy with the elections official for that county.
- **Elected city officeholders** and **candidates** for <u>city offices</u> file an original and one copy with the city clerk.

460 Recipient Committee Campaign Statement

This is filed by recipient committees to report expenditures and contributions. It can be used to file a pre-election statement, semi-annual statement, quarterly statement, termination statement, special odd-year report, or an amendment to a previously filed statement.

For further information, please visit www.fppc.ca.gov or find the form here.

Who

This is used by all recipient committees, including:

- Candidates, Officeholders and Their Controlled Committees
- Primarily Formed Ballot Measure Committees
- Primarily Formed Candidate/Officeholder Committees
- General Purpose Committees

When

This is filed when either:

- · A candidate has formed a controlled committee
- A candidate has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election.
- Two-thousand dollars (\$2,000) or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

Where

In general, **state committees** file an original with the Secretary of State and a copy with the local elections office.

Local committees, will file with the filing officer of the local jurisdiction.

See the form 460 for more detailed information (460)

Important Facts and Requirements Often Overlooked

Who discloses

- Every candidate on the ballot must file either a 470 or 460.
- Even unopposed candidates are subject to the campaign disclosure provisions of the Political Reform Act. (Gov. Code §82007)

What to disclose

- Contributions include PERSONAL FUNDS and are subject to the same disclosure requirements.
- Loans to a candidate are considered contributions unless the loan is from a financial institution. The source of these loans must be disclosed.
- Filing fees and candidate statement fees may be paid in cash if the candidate is using personal funds and will not be reimbursed through the committee. (Gov. Code §85200)
 - Otherwise, campaign disclosure laws require that expenditures of \$100 or more be made by written instrument containing the names of both the payee and payer. (§84300)
- For contributions of \$100 or more, including loans, and in-kind contributions, you must disclose the contributor's name, address, occupation and employer. Contributions of \$100 or more may not be made in the form of a money order or cashier's check.
 Contributions may continue to be made with a credit card. (Gov. Code §84300)
- Candidates must disclose employer information for all contributors and keep all records of occupation and employer information.
- Payee addresses must be disclosed on the campaign statements for expenditures made.
- All expenditures of \$100 or more must be itemized on the campaign statements, and then summarized on the Campaign Disclosure Statement Summary Page.

When to disclose

- Prior to soliciting or receiving any contribution (including a loan), all elected officeholders and all candidates must file Form 501 (Candidate Intention).
- If \$2,000 or more is received from one contributor during the last 90 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.
- A Statement of Organization (Form 410) must be filed within 10 days by any person who receives contributions totaling \$2,000.
- As long as a committee is in existence, a Semi-Annual Campaign Statement must be filed. If the candidate has filed a long form (460) previously in the calendar year, a 460 must be filed as the Semi-Annual Statement even if there is no activity.

Committee Management

- Officeholders and candidates who receive contributions or make expenditures must establish a campaign checking account in California and report it on a Form 410.
- If the committee changes its treasurer, an amendment to the Form 410 Statement of Organization must be filed.

Best Practices

The laws passed to enforce the campaign disclosure requirements can be challenging. Below are any often-overlooked requirements and best practices.

- Be Prepared! The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures.
- DO NOT USE OF CAMPAIGN FUNDS FOR PERSONAL REASONS. Use campaign funds only for political, legislative, or governmental purposes.
- Maintain details on contributions and expenditures of \$25 or more, even if you are spending less than \$2,000.
- Make copies of all contributor checks.
- Itemize expenditures of \$500 or more made by an agent or campaign consultant.
- Include your name and campaign address in at least 6-point type on the outside of all
 mass mailings (more than 200 pieces). Your committee's name may be used if it
 includes your name. If your name is not part of the committee's name, you may use just
 your name, or both your name and the name of the committee.

Fair Political Practices Commission

Filing Schedule for Candidates and Controlled Committees for Local Office Who Will be Voted Upon at the June 7, 2022 Election

Deadline	Period	Form	Notes
Jan 31, 2022 Semi-Annual	* – 12/31/21	<u>460</u>	 Each candidate listed on the ballot must file Form 460 or Form 470 (see below). If a candidate raised or spent less than \$2,000 during 2021, file Form 470 (see below).
Within 24 Hours Contribution Reports	3/9/22 — 6/7/22	497	 File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon June 7, 2022. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Apr 28, 2022 1 st Pre-Election	1/1/22 - 4/23/22	460 or 470	• Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
May 26, 2022 2 nd Pre-Election	4/24/22 - 5/21/22	<u>460</u>	 All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Aug 1, 2022 Semi-Annual	5/22/22 - 6/30/22	<u>460</u>	 All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2022.

Additional Notes:

- *Period Covered: The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- Local Ordinance: Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- Form 501: All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- Form 460: Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.

www.fppc.ca.gov	Email Advice: advice@fppc.ca.gov	Phone Advice: 1-866-ASK-FPPC	Campaign Filing Schedule	01 Local Candidate 2022 – 060721	Page 1 of 2
-----------------	-------------------------------------	---------------------------------	--------------------------	----------------------------------	-------------

- Form 470 (2021): Non-incumbent candidates who raised or spent less than \$2,000 during 2021 and did not have an open committee must file Form 470 by January 31, 2021.
- Form 470 (2022): Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2022 and do not have an open committee may file Form 470 on or before April 28, 2022. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- Independent Expenditures: Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - Form 496: This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
 - Form 462: This verification form must be e-mailed to the FPPC within 10 days. Once the California Access Replacement System (CARS) system is live, this report will be eliminated, and the information captured on other reports.
- After the Election: Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See Campaign Disclosure Manual 2 for additional information.
- Public Documents: All statements and reports are public documents.
- Resources: Campaign manuals and other instructional materials are available on the <u>Campaign Rules</u> page. Or, visit <u>fppc.ca.gov/</u>> Learn > Campaign Rules.

Filing Schedule for State Candidates and their Controlled Committees Who Will be Voted Upon at the June 7, 2022 Election

Deadline	Period	Form	Notes	
Jan 31, 2022 Semi-Annual	* – 12/31/21	460 or 470	Each candidate listed on the ballot must file Form 460 or Form 470 (see below).	
Within 10 Business Days \$5,000 Report	Ongoing – file any time other than 90-day election cycle	497	 File if a contribution of \$5,000 or more is received from a single source. No paper copy is required. File within 10 business days of receipt of contribution. Until the California Access Replacement System (CARS) is live, only e-filers file this report. Once the system is live, all filers file this report if a contribution of \$5,000 or more is received from a single source. 	
Within 24 Hours Election Cycle Reports	3/9/22 – 6/7/22	497	 File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with a candidate or ballot measure being voted on the June 7 ballot, or made to a political party committee. The recipient of a non-monetary contribution of \$1000 or more in the aggregate must file a Form 497 within 48 hours from the time the non-monetary contribution is received. E-file only. No paper copy is required. 	
Apr 28, 2022 1st Pre-Election	1/1/22 – 4/23/22	460 or 470	Each candidate listed on the ballot must file Form 460 or Form 470 (see below).	
May 26, 2022 2 nd Pre-Election	4/24/22 – 5/21/22	460	 All committees must file this statement. Paper copies must be filed by personal delivery or guaranteed overnight service only. Once the California Access Replacement System (CARS) system is live, state committees will file online or electronically with the Secretary of State. 	
Aug 1, 2022 Semi-Annual	5/22/22 - 6/30/22	<u>460</u>	 All committees must file Form 460 unless the committee files termination Forms 410 and 460 before June 30, 2022. 	

See next pages for additional reporting information.

Additional Reports

Depending on committee activity, one or more of the following statements may also be required:

- Payments Related to a State Ballot Measure: File Form 496 (24-Hour/10-Day Independent Expenditure Report) or Form 497 (24-Hour/10-Day Contribution Report) within 10 business days of making payments totaling \$5,000 or more in connection with a single state ballot measure. Until the California Access Replacement System (CARS) is live, only e-filers file this report. Once the CARS system is live, all filers will file these reports online or electronically with the Secretary of State.
- Form 511: File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) a payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) a payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter). Until California Access Replacement System (CARS) is live, e-filers must also file a paper copy. Once the CARS system is live, all state committees will file this report online or electronically with the Secretary of State and no paper copy will be required.
- Form <u>E-530</u>: File within 48 hours of making a payment, or a promise of a payment, of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate being voted on in the election but does not expressly advocate the election or defeat of the candidate. No paper copy is required.

Additional Notes:

- *Period Covered: The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- California Access Replacement System (CARS): The new Cal-Access system is expected to go live in June of 2021.
- Where to File: Until the California Access Replacement System (CARS) is live, state committees that are e-filers, file reports with the Secretary of State.

 Candidate controlled committees that are not e-filers file paper copies with the elections' official at the candidate's county of domicile. Once the CARS system is live, all state committees file reports and statements online or electronically with the Secretary of State.
- Form 501: All state candidates must file Form 501 before soliciting or receiving any contributions or before making expenditures from personal funds. A candidate may, until the deadline for filing nomination papers set forth in Section 8020 of the Elections Code, amend Form 501 to change his/her statement of acceptance or rejection of voluntary expenditure limits provides he or she has not exceeded the limits.
- **E-filer:** Until the California Access Replacement System (CARS) is live, only state committees that have received contributions or made expenditures totaling \$25,000 or more e-file. Once the CARS system is live, all state committees will file online or electronically with the Secretary of State.
- Form 460: All state committees, including e-filers, must also file paper statements. Once the California Access Replacement System (CARS) system is live, all state committees will file online or electronically with the Secretary of State, no paper copies will be required.
- Form 470 (2021): Candidates who did not raise or spend \$2,000 or more in 2021 and do not have an open committee may file Form 470 (Short Form) on or before January 31, 2021. If a Form 470 is filed and later, during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.

Email Advice: advice@fppc.ca.gov

Phone Advice: 1-866-ASK-FPPC

Campaign Filing Schedule

01 State Candidate 2022 - 041621

- Form 470 (2022): Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2022 and do not have an open committee may file Form 470 on or before April 28, 2022. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a campaign committee must be opened, and a Form 470 Supplement and a Form 410 must be filed.
- Paper Filings: Until the California Access Replacement System (CARS) is live, all paper filings may be filed by first class mail unless otherwise noted. Once the CARS system is live, all state committees will file online or electronically with the Secretary of State, no paper copies will be required.
- Forms 496 and 497: All reports filed online only.
- Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - o **Form 462**: This verification form must be e-mailed to the FPPC within 10-Days. Once the California Access Replacement System (CARS) system is live, this report will be eliminated, and the information captured on other reports.
 - o **Form 496**: This form is due within 24 hours if made in the 90-day, 24-Hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **Multiple Committees**: All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the June 7, 2022 ballot who maintains an Assembly officeholder committee must file pre-election statements for both committees even if the Assembly committee has not received or made payments.
- State Contribution Limits: Refer to the contribution limits chart on the FPPC website.
- Penalties: Late statements and reports are subject to a fine of \$10 per day on both the paper and the e-filed version (i.e., \$20 per day for a late Form 460). Once the California Access Replacement System (CARS) system is live, all state committees will file online or electronically with the Secretary of State and late e-filed statements and reports will be subject to a fine of \$10 per day. Failure to file a statement or report could result in an enforcement penalty of \$5,000 per violation.
- Public Documents: All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the <u>Campaign Rules</u> page. Or, visit <u>www.fppc.ca.gov</u> > Learn > Campaign Rules.

Email Advice: advice@fppc.ca.gov

2 Different Types of Contests

In a Gubernatorial Primary in California, there are actually 2 different types of contests being held on the same ballot. The type of contests determines if a candidate is elected or moves on to the general election, and can even determine who is allowed to vote on the contests.

Voter-Nominated Offices

(Federal and State, except State Superintendent)

In a voter nominated contest, all candidates appear on the same ballot. However, their party preference as they are registered to vote, or lack of party preference, appears next to their name.

The top two votegetters move on to the general election, regardless of their party preference or percentage of votes each received. This includes qualified write-in candidates.

Non-Partisan Office

(Local Contests, including Superior Court Judge, County, City, Schools, and Special Districts)

In a non-partisan office contest, candidates are not permitted to have their party preference next to their name on the ballot.

For **Judicial and County offices**, if no candidate receives a majority of the votes from ballots cast for candidates for that office, the top two votegetters move on to the general election.

For all other contests, including **city**, **schools**, **and special districts**, the top votegetters win the contests. (Exception: If there is a tie among the top votergetters)

EC §8140, §15450

Voter's Choice Act

Tuolumne County began implementing the Voter's Choice Act in the March 2020 election, and will again use this model in June 2022. The VCA is designed to modernize voting and provide greater flexibility and convenience to voters.

Below is a comparison between the prior election model, and an election under the Voter's Choice Act.

	Prior Election Model	Under the Voter's Choice Act				
Open Hours	Polling locations were open only on Election Day.	Vote Centers are open 4 to 10 days before Election Day.				
	*The Elections Department opens 29 days before each election for voting.					
Location for Voting	A voter would have needed to go to the polling location assigned to their area.	A voter can go to any Vote Center open in the county.				
Voter Check-in	A voter would have needed to be listed on the roster for that polling location, and if one was sent to them, surrender their vote-by-mail ballot.	Vote Center employees have database access. They will be able to determine if a voter is a registered voter in the county and if they have already voted.				
	Otherwise they voted a provisional ballot.	No need for a provisional ballot.				
Ballot Received at a Location	A voter received a ballot for that polling location's area.	They receive a ballot for the area they live in.				
	And if they were not on the roster, they would vote a provisional ballot.					
Vote-by-mail Ballot Issued	Two groups automatically received a ballot by mail:	Every registered voter is mailed a ballot 29 days before the election.				
	 Those requested to permanently vote by mail. 					
	 Those who live in areas where a polling location had not been established. 					
Voting Options	In areas where a polling location had not been established, a voter would be required to vote by mail.	Any voter can choose to mail the VBM ballot they received or go to a Vote Center.				
		There, they can request and vote a new ballot.				
Returning a Vote-by-mail	A voter could choose to return a VBM ballot:	In addition, they may choose to return the ballot:				
Ballot	 By mail At our office At a polling location <u>only</u> on Election Day 	At a Vote CenterAt a Ballot Drop Off Location				

Circulating a Petition

Both the signature-in-lieu and nomination/sponsor forms are petitions. Below is an overview of the laws around the signature gathering process, and some tips and reminders in order to avoid possible pitfalls.

Gathering Signatures

Anyone 18 years old or older may circulate a petition and gather signatures. This includes the candidate or family member.

EC §§102, 106, 8066, 8106(b)(4)



Current law does not specify a circulator must be a registered voter or resident of the district.

There must be only one circulator for each section of the petition. That circulator must sign the declaration at the end of the section.

EC 8041(b), 8066, 8106(b)

Signing a Petition

The petition can only be signed by registered voters who are qualified to vote in the district.

EC §§322, 8106(b)(1), §8062



As a candidate, if you are a qualified registered voter of the district, you may sign your own signatures-in-lieu or nomination petition.

If a circulator is otherwise qualified, they may also sign the petition they are circulating.

EC 106

Multiple Counties

Each petition will have a general declaration in the header stating "I am a resident of _______
County ..." The circulator must complete this field as appropriate prior to gathering signatures.

If a jurisdiction includes portions of more than one county, each section must include the county name and each voter should be a resident and registered voter of that county.

Signatures of out of county voters which were filed in Tuolumne County will be rejected.

Filing Location

Signature-in-lieu and Nomination petitions must be filed with the elections office in the county where the voter resides and votes.

EC 8063, 8106(b)(4)

Petition Requirements and Tips

When signing

- A voter must sign using their own handwriting. They must personally fill-in their name, address (with city and zip), and signature.
- Use a firm writing surface beneath the petition page being signed, as well as a ball point pen. Please do not use a felt tip marker.
- If a voter is physically unable to fill in their own information:
 - 1. Another person may print the voter's name and residence address.
 - 2. Then, the voter must sign or make their mark in the signature line.
 - 3. A person must then witness the mark by signing their name on the same line next to the mark.



Witnesses do not have to be a registered voter.

The circulator may serve as a witness.

EC §100.5, Government Code 16

Additional signatures

 It is always recommended to file more signatures than required. It is common for some signatures to be deemed invalid. See the section below "Common Reasons for Invalid Signatures".



Nomination signatures have a maximum number permitted to be filed. The elections office will not allow more than this number to be filed unless they are to supplement signatures already deemed invalid.

Unsure if registered

 If a signer is eligible, but unsure if they have registered with their most current information, they can register or re-register at the same time they sign the petition. The registration card must be completed and signed on or before the day they sign the petition. Please contact the County Elections Office for Voter Registration Cards.



The registration cards must be received by the elections office by the time the petition is filed. Please indicate when returning these cards that they are part of the signature-in-lieu or nomination petition.

Voter information

For a fee, candidates are eligible to request a list of registered voters in the district. Every
person requesting voter registration information must complete the "Application and Use
Agreement" which can be located on our website or by clicking here. Please contact the
elections office for further information.

Circulator

 The circulator must, in their own handwriting, provide their name, residence address, the specific dates of circulation, and signature on each petition section in every circulator's affidavit. Preprinted dates or generalized dates are not allowed.

EC §§104, 11046

Common Reasons for Invalid Signatures

The elections office will check every signature on a petition until it qualifies. At times, a signature on a petition may be found to be invalid for a number of reasons. It is always recommended that a candidate file more signatures than required to qualify.

Below are common reasons a signature may be found to be invalid:

Address

- The signer has moved since last registering to vote and hasn't re-registered.
- The signer wrote a P.O. Box or business address as their residence address.
- The signer did not include the city, state, or zip with their address.
- The residence address appearing on the petition was "pre-printed" and not written in personally by the signer.

Handwriting and signature

 The signer's signature does not appear to match the signature on the voter registration card on file with the county elections official.



You can ask the signer to sign as if they would other legal documents, such as at the bank or on a contract. We will be checking characteristics of a signature. However, if they feel their signature has change significantly, have them re-register.

The writing of the signer is illegible.

Not eligible

- The signer is not eligible to vote for the candidate.
- The signer signs the petition more than once.



Only the first signature reviewed during verification will be counted. In addition, any duplicate signatures found in a "random sample" are penalized under the formula used to determine sufficiency.

Circulator

 A problem with the declaration of the circulator, such as the circulator did not sign the declaration, may invalidate all signatures appearing on that section.



You should advise their circulators of the importance of fully and accurately completing the declaration. Under no circumstances should a circulator make any changes or corrections to the signatures or addresses that a voter has written on the petition.

EC §§100, 104, 105, 321, 359, 11046

Circulating Petition on Private Property

Petition circulators often seek to circulate petitions at shopping centers and other private property. As shopping centers are private property, the courts have had to balance the private property rights of the shopping center owners against the free speech and petition rights of petition circulators.

Candidates are recommended to contact the property manager or owner in advance of circulating petitions and to seek legal counsel when issues arise as to their speech and petitioning rights at shopping centers or private property. The County Elections Office cannot advise you in this matter.

Penal Provisions

The following are selected penal provisions relating to circulation of petitions. (See §§18600 et seq. for all the relevant code sections.)

Provisions relating to circulators

It is a misdemeanor for anyone circulating a petition to intentionally misrepresent or make a false statement concerning the contents, purport, or effect of any petition to any person who signs, desires to sign, is requested to sign, or who makes inquiries with reference to it, or to whom it is presented for his or her signature. It is also a misdemeanor to willfully and knowingly circulate, publish, or exhibit any false statement or misrepresentation concerning the contents, purport, or effect of any petition for the purpose of obtaining any signature to, or persuading or influencing any person to sign, that petition.

EC §18600

Any person working for the proponents of a petition who refuses to allow a prospective signer to read the petition is guilty of a misdemeanor.

EC §18601

Every person who offers or gives money or other valuable consideration to another in exchange for his or her signature on a petition is guilty of a misdemeanor.

EC §18603

No one shall knowingly or willfully permit the list of signatures on a petition to be used for any purpose other than qualification of the question for the ballot. Violation is a misdemeanor.

EC §18650

Threats to prevent petition circulation or filing

Every person who threatens to commit an assault or battery on a person circulating a petition or on a relative of such a person or threatens to inflict damage on the property of the circulator or relative, with the intent to dissuade the circulator from circulating the petition or in retribution for the circulation, is guilty of a misdemeanor.

EC §18630

Provisions relating to fraudulent signatures

Every person who solicits any circulator to affix to a petition any false or forged signature, or causes or permits a false or forged signature to be affixed, is guilty of a misdemeanor.

EC §18610

Anyone who circulates or causes to be circulated a petition knowing it to contain false, forged, or fictitious names is punishable by a fine not exceeding \$5,000, or by imprisonment in state prison for 16 months or two or three years, or incarceration in a county jail not exceeding one year, or by both fine and imprisonment.

EC §18611

Every person who knowingly signs his or her name more than once to a petition, or signs his or her name to that petition knowing himself or herself at the time of signing not to be qualified to sign it, is guilty of a misdemeanor.

EC §18612

Every person who subscribes to any petition a fictitious name, or who subscribes thereto the name of another, or who causes another to subscribe such a name to that petition, is guilty of a felony and is punishable by imprisonment in the state prison for two, three, or four years.

EC §18613

Every person who files with the county elections official any petition to which is attached any signature which the person filing the petition knows to be false or fraudulent or not the genuine signature of the person whose name it purports to be is punishable by a fine not exceeding \$5,000, or by imprisonment in the state prison for 16 months or two or three years, or incarceration in a county jail not exceeding one year, or by both the fine and imprisonment.

EC §18614

Order of Names and Offices on the Ballot

The order the names of candidates appear on the ballot is based on a random alphabet created each election. It is used statewide for the placement of names, except as otherwise specified. At times, depending on the office and district, the names will rotate as well. The order each contest appears on the ballot is also specified in code.

Random Alphabet Drawing

On the 82nd day before the election at 11:00 am, the Secretary of State's office pulls each letter of the alphabet at random and creates a randomized alphabet.

The local county elections office conducts a random alphabet drawing to determine the order of candidates on the ballot for multi-county state legislative districts.

EC 13111, 13112

Rotation of Names

Depending on the office and district lines, candidates' names may rotate on the ballot.

Candidates for Statewide Offices

Candidates for offices voted on throughout the state are placed on the ballot using the SOS's random alphabet in the first State Assembly district. In the next district, the candidate listed first moves to the bottom of the list and all other candidates move up one position. This rotation continues through all 80 State Assembly Districts.

Candidates for Congress

Candidates are placed on the ballot using the SOS's random alphabet in the lowest numbered State Assembly district within the Congressional District. The candidate's names are rotated in the same way as described above but only by the State Assembly Districts within the Congressional or State Board of Equalization District.

Candidates for Countywide Offices

Candidates for countywide offices are placed on the ballot using the SOS's random alphabet and rotated by Supervisorial Districts within the county.

Candidates for State Senate and Assembly (In districts that cross county lines)

Candidates are placed on the ballot in a random order drawn by the local elections office within each County.

Candidates for other offices

Candidates are placed on the ballot using the SOS's random alphabet and are not rotated.

EC 13111, 13112

General Order of Offices

Below is the general order contests will appear, if on the ballot:

- 1. President and Vice President
- 2. Statewide Offices
- 3. Federal Offices, US Senator, then US Representative
- 4. State Legislature, Senate, then Assembly
- 5. County Central Committee
- 6. Judicial Offices
- 7. School Offices
- 8. County Offices
- City Offices
- 10. Special Districts
- 11. State Propositions
- 12. Local Measures

EC 13109

Campaigning Laws and Regulations

Below is a list of code sections pertaining to campaign literature known by the Tuolumne County Elections Office. This is provided for informational purposes only and we are not able to provide any advice, legal or otherwise, on your campagn material.

Mass Mailing - GC 82041.5, 84305

"Mass mailing" means over two hundred 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



If you are planning any type of mass mailing, please see additional information on postal regulations at USPS.com or by clicking here.

- (a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not 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 that is in a color or print that 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 candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.
- (2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84504.2 unless the name, street address, and city of the committee is 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 that is in a color or print that 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 committee'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) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.
- (2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.
- (d) 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) or (c).
- (e) For purposes of this section, the following terms have the following meanings:
- (1) "Mass electronic mailing" means sending more than 200 substantially similar pieces of electronic mail within a calendar month. "Mass electronic mailing" does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.
- (2) "Sender" means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the

largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84216.5, inclusive.

- (3) To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.
- (f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

Newspaper Political Advertising – EC 20008

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.

Simulated Ballot – EC 20009

(a) Every simulated ballot or simulated county voter information guide 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 county voter information guide 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)."

This section shall not be construed as requiring this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

- (b) A simulated ballot or simulated county voter information guide referred to in subdivision (a) shall not bear an official seal or the insignia of a public entity, and that seal or insignia shall not appear upon the envelope in which it is mailed or otherwise delivered.
- (c) The superior court, in a case brought before it by a 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 of cases of this nature.

Truth in Endorsements Laws - EC 20000-20010

Information regarding restrictions on endorsements, representation requirements, etc. is available in the California Elections Code which can be viewed at leginfo.legislative.ca.gov ro by clicking here.

Electioneering Near a Polling Location – EC 18370

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 provided in Section 14240.
- (d) Do any electioneering as defined 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.



The lobby of the Tuolumne County Elections Office serves as a polling place starting 29 days before an election through Election Day. No political signs may be posted in building windows, on vehicles or any other venue within 100 feet of this office.

Electioneering During Vote by Mail Voting - EC 18371

- (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 to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

Political Signs and Posters

A political sign is any type of posted advertisement used to promote or defeat a candidate and/or measure for an election. Any type of advertising viewed by the public can fall under political sign regulations.

State

The State Department of Transportation is prepared to answer questions about state regulations of campaign signs. For information, call (916) 654-4790. The Tuolumne County Elections Office provides a Cal Trans information sheet prepared for candidates.

County of Tuolumne

Temporary noncommercial signs are permitted in conjunction with an election. Such signs shall not be erected more than ninety (90) days prior to the election and shall be removed within ten (10) days after the election. (Tuolumne County Ordinance Section 17.62.050A.9) Contact Tuolumne County Code Compliance for additional information at (209) 533-5633.

City of Sonora

City of Sonora Sign Ordinance states:

"Noncommercial signs may be erected in conformity with this chapter in all zones, on a temporary basis only. In each instance and under the same conditions to which this chapter permits any sign, a sign containing an ideological, political or other noncommercial message and constructed to the same physical dimensions and character shall be permitted."

Ord.746 § 1 (part), 2000: Ord. 432 §13(A)(1)(e), 1972.



Small signs attached to lawn spikes are allowed. In most cases, the sign shall not exceed an area of six (6) square feet.

Contact City of Sonora Planning Department for additional information (209) 532-3508.

Pacific Gas & Electric Company

PG&E has adopted a firm policy of not permitting the attachment of candidate/campaign materials to PG&E poles or other facilities. The U.S. Supreme Court has made it clear that third parties have no right to use utility property to communicate messages to the public

Pacific Gas and Electric Company v. Public Utilities Commission, 475 U.S. 1 (1986)

Private Property

Also, the placement of signs, pictures, or other forms of advertising on private property without the owners' permission is restricted under California Law.

Penal Code §556.1, 593

DEPARTMENT OF TRANSPORTATION

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



Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

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

A completed Statement of Responsibility must be submitted to:

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

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

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

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

Enclosure

ODA-0027

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

ODA-0027 (REV 10/2019)

Election Date:	March	November Other:		
Candidate's Name: _				
Office sought or Prop	osition Number: _			
Number of signs to b	e placed:			
RESPONSIBLE PAR	<u>TY</u> :			
Name:				
Address:				
Phone Num	ber (Include Area	Code):		
	Email (Op	tional):		
The undersigned here Advertising Act for the			Temporary Political Si	igns placed pursuant to Section 5405.3 of the Outdoor
				(90) days prior to the election and/or not removed within party will be billed for any associated removal costs.
Signature of Respons	sible Party			Date

Mail Statement of Responsibility to:

Department of Transportation Division of Traffic Operations Outdoor Advertising Program P.O. Box 942874, MS-36 Sacramento, CA 94274-0001 Email: ODA@dot.ca.gov

Vote Center Observer Guidelines

A Vote Center Observer is welcome to observe, but not interfere in any way with, the conduct of the vote center during an election.

General Considerations

An election must be conducted orderly. While acting as an observer, please do not:

- Talk in a loud voice or use loud devices such as radio or phone
- Cause confusion
- Congregate inside the vote center
- Ask to use the telephone or other facilities

Official Table

The area between the official table and the voting booths is for voters only and may not be used as an observer post.

Observers may not sit at the official table or handle any official voting equipment, supplies, or ballots.

EC §14221, 14223

News Media Exit Survey

Members of the news media are permitted to conduct voter surveys outside of vote centers. Surveys may take place no closer than 25 feet from the door to the vote centers. It is prohibited to videotape, photograph or otherwise record a voter entering or exiting the vote center. Please notify the Elections Office of any such behavior.

Electioneering

Vote Center observers may not wear candidate/measure badges, discuss candidates/measures or bring any campaign material into the vote center. This activity constitutes electioneering and is illegal. Electioneering may not be conducted within 100 feet of a vote center, defined as 100 feet from the room or rooms where voters are signing the roster and casting ballots.

EC §18370



The lobby of the Tuolumne County Elections Office serves as a vote center starting 29 days before an election through Election Day. No political signs may be posted in building windows, on vehicles or any other venue within 100 feet of this office.

Interference

Any person who in any manner interferes with the officers holding an election or conducting a canvass, or with the voters lawfully exercising their rights of voting at an election, as to prevent the election or canvass from being fairly held and lawfully conducted, is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

EC §18502

Request for Voter and Election Information

Voter and election related information can be requested from the Tuolumne County Elections
Department by individuals using the material for legally allowed reasons which includes election,
governmental, journalistic, or educational purposes.



All requests must be paid in full before the order is processed.

Application

When ordering voter registration information, a person must complete a Tuolumne County "Application and Use Agreement" form and provide a copy of the driver's license.

The applicant must sign under penalty of perjury that the voter registration information will be used only for the legally allowed purposes and provide a description of how the information will be used.

CCR 19003, EC 2194, GC 6254.4

Impermissible Reasons

An example of a person who does not have access to voter registration is a person seeking to locate individuals, such as:

- A relative
- A private investigator
- A skip tracer
- A process server
- An attorney

Available Reports and Information

The elections office can provide a variety of voter-related and election information.



However, technical support and instruction regarding software/file formats are not available.

Multi-Purpose Voter List

This list is available by precinct, district or countywide. Information is in last name alphabetical order and can be sorted by precinct or district. Lists can be limited to a particular political party or only voters who are eligible for a specific election. This list can provide information such as name, address, political party, and voting history.

Vote-By-Mail Voter List

This list includes the names, sorted alphabetically, of all people who have requested a vote by mail ballot for an election. The list indicates whether a voter has returned a ballot and the Elections Office has checked the ballot for the correct signature and address. Lists of registrants for mail ballot precincts are available as soon as precinct consolidation has been finalized for an upcoming election. Lists of permanent vote by mail voters are available at any time.

Street Index/Walking List

This list is available by precinct or district. The report shows voter's name, residence address (not mailing address if different from residence), telephone number and political affiliation. It is printed alphabetically by street name, then sequentially by house number. This is most often is used by candidates when canvassing a neighborhood.

Statement of Vote

List of the official final election results by total then precinct breakdown. This will only include the results within the County of Tuolumne.

Campaign Disclosure Forms

All FPPC campaign filing forms which have been filed with our local office.