County of Tuolumne

Candidate Handbook

Signatures-in-lieu:
Thursday, December 14, 2017 – Wednesday, February 7, 2018

Candidate filing:
Monday, February 12, 2018 – Friday, March 9, 2018

Gubernatorial primary election:
Tuesday, June 5, 2018

Deborah Bautista
Tuolumne County Clerk & Auditor-Controller

2 S. Green Street, Sonora, CA 95370

(209) 533-5570

elections@tuolumnecounty.ca.gov

www.co.tuolumne.ca.us/elections

Last Updated: 12/01/2017

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Candidate Filing

Signatures-In-Lieu of Filing Fee Period	Thursday, December 14, 2017 - Wednesday, February 07, 2018	E -173	-	E -118
Declaration of Intention (Judicial Candidates Only)	Monday, January 29, 2018 - Wednesday, February 07, 2018	E -127	-	E -118
Declaration of Intention Extension Period (Judicial Candidates Only)	Thursday, February 08, 2018 - Monday, February 12, 2018	E -117	-	E -113
Declaration of Candidacy and Nomination Period	Monday, February 12, 2018 - Friday, March 09, 2018	E -113	-	E -88
Candidate Statement Deadline for Voter Information Guide (Statewide Candidates)	Wednesday, February 14, 2018	E -111		
Candidate Statement Deadline for County Sample Ballots (County, Senate, and Assembly)	Friday, March 09, 2018	E -88		
Declaration of Candidacy Extension Period if Incumbent Does Not File	Saturday, March 10, 2018 - Wednesday, March 14, 2018	E -87	-	E -83
Randomized Alphabet Drawing	Thursday, March 15, 2018	E -82		
Notice to Candidates for Voter Nominated Offices	Saturday, March 24, 2018	E -73		
SOS Certified List of Candidates	Thursday, March 29, 2018	E -68		
Statement of Write-In Candidacy Period	Monday, April 09, 2018 - Tuesday, May 22, 2018	E -57	-	E -14

Registration and Voting

Voter Information Guide Mailing Period	Thursday, April 26, 2018 - Tuesday, May 15, 2018	E -40	-	E -21
Military and Overseas Voter Vote-By-Mail (VBM) Ballot Delivery Period	Friday, April 06, 2018 - Friday, April 20, 2018	E -60	-	E -46
VBM Ballot Mailing Period	Monday, May 07, 2018 - Tuesday, May 29, 2018	E -29	-	E -7
Last Day to Register to Vote	Monday, May 21, 2018	E -15		
New Citizen (sworn in after close) Voter Registration	Tuesday, May 22, 2018 - Tuesday, June 05, 2018	E -14	-	E 0
Last Day to Request VBM Ballot	Tuesday, May 29, 2018	E -7		
Election Day (7:00 a.m. to 8:00 p.m.)	Tuesday, June 05, 2018	E 0		

Dear Candidate,

Welcome to the June 5, 2018 Gubernatorial 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 qualified person win.

Sincerely,

Deborah Bautista

County Clerk & Auditor-Controller

Contacts and Resources

Tuolumne County Elections Office

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

(209) 533-5570

elections@tuolumnecounty.ca.gov

Tuolumne County Code Compliance

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

(209) 533-5517

City Of Sonora Planning Department

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

(209) 532-3508

Pacific Gas And Electric Company

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

(800) 743-5000

Fair Political Practices Commission

Technical Assistance Division

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

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

(916) 322-3711

www.fppc.ca.gov

Legal Division

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

GeneralCounsel@fppc.ca.gov

Enforcement Division

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

(800) 561-1861

State Franchise Tax Board

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

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

www.ftb.ca.gov

Secretary Of State

Political Reform Division

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

(916) 653-6224

(916) 653-5045

www.ss.ca.gov

Elections Division

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

(916) 657-2166

Federal Elections Commission

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

(800) 424-9530

www.fec.gov

Offices Up for Election

District Name	Office Name	Number (Trustee, Division, Zone, District, Seat)	Total Number of Seats on Board (If Applicable)	County Other Than Tuolumne (P)=Principal County	Incumbent	Filing By	Filing Fee	Signatures-in-Lieu	Value Per Signature	Nomination Signatures	Voting By	Term of Office (Years)
Federal												
Statewide	**US Senator**				Dianne Feinstein	Statewide	$3,480.00	7,000	$0.497143	65-100	Statewide	6
Congressional	**US Representative In Congress**	4th		Alpine, Amador, Calaveras, El Dorado, Fresno, Mariposa, Madera, Nevada, Placer	Tom Mcclintock	District	$1,740.00	2,000	$0.870000	40-60	District	2

District Name	Office Name	Number (Trustee, Division, Zone, District, Seat)	Total Number of Seats on Board (If Applicable)	County Other Than Tuolumne (P)=Principal County	Incumbent	Filing By	Filing Fee	Signatures-in-Lieu	Value Per Signature	Nomination Signatures	Voting By	Term of Office (Years)
State												
Statewide	**Governor**				Jerry Brown	Statewide	$3,916.12	7,000	$0.559446	65-100	Statewide	4
	Lieutenant Governor				Gavin Newsom	Statewide	$2,937.08	7,000	$0.419583	65-100	Statewide	4
	Secretary of State				Alex Padilla	Statewide	$2,937.08	7,000	$0.419583	65-100	Statewide	4
	Controller				Betty T. Yee	Statewide	$3,132.86	7,000	$0.447551	65-100	Statewide	4
	Treasurer				John Chiang	Statewide	$3,132.86	7,000	$0.447551	65-100	Statewide	4
	Attorney General				Xavier Becerra	Statewide	$3,401.60	7,000	$0.485943	65-100	Statewide	4
	Insurance Commissioner				Dave Jones	Statewide	$3,132.86	7,000	$0.447551	65-100	Statewide	4
	Superintendent of Public Instruction				Tom Torlakson	Statewide	$3,401.60	7,000	$0.485943	65-100	Statewide	4

District Name	Office Name	Number (Trustee, Division, Zone, District, Seat)	Total Number of Seats on Board (If Applicable)	County Other Than Tuolumne (P)=Principal County	Incumbent	Filing By	Filing Fee	Signatures-in-Lieu	Value Per Signature	Nomination Signatures	Voting By	Term of Office (Years)
Board of Equalization	**Board Member**	1st	5 (4 Districts)	30 Counties (Map)	George Runner	District	$1,468.54	4,406	$0.333305	40-60	District	4
State Senate	**State Senator**	8th		Amador, Calaveras, Fresno, Inyo, Madera, Mariposa, Mono, Sacramento, Stanislaus, Tulare	Tom Berryhill	District	$1,072.42	2,000	$0.536210	40-60	District	4
State Assembly	**State Assembly Member**	5th		Alpine, Amador, Calaveras, El Dorado, Madera, Mariposa, Mono, Placer	Frank Bigelow	District	$1,072.42	1,000	$1.072420	40-60	District	2
Judicial												
Countywide	**Superior Court Judge**	#1	4		Donald Segerstrom	At Large	$2,000.42	2,219	$0.901497	20-40	At Large	6
		#2	4		Kevin Seibert	At Large	$2,000.42	2,219	$0.901497	20-40	At Large	6

District Name	Office Name	Number (Trustee, Division, Zone, District, Seat)	Total Number of Seats on Board (If Applicable)	County Other Than Tuolumne (P)=Principal County	Incumbent	Filing By	Filing Fee	Signatures-in-Lieu	Value Per Signature	Nomination Signatures	Voting By	Term of Office (Years)
County												
Supervisorial	**County Supervisor**	2	5		Randy Hanvelt	District	$398.14	449	$0.886736	20-40	District	4
		3	5		Evan Royce	District	$398.14	441	$0.902822	20-40	District	4
Countywide	**Assessor-Recorder**				Kaenan Whitman	At Large	$1,327.01	2,219	$0.598022	20-40	At Large	4
	Sheriff-Coroner				James W. Mele	At Large	$1,437.25	2,219	$0.647702	20-40	At Large	4
	County Clerk/Auditor-Controller				Deborah Bautista	At Large	$1,548.90	2,219	$0.698018	20-40	At Large	4
	District Attorney				Laura Leslie Krieg	At Large	$1,488.31	2,219	$0.670713	20-40	At Large	4
	Treasurer-Tax Collector				Lauren (Shelley) Piech	At Large	$1,327.01	2,219	$0.598022	20-40	At Large	4
	Superintendent of Schools				Marguerite Bulkin	At Large	$1,600.00	2,219	$0.721046	20-40	At Large	4

District Name	Office Name	Number (Trustee, Division, Zone, District, Seat)	Total Number of Seats on Board (If Applicable)	County Other Than Tuolumne (P)=Principal County	Incumbent	Filing By	Filing Fee	Signatures-in-Lieu	Value Per Signature	Nomination Signatures	Voting By	Term of Office (Years)
City												
City of Sonora	**Council Member**		5		James Garaventa	At Large	N/A	N/A	N/A	20-30	At Large	4
			5		George Segarini	At Large	N/A	N/A	N/A	20-30	At Large	4

The 3 Types of Elections

The Top Two Candidates Open Primary Act, which took effect January 1, 2011, requires 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 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 in a primary election. The candidate nominated will then be that party's official candidate in the general election.

Parties may elect officers of their official party committees in a partisan primary.

In a primary election, a voter must vote in the primary election of the political party they stated a preference for when registering to vote. However, a political party, each presidential primary, has the option to allow those who did not state a preference to vote in their party's primary election. This is often termed "cross-over voting".

Voter-Nominated Offices

A candidate nominated for a voter-nominated office in a primary election is the nominee of the people, and not the official nominee of any party in the following general election. Political parties are not permitted to formally nominate candidates for voter-nominated offices.

A candidate for nomination or election to a voter-nominated office will have their party preference, or lack of party preference, shown on the primary and general election ballot. However, their party preference is chosen solely by the candidate and is shown on the ballot for the informational purposes only. It does not mean an endorsement or official nomination by the party. In the sample ballot, the parties will list the candidates for voter-nominated offices who have received the official endorsement of the party.

Regardless of a voter's party preference, they may vote for any candidate on their ballot for a voter-nominated office. The top two votegetters at the primary election move on to the general election, even if they have the same party preference.

Nonpartisan Offices

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.

Political parties are not permitted to nominate candidates for nonpartisan offices at a primary election, and a candidate nominated for a nonpartisan office at a primary election is not the official nominee of any party.

State Offices

The Secretary of State (SOS) provides on their website a general description of the candidate fling process (here) as well as a summary of qualifications and requirements for the California Federal and State Offices (here or by clicking on the individual links below). Please visit their website at sos.ca.gov for more information.

Voter-Nominated Offices:

- US Senator (here)
- Governor and Lieutenant Governor (here)
- Secretary of State, Controller and Treasurer (here)
- Attorney General (here)
- Insurance Commissioner (here)
- Member, State Board of Equalization (here)
- United States Representative in Congress (here)
- State Senator (here)
- Member of the State Assembly (here)

Nonpartisan Offices:

- State Superintendent of Public Instruction (here)

Secretary of State Elections Division

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

Judge of the Superior Court

At a glance

Filing fee:	$2,000.42
Signatures-in-lieu:	2,219
Value per signature:	$0.901497
Nomination signatures:	20-40
Candidate Statement cost:	$1,796.84
Term of office (years):	6

Filing periods

Signatures-in-lieu:	12/14/2017	to	2/7/2018
Declaration of Intention:	1/29/2018	to	2/7/2018
Declaration of Intention extension:	2/8/2018	to	2/12/2018
Declaration of Candidacy and Nomination:	2/12/2018	to	3/9/2018
Declaration of Candidacy extension:	3/10/2018	to	3/14/2018

Required documents

- Declaration of Intention
- Declaration of Candidacy
- Nomination Petition
- Statement of Economic Interest (700)

Additional documents to consider

- Ballot Designation Worksheet
- Candidate Statement and Affidavit
- Campaign Disclosures
- Code of Fair Campaign Practices
- Permission to Post Contact Information

Term of Office

The Superior Court Judges serve a 6–year term beginning the Monday after January 1 following their election.

Cal. Const. Art. VI §16(c)

Qualifications

A candidate for Superior Court Judge shall:

- be a citizen of the United States; and
- be registered to vote in California; and
- have been a member of the State Bar for ten years immediately preceding the election; or
  have served as a judge of a California court of record for ten years immediately preceding the election.

Cal. Const. Art. VI, §15, SB 1823 Sec. 25 (2000), E.C. §201

Filing Fee and Signatures-In-Lieu

Filing Fee

The non-refundable filing fee is payable to the Tuolumne County Elections Office, and must be paid at the time the Declaration of Intention is filed.

Signatures-In-Lieu Petition

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

Filing period

The petition form must be requested from the Secretary of State or elections office within the signatures-in-lieu time period starting 173 days before the election. It must be filed with the county elections office in the county where it was circulated no later than the close of business 118 days before Election Day, and prior to filing a Declaration of Intention.

E.C. §§8104 (b), 8105(b), 8106 (a)(4),(5), (b)(1),(3)

Declarations and Nomination Petition

Declaration of Intention

Each judicial candidate must sign and file a declaration stating they intend to become a candidate for Superior Court Judge.

⚠ Each candidate must also file a Declaration of Candidacy during the appropriate time period.

Filing period

The Declaration of Intention must be received from, filed with, and filing fee paid to, the county elections official between 127 to 118 days before the election.

Extension

If an incumbent, eligible to be elected, does not file by the deadline at the close of business, the time period is extended and candidates other than the incumbent may file up to the first day of filing nomination papers (E-113).

Considerations

A candidate for a judicial office is not required to state their residential address on the Declaration of Intention. But the address must be provided to the elections official for verification.

E.C. §8023, 8105(b)

Declaration of Candidacy

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

Filing period

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

Extension

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

Any candidate other than the incumbent may file a Declaration of Candidacy up to the 83 days before the election, regardless of whether that candidate filed a Declaration of Intention.

Considerations

Normally, the Declaration of Candidacy is executed in the office of the elections official and the document is not permitted to leave the office. However, the candidate may provide a signed and dated written statement designating a third party to receive the Declaration from the county elections official and deliver it to the candidate. This written statement must state the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was received no later than the close of business the 88th day before the election.

A candidate for a judicial office is not required to state their residential address on the Declaration of Candidacy. But the address must be provided to the elections official for verification.

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

Nomination Petition

A candidate must file a petition with the elections office with signatures of voters who formally nominate the candidate for the office. They must be by registered voters who are eligible to vote for the candidate. To qualify, it must have at least 20, but no more than 40 valid signatures.

Filing period

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

Extension

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

E.C. §§8020, 8024, 8041, 8061, 8062(a)(3), 8066

Statement of Economic Interests (700)

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

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

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

Filing period

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

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

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

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

G.C. §§87200 et seq.

Additional documents to consider

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

Ballot Designation Worksheet

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

Code of Fair Campaign Practices

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

Candidate statement and affidavit

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

Permission to Post Contact Information

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

Campaign disclosure documents

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

Other Considerations

Number on the ballot

Each election, a number for each seat up for election is assigned by the elections office. A candidate must specify which office (number) they are running for. This will be printed on the Declaration of Intention and nomination forms. The same number of the seat will be used for both the primary and general election if necessary. After the election, the number will have no other significance.

EC 8200

Appearance on the ballot

If only the incumbent filed nomination papers, his or her name will not appear on the ballot unless there is a write-in campaign conducted and is successful.

EC 8203

When a candidate other than the incumbent runs unopposed, the contest must appear on the primary ballot.

Worden v. LaVine 2008

County Supervisor

At a glance

Filing fee:	$398.14
Signatures-in-lieu:	(District 2) 449 (District 3) 441
Value per signature:	(District 2) $0.886736 (District 3) $0.902822
Nomination signatures:	20-40
Candidate Statement cost:	(District 2) $405.64 (District 3) $404.13
Term of office (years):	4

Filing periods

Signatures-in-lieu:	12/14/2017	to	2/7/2018
Declaration of Candidacy and Nomination:	2/12/2018	to	3/9/2018
Declaration of Candidacy extension:	3/10/2018	to	3/14/2018

Required documents

- Declaration of Candidacy
- Nomination Petition
- Statement of Economic Interest (700)

Additional documents to consider

- Ballot Designation Worksheet
- Candidate Statement and Affidavit
- Campaign Disclosures
- Code of Fair Campaign Practices
- Permission to Post Contact Information

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 Fee and Signatures-In-Lieu

Filing Fee

The non-refundable filing fee is payable to the Tuolumne County Elections Office, and must be paid at the time the Declaration of Candidacy is filed.

Signatures-In-Lieu Petition

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

Filing period

The petition form must be requested from the Secretary of State or elections office within the signatures-in-lieu time period starting 173 days before the election. It must be filed with the county elections office in the county where it was circulated no later than the close of business 118 days before Election Day.

E.C. §§8104 (b), 8105(a), 8106 (a)(4),(5), (b)(1),(3)

Declarations and Nomination Petition

Declaration of Candidacy

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

Filing period

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

Extension

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

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

Considerations

Normally, the Declaration of Candidacy is executed in the office of the elections official and the document is not permitted to leave the office.

However, the candidate may provide a signed and dated written statement designating a third party to receive the Declaration from the county elections official and deliver it to the candidate. This written statement must state the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was received no later than the close of business the 88th day before the election.

EC §§8020, 8022, 8028, 8040, 8064, 8100

Nomination Petition

A candidate must file a petition with the elections office with signatures of voters who formally nominate the candidate for the office. They must be by registered voters who are eligible to vote for the candidate. To qualify, it must have at least 20, but no more than 40 valid signatures.

Filing period

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

Extension

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

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

Statement of Economic Interests (700)

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

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

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

Filing period

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

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

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

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

G.C. §§87200 et seq.

Additional documents to consider

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

Ballot Designation Worksheet

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

Code of Fair Campaign Practices

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

Candidate statement and affidavit

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

Permission to Post Contact Information

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Campaign disclosure documents

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

Assessor-Recorder

At a glance

Filing fee:	$1,327.01
Signatures-in-lieu:	2,219
Value per signature:	$0.598022
Nomination signatures:	20-40
Candidate Statement cost:	$1,796.84
Term of office (years):	4

Filing periods

Signatures-in-lieu:	12/14/2017	to	2/7/2018
Declaration of Candidacy and Nomination:	2/12/2018	to	3/9/2018
Declaration of Candidacy extension:	3/10/2018	to	3/14/2018

Required documents

- Declaration of Candidacy
- Nomination Petition
- Statement of Economic Interest (700)

Additional documents to consider

- Ballot Designation Worksheet
- Candidate Statement and Affidavit
- Campaign Disclosures
- Code of Fair Campaign Practices
- Permission to Post Contact Information

Term of Office

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

GC §§24200, 25000

Qualifications

A candidate for County Assessor-Recorder shall:

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

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

GC §24002.5

Filing Fee and Signatures-In-Lieu

Filing Fee

The non-refundable filing fee is payable to the Tuolumne County Elections Office, and must be paid at the time the Declaration of Candidacy is filed.

Signatures-In-Lieu Petition

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

Filing period

The petition form must be requested from the Secretary of State or elections office within the signatures-in-lieu time period starting 173 days before the election. It must be filed with the county elections office in the county where it was circulated no later than the close of business 118 days before Election Day.

E.C. §§8104 (b), 8105(a), 8106 (a)(4),(5), (b)(1),(3)

Declarations and Nomination Petition

Declaration of Candidacy

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

Filing period

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

Extension

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

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

Considerations

Normally, the Declaration of Candidacy is executed in the office of the elections official and the document is not permitted to leave the office.

However, the candidate may provide a signed and dated written statement designating a third party to receive the Declaration from the county elections official and deliver it to the candidate. This written statement must state the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was received no later than the close of business the 88th day before the election.

EC §§8020, 8022, 8028, 8040, 8064, 8100

Nomination Petition

A candidate must file a petition with the elections office with signatures of voters who formally nominate the candidate for the office. They must be by registered voters who are eligible to vote for the candidate. To qualify, it must have at least 20, but no more than 40 valid signatures.

Filing period

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

Extension

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

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

Statement of Economic Interests (700)

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

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

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

Filing period

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

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

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

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

G.C. §§87200 et seq.

Additional documents to consider

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

Ballot Designation Worksheet

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

Code of Fair Campaign Practices

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

Candidate statement and affidavit

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Campaign disclosure documents

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

County Clerk/Auditor-Controller

At a glance

Filing fee:	$1,548.90
Signatures-in-lieu:	2,219
Value per signature:	$0.698018
Nomination signatures:	20-40
Candidate Statement cost:	$1,796.84
Term of office (years):	4

Filing periods

Signatures-in-lieu:	12/14/2017	to	2/7/2018
Declaration of Candidacy and Nomination:	2/12/2018	to	3/9/2018
Declaration of Candidacy extension:	3/10/2018	to	3/14/2018

Required documents

- Declaration of Candidacy
- Nomination Petition
- Statement of Economic Interest (700)

Additional documents to consider

- Ballot Designation Worksheet
- Candidate Statement and Affidavit
- Campaign Disclosures
- Code of Fair Campaign Practices
- Permission to Post Contact Information

Term of Office

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

G.C. §§24200, 25000

Qualifications

A candidate for County Clerk/Auditor-Controller shall:

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

  or

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

  or

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

  or

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

GC §26945, 26946, EC 13.5, 201

Filing Fee and Signatures-In-Lieu

Filing Fee

The non-refundable filing fee is payable to the Tuolumne County Elections Office, and must be paid at the time the Declaration of Candidacy is filed.

Signatures-In-Lieu Petition

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

Filing period

The petition form must be requested from the Secretary of State or elections office within the signatures-in-lieu time period starting 173 days before the election. It must be filed with the county elections office in the county where it was circulated no later than the close of business 118 days before Election Day.

E.C. §§8104 (b), 8105(a), 8106 (a)(4),(5), (b)(1),(3)

Declarations and Nomination Petition

Declaration of Candidacy

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

Filing period

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

Extension

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

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

Considerations

Normally, the Declaration of Candidacy is executed in the office of the elections official and the document is not permitted to leave the office.

However, the candidate may provide a signed and dated written statement designating a third party to receive the Declaration from the county elections official and deliver it to the candidate. This written statement must state the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was received no later than the close of business the 88th day before the election.

EC §§8020, 8022, 8028, 8040, 8064, 8100

Nomination Petition

A candidate must file a petition with the elections office with signatures of voters who formally nominate the candidate for the office. They must be by registered voters who are eligible to vote for the candidate. To qualify, it must have at least 20, but no more than 40 valid signatures.

Filing period

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

Extension

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

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

Statement of Economic Interests (700)

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

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

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

Filing period

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

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

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

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

G.C. §§87200 et seq.

Additional documents to consider

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

Ballot Designation Worksheet

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

Code of Fair Campaign Practices

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

Candidate statement and affidavit

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Campaign disclosure documents

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

Treasurer-Tax Collector

At a glance

Filing fee:	$1,327.01
Signatures-in-lieu:	2,219
Value per signature:	$0.598022
Nomination signatures:	20-40
Candidate Statement cost:	$1,796.84
Term of office (years):	4

Filing periods

Signatures-in-lieu:	12/14/2017	to	2/7/2018
Declaration of Candidacy and Nomination:	2/12/2018	to	3/9/2018
Declaration of Candidacy extension:	3/10/2018	to	3/14/2018

Required documents

- Declaration of Candidacy
- Nomination Petition
- Statement of Economic Interest (700)

Additional documents to consider

- Ballot Designation Worksheet
- Candidate Statement and Affidavit
- Campaign Disclosures
- Code of Fair Campaign Practices
- Permission to Post Contact Information

Term of Office

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

G.C. §§24200, 25000

Qualifications

A candidate for County Treasurer-Tax Collector shall:

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

  or

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

  or

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

  or

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

  or

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

GC 27000.7, EC 13.5, 201

Filing Fee and Signatures-In-Lieu

Filing Fee

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Signatures-In-Lieu Petition

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

Filing period

The petition form must be requested from the Secretary of State or elections office within the signatures-in-lieu time period starting 173 days before the election. It must be filed with the county elections office in the county where it was circulated no later than the close of business 118 days before Election Day.

E.C. §§8104 (b), 8105(a), 8106 (a)(4),(5), (b)(1),(3)

Declarations and Nomination Petition

Declaration of Candidacy

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

Filing period

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

Extension

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

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

Considerations

Normally, the Declaration of Candidacy is executed in the office of the elections official and the document is not permitted to leave the office.

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EC §§8020, 8022, 8028, 8040, 8064, 8100

Nomination Petition

A candidate must file a petition with the elections office with signatures of voters who formally nominate the candidate for the office. They must be by registered voters who are eligible to vote for the candidate. To qualify, it must have at least 20, but no more than 40 valid signatures.

Filing period

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

Extension

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

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Filing period

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

G.C. §§87200 et seq.

Additional documents to consider

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Campaign disclosure documents

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

District Attorney

At a glance

Filing fee:	$1,488.31
Signatures-in-lieu:	2,219
Value per signature:	$0.670713
Nomination signatures:	20-40
Candidate Statement cost:	$1,796.84
Term of office (years):	4

Filing periods

Signatures-in-lieu:	12/14/2017	to	2/7/2018
Declaration of Candidacy and Nomination:	2/12/2018	to	3/9/2018
Declaration of Candidacy extension:	3/10/2018	to	3/14/2018

Required documents

- Declaration of Candidacy
- Nomination Petition
- Statement of Economic Interest (700)

Additional documents to consider

- Ballot Designation Worksheet
- Candidate Statement and Affidavit
- Campaign Disclosures
- Code of Fair Campaign Practices
- Permission to Post Contact Information

Term of Office

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

G.C. §§24200, 25000

Qualifications

A candidate for County District Attorney shall:

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

G.C. §24001, 24002 and E.C. 13.5, 201

Filing Fee and Signatures-In-Lieu

Filing Fee

The non-refundable filing fee is payable to the Tuolumne County Elections Office, and must be paid at the time the Declaration of Candidacy is filed.

Signatures-In-Lieu Petition

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

Filing period

The petition form must be requested from the Secretary of State or elections office within the signatures-in-lieu time period starting 173 days before the election. It must be filed with the county elections office in the county where it was circulated no later than the close of business 118 days before Election Day.

E.C. §§8104 (b), 8105(a), 8106 (a)(4),(5), (b)(1),(3)

Declarations and Nomination Petition

Declaration of Candidacy

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

Filing period

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

Extension

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EC §§8020, 8022, 8028, 8040, 8064, 8100

Nomination Petition

A candidate must file a petition with the elections office with signatures of voters who formally nominate the candidate for the office. They must be by registered voters who are eligible to vote for the candidate. To qualify, it must have at least 20, but no more than 40 valid signatures.

Filing period

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Extension

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G.C. §§87200 et seq.

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Campaign disclosure documents

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

Sheriff-Coroner

At a glance

Filing fee:	$1,437.25
Signatures-in-lieu:	2,219
Value per signature:	$0.647702
Nomination signatures:	20-40
Candidate Statement cost:	$1,796.84
Term of office (years):	4

Filing periods

Signatures-in-lieu:	12/14/2017	to	2/7/2018
Declaration of Candidacy and Nomination:	2/12/2018	to	3/9/2018
Declaration of Candidacy extension:	3/10/2018	to	3/14/2018

Required documents

- Declaration of Candidacy
- Nomination Petition
- Statement of Economic Interest (700)

Additional documents to consider

- Ballot Designation Worksheet
- Candidate Statement and Affidavit
- Campaign Disclosures
- Code of Fair Campaign Practices
- Permission to Post Contact Information

Term of Office

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

G.C. §§24200, 25000

Qualifications

A candidate for County Sheriff shall:

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

  or

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

  or

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

  or

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

  or

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

G.C. §24004.3 and E.C. 13.5, 201

Filing Fee and Signatures-In-Lieu

Filing Fee

The non-refundable filing fee is payable to the Tuolumne County Elections Office, and must be paid at the time the Declaration of Candidacy is filed.

Signatures-In-Lieu Petition

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

Filing period

The petition form must be requested from the Secretary of State or elections office within the signatures-in-lieu time period starting 173 days before the election. It must be filed with the county elections office in the county where it was circulated no later than the close of business 118 days before Election Day.

E.C. §§8104 (b), 8105(a), 8106 (a)(4),(5), (b)(1),(3)

Declarations and Nomination Petition

Declaration of Candidacy

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

Filing period

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

Extension

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

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

Considerations

Normally, the Declaration of Candidacy is executed in the office of the elections official and the document is not permitted to leave the office.

However, the candidate may provide a signed and dated written statement designating a third party to receive the Declaration from the county elections official and deliver it to the candidate. This written statement must state the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was received no later than the close of business the 88th day before the election.

EC §§8020, 8022, 8028, 8040, 8064, 8100

Nomination Petition

A candidate must file a petition with the elections office with signatures of voters who formally nominate the candidate for the office. They must be by registered voters who are eligible to vote for the candidate. To qualify, it must have at least 20, but no more than 40 valid signatures.

Filing period

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

Extension

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

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

Statement of Economic Interests (700)

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

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

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

Filing period

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

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

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

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

G.C. §§87200 et seq.

Additional documents to consider

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

Ballot Designation Worksheet

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

Code of Fair Campaign Practices

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

Candidate statement and affidavit

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

Permission to Post Contact Information

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

Campaign disclosure documents

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

Superintendent of Schools

At a glance

Filing fee:	$1,600.00
Signatures-in-lieu:	2,219
Value per signature:	$0.721046
Nomination signatures:	20-40
Candidate Statement cost:	$1,796.84
Term of office (years):	4

Filing periods

Signatures-in-lieu:	12/14/2017	to	2/7/2018
Declaration of Candidacy and Nomination:	2/12/2018	to	3/9/2018
Declaration of Candidacy extension:	3/10/2018	to	3/14/2018

Required documents

- Declaration of Candidacy
- Nomination Petition
- Statement of Economic Interest (700)

Additional documents to consider

- Ballot Designation Worksheet
- Candidate Statement and Affidavit
- Campaign Disclosures
- Code of Fair Campaign Practices
- Permission to Post Contact Information

Term of Office

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

G.C. §§24200, 25000

Qualifications

A candidate for County Superintendent of Schools shall:

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

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

Ed Code §1205 – 1208, EC 13.5, 201

Filing Fee and Signatures-In-Lieu

Filing Fee

The non-refundable filing fee is payable to the Tuolumne County Elections Office, and must be paid at the time the Declaration of Candidacy is filed.

Signatures-In-Lieu Petition

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

Filing period

The petition form must be requested from the Secretary of State or elections office within the signatures-in-lieu time period starting 173 days before the election. It must be filed with the county elections office in the county where it was circulated no later than the close of business 118 days before Election Day.

E.C. §§8104 (b), 8105(a), 8106 (a)(4),(5), (b)(1),(3)

Declarations and Nomination Petition

Declaration of Candidacy

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

Filing period

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

Extension

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

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

Considerations

Normally, the Declaration of Candidacy is executed in the office of the elections official and the document is not permitted to leave the office.

However, the candidate may provide a signed and dated written statement designating a third party to receive the Declaration from the county elections official and deliver it to the candidate. This written statement must state the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was received no later than the close of business the 88th day before the election.

EC §§8020, 8022, 8028, 8040, 8064, 8100

Nomination Petition

A candidate must file a petition with the elections office with signatures of voters who formally nominate the candidate for the office. They must be by registered voters who are eligible to vote for the candidate. To qualify, it must have at least 20, but no more than 40 valid signatures.

Filing period

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

Extension

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

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

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Filing period

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

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

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

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

G.C. §§87200 et seq.

Additional documents to consider

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

Ballot Designation Worksheet

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

Code of Fair Campaign Practices

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

Candidate statement and affidavit

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

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Campaign disclosure documents

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

City Councilmember

At a glance

Filing fee:	N/A
Nomination signatures:	20-30
Candidate Statement cost:	$195.96
Term of office (years):	4

Filing periods

Nominations:	2/12/2018	to	3/9/2018
Declaration of Candidacy extension:	3/10/2018	to	3/14/2018

Required documents

- Nomination Petition
- Statement of Economic Interest (700)

Additional documents to consider

- Ballot Designation Worksheet
- Candidate Statement and Affidavit
- Campaign Disclosures
- Code of Fair Campaign Practices
- Permission to Post Contact Information

Term of Office

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

Qualifications

A candidate for City Councilmember or City Clerk:

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

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

GC §36502, EC §10227

Nomination Petition

Nomination Petition

On a nomination petition, a candidate for City Councilmember or City Clerk must first formally declare their candidacy for the office. The petition will then be issued.

Then, the candidate must circulate and file the petition with the elections office with signatures of voters who formally nominate the candidate for the office. They must be by registered voters who are eligible to vote for the candidate. To qualify, it must have at least 20, but no more than 30 valid signatures.

Filing period

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

Extension

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

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

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Campaign disclosure documents

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

Ballot Designations

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

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

⚠ No title or degree is allowed to appear on the same line as, either before or after, the candidate's name. A designation must appear under their name.

EC §13106

In order to use a ballot designation, an individual must provide information to support their choice under the law. There are restrictions on what is and isn't allowed.

Submitting a Ballot Designation

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

Ballot Designation Worksheet

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

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

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

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

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

EC 13107.3, CCR 20711, 20714, 20717

Elections official review

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

If a ballot designation is not accepted

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

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

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

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

EC §13107

General Definitions

Incumbent

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

Profession

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

For example: Acceptable designations of a “profession” include:

- Attorney
- Physician
- Accountant
- Architect
- Teacher
- Journalist

Vocation

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

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

For example: Acceptable designations of a “vocation” include:

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

Occupation

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

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

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

Principal

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

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

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

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

Elective Office

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

General Guidelines for an Acceptable Ballot Designation

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

Using an elective office title

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

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

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

Using the word “Incumbent”

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

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

⚠ A proposed ballot designation as “incumbent” indicating you are a member or officer of a state or county central committee of a political party is improper and does not constitute an elective county or state office.

If appointed to an elective office

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

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

Only 3 words allowed

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

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

Grammar and Spelling

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

Council Member vs. Councilmember

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

Acronyms

An acronym is counted as one word.

Geographical Names

All California geographical names are considered to be one word and are 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:

- Tuolumne County
- City of Sonora
- County of Tuolumne

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

- Butte County Rural Fire District Captain
- Huntington Beach Unified School District President
- South Bay Irrigation District Director

Elective office with other designation

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

For example: Acceptable designations may include:

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

For example: Unacceptable designations may include*:*

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

Using "Community Volunteer"

"Community Volunteer" means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

- A charitable, educational, or religious organization as defined by the U.S. IRS Code section 501 (c)(3);
- A governmental agency
- An educational institution.

The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate.

Punctuation

Punctuation shall be limited to the use of:

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

  For example: District Attorney, Los Angeles County

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

  For example: Legislator/Rancher/Physician

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

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

General guidelines for unacceptable ballot designations

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

Avocations

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

Categories of avocations which are unacceptable may include:

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

Pro forma professions, vocations and occupations

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

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

- Honorary Peace Officer
- Volunteer Firefighter
- Honorary Chairperson
- Honorary Professor
- Goodwill Ambassador
- Official Host Or Hostess

Status

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

Examples of an unacceptable status include:

- Veteran
- Proponent
- Advocate
- Reformer
- Scholar
- Founder
- Philosopher
- Philanthropist
- Activist
- Patriot
- Taxpayer
- Concerned Citizen
- Husband
- Wife

Misleading Designation

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

Commercial Identification

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

Examples of an improper use of commercial identification information include:

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

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 charter will be rejected as unacceptable. Any laudatory or derogatory adjectives, which would suggest an evaluation of the candidate's qualifications, shall not be permitted.

Examples of impermissible adjectives include:

- Senior
- Emeritus
- Specialist
- Magnate
- Outstanding
- Leading
- Expert
- Virtuous
- Eminent
- Best
- Exalted
- Prominent
- Famous
- Respected
- Honored
- Honest
- Dishonest
- Corrupt
- Lazy

Illegal Activities

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

Limit on using words designating a former position

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

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

⚠ A candidate 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 the same office or to some other office
(d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office
(e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office

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:

1)	Use only a portion of the title of your current elected office?	Yes☐	No☐
2)	Use only the word "Incumbent" for an elective office (other than Superior Court Judge) to which you were elected?	Yes☐	No☐
3)	Use more than three total words for your principal professions, vocations or occupations?	Yes☐	No☐
4)	Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent?	Yes☐	No☐
5)	Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation?	Yes☐	No☐
6)	Abbreviate the word "retired"?	Yes☐	No☐
7)	Place the word "retired" after the words it modifies? Example: Accountant, retired	Yes☐	No☐
8)	Use any word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation?	Yes☐	No☐
9)	Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher	Yes☐	No☐
10)	Use the name of a political party or political body?	Yes☐	No☐
11)	Refer to a racial, religious, or ethnic group?	Yes☐	No☐
12)	Refer to any activity prohibit 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 _____

Code of Fair Campaign Practices

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

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

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

EC §20400

Code of Fair Campaign Practices Text

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

THEREFORE:

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

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

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

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

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

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

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

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

Candidate Statement

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

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

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

Steps to Submit a Statement

1 Before filing, provide a digital copy

You must provide a digital copy of your candidate statement in Microsoft WORD format. You may send this by email of deliver it on a CD. Hand written statements will not be accepted.

2 Elections office counts the words

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

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

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

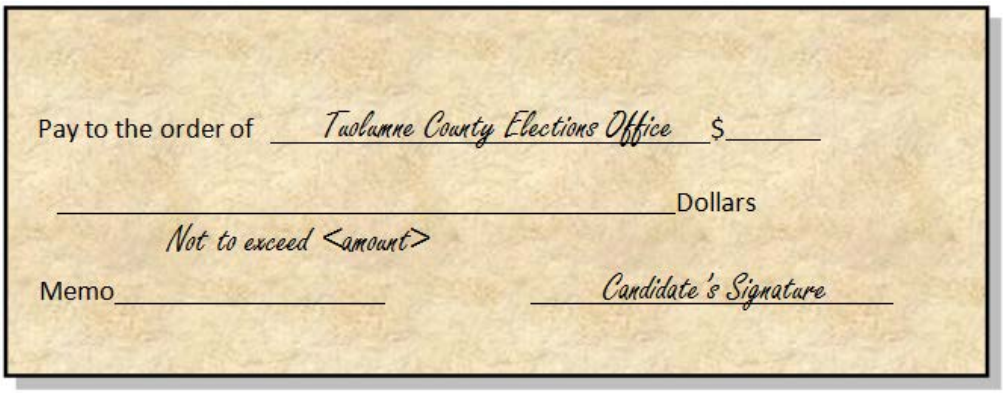
EC 13307(a), 13307.5, GC 85601

3 Pay the cost estimate

If your statement submitted is below or meets the amount allowed, you will then 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.

You will be required to make a check payable to the “Tuolumne County Elections Office” for an amount “Not to Exceed $ (the cost estimate) ” written below the line. Leave the space after the dollar sign blank. Please see the example below:



4 Sign the affidavit and file the statement

Once the estimated cost is paid, the elections office will accept your statement for filing. When filing, you must sign an affidavit executed under penalty of perjury, declaring that the information contained in the statement is true and correct.

⚠ Please proofread your statement. The statement will be printed exactly as filed. This office will not correct any misspellings or errors in grammar or punctuation. After filing 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 and Guidelines

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

⚠ The elections office may need to make adjustments to the candidate statement for space requirements in the sample ballot.

Header

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

Education, qualifications, and background

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

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

- "I am running..."
- “I went to…..”
- “I believe….”

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

- "She is running..."
- "Jane Doe is running..."
- “My opponent is…..”

Formatting not permitted

- Extra indentations
- Any bold
- Underlining of words
- Italics
- Graphics
- Extra punctuation
- Capitalized words for added emphasis
- Bullets of any kind

Party Affiliation

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

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

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]
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]

EC 9

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

Special Considerations

Changing and withdrawing

Statements may be withdrawn, but cannot 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 the office.

Confidentiality

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

Public Examination

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

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

EC §13313

Order of appearance in the voter pamphlet

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

Liability

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

EC 13307 (d) E.C.18351

Sample Candidate Statement

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

CITY COUNCIL DISTRICT

Candidate's Name: Naveen Hernandez Age: 32
Occupation: Businesswoman

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

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

Cost Estimate

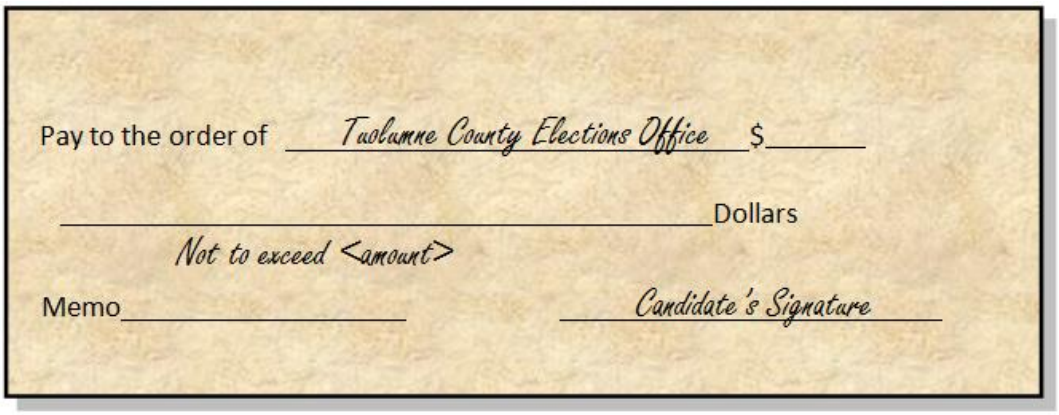
Basis for cost

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. 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.

Making a payment

You will be required to make a check payable to the "Tuolumne County Elections Office" for an amount "Not to Exceed $ (the cost estimate) " written below the line. This will be the cost estimate if there is only one candidate. Leave the space after the dollar sign blank. Please see the example below:



Actual cost

After the close of the filing period, once we know the total number of candidates who filed, 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 Boundaries	Number (Trustee, Division, Zone, District, Seat)	1 Candidate	2 Candidate	3 Candidate	4 Candidate
Countywide		$1,796.84	$925.92	$635.61	$490.46
County Supervisor	2	$405.64	$230.32	$171.88	$142.66
	3	$404.13	$229.56	$171.38	$142.28
City of Sonora		$195.96	$125.48	$101.99	$90.24

Permission to Post Contact Information

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

Purpose

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

Providing Permission

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

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

- Mailing address
- Telephone number
- Email address

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

Restrictions

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

- Website address
- Facebook account
- Twitter account

Campaign Disclosure Requirements

During an election, many individuals and groups are required to file campaign disclosure statements disclosing contributions received and expenditures made.

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. These disclosures provide transparency and ensure accountability.

These individuals and groups include:

- 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
- Committees supporting or opposing state and local candidates
- All measure and petition circulation committees

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

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

Resources

Advice:

1-866-ASK-FPPC
(866) 275-3772 *2

Advice@fppc.ca.gov

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

General Information:

(916) 322-5660

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

501 *Candidate Intention Statement*

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

Who

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

⚠ Exception: Candidates for county central committee that do not raise or spend $2,000 or more in a calendar year.

When

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

Where

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

410 *Statement of Organization*

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

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

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

When

This must be filed within 10 days of receiving $2,000 in contributions. If your committee has not yet reached the $2,000 threshold, mark the “not yet qualified” box.

Who

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

Where

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

470 *Officeholder/Candidate Campaign Statement*

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

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

Who

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

When

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

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

Where

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

460 Recipient Committee Campaign Statement

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

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

Who

This is used by all recipient committees, including:

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

Where

In general, **state committees** file with the Secretary of State and **local committees** file with the filing officer of the local jurisdiction. See the form 460 for more detailed information (460)

Best Practices and Requirements Often Overlooked

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

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

- 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.
- NO PERSONAL USE OF CAMPAIGN FUNDS. Use campaign funds only for political, legislative, or governmental purposes.
- 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)

- 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)
- 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.
- 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.

Filing schedule for state candidates and controlled committees

Listed on the June 5, 2018 ballot

Deadline	*Period*	*Form*	*Notes*
Jan 31, 2018 *Semi-Annual*	*** – 12/31/17**	460	▪ All committees must file this report.
Within 10 Business Days *$5,000 Report*	**Ongoing – file any time other than 90-day election cycle**	497	**Only e-filers file this report:** ▪ File if a contribution of $5,000 or more is received from a single source. ▪ No paper copy is required.
Within 24 Hours *Election Cycle Reports*	**3/7/18 – 6/5/18**	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 a candidate or ballot measure being voted on the June 5 ballot, or made to a political party committee. ▪ The recipient of an in-kind contribution must file a Form 497 within 48 hours from the time the in-kind or non-monetary contribution is received. ▪ E-file only – no paper copy is required.
Apr 26, 2018 *1st Pre-Election*	**1/1/18 – 4/21/18**	460	▪ All committees must file this report.
May 24, 2018 *2nd Pre-Election*	**4/22/18 – 5/19/18**	460	▪ All committees must file this report. ▪ Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jul 31, 2018 *Semi-Annual*	**5/20/18 – 6/30/18**	460	▪ All committees must file this report.

Additional Reports

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

- **Payments Related to a State Ballot Measure (E-Filers only):** File Form 496 (24-hour Independent Expenditure Report) or Form 497 (24-hour Contribution Report) within 10 business days of making payments totaling $5,000 or more in connection with a single state ballot measure. No paper copy is required.
- **Form 511:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling $5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (i.e., nurse, doctor, firefighter). E-Filers also file online.
- **Form E-530:** File within 48 hours of making a payment of $50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate being voted upon in the election but does not expressly advocate the election or defeat of the candidate. No paper copy is required.

Additional Notes:

- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **E-Filer:** A state committee that has received contributions or made expenditures totaling $25,000 or more.
- **Form 460:** All state committees, including e-filers, must also file paper reports.
- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Forms 496 and 497:** All reports filed online only.
- **Where to File:** State committees file reports with the Secretary of State. Only candidate controlled committees that are not e-filers file paper copies with the elections official at the candidate's county of domicile.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour Independent Expenditure Reports (Form 496) or to a 24-hour Contribution Report (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.
- **Penalties:** Failure to file a statement on time subjects a committee to a fine of $10 per day on both the paper and the e-filed version (e.g., $20 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of $5,000 per violation.
- **State Contribution Limits:** Refer to the contribution limits chart on the FPPC website.
- **Public Documents:** All statements are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov. Click on Learn, then Campaign Rules.
- **Multiple Committees:** All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the June 5, 2018 ballot who maintains an Assembly officeholder committee must file pre-election reports for both committees even if the Assembly committee has not received or made payments.
- Committees making independent expenditures totaling $1,000 or more to support or oppose other candidates or ballot measures also file:
  - **Form 462**: This verification form must be e-mailed to the FPPC within 10 days.
  - **Form 496**: This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.

Filing schedule for candidates and controlled committees for local office

Being voted on June 5, 2018

Deadline	*Period*	*Form*	*Notes*
Jan 31, 2018 *Semi-Annual*	*** – 12/31/17**	460 or 470	▪ **460**: All committees must file Form 460. ▪ **470**: If a candidate raised or spent less than $2,000 during 2017, file Form 470 (see below).
Within 24 Hours *Contribution Reports*	**3/7/18 – 6/5/18**	497	▪ File if a contribution of $1,000 or more in the aggregate is received from a single source. ▪ File if a contribution of $1,000 or more in the aggregate is made to *another* candidate or measure being voted upon June 5, 2018. ▪ The recipient of a non-monetary contribution of $1,000 or more must file a Form 497 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 26, 2018 *1st Pre-Election*	**1/1/18 – 4/21/18**	460 or 470	▪ Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
May 24, 2018 *2nd Pre-Election*	**4/22/18 – 5/19/18**	460	▪ All committees must file Form 460. ▪ File by personal delivery, guaranteed overnight service or online, if available.
Jul 31, 2018 *Semi-Annual*	**5/20/18 – 6/30/18**	460	▪ All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2018.

Additional Notes:

- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance**: Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. 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 may be filed by 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.

- **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.

- **Form 470 (2017):** Non-incumbent candidates who raised or spent less than $2,000 during 2017 and did not have an open committee must file Form 470 by January 31, 2018.

- **Form 470 (2018):** Candidates who do not raise or spend $2,000 or more (or anticipate raising or spending $2,000 or more) in 2018 and do not have an open committee may file Form 470 on or before April 26, 2018. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.

- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See Campaign Disclosure Manual 2 for additional information.

- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov. Click on Learn, then Campaign Rules.

- **Independent Expenditures:** Committees making independent expenditures totaling $1,000 or more to support or oppose other candidates or ballot measures also file:
  - 462: This form must be e-mailed to the FPPC within 10 days.
  - 496: This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.

- Click here to view a video on basic information for candidates and committees.

Circulating a Petition

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

Gathering Signatures

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

EC §§102, 106, 8066, 8106(b)(4)

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

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

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

Signing a Petition

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

EC §§322, 8106(b)(1), §8062

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

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

EC 106

Multiple Counties

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

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

Filing Location

Nominations petitions must be filed with the elections office in the county where the voter resides and votes.

EC 8063

Signature-in-lieu petitions must be filed with the elections office in the county where the petition was circulated.

EC 8106(b)(4)

Petition Requirements and Tips

When signing

- A voter must sign using their own handwriting. They must personally fill-in their name, address (with city and zip), and signature.
- If a voter is physically unable to fill in their own information:
  1. Another person may print the voter's name and residence address
  2. Then, the voter must sign or make their mark in the signature line.
  3. A person must then witness the mark by signing their name on the same line next to the mark.

  ⚠ Witnesses do not have to be a registered voter, and the circulator may serve as a witness.

  EC §100.5, Government Code 16
- Use a firm writing surface beneath the petition page being signed, as well as a ball point pen. Please do not use a felt tip marker.

Additional signatures

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

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

Unsure if registered

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

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

Voter information

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

Circulator

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

EC §§104, 11046

Common Reasons for Invalid Signatures

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

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

Address

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

Handwriting and signature

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

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

- The writing of the signer is messy or illegible.

Not eligible

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

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

Circulator

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

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

EC §§100, 104, 105, 321, 359, 11046

Circulating Petition on Private Property

Petition circulators often seek to circulate petitions at shopping centers and other private property. As shopping centers are private property, the courts have had to balance the private property rights of the shopping center owners against the free speech and petition rights of petition circulators. Candidates are advised to contact the property manager or owner in advance of circulating petitions and to seek legal counsel when issues arise as to their speech and petitioning rights at shopping centers or private property. The County Elections Office cannot advise you in this matter.

Penal Provisions

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

Provisions relating to circulators

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

EC §18600

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

EC §18601

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

EC §18603

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

EC §18650

Provisions relating to fraudulent signatures

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

EC §18610

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

EC §18611

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

EC §18612

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

EC §18613

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

EC §18614

Threats to prevent petition circulation or filing

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

EC §18630

Order of Names and Offices on the Ballot

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

Random Alphabet Drawing

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

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

EC 13111, 13112

Rotation of Names

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

Candidates for Statewide Offices:

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

Candidates for Congress

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

Candidates for Countywide Offices

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

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

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

Candidates for other offices

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

EC 13111, 13112

General Order of Offices

Below is the general order offices, if on the ballot, will appear.

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

EC 13109

Campaigning Laws and Regulations

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

Mass Mailing

"Mass mailing" means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry

G.C. §82041.5

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

Government Code 84305

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee's address is a matter of public record with the Secretary of State.

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

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

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

(e) For purposes of this section, the following terms have the following meaning:

(1) "Mass electronic mailing" means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.

(2) “Sender” means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84217, inclusive.

(3) To “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

Newspaper Political Advertising

Election Code 20008

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

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

Simulated Ballot

Election Code §20009

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

"NOTICE TO VOTERS
"(Required by Law)

"This is not an official ballot or an official county voter information guide prepared by the county elections official or the Secretary of State.

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

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

(b) A simulated ballot or simulated county voter information guide referred to in subdivision (a) shall not bear an official seal or the insignia of a public entity, and that seal or insignia shall not appear upon the envelope in which it is mailed or otherwise delivered.

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

Truth In Endorsements Laws

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

E.C. §§20000-20010

Electioneering Near a Polling Location

Election Code §18370

No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

(a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.

(b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.

(c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.

(d) Do any electioneering as defined by Section 319.5.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

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

EC 18370

Electioneering During Vote By Mail Voting

Election Code §18371

(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.

(b) Any person who knowingly violates this section is guilty of a misdemeanor.

(c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

Political Signs and Posters

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

State

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

County of Tuolumne

Temporary noncommercial signs is 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 (209) 532-3508.

Pacific Gas & Electric Company

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

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

Private Property

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

Penal Code §556.1, 593

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

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 TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

_____

Phone Number (Include Area Code) _____

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

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

_____ _____
SIGNATURE OF RESPONSIBLE PARTY DATE

Mail Statement of Responsibility to:

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

Poll Watcher Guidelines

A poll watcher is welcome to observe, but not interfere in any way with, the conduct of the election or the vote count following the close of the polls.

General Considerations

An election must be conducted orderly. While acting as a poll watcher, please do not:

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

Official Table

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

Street Index

Two street indexes are posted in a public-accessible place at the polling place for reference by the public or any poll watchers. One is updated hourly to indicate persons who have voted.

Information may be copied from these indexes, but they must never be removed from their posting positions.

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.

Electioneering

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 where voters are signing the Roster and casting ballots.

EC §18370

⚠ 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.

Interference

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

Request for Voter and Election Information

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

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

Application

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

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

CCR 19003, EC 2194, GC 6254.4

Impermissible Reasons

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

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

Available Reports and Information

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

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

Multi-Purpose Voter List

District List: $37.25; Countywide List: $62.50 (provided digitally only)

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

Vote-By-Mail Voter List

$57.50 (provided digitally only)

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

Street Index/Walking List

$38.75 Set-up fee per report, plus $0.15 per page

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

Statement of Vote

$0.15 per page

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

Campaign Disclosure Forms

$0.15 per page

What	Who	Election Codes	E - Date	Dates
Candidate Intention Statement (Form 501)	Candidates	G.C. §§85200, 91013	Please see the FPPC schedule in this handbook	

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 FPPC schedule in this handbook	

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.

Signatures-In-Lieu Of Filing Fees (Federal, State, And County Offices)	Federal, State, And County Candidates	E.C. §§8061, 8105, 8106	-173 to -118	12/14/2017 to 2/7/2018

Between these dates, any candidate for an office which requires a filing fee may obtain forms from, and file signatures-in-lieu of paying all or part of the non-refundable filing fee with, the Elections Office 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.

Notice Of Offices To Be Filled	Office Of Secretary Of State	E.C. §12103	-158	12/29/2017

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.

Governors Proclamation	Governor/Board Of Supervisors	E.C. §12000	-148	1/8/2018

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.

Statement Of Registration	Elections Department	E.C. §2187	-135	1/21/2018

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.

What	Who	Election Codes	E - Date	Dates
Political Bodies Attempting to Qualify	Political Parties, Office of the Secretary of State	E.C. §2187(d)(1), 5100(b) & (c)	-135	1/21/2018
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	1/25/2018
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.				
Declaration Of Intention (Judicial Office)	Judicial Candidates	E.C. §§8023, 8024, 8105 (b)	-127 to -118	1/29/2018 to 2/7/2018
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.				
Notice of Parties Qualified to Participate	Office Of Secretary Of State	§§ 5100(b) & (c), 12103	-125	1/31/2018
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.				
Order and Call of Elections	School Board	ED.C. §5322	-123	2/2/2018
In the case of an election for governing board members, a school board shall, after the order of election, but not less than 123 days prior to the date of the election, deliver to the county superintendent of schools and the officer conducting the election a resolution (known as “specifications of the election order”) specifying the date of the election and purpose of the election. This shall also set forth the authority for ordering the election, the authority for the specification of the election order, and the signature of the officer or the clerk of the board by law authorized to make the designations therein contained.				
Delivery of Order and Notice of Election	County Superintendent of Schools	ED.C. §5324	-120	2/5/2018
At least 120 days prior to the date of the election in the case of an election for governing board members, the county superintendent of schools shall deliver to the county elections official in the county where the election is to be held, copies of: (a) The order of election, (b) The formal notice of election.				

What	Who	Election Codes	E - Date	Dates
Semi-Annual Campaign Statement Due	Candidates/Committees	G.C. §§84200, 84218	Please see the FPPC schedule in this handbook	

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.

Declaration Of Intention - Extended Filing Period	Judicial Candidates	E.C. §§8023, 8024, 8105	-117 to -113	2/8/2018 to 2/12/2018

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 that 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.

Nomination Period	Candidates/Elections Department	E.C. §§8020, 8041, 8061, 8100 et seq	-113 to -88	2/12/2018 to 3/9/2018

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	2/12/2018 to 3/9/2018

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	2/12/2018 to 3/9/2018

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	2/12/2018	to	3/9/2018

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	2/12/2018	to	3/9/2018

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	2/12/2018	to	3/9/2018

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	2/12/2018 to 3/9/2018
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	3/7/2018 to 6/4/2018
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	3/9/2018
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	3/9/2018
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	3/9/2018
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	3/9/2018

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	3/9/2018

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	3/9/2018

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	3/9/2018

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.

What	Who	Election Codes	E - Date	Dates
Request For Financial Analysis	County Auditor	E.C. §9160	-88	3/9/2018

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.

Mailed Ballot Precincts	Elections Department	E.C. §3005	-88	3/9/2018

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	3/12/2018

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	3/10/2018	to	3/14/2018

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.

What	Who	Election Codes	E - Date	Dates
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	3/10/2018 to 3/19/2018

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	3/10/2018

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.

Amendment Or Withdrawal Of Ballot Measures–*Last Day*	Governing Body	E.C. §9605	-83	3/14/2018

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	3/14/2018

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.

What	Who	Election Codes	E - Date	Dates
Appointment In Lieu - Special District Board Member	County Clerk/Registrar Of Voters / Board of Supervisors	EC 10515	-83	3/14/2018

(a) If, by 5 p.m. on the 83rd day prior to the day fixed for the general district election: (1) only one person has filed a declaration of candidacy for any elective office to be filled at that election, (2) no one has filed a declaration of candidacy for such an office, (3) in the case of directors to be elected from the district at large, the number of persons who have filed a declaration of candidacy for director at large does not exceed the number of offices of director at large to be filled at that election, or (4) in the case of directors who must reside in a division but be elected at large, the number of candidates for director at large from a division does not exceed the number required to be elected director at large while residing in that division; and if a petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district or division if elected by division, requesting that the general district election be held has not been presented to the officer conducting the election, he or she shall submit a certificate of these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to the office or offices the person or persons, if any, who have filed declarations of candidacy. The supervising authority shall make these appointments.

(b) If no person has filed a declaration of candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at a general district election for the office.

(c) Where a director must be appointed to represent a division, all or most of which is not within the county governed by the supervising authority, then the board of supervisors of the county within which all or most of that division is located shall be the body to which request for appointment is made and which shall make the appointment.

What	Who	Election Codes	E - Date	Dates
Appointment In Lieu - School Board Member	School Board/County Office of Education	Ed.C. 5326, 5328, 5328.5	-83	3/14/2018

If, by 5:00 p.m. on the 83rd day prior to the day fixed for the governing board member election, only one person has been nominated for any elective office to be filled at that election, or no one has been nominated for the office, or in the case of members to be elected from the district at large, the number of candidates for governing board member at large does not exceed the number of offices to be filled at that election, or in the case of members to be nominated by trustee area and elected at large, the number of candidates do not exceed the number required to be elected governing board member at large nominated by that trustee area, or in the case of members to be elected at large in accordance with Education Code sections 5030.5 , 5030.6, and 5030.7, no more than one person has been nominated for each membership position, and a petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district or trustee area, if elected by trustee area, requesting that a school district election be held for the offices has not been presented to the officer conducting the election, appointment will be made as prescribed by as follows:

The qualified person or persons nominated shall be seated at the organizational meeting of the board, or if no person has been nominated or if an insufficient number is nominated, the governing board shall appoint a qualified person or persons, as the case may be, at a meeting prior to the day fixed for the election, and such appointee or appointees shall be seated at the organizational meeting of the board as if elected at a district election.

If no one has been nominated to an office, prior to making an appointment to that office, the governing board shall cause to be published a notice once in a newspaper of general circulation published in the district or, if no such newspaper is published in the district, in a newspaper having general circulation in the district, stating that the board intends to make an appointment and informing persons of the procedure available for applying for the office.

Public Examination Of Materials Required To Be Filed By The 83rd Day–*Candidates' Statements Extension*	Public/Elections Department	E.C. §13313	-82 to -73	3/15/2018 to 3/24/2018

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	3/15/2018

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.

What	Who	Election Codes	E - Date	Dates
Randomized Alphabet	Secretary Of State/Elections Department	E.C. §13111., E.C. §13112	-82	3/15/2018

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.

Arguments For Or Against Measure–*County, Municipal Or District Measure*	Proponents/Opponents	E.C. §§9162, 9163, 9282, 9286, 9315, 9316, 9501, 9502, 9600	-78	3/19/2018

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	3/19/2018

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	3/19/2018

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	3/19/2018

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.

What	Who	Election Codes	E - Date	Dates
Judicial Incumbent–*Only Nominee*	Elections Department	E.C. §§8203, 8600 et seq.	-78	3/19/2018

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.

Public Examination Of Materials Required To Be Filed By The 78th Day–*Direct Arguments, Impartial And/Or Fiscal Analyses*	Elections Department	E.C. §§9190, 9295, 9380, 9509	-77 to -68	3/20/2018 to 3/29/2018

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 FPPC schedule in this handbook

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	3/29/2018

Secretary of State to transmit the certified list of candidates to all County Registrars no later than this date.

Rebuttal Arguments–*County, Municipal Or District Measure*	Proponents/Opponents	E.C. §§9167, 9285, 9317, 9504, 9600	-68	3/29/2018

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
Death of Candidate - Removal of Name	County Clerk/Registrar Of Voters	EC §8810, 10529, Ed.C. 5329	-68	3/29/2018

Whenever a candidate has filed a declaration of candidacy the name of the candidate shall be printed upon the ballot unless the candidate has died and that fact has been ascertained by the officer charged with the duty of printing the ballots at least 68 days before the election.

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	3/30/2018 to 4/8/2018

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	4/6/2018 to 4/21/2018

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	4/9/2018 to 5/22/2018

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	4/16/2018

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	4/26/2018 to 5/15/2018

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.

What	Who	Election Codes	E - Date	Dates
Mail Sample Ballot And Voter Information Pamphlet	Elections Department	E.C. §§13300, 13303, 13304, 13306	-40 to -10	4/26/2018 to 5/26/2018

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.

Vote By Mail Ballots Available	Elections Department	E.C. §§3001, 3003, 3017, 3021	-29	5/7/2018

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	5/7/2018

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	5/7/2018

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	5/21/2018

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	5/22/2018

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.

What	Who	Election Codes	E - Date	Dates
New Citizen Registration and Voting	Elections Department	EC 331, 3500	-14 to 0	5/22/2018 to 6/5/2018
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.				
Pre-Election Campaign Statement	Candidates/Committees	G.C. §84200 et seq	Please see the FPPC schedule in this handbook	
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	5/26/2018
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	5/26/2018
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	5/29/2018
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	5/29/2018
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	5/29/2018
Not later than this date the Elections Department shall publish a notice containing the list of polling places designated for each election precinct.				

What	Who	Election Codes	E - Date	Dates
Post Precinct Officers And Polling Places	Elections Department	E.C. §§12105.5, 12108	-7	5/29/2018
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	6/5/2018
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.				
Official Canvass	Elections Department	E.C. §§362, 15301, 15360	2	6/7/2018
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	6/8/2018
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	7/5/2018
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	7/3/2018
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	7/3/2018
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.				

What	Who	Election Codes	E - Date	Dates
Statement Of The Vote	Office Of Secretary Of State	E.C. §15501	38	7/13/2018
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 FPPC schedule in this handbook	
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.				

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