

LASSEN COUNTY

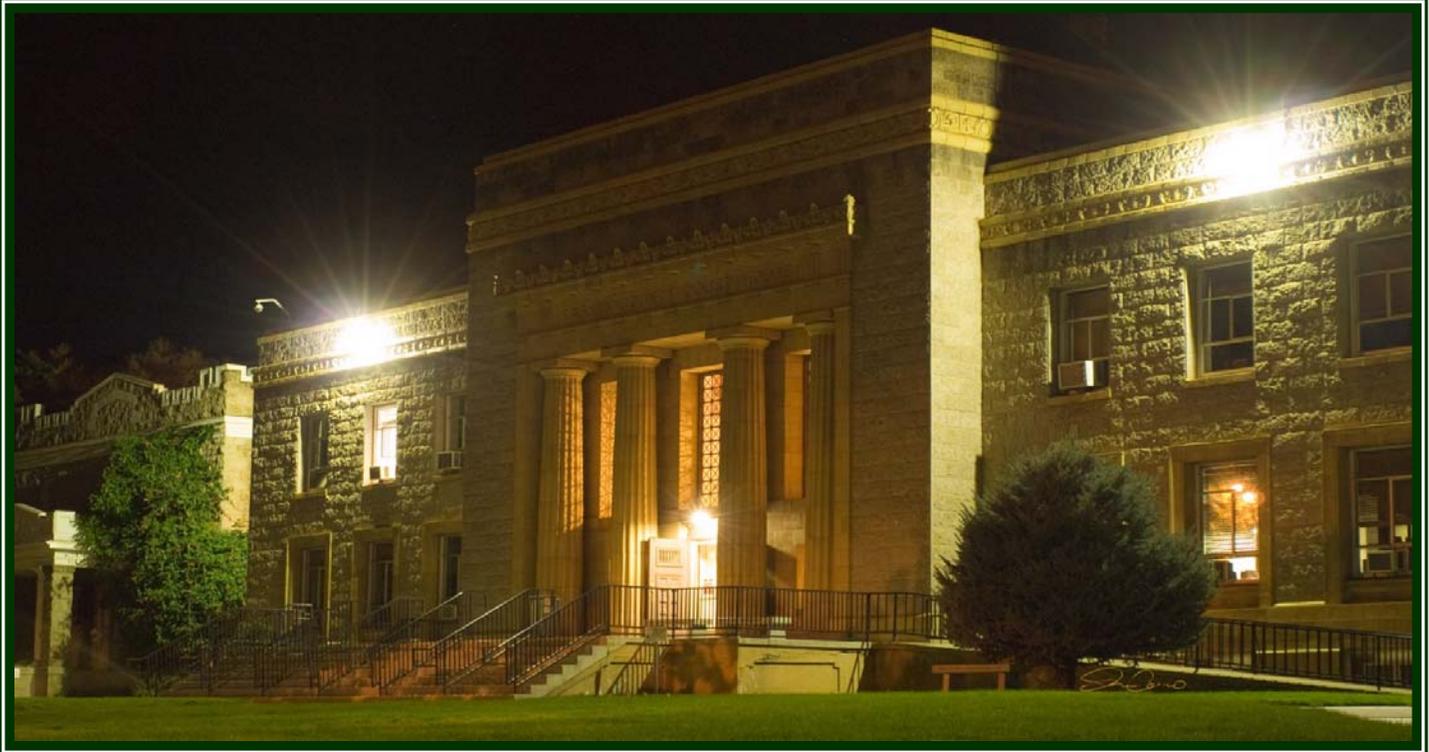


Photo courtesy of Jeremy Couso – Historic Courthouse 2009

Candidate Guide Statewide Primary Election Tuesday June 3, 2014

Prepared by:
Lassen County Clerk/Recorder/Elections Division

Historic Courthouse
220 S Lassen Street, Suite 5
Susanville, CA 96130
530-251-8217

lcclerk@co.lassen.ca.us
www.lassencounty.org

June 2014 Candidate Guide

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Section 1

CANDIDATE'S GUIDE INTRODUCTION

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Julie M Bustamante
COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS
CLERK FOR THE BOARD OF
SUPERVISORS



220 S Lassen St Suite 5
Susanville CA 96130
(530) 251-8217
FAX (530) 257-3480
Email lcclerk@co.lassen.ca.us
Website www.lassencounty.org

Memo to the Candidate

Welcome to the electoral process. Regardless of who wins, it is hoped that this is a positive experience. The Lassen County Clerk's office is dedicated to helping all qualified candidates place their name on the ballot and ensuring the election is fair and accurate.

I hope you find this Candidate's Guide useful for the upcoming Primary Election held on June 3, 2014. PLEASE, read this guide thoroughly to familiarize yourself with the nomination and electoral process. It is being provided for general information only. It does not have the force and effect of law, regulation, or rule. Candidates and others using this guide must bear full responsibility and make their own determinations as to all legal standards and duties.

The county is precluded by law from giving legal advice. While we welcome your questions, and will attempt to be of assistance to you, only your attorney may offer you legal guidance.

It is recommended that you file as early as possible to ensure that your documents are complete and accurate. Filing deadlines are absolute, therefore waiting until the end of a filing period could result in your name not being on the ballot.

Good luck to you!

Regards,

Julie M. Bustamante

Lassen County Clerk/Recorder
& Registrar of Voters

USING THIS GUIDE - Please Note:

Unless otherwise indicated, all code section references are to the California Elections Code.

In this guide book, any reference to "County Elections Official" or "Clerk" means "Registrar of Voters" or "County Clerk".

Unless another time is specified in the calendar, 5:00 p.m. is the deadline for a candidate to complete an action on behalf of his or her candidacy.

For additional election-related information, feel free to contact the Clerk's office Monday through Friday, from 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM, excluding holidays at 530-251-8217.

You can visit the County Clerk's office in the Historical Courthouse at 220 South Lassen Street, Suite 5, Susanville, CA 96130. Email: lcclerk@co.lassen.ca.us
Website is located at www.lassencounty.org

LOCAL CONTACT INFORMATION

LASSEN COUNTY REGISTRAR OF VOTERS

Webpage: www.Lassencounty.org
Email: lcclerk@co.lassen.ca.us
General Information (530) 251-8217
Fax (530) 257-3480

CITY OF SUSANVILLE

66 North Lassen Street
Susanville, CA 96130
(530) 257-1000
info@cityofsusanville.org

LASSEN COUNTY DISTRICT ATTORNEY

Phone: (530) 251-8283
Fax: (530) 251-2692

STATE AND FEDERAL OFFICES

IMPORTANT TELEPHONE NUMBERS

Fair Political Practices Commission

428 J Street, Suite 620
Sacramento, CA 95814
916-322-5660
Toll Free: 1-866-275-3772 (1-866-ASK-FPPC)
Enforcement Violations: 1-866-275-3772
(press 1)
Website: www.fppc.ca.gov

The Fair Political Practices Commission (FPPC) was created by the Political Reform Act of 1974, a ballot initiative passed by California voters as Proposition 9.

The FPPC educates the public and public officials on the requirements of the Act. It provides written and oral advice to public agencies and officials; conducts seminars and training sessions; develops forms, manuals and instructions; and receives and files statements of economic interests from many state and local officials.

The FPPC investigates alleged violations of the Political Reform Act, imposes penalties when appropriate, and assists state and local agencies in developing and enforcing conflict-of-interest codes.

The FPPC regulates:

- campaign financing and spending;
- financial conflicts of interest;
- lobbyist registration and reporting;
- post-governmental employment;
- mass mailings at public expense; and
- gifts and honoraria given to public officials and candidates.

Secretary of State

1500 11th Street, Room 495
Sacramento, CA 95814
Website: www.sos.ca.gov

Political Reform Division

916-653-6224 / FAX: 916-653-5045
E-Mail: PoliticalReform@sos.ca.gov

The Secretary of State's Political Reform Division administers provisions of California's Political Reform Act of 1974 that requires the disclosure of financial activities related to political campaigns and lobbying. Specific activities of the Political Reform Division include:

- Register and issue identification numbers for all state and local campaign committees that raise funds in connection with elections (non-federal) throughout California.
- Receive notices from all state and local candidates of their intentions to raise campaign funds and establish separate bank accounts for these funds.
- Receive campaign disclosure statements (itemizing contributions received and expenditures made) filed by individuals and committees raising or spending campaign funds to support or oppose state candidates or ballot measures. (Local campaign committees file their itemized disclosure statements with local filing officers. For California federal campaigns, the Political Reform Division receives copies of itemized disclosure statements filed with the [Federal Election Commission](#) in Washington, D.C.)
- Provide technical assistance regarding campaign disclosure provisions of the Political Reform Act to state and local candidates and elected officials, treasurers of campaign committees, and the general public.
- Review campaign documents to ensure compliance with reporting requirements.
- Provide public access to all campaign disclosure documents.
- Publish campaign financing reports that summarize and analyze the extensive information contained in campaign documents filed with the Political Reform Division.
- Determine if campaign documents have been filed on time and impose and collect fines for late filings.

Secretary of State's Office (cont.)

Elections Division

916-657-2166

TDD: 1-800-833-8683

1-800-345-VOTE or 1-800-345-8683

E-Mail: Elections@sos.ca.gov

Responsible for:

- certifying the official lists of candidates;
- determining which types of voting systems are acceptable for use in California;
- advising candidates and local elections officials on the qualifications and requirements for running for office, providing guidance on choosing acceptable candidate ballot designations, and determining the order of the candidates on the ballot;
- tracking and certifying ballot initiatives;
- coordinating the tabulation of the votes from each county on election night;
- producing the official Statements of Vote after each election;
- printing registration forms, encouraging registration and voter turnout, and producing several voter information publications;
- investigating voter fraud

Campaign Filing Offices

Statewide candidates and officeholders, Supreme Court justices, state ballot measure committees, and other committees that support or oppose state candidates and ballot measures, or that support or oppose candidates and ballot measures in more than one county, file campaign reports with:

- the Secretary of State and
- the election officials for the counties in which they are domiciled.

Federal Election Commission

999 E Street, NW

Washington, DC 20463

800-424-9530

For the hearing impaired, TTY 202-219-3336

Website: www.fec.gov

- Federal Campaign Disclosure
- Contributions from National Banks, National Corporations, and Foreign Nationals

State Franchise Tax Board

800-338-0505

Website: www.ftb.ca.gov

- Committee Tax Status
- Tax Deductible Contributions
- Charitable Non-Profit Groups
- Audit of Campaign Disclosure Statements

Internal Revenue Service

800-829-1040

Website: www.irs.gov

- Federal Taxpayer I.D. Numbers
- Any other Tax-related questions

Attorney General

P.O. Box 944255

Sacramento, CA 94244-2550

800-952-5225

Website: www.oag.ca.gov

- Legal Opinions
- Incompatibility of office
- Quo Warranto actions
- Brown Act requirements

FREQUENTLY ASKED QUESTIONS

1. **Is your office open during the lunch hour?**

No. Office hours are 9 AM – 12 PM and 1 PM - 4 PM, Monday through Friday, excluding holidays.

2. **What if I change my mind about being a candidate after filing nomination papers?**

No candidate may withdraw his or her nomination papers once they have been filed. Once a candidate has filed a Declaration of Candidacy, he or she is not permitted to officially withdraw. The name of the candidate will appear on the ballot if he or she qualifies.

3. **May I change the wording/spelling on my candidate's statement after submission?**

No, you may not. Check your candidate's statement carefully before submitting.

4. **If I submit a voluntary candidate's statement and I change my mind, may I withdraw the statement?**

The candidate's statement may be withdrawn, but not changed, during the period for filing Nomination papers and until 5 PM of the next working day after the close of the nomination period.

5. **May my spouse, friend, or campaign manager pick up my nomination documents for me?**

All forms must be either picked up in person by the candidate or the candidate's representative must present a letter of specific authorization, signed by the candidate.

6. **May my spouse, friend, or campaign manager file my nomination documents, or can I mail them to you?**

Election law does not specifically prohibit another person filing nomination papers for a candidate, or the documents being filed by mail. Candidates, however, are urged to file in person. The reasons are twofold:

(a) The declaration of candidacy is not to be removed from the office of the Registrar of Voters (except as provided in Elections Code Section 8028).

(b) A member of the Registrar of Voters staff, a qualified public officer, or a notary public must administer the oath or affirmation, which is a part of the declaration form. It is much easier for a candidate to file in person and have the oath administered at the time of filing.

7. Why is there so much paperwork involved in being a candidate?

Election law specifies documents required, as well as format, filing dates, etc.; the filing requirements are not discretionary.

8. I am unable to complete and file my campaign disclosure statement by the filing deadline. May I obtain an extension?

No, there is no provision in the Political Reform Act which permits any filing officer to extend a filing deadline. Statements which are filed late are subject to a fine of \$10 per day until the statement is filed.

9. What happens if some of the signatures I obtain on my nomination papers are not registered voters, or do not live within the district I seek to represent?

File your nomination papers early to avoid the consequences of a problem of this type. The Elections Official must certify the signatures on nomination papers. If you wait until the last day to file and your sponsor's signatures for any reason are insufficient, you will not have qualified to be a candidate. If you file early, there will be time to check the signatures and notify you of any insufficiencies and you may have an opportunity to submit supplemental signatures on your nomination papers.

10. What determines the order in which my name and other candidate's names will appear on the ballot?

A randomized alphabet drawing for the Election will be conducted by the Secretary of State's Office after the date for close of nominations. In addition to the randomized alphabet, Elections Code Section 13111 provides for the rotation of names of candidates for many offices by Assembly district, and for other offices by supervisorial district. The names of candidates for other offices are not rotated, but placed on the ballot solely on the basis of the randomized alphabet.

GENERAL INFORMATION FOR CANDIDATES

NON-REFUNDABLE FILING FEES REQUIRED

Non-refundable filing fees are to be paid by the candidate at the time the Nomination Documents are received. (EC Sec. 8105)

SIGNATURES IN-LIEU OF FILING FEE

Signatures of registered voters may be substituted for all or any prorated portion of the filing fee. Signatures in-lieu of the filing fee must be submitted at the time the candidate obtains Nomination. Any portion of the filing fee not covered by the signatures must be paid in full before the nomination papers are obtained.

Nomination Documents are issued provisionally subject to checking the validity of the in-lieu signatures, which are verified within 10 days after submission. The candidate will be notified of the number of invalid in-lieu signatures, and will have the option of submitting additional signatures or paying the prorated amount of the filing fee. If additional signatures are required, they must be filed by 5 p.m. on the last day to file Nomination Documents. Signatures on the Petition in-lieu of Filing Fee may be used as signatures for the Nomination Paper/Petition when indicated in writing.

WRITTEN AUTHORIZATION FROM CANDIDATE

Neither Nomination Documents nor Signatures in-lieu of Filing Fee petitions will be issued to or accepted from an unauthorized person. The authorization must be in writing and signed by the candidate.

NOMINATION DOCUMENTS

Only official Nomination Documents issued by the Lassen County Elections Office may be used. The period in which a candidate may obtain Nomination Documents begins 113 days before and ends 88 days before the date of the election. The forms are available at the Lassen County Elections Office, in the Historic Courthouse at 220 S. Lassen St., Suite 5, Susanville, between the hours of 9 a.m. to 12 p.m. and 1 p.m. to 4 p.m. Monday through Friday, excluding holidays. State law requires that all Nomination Documents contain the candidate's name and elective office title to which he/she is seeking nomination or election and be signed by an election official at the time of issuance.

NAME ON THE BALLOT

The ballot name may be designated as follows:

- First, middle and last name.
- Initials only and last name.
- A nickname may be included but must be in quotation marks, not parentheses.
- A familiar short version of the first name, such as "Bill" for "William", "Dick" for "Richard" or "Jim" for "James".
- No titles or degrees are allowed in the ballot name. (EC Sec. 13106)
- A change in legal name is not allowed unless the change was made by marriage or by court decree. (EC Sec. 13104)

BALLOT DESIGNATION

Listing a vocation/occupation/profession/elected position below your name on the ballot is optional. If you choose to do so, you must adhere to the following requirements:

- Elective Office Title - You may use an elective title if you were elected to the office and are still in that office at the time of filing. You may use the term “incumbent” if running for the same office. If you were appointed, you must use “appointed incumbent” or the word “appointed” and the title of the office held. Exception: Candidates appointed to office in lieu of an election do not have to use the word “appointed”.
- Principal Occupation - You are limited to three words to describe your principal profession, vocation, or occupation.
- You May Not Use - (a) Any designation that would mislead the voter; (b) Any suggested evaluation, such as “outstanding”, “leading expert”, “virtuous” or “eminent”; (c) Words indicating a prior status, such as “former” or “ex”. The only exception is the use of the word “retired.” You may not use the name of any political party.
- As of January 1, 2003, the ballot designation “community volunteer” is permissible IF a candidate’s community volunteer activities constitute his/her principal profession, vocation, or occupation and the candidate is not engaged concurrently in another principal profession, vocation, or occupation. The ballot designation of “community volunteer” may not be used in combination with any other principal profession, vocation, or occupational designation.

There are other restrictions, but these are the most common. The candidate will be notified by the Elections Office if a Ballot Designation is in violation of the above requirements and/or restrictions. If an alternative Designation is not provided within the deadline set by the County Clerk, NO designation will appear on the ballot. (EC Sec. 13107)

A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State. (EC Sec. 13107.3(a))

REQUIRED NUMBER OF NOMINATION PAPER/PETITION SIGNATURES

The number of signatures required varies for each office (see “Offices to Which Candidates Are to Be Elected”). No more than the maximum number of signatures shown may be filed. The minimum number indicates the valid signatures required for qualification. Each signature and residence address is checked against the voter’s Affidavit of Registration. If a person signs nomination paper/petitions for more candidates than there are offices to be filled, the signatures are counted only on those nomination papers which, taken in the order filed, do not exceed the number of offices to be filled. The candidates will be notified immediately if there are any irregularities or if he/she is disqualified.

TOP TWO CANDIDATES OPEN PRIMARY ACT AND VOTER-NOMINATED OFFICES

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

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

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

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

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

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

Section 2

CANDIDATE NOMINATION PROCESS

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- **Write-In Process (steps) 2-4**

NOMINATION PROCESS

STEP 1 – APPLY FOR NOMINATION DOCUMENTS

Candidate fills out a Candidate's Log giving name, residence address and the elective office title for which they are applying. This information is used in preparing the nomination documents.

You will be asked for permission to post certain information on the Internet. All papers filed for candidacy are a matter of public record.

STEP 2 – RECEIVE NOMINATION DOCUMENTS

The following documents will be issued to each candidate:

1. Nomination Petition – Election official must verify nomination signatures.
2. Declaration of Candidacy (document prepared and kept by Registrar of Voters)
3. Candidate Campaign Materials (Forms 501; 470 or 460; 410 & 497 if needed)
4. Statement of Economic Interests – 700*
5. Code of Fair Campaign Practices (Optional)
6. State Sign Ordinance and Local Sign Information
7. Candidate Statement of Qualifications Form (Optional)**

*Form 700 – **STATEMENT OF ECONOMIC INTERESTS** is required to be filed by candidates for specified offices. It must be filed with the nomination documents.

**Candidate Statement of Qualifications (Optional) must be paid for and filed at the same time as the Declaration of Candidacy.

STEP 3 – FILE CAMPAIGN DOCUMENTS

PAY THE FILING FEE EC§ 8105

A non-refundable fee equal to 1% of the annual salary for the position you seek.

Any candidates needing assistance in paying the filing fee may submit a petition in lieu of the filing fee, containing signatures of registered voters eligible to vote for the office sought.

Please see “Filing Fees and Qualifications for Local Offices” in Section 4 for amounts pertaining to the position you are seeking.

THE FOLLOWING FORMS MUST BE FILED BY THE FINAL FILING DATE:

Candidates NOT raising or spending more than \$1000 during the calendar year file:
Form 501 – Candidates Intention Statement
Form 470 – Campaign Disclosure Statement (Short Form)

Candidates raising or spending more than \$1000 during the calendar year file:
Form 501 - Candidates Intention Statement
Form 410 - Committee Statement of Organization
Form 460 – Campaign Disclosure Statement (Long Form)

Candidates for state office use Manual 1 - local office use Manual 2

- Please refer to Campaign Disclosure Manual 2 for further details on filing requirements. <http://www.fppc.ca.gov/manuals/manual2local.pdf>
- You may also contact the FPPC for additional information and assistance with filing questions at 866-275-3772 or online at www.fppc.ca.gov.

SIGNATURES IN LIEU PETITIONS EC§§ 8103-8106

1. You can obtain the petition in lieu of filing fee form from the Registrar of Voter's (ROV's) office from December 27, 2013 to February 20, 2014. The final day to file this form is February 23, 2014.

2. The Summary of Qualifications and Requirements section lists the required number of signatures in lieu for each candidate. EC§ 8106 (a) (4) and (5).

3. A registered voter may sign a petition for a candidate for whom they are eligible to vote: EC§ 8106(b)(1,3,5)

a. Candidates can submit more signatures than required, in case of invalid signatures.

b. The ROV will notify candidates within 10 days of invalid signatures. The candidate may either pay the filing fee or submit additional signatures before the petition deadline.

c.. A voter can sign both the candidate's nomination papers and the petition in lieu of filing fee but if his signatures are counted for both documents, then he may only sign one. EC§ 8106(a)(6)

4. A petition circulator must:

a. Be a registered voter of the district where the candidate runs for office.

b. Only circulate this petition in the county where he lives.

c. Sign each petition section.

d. Return completed voter registration cards within three days. EC§ 2138

WRITE-IN CANDIDATES GENERAL INFORMATION
(EC Sec. 8600)

IMPORTANT GUIDELINES FOR WRITE-IN CANDIDATES

SEE ELECTION CALENDAR FOR SPECIFIC FIRST AND LAST DATES FOR FILING DECLARATION AND NOMINATION DOCUMENTS TO BE A WRITE-IN CANDIDATE.

A person who has not followed the usual procedure for placing his/her name on the ballot for the election may still be elected or nominated to office as a Write-in Candidate.

Write-in votes for a candidate will be counted only if the person who wishes to be a Write-in Candidate has completed the following procedures:

FILING FEE

A Write-in Candidate is not required to pay a filing fee. (EC Sec. 8604)

WRITTEN AUTHORIZATION FROM CANDIDATE

NOMINATION DOCUMENTS WILL NOT BE ISSUED TO OR ACCEPTED FROM AN UNAUTHORIZED PERSON. The authorization must be signed by the candidate.

NOMINATION DOCUMENTS

Only official documents issued by the Registrar of Voters may be used. The forms are available at the Registrar of Voters Office, 220 S. Lassen St., Suite 5, Susanville, between the hours of 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., Monday through Friday.

SEE GENERAL INFORMATION FOR CANDIDATES - FOR REQUIRED INFORMATION DEALING WITH FILING INFORMATION FOR OFFICE.

SIGNATURES REQUIRED ON NOMINATION PAPERS

The number of signatures required varies for each office. No more than the maximum number of signatures shown may be filed. The minimum number indicates the valid signatures required for qualification.

Each signature and residence address is checked against the voter's Affidavit of Registration.

If a person signs nomination papers for more candidates than there are offices to be filled, the signatures are counted only on those nomination papers which, taken in the order filed, do not exceed the number of offices to be filled.

The candidate will be notified immediately if there are any irregularities or if he or she is disqualified.

Additional signatures to supplement any invalid signatures must be filed by the final filing date.

VOTERS REQUIRED TO PLACE NAME ON GENERAL ELECTION BALLOT

A Write-in Candidate for nomination to an office in the Primary Election must receive at least 1% of all votes cast for the office at the last preceding general election at which the office is filled in order to have his/her name placed on the General Election ballot. (EC Sec. 8605)

WRITE-IN CANDIDATE'S PROCEDURES

STEP 1 - APPLY FOR NOMINATION DOCUMENTS

Candidate fills out a Candidate's Log giving name, residence address and the elective office title for which they are applying. This information is used in preparing the nomination documents.

You will be asked for permission to post certain information on the Internet. All papers filed for candidacy are a matter of public Record.

CANDIDATE QUALIFICATIONS ARE CHECKED AT THIS TIME

STEP 2 - RECEIVE NOMINATION DOCUMENTS

The following documents will be issued to each candidate:

1. Nomination Petition – Election official must verify nomination signatures.
2. Write-in Declaration of Candidacy (document prepared and kept by Registrar of Voters)
3. Candidate Campaign Materials (Forms 501; 470 or 460; 410 & 497 if needed)
4. Statement of Economic Interests – 700*
5. Code of Fair Campaign Practices (Optional)
6. State Sign Ordinance and Local Sign Information
7. Candidate Statement of Qualifications Form (Optional)**

*Form 700 – **STATEMENT OF ECONOMIC INTERESTS** is required to be filed by candidates for specified offices. It must be filed with the nomination documents.

**Candidate Statement of Qualifications (Optional) must be paid for and filed at the same time as the Declaration of Candidacy.

STEP 3 - COMPLETE NOMINATION DOCUMENTS

WRITE-IN DECLARATION OF CANDIDACY FORM

1. Fill in other variations of name
2. Fill in place of execution and date
3. Candidate signs name and gives phone numbers

STEP 4 - FILE CAMPAIGN DOCUMENTS

THE FOLLOWING FORM MUST BE FILED BY THE FINAL FILING DATE

Candidates NOT raising or spending more than \$1000 during the calendar year file:

Form 501 – Candidates Intention Statement

Form 470 – Campaign Disclosure Statement (Short Form)

Candidates raising or spending more than \$1000 during the calendar year file:

Form 501 - Candidates Intention Statement

Form 410 - Committee Statement of Organization

Form 460 – Campaign Disclosure Statement (Long Form)

Candidates for state office use FPPC Manual 1 - local office use FPPC Manual 2

Section 3

Fair Political Practices Commission (FPPC)

REPORTING REQUIREMENTS AND DISCLOSURE

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Fair Political Practices Commission (FPPC)

File Necessary FPPC Forms:

- Please refer to Campaign Disclosure Manual 2 (05/2007) for further details on filing requirements. <http://www.fppc.ca.gov/manuals/manual2local.pdf>
- You may also contact the FPPC for additional information and assistance with filing questions at 866-275-3772 or online at www.fppc.ca.gov.
- Additional forms are available at the Election Official's office or the FPPC Website.

All candidates must file a Form 501 Candidate Intention Statement.

EXCEPTION Form 501 is NOT required if:

- You will not solicit or receive contributions from other persons **AND**,
- The only expenditures will be from your personal funds *used for the filing fee and/or candidate's statement* of qualifications in the Voter Information Pamphlet.

Common Situations	What to File
Will not accept contributions from other persons.	Form 470 & Form 501
Total Expenditures from personal funds will be less than \$1,000	Form 470 & Form 501
Will accept contributions from other persons totaling less than \$1,000	Form 470 & Form 501
Will make expenditures totaling less than \$1,000	Form 470 & Form 501
After filing a Form 470, your total contributions or expenditures exceed \$1,000	Written notice is required within 48 hours to: <ol style="list-style-type: none"> 1. The Secretary of State 2. Local Filing Officer 3. Copy to each candidate seeking the same office
Will receive or spend \$1,000 or more	Form 501 & Form 410 (within 10 days of receiving \$1,000 in contributions)

You must open a campaign bank account. All personal funds of the candidate must first be deposited in a bank account, except for filing fee/candidate's statement fee.

- Once you have filed your Form 410 and you receive an ID number, you will file the Form 460-Recipient Committee Campaign Statement with the local filing officer according to the filing calendar set by the FPPC. All recipient committees must file the Form 460 by the appropriate deadlines for each filing period. You must file your Campaign Statement by the deadline or you will be subject to a \$10 per day fine.

There are no extensions to the deadline under any circumstances.

- Upon the completion of your campaign, and once you have exhausted all campaign funds, a Form 410 is filed to terminate your committee. A Form 460 Termination Statement is also required at the same time.
- All committees must file by the deadline and must report for the period set by the FPPC.

State law determines deadlines; they will not change. Amendments are required if statements are not correct. An UNSIGNED form is not complete. It is the responsibility of candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner. All committees should file with the appropriate method of delivery, as indicated on each form. Failure to file or late filings could result in monetary fines.

The law provides investigations and audits of campaign statements for certain offices. Candidates and committee treasurers should keep records and be prepared to submit supporting documents.

Late Statements: Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements can be subject to a \$10 per day late fine.

- All statements are public documents. Paper reports may be mailed by first class mail unless otherwise noted.
- For important information, refer to www.fppc.ca.gov. Use *Campaign Manual 2* and *Campaign Manual 3*.

Campaign Filing and Responsibilities

Any individual who intends to be a candidate for elective state office shall:

- A. **Candidate Intention Statement** - File with the Secretary of State's Political Reform Division a Candidate Intention Statement (Form 501) for the specific state office sought. A separate Form 501 must be filed for each election, including re-election to the same office. This statement shall be signed under penalty of perjury and filed prior to the solicitation or receipt of any contribution or loan, including expenditures made from personal funds used for campaign purposes.

Gov. Code § 85200

- B. **Campaign Bank Account** - Establish one campaign contribution account at an office of a financial institution located in California after filing the Candidate Intention Statement.

1. A Statement of Organization-Recipient Committee (Form 410) must be filed with the Secretary of State's Political Reform Division within 10 days of qualifying as a committee by receiving contributions totaling \$1,000 or more in a calendar year.

Gov. Code §§ 82013(a), 84101

2. All contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in the account.

Gov. Code § 85201(c)

3. Any personal funds, which will be used to promote the election of the candidate, shall be deposited in the account prior to expenditure.

Gov. Code § 85201(d)

4. All campaign expenditures shall be made from the account.

Gov. Code § 85201(e)

C. Exceptions

1. Parts A., B. 3, and B. 4, above, do not apply to a candidate's payment of a filing fee and statement of qualifications fee from his or her personal funds.

Gov. Code §§ 85200, 85201(f)

2. Part B, above, does not apply if the candidate does not receive contributions and makes campaign expenditures from personal funds of less than \$1,000 in a calendar year, excluding payment of the filing fee and statement of qualifications fee.

Gov. Code § 85201(g)

3. An individual who raises contributions from others for his or her campaign, but raises or spends less than \$1,000 in a calendar year, shall establish a campaign contribution account but is not required to file a Statement of Organization or other statement of bank account information.

Gov. Code § 85201(h)

Brief Description of FPPC Forms

- **Form 501-Candidate Intention Statement:** For use by a candidate or officeholder prior to soliciting or receiving any contributions (including personal funds).
- **Form 410-Statement of Organization:** For use by all persons (including candidates) who receive contributions (including a candidate using personal funds) of \$1,000 or more during a calendar year. You can use Form 410 to terminate recipient committees and to report bank account information for candidate controlled election committees.
- **Form 470-Officeholder and Candidate Campaign Statement-Short Form:** For use by a candidate or officeholder who does not have a controlled committee, if less than \$1,000 has been or will be spent by or on behalf of the candidate or officeholder during the calendar year.
- **Form 470 Supplement:** For use by a candidate or officeholder who has filed Form 470 in connection with an election and subsequently receives contributions totaling \$1,000 or more or makes expenditures totaling \$1,000 or more during the calendar year.
- **Form 460-Recipient Committee Campaign Statement Long Form:** For use by all recipient committees, including candidates, officeholders and their controlled committees; ballot measure committees; primarily formed candidate/officeholder committees; and, general purpose committees.
- **Form 496- Independent Expenditure Report:** For use by any committee that makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate or single ballot measure during the 16 days immediately prior to an election in which the candidate or measure is being voted on.
 - **NEW: There are now two versions:**
 - One for use by State electronic filers
 - One for use by all others

CANDIDATES: Important Things to Remember

1. BE INFORMED

Study FPPC Manual A and the Addendum.

2. BEFORE RAISING OR SPENDING ANY MONEY

File Form 501 (Candidate Intention). Then open a campaign bank account. Once \$1,000 is raised or spent, get an identification number by filing Form 410.

3. MARK YOUR CALENDAR

Know the due dates for campaign statements and file on time.

4. KEEP GOOD RECORDS

Maintain details on contributions and expenditures of \$25 or more. Refer to record keeping guidelines in Manual A.

5. \$100 OR MORE IN CASH?

Never accept or spend \$100 or more in cash.

6. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES

All personal funds of the candidate must first be deposited in the campaign bank account, except for filing fee/ballot statement fee.

7. REPORT LATE CONTRIBUTIONS

If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.

8. ITEMIZE CONTRIBUTORS

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

9. IF AN AGENT OR CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN

Itemize expenditures of \$500 or more made by the agent or consultant.

10. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS

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.

11. NO PERSONAL USE OF CAMPAIGN FUNDS

Use campaign funds only for political, legislative, or governmental purposes.

12. BE MORE INFORMED

Attend a FPPC campaign workshop. Contact your filing officer or the FPPC if you have any questions.

CAMPAIGN 5B8 DISCLOSURE INFORMATION

Under the provisions of Proposition 34 adopted by voters in November of 2000, all candidates for elective state office may agree to abide by voluntary spending limits. Provided that their acceptance of the voluntary spending limits has been timely filed with the Secretary of State, candidates for statewide office may purchase space to place a 250-word candidate statement in the official state Voter Information Guide and candidates for state legislative office may purchase space in the sample ballots of each of the counties in the jurisdiction for a 250-word candidate statement.

Once the voluntary expenditure limits are accepted (or rejected), the spending-limits decision applies to both the primary and general elections. However, a state/statewide candidate who has not exceeded the voluntary spending limits may revoke and change his or her acceptance or rejection of the voluntary spending limits no more than two times after the initial filing of the Candidate Intention Statement (Form 501), provided that the amendment to the filer's Form 501 is received by the Secretary of State, before the deadline for filing the candidate's nomination papers.

Additionally, the law permits a state candidate to change his or her mind and accept the spending limits for the general election, if an amended Form 501 is filed within 14 days following the primary, indicating the candidate's intention to accept the spending limits in the general election, provided that the filer has not exceeded the spending limits in the primary.

All candidates for legislative offices who raise or spend \$25,000 or more must file their contribution and expenditure disclosure statements electronically and on paper. Log-on instructions and approved electronic filing vendors are posted on the Political Reform Division's page on the Secretary of State's website at **www.sos.ca.gov/prd/electronic-filing-info**.

Candidates may download all the latest campaign forms from the Fair Political Practices Commission's website at **www.fppc.ca.gov**, or the Secretary of State's website at **www.sos.ca.gov/prd/for-filers-only.htm**. Candidates may also call the Political Reform Division at (916) 653-6224. Please contact the Fair Political Practices Commission at (916) 322-5660 or (866) 275-3772 for all applicable contribution and spending limits as well as the latest online/electronic filing requirements.

A congressional candidate should contact the Federal Election Commission at 999 E Street, NW, Washington, D.C. 20463 or call toll-free (800) 424-9530 for a copy of the Federal Election Campaign Act as amended, related regulations providing the filing requirements for reporting campaign contributions, and the forms on which to file.

JUNE 3, 2014 - PRIMARY ELECTION Campaign Information

CAMPAIGN DISCLOSURE STATEMENTS

If you **DO NOT anticipate** raising or spending more than \$1000 on your campaign during the calendar year, you must file:

- Form 501 – Candidate Intention Statement, if applicable
- Form 470 – Campaign Disclosure Statement – Short Form

Form 470 must be filed no later than **March 24, 2014**.

Board of Supervisors candidates file with the County Clerk

Judicial candidates file with the Secretary of State (with a copy to County Clerk)

If you **DO anticipate** raising or spending more than \$1000 on your campaign during the calendar year, you must file:

- Form 501 – Candidate Intention Statement
- Establish a Campaign Bank Account
- Form 410 – Committee Statement of Organization – ALL candidates file with Secretary of State with a copy to County Clerk
- Form 460 – Campaign Disclosure Statement – Long Form
- Two (2) Form 460 pre-election statements required

Board of Supervisors candidates file statements with the County Clerk (except 410)

Judicial and Assembly candidates file all forms with the Secretary of State (with a copy to County Clerk)

Please refer to the Fair Political Practices Commission website at www.fppc.ca.gov for a copy of Campaign Disclosure Manual 2, applicable forms, filing deadlines and additional information.

STATEMENT OF ECONOMIC INTERESTS – FORM 700

Pursuant to Senate Bill 512, Government Code section 87302.3, **ALL CANDIDATES** are required to file a Statement of Economic Interests Form 700 with the County Elections Office no later than **March 7, 2014**.

Only Exception: If an INCUMBENT files an annual or assuming office statement within 60 days prior to filing the declaration of candidacy, a candidate statement is not required.

Please refer to the Fair Political Practices Commission website at www.fppc.ca.gov for more information about Statements of Economic Interests Form 700.

Campaign Disclosure for Candidates

This is an introduction to some of the most common campaign disclosure forms filed by candidates early in their campaigns. It should be used as a supplement to (and not a replacement for) the Campaign Disclosure Information Manuals. The forms identified below are required by the Political Reform Act.

It is important to note that candidates may need to file a number of other documents in addition to campaign disclosure forms (e.g., filing fees or petitions in-lieu, Declarations of Intention, Nomination Papers, Statements of Economic Interests).

The statutory requirements of the Political Reform Act are contained in 81000 through 91015 of the California Government Code. Manuals, forms, information and assistance relating to campaign reporting obligations under the Act may be obtained from the County Elections Official or from your City Clerk. You may also contact the Technical Assistance Division of the **Fair Political Practices Commission** at (916) 322-5660, toll free at (866) 275-3772 or visit their website at: www.fppc.ca.gov for additional assistance.

What:	Form 501 (Candidate Intention Statement)
When:	Form 501 must be filed prior to the solicitation or receipt of any contribution or expenditure of any personal funds used for the election.
Where:	The filing officer who receives the candidate's original campaign disclosure statements.

What:	Form 410 (Statement of Organization Recipient Committee)
When:	Must be filed within 10 days of receiving \$1,000 or more. (May be filed earlier.) After Form 410 is filed, the Secretary of State will issue the identification number for your campaign committee.
Where:	The original and one copy with the Secretary of State's Political Reform Division, and One copy with the local filing official, if any, with whom you file the originals of your campaign disclosure statements.

What:	Form 470 (Officeholder and Candidate Campaign Statement-Short Form) -- This form may be used when a candidate does not have a controlled committee and does not anticipate raising or spending \$1,000 or more in a calendar year.
When:	Must be filed no later than the deadline for the first required campaign disclosure statement. (May be filed earlier.)
Who:	Members of the Legislature or Board of Equalization, court of appeal justices, superior court judges, and candidates for these offices and their controlled committees.
Where:	1 Original with the Secretary of State, and 1 copy with County of Domicile
Who:	Committees primarily formed to support or oppose officers, local ballot measures or candidates running in jurisdictions (excluding legislative, Board of Equalization, or appellate court districts) which contain parts of two or more counties.
Where:	Affected District (Original and 1 copy in county with the largest

	number of registered voters in the jurisdiction of the election)
Who:	Committees primarily formed to support or oppose officers or candidates for county elective office voted upon in any number of jurisdictions within a single county election.
Where:	Elections Official of the County (original and 1 copy in the county where active)
Who:	City elected officials, candidates for city office, their controlled committees, and committees primarily formed to support or oppose such candidates or officers voted upon in one city election.
Where:	City Clerk (original and 1 copy in city where active)

What:	Form 460 (Recipient Committee Campaign Statement) - This form is used by candidates and their controlled committees to disclose itemized receipts and expenditures.
When:	Must be filed according to applicable filing schedules.
Where:	Varies depending upon seat.

Penalties for Late Filing of Disclosure Statements and Reports

Filing disclosure statements and reports late denies voters and the general public of important information that should be current and readily available. Statements and reports filed late are subject to fine.

Filers may request a waiver of the late filing liability by submitting a Request for Waiver of Liability (Form PRD-1) within 30 days of receiving a liability notification. The request for waiver must contain an explanation of the reasons the document was filed late, based on "good cause" reasons, and be signed under penalty of perjury.

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on June 3, 2014**

Deadline	Period	Form	Notes
Jan 31, 2014 <i>Semi-Annual</i>	thru – 12/31/13	460 470	<ul style="list-style-type: none"> An individual who filed candidacy papers in 2013 must file Form 460 or Form 470 to disclose activity for that year.
Within 24 Hours <i>Contribution Reports</i>	3/5/14 – 6/2/14	497	<ul style="list-style-type: none"> 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 is made in the aggregate to <i>another</i> candidate or measure being voted upon June 3, 2014, or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received. File personal delivery, guaranteed overnight service, fax or online.
Mar 24, 2014 <i>Pre-Election</i>	1/1/14 – 3/17/14	460 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below). The March 22 deadline falls on Saturday, so the deadline is extended to the next business day.
May 22, 2014 <i>Pre-Election</i>	3/18/14 – 5/17/14	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery, guaranteed overnight service or online.
Jul 31, 2014 <i>Semi-Annual</i>	5/18/14 – 6/30/14	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2014.

- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report is not required if a local agency requires online filing pursuant to a local ordinance.
- **Candidate - Form 460 or 470:** Use Form 470 if less than \$1,000 is raised/spent in calendar years 2013 or 2014. Use Form 460 if \$1,000 or more is raised/spent in 2014 and also file Form 410, Statement of Organization. Note: All candidates must file Form 501 before soliciting contributions.
- **County Central Committee Candidates:** A campaign statement is not required (even the Form 470) of an individual seeking election to a county central committee office as long as the candidate does not receive contributions of \$1,000 or more or make expenditures of \$1,000 or more.
- **Form 470:** Candidates who do not have a committee and do not raise/spend \$1,000 in 2014 may file Form 470 on paper once a year on or before March 24, 2014. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement must be filed.
- **Officeholders whose salaries are less than \$200/month and judges:** These officials who are not listed on the ballot are not required to file the semi-annual statements if no contributions were received or expenditures made during the period.

Fair Political Practices Commission

- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the [Campaign](#) link.
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates. However, a committee may make independent expenditures in connection with a ballot measure. Disclosure reports include:
 - **462:** A verification form must be emailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
 - **465:** This form is due on applicable pre-election/semi-annual deadlines in connection with the ballot measure election.
 - **496:** This form is due within 24 hours when made in a 90-day period of the election. Refer to the ballot measure election filing schedule.

HOW TO GET HELP FROM THE FPPC

Assistance by Telephone	Assistance by Mail
Call Toll-Free 1-866-ASK-FPPC (1-866-275-3772) or 1-916-322-5660	Fair Political Practices Commission 428 J Street, Suite 620 Sacramento, CA 95814
Enforcement Complaints	Assistance by Fax
1-800-561-1861	1-916-322-0886

The FPPC staff is available by telephone Monday through Friday to provide assistance to anyone who has reporting or other requirements under the Political Reform Act (the "Act").

On Monday and Tuesday from 9:00 a.m. to 11:30 a.m. and 1:30 to 3:30; on Wednesday and Thursday from 9:00 a.m. to 11:30 a.m. call **1-866-ASK-FPPC** (this is a toll-free number) or 1-916-322-5660 and press 2 to speak to a political reform consultant in the Technical Assistance Division. Political reform consultants field questions in all areas covered by the Act. In addition, voicemail is special prompt that allows you to order forms, manuals and other materials any time.

Written Advice

The FPPC also provides written advice to persons and organizations regulated by the Act. Requests for written assistance can be sent to the address listed at the top of the page or faxed to 1-916-327-2026. Requests for written advice must state the name, title or position, and mailing address of the person whose duties are in question and must provide all of the material facts in a clear and concise manner. The Act requires the FPPC to respond to requests for written advice within 21 business days. The period may be extended if the request poses a particularly complex legal question.

Important Notes Regarding Telephone and Written Advice:

- The FPPC provides telephone and written assistance only to persons and organizations that have duties under or are regulated by the Act (or their authorized representatives), and does not provide "third party" advice. If you believe that someone has violated the Act and you wish to report it, contact the Enforcement Division at 1-800-561-1861.
- The FPPC does not provide written confirmation of telephone advice. Requests for written advice may be made, but must follow the format outlined above.
- The FPPC cannot provide assistance concerning laws other than the Political Reform Act (e.g., the Elections Code, the Brown Act, Federal or local laws).

Section 4

JUNE 3, 2014 PRIMARY ELECTION INFORMATION

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PRIMARY ELECTION PROCESS

1. Declaration of Candidacy

- A. The “*Declaration*” portion of the form must be completed by the candidate by: typing his or her name; office for which he or she is running; the name of the district, Division/Trustee Area (if applicable); indicate whether the office is a full or short term; date of the election; his or her signature; residence address; mailing address; phone number. (The Registrar of Voters office may have already completed much of this information).
- B. The “*Affidavit of Candidate*” portion of the form must be completed by the candidate by typing his or her name; office for which he or she is running; his or her name exactly as it is to appear on the ballot; his or her occupational designation of not more than three words; execute and sign the affidavit. (The Registrar of Voters office may have completed much of this information).
- C. The “*Oath of Affirmation*” must be administered by a Notary Public, a Deputy Registrar or any person who is qualified to administer oaths.

2. Candidates Statement

A candidate statement is permissive, not mandatory. If a candidate wishes, he or she shall file such statement at the time the Declaration of Candidacy is filed. At the time of filing the candidate shall make payment, by check, in the amount indicated on the Estimated Cost Schedule. The statement shall not exceed 200 words in length, be type written in upper and lower case, written in the first person, dated and signed by the candidate.

3. Campaign Literature Information Sheet

If a candidate intends to prepare pamphlets, bills, placards or simulated sample ballots, or send a mass mailing, he or she should read this information sheet so as not to be in violation of the Election or Government Codes.

4. Political Signs

- A. State information sheet on procedure for filing a “Statement of Responsibility” form.
- B. County Code Section 9.36.030 requires a permit for the placement of political signs within the county road right-of-way. See the Lassen County Road Department for the appropriate permits.

- C. If the boundaries of the District for which you are a candidate lies within an incorporated city and you wish to post signs within the boundaries of that city, you must contact the City Clerk for sign posting requirements.

5. Code of Fair Campaign Practices

The Registrar is required to provide a candidate with the provisions of the "Code of Fair Campaign Practices". A Candidate, if he or she wishes to subscribe to such practices, may date, sign and file this statement with the County Elections Official when the Declaration of Candidacy is filed.

6. Candidate Campaign Statement Forms

The Political Reform Act of 1974 requires candidates to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the Political Reform Act are contained in 81000 through 91015 of the California Government Code. Manuals, forms, information and assistance relating to campaign reporting obligations under the Act may be obtained from the County Elections Official or from your City Clerk. You may also contact the Technical Assistance Division of the FPPC at (916) 322-5660, toll free at (866) 275-3772, or visit their website at <http://www.fppc.ca.gov> for additional assistance.

Proposition 34, a campaign finance reform measure sponsored by the Legislature and passed in November of 2000, took effect January 1, 2001. Prop 34 repealed most of the provisions of Proposition 208, a campaign reform measure, which passed in the November 1996 election and has been in litigation in federal court. Because Prop 34 made major changes we suggest candidates visit the FPPC's website for further information at <http://www.fppc.ca.gov>. At the current time there are no campaign spending or contribution limits in Lassen County and the City of Susanville.

**June 3, 2014 Statewide Direct Primary Election
ADMINISTRATIVE CALENDAR**

The materials contained in this calendar represent the research and opinions of the staff at the Lassen County Clerk/Elections Department. The contents of this calendar and any legal interpretations contained herein are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk.

Calendar Key: "E" stands for Election. The minus sign and the number after "E" indicates the number of days until the election. The plus sign and the number after "E" indicates the number of days after the election.

All references are to the California Elections Code unless otherwise noted.

DATE	E Day	NOTE: If the deadline falls on a weekend or holiday and, in most cases, it will be moved to the next business day.
Friday, December 27, 2013 Thursday, February 20, 2014	E-158 E-103	Signatures in-lieu of Filing Fee Collection Period
Friday, December 27, 2013	E-158	SOS to provide notice of offices to be nominated at the Primary Election. §12103
Tuesday, December 31, 2013	E-154	Registration in New Party The last day any person may register to vote and declare intention to affiliate with a particular party in order to qualify that party to participate in the June 3, 2014 primary election candidate nominating process.
Tuesday, December 31, 2013 Sunday, January 19, 2014	E-154 to E-135	Report of Registration Prepare to send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county, and by each political subdivision. §2187
Sunday, January 19, 2014	E-135	New Party Qualification The last day for the Secretary of State to determine whether a new political party has qualified either by registration or by filing a petition. §5100
Monday, January 06, 2014	E-148	Proclamation or Resolution Calling Election
Monday, January 27, 2014 Monday, February 10, 2014	E-127 to E-113	City Publish Election Notice Between these dates, any city that is consolidating an election with the June primary will publish a Notice of Election one time in a newspaper of general circulation stating: Date & hours of election; Any offices to be filled and any measure to be voted on, including synopsis of each measure. §12101, 12111
Monday, February 03, 2014 Wednesday, March 05, 2014	E-120 E-90	Publish Notice of Election between these dates & issue press release containing the date of the Election, the offices to be filled, where nomination papers are available, and the deadline for filing Declarations of Candidacy. §12112. Notice of central counting place may be combined with this notice. §12109

<p>Monday, February 10, 2014 Friday, March 07, 2014</p>	<p>E-113 E-88</p>	<p>Candidate Nomination Period Candidate filing period. Persons who want to run for any office on the ballot, including incumbents running for re-election, must file Candidate Nomination Documents during this time period. Forms are obtained from and filed with the County Clerk/Elections Department. (§10510, 13307, 13311)</p>
<p>Friday, March 07, 2014</p>	<p>E-88</p>	<p>Last Day to Submit Resolutions of Consolidation - Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the county Elections Department. Immediately after that filing date is a 10-day public inspection period. During this period, any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. §§9190, 9380, 10401, 10402, 10403 Earlier filing dates are encouraged in order to meet printing schedules.</p>
<p>Friday, March 07, 2014</p>	<p>E-88</p>	<p>Deadline for Filing Tax Rate Statement for Bond Measures - Last day to file Tax Rate Statement for any bond measure appearing on the June ballot. §9401</p>
<p>Friday, March 07, 2014</p>	<p>E-88</p>	<p>Mail Ballot Precinct - Last day for the county elections official to determine vote-by-mail precincts. §3005</p>
<p>Saturday, March 08, 2014 Wednesday, March 12, 2014</p>	<p>E-87 to E-83</p>	<p>Extension of Nomination Period Extension period for anyone other than the incumbent to file a Declaration of Candidacy and Nomination Petition if the incumbent did not file by March 7. This provision does not apply if there is no incumbent eligible to be elected. §8022, 8024, 8204</p>
<p>Thursday, March 13, 2014</p>	<p>E-82 11:00 AM</p>	<p>Randomized Alphabet Drawing - Secretary of State shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the primary election ballot. On this same day, the County Clerk shall conduct a randomized alphabet drawing for the offices of State Senate and Assembly. §13112</p>
<p>Friday, March 14, 2014</p>	<p>E-81</p>	<p>Deadline to File Arguments For or Against Measures - Arguments for or against any measure called for the June 3, 2014 election are due by 5 p.m. Arguments are public after the 5 p.m. deadline. (Department policy)</p>

<p>Saturday, March 15, 2014 Monday, March 24, 2014</p>	<p>E-80 To E-71</p>	<p>10-day Public Inspection for Arguments 10-day public inspection for arguments filed March 15. During the 10- calendar-day public examination period provided by this section, any voter of the jurisdiction in which the election is being held, or the county elections official, himself or herself, may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10- calendar-day public examination period. §9190</p>
<p>Thursday, March 20, 2014</p>	<p>E-75</p>	<p>Deadline for Filing Rebuttals and Analyses to Measures - On this date Rebuttal Arguments, if applicable, will be due by 5 p.m. §9167, 9317 County Counsel to submit analysis (§9160, 9313) for county and school/special district measures; City attorney to submit analysis of city measures. (§9280) County Auditor, if previously directed by the Board of Supervisors, to submit fiscal analysis of measures. §9160 Rebuttals and analyses are public after the 5 p.m. deadline. (Department policy)</p>
<p>Thursday, March 20, 2014 Sunday, March 30, 2014</p>	<p>E-74 to E-65</p>	<p>10-day Public Inspection for Rebuttals and Analyses 10-day public inspection of rebuttals and analyses filed March 20. Documents will be on public display at the County Clerk/Elections Department, 220 S Lassen Street, Suite, Susanville, CA.</p>
<p>Saturday, March 22, 2014</p>	<p>E-73</p>	<p>First Pre-Election Statement - Last day to file campaign statements for candidates and committees covering the period ending March 17, 2014. Gov. Code §84200.5, 84200.7(a)</p>
<p>Thursday, March 27, 2014</p>	<p>E-68</p>	<p>Certified List of Candidates – Federal and State Offices - Last day for the Secretary of State to send to each elections official a list showing the name, party affiliation, and ballot designation of every person who has been nominated as a candidate for public office and is entitled to receive votes within the county at the primary election. §8148</p>
<p>Friday, April 04, 2014</p>	<p>E-60</p>	<p>Military & Special Absent Voters' Ballots The first day county election officials may process applications for military and special absent voters' ballots. §300(b), 3103</p>

Friday, April 04, 2014 Monday, April 14, 2014	E-60 to E-50	60 Day Report of Registration During this period, county elections officials shall send to the Secretary of State a summary statement of the number of persons registered by party in their counties and in each political subdivision. §2187
Monday, April 07, 2014 Tuesday, May 20, 2014	E-57 to E-14	Statement of Write-in Candidacy and Nomination Papers During this period write-in candidates must file their Statement of Write-in Candidacy and Nomination Papers with the county elections official. §8601
Saturday, April 19, 2014	E-45	State Ballot Pamphlets Available By this date, the Secretary of State shall furnish copies of the State Ballot Pamphlet to cities, counties, members of the Legislature, proponents of statewide ballot measures, public libraries, and educational institutions. §9096
Thursday, April 24, 2014 Tuesday, May 13, 2014	E-40 to E-21	State Ballot Pamphlet Mailing Between these dates the Secretary of State shall mail state ballot pamphlets to all households in which voters were registered. §9094
Thursday, April 24, 2014 Saturday, May 24, 2014	E-40 to E-10	Counties Mail Sample Ballots / State Ballot Pamphlet Mailing Between these dates the county elections official shall mail a Sample Ballot to each registered voter. The county will do a supplemental mailing of state pamphlets to voters who register after April 4. §9094, 13303, 13304
Thursday, April 24, 2014	E-40	Supplemental Independent Expenditure Report Last day to filed supplemental independent expenditure reports for committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure. Gov. Code §84200.7
Monday, May 05, 2014 Tuesday, May 27, 2014	E-29 To E-7	Vote-by-Mail Ballot Application Period Between these dates voters may apply for a vote-by-mail ballot. Under certain conditions voters may obtain an absentee ballot after May 27. §3001, 3003

<p>Sunday, May 18, 2014 Monday, June 02, 2014</p>	<p>E-16 to E-1</p>	<p>Late Contribution/Independent Expenditure Report - During this time late contribution/independent expenditure reports must be filed. 24-Hour Statement of Organization Filing Requirement – Recipient Committees & Slate Mailer Organizations During the 16 days immediately preceding an election, any person or entity that qualifies as a recipient committee or slate mailer organization must file a Form 410 within 24 hours. Gov. Code §84101, 84108, 84203, 84204</p>
<p>Monday, May 19, 2014</p>	<p>E-15</p>	<p>15-day Close of Voter Registration The county elections official shall accept an affidavit of registration executed as part of a voter registration card in the forthcoming election if the affidavit is executed on or before the 15th day prior to the election. §2107</p>
<p>Saturday, May 24, 2014</p>	<p>E-10</p>	<p>Notice of Central Counting Place Last day for county elections official to publish the notice that the primary election ballots will be counted at a specified public place. The notice shall be published one time in a newspaper of general circulation in the county. §12109</p>
<p>Tuesday, May 27, 2014</p>	<p>E-7</p>	<p>Publish Polling Places and Precinct Board Members Not less than one week before the election, the elections official shall publish the list of polling places and precinct board members. §12105-12108, Gov. Code §6061</p>
<p>Tuesday, May 27, 2014 Monday, February 17, 2014</p>	<p>E-7 E-3</p>	<p>Last Day to Send Vote-by-Mail Ballots Deadline for New Citizens Registration Registration for new citizens shall begin the 14th day prior to an election and ending at the close of polls on election day. A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular ballot. §331, 3500, 3501</p>
<p>Tuesday, June 03, 2014</p>	<p>E</p>	<p>PRIMARY ELECTION DAY Polls open at 7 a.m. and close at 8 p.m. §1000, 14212</p>
<p>Wednesday, June 04, 2014</p>	<p>E+1</p>	<p>Process Provisional and Vote by Mail Ballots Elections officials begin to process the Provisional Ballots and Vote by Mail Ballots that were delivered from the polling locations.</p>

Thursday, June 05, 2014 Tuesday, July 01, 2014	E+2 to E+28	Official Canvass The official canvass of precinct returns is to be completed during this time. §15301, 15372
Five (5) Days After Canvass		Recount May Be Requested Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the Elections official and specifying that candidates and/or measures are to be recounted. The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the official requires to cover costs (approximately \$500 per day). "Completion of the canvass" shall be presumed to be the time when the elections official signs the certified Statement of Vote. §15620 – 15634
Tuesday, July 01, 2014	E+28	Statement of Vote to Board of Supervisors – Certificates of Election The elections official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors. The Board of Supervisors shall declare the nominees or winners for each office and the results of each measure under its jurisdiction. The county elections official shall make and deliver to each person elected a certificate of election. §15372, 15400-15401
Tuesday, July 08, 2014	E+35	Statement of Vote to Secretary of State No later than this date the elections official shall send one copy of the Statement of Vote to the Secretary of State. §15375

**OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED
OR NOMINATED AT THE STATEWIDE DIRECT
PRIMARY ELECTION, TUESDAY, JUNE 3, 2014**

OFFICES & INCUMBENTS CURRENTLY IN OFFICE

STATE DISTRICT OFFICES:

GOVERNOR - Jerry Brown
LIEUTENANT GOVERNOR - Gavin Newsom
SECRETARY OF STATE - Debra Bowen
CONTROLLER - John Chiang
TREASURER - Bill Lockyer
ATTORNEY GENERAL - Kamala Harris
INSURANCE COMMISSIONER – Dave Jones
BOARD OF EQUALIZATION MEMBER DISTRICT 1 - George Runner

CONGRESSIONAL OFFICES:

U.S. REPRESENTATIVE DISTRICT 1 - Doug LaMalfa

LEGISLATIVE OFFICES:

STATE ASSEMBLY MEMBER DISTRICT 1 - Brian Dahle

NONPARTISAN OFFICE:

SUPERINTENDENT OF PUBLIC INSTRUCTION - Tom Torlakson

LOCAL NONPARTISAN OFFICES:

ASSESSOR – Kenneth Bunch
AUDITOR – Karen Fouch
COUNTY CLERK-RECORDER – Julie M. Bustamante
COUNTY SUPERINTENDENT OF SCHOOLS – Richard R. DuVarney
DISTRICT ATTORNEY – Bob Burns
SHERIFF-CORONER – Dean Growdon
TREASURER-TAX COLLECTOR - Richard Egan
BOARD OF SUPERVISORS:
District 3 – Larry Wosick
District 5 – Tom Hammond

CITY OF SUSANVILLE NON-PARTISAN OFFICES:

NOTE: Candidates for city offices file at the City Clerk's Office, at 66 North Lassen St., Susanville

CITY COUNCILMEMBER

2 Seats:

Name: Rodney DeBoer

Name: Cheryl McDonald

**COUNTY OF LASSEN
COUNTY OFFICES FILING FEES AND QUALIFICATIONS
FOR JUNE 3, 2014 STATEWIDE DIRECT PRIMARY ELECTION**

FILING FEES AND NUMBER OF SIGNATURES

<u>LOCAL OFFICE</u>	<u>Filing Fee</u>	<u>Registered Voters</u>	<u>In-Lieu Signatures</u>	<u>Each Signature Worth</u>	<u>Nomination Signatures</u>
Assessor	\$ 940	13360	1336	\$.70	20-40
Auditor	\$ 940	13360	1336	\$.70	20-40
Clerk/Recorder	\$ 940	13360	1336	\$.70	20-40
District Attorney	\$1137	13360	1336	\$.85	20-40
Sheriff/Coroner	\$1023	13360	1336	\$.77	20-40
Superintendent of Schools	\$1207	13360	1336	\$.90	20-40
Supervisor, District Three	\$ 333	3274	327	\$ 1.02	20-40
Supervisor, District Five	\$ 333	2332	233	\$ 1.43	20-40
Treasurer/Tax Collector	\$ 940	13360	1336	\$.70	20-40

City of Susanville Non-Partisan Offices

NOTE: Papers for these offices are filed with the City Clerk at 66 N Lassen St., Susanville:
City Council Member - Number to be elected: 2
City Treasurer

TERMS OF OFFICE

County Offices 4 years January 5, 2015 to January 7, 2019

QUALIFICATIONS (ALL OFFICES)

The California Elections Code requires all candidates for public office in California to be registered voters and otherwise qualified to vote for the office they are seeking at the time their nomination papers are issued. The constitutional requirements to be a registered voter are that a person must be a United States citizen, at least 18 years of age, not in prison or on parole for the conviction of a felony, and not determined by a court of law to be mentally incompetent.

Beyond these general qualifications, some offices require more specific qualifications, and proof that candidates meet these qualifications.

No person shall be considered a legally qualified candidate for any office unless that person has filed a declaration of candidacy, nomination papers, or statement of write-in candidacy, accompanied by documentation, including, but not necessarily limited to, certificates, declarations under penalty of perjury, diplomas, or official correspondence, sufficient to establish, in the determination of the official with whom the declaration or statement is filed, that the person meets each qualification established for service in that office. (Election Code 13.5)

COUNTY SUPERVISOR:

U.S. citizen, registered voter of the district which the candidate seeks to represent for at least 30 days preceding the deadline for filing nomination documents for the office, must reside in the district during incumbency. (Gov. Code §24001, 24200, 25041)

ASSESSOR

No person shall be elected or appointed to the office of assessor unless he or she holds a valid appraiser's certificate issued by the State Board of Equalization. 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. This section does not apply to any person holding the office of assessor on January 1, 1997. Gov. Code 24001, EC§ 201, Revenue and Taxation Code Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1

AUDITOR

No person shall be elected or appointed to the office of county auditor of any county unless the person meets at least one of the following criteria: a) Possesses a valid certificate issued by the California State Board of Accountancy showing the person to be, and a permit authorizing person to practice, as a certified public accountant or a public accountant; or b) possesses a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, and has served 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 c) possesses 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 d) person has served as county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than 3 years. (Gov.C. 26945).

Additionally any person serving in the capacity of county auditor shall complete at least 40 hours of qualifying continuing education for each two-year period, beginning January 1, 1998, and completing at least 10 hours in each year of the two-year period. At least 20 of the 40 hours of continuing education shall be obtained in governmental accounting, auditing, or related subjects. Qualifying continuing education may be obtained in the areas of accounting, auditing, or related subjects. In addition, qualifying continuing education may be obtained in any other subject, if it can be demonstrated that the specific educational program contributes to professional competence. With respect to a county auditor who is a licensee of the California Board of Accountancy, or of the accountancy licensing authority of any other state, or who possesses a certificate issued by the Institute of Internal Auditors, continuing education obtained for purposes of renewal of the license or certificate may be applied to satisfy the requirements. (Gov.C. 26945.1).

DISTRICT ATTORNEY

A person is not eligible to the office of district attorney unless they have been admitted to practice in the Supreme Court of the State. Gov. Code 24001, 24002, EC§ 201

SHERIFF/CORONER

No person is eligible to become a candidate for the office of sheriff in any county unless, at the time of the final filing date for election, he or she meets one of the following criteria:

1. An active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.
2. One year 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 possesses a master's degree from an accredited college or university.
3. 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 possesses a bachelor's degree from an accredited college or university.
4. 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 possesses an associate in arts or associate in science degree, or the equivalent, from an accredited college.
5. Four 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 possesses a high school diploma or the equivalent.

All persons holding the office of sheriff on January 1, 1989 must meet all qualifications required for the office of Sheriff. Gov. Code 24001, 24004.3, EC§ 201

SUPERINTENDENT OF SCHOOLS

Candidate must 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. EC§ 201; Gov. Code 24001; Ed. Code 1208

TREASURER/TAX COLLECTOR

No person shall be eligible for election or appointment to the office of county treasurer, county tax collector, or county treasurer-tax collector of any county unless that person meets at least one of the following criteria:

1. The person has 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 of those offices.
2. The person possesses 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.
3. The person possesses 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.

4. The person possesses 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.
5. The person possesses 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.

This section shall only apply to any person duly elected or appointed as a county treasurer, county tax collector, or county treasurer-tax collector on or after January 1, 1998. Any duly elected county treasurer, county tax collector, or county treasurer-tax collector serving in that office on January 1, 1996, may serve for his or her remaining term of office during which period of time the requirements of this section shall not apply. After the election of county treasurer, county tax collector, or county treasurer-tax collector to office, that person shall complete valid continuing course of study as prescribed in this section, and shall during the person's four-year term of office on or before June 30 of the fourth year render to the State Controller a certification indicating that the person has successfully completed a continuing education program consisting of, at a minimum 48 hours, or an equivalent amount of continuing education units within the discipline of treasury management, public finance, public administration, governmental accounting, or directly related subjects, offered by a recognized state or national association, institute, or accredited college or university, or the California Debt and Investment Advisory Commission, that provides the requisite educational programs prescribed in this section. The willful or negligent failure of any elected county treasurer, county tax collector, or county treasurer-tax collector to comply with the requirements of this section shall be deemed a violation of this section. Notwithstanding any other requirement of law, any duly appointed county officer serving in the capacity of county treasurer, county tax collector, or county treasurer-tax collector shall, beginning in 2000, complete a valid continuing course of study as prescribed in this section, and shall, on or before June 30 of each two-year period, render to the State Controller, a certification indicating that the county officer has successfully completed a continuing education program consisting of, at a minimum, 24 hours or an equivalent amount of continuing education units within the discipline of treasury management, public finance, public administration, governmental accounting, or directly related subjects, offered by a recognized state or national association, institute, or accredited college or university, or the California Debt and Investment Advisory Commission, that provides the requisite educational programs prescribed in this section. The willful or negligent failure of any county officer serving in the capacity of county treasurer, county tax collector or county treasurer-tax collector, to comply with the requirements of this section shall be deemed a violation of this section. (Gov. Code 27000.7, 27000.8, 27000.9)

HOW TO FILE

To become a candidate for one of the above offices, you may proceed in one of two ways: 1) Petition in-lieu of filing fees, or 2) Nomination papers and paying the filing fee.

1. For those who cannot afford the filing fee, a petition in-lieu of filing fees can be used for securing signatures in-lieu of all or part of the required fee. The petition in-lieu of filing fee period is **December 27, 2013 to February 20, 2014**. The signatures on the petition in-lieu of filing fees can also count toward the required nomination signatures if requested in writing.
2. The Nomination Paper is used in securing the number of signatures required to be nominated to run for office. The nomination period is **February 10, 2014 to March 7, 2014**. Candidates must obtain nomination signatures and pay the filing fee by March 7, 2014, to have their name placed on the ballot.

All documents necessary for filing for office are available at the County Clerk's Office in the Historic Courthouse at 220 South Lassen Street, Suite 5, Susanville, CA. Public hours are from 9:00 a.m. to 12 p.m. and from 1:00 to 4 p.m. Monday through Friday (excluding holidays), 530-251-8217.

ESTIMATED COSTS FOR LASSEN COUNTY

COUNTY WIDE OFFICES	CANDIDATE FILING FEE	ESTIMATED VOTERS	HARD COPY PRECINCT INDEXES	STATEMENT OF QUALIFICATION (200 WORD)	MAILING LABELS (BY HOUSEHOLD)
President of the United States		14,000	\$28.00	N/A	\$230.00
United States Senator		14,000	\$28.00	N/A	\$230.00
US Representative in Congress		14,000	\$28.00	N/A	\$230.00
State Senator (250 words)		14,000	\$28.00	\$603.00	\$230.00
Member of State Assembly		14,000	\$28.00	\$603.00	\$230.00
Local County Wide Offices		14,000	\$28.00	\$603.00	\$230.00
Board of Supervisors					
Third Supervisorial District		3,500	\$10.00	\$206.00	\$90.00
Fifth Supervisorial District		2,500	\$10.00	\$140.00	\$80.00
City Offices					
City of Susanville	No Fee	4,544	\$10.00	\$216.00	\$108.00

The amounts for filing a Statement of Qualifications is figured for only one person from a district filing a statement. If 2, 3 or 4 persons file, the actual cost may be less and you will receive a refund.

ALSO AVAILABLE:

Voter File in Electronic Format (Excel)	\$125.00	Provided Electronically
Voter File in Electronic Format (Excel)	\$130.00	On Disk
Voter District Index	\$10.00	
County Map	\$2.00	
City Map	\$2.00	

REGISTRATION AND ELECTION DATA

Use of Voter Registration Information

Confidential Voter File

Pursuant to Elections Code Sections 2187(g), 2188 and 2194, voter registration information is available to persons or groups for election, scholarly, journalistic or political purposes, or governmental purposes, as determined by the Secretary of State. Each written request to view, purchase, or use voter registration information must be submitted in person and with identification on an application available at the Lassen County Elections Department.

Permissible Usage

The California Code of Regulations, Title 2, Division 7, Chapter 1, Article 1, Section 19003, specifies permissible uses for any data obtained from voter registration files.

Permissible usage includes, but is not limited to:

- Using registration information for purposes of communicating with others in connection with any election;
- Sending communications, including but not limited to, mailings which campaign for or against any candidate or ballot measure in any election;
- Sending communications, including but not limited to, mailings by or in behalf of any political party; provided however, that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments and related matters;
- Sending communications, including but not limited to, mailings, incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition;
- Sending of newsletters or bulletins by any elected public official, political party or candidate for public office;
- Conducting any survey of voters in connection with any election campaign;
- Conducting any survey of opinions of voters by any government agency, political party, elected official or political candidate for election or governmental purposes;
- Conducting an audit of voter registration lists for the purposes of detecting voter registration fraud;
- Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure;
- Any official use by any local, state, or federal governmental agency.

Prohibited Usage

The California Code of Regulations, Title 2, Division 7, Chapter 1, Article 1, Section 19004, Prohibited usage includes:

- Any communication or other use solely or partially for any commercial purpose;
- Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support or opposition of a ballot measure;
- Conducting any survey of opinions of voters other than those permitted by Section 19003(f) and (g).

California Elections Code §18109 states:

- "(a) It is a misdemeanor for any person in possession of information obtained pursuant to Article 5 (commencing with Section 2180) of Chapter 2 of Division 2, or Section 6254.4 of the Government Code, knowingly to use or permit the use of all or any part of that information for any purpose other than as permitted by law.
- (b) It is a misdemeanor for any person knowingly to acquire possession or use of voter registration information referred to in subdivision (a) without first complying with Section 2188."

Section 5

FORM INFORMATION AND EXAMPLES

(Examples of forms to be completed)

- Candidate Log & Media Release.....5-1
- Code of Fair Campaign Practices (Optional form).....5-2
- Ballot Designation Worksheet5-4
- Candidate Statement5-6
- How to Count Words 5-8

CANDIDATE LOG / MEDIA SHEET

ALL PAPERS FILED FOR CANDIDACY ARE A MATTER OF PUBLIC RECORD

Only provide the information you want released. Customers, including, but not limited to, vendors and media obtain lists of candidates. Your residence address will be released unless you provide a mailing address. Please print.

1. _____
Candidate's Name

2. _____
Office Sought or Incumbent Status (including District, Ward, Division or Trustee Area Number, if applicable)

3. _____
Residence Address Street City or Town Zip

4. _____
Mailing Address Street City or Town Zip

5. _____
Day Telephone Number Evening Telephone Number

6. _____
E-mail Address

Signature

Date

*No state or local agency shall post the home address or telephone number of any elected or appointed official on the Internet without first obtaining the written permission of that individual.
(Government code 6254.21)*

By my signature below, I give Lassen County Elections permission to post this information to their website.

Signature

Date

CODE OF FAIR CAMPAIGN PRACTICES

At the time an individual files his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the Registrar of Voters will give the individual a blank form of the Code of Fair Campaign Practices. For your information, this handbook contains a sample of the form. The Registrar of Voters will inform each candidate for public office that subscription to the code is voluntary.

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

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

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions. **(EC Sec. 20400)**

The Registrar of Voters shall accept, at all times prior to the election, all completed forms which are properly subscribed to by a candidate for public office and will retain them for public inspection until 30 days after the election. **(EC Sec. 20442)**

Every code subscribed to by a candidate for public office pursuant to Chapter 5 of Division 20 of the Elections Code is a public record open for public inspection. **(EC Sec. 20443)**

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

CODE OF FAIR CAMPAIGN PRACTICES

Elc Code 20440

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

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit such 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 dishonest or unethical practice which tends to corrupt or undermine our American system of free elections, or which 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.
- (4) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on race, sex, religion, national origin, physical health status, or age.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group, which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics, which I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairman 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.

Ballot Designation Worksheet

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

Attorney Information

Attorney Name (or other person authorized to act in your behalf): _____
Address: _____
Home Address: _____ E-Mail: _____
Business Address: _____
Mailing Address: _____
Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Proposed Ballot Designation: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a “/”]
- (b) The full title of the public office you currently occupy and to which you were elected
- (c) “Appointed [full title of public office]” if you currently serve by appointment in an elective public office and are seeking election to a different office
- (d) “Incumbent” if you were elected (or, if you are a Superior Court Judge, appointed) to your current public office and seek election to a new term
- (e) “Appointed Incumbent” if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term

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

If your proposed ballot designation includes the word “volunteer,” indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation “community volunteer” if you

volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details. For your reference, attached are Elections Code Sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) Section 20711. You may also wish to consult Elections Code Section 11307.5 ("community volunteer") and 2 CCR Sections 20712 - 20719 (found at www.sos.ca.gov).

Justification for use of proposed ballot designation: _____

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

Employer Name or Business: _____

Person(s) who can verify this information:

Name(s) _____ Phone Number: _____

E-Mail: _____

Name(s) _____ Phone Number: _____

E-Mail: _____

Before signing below, answer the following questions.

Does your proposed ballot designation:

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

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

Candidate's Signature _____ Date _____

CANDIDATE STATEMENT OF QUALIFICATIONS

(Elections Code 13307, 13308)

RULES GOVERNING FILING OF CANDIDATE'S STATEMENT

(Filing Optional – Applies to Nonpartisan Candidates Only)

The law permits Nonpartisan Candidates to file a Candidate's Statement to be mailed with the Sample Ballot. Filing a Statement is not mandatory, but permissive if the candidate desires to file. All costs of printing, handling, translating, etc., shall be paid by the candidate.

Preparation of Candidate Statement

All statements must be submitted on, or attached to, the form provided by the county elections official. In order to insure uniformity of candidate statements, the candidate must prepare the statement as follows:

- Typed, upper and lower case, and double-spaced in block paragraph style, no indentations, with spacing in between;
- Do not use any unusual spacing, bolding, underscoring, bullets, circles, stars, italics, tables, lists or any other unusual punctuation or signs on the statement;
- Proof read statement thoroughly for errors in spelling, punctuation and grammar. Statements will be printed exactly as submitted. **Errors will not be corrected;**
- Confine statement to 200 words or less;
- Do not include any party affiliation;
- Do not include membership or activity in partisan political organizations;
- No statement shall contain any demonstrably false, slanderous or libelous statements nor any obscene or profane language, statement or insinuations.

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

Notwithstanding the above guidelines, nothing should be deemed to make any statement or author 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 Candidate's Statement.

In the case where a candidate submits a statement that is not in conformance with the guidelines provided, such statements will be reformatted and set in uniform type by the elections official. The elections official is not responsible for the correct typesetting of a statement that must be reformatted.

Statements will be printed in the Voter Information Pamphlet portion of the Sample Ballot in the order determined by the random alphabet draw pursuant to EC 13112.

NOTE: EC 18351 provides that any candidate for a local nonpartisan office in an election who prepares a candidate statement and knowingly makes a false statement of a material fact with the intent to mislead the voters is punishable by a fine not to exceed \$1000.

Guidelines for Determining Word Count

Listed below are the guidelines pursuant to EC 9 for determining the number of words submitted on any document (such as candidate statements), which is limited by statute:

- Punctuation is not counted;
- Each word shall be counted as one word except as specified in this section;
- All geographical names shall be considered one word; for example, "County of Lassen" shall be counted as one word;
- Each abbreviation for a word, phrase or expression shall be counted as one word; examples: UCLA, PTA, USMC, L.A.P.D.;
- Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words;
- Dates consisting of a combination of words and digits shall be counted as two words. However, dates consisting only of a combination of digits shall be counted as one word;
- Any number consisting of a digit or digits shall be considered one word. Any number spelled, as "one" shall be considered as a separate word or words. "One" shall be counted as one word, "one hundred" shall be counted as two words. "100" shall be counted as one word;
- Telephone numbers shall be counted as one word;
- Internet web site addresses shall be counted as one word.

Confidentiality of Statement – Notwithstanding any other provisions of the law, candidates' statements filed pursuant to EC 13307 shall remain confidential until the expiration of the filing deadline. (EC 13311)

Challenge of Contents – Candidates' statements of qualifications are available for viewing after the deadline for filing nomination papers has passed.

There is then a ten (10) day public examination period whereby the documents may be reviewed and copies purchased. During this 10-calendar day examination period any voter of the affected jurisdiction may take legal action to challenge the contents of the candidate's statement pursuant to EC 13313.

Cost of Printing Candidate Statement – Because of the many unknown factors involved in printing, handling, mailing and the number of candidates filing a statement, it is difficult to determine, prior to printing, the exact cost to each candidate who avails himself/herself of this service. Costs could easily be higher or lower than the deposit required. Candidates will be billed or refunded the difference accordingly.

CANDIDATE STATEMENT OF QUALIFICATIONS
(Elections Code 13307, 13308)

Candidate for the office of _____ of the _____
(Title of Office Sought) *(Name of Local Agency, City, County or District)*
at the _____ Election, to be held _____ 20____.

Notice to the candidate: This statement may include your age, occupation and a brief description of your education and qualifications, not exceeding 200 words. This form must be in upper and lower case type as well as be double-spaced. It is important that you check your statement carefully before filing as spelling, punctuation and grammar will NOT be corrected. Please refer to the "CANDIDATES GUIDELINES" for further detailed instructions.

I submit the following statement:

Name: _____ Age: _____ Occupation: _____
(Optional) *(Optional)*

- I do not wish to have a statement printed in the voter pamphlet.
- I agree to pay, upon billing, any additional cost involved in the printing and handling of the submitted statement if actual costs exceed the deposit and understand that a refund will be made if the deposit exceeds the cost. I certify, under penalty of perjury, that the candidate statement submitted is true and correct to the best of my knowledge and belief.
- I request that my statement not be printed in the voter pamphlet if I am unopposed, and that my deposit is returned.

Signature: _____ Date: _____ Place of Signing: _____

HOW TO COUNT WORDS

(Pursuant to Elections Code Section 9)

This section shall not apply to counting words for ballot designations.

Each word is counted as one word except:

- PUNCTUATION:** Punctuation is not counted.
- TITLES:** Words used in the title of the document, such as "Argument in Favor of Measure A" are not counted.
- CITIES/COUNTIES:** All geographical names shall be counted as one word. Areas that have political boundaries with an elected or appointed board are considered geographic areas by this office. For example, "County of Lassen" and "Big Valley Joint Unified School District" shall each be counted as one word.
- ABBREVIATIONS:** Each abbreviation for a word, phrase, or expression shall be counted as one word.
- HYPHENATIONS:** Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- DATES:** Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting of only a combination of digits shall be counted as one word. January 1, 2014 shall be counted as two words, whereas 1/1/14 shall be counted as one word.
- NUMBERS:** Any number consisting of a digit or digits shall be considered as one word. Any number that is spelled, shall be considered as a separate word. "100" shall be counted as one word, whereas "one hundred" shall be counted as two words.
- PHONE & INTERNET:** Website addresses and telephone numbers are one word.
- PERCENT, ETC.:** It is department policy to count numbers consisting of a digit or digits used with a dollar sign (\$), cent sign (¢), percentage sign (%), or number sign (#) as one word.