

CANDIDATE HANDBOOK



PRESIDENTIAL PRIMARY
JUNE 7, 2016

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www.co.tuolumne.ca.us/elections

Last Updated: 02/08/2016



Dear Candidate,

Welcome to the June 7, 2016 Presidential Primary 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.

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. Candidates and others using this handbook must bear full responsibility to make their own determinations as to all legal standards and duties.

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 person win.

Sincerely,

Deborah Bautista

County Clerk & Auditor-Controller



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CONTACTS AND RESOURCES

TUOLUMNE COUNTY ELECTIONS OFFICE (209) 533-5570

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

TUOLUMNE COUNTY CODE COMPLIANCE..... (209) 533-5517

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

CITY OF SONORA PLANNING DEPARTMENT (209) 532-3508

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

PACIFIC GAS AND ELECTRIC COMPANY (800) 743-5000

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

FAIR POLITICAL PRACTICES COMMISSION (916) 322-5660 or (866) 275-3772

Monday through Thursday from 9 AM to 11:30 AM

Fax: (916) 322-3711 <http://www.fppc.ca.gov>

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

Legal Division GeneralCounsel@fppc.ca.gov

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

Enforcement Division (800) 561-1861

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



STATE FRANCHISE TAX BOARD (800) 852-5711 or (800) 338-0505

<http://www.ftb.ca.gov>

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

SECRETARY OF STATE

Political Reform Division (916) 653-6224

Fax: (916) 653-5045 <http://www.ss.ca.gov>

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

Elections Division (916) 657-2166

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

FEDERAL ELECTIONS COMMISSION..... (800) 424-9530

<http://www.fec.gov>

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



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/ Sponsors' Signatures	Voting By	Term of Office (Years)
FEDERAL												
Nationally	US President and Vice-President				Barack Obama and Joe Biden		http://www.sos.ca.gov/elections/upcoming-elections/june-7-2016-presidential-primary-election/qualifications-running-office/					4
Senate	US Senator				Barbara Boxer	Statewide	\$3,480.00	10,000	\$0.348000	65-100	Statewide	6
Congressional	US Representative In Congress	4th		Alpine, Amador, Calaveras, El Dorado, Fresno, Mariposa, Madera, Merced, Nevada, Placer	Tom McClintock	District	\$1,740.00	3,000	\$0.580000	40-60	District	2
STATE												
State Assembly	State Assembly Member	5th		Alpine, Amador, Calaveras, El Dorado, Madera, Mariposa, Mono, Placer	Frank Bigelow	District	\$1,001.13	1,500	\$0.667420	40-60	District	2
COUNTY												
Supervisorial	County Supervisor	1	5		Sherrine (Sherri) Brennan	District	\$398.14	1,593	\$0.250000	20-40	District	4
		4	5		John Gray	District	\$398.14	1,593	\$0.250000	20-40	District	4
		5	5		Karl Rodefer	District	\$398.14	1,593	\$0.250000	20-40	District	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/ Sponsors' Signatures	Voting By	Term of Office (Years)
CENTRAL COMMITTEE												
Central Committee	Democratic Committee	1	5			District	N/A	N/A	N/A	20-40	District	4
		2	4			District	N/A	N/A	N/A	20-40	District	4
		3	4			District	N/A	N/A	N/A	20-40	District	4
		4	4			District	N/A	N/A	N/A	20-40	District	4
		5	4			District	N/A	N/A	N/A	20-40	District	4
Central Committee	Republican Committee	1	4			District	N/A	N/A	N/A	20-40	District	4
		2	4			District	N/A	N/A	N/A	20-40	District	4
		3	4			District	N/A	N/A	N/A	20-40	District	4
		4	5			District	N/A	N/A	N/A	20-40	District	4
		5	4			District	N/A	N/A	N/A	20-40	District	4
CITY												
Sonora City	Clerk				Marjane Cassinetto	At Large	N/A	N/A	N/A	20-30	At Large	4
	Council Member		5		Bill Canning	At Large	N/A	N/A	N/A	20-30	At Large	4
			5		Connie Williams	At Large	N/A	N/A	N/A	20-30	At Large	4
			5		Ron Stearn	At Large	N/A	N/A	N/A	20-30	At Large	4



TOP TWO CANDIDATES OPEN PRIMARY ACT AND VOTER-NOMINATED OFFICES

The Top Two Candidates Open Primary Act, which took effect January 1, 2011, requires that all candidates for a voter-nominated office be listed on the same ballot. Previously known as partisan offices, voter-nominated offices are state legislative offices, U.S. congressional offices, and state constitutional offices. Only the two candidates receiving the most votes—regardless of party preference—move on to the general election regardless of vote totals.

Write-in candidates for voter-nominated offices can only run in the primary election. However, a write-in candidate can only move on to the general election if the candidate is one of the top two vote-getters in the primary election.

Additionally, there is no independent nomination process for a general election. California's new open primary system does not apply to candidates running for U.S. President, county central committee, or local offices.

Party-Nominated/Partisan Offices

Under the California Constitution, political parties may formally nominate candidates for party-nominated/partisan offices at the primary election. A candidate so nominated will then represent that party as its official candidate for the office in question at the ensuing general election and the ballot will reflect an official designation to that effect. The top votegetter for each party at the primary election is entitled to participate in the general election. Parties may elect officers of official party committees at a partisan primary.

No voter may vote in the primary election of any political party other than the party he or she has disclosed a preference for upon registering to vote. However, a political party may authorize a person who has declined to disclose a party preference to vote in that party's primary election.



Voter-Nominated Offices

Under the California constitution, political parties are not entitled to formally nominate candidates for voter-nominated offices at the primary election. A candidate nominated for a voter-nominated office at the primary election is the nominee of the people and not the official nominee of any party at the following general election. A candidate for nomination or election to a voter-nominated office shall have his or her party preference, or lack of party preference, reflected on the primary and general election ballot, but the party preference designation is selected solely by the candidate and is shown for the information of the voters only. It does not constitute or imply an endorsement of the candidate by the party designated, or affiliation between the party and candidate, and no candidate nominated by the qualified voters for any voter-nominated office shall be deemed to be the officially nominated candidate of any political party. The parties may list the candidates for voter-nominated offices who have received the official endorsement of the party in the sample ballot.

All voters may vote for any candidate for a voter-nominated office, provided they meet the other qualifications required to vote for that office. The top two votegetters at the primary election advance to the general election for the voter-nominated office, even if both candidates have specified the same party preference designation. No party is entitled to have a candidate with its party preference designation participate in the general election unless such candidate is one of the two highest votegetters at the primary election.

Nonpartisan Offices

Under the California Constitution, political parties are not entitled to nominate candidates for nonpartisan offices at the primary election, and a candidate nominated for a nonpartisan office at the primary election is not the official nominee of any party for the office in question at the ensuing general election. A candidate for nomination or election to a nonpartisan office may not designate his or her party preference, or lack of party preference, on the primary and general election ballot. The top two votegetters at the primary election advance to the general election for the nonpartisan office.



CANDIDATE QUALIFICATIONS AND REQUIREMENTS

For a summary of qualifications and requirements for the Federal and California State Offices, please visit the Secretary of State (SOS) website at <http://www.sos.ca.gov/elections/upcoming-elections/june-7-2016-presidential-primary-election/qualifications-running-office/>

Partisan Office

- President of the United States of America

Voter-Nominated Offices:

- United States Senator
- United States Representative in Congress
- Member of the State Assembly

Secretary of State Elections Division

Office Location	Mailing Address	Phone Number & Email
1500 11th Street, 5th Floor Sacramento, CA 95814	1500 11th Street, 5th Floor Sacramento, CA 95814	Phone: (916) 657-2166 Fax: (916) 653-3214



CANDIDATE QUALIFICATIONS AND REQUIREMENTS

County Supervisor

Summary

Nomination/Sponsors' Signatures 20-40

Filing Fee \$398.14

Candidate Statement Pre-Payment Required Please see "Candidate Statement" section

Filing Periods

Signatures-In-Lieu Of Filing Fees 01/01/2016 to 02/10/2016

Declaration of Candidacy and Nomination Period 02/15/2016 to 03/11/2016

Nomination - Extended Nomination Period 03/12/2016 to 03/16/2016

All Candidates Must File:

Declaration of Candidacy

Statement of Economic Interest (700 Form)

Nomination Petition

Candidate Qualification Declaration



TERM OF OFFICE

County Supervisors serve 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 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

FILING REQUIREMENTS

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

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

SIGNATURES-IN-LIEU ▶ A candidate may submit petitions containing signatures of registered voters to cover all or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from any county elections official beginning 158 days prior to Election Day. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on 103 days prior to Election Day, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by the deadline but were found not to be valid) may be filed no later than the close of business 88 days prior to Election Day. Circulators of an in-lieu-filing-fee petition shall be 18 years old or older.

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

E.C. §§8104 (b), 8105, 8106



Nomination Documents and Procedures

DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between 113 and 88 days prior to Election Day. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on 88th day prior to the Election Day.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on the 88th day prior to Election Day, any person, other than the person who was the incumbent on the 88th day, may file a Declaration of Candidacy not later than the close of business on the 83rd day.

E.C. §§8020, 8022, 8028, 8040, 8064, 8100

NOMINATION PETITIONS ▶ Each candidate is required to file a Nomination Petition between 113 and 88 days prior to Election Day, containing signatures of registered voters in the jurisdiction within the range required by law. Each section of the Nomination Petition shall be delivered to the county elections official, not later than the 88th day prior to the Election. Circulators of a Nomination Petition shall be 18 years old or older. NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.

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

STATEMENT OF QUALIFICATIONS (OPTIONAL) ▶ Any candidate for local nonpartisan office, US Representative candidates, and State Senate and Assembly legislative candidates who choose to keep their campaign spending under specified dollar limits, may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot.

Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements



are confidential until nominations (or extended nominations) close and then become public record.

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

E.C. §§13307 13307.5, 13308, G.C. 85601(c)

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

Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) days after assuming office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office. Please see the FPPC Filing Schedule at the end of this guide for further information.

G.C. §§87200 et seq.

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

E.C. §20440



CAMPAIGN FILING REQUIREMENTS

For further information on Campaign Filing Requirements, please see the section “Campaign Filing Requirements of this Guide or please contact the Fair Political Practices Commission at:

- Phone: (916)322-5660 or 1-866-ASK-FPPC (1-866-275-3772)
- Mailing: 428 J Street, Suite 620, Sacramento, CA 95814
- Web: <http://www.fppc.ca.gov/>

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



CANDIDATE QUALIFICATIONS AND REQUIREMENTS

County Central Committee Member*

Summary

Nomination/Sponsors' Signatures 20-40

Filing Fee Not Applicable

Candidate Statement Pre-Payment Required Please see "Candidate Statement" section

Filing Periods

**Declaration of Candidacy and
Nomination Period** 01/01/2016 to 03/11/2016

**Nomination - Extended Nomination
Period** 03/12/2016 to 03/16/2016

All Candidates Must File:

Declaration of Candidacy Statement of Economic Interest (700 Form)

Nomination Petition

*Assuming the Tuolumne County Central Committees choose to utilize the services of the Tuolumne County Elections Department to conduct their election.



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CANDIDATE QUALIFICATIONS AND REQUIREMENTS

Sonora City Elected Official

Summary

Nomination/Sponsors' Signatures 20-30

Filing Fee Not Applicable

Candidate Statement Pre-Payment Required Please see "Candidate Statement" section

Filing Periods

Signatures-In-Lieu Filing Fee Period 01/01/2016 to 02/25/2016

Declaration of Candidacy and Nomination Period 02/15/2016 to 03/11/2016

Nomination - Extended Nomination Period 03/12/2016 to 03/16/2016

All Candidates Must File:

Nomination Petition

Statement of Economic Interest (700 Form)



QUALIFICATIONS

Eligibility to hold office as councilmember, Clerk, or Treasurer:

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

NOTE: 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 and EC §10227

FILING REQUIREMENTS

Nomination Documents and Procedures

NOMINATION PETITIONS ► The Nomination Papers shall be obtained from the county elections official of which the candidate resides and is a voter. The Nomination Papers must be obtained by the candidate from the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Papers from the elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Papers must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on 88th day prior to the Election Day.

Each candidate is required to file a Nomination Petition between 113 and 88 days prior to Election Day, containing signatures of registered voters in the jurisdiction within the range required by law. Each section of the Nomination Petition shall be delivered to the county elections official, not later than the 88th day prior to the Election. Circulators of a Nomination Petition shall be 18 years old or older.



Each nomination paper shall be accompanied by a verified statement of the candidate that he or she will accept the nomination, and will also accept the office in the event of their election. The statement shall contain a blank space wherein the candidate shall be required to fill in his or her name in the manner in which he or she wishes the same to appear on the ballot and also the designation which he or she wishes to have under his or her name on the ballot, which designation shall conform to one of the designations permitted under this code relating to the forms of ballots generally.

If an incumbent, eligible to be elected, fails to file Nomination Papers by the close of business on the 88th day prior to Election Day, any person, other than the person who was the incumbent on the 88th day, may file Nomination Papers not later than the close of business on the 83rd day.

E.C. §§10221, 10223, 10225, 10226, 10227

STATEMENT OF QUALIFICATIONS (OPTIONAL) ▶ Any candidate for local nonpartisan office, US Representative candidates, and State Senate and Assembly legislative candidates who choose to keep their campaign spending under specified dollar limits, may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record.

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

E.C. §§13307 13307.5, 13308, G.C. 85601(c)



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Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) days after assuming office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office. Please see the FPPC Filing Schedule at the end of this guide for further information.

G.C. §§87200 et seq.

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

E.C. §20440

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- Web: <http://www.fppc.ca.gov/>

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



BALLOT DESIGNATIONS

California law provides that candidates for political office can choose to list a ballot designation under their name that tells voters something about themselves. Except under specific circumstances, a ballot designation is limited to 3 words. This is often a current elected office title or description of your 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.

No title or degree is allowed to appear on the same line on the ballot as candidate's name, either before or after the candidate's name.

EC § 13106

In order to use a ballot designation, an individual must provide information to support their choice of ballot designation. Further, there are restrictions on what is and isn't allowed.

SELECTING 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 complete a Ballot Designation Worksheet. See the Ballot Designation Worksheet at the end of this section.

Ballot Designation Worksheet

On the Ballot Designation Worksheet, you will need to provide information such as:

- Name and the office which you are seeking election
- Your contact information such as home, business and mailing addresses, telephone numbers, email address, if available, and fax number. Please note that this worksheet will be considered public information.
- Your proposed ballot designation
- A statement identifying the factual basis supporting your choice.
- Further information describing this designation, such as:
 - o The dates during which the candidate held such position
 - o A description of the work he or she performs in the position
 - o The name of the candidate's business or employer



- o A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term “principal” as set forth at § 20714, subdivision (b) of the California Code of Regulations.

The entire form **must be completed**, or it will **not** be accepted and you will not be entitled to a ballot designation. The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with the law. A candidate may also be asked for copies of documentation supporting your choice. The worksheet and the supporting documents will become public record once filed.

EC 13107.3, CCR 20711

Elections Official Review

Once the Ballot Designation Worksheet is filed, the Elections Official will review if the chosen ballot designation complies with all provisions of Elections Code § 13107 and CCR § 20710. A candidate may be asked to submit additional supporting documentation or other evidence to support the proposed ballot designation.

If 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 mailing address provided on the candidate's Ballot Designation Worksheet.

EC 13107 (c)

Within 3 business days from the date the candidate receives notice by phone, or by registered or certified mail, whichever occurs first, the candidate must come into the office and file a new designation that is acceptable.

EC 13107(c)(1)

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

EC 13107(c)(2)

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

EC 13107(d)



GENERAL GUIDELINES FOR ACCEPTABLE BALLOT DESIGNATIONS

There are general guidelines specified by law regarding what can be used as a ballot designation.

Elected Office

Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the nomination documents to which the candidate was elected, or appointed, in the case of a Superior Court Judge.

NOTE: There shall be no word count limitation applicable to ballot designations submitted for an applicable Elected Office.

Using the Word “Incumbent”

A candidate may use the word “Incumbent” if they are a candidate for the same office which he or she holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or in case of a superior court judge, was appointed to the office.

NOTE: Proposed ballot designations as “incumbent” indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute Elective County or state offices.

CCR 202712

If Appointed To an Elective Office

The phrase “appointed” must be used if the candidate:

- Wishes to use the word “incumbent” and they hold an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to that same office.
- Or is a candidate to some other office, and they wish to use the title of the current office they hold by virtue of appointment.

In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” However, the word “appointed” shall not be required of 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 designating the current principal professions, vocations, or occupations of the candidate. For purposes of this section, all California geographical names shall be considered to be one word.

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

- The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.
- Punctuation shall be limited to the use of:
 - o A comma – A comma is followed by a modifier of the word prior.
Example: District Attorney, Los Angeles County
 - o A slash – A slash is used to separate two distinct designations
Example: Legislator/Rancher/Physician
 - o A hyphen may be used if, and 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.
Examples of acceptable hyphenated words: sugar-free, user-generated, ice-skate (verb)
- Using “Councilmember” (one word) vs. “Council Member” (two words) will depend on how the word is used by the governing body of the office for which the candidate is seeking election.
- All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states.

The names of special districts and political subdivisions are not “geographical names”. If the candidate desires, the geographical name may be used in the form of “City of....,” “County of,” or “City and County of

Examples of geographical names considered to be one word include:

- o Tuolumne County
- o City of Sonora
- o County of Tuolumne



Examples of designations containing a special district or political subdivision that are not geographical names include:

- o Butte County Rural Fire District Captain
 - o Huntington Beach Unified School District President
 - o South Bay Irrigation District Director
- An acronym shall be counted as one word.
 - A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so, but that ballot designation shall be limited to no more than three words.

Examples of acceptable designations under this section include:

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

Examples of unacceptable designations under this section include:

- o Assemblyman, 57th District/Educator
 - o California State Senator/Architect
 - o Tuolumne County Supervisor/Business Owner
- “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:
 - o A charitable, educational, or religious organization as defined by the U.S. IRS Code section 501 (c)(3);
 - o A governmental agency; or
 - o 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.



GENERAL DEFINITIONS

Incumbent

The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjective or modifiers, and must stand alone.

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.

Examples of an acceptable designation of a “profession,” include:

- Attorney
- Architect
- Physician
- Teacher
- Accountant

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.

Examples of an acceptable designation of a “vocation” include:

- Minister
- Dependent Care Provider
- Priest
- Carpenter
- Mother
- Plumber
- Father
- Electrician
- Homemaker
- Cabinetmaker



Occupation

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

Examples of an acceptable designation of an “occupation” include:

- Rancher
- Restaurateur
- Retail Salesperson
- Manual Laborer
- Construction Worker
- Computer Manufacturing Executive
- Military Pilot
- Secretary
- Police Officer

Principal

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

In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of one which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

The term “principal” precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement, which is only nominal in character, does not meet the requirements of the statute.

If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her “principal” professions, vocations or occupations if the candidate has maintained his or her license current as of the date, and the status of the candidate’s license is active at the time he or she filed his or her nomination documents.



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.

Avocations categories 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 such pursuits as:

- 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



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 improper as an Elected Office and are subject to the 3 word limitation.

Examples of unacceptable ballot designations 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

Examples of acceptable ballot designations include:

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

Evaluation of a Candidate

A ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character 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 | • Exalted |
| • Emeritus | • Prominent |
| • Specialist | • Famous |
| • Magnate | • Respected |
| • Outstanding | • Honored |
| • Leading | • Honest |
| • Expert | • Dishonest |
| • Virtuous | • Corrupt |
| • Eminent | • Lazy |
| • Best | |

**Illegal Activities**

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

Limitations on the Use 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 may not 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 following 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 acceptable designations are:

- Rabbi
- Pastor
- Minister
- Priest
- Bishop
- Deacon
- Monk
- Nun
- Imam

Ballot Designation Worksheet

Pursuant to California Elections Code section 13107.3 and California Code of Regulations section 20711, 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: _____

Office: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Gender (optional, for translation use only): _____

Attorney Information

Attorney Name (or other person authorized to act in your behalf): _____

Address: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Proposed Ballot Designation: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a "/"]
- (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 a different office
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, appointed) to your current public office and seek election to a new term
- (e) "Appointed Incumbent" if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

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.

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details. For your reference, attached are Elections Code sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) section 20711. You may also wish to consult Elections Code section 13107.5 ("community volunteer") and 2 CCR sections 20712 - 20719 (found at www.sos.ca.gov).

Justification for use of proposed ballot designation: _____

Current or Most Recent Job Title: _____ Start/End Dates: _____

Employer Name or Business: _____

Person(s) who can verify this information:

Name(s) _____ Phone Number: _____

E-Mail: _____

Name(s) _____ Phone Number: _____

E-Mail: _____

Before signing below, answer the following questions.

Does your proposed ballot designation:

- | | | |
|--|------------------------------|-----------------------------|
| • Use only a portion of the title of your current elected office? | Yes ☐ | No ☐ |
| • Use only the word “Incumbent” for an elective office (other than Superior Court Judge) to which you were appointed? | Yes ☐ | No ☐ |
| • Use more than three total words for your principal professions, vocations or occupations? | Yes ☐ | No ☐ |
| • Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | Yes ☐ | No ☐ |
| • Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? | Yes ☐ | No ☐ |
| • Abbreviate the word “retired”? | Yes ☐ | No ☐ |
| • Place the word “retired” after the words it modifies? Example: Accountant, retired | Yes ☐ | No ☐ |
| • Use any word or prefix (except “retired”) such as “former” or “ex-” to refer to a former profession, vocation or occupation? | Yes ☐ | No ☐ |
| • Use the word “retired” along with a current profession, vocation, or occupation?
Example: Retired Firefighter/Teacher | Yes ☐ | No ☐ |
| • Use the name of a political party or political body? | Yes ☐ | No ☐ |
| • Refer to a racial, religious, or ethnic group? | Yes ☐ | No ☐ |
| • Refer to any activity prohibited by law? | Yes ☐ | No ☐ |

If the answer to any of these questions is “Yes,” your proposed ballot designation is likely to be rejected.

Candidate’s Signature _____ Date _____



CAMPAIGN DISCLOSURE REQUIREMENTS

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

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

CAMPAIGN FILING OBLIGATIONS

FORM 501– Prior to the solicitation or receipt of any contribution or loan, an individual who intends to be a candidate for an elective state office, as that term is defined by Section 82024, shall file with the Secretary of State an original statement, signed under penalty of perjury, of intention to be a candidate for a specific office.

An individual who intends to be a candidate for any other elective office shall file the statement of intention with the same filing officer and in the same location as the individual would file an original campaign statement pursuant to subdivisions (b), (c), and (d) of Section 84215.

For purposes of this section, “contribution” and “loan” do not include any payments from the candidate’s personal funds for a candidate filing fee or a candidate statement of qualifications fee.

G.C. §85200



FORM 410–Statement of Organization ► Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number. This statement must be filed within 10 days of receiving \$2,000 in contributions or having \$2,000 in expenditures. All personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in a campaign bank account prior to expenditure. All campaign expenditures shall be made from the account.

G.C. §84101

FORM 470–Officeholder/Candidate Campaign Statement–Short Form ► Candidates for office who expect to receive or spend less than \$2,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement). Judicial Candidates, please refer to the “Campaign Disclosure Manual 2” available at <http://www.fppc.ca.gov/manuals/manual2local.pdf>.

G.C. §84206(a), (b)

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

G.C. §84206(c)

FORM 460–Recipient Committee Campaign Statement ► Candidates for office who receive contributions or have expenditures of \$2,000 or more must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please see the FPPC Filing Schedule at the end of this guide for further information.

G.C. §84200 et seq.

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

G.C. §84214



CAMPAIGN REPORTING REQUIREMENTS FOR CANDIDATES AND/OR COMMITTEES

FORM 501–CANDIDATE INTENTION STATEMENT

WHO FILES:

A candidate for state or local office, including re-election to the same office, is required to file a Form 501 prior to solicitation or receipt of contributions or loans, including expenditures from personal funds. Note: For purposes of this section, “contribution” and “loan” do not include any payments from the candidate’s personal funds for a candidate filing fee or a candidate statement of qualifications fee.

(Government Code Section 85200 and FPPC Form 501)

The FPPC can provide assistance by telephone (1-866-ASK-FPPC), or by mail at 428 J Street, Suite 620, Sacramento, CA 95814 regarding your specific circumstance.

WHERE TO FILE:

State and Judicial Candidates:

Send original to:

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

Local Candidates:

Send original to:

The appropriate local filing officer



FORM 410—STATEMENT OF ORGANIZATION

DEFINITIONS:

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

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

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

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



WHEN TO FILE:

File the Form 410 within 10 days of receiving \$2,000 in contributions. The date this form is postmarked is the date it is considered filed.

A recipient committee qualifying during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 (or the information required on a Form 410) by fax, guaranteed overnight delivery, or personal delivery within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements. A Form 410 must also be filed with the Secretary of State within 10 days.

A recipient committee qualifying during the 90 days prior to an election in which the committee makes independent expenditures of \$2,000 or more to support or oppose a candidate in that election must file the Form 410 (or the information contained on the Form 410) within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements and with the filing officer(s) for the candidate(s) supported or opposed by the independent expenditure. These filings must be made by fax, guaranteed overnight delivery, personal delivery, or online (if online filing is available).

WHERE TO FILE:

All Committees:

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

County & City Committees:

Send copy to:
The appropriate local filing officer

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



CAMPAIGN DISCLOSURE REQUIREMENTS OFTEN OVERLOOKED

BE INFORMED: *The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures.*

The purpose of campaign disclosure is to provide the public with the identity of contributors and the amounts they give, as well as the amount officeholders, candidates and committees spend. The laws passed to enforce that purpose can be challenging for the unwary, therefore some often overlooked requirements, some identified in audit reports, are provided here:

- Even unopposed candidates are subject to the campaign disclosure provisions of the Political Reform Act. (Gov. Code §82007)
- Prior to soliciting or receiving any contribution (including a loan), all elected officeholders and all candidates must file Form 501 (candidate intention).
- Contributions include **PERSONAL FUNDS** and are subject to the same disclosure requirements.
- A Statement of Organization (Form 410) must be filed within 10 days by any person who receives contributions totaling \$2,000.
- Officeholders and candidates who receive contributions or make expenditures must establish a campaign checking account in California and report it on a Form 410.
- Loans to a candidate are considered contributions unless the loan is from a financial institution.
- Filing fees and candidate statement fees may be paid in cash if the candidate is using personal funds and will not be reimbursed through the committee. (Gov. Code §85200) Otherwise, campaign disclosure laws require that expenditures of \$100 or more be made by written instrument containing the names of both the payee and payer. (§84300)
- Never accept or spend \$100 or more in cash.
- 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)
- 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.
- Candidates must disclose employer information for all contributors and keep all records of occupation and employer information.
- **NO PERSONAL USE OF CAMPAIGN FUNDS.** Use campaign funds only for political, legislative, or governmental purposes.
- The source for each loan must be disclosed.
- All expenditures of \$100 or more must be itemized on the campaign statements, and then summarized on the Campaign Disclosure Statement Summary Page.
- 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.
- Payee addresses must be disclosed on the campaign statements for expenditures made.
- If the committee changes its treasurer, an amendment to the Form 410 Statement of Organization must be filed.
- 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.

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on June 7, 2016**

Deadline	Period	Form	Notes
Feb 1, 2016 <i>Semi-Annual</i>	* – 12/31/15	460 or 470	- Form 460: All committees must file Form 460. - Form 470: If a candidate has raised or spent less than \$1,000 during 2015, file Form 470. - The January 31 deadline falls on Sunday, so the deadline is extended to the next business day.
Within 24 Hours <i>Contribution Reports</i>	3/9/16 – 6/7/16	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 in connection with <i>another</i> candidate or ballot measure being voted on the June 7 ballot or to a political party committee. - The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received. - File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Apr 28, 2016 <i>Pre-Election</i>	1/1/16 – 4/23/16	460 or 470	Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
May 26, 2016 <i>Pre-Election</i>	4/24/16 – 5/21/16	460	- All committees must file this report. - Paper copies must be filed by personal delivery or guaranteed overnight service only.
Aug 1, 2016 <i>Semi-Annual</i>	5/22/16 – 6/30/16	460	- All committees must file unless the committee filed termination Forms 410 and 460 before June 30, 2016. - The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.

- **Local Ordinance:** Always check on whether additional local rules apply.
- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

Fair Political Practices Commission

- **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. During 2015, these thresholds were at \$1,000.
- **Form 470 (2015):** If a candidate raised or spent less than \$1,000 during 2015 and does not have an open committee, a Form 470 is required to be filed by February 1, 2016.
- **Form 470 (2016):** Candidates who do not have an open committee and do not raise or spend \$2,000 in 2016 may file Form 470 on or before April 28, 2016. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the Campaign link.
- Committees making independent expenditures to support or oppose candidates or ballot measures also file:
 - **462:** A verification form must be e-mailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
 - **496:** This form is due within 24 hours when made in a 90-day period of the election. Refer to the candidate or ballot measure election filing schedule.



CANDIDATE STATEMENT

A Candidate Statement is information, provided by the candidate concerning his or her education and qualifications. This is optional for the candidate. If provided it will be printed in the Voter Information Pamphlet section of the Tuolumne County Sample Ballot. If a candidate chooses not to file a statement, they must sign a declaration stating this.

Any candidate for local nonpartisan office may submit a Candidate Statement to be printed in the Voter Information Pamphlet portion of the Tuolumne County Sample Ballot. 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.

A 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.

GENERAL PROCEDURE

If a candidate wishes to submit a candidate statement, they must adhere to the following procedure:

1. Email or provide a CD to the County Clerk/Registrar of Voters Prior to Filing

A candidate statement must be provided by the candidate to our office by either CD or email in Microsoft WORD format. Hand written Statements will not be accepted.

2. Counting Words

Once the candidate is in the office and ready to file the candidate statement, the County Clerk/Registrar of Voters will print out a copy of the document received. They will then perform a word count (see the "Word Count" section in the guide). If the word count is above the maximum allowed, the statement will not be accepted as filed. 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 Cost Estimate

If the candidate statement submitted is below or meets the maximum word count, the candidate must pay the cost estimate provided. **Please see the “Cost Estimate” at the end of this section for the estimated amounts.**

Unless otherwise determined by the governing body, candidate statements are printed at the expense of the candidate. Candidates are required to make a check made payable to the Tuolumne County Elections Office for an amount “Not to Exceed \$_____” written below the line provided for the amount. Leave the space after the dollar sign blank. Please see the example.

EXAMPLE:

The image shows a sample check form with a light beige background and a black border. The text on the form is as follows:
Pay to the order of Tuolumne County Elections Office \$ _____
_____ Dollars
Not to exceed <amount>
Memo _____ Candidate's Signature

4. Sign Declaration and File the Candidate Statement

Once the estimated cost is paid, the Elections Official will accept the statement for filing. When filing, the candidate must sign a declaration executed under penalty of perjury, declaring that the information contained therein is true and correct.

Statements shall be filed with the county elections official when nomination papers are returned for filing, or in the case of an election for which nomination papers are not required, no later than the 88th day prior to the election.

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



GENERAL FORMAT

Statements will be printed in uniform type, style and spacing. Paragraphs should be indented and single-spaced, with no line spacing between paragraphs. NOTE: The County Clerk/Registrar of Voters may need to make adjustments to the candidate statement for space requirements in the sample ballot.

Header

In the header of the statement a candidate must state their name, and optionally may place their age and occupation of the candidate. This is not included in the word count. Occupation is not restricted by ballot designation limitations; however, may not exceed 7 words in length.

Description of Education, Qualifications, and Personal Background

The body of the candidate statement is a description of the candidate's education, personal background and qualifications. This section is limited by the word count (see below).

Statements must be written in the first person. For example:

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

The statement cannot be written in 3rd person, quote other persons, and shall 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



GENERAL GUIDELINES

Party Affiliation

Statements shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations.

EC 13308

Word Count Standards

Type	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.	
GEOGRAPHICAL NAMES	Geographical names are counted as one (1) word. Geographical names are those of a governmental entity that consists of fixed boundaries, is vested with its own governmental functions and powers by the Legislature, and is governed by an elected or appointed board.	"City of San Joaquin", "City and County of San Francisco"
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



Type	Description	Examples
DATES	Dates consisting of a combination of digits are counted as one (1) word. Dates consisting of a combination of words and digits are counted as multiple words.	06/01/1995 [1 WORD] 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. Monetary amounts consisting of a combination of words and digits are counted as multiple words.	15,000,000 [1 WORD] \$15 million [2 WORDS]
NAMES OF PERSONS AND THINGS	Names of individuals and things are counted as individual words.	George Washington [2 WORDS], S.F. Giants [2 WORDS]
TELEPHONE and FAX NUMBERS	Telephone and fax numbers are counted as (1) word.	(559)600-8683 [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]



SPECIAL CONSIDERATIONS

Order of Appearance in the Voter Pamphlet

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

Confidentiality

Statements shall remain confidential until the expiration of the filing deadline for nomination papers for the office. Statements may be withdrawn, but shall not be changed (except as specifically required by the elections official), until 5 p.m. the next regular business day following the close of nominations for such office.

Public Examination

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

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

EC §13313

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 Pamphlet.

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 \$1,000.00.

E.C. 13307 (d) E.C.18351



SAMPLE CANDIDATE STATEMENT

Shown below is a sample of a Candidate's Statement form. 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, indented paragraph form.

Printed Candidate's
Statement ▶ This example
illustrates the candidate's
statement as it will be
printed in the Voter
Information Pamphlet
portion of the Sample Ballot.
All statements are printed in
“indented paragraph” style.

CITY COUNCIL DISTRICT

Candidate's Name
Occupation: Businesswoman

Age: 32

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.



COST ESTIMATE

Estimated 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 and Spanish. Each candidate filing a statement is required to pay the pro rata share as a condition of having the statement included in the voter's pamphlet portion of the sample ballot.

Candidates are required to make a check made payable to the Tuolumne County Elections Office for an amount "Not to Exceed \$_____" written below the line provided for the amount. Leave the space after the dollar sign blank. Please see the example.

EXAMPLE:

Pay to the order of Tuolumne County Elections Office \$_____

_____ Dollars

Not to exceed <amount>

Memo _____ Candidate's Signature

After the close of the filing period, the actual cost of the candidate statement will be determined based on the number of candidates who have filed for that particular office. Please see below for the district and cost per total number of candidates.



District Name	Office Name	Number of District	One Candidate	Two Candidates	Three Candidates	Four Candidates
Congressional	US Representative In Congress	4th	\$1,474.34	\$737.17	\$491.45	\$368.59
State Assembly	State Assembly Member	5th	\$1,474.34	\$737.17	\$491.45	\$368.59
Supervisory	County Supervisor & Central Committee	1	\$457.36	\$228.68	\$152.45	\$114.34
		2	\$455.23	\$226.62	\$150.39	\$112.27
		3	\$462.95	\$231.57	\$154.48	\$115.69
		4	\$463.70	\$231.85	\$154.57	\$115.93
		5	\$461.94	\$230.97	\$153.98	\$115.49
Sonora City	Clerk		\$286.63	\$143.31	\$71.66	\$35.83
	Council Member		\$286.63	\$143.31	\$71.66	\$35.83
			\$286.63	\$143.31	\$71.66	\$35.83
			\$286.63	\$143.31	\$71.66	\$35.83



PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

As found in Chapter 5 of Division 20 of the California Elections Code

ARTICLE 1. General Intent

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

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

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

ARTICLE 2. Definitions

20420. As used in this chapter, “Code” means the Code of Fair Campaign Practices.

ARTICLE 3. Code of Fair Campaign Practices

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

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

The text of the code shall read, as follows:



“CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

Date	Signature
------	-----------

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

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

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

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



PLACEMENT OF NAMES ON THE BALLOT

The order in which candidates' name shall be placed on the ballot is specified in Elections Code § 13111 and 13112. Election Code § 13109 specifies the order of precedence of offices on the ballot.

Random Alphabet Drawing

At 11:00 a.m. on the 82nd day before the election, the Secretary of State's office pulls each letter of the alphabet at random according to the procedure specified in Elections Code §13112 and compiles a randomized alphabet. The County Clerk/Registrar of Voters conducts a random alphabet drawing (Elections Code § 13111) to determine the order of candidates on the ballot for multi-county state legislative districts. The randomized alphabet is used in the same manner as the conventional alphabet in determining the order of all candidates' names in all elections. It is used statewide for the placement of names on the ballot, except as otherwise specified.

Rotation of names on the ballot

- **Candidates for Statewide Offices:** Candidates for offices voted on throughout the state are placed on the ballot in the random order in the First State Assembly District. In the next district the candidates listed first move 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 in the random order 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 in random order and rotated by Supervisorial Districts within the county.
- **Candidates for State Senate and Member of the Assembly in Districts that cross county lines:** Candidates are placed on the ballot in a random order drawn by the County Clerk/Registrar of Voters within each County.
- **Candidates for other offices:** Candidates are placed on the ballot in the Secretary of State's random order and are not rotated.



CAMPAIGN LITERATURE

MASS MAILING

Definition of Mass Mailing: Mass mailing means over two hundred (200) substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter, or other inquiry.

G.C. §82041.5

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

MASS MAILING REQUIREMENTS

a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

G.C. §84305

MASS MAILING PROHIBITIONS

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

G.C. §89001



POLITICAL ADVERTISING REQUIREMENTS — NEWSPAPERS

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words “Paid Political Advertisement.” The words shall be set apart from any other printed matter.

As used in this section “paid political advertisement” shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

E.C. §20008



SIMULATED BALLOT REQUIREMENTS

a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

“NOTICE TO VOTERS

“(Required by Law)

“This is not an official ballot or any official sample ballot prepared by the county elections official, or the Secretary of State.

“This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible for preparation thereof).”

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

E.C. §20009

TRUTH IN ENDORSEMENTS LAW

Information regarding restrictions on endorsements, representation requirements, etc. is available in the California Elections Code which can be viewed at

<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

E.C. §§20000-20010



ELECTIONEERING NEAR POLLING PLACE

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

- a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240 (which refers to conditions for a challenge by a member of the precinct board on Election Day.)
- d) Do any electioneering as defined by Section 319.5

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

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

E.C. §18370

ELECTIONEERING DURING VOTE BY MAIL VOTING

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

E.C. §18371



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 shall be 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.8) Contact Tuolumne County Code Compliance for additional information at (209) 533-5517.

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 at (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)]. 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 and 593).

IMPORTANT

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.

EC 18370

DEPARTMENT OF TRANSPORTATIONDIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

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, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

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

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

Enclosure

DEPARTMENT OF TRANSPORTATIONDIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY_____
DATE**Mail Statement of Responsibility to:**Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001



POLL WATCHER GUIDELINES

Poll watchers may not interfere in any way with the conduct of the election or with the vote count following the close of the polls. Any person who interferes with the election or with a voter is punishable by imprisonment for 16 months or two or three years.

EC §18502

An election must be conducted orderly. While in a polling place, please do not talk in a loud voice, cause confusion, or congregate inside the polls. Do not ask to use the telephone or other facilities; the Elections Office must have the means of direct contact to all of our polling places at all times.

The area between the official table and the voting booths is for voters only and may not be used as a poll watcher post. Poll watchers may not sit at the official table or handle any official voting equipment, supplies, or ballots

EC §14221, 14223

Two indexes, in alphabetical order, with one updated hourly to indicate persons who have voted, are posted in a public-accessible place at the polling place for reference by the public or any poll watchers. Information may be copied from these indexes, but they must never be removed from their posting positions.

Poll watchers may not wear candidate/measure badges, discuss candidates/measures or bring any campaign material into the polling place. This activity constitutes electioneering and is illegal. Electioneering may not be conducted within 100 feet of a polling place, defined as 100 feet from the room or rooms in which voters are signing the Roster-Index and casting ballots. The "Polling Place 100 Feet" signs, which are posted outside of each polling place, indicate the 100-foot boundary for electioneering.

EC §18370



IMPORTANT

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.

NEWS MEDIA EXIT POLLS

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



REQUEST FOR VOTER AND ELECTION INFORMATION

Voter and Election related information can be obtained from the Tuolumne County Election Department. When ordering voter registration information, a person must complete a Tuolumne County Request for Voter Information Application 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 election, governmental, journalistic, or educational purposes as defined by Title 2, Division 7, Article 1, Section 19003 of the California Code of Regulations, and Elections Code section 2194 and Government Code section 6254.4. The applicant must also sign an acknowledgement of receipt of Government Code Section 84305, which covers requirements for mass mailings by candidates/campaigns.

Please Note: Voter Registration Information is available only for the purposes noted above. An example of a person who does not have access to voter registration is a person (Such as relative, private investigators, skip tracers, process servers and attorneys) seeking to locate individuals, unless those persons are employed by or have been contracted by a public government agency

NOTE:

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

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.

Printed Alphabetized Voter List/Street Index

Cost – District List: \$34.75; Countywide List: \$58.25

Lists are available by precinct, district or countywide. Alpha lists are in last name alphabetical order within each precinct, district or countywide. Walking lists are in street name alphabetical order within each precinct. Lists can be limited to a particular political party. There are minor differences between lists of voters eligible for a specific election and lists not associated with an election.



Vote By Mail Alphabetized Lists

Cost: Provided Digitally – \$43.50

Vote By Mail alphabetized lists include the names of all people who have requested a vote by mail ballot for an upcoming 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 all times.

Voter Index

Cost: \$29.00 Set-Up Fee Per Report, Plus \$0.10 Per Page

This report lists voter 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.

Vote By Mail Voter Mailing Labels

Cost: \$29.00 For Set-Up, Plus \$0.03 Per Label.

Mailing labels of voters who have requested a Vote by Mail Ballot may be ordered by individual voter or by household or surname household. Note: More than one label will be printed for households in which household members are affiliated with different parties or have differences in the surname, such as Jr., Sr., or hyphenated names.

Statement Of Vote

Cost: \$0.10 Per Page

List of the official final election results. Only available in printed format.

Campaign Disclosure Forms

Cost: \$0.10 Per Page



What	Who	Election Codes	E - Date	Dates
Candidate Intention Statement (Form 501)	Candidates	G.C. §§85200, 91013	Please See the Attached FPPC Schedule	
Prior to the solicitation or receipt of any contribution or loan, any individual who intends to be a candidate for an elective state office shall file with the Secretary of State's Office an original of the Candidate Intention Statement (Form 501). Any individual who intends to be a candidate for any other elective office shall file the Candidate Intention Statement (Form 501) with the same filing officer with whom the original campaign statements are required to be filed. See "Pre-Campaign Reporting Requirements," in the campaign guide, for more information on filing this form. A fine of \$10 per day, up to a maximum of \$100, may be assigned for the late filing of Form 501.				
Statement Of Organization/Campaign Bank Account (Form 410)	Candidates	G.C. §§85201, 91013	Please See the Attached FPPC Schedule	
Upon the filing of the Candidate Intention Statement (Form 501), any candidate who raises contributions of \$2,000 or more in a calendar year shall establish a campaign account at an office of a financial institution located in the state. The candidate shall then set forth the name and address of the financial institution where the candidate has established a campaign account and the account number on the committee Statement of Organization (Form 410). See "Pre-Campaign Reporting Requirements," in the campaign guide, for more information on filing this form. A fine of \$10 per day, up to a maximum of \$100, may be assigned for the late filing of Form 410.				
Notice Of Offices To Be Filled	Office Of Secretary Of State	E.C. §12103	-158	1/1/2016
The Secretary of State shall send to the Elections Department a list of all the offices, except county officers and judges, for which candidates are to be nominated at the primary election.				
Declaration of Candidacy Period - Central Commitees*	Central Committee Candidates	E.C. 7227, 7422, 7672, 7772, §§8020, 8041, 8061, 8100 et seq	-158 to -88	1/1/2016 to 3/11/2016
Period for filing nomination documents for Central Commitees candidates for the Consolidated Primary Election. (See "Qualifications and Requirements" for the specific office in the campaign guide for more information on nomination documents and procedures on filing for office.) Nominations forms for county central committee/county council may be obtained from the Elections Department. Candidates must either pay a nonrefundable filing fee or submit sufficient face value signatures-in-lieu (or any combination thereof) prior to the issuance of their nomination forms from the county elections official. *Assuming the Tuolumne County Central Commitees choose to utilize the services of the Tuolumne Elections Department to conduct their election.				
Signatures-In-Lieu Of Filing Fees (Judicial Offices)	Judicial Candidates	E.C. §§8061, 8105, 8106	-158 to -118	1/1/2016 to 2/10/2016
Between these dates, any candidate for Judicial office may obtain forms from, and file signatures-in-lieu of paying all or part of the non-refundable filing fee with, the Elections Department. Candidates must either pay the filing fee or submit sufficient face value signatures-in-lieu (or any combination thereof) prior to filing their Declaration of Intention.				



What	Who	Election Codes	E - Date	Dates
Signatures-In-Lieu Of Filing Fees (Federal, State, And County Offices)	Federal, State, And County Candidates	E.C. §§8061, 8105, 8106	-158 to -103	1/1/2016 to 2/25/2016
Between these dates, any candidate for Federal, State, and County office may obtain forms from, and file signatures-in-lieu of paying all or part of the non-refundable filing fee with, the Elections Department. Candidates must either pay the filing fee or submit sufficient face value signatures-in-lieu (or any combination thereof) prior to obtaining their nomination forms.				
Governors Proclamation	Governor/Board Of Supervisors	E.C. §12000	-148	1/11/2016
By this date the Governor shall issue a proclamation, under his or her hand and the Great Seal of the State, and shall state the time of the election and the offices, if any, to be filled. Copies of the proclamation shall be transmitted to the Boards of Supervisors of the counties.				
Deadline for Notification of Cross Over Voting	Political Parties	E.C. §13102(c)	-135	1/24/2016
Last day for a political party to notify the Secretary of State that it has adopted a rule that authorizes a person who has no party preference to vote the ballot of that political party at the primary election.				
Statement Of Registration	Elections Department	E.C. §2187	-135	1/24/2016
The Elections Department shall send to the Secretary of State a summary statement of the number of voters registered as of the 154th day before the date of the primary election, together with a current copy of the voter file on magnetic tape or in index form.				
Political Bodies Attempting to Qualify	Political Parties, Office of the Secretary of State	E.C. §2187(d)(1), 5100(b) & (c)	-135	1/24/2016
Last day for political bodies to deliver petitions to county elections officials in order to qualify as a political party for the primary election. Additionally, the Secretary of State to determine, based on the 154-Day Report of Registration, whether a new political party has qualified for the primary election by registration.				
Statewide Ballot Measures	Office Of Secretary Of State	Cal. Const. Art. II, §8 (c), E.C. §§9040	-131	1/28/2016
Last day any statewide ballot initiative or referendum may qualify for the next statewide election ballot. Every measure submitted to the people by the state legislature shall appear on the first statewide election ballot occurring at least 131 days after the adoption of the proposal by legislature.				
Deadline for Calculation of Central Committee Members - Democratic and Republican*	Elections Department	E.C. §7226, 7421	Date Set By Law	January 31
The Elections Department, no later than January 31 preceding the presidential primary, shall compute the number of members of the committee for the Democratic and Republican party allotted to each supervisor district.				
*Assuming the Tuolumne County Central Committees choose to utilize the services of the Tuolumne Elections Department to conduct their election.				



What	Who	Election Codes	E - Date	Dates
Declaration Of Intention (Judicial Office)	Judicial Candidates	E.C. §§8023, 8024, 8105 (b)	-127 to -118	2/1/2016 to 2/10/2016
Between these dates, candidates for Judicial office must file a Declaration of Intention with the Elections Department in their county of residence. Candidates must either pay the non-refundable filing fee or submit sufficient face value signatures-in-lieu, or any combination thereof, at the time of filing a Declaration of Intention. Checks should be made payable to the "Elections Department". If an incumbent, eligible to be elected, fails to file by 5 p.m. on the final day to file, persons other than the incumbent may file a Declaration of Intention not later than 5 p.m. on the first day for filing nomination papers.				
Deadline for Calculation of Central Committee Members - American Independent*	Office Of Secretary Of State	EC 7671	-125	2/3/2016
The Secretary of State, no later than 125 days before the presidential primary, shall compute the number of members of the American Independent party central committees to be elected in each county, and shall mail a certificate reporting that information to the elections official of each county and to the Chairperson of the American Independent Party State Central Committee. *Assuming the Tuolumne County Central Committees choose to utilize the services of the Tuolumne Elections Department to conduct their election.				
Notice of Parties Qualified to Participate	Office Of Secretary Of State	§§ 5100(b) & (c), 12103	-125	2/3/2016
Last day for the Secretary of State to prepare and send to each county elections official a notice designating the names of the political parties qualified to participate in the primary election.				
Semi-Annual Campaign Statement Due	Candidates/Committees	G.C. §§84200, 84218	Please See the Attached FPPC Schedule	
All elected officers, candidates, and committees filing campaign statements in conjunction with an election must file a semi-annual statement covering the report period of July 1st (or from the date of last filing) to December 31st and must be filed not later than January 31st.				
Signatures-In-Lieu Last Day (Judical Candidates)	Judicial Candidates	E.C. §§8061, 8106	-118	2/10/2016
Last day candidates for judicial offices may file signatures–in–lieu of paying all or part of the nonrefundable filing fee in the Elections Department. The balance of the filing fee not covered by face value signatures must be paid by this date upon filing the Declaration of Intent. Within 10 days after receipt of the petitions, the Elections Department shall notify the candidate in writing of any deficiency due to invalid signatures. It is recommended that the candidate deposit a check, not to exceed the amount of the remainder of the filing fee due as a result of the deficiency, with the Elections Department, to avoid disqualification due to nonpayment of fees. The candidate may submit the necessary number of valid supplemental signatures and/or pro-rata filing fee prior to the close of the nomination period to make up for the invalid signatures. Each circulator shall be a registered voter of the district or political subdivision in which the candidate is to be voted on and shall serve within the county in which he or she resides.				



What	Who	Election Codes	E - Date	Dates
Declaration Of Intention - Extended Filing Period	Judicial Candidates	E.C. §§8023, 8024, 8105	-117 to -113	2/11/2016 to 2/15/2016
If an incumbent Judicial officer, eligible to be reelected, fails to file by 5 p.m. on the final day to file, any person who is qualified, other than the incumbent, may file a Declaration of Intention no later than 5 p.m. on the first day for filing nomination papers. The nonrefundable filing fee or sufficient face value signatures-in-lieu (or any combination thereof) shall be deposited at the time of filing the Declaration of Intention.				
Deadline for Calculation of Central Committee Members - Peace and Freedom, Green, Libertarian*	Elections Department	EC 7751, 7770	-115	2/13/2016
If the state party chairperson has notified the Secretary of State a county central committee election will be held, the Elections Department, no later than 115 days preceding the presidential primary, shall compute the number of members of the committee for the Peace and Freedom, Green, and Libertarian party allotted to each supervisor district. *Assuming the Tuolumne County Central Committees choose to utilize the services of the Tuolumne Elections Department to conduct their election.				
Nomination Period	Candidates/Elections Department	E.C. §§8020, 8041, 8061, 8100 et seq	-113 to -88	2/15/2016 to 3/11/2016
Period for filing nomination documents for all candidates for the Consolidated Primary Election. (See "Qualifications and Requirements" for the specific office in the campaign guide for more information on nomination documents and procedures on filing for office.) Nominations forms for federal, state, and county offices as well as county central committee/county council may be obtained from the Elections Department. Candidates must either pay a nonrefundable filing fee or submit sufficient face value signatures-in-lieu (or any combination thereof) prior to the issuance of their nomination forms from the county elections official.				
Statement Of Qualifications (State Legislative Candidates Only) Optional	State Legislative Candidates	G.C. §85601(c), E.C. §13307	-113 to -88	2/15/2016 to 3/11/2016
Any candidate for state legislative office who accepts voluntary expenditure limits may submit a 250-word Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. The statement will be printed at the candidate's expense and may not make any reference to any opponent of the candidate. See the campaign guide for costs of statements and guidelines on submitting a statement of qualifications.				
Statement Of Qualifications (U.S. Representative Candidates Only)	U.S. Representative Candidates	G.C. §85601(c), E.C. §13307, 13307.5	-113 to -88	2/15/2016 to 3/11/2016
Any candidate for federal U.S. Representative may submit a 250-word Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. The statement will be printed at the candidate's expense. See the campaign guide for costs of statements and guidelines on submitting a statement of qualifications.				



What	Who	Election Codes	E - Date	Dates
Statement Of Qualifications (Non-Partisan Local Office)	Local Candidates/Elections Department	E.C. §13307 et seq., E.C. §18351	-113 to -88	2/15/2016 to 3/11/2016
Any candidate for nonpartisan local office (including an incumbent in a recall election) may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot at the time his or her nomination documents are filed. Candidates who are not required to file nomination documents (i.e. run-off elections), but who wish to file an optional Statement of Qualifications must do so no later than 5 p.m. on the 88th day prior to election. If a jurisdiction requires payment in advance, the candidate must pay the jurisdiction and bring proof of payment at the time of filing. Once filed, the statement may be withdrawn (but not changed) until 5 p.m. the next regular business day following the close of nominations. All statements remain confidential until the close of the nomination (or extended nomination) period. See the campaign guide for costs of statements and guidelines on submitting a Statement of Qualifications. MISREPRESENTATION IN STATEMENT: Any candidate in an election (including an incumbent in a recall election) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to E.C. §11327 or E.C. §13307, with the intent to mislead voters, is punishable by a fine not to exceed one thousand dollars (\$1,000).				
Campaign Disclosure Statements	Candidates/Elections Department	G.C. §85201	-113 to -88	2/15/2016 to 3/11/2016
Any candidate who does not anticipate spending or receiving \$2,000 or more in a calendar year may file a Form 470 Campaign Statement – Short Form, which does not require detailed information concerning receipts and expenditures. Any candidate who receives any contributions or loans from others must establish a campaign bank account in California and deposit all the contributions or loans into the account before expenditure. An original and one copy of the Statement of Organization (Form 410) must be sent to the Secretary of State's Office within 10 days of opening the account. Before expending \$2,000 or more of personal funds in a calendar year, any candidate who has not established a campaign account pursuant to Gov't Code §85201(g) shall (1) establish a campaign account before the \$2,000 expenditure threshold is reached; (2) file an original and one copy of the Statement of Organization (Form 410) with the Secretary of State's Office and, if applicable, file a copy with the appropriate local filing officer (this form also contains the campaign bank account information); and (3) file the Officeholder and Candidate Campaign Statement – Short Form 470 Supplement (Form 470 Supplement) with the Secretary of State's Office, the appropriate local filing officer and each candidate seeking the same office. This notice is required to be filed within 48 hours of receiving or making contributions or expenditures of \$2,000 or more. Please refer to the appropriate Information Manual on Campaign Disclosure Provisions for additional information regarding filing obligations for candidates, officeholders and committees supporting or opposing candidates or measures.				
Statement Of Economic Interests	Candidates/Elections Department	G.C. §§87200 et seq., 87500	-113 to -88	2/15/2016 to 3/11/2016
Form 700 must be filed not later than the final filing date for the Declaration of Candidacy if it is required by the Conflict of Interest Code for the jurisdiction or by state law.				



What	Who	Election Codes	E - Date	Dates
Code Of Fair Campaign Practices - Voluntary	Candidates/Filing Clerk	E.C. §20400 et seq	-113 to -88	2/15/2016 to 3/11/2016
At the time declaration of candidacy, nomination papers, or any document evidencing a candidate's intention to run for a public office are issued, the elections official shall issue a copy of the Code of Fair Campaign Practices and the provisions of E.C. §20440 et seq. The clerk shall inform each candidate for public office that signing the Code of Fair Campaign Practices is voluntary. Forms so filed shall be retained for public viewing until 30 days after the election.				
Late Contribution/Expenditure Period	Candidates/Committees	G.C. §§82036, 82036.5, 84203 et seq., 85500	-90 to -1	3/9/2016 to 6/6/2016
Officeholders, candidates, ballot measure and recipient committees that make or receive a late contribution or loan that totals in the aggregate \$2,000 or more, must report the late contribution or expenditure within 24 hours by personal delivery, fax, or guaranteed overnight service. See the appropriate information manual on campaign disclosure provisions of the Political Reform Act for additional information.				
Consolidation Order (Other Than School District Governing Board Election)	Governing Body/Elections Department	Ed.C. §5322, E.C. §§10402, 10403, 13247	-88	3/11/2016
Whenever an election called by a district, city or other political subdivision for the submission of any question, proposition or office to be filled, is to be consolidated with a statewide election (or in the case of local elections, when no specific procedure is specified), the jurisdiction calling the election shall, not later than 5 p.m. on this date, file with the Board of Supervisors, and a copy to the Elections Department, a resolution of its governing board requesting such consolidation and setting forth the exact form of any question, proposition or office to be voted upon at such election, as it is to appear on the ballot. Measures that exceed 75 words must be abbreviated to 75 words or less to appear on the ballot. The resolution requesting the consolidation shall be adopted and filed at the same time as the ordinance, resolution or order calling the election.				
Tax Rate Statement (Bond Issue)	Governing Body	E.C. §§9400, 9401	-88	3/11/2016
Final filing date for Tax Rate Statement. Tax Rate Statements shall be printed in the Voter Information Pamphlet portion of the Sample Ballot for any bond issue proposed by a county, city and county, city, district, or other political subdivision, or by any agency, department or board thereof, the security for which constitutes a lien on the property for ad valorem taxes within the jurisdiction and the proposal for which is required to be submitted to the voters for approval.				
Precinct Boundry Changes	Elections Department	E.C. §12262	-88	3/11/2016
Precinct boundary changes occurring less than 88 days before an election shall not be effective for purposes of that election.				



What	Who	Election Codes	E - Date	Dates
Notice To Submit Arguments	Proponent/Opponent/Elections Department	E.C. §§9163, 9286, 9316, 9502, 9600, G.C. §6061	-88	3/11/2016
Based on the time reasonably necessary to prepare and print arguments, analyses and Sample Ballots and to permit the 10-day public examination period, the elections official shall fix and determine a reasonable date prior to the election after which no arguments for or against any measure may be submitted for printing and distribution to the voters. Notice of the date by which arguments must be submitted shall be published by the elections official pursuant to Government Code §6061 (one time). Arguments may be changed until and including the date fixed by the elections official. Arguments submitted must be accompanied by a Statement of Accuracy and signed by each proponent and author, if different. Forms are available from the elections official.				
File Or Withdraw Nomination Documents Last Day	Candidates/Elections Department	E.C. §§8020, 8800, 10220, 10407, G.C. §87201	-88	3/11/2016
All nomination documents must be filed no later than 5 p.m. on this date. ■ Final date for filing the following required documents: Declaration of Candidacy; Nomination papers; Candidate Qualifications; Statement of Economic Interests (only if required by the jurisdiction's Conflict of Interest Code or state law). ■ Final date for filing the following optional documents: Code of Fair Campaign Practices; Candidate's Statement of Qualifications. ■ Recommended date for filing the Officeholder and Candidate Campaign Statement – Short Form (California Form 470) if the candidate does not intend to raise or spend \$2,000 or more in connection with seeking or holding office. No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election.				
Request For Impartial Analysis - County or School District Measure	County Counsel/Elections Department	E.C. §§9160, 9280, 9500	-88	3/11/2016
Upon the measure's qualification for the ballot, the Elections Department shall transmit a copy of the measure text of each county or school district measure to the County Counsel, who shall prepare an Impartial Analysis of the measure. The analysis is due by the 78th day before the date of the election.				
Request For Impartial Analysis - Municipal Measure	County Counsel/Elections Department	E.C. §§9160, 9280, 9500	-88	3/11/2016
Upon the measure's qualification for the ballot, the Council may direct the elections official to transmit a copy of the measure to the City Attorney. The City Attorney shall prepare an Impartial Analysis of the measure showing the effect of the measure on existing law. The analysis shall not exceed 500 words in length and must be forwarded to the Elections Department by the 78th day before the date of the election.				
Request For Financial Analysis	County Auditor	E.C. §9160	-88	3/11/2016
Whenever any county measure qualifies for the ballot, the Elections Department shall transmit a copy of the measure to the County Auditor. The Board of Supervisors may direct the County Auditor to prepare a Fiscal Impact Statement estimating any increase or decrease in revenues or cost to the county if the measure is adopted. The Fiscal Impact Statement shall not exceed 500 words and must be forwarded to the Elections Department by the 78th day before the date of the election.				



What	Who	Election Codes	E - Date	Dates
Mailed Ballot Precincts	Elections Department	E.C. §3005	-88	3/11/2016
Whenever, on the 88th day before the election, there are 250 or fewer persons registered to vote in any precinct, the Elections Department may designate such precinct as a mailed ballot precinct. Each voter shall be furnished with an official ballot, as soon as ballots are made available, along with a statement that there will be no polling place for the election. The voter shall not be required to file an application for the ballot.				
Measure Assignments	Elections Department	E.C. §13116, 13109	-85	3/14/2016
On this day the Elections Department will assign a letter designation to each local measure that will appear on the ballot. Measures will be assigned in alphabetical order 85 days before the election by the Elections Official. Beginning with the letter following the last letter assigned in the previous election, assignments will continue through Z, or as close to the end of the alphabet as possible to accommodate all measures filed for the current election. No allowance shall be given to any jurisdiction regarding letter preference.				
Extended Nomination Period	Candidates/Elections Department	E.C. §§8022, 8023(b), 8024, 8204, 8800, 10407	-87 to -83	3/12/2016 to 3/16/2016
If an incumbent, eligible to be elected, fails to file the required nomination documents by 5 p.m. on the last day to file (88 days before the election), anyone (other than the incumbent) who is otherwise qualified shall have five (5) calendar days (until 5 p.m. on the 83rd day before the election) to file for that office. This section does not apply when there is no incumbent eligible to be elected (includes term limits). No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election.				
Public Examination Of Materials Required To Be Filed By The 88th Day - Tax Rate Statements, Statements of Qualifications, Full Text, etc.	Public/Elections Department	E.C. §§9190, 9295, 9380, 9509, 13313	-87 to -78	3/12/2016 to 3/21/2016
Not less than 10 days before the Elections Department submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Elections Department. A fee may be charged to anyone who wishes to obtain a copy of the materials. During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Elections Department, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapters 2-6 of Division 9 or Chapter 3 of Division 6 of the Elections Code, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.				
Statement Of Qualifications—Withdrawal—Local Nonpartisan Office	Candidates/Elections Department	E.C. §13307	-87	3/12/2016
Last day for any candidate, who so desires, to withdraw his or her Statement of Qualifications (unless there is an extension of the nomination period). Statements may be withdrawn (but not changed) during the period for filing nomination papers and until 5 p.m. on the next regular business day following the close of the nomination (or extended nomination) period for the office.				



What	Who	Election Codes	E - Date	Dates
Amendment Or Withdrawal Of Ballot Measures—Last Day	Governing Body	E.C. §9605	-83	3/16/2016
Notwithstanding any other provision of law, whenever a legislative body has ordered that a measure or proposal be submitted to the voters of any jurisdiction at a special election, the order of election shall not be amended or withdrawn after the 83rd day prior to the election. The order of election shall be amended or withdrawn upon the filing of a resolution by the legislative body stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the elections official not later than the 83rd day prior to the election.				
Deadline for Political Party Endorsement for Voter-Nominated Office Candidates	Political Parties	E.C. §13302(b)	-83	3/16/2016
Last day for the party chairperson of any qualified political party to submit to the county elections official a list of all candidates for voter-nominated office who will appear on any ballot in the county in question, and who have been endorsed by the party. The county elections official shall print any such list that is timely received in the official sample ballot.				
Public Examination Of Materials Required To Be Filed By The 83rd Day—Candidates' Statements Extension	Public/Elections Department	E.C. §13313	-82 to -73	3/17/2016 to 3/26/2016
Not less than 10 days before the Elections Department submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Elections Department. A fee may be charged to anyone who wishes to obtain a copy of the materials. During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Elections Department, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 3 of Division 13 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.				
Statement Of Qualifications—Withdrawal Extension—Local Nonpartisan Offices	Candidates/Elections Department	E.C. §13307	-82	3/17/2016
If there has been an extension of the nomination period for a local nonpartisan office, this is the last day for any candidate for that office, who so desires, to withdraw his or her Statement of Qualifications. Statements may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. on the next regular business day after the close of the extended nomination period.				
Randomized Alphabet	Secretary Of State/Elections Department	E.C. §13111., E.C. §13112	-82	3/17/2016
The Secretary of State shall conduct a drawing of the alphabet to determine the order of the names of the candidates to appear on the ballot. The resulting random order of letters constitutes the alphabet for all offices other than multi-county state legislative offices. In addition, and only if applicable, the candidates' names will be rotated pursuant to E.C. §13111. For candidates for multi-county state legislative offices, the Elections Department in each affected county shall conduct a randomized alphabet drawing. The result of each county's drawing shall be used only to determine the order of the names of candidates for multi-county legislative offices within such county.				



What	Who	Election Codes	E - Date	Dates
Arguments For Or Against Measure —County, Municipal Or District Measure	Proponents/Opponents	E.C. §§9162, 9163, 9282, 9286, 9315, 9316, 9501, 9502, 9600	-78	3/21/2016
Final filing date for arguments for or against any measure to appear on the ballot. Arguments must be filed in the Elections Department not later than 5 p.m. on this date. GENERAL INFORMATION4 Arguments shall not exceed 300 words and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Elections Department. Each argument shall be titled either “Argument in Favor of Measure ...” or “Argument Against Measure ...” (letter designation to be filled in after assignment).				
Impartial Analysis —County Or School District Measure	County Counsel/City Attorney	E.C. §§9160, 9500	-78	3/21/2016
In order to provide for the 10-calendar-day review period, this is the last day for County Counsel to transmit to the Elections Department an Impartial Analysis of each county or school district measure, showing the effect on existing law and the operation of the measure. The analysis shall be printed in the Voter Information Pamphlet along with the County Auditor’s Fiscal Analysis if requested and arguments for and/or against the measure if submitted. The Impartial Analysis shall not exceed 500 words.				
Impartial Analysis —Municipal Measure	County Counsel/City Attorney	E.C. §9280	-78	3/21/2016
In order to provide for the 10-calendar-day review period, this is the suggested last day for the City Attorney to transmit to the Elections Department an Impartial Analysis of each city measure, showing the effect on existing law and the operation of the measure. The analysis shall be printed in the Voter Information Pamphlet along with the arguments for and/or against the measure if submitted. The Impartial Analysis shall not exceed 500 words.				
Fiscal Analysis —County Measure	County Auditor	E.C. §9160	-78	3/21/2016
In order to provide for the 10-calendar-day review period, this is the last day for the County Auditor, if so directed by the Board of Supervisors, to transmit to the Elections Department a Fiscal Analysis (Fiscal Impact Statement) of each county measure, estimating any increase or decrease in revenues or cost to the county if the measure is adopted. The Fiscal Impact Statement (if any) shall be printed in the Voter Information Pamphlet along with County Counsel’s Impartial Analysis, preceding the arguments for and/or against the measure, if submitted. The Fiscal Impact Statement shall not exceed 500 words.				
Judicial Incumbent —Only Nominee	Elections Department	E.C. §§8203, 8600 et seq.	-78	3/21/2016
In any county or judicial district in which only the incumbent has filed nomination documents for the office of Superior Court Judge, his or her name shall not appear on the ballot unless a petition has been filed by this date indicating a write-in campaign will be conducted for the office. The petition must be signed by 100 registered voters qualified to vote with respect to that office. If the incumbent’s name does not appear on either the Primary or General Election ballot, then on the day of the General Election, the Elections Department shall declare the incumbent judge reelected. No certificate of election shall be issued before the date of the General Election.				



What	Who	Election Codes	E - Date	Dates
Public Examination Of Materials Required To Be Filed By The 78th Day <i>—Direct Arguments, Impartial And/Or Fiscal Analyses</i>	Elections Department	E.C. §§9190, 9295, 9380, 9509	-77 to -68	3/22/2016 to 3/31/2016
Not less than 10 days before the Elections Department submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Elections Department. A fee may be charged to anyone who wishes to obtain a copy of the materials. During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Elections Department, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 2-6 of Division 9 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.				
Pre-Election Campaign Statement	Candidates And Committees	G.C. §84200 et seq.	Please See the Attached FPPC Schedule	
Officeholders, candidates, ballot measure and recipient committees for this Election must file (by personal delivery or first class mail) a pre-election campaign statement. Candidates and officeholders who expect to receive or spend \$2,000 or less during the calendar year may file Form 470 with their nomination documents.				
Certified List Of Candidates	Secretary Of State/Elections Department	E.C. §8120	-68	3/31/2016
Secretary of State to transmit the certified list of candidates to all County Registrars no later than this date.				
Rebuttal Arguments <i>—County, Municipal Or District Measure</i>	Proponents/Opponents	E.C. §§9167, 9285, 9317, 9504, 9600	-68	3/31/2016
If both an argument in favor of and an argument against any measure have been filed, the Elections Department shall send copies of each argument to the opposing authors(s). The opposing author(s) may, if desired, file rebuttal arguments no later than 10 days after the final date for filing direct arguments. GENERAL INFORMATION: Rebuttal arguments shall not exceed 250 words and must be accompanied by a Statement of Accuracy and signed by the author(s) or may authorize in writing any other person or persons to prepare, submit, or sign the rebuttal arguments. Forms are available from the Elections Department. Each argument shall be titled either “Rebuttal to Argument in Favor of Measure ...” or “Rebuttal to Argument Against Measure ...” (letter designation to be filled in after assignment).				



What	Who	Election Codes	E - Date	Dates
Public Examination Of Materials Required To Be Filed By The 68th Day–Rebuttal Arguments	Elections Department	E.C. §§9190, 9295, 9380, 9509	-67 to -58	4/1/2016 to 4/10/2016
Not less than 10 days before the Elections Department submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Elections Department. A fee may be charged to anyone who wishes to obtain a copy of the materials. During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Elections Department, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 2-6 of Division 9 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.				
Mailing of UOCAVA Ballots	Elections Department	E.C. §3105 (b)(1)	-60 to -45	4/8/2016 to 4/23/2016
The elections official shall send a Vote-by-Mail ballot to all eligible military and overseas voter (UOCAVA) not earlier than 60 days and not later than 45 days.				
Statement Of Write-In Candidacy	Write-In Candidate	E.C. §8601	-57 to -14	4/11/2016 to 5/24/2016
Each write-in candidate who desires to have his or her votes counted for a particular office must file a Statement of Write-In Candidacy along with the requisite number of signatures, if any, for such office. Nomination documents for write-in candidacy may be obtained from and delivered to the Elections Department between the 57th day and 14th day prior to the date of the election.				
Statement Of Registration	Elections Department	E.C. §§2185, 2187, 2190	-50	4/18/2016
The Elections Department shall send to the Secretary of State a summary statement of the number of voters registered as of the 60th day before the date of the primary election, together with a current copy of the voter file on magnetic tape or in index form. Upon written request from the chairperson of any county central committee/county council, the Elections Department shall make available not less than 30 days prior to the election, a copy of the above referenced tape; and shall make available not less than 25 days prior to the election no more than two copies or, if available, one copy in an electronic form of indices of said voters.				
State Ballot Pamphlet	Office Of Secretary Of State	E.C. §9094	-40 to -21	4/28/2016 to 5/17/2016
During this period, the Secretary of State's Office shall mail State Ballot Pamphlets to all voters who registered to vote prior to the 60th day before the election.				
Mail Sample Ballot And Voter Information Pamphlet	Elections Department	E.C. §§13300, 13303, 13304, 13306	-40 to -10	4/28/2016 to 5/28/2016
Between these dates the Elections Department shall mail Sample Ballots and Voter Information Pamphlets to all voters who registered to vote prior to the 54th day before the election. The location of the polling place and its accessibility to persons with disabilities shall be indicated thereon. Voters who registered to vote between the 54th day and 15th day before the election may not be mailed Sample Ballots and Voter Information Pamphlets but will be mailed a notice of polling place.				



What	Who	Election Codes	E - Date	Dates
Vote By Mail Ballots Available	Elections Department	E.C. §§3001, 3003, 3017, 3021	-29	5/9/2016
Any qualified voter may apply for a Vote by Mail ballot. Ballots must be obtained from and returned to the Elections Department either in person, via an authorized agent, or by mail. All voted ballots must be returned in person, by mail, or by an authorized agent to the Elections Department not later than 8 p.m. on Election Day, or delivered in person or by authorized agent to the polls on Election Day. The law permits a spouse, child, parent, grandparent, grandchild, sibling or person residing in the same household to act as an authorized agent for returning Vote by Mail ballots. Ballots applied for within the last seven days prior to the election may not be returned by mail but have no restrictions as to who may be an authorized agent.				
Mailed Ballot Precincts	Elections Department	E.C. §3005	-29	5/9/2016
The Elections Department shall mail official ballots to voters residing in mailed ballot precincts beginning this date, along with a notice indicating there will be no polling place for this election. Voted ballots must be received not later than 8 p.m. on Election Day at any polling place in the county or at the Elections Department.				
Precincts, Polling Places & Election Officers	Elections Department	E.C. §12286	-29	5/9/2016
Last date for the Elections Department to establish all polling places and appoint precinct officers for this election. Immediately following appointments, the Elections Department shall mail the appointment notices to the precinct officers.				
Close Of Registration		E.C. §§2102, 2107, 2115, 2116, 2152	-15	5/23/2016
Last day for any qualified elector to register or re-register to vote in the upcoming election. A person, who has moved, changed his or her name or who wishes to change political party affiliation must re-register by this date.				
Write-In Candidacy	Write-In Candidates	E.C. §8600 et seq	-14	5/24/2016
Last Day to file a Statement of Write-In Candidacy and the requisite number of signatures, if any, with the Elections Department. Anyone who desires to be a write-in candidate and to have his or her votes counted for a particular office must file the required documents with the Elections Department not later than 5 p.m. on this date. No filing fee is required to run as a write-in candidate. No votes will be counted for an unqualified write-in candidate in any election.				
New Citizen Registration and Voting	Elections Department	EC 331, 3500	-14 to 0	5/24/2016 to 6/7/2016
A new citizen is eligible to register and vote at the office of the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. “New citizen” means any person who meets all requirements of an elector of, and has established residency in, the state, except that he or she will become a United States citizen after the 15th day prior to an election.				
Process Vote By Mail Ballots	Elections Department	E.C. §15101	10 Business Days Before the Election	
First day the Elections Department may begin to open, prepare and machine read Vote by Mail ballots for the upcoming election. No results may be released until after the polls are closed on Election Day.				



What	Who	Election Codes	E - Date	Dates
Pre-Election Campaign Statement	Candidates/Committees	G.C. §84200 et seq		Please See the Attached FPPC Schedule
Officeholders, candidates, ballot measure and recipient committees must file (by personal delivery or guaranteed overnight service) a pre-election campaign statement. Candidates and officeholders who expect to receive or spend \$2,000 or less during the calendar year may file Form 470 with their nomination documents.				
State Ballot Pamphlet—Late Registration	Elections Department	E.C. §9094	-10	5/28/2016
Last day for the Elections Department to mail State Ballot Pamphlets to voters who registered between the 60th day and the 28th day before the election.				
Notice Of Central Counting Place	Elections Department	E.C. §12109	-10	5/28/2016
The Elections Department shall publish, at least 10 days before the election, in a newspaper of general circulation in the jurisdiction, a notice specifying the public place to be used to tally votes when ballots are to be counted in a central counting place.				
Statement Of Registration	Elections Department	E.C. §2187(d)(3), 2187(d)(5)	-7	5/31/2016
The Elections Department shall send to the Secretary of State a summary statement of the number of voters registered as of the 14th day before the date of the primary election and general election, together with a current copy of the voter file on magnetic tape or in index form.				
Vote By Mail Ballots	Voters/Elections Department	E.C. §§3001, 3021	-7	5/31/2016
Last day for the Elections Department to receive and process Vote by Mail ballot applications by mail for the upcoming election. After this date, any voter may apply in person to obtain a Vote by Mail ballot if he or she will be unable to go to the polls on Election Day. Voters unable to request a ballot in person may designate in writing any person as an authorized agent to obtain and return the Vote by Mail ballot on their behalf.				
Publish Polling Places	Elections Department	E.C. §12105	-7	5/31/2016
Not later than this date the Elections Department shall publish a notice containing the list of polling places designated for each election precinct.				
Post Precinct Officers And Polling Places	Elections Department	E.C. §§12105.5, 12108	-7	5/31/2016
Not later than this date the Elections Department shall post, at the elections office and on the official website, a list of all current polling places in each precinct and a list of precinct board members and political party affiliation appointed by the 15th day before the election.				
Election Day	Voters/Elections Department	E.C. §§3017, 3020, 3021, 10541, 14212	0	6/7/2016
Polls are open from 7 a.m. to 8 p.m. on Election Day. Vote by Mail ballots may be returned in person or by authorized agent not later than 8 p.m. either to the Elections Department or to any polling place in the county. The law permits a spouse, child, parent, grandparent, grandchild, sibling or person residing in the same household to act as an authorized agent for returning Vote by Mail ballots.				



What	Who	Election Codes	E - Date	Dates
Official Canvass	Elections Department	E.C. §§362, 15301, 15360	2	6/9/2016
Last day the Elections Department may begin the Official Canvass of the votes cast. During the Official Canvass of every election in which a voting system is used, the Elections Department shall conduct a public manual tally of ballots cast in 1% of the precincts chosen at random by the elections official. In addition to the 1% count, the Elections Department shall tally one additional precinct for each contest not included in the initial group of precincts.				
Last Day to Receive Vote-by-Mail Ballot by Mail	Elections Department	E.C. §4103	3	6/10/2016
If a vote-by-mail ballot is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after election day and either (1) the ballot is postmarked on or before election day or is time stamped or date stamped by a bona fide private mail delivery company on or before election day or if the ballot has no postmark, a postmark with no date, or (2) an illegible postmark, the vote by mail ballot identification envelope is date stamped by the elections official upon receipt of the vote by mail ballot from the United States Postal Service or a bona fide private mail delivery company,or and is signed and dated on or before election day it shall be determined to be timely cast.				
Completion Of Canvass	Elections Department	E.C. §15372	30	7/7/2016
The Official Canvass of the election must be completed not later than this date and results certified to the governing body of each jurisdiction for adoption. In the case of elections conducted on the first Tuesday after the first Monday in November of odd-numbered years, the Official Canvass must be completed no later than the last Monday before the last Friday of that month.				
Declare Candidates Elected	Elections Department	E.C. §§15400, 15401	28	7/5/2016
Upon receipt of the Certification of Results from the Elections Department, the governing body shall meet to adopt the certification. For all county and local offices, the Elections Department shall prepare and deliver to each person elected a Certificate of Election.				
Post Precinct Officers And Polling Places	Elections Department	E.C. §§12105.5, 12108	28	7/5/2016
Not later than this date the Elections Department shall post, at the elections office and on the official website, an updated list of the precinct board members and political party affiliation who actually served on Election Day. This list shall remain posted for 30 days after the completion of the canvass.				
Statement Of The Vote	Office Of Secretary Of State	E.C. §15501	38	7/15/2016
Last day for the Secretary of State to compile results from all counties and issue Certificates of Nomination or Election to successful candidates for State Legislative and Constitutional offices.				
Semi-Annual Campaign Statement Due	Candidates/Committees	G.C. §§84200, 84218	Please See the Attached FPPC Schedule	
All elected officers, candidates, and committees filing campaign statements in conjunction with an election must file a semi-annual statement covering the report period of May 18th (or from the date of last filing) to June 30th and must be filed not later than July 31st.				