

LASSEN COUNTY **LASSEN COUNTY**



Lassen County Courthouse 1963 - Photo courtesy of Tim Purdy

Candidate Guide

DIRECT PRIMARY - Tuesday, June 3, 2008

GENERAL ELECTION - Tuesday, November 4, 2008



**Prepared by the Office of
JULIE BUSTAMANTE
Lassen County Clerk - Registrar of Voters**

ELECTION DIVISION

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This handbook has been prepared to assist candidates in preparing for the upcoming 2008 Election cycle and provide general guidance. This handbook is not intended to be all encompassing, but merely summarizes major provisions related to candidates in the County of Lassen and the State of California.

While staff has attempted to be as informative as possible in compiling this information, and we appreciate the opportunity to address your questions not answered in this handbook, the law prohibits employees from answering questions of a legal nature. This handbook is not intended as a substitute for legal counsel. Candidates, political committees and others using this handbook must bear full responsibility to make their own determinations as to all legal standards and duties. For your protection, we strongly urge you to consult an attorney.

This booklet is not intended for general distribution. However, we recognize its value as a potential service to candidates unfamiliar with the requirements of the California Elections Code. PLEASE, read this guide thoroughly to familiarize yourself with the nomination and electoral process.

We also recommend that you file as early as possible to ensure that your documents are complete and accurate. Filing deadlines are absolute. Waiting until the end of the filing period to file your documents could result in your name not being on the ballot if your documents are incomplete or in error.

For additional election-related information, feel free to contact our office Monday through Friday 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM, excluding holidays. Call us at (530) 251-8217, e-mail us at lcclerk@co.lassen.ca.us, mail or visit us at the Lassen County Registrar of Voters Office, 220 S Lassen St., Suite 5, Susanville, CA 96130. Or visit our website at www.lassencounty.org.

Wishing you the best in 2008,

Julie M. Bustamante

Lassen County Clerk &
Registrar of Voters

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NOMINATION PROCESS

STEP 1 – APPLY FOR NOMINATION DOCUMENTS

Candidate fills out Candidate Log giving name, residence address and the elective office title for which he or she is applying. This information is used by the Clerk in preparing the nomination documents.

CANDIDATE QUALIFICATIONS ARE CHECKED AT THIS TIME.

STEP 2 – RECEIVE NOMINATION DOCUMENTS

The following documents will be issued to each candidate:

1. Declaration of Candidacy (document provided and kept by Registrar of Voters).
2. Nomination Petition/Signature-in-Lieu Petition (if needed).
3. Candidate Campaign Statement Form – 470 Short Form
4. Candidate Intention Statement – Form 501
5. Statement of Economic Interests – 700
6. Candidates Guidelines Booklet
7. Code of Fair Campaign Practices (Optional)
8. State/Local Sign Information
9. Candidate Statement of Qualifications Form (Optional)

STEP 3 – CLERK TO COMPLETE NOMINATION DOCUMENTS

DECLARATION OF CANDIDACY FORM

Proof for Accuracy:

1. Name and residence, business and mailing addresses.
2. Occupational designation to appear on ballot. (Refer to provisions provided in this booklet).
3. Name in space provided in “Oath of Office”.
4. Place of execution and date.
5. Candidate signs name and provides phone numbers.

STEP 4 – FILE NOMINATION DOCUMENTS

The following must be filed by the final filing date:

1. Declaration of Candidacy
2. Nomination Paper
3. Candidate Statement of Qualifications (Optional)

NOMINATION PROCESS

STEP 5 – FILE CAMPAIGN DOCUMENT & STATEMENT OF ECONOMIC INTEREST

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

1. Statement of Economic Interests – Form 700
2. The **CAMPAIGN STATEMENT – SHORT FORM – FORM 470** can be filed at the same time nomination documents are filed or no later than the campaign statement deadline. Note: Only candidates who plan on raising or spending less than \$1000 should use this form.

GENERAL INFORMATION FOR CANDIDATES

Written Authorization From Candidate

Nomination papers will not be issued to or accepted from an unauthorized person. The candidate must sign the authorization.

Nomination Documents

Only official documents issued by the County Elections Official may be used. The forms are available at the County Clerk/ Registrar of Voters Office, 220 South Lassen Street, Suite 5, Susanville, between the hours of 9:00 AM – Noon and 1:00 PM – 4:00 PM, Monday through Friday.

State law requires that all nomination documents contain the candidate's name and elective office title to which he or she is seeking nomination or election and be signed by an election official at the time of issuance. Oral and written instructions regarding procedures to be followed in completing the nomination process are given to candidates or agents when the forms are issued.

Applying for Nomination Documents

Candidates and authorized agents are required to fill out a Candidate Log, listing the office title, candidate's name and residence address.

The Log also contains spaces to provide an address, phone number(s), email address, and website address, that will appear on listings issued to the news media and the public.

Nomination documents are prepared from the Candidate Log; therefore, it is important that the information given is accurate.

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.

GENERAL INFORMATION FOR CANDIDATES

Name on Ballot

The ballot name may be designated as follows:

1. First, middle and last name.
2. Initials only and last name.
3. A nickname may be included but must be in parentheses () or quotation marks "".
4. A familiar short version of the first name, such as " Bill" for "William", "Dick" for "Richard" or "Jim" for "James".

No Title or Degree

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. (EC 13106)

Candidate Change of Name

If a candidate changes his or her name within one year of any election, the new name shall not appear upon the ballot unless the change was made by either of the following:

- (a) Marriage.
- (b) Decree of any court of competent jurisdiction.

(EC 13104)

Occupation on Ballot

The listing of an occupational designation on the ballot is optional. Only one of the following categories is allowed:

1. **Elective Office Title** – Words describing an elective office title may be used if the candidate holds the office at the time nomination papers are filed and the office was filled by a vote of the people. Example: County Clerk/Recorder.
2. **Incumbent** – The word incumbent may be used if the candidate is seeking re-election to the same office.
3. **Appointed Incumbent** – The words **Appointed Incumbent** may be used if the candidate was appointed to the office and seeking election to the same office. The word **Appointed** may also be used with the office title.
Exceptions: Candidates appointed to office in-lieu of an election **do not** have to use the word **Appointed**.
4. **Principal Occupation** – No more than **three words** to describe the principal profession, vocation, or occupation may be used by the candidate. California geographical names are considered only one word.
5. **No Occupational Designation Desired** – Write the word "**None**" in the space on the nomination papers designated for occupation to appear on the ballot.

(The above information is found in EC 13107)

**NO OCCUPATIONAL DESIGNATION CAN BE CHANGED AFTER
NOMINATION PAPERS HAVE BEEN FILED.**

GENERAL INFORMATION FOR CANDIDATES

Unacceptable Occupation Designations

The Elections Official will not accept an occupation designation which:

1. Misleads the voter.
2. Suggests an evaluation, such as outstanding, leading, expert, virtuous or eminent.
3. Contains words meaning a prior status, such as “former” or “ex”. The only exception is the use of the word “retired”.
4. Uses the name of any political party.
5. Refers to racial, religious, or ethnic groups.
6. Abbreviates the word “retired” or places it following any word or words that it modifies.
7. Refers to any activity prohibited by law.

If, upon checking the nomination documents, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidates' nomination documents. The candidate shall, within three days from the date of receipt of the notice, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation. **(EC 13107(c))**

The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request. **EC 13107 (e)**

Extension of Nomination Period

Applies only to State, Legislative, County, Judicial and District Offices.

If an incumbent for any of these offices fails to file nomination papers by the deadline date, the nomination period is extended for five (5) days.

During this period, any qualified person, **other than the incumbent**, may file nomination papers for these offices.

Candidate Cannot Withdraw

No candidate who has filed for any primary election may withdraw his or her declaration of candidacy. **(EC 8800)**

GENERAL INFORMATION FOR CANDIDATES

Telephone Information

Lassen County Elections Department

If you have any questions regarding the nomination process, please do not hesitate to contact our office at: (530) 251-8217

E-mail address: lcclerk@co.lassen.ca.us Web Site: <http://clerk.lassencounty.org>

Fair Political Practices Commission

For questions concerning: Campaign Disclosure, Statement of Economic Interests Disclosure and Lobbying Disclosure, contact the Technical Assistance and Analysis Division at 1-866-275-3772.

For questions concerning where to file a complaint under the Political Reform Act, contact the Enforcement Division at: 1-800-561-1861

For questions concerning: Statement of Interests Disqualification, contact the Legal Division at: (916) 322-5660 or 1-866-275-3772

Fair Political Practices Commission Web Site:

www.fppc.ca.gov

State Franchise Tax Board

For questions concerning: Committee Tax Status, Tax Deductible Contributions, Charitable Non-Profit Groups or any other tax related question contact the Franchise Tax Board at: 800-852-5711.

Secretary of State

For questions concerning: State Races, Political Reform, Campaign Committee ID numbers and Statewide Elections Results, contact: (916) 657-2166. www.ss.ca.gov

For questions concerning: Legal Questions concerning the Election Code, contact the Elections Counsel at: (916) 657-2166.

Federal Elections Commission

For questions concerning: Federal Campaign Disclosure Requirements, Contributions from National Banks, National Corporations Contributions from Foreign Nationals, contact the Federal Elections Commission at 800-424-9530 or (202) 694-1100.

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.

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 that are properly subscribed to by a candidate for public office and shall 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

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.

Date

Signature

CANDIDATE STATEMENTS

(Optional – For Non-Partisan Offices Only)
(Elections Codes Sections 13301 & 13311)

STATE LAW PROVIDES

1. Statement may include candidate's age, occupation and a brief description of the candidate's education and qualifications expressed by the candidate.
2. The local agency has determined that the maximum number of words is 200, and that the candidate has the responsibility for payment. (Exceptions to this, if any, will be disclosed when the candidate files for office.)
3. No reference to political party affiliation or any mention of partisan political membership or activity is permitted.
4. No changes are allowed after a statement is filed.
5. Statements may be withdrawn (in writing) up to 5:00 PM the next working day after the close of the nomination period.
6. Statements are **confidential** until after the close of the nomination period.

FORMS AND COST INFORMATION

1. The Statement of Qualifications form is issued with nomination documents. Estimated costs are listed in the Cost Schedule of this handbook.
2. Estimated costs are determined prior to current cost information being available. Therefore, if the actual prorated cost exceeds the estimated costs, the candidate will be billed for the difference. A refund is made if the actual costs are less than the estimate.

NOTE: Elections Code Section 18351 provides that any candidate for a local non-partisan office in an election who prepares a Candidate's 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 \$1,000.

STATEMENTS MUST BE FILED NOT LATER THAN 5:00 PM ON THE LAST DAY OF THE NOMINATION PERIOD BUT AT THE SAME TIME AS THE CANDIDATE'S NOMINATION PAPERS ARE FILED.

CANDIDATE STATEMENTS

Word Counting Guidelines

The guidelines listed below are used by the County Elections Official for counting words:

1. The name and office title at the top of the form are not counted, only the text.
2. Punctuation marks are not counted.
3. Geographical names such as cities, towns or states are counted as one (1) word.
EXAMPLES: City and County of San Francisco.
4. The words "a", "I", "the", "and", "an", are counted as individual words.
5. **MONETARY AMOUNT** – such as \$1,000 is counted as one (1) word.
6. **ABBREVIATIONS** – are counted as one (1) word.
EXAMPLES: UCLA, PTA, USMC, L.A.P.D.
7. Hyphenated words that appear in any generally available standard reference dictionary within the 10 (ten) calendar years directly preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
8. **NUMERIC COMBINATIONS** – are counted as one (1) word.
EXAMPLES: 1973 13 ½ 1971-73 5% 8/3/91
9. Internet web addresses and telephone numbers shall be counted as one word.
(EC Section 9)

If the text exceeds the word limit, the author will be asked to delete or change a sufficient number of words, or a sentence, until the statement is within the required word limit.

Printing requirements make it necessary to print all statements in a uniform style.

All statements, therefore, will be set in a left-justified format, so as to fit within a ¼ page space (for a 200-word statement). Entire statements in all capital letters, multiple indentations, circles, or arrows cannot be accommodated. Generally, any characters that can be produced from a standard keyboard are acceptable. (i.e. !, @, *, %, &, #, (), +, =, -).

It is the policy of the County Elections Official that words to be printed in bold face type or capital letters are to be clearly indicated. The **combined total of bold face and capitalized words** is not to exceed **25 words per statement**. Multiple indentions or multiple underscoring will not be accommodated.

All statements should be checked by the candidate for spelling and punctuation, as the County Elections Official is not permitted to edit any material contained therein. Statements will be printed **exactly as submitted: spelling, punctuation, or grammar will not be corrected by the Election office.**

We encourage candidates to submit their statements on a computer disk using either 8 or 10 point Arial Font. Nothing in the foregoing shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter's Information Pamphlet.

CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS: Court of Appeals case Dean v. Superior Court concluded that the statement prepared by a candidate for inclusion in a Voter's Information Pamphlet may include comments on one's own qualifications, but may not include comments on one's opponents' qualifications, or lack thereof. **"The Dean decision is clear ... candidates are not to refer to their opponents in any manner in the candidate's statement."**

NOTE: IT IS THE RESPONSIBILITY OF THE CANDIDATE, IF HE OR SHE HAS ANY QUESTIONS CONCERNING THE GUIDELINES FOR FILING OF CANDIDATE STATEMENTS, TO ASK QUESTIONS OR ASK FOR CLARIFICATION OF THESE GUIDELINES. NO RESPONSIBILITY WILL BE ASSUMED BY THE REGISTRAR OF VOTERS FOR FAILURE OF A CANDIDATE TO FOLLOW THESE INSTRUCTIONS. IF YOU HAVE ANY QUESTIONS, PRIOR TO THE FILING OF YOUR STATEMENT, PLEASE DO NOT HESITATE TO CONTACT THE ELECTION DEPARTMENT.

Copies of all candidates' statements will be available for public inspection at the elections office after the expiration of the filing deadline. (EC 13311)

The California Elections Code intends uniformity of appearance of the candidates' statements. By preparing your statement in accordance with the above guidelines, each statement will be uniformly printed and allowed the same amount of space in the Voter Information Pamphlet. This avoids favored composition or printing of one candidate's statement over another.

**Write-in Candidates
Non-Presidential Candidates**

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.

Candidates may be nominated at the **primary** election or elected to any office at the **general** election by fulfilling the requirements of Part 3 of Division 8 of the Elections Code, commencing at Section 8600. 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:

WRITE-IN CANDIDATE'S PROCEDURES

STEP 1 - APPLY FOR NOMINATION DOCUMENTS

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

For the **primary election**, circulate nomination papers for signatures and leave them for examination with the county elections official of the county in which the signers reside. Signers must be of the political party whose nomination the write-in candidate is seeking in the **primary**.

For the **general election**, circulate nomination papers for signatures and leave them for examination with the county elections official of the county in which the signers reside.

There is no party affiliation requirement for signers of write-in nomination petitions in the **general** election.

The required numbers of signers to a write-in candidate's nomination paper for Member of House of Representatives, state legislative office is: Not fewer than 40 nor more than 60.

In order to be nominated to any partisan office at the **primary** election, the write-in candidate must receive more votes than any other candidate running for that party's nomination, and must also receive votes equal to at least 1% of all votes cast for that office at the last preceding general election at which the office was filled. § 8605(a)

CANDIDATE QUALIFICATIONS ARE CHECKED AT THIS TIME.

STEP 2 - RECEIVE NOMINATION DOCUMENTS

AN APPLICATION FOR NOMINATION PAPERS is prepared and must be signed by the candidate or an authorized agent. Verify that the name and office title is correct on all forms.

The following documents will be issued to each candidate:

1. Write-in Declaration of Candidacy
2. Nomination Paper
3. Candidate's Guidelines
4. Candidate Intention Statement – Form 501
5. Statement of Economic Interest - Form 700
6. Campaign Statement - Short Form 470

NOTE: FORM 700 - STATEMENT OF ECONOMIC INTERESTS, must be filed with the nomination documents.

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 NOMINATION DOCUMENTS

The following form must be filed by the final filing date:

1. Statement of Economic Interest - Form 700

The CAMPAIGN STATEMENT - SHORT FORM - Form 470 can be filed at the same time nomination documents are filed.

QUESTIONS FREQUENTLY ASKED BY CANDIDATES

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

No. Office hours are 9:00 AM - Noon and 1:00 PM – 4:00 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 5:00 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.

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

In addition, Elections Code §10603(c) states that no person shall file nomination papers for more than one school district office, including a county board of education office, at the same election. In addition, Elections Code §8003(b) states no person may file nomination papers for a party nomination and an independent nomination for the same office, or for more than one office at the same election.

In addition, the Declaration of Candidacy for statewide offices signed by the candidate under penalty of perjury declares: "I meet the statutory and constitutional (if any) qualifications for this office (including but not limited to citizenship, residency, and party affiliation, if required). If nominated/elected I will accept the nomination/office and not withdraw." Elections Code §8040

The Declaration of Candidacy for nonpartisan offices signed by the candidate under penalty of perjury declares: "If elected, I will qualify and accept the office of _____ and serve to the best of my ability." Elections Code §10511.

There is no single statute that defines "incompatibility of offices". The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

The courts have defined this concept as follows: "One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both."

The State of California Attorney General's Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member,
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General's office at (916) 324-5437 or visit their website, www.caag.state.ca.us. For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at www.fppc.ca.gov, or phone toll free 1-866-275-3772.

SERVICES TO CANDIDATES

INDEXES AND LABELS

All candidates are entitled to purchase precinct indexes of registered voters within their respective district from the County Clerk/Elections Department. These are printed lists of registered voters by precinct with mailing and/or residence addresses.

An application, which includes information required by Election Code Section 2188, must be completed and signed. The name of the person who will pick up the material and the telephone number to call when the material is available should also be provided.

Delivery dates depend on the workload in the Elections Office. It is expected that material will be ready approximately 2 weeks before the election for requests submitted by 29-days prior to an election. (Note: This would not include information on those persons registering in the period between 29 days and 15 days prior to the election.)

Material may also be requested to be run prior to the close of registration with approximately a one-week turnaround. Secretary of State regulations prohibit the use of indexes or labels for non-political purposes. (Elec. Code Sec. 2188, Cal.Adm. Code 19001)

PRECINCT INDEXES

Each candidate is entitled to purchase two sets of precinct indexes at a base cost of \$10.00 up to 5,000 names, plus \$2.00 for each additional 1,000 names or portion thereof, payable at the time they are picked up. Precinct indexes are printed in alphabetical order unless otherwise specified.

MAILING LABELS

Mailing labels are available addressed to every eligible voter, or to family household of the same surname and same address. Household labels constitute approximately 70 to 75% of the registered voters within a district. The minimum charge is \$50.00 plus \$.02 per label.

PRECINCT/DISTRICT MAPS

Precinct or District maps are available at a cost of \$2.00 per sheet.

DISKETTES

A copy of the complete voter file is available for \$130.00 without supplying a diskette or \$125.00 if a diskette is supplied or if the file is emailed. Data is compressed and can be opened in Excel with WinZip.

Political Signs

The placement of political signs is subject to regulation by the state, county, and/or cities.

State: Please refer to Business and Professions Code § 5405.3. The California Department of Transportation is prepared to answer questions about state regulation of campaign signs. Call (916) 654-4790 or go to http://dot.ca.gov/hq/oda/political_signs.htm to obtain additional information.

County: Please refer to Lassen County Code § 9.36.030. The Lassen County Road Department is responsible for issuing permits for the placement of political signs with the county.

General Rules: Lassen County Code §18.106.040(11): Political signs or posters may be allowed in any district and shall conform with the size standards of this title and shall be located in a manner that will not block sight distance or impair traffic safety. A certificate of conditional use shall not be required for political campaign signs or posters. Such signs shall be removed immediately following the termination of time intended thereof.

City: Consult the City of Susanville Community Development Department at (530) 252-5114 for information regarding sign placement in the city.

WHERE TO REPORT CAMPAIGN COMPLAINTS

The Lassen County Elections Department is NOT an enforcement agency and is therefore unable to investigate any violations. When our office receives reports of violations, we simply refer them to the agencies listed below:

- **False or misleading campaign materials:** No agency enforcement. These issues are dealt with in court.
- **Violations of the Political Reform Act:** (Title 9 of the California Government Code at Sections 81000 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests: contact the Fair Political Practices Commission at www.fppc.ca.gov, 800-561-1861.
- **Election fraud:** contact your local district attorney, 251-8283, or the California Secretary of State at www.ss.ca.gov, 916-657-2166.
- **Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act:** contact your local district attorney, 251-8283 or the California State Attorney General at www.caag.state.ca.us, 800-952-5225.
- **Federal campaigns, Congress, U.S. Senate, President of the United States:** contact the Federal Election Commission at www.fec.gov, 800-424-9530.
- **Open meeting laws (Brown Act):** contact your local district attorney, 251-8283, or the California State Attorney General at www.caag.state.ca.us 800-952-5225.
- **Local ordinances:** contact your local city attorney or district attorney 251-8283.
- **Vandalism or requirements concerning campaign signs:** contact local city attorney or district attorney, 251-8283.

FEDERAL/STATE ENFORCEMENT OFFICES

Fair Political Practices Commission
916-322-5660 / FAX 916-322-0886

Secretary of State
Political Reform Division
916-563-6224 / FAX 916-653-5045

Reporting Enforcement Violations
800-561-1861

Federal Election Commission
999 E Street, NW
Washington, DC 20463
800-424-9530

Secretary of State
Elections Division
916-657-2166 / FAX 916-653-3214

Attorney General
916-445-9555 / FAX 800-952-5225

CAMPAIGN STATEMENT FILING REQUIREMENTS FOR CANDIDATES AND COMMITTEES

The Political Reform Act of 1974, requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state ballot measures who control a ballot measure committee, committees supporting or opposing state and local candidates, all measures, and petition circulation drives **to file campaign disclosure 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 and information relating to campaign reporting obligations under the Act may be obtained from the **Fair Political Practices Commission (FPPC)** website at <http://www.fppc.ca.gov>. Forms are available and can be completed interactively. Forms and manuals are also available from the County Elections Official or City Clerk. For additional assistance 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.

THIS SECTION IS FOR GENERAL INFORMATION ONLY AND DOES NOT HAVE THE EFFECT OF LAW, REGULATION OR RULE. IN CASE OF CONFLICT, THE LAW, REGULATION OR RULE WILL APPLY. THIS SECTION IS NOT COMPREHENSIVE AND DOES NOT DETAIL ALL FILING REQUIREMENTS AND OBLIGATIONS. FOR COMPREHENSIVE INFORMATION, CONSULT AN FPPC MANUAL OR CONTACT THE FPPC.

CANDIDATE

“Candidate” refers to an individual who is listed on the ballot for nomination or for election to any elective office, or who receives a contribution or makes an expenditure or gives his or her consent for any other person to receive a contribution or make an expenditure with a view to bringing about his or her nomination or election to any elective office, whether or not the specific elective office for which he or she will seek nomination or election is known at the time the contribution is received or the expenditure is made and whether or not he or she has announced his or her candidacy or filed a declaration of candidacy at such time.

An individual who becomes a candidate shall retain his or her status as a candidate until such time as that status is terminated. **(GC 82007, 84214)**

COMMITTEE

“Committee” refers to any person or combination of persons who directly or indirectly:

1. Receives contributions totaling \$1000 or more in a calendar year;
2. Makes independent expenditures totaling \$1000 or more in a calendar year; or
3. Makes contributions totaling \$10,000 or more in a calendar year to or at the behest of candidates or committees.

A person or combination of persons that becomes a committee shall retain its status as a committee until such time as that status is terminated. **(GC 82013)**

CONTROLLED COMMITTEE

“Controlled Committee” refers to a committee which is controlled directly or indirectly by a candidate or state measure proponent or which acts jointly with a candidate, controlled committee or state measure proponent in connection with the making of expenditures. A candidate or state measure proponent controls a committee if he or she, his or her agent or any other committee he or she controls, has a significant influence on the actions or decisions of the committee. **(GC 82016)**

WHERE TO FILE CAMPAIGN STATEMENTS

State legislative officeholders and candidates, State Board of Equalization members and candidates, appellate court justices, and **superior court judges and candidates** file with:

- ◆ Secretary of State,
- ◆ The Election Official for the county with the largest number of registered voters in the district, and
- ◆ Their counties of domicile.

Elected officers and candidates for offices in jurisdictions that contain parts of two or more counties (other than legislative, Board of Equalization, or appellate court districts) file with:

- ◆ The Election Official for the county with the largest number of registered voters in the district and
- ◆ Their counties of domicile.

Elected county officeholders and candidates for county offices and committees that support or oppose candidates or ballot measures being voted on within a single county file with:

- ◆ The Election Official for that county.

Elected city officeholders and candidates for city offices, and committees that support or oppose candidates and ballot measures in a single city file with:

- ◆ The City Clerk.

Pre-Campaign Requirements

Candidates who **WILL NOT** accept contributions from other persons and whose total expenditures from personal funds will be less than \$1,000 in a calendar year, will file the following:

Form 501 Candidate Intention Statement

Form 470 Officeholder and Candidate Campaign Statement--Short Form

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.

Candidates who **WILL** accept contributions from other persons totaling less than \$1,000 and who will make expenditures totaling less than \$1,000 (excluding personal funds used to pay the filing fee and/or candidate's statement of qualifications fee) in a calendar year, will file the following:

Form 501 Candidate Intention Statement

Form 470 Officeholder and Candidate Campaign Statement--Short Form

You must also 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.

If after filing a Form 470 Short Form, the candidate's total contributions or total expenditures for the calendar year exceed \$1,000, written notice is required to be sent within 48 hours of reaching that threshold. **Form 470 Supplement** (available at the Election Official's office or online at www.fppc.ca.gov) must be sent to the Secretary of State, a copy to the local filing officer and a copy to each candidate seeking the same office. The 48-hour notice must be sent by telegram, guaranteed overnight delivery service or facsimile transmission. Regular mail may NOT be used.

Candidates who **expect to receive or spend \$1,000 or more** (or a candidate who has filed a Form 470 Supplement) shall:

File a Form 501 Candidate Statement Intention (unless previously filed)

Establish a campaign bank account at a financial institution located in the State of California.

File Form 410 Statement of Organization within ten days of receiving \$1,000 in contributions (including personal funds). The original and one copy must be filed with the Secretary of State and a copy filed with the local filing officer. You will receive written notification from the Secretary of State's office assigning an identification number to your committee.

Campaign Filing Requirements

Once you have filed your Form 410 and have been assigned 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. The FPPC filing schedules follow this section. All recipient committees must file the Form 460 by the appropriate deadlines for each filing period. **If you do not file your campaign statement by the deadline, you are subject to a fine of \$10 per day from the date the statement is due until the date it is filed.** 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** must be filed at the same time.

Please refer to Campaign Disclosure Manual 2 (05/2005) and the current FPPC Addendum for further details on filing requirements. 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. There are other forms you may be required to file as your campaign progresses. These forms are available at the local Election Official's office or the FPPC website. Below is a brief description of some of the forms you may be required to file:

Form 501 (2005) – Candidate Intention – To be filed by any candidate for a local office or state office in California prior to raising or spending any campaign funds. Form 501 is filed by candidates for local offices with the local filing officer and by candidates for state and judicial offices with the Secretary of State.

Form 410 (2005) – Statement of Organization – For use in organizing a committee. Must be filed within ten days of receiving a total of \$1,000 in contributions (including personal funds). The original and one copy is filed with the Secretary of State's office and a copy with the local filing officer. The Form 410 is also used to change information regarding the committee (i.e. committee address, treasurer, telephone number, etc) and to terminate the committee when all funds have been exhausted.

Form 460 (2005) – Recipient Committee Campaign Statement – Long Form - For use by all recipient committees including candidates, officeholders and their controlled committees that are not eligible to file a Form 470. A controlled committee is one which is controlled directly or indirectly by a candidate or which acts jointly with a candidate or controlled committee in connection with the making of expenditures. Form 460 can be filed as a pre-election statement, a semi-annual statement, a termination statement or as an amendment to a previously filed statement. Form 460 is filed with the local filing officer.

Form 470 (2005) – Officeholder and Candidate Campaign Statement – Short Form For use by officeholders and candidates who do not have a controlled committee and who do not anticipate receiving or spending more than \$1,000 in a calendar year. Form 470 is filed with the local filing officer.

Form 470 Supplement (2005) – For use as a written notice within 48 hours of receiving contributions or making expenditures of \$1,000 or more. Form 470 Supplement is filed with the Secretary of State, the local filing officer and with each candidate seeking the same office. Regular mail may NOT be used to file this form.

Form 496 (2005) – Late Independent Expenditure Report – For use in reporting independent expenditures totaling \$1,000 or more to support or oppose a single candidate or a single ballot measure during the 16 days immediately

prior to the election. A candidate's controlled committee is prohibited from making an independent expenditure to support or oppose another candidate. The Form 496 is filed with the local filing officer within 24 hours of making the independent expenditure. Regular mail may NOT be used to file this form.

Form 497 (2005) – Late Contribution Report – For use in reporting a monetary or non-monetary contribution that totals \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or a committee primarily formed to support or oppose a candidate or measure AND is made or received during the 16 days immediately prior to the election. A late contribution includes contributions from a candidate's personal funds to his/her campaign committee during the late contribution period. The Form 497 is filed with the local filing officer within 24 hours of receiving OR making a late contribution. Regular mail may NOT be used to file this form.

Election Filings

All committees must file by the deadline and must report for the period set by the FPPC. These dates are set by law and cannot be changed. You will be required to amend your statement if your report is not completed correctly. An **UNSIGNED** form is considered incomplete and will not be considered filed until it is signed. 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.

For certain offices the law provides for investigations and audits of campaign statements. Candidates and committee treasurers should keep complete records and be prepared to submit supporting documents if such are requested. The FPPC has prepared a fact sheet for committee treasurers, copies of which are available upon request at the telephone number and online address provided previously.

Violations of the campaign disclosure law may result in criminal prosecution by the State Attorney General or the County District Attorney or civil action by the FPPC, the District Attorney or a private citizen. (G.C. 91000 et seq.)

PROPOSITION 34

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.

HIGHLIGHTS:

Prop 34 set contribution limits for **state** elective offices. Currently, there are **NO** campaign spending or contribution limits in Lassen County and the City of Susanville.

Prop 34 set contribution requirements: A committee must return within 60 days any contribution of \$100 or more if the committee does not have the contributor's name, address, occupation and employer on file. A committee that receives a contribution in violation of the Act's prohibition on money laundering must pay the amount of the contribution to the General Fund.

Prop 34 repealed virtually all of Prop 208 except for the slate mail and ballot measure advertising disclosure provisions.

Because this proposition made major changes and created new disclosure requirements, we suggest candidates visit the FPPC's website for further information at www.fppc.ca.gov or phone 1-866-ASK-FPPC.

Candidates for Local Office (Including Superior Court Judges)
 Committees Primarily Formed to Support/Oppose Local Candidates
 Committees Primarily Formed to Support/Oppose Local Measures

Being Voted on June 3, 2008

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement^{1/}</i>	<i>Method of Delivery</i>
January 31, 2008	Semi-Annual	^{1/} – 12/31/07	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ First Class Mail
March 24, 2008 ^{2/}	Pre-Election	1/1/08 – 3/17/08	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ First Class Mail
May 22, 2008	Pre-Election	3/18/08 – 5/17/08	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ Guaranteed Overnight Service
Within 24 Hours	Late Contributions ^{3/} and Independent Expenditures of \$1,000 or More ^{4/}	5/18/08 – 6/2/08	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ Guaranteed Overnight Service ✧ Fax
July 31, 2008	Semi-Annual	^{1/} – 6/30/08	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ First Class Mail

Footnotes:

- ^{1/} 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.
- ^{2/} Because the March 22 deadline falls on Saturday, this filing deadline is extended to March 24, 2008.
- ^{3/} The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.
- ^{4/} A controlled committee of a candidate may not make an independent expenditure to support or oppose another candidate.

- Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- Refer to the appropriate campaign disclosure manuals for information on where to file statements.

Additional Notes:

- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information.
- **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.

As of the date of this publication (10/07), the FPPC Campaign Disclosure Manuals for local candidates (Manual 2) and for committees primarily formed to support or oppose a ballot measure (Manual 3) contain the most recent information on campaign disclosure requirements. Be sure to check the FPPC web site (www.fppc.ca.gov) for updated information.

Candidates for Local Office (Including Superior Court Judges)
Committees Primarily Formed to Support/Oppose Local Candidates
Committees Primarily Formed to Support/Oppose Local Measures

Being Voted on November 4, 2008

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered^{1/}</i>	<i>Method of Delivery</i>
July 31, 2008	Semi-Annual	^{1/} – 6/30/08	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ First Class Mail
October 6, 2008 ^{2/}	Pre-Election	7/1/08 – 9/30/08	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ First Class Mail
October 23, 2008	Pre-Election	10/1/08 – 10/18/08	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ Guaranteed Overnight Service
Within 24 Hours	Late Contributions ^{3/} and Independent Expenditures ^{4/}	10/19/08 – 11/3/08	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ Guaranteed Overnight Service ✧ Fax
February 2, 2009 ^{2/}	Semi-Annual	^{1/} – 12/31/08	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ First Class Mail

Footnotes:

- ^{1/} 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.
- ^{2/} Because the October 5 deadline falls on Sunday, and the January 31, 2009 filing deadline falls on Saturday, these filing deadlines are extended to October 6, 2008, and February 2, 2009, respectively.
- ^{3/} The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.
- ^{4/} A controlled committee of a candidate may not make an independent expenditure to support or oppose another candidate.

Additional Notes:

- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information.
- **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.

- Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- Refer to the appropriate campaign disclosure manuals for information on where to file statements.

As of the date of this publication (10/07), the FPPC Campaign Disclosure Manuals for local candidates (Manual 2) and for committees primarily formed to support or oppose a ballot measure (Manual 3) contain the most recent information on campaign disclosure requirements. Be sure to check the FPPC web site (www.fppc.ca.gov) for updated information.

CANDIDATES: Important Things to Remember

1. BE INFORMED

Study FPPC Manual 2 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 2.

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 candidate statement filing 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.

CANDIDATES: Important Things to Remember

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 campaign workshop in your area. Contact your filing officer or the FPPC if you have any questions.

GENERAL CAMPAIGN INFORMATION

The following code sections pertaining to campaign literature and related matters have been reproduced in full for your information.

- Part 1 - Chapter 976, 1977 Legislation
LEGISLATIVE INTENT
- Part 2 - Section 84305, Government Code
MASS MAILINGS
- Part 3 - Sections 20000, 20008, 20009, Elections Code
TRUTH IN ENDORSEMENTS LAW
- Part 4 - Section 18301, Election Code
PRINTING OF SIMULATED SAMPLE BALLOTS
- Part 5 - Section 18302, Elections Code
DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION
- Part 6 - Section 18370, Elections Code
ELECTIONEERING NEAR POLLING PLACE
- Part 7 - Sections 20202, 20203, Elections Code
SOLICITATION OF FUNDS
- Part 8 - Section 3007, Elections Code
UNIFORM ABSENT VOTER BALLOT APPLICATION/PROCESS

PART ONE

LEGISLATIVE INTENT. CHAPTER 976, 1977 STATUTES

The Legislature Finds and Declares:

- (a) That a need exists for adequate identification of the source of campaign appeals directed at the voters in order to assist them in making rational decisions at the polls.
- (b) That by requiring such identification of campaign literature, the public is better able to evaluate the source of campaign material, may be more adequately informed, and can better distinguish between truth and falsity.
- (c) That by requiring identification, anonymous attacks, which cannot adequately be responded to in the heat of a campaign, will be discouraged.
- (d) That by requiring identification, a candidate who believes he has been libeled may more readily seek redress in a civil action for damages.

(e) That limiting identification requirements to pejorative campaign material is inadequate because subtle attacks on candidates or measures can be framed which appear to be supportive but, in fact, are pejorative.

(f) That a distinction needs to be made between campaign materials of small size that usually carry little more than a "Vote for " message, such as is often the case with buttons, matchbooks, pens, and the like on the one hand, and campaign materials which carry more complex messages on the other. In the case of the former, because of their characteristically small size and limited content, it would be an undue burden to require that identification as to source be included.

PART TWO

GOVERNMENT CODE SECTION 84305. MANNER OF SENDING MASS MAILINGS

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

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

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

PART THREE

ELECTIONS CODE SECTIONS 20000. NAME OF CHAPTER

(a) This chapter shall be known and may be cited as the Truth in Endorsements Law.

ELECTIONS CODE 20008. POLITICAL ADVERTISEMENT REQUIREMENTS

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

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

ELECTIONS CODE SECTION 20009. SIMULATED BALLOT REQUIREMENTS

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

NOTICE TO VOTERS
(Required by Law)
This is not an official ballot or an official sample ballot prepared by the County Clerk, Elections Official, or the Secretary of State.
This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible or preparation thereof).

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

- (b) No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall any such seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.
- (c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

ELECTIONS CODE SECTION 16. LITERATURE REQUIREMENTS

- (b) A copy of Section 84305 of the Government Code shall be provided by the Elections Official to each candidate or his or her agent at the time of filing the Declaration of Candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

PART FOUR

ELECTIONS CODE SECTION 18301. PRINTING OF SIMULATED SAMPLE BALLOTS

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

PART FIVE

ELECTIONS CODE SECTION 18302. DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION

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

PART SIX

ELECTIONS CODE SECTION 18370. ELECTIONEERING WITHIN 100 FEET OF A POLLING PLACE

No person, on Election Day, shall within 100 feet of a polling place:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in Section 14240.
- (d) Do any electioneering.

As used in this section "100 feet of a polling place" shall mean a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

PART SEVEN

ELECTIONS CODE SECTION 20202. AUTHORIZATION TO USE CANDIDATE OR COMMITTEE NAME

- (a) It is unlawful for any person who solicits funds for the purpose of supporting or promoting any candidates or committees to include in any part of its name the name of that candidate or committee unless that person shall have previously obtained the authorization of the candidate or committee or the candidate's or committee's designated agent to use the candidate's or committee's name in the name of that person.
- (b) Authorization by a candidate or committee shall not be construed as rendering the person soliciting funds a controlled committee as defined by Section 82016 of the Government Code.

ELECTIONS CODE SECTION 20203. NOTICE OF NON-AUTHORIZATION TO BE INCLUDED IN FUND-RAISING COMMUNICATION

- (a) Any person who solicits or receives contributions on behalf of any candidate or committee for the purported and exclusive use of that committee or the candidate's election campaign and who is not authorized by the candidate or committee or the candidate or committee's designated agent to do so, shall include a notice in any fund-raising communication, whether through any broadcasting station, newspaper, magazine, printed literature, direct mailing, or any other type of general public advertising, or through telephone or individual oral fund-raising appeal, clearly and conspicuously stating that the person is not authorized by the candidate or committee and that the candidate or committee is not responsible for the actions of that person.

PART EIGHT

ELECTIONS CODE SECTION 3007. UNIFORM APPLICATION

The Secretary of State shall prepare and distribute to appropriate election officials a uniform application format for an absent voter's ballot, which conforms to the requirements of this chapter. This format shall be followed by all individuals, organizations, and groups who distribute applications for an absent voter's ballot. The uniform format need not be utilized by election officials in preparing an absent voter's ballot application to be included with the sample ballot.

NOTE: To expedite the issuance of absent voter ballots, it is suggested that:

- (a) Voters are instructed to mail or deliver the applications to the County Elections Official's office.
- (b) If the applications are addressed directly from a computer file of registered voters, include the voter identification number with the names and street addresses of the voters.

(c) Contact the Elections Official's office and advise us of your plans to mail applications, so that our staff will be prepared to receive and process the absentee ballot requests.

If you need assistance or have any further questions concerning use of the absent voter application form, please do not hesitate to contact our office.

PENAL PROVISIONS

Every person who subscribes to any nomination petition a fictitious name, or who intentionally subscribes thereto the name of another, or who causes another to subscribe a fictitious name to a nomination petition, is guilty of a felony and is punishable by imprisonment in the state prison for 16 months or two or three years. **(EC Sec. 18200)**

Any person who falsely makes or fraudulently defaces or destroys all or any part of a nomination paper, is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both the fine and imprisonment. **(EC Sec. 18201)**

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper or declaration of candidacy in his or her possession that is entitled to be filed under this code. **(EC Sec. 18202)**

Any person who files or submits for filing a nomination paper or declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both the fine and imprisonment. **(EC Sec. 18203)**

Any person who willfully suppresses all or any part of a nomination paper or declaration of candidacy either before or after filing is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. **(EC Sec. 18204)**

A person shall not directly or through any other person advance, pay, solicit, or receive or cause to be advanced, paid, solicited, or received any money or other valuable consideration to or for the use of any person in order to induce a person not to become or to withdraw as a candidate for public office. Violation of this section shall be punishable by imprisonment in the state prison for 16 months or two or three years. **(EC Sec. 18205)**

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact on a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000). **(EC Sec. 18351)**

Any individual, group, or organization which knowingly distributes any application for an absent voter's ballot which does not conform to the requirements of Chapter 1 (commencing with Section 3000) of Division 3 is guilty of an infraction. **(EC Sec. 18402)**

Any person who willfully:

- (a) Interferes with the prompt delivery of a completed absent voter ballot application;
- (b) Retains a completed absent voter ballot application, without the voter's authorization, for more than three days excluding weekends and state holidays, or by the deadline for return of absent voters' ballot applications, whichever is earlier, or;
- (c) Denies an applicant the right to return his or her own completed absent voter ballot application to the local elections official having jurisdiction over the election, is guilty of a misdemeanor. **(EC Sec. 18576)**

Any person having charge of a completed absent voter ballot who willfully interferes or causes interference with its return to the local elections official having jurisdiction over the election is guilty of a misdemeanor punishable in the county jail not exceeding six months, by a fine not exceeding ten thousand dollars (\$10,000), or by both. **(EC Sec. 18577)**

Any person who applies for, or who votes or attempts to vote, an absent voter's ballot by fraudulently signing the name of a fictitious person, or of a regularly qualified voter, or of a person who is not qualified to vote, is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years, or by fine not exceeding one thousand dollars (\$1,000) or by both the fine and imprisonment. **(EC Sec. 18578)**

MASS MAILINGS AT PUBLIC EXPENSE

NO NEWSLETTER OR OTHER MASS MAILING SHALL BE SENT AT PUBLIC EXPENSE (GC 89001-88)

A mass mailing is more than 200 substantially similar pieces of mail. Mailings sent in response to a specific, unsolicited request are not "mass mailings." **(GC 82041.5-88)**

CURRENT RESTRICTIONS

References to elected official:

Name in agency letterhead?	Permitted
Name in roster?	Permitted

When elected official controls or directs mailing:

Name in text of document?	Prohibited
Photograph of elected official?	Prohibited
Signature of elected official?	Prohibited

When elected official is "affiliated with" agency sending mailing but IS NOT INVOLVED in preparation of document:

Name in text of document?	Permitted if not featured
Photograph of elected official?	Prohibited
Signature of elected official?	Prohibited

CURRENT RESTRICTIONS Continued

When elected official is "affiliated with" agency sending mailing AND IS INVOLVED in preparation of document:

Name in text of document?	Prohibited
Photograph of elected official?	Prohibited
Signature of elected official?	Prohibited

Exception:

200 or less substantially similar pieces.

Mailings sent in response to an unsolicited specific request. Unless continuing mailings are specifically requested, only one response is permitted.

Press releases sent to the media.

Mailings sent to other government agencies or officials.

Mailings sent in connection with payment or collection of public funds.

Essential mailings from agency which administers a government program to persons subject to that program.

Legal notices and other mailings required by law or court order, where signature of elected official is necessary.

Telephone directories, organization charts, and similar listings or rosters, where name of each individual listed is in the same type size and typeface.

Mailings to constituents solely to announce time, date, place and subject matter of a public meeting directly related to elected official's incumbent governmental duties. Agenda and other notices required under open meeting laws.

Announcements of the time, date, place and subject matter of official agency events, including a listing of elected officers and others who will participate.

Handouts available at agency's offices or agency meeting for members of the public to pick up for themselves.

Methods of Distribution Covered:

- United States Postal Service
- Any commercial delivery service
- Delivery by agency personnel or agents of the agency
- Volunteer delivery mechanisms
- Paid advertisement in newspapers and other publications
- Electronic mail communications, other than those sent to paid subscribers of an electronic mail service

Important Dates for Candidates - Primary Election - June 3, 2008

For more information: www.sos.ca.gov

EC = Election Code, GC = Government Code

DATE	DAYS BEFORE ELECTION	EVENT
December 28, 2007	(E-158)	<p>Notice of Offices in the Statewide Direct Primary Election, Non-Presidential Candidates</p> <p>The last day for the Secretary of State to prepare and to send to each County Elections Official a notice designating all the offices, except for county officers and judges, for which candidates are to be nominated at the primary election. EC 12103</p>
Dec 28, 07 - Feb 21, 2008	(E-158 to E-103)	<p>Signatures-in-Lieu of Filing Fees</p> <p>During the period, any candidate may obtain forms from the County Elections Official for circulating petitions to secure signatures-in-lieu of all or part of the non-refundable filing fee. Signatures may also be applied to the signature requirements for office on the nomination papers if they meet party registration requirements. Candidates must either pay the filing fee or submit sufficient face value signatures-in-lieu (or any combination thereof) prior to obtaining their nomination forms. EC 8061, 8106.</p>
Jan 28 - Feb 6, 2008	(E-127 to E-118)	<p>Declaration of Intent - Judicial Candidates</p> <p>Between these dates, candidates for Judicial office must file a Declaration of Intention with the Registrar of Voters in their county of residence. Candidates must either pay the non-refundable filing fee or submit sufficient face value signatures-in-lieu, or any combination thereof, at the time of filing a Declaration of Intention. Checks should be made payable to the Registrar of Voters. If an incumbent, eligible to be elected, fails to file by 5 p.m. on the final day to file, persons other than the incumbent may file a Declaration of Intention not later than 5 p.m. on the first day for filing nomination papers. EC 8023, 8024, 8105</p>
February 6, 2008	(E-118)	<p>Judicial Declaration of Intent</p> <p>Last day any Judicial candidate may file a Declaration of Intention to run for office (unless an incumbent, eligible to be elected, fails to file). EC 8023</p>
Feb 11-Mar 7, 2008	(E-113 to E-88)	<p>Declaration of Candidacy and Nomination Papers – Non-Presidential Candidate Filing</p> <p>During this period, all non-presidential candidates must file their declarations of candidacy for office, circulate their nomination papers, and deliver them to the County Elections Official. Each candidate must pay the nonrefundable filing fee (if applicable) or present in-lieu signatures at the time they receive their nomination papers from the County Elections Official. EC 8020, 8041, 8061, 8100, 8105, 8106</p>

Feb 11-Mar 7, 2008	(E-113 to E-88)	Statements of Economic Interest Between these dates candidates in an election shall file Statements of Economic Interests disclosing their financial interests during the preceding 12 months. GC 87302.3
February 21, 2008	(E-103)	Signatures in Lieu of Filing Fees - All Non-Presidential Candidates The last day for candidates for office to turn in their petitions to the County Elections Official of the county in which the petition signers reside and are registered to vote. (EC 8061, 8105, 8106)
March 2, 2008	(E-93)	Signatures in Lieu of Filing Fees – Determine Sufficiency The last day for the County Elections Official to determine the sufficiency of the in-lieu signatures submitted by candidates for all offices. Within ten days after receipt of a petition, the County Elections Official shall notify the candidate of any deficiency. Such candidates shall, before the close of the nomination period (March 7, 2008), either submit a supplemental petition or pay a prorated fee to cover the deficiency. EC 8106(b)(3)
March 7, 2008	(E-88)	Signatures in Lieu of Filing Fees - Supplemental The last day a candidate may submit a supplemental in-lieu petition to the County Elections Official or pay a prorated portion of the filing fee to cover any deficiency in the filing fee payment. EC 8106(b)(3)
March 7, 2008	(E-88)	Declarations of Candidacy and Nomination Papers Filing Deadline Not later than 5 p.m. on this day, all candidates must deliver to the County Elections Official for filing their declarations of candidacy and their nomination papers. EC 8020
March 7, 2008	(E-88)	Candidate Statements of Qualifications in the County Official Sample Ballot Deadline The last day candidates may purchase space for a 200-word candidate statement in the official sample ballot(s) of the county or counties in the jurisdiction. EC 13307
March 7, 2008	(E-88)	Judicial Incumbent is Only Nominee If only the incumbent officer has filed his or her nomination papers for the office of judge of the superior court, the incumbent's name shall not appear on the ballot unless a petition is filed not later than March 18, 2008, signed by 100 registered voters qualified to vote with respect to the office, indicating that a write-in campaign will be conducted for the office. EC 8203
March 8, 2008	(E-87)	Statement of Qualifications Withdrawal - Local Candidates Last day for any candidate who so desires to withdraw his or her Statement of Qualifications. Statements may be withdrawn (but not changed) during the period for filing nomination papers and until 5 p.m. on the next regular business day following the close of the nomination period for the office. EC13307.

Mar 8 - Mar 12, 2008	(E-87 to E-83)	Nomination Extension Period - If Incumbent Does Not File If nomination documents for the incumbent of an office are not filed with the County Elections Official by 5 p.m. March 7th, 2008 the nomination period shall be extended until 5 p.m. March 12th, 2008 for persons other than incumbents. Note: Extension period does not apply when there is no incumbent eligible to be elected to a county or district office. (EC 8022, 8204)
March 13, 2008	(E-82) 11 a.m.	County Randomized Drawing The County Elections Officials shall conduct the randomized alpha drawing and mail the results immediately to the Secretary of State. EC 13112(b)
March 24, 2008	(E-77)	Campaign Statements Due - First Filing Period The last day to file campaign statements for candidates and committees for the period ending March 17th, 2008. (GC 84200.5 & 84200.7 (a))
Mar 24 - Mar 27, 2008	(E-72 to E-68)	County Central Committee If the number of candidates for any central committee does not exceed the number to be elected, the County Elections Official shall not include the designation on the ballot, unless a petition signed by 25 registered voters indicating a write-in campaign will be conducted is filed with the County Elections Official no later than March 27th, 2007. In lieu thereof, the Board of Supervisors shall declare elected the candidates who were nominated. EC 7228, 7423, 7673.
Apr 7-May 20, 2008	(E-57 to E-14)	Statement of Write-In Candidacy and Nomination Papers During this period, all non-presidential write-in candidates must file their statement of write-in candidacy and nomination papers with the County Elections Official. EC 8601
May 20, 2008	(E-14)	Statement of Write-in Candidacy and Nomination Papers Deadline The last day for any write-in candidate to file with the County Elections Official his or her statement of write-in candidacy and the required number of signatures on the nomination papers. No filing fee is required. EC 8601, 8604
May 22, 2008	(E-12)	Campaign Statements Due - Second Filing Period The last day to file campaign statements for candidates and committees covering the period ending May 17, 2008. Second pre election statement MUST be filed by personal delivery or guaranteed overnight delivery. GC 84200.5, 84200.8 (b).
June 3, 2008	(E)	General Election Day The polls shall be open throughout the state from 7 a.m. to 8 p.m. EC 1000, 14212
June 5, 2008	(E+2)	Official Canvass – Statewide Direct Primary The last day for each County Elections Official to begin the official canvass of the precinct returns. This canvass must be completed and elections official shall submit certified copy to governing board not later than July 1, 2008 (E+28). EC 15301, 15372

Some dates may fall on a Saturday, Sunday or holiday. In most cases, the deadline will be extended to the next working business day.

OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED OR NOMINATED - TUESDAY, JUNE 3, 2008 DIRECT PRIMARY ELECTION

REGISTRATION - PARTISAN OFFICES

At the time of filing a declaration of candidacy for a partisan office, including county central committees, a candidate must: (1) be a registered voter at the time nomination papers are issued; (2) have been registered continuously for three months with the party whose nomination they are seeking prior to the time of filing, or, if eligible to register for less than three months, for as long as they have been eligible to register to vote in the state; and (3) not have been registered with any other qualified party for twelve months prior to the filing of Declaration of Candidacy. Clerk must attach certification of party qualification to declaration (EC 8001).

FEDERAL PARTISAN OFFICES

UNITED STATES REPRESENTATIVE IN CONGRESS - 4TH DISTRICT

QUALIFICATIONS: Be a registered voter; at least 25 years of age, a U.S. citizen for 7 years, and a resident of California when elected (U.S. Const. Art. I, 2). (EC 201)

TERM OF OFFICE: 2 years

TERM BEGINS: Noon of January 3, 2009

NUMBER TO BE ELECTED: 1

FILING FEE: \$1,652.00

NOMINATING SIGNATURES REQUIRED: Min 40 Max 60

DEMOCRAT/REPUBLICAN SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 3,000

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$0.5157

STATE PARTISAN OFFICES

STATE SENATOR - 1st DISTRICT

QUALIFICATIONS: Citizen of the United States, registered voter in the district at the time nomination papers are issued. Not have served more than two terms in State Senate since November 6, 1990. (Cal.Const. Art. IV, 2(a)(c)) (EC 201, 8001, 8022).

TERM OF OFFICE: 4 years

TERM BEGINS: December 1, 2008

NUMBER TO BE ELECTED: 1

FILING FEE: \$1,162.08

NOMINATING SIGNATURES REQUIRED: Min 40 Max 60

DEMOCRAT/REPUBLICAN SIGNATURES IN-LIEU OF FILING FEE: 3,000

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$0.33

MEMBER OF THE STATE ASSEMBLY - 3RD DISTRICT

QUALIFICATIONS: Be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued. Not have served more than three terms in State Assembly since November 6, 1990. (Cal.Const. Art. IV, 2(a)(c)) (EC 201, 8001, 8022).

TERM OF OFFICE: 2 years

TERM BEGINS: December 1, 2008

NUMBER TO BE ELECTED: 1

FILING FEE: \$1,162.08

NOMINATING SIGNATURES REQUIRED: Min 40 Max 60

DEMOCRAT/REPUBLICAN SIGNATURES IN-LIEU OF FILING FEE: 1,500

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$0.66

COUNTY PARTISAN OFFICES

COUNTY CENTRAL COMMITTEE

QUALIFICATIONS: All candidates must be registered voters in the party whose nomination they seek and reside within the Supervisorial Districts they are filing in.(E.C. 7209,7227,7407,7422,7654,7672 & 7773)

TERM OF OFFICE: 2 years

FILING FEE: No Fee

NOMINATING SIGNATURES REQUIRED: Min 20 Max 40

CENTRAL COMMITTEE SEATS BY SUPERVISORIAL DISTRICTS

Party	Total	1st Dist	2nd Dist	3rd Dist	4th Dist	5th Dist
Dem.	24	6	5	5	4	4
Rep.	24	5	4	6	5	4

American Independent, Green, Peace & Freedom and Libertarian Parties: The Secretary of State, no later than **January 30, 2008, (E-125)** shall compute the number of members to be elected and certify that number to the County Elections Official. It is estimated that the number to be elected will be five members in each party. **(EC 7671, 7770)**

COUNTY NON-PARTISAN OFFICES

PLEASE NOTE: ALL COUNTY NON-PARTISAN OFFICES REQUIRE A MINIMUM OF 20 AND A MAXIMUM OF 40 NOMINATION SIGNATURES.

SUPERIOR COURT JUDGE

QUALIFICATIONS: Be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued. A person is ineligible to be a judge of a court of record unless for 10 years immediately proceeding selection to said court, the person has been a member of the State Bar or served as a judge of a court of record in the State of California, and must reside within the county of the court for which he or she is elected (Art. 6 Sec. 15, Calif. Const. Gov. C. 24001 & 69502). (Government Code Section 69502, which requires that Superior Court Judges reside within county of court for which he or she is elected or appointed, is unenforceable. 78 Ops. Cal. Atty. Gen. 205)

TERM OF OFFICE: 6 years

TERM BEGINS: January 6, 2009

FILING FEE: \$1787.89

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 1,790

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$1.00

COUNTY SUPERVISORS, 1st, 2nd & 4th DISTRICTS

QUALIFICATIONS: Be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued, and shall reside in the district during term of office. (Gov. C. 24041)

TERM OF OFFICE: 4 years

TERM BEGINS: January 3, 2009

FILING FEE: \$332.60

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 1st - 280; 2nd - 250 and 4th - 270

PRORATED DOLLAR VALUE OF EACH SIGNATURE: 1st - \$ 1.19, 2nd - \$1.34 and 4th - \$1.24

CITY OF SUSANVILLE NON-PARTISAN OFFICES

CITY COUNCILMEMBER

QUALIFICATIONS: Candidate must be a registered voter of the City of Susanville at the time nomination papers are issued.

TERM OF OFFICE: 4 years

TERM BEGINS: July 18, 2008

NUMBER TO BE ELECTED: 3

FILING FEE: No Fee

NOMINATING SIGNATURES REQUIRED: Min 20 Max 40

DIRECT PRIMARY ELECTIONS
JUNE 3, 2008

ESTIMATED COST SCHEDULE

COUNTY WIDE OFFICES	ESTIMATED VOTERS	PRECINCT INDEXES	PRIMARY STATEMENT OF QUALIFICATION (200 WORD)	GENERAL STATEMENT OF QUALIFICATION (200 WORD)	MAILING LABELS (BY HOUSEHOLD)
Federal/State Offices/Board of Equalization	14,800	\$30.00	N/A	N/A	\$272.00
State Legislature (250 word)	14,800	\$30.00	\$716.00	\$736.00	\$272.00
County Offices	14,800	\$30.00	\$731.00	\$751.00	\$272.00
Board of Supervisors					
First Supervisorial District	2,805	\$10.00	\$291.00	\$311.00	\$106.10
Second Supervisorial District	2,491	\$10.00	\$283.25	\$303.25	\$99.82
Fourth Supervisorial District	2,698	\$10.00	\$288.25	\$308.25	\$103.96
Central Committees					
First Supervisorial District	3,020	\$10.00	N/A	N/A	\$95.50
Second Supervisorial District	2,920	\$10.00	N/A	N/A	\$94.00
Third Supervisorial District	3,360	\$10.00	N/A	N/A	\$100.50
Fourth Supervisorial District	2,950	\$10.00	N/A	N/A	\$94.00
Fifth Supervisorial District	2,560	\$10.00	N/A	N/A	\$88.50
City Offices					
City of Susanville	5,000	\$12.00	\$351.00	N/A	\$125.00

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 statements, refunds will be made following the election.

Important Dates for Candidates - General Election - Nov 4, 2008

For more information: www.sos.ca.gov

EC = Election Code, GC = Government Code

DATE	DAYS BEFORE ELECTION	EVENT
Jul 14 - Aug 8, 2008	(E-113 to E-88)	<p>Declaration of Candidacy - Special Districts and School Districts Filing Declaration of Candidacy, nomination documents and Candidate's Statement of Qualifications with the County Elections Official. EC 10407, Ed.C. 5012.5.</p>
Jul 14 - Aug 8, 2008	(E-113 to E-88)	<p>Statements of Economic Interest Between these dates candidates in an election shall file Statements of Economic Interests disclosing their financial interests during the preceding 12 months. GC 87302.3</p>
July 29, 2008	(E-98)	<p>Change of Candidate's Designation on Ballot The last day that any candidate may request in writing a different ballot designation than that used at the primary election. This written request should be made to both the Secretary of State and the County Elections Official. EC 13107</p>
August 8, 2008	(E-88) 5 p.m.	<p>Declaration of Candidacy and Nomination Papers The last day for a candidate to leave his or her declaration of candidacy and to circulate and leave the nomination papers with the County Elections Official. EC 8403, 8550</p>
August 9, 2008	(E-87)	<p>Statement of Qualifications Withdrawal Last day for any candidate who so desires to withdraw his or her Statement of Qualifications. Statements may be withdrawn (but not changed) during the period for filing nomination papers and until 5 p.m. on the next regular business day following the close of the nomination period for the office. EC 13307.</p>
Aug 9 - Aug 13, 2008	(E-87 to E-83)	<p>Nomination Extension Period - If Incumbent Does Not File If nomination documents for the incumbent of an office are not filed with the County Elections Official by 5 p.m. March 7th, 2008 the nomination period shall be extended until 5 p.m. March 12th, 2008 for persons other than incumbents. Note: Extension period does not apply when there is no incumbent eligible to be elected to a county or district office. (EC 8022, 8204)</p>
August 13, 2008	(E-83)	<p>Appointment of Nominees - Special Districts Only If by 5 p.m. on the 83rd day prior to the election, the number of nominees is less than or equal to the number of offices to be filled (and a petition is signed by 10% of the registered voters or 50 voters, whichever is less, has not been presented to the Registrar of Voters Office), no election will be held, and the Registrar of Voters Office shall request the Board of Supervisors to appoint the nominated person(s) who qualified on the date when the election would have been held. All persons so appointed will be seated at the organizational meeting and serve exactly as if elected for the remainder of the term. EC 10515, 10554.</p>

DATE	DAYS BEFORE ELECTION	EVENT
August 13, 2008	(E-83)	<p>Notice of Appointment - School Districts Only If by 5 p.m. on the 83rd day prior to the election, the number of nominees is less than or equal to the number of offices to be filled (and a petition is signed by 10% of the registered voters or 50 voters, whichever is less, has not been presented to the Registrar of Voters Office), no election will be held, and the Registrar of Voters Office shall request the Board of Supervisors to appoint the nominated person(s) who qualified on the date when the election would have been held. All persons so appointed will be seated at the organizational meeting and serve exactly as if elected for the remainder of the term. These provisions also apply to members of the County Board of Education. Ed. C. 5326, 5328.</p>
Sep 8-Oct 21, 2008	(E-57 to E-14)	<p>Statement of Write-In Candidacy and Nomination Papers – Non-Presidential Candidates During this period, all non-presidential write-in candidates must file their statements of write-in candidacy and nomination papers with the County Elections Official. EC 8601</p>
October 6, 2008	(E-29)	<p>Campaign Statements Due - First Filing Period The last day to file campaign statements for candidates and committees for the period ending September 30, 2008. GC 84200.5 & 84200.7 (a)</p>
October 21, 2008	(E-14)	<p>Statement of Write-In Candidacy Nomination Papers – Non-Presidential Candidates The last day for any write-in candidate, other than write-in presidential candidates, to file with the County Elections Official his or her statement of write-in candidacy and the required number of signatures on the nomination papers. No filing fee is required. EC 8601, 8604</p>
October 23, 2008	(E-12)	<p>Campaign Statements Due - Second Filing Period The last day to file campaign statements for candidates and committees covering the period ending October 18, 2008. Second pre-election statement MUST be filed by personal delivery or guaranteed overnight delivery. GC 84200.5, 84200.8(b).</p>
November 4, 2008	(E)	<p>General Election Day The polls shall be open throughout the state from 7 a.m. to 8 p.m. EC 1000, 14212</p>
November 6, 2008	(E+2)	<p>Official Canvass – General Election By this date, county election officials must begin the official canvass of the precinct returns. This canvass must be completed not later than December 2, 2008 (E+28). EC 15301, 15372</p>
<p>Some dates may fall on a Saturday, Sunday or holiday. In most cases, the deadline will be extended to the next working business day.</p>		

QUALIFICATIONS FOR OFFICE

All candidates filing for office must be registered to vote within the area for which they are filing.

Qualifications for School District Governing Board Member Elections: Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district, or community college district.

An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

No person shall file nomination papers for more than one school district office, including a county board of education office, at the same election **(EC 10603(c))**

Candidates in districts, which are divided into trustee areas, must be registered voters in the trustee area for which they are running. **(Ed. Code Secs. 35107 & 72103)**

Board of Education: Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools, any member of his staff, or any employee of a school district. **(Ed. Code 1006)**

Qualifications for General District Elections: In most districts you need only be a registered voter in the district with the exception listed below:

Big Valley Irrigation District:

Candidates for Director must be electors residing in the division of the district for which they are running. In **addition**, the candidate must be: A **registered voter** at the time nomination papers are issued and qualified to vote for the office for which he or she is filing. **(EC 201)**

WRITTEN AUTHORIZATION FROM CANDIDATE

Nomination papers will not be issued to or accepted from an unauthorized person. The authorization must be signed by the candidate.

Candidate Cannot Withdraw

No candidate shall withdraw his or her declaration of candidacy after 5 PM on the 88th day prior to the general district election. **(EC 10510)**

Insufficient Number of Candidates for Election Contest

If the number of candidates is less or equal to the number of offices to be filled within a particular district, an election will not be held and the County Clerk shall request the Board of Supervisors to appoint the candidates who have been nominated.

If no person has been nominated, the supervising authority shall appoint any qualified person. Appointees shall qualify and take office and serve exactly as if elected at a General District Election. **(EC 10515)**

DATES SUCCESSFUL CANDIDATES TAKE OFFICE

Special District Directors (EC 10554)	December 1, 2008
School District Governing Board Members (Ed. Code 5017)	December 1, 2008
Lassen Municipal Utility District	January 1, 2009

OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED NOVEMBER 4, 2008

NOTE: ALL BOARD MEMBERS ARE QUALIFIED AT LARGE UNLESS OTHERWISE NOTED.

School District	Area	Term	Incumbent
Lassen County Board of Education (Qualified and Elected by Trustee Area)	TA1	Full Term	Todd Swickard
	TA1	No Election	Anthony Miscione
	TA1	Full Term	Dan Owens
	TA2	No Election	Jan Bryant
	TA3	Full Term	Rich Fitzer
	TA4	No Election	Wanda Bushong
	TA5	Full Term	Pete Jason
Big Valley Joint Unified School District	TA1	No Election	Connie Signs
	TA1	Full Term	John Capen
	TA2	Full Term	Sharmie Stevenson
	TA2	No Election	Julie Gagnon
	TA3	Full Term	Gary "Scoop" Martin
Fort Sage Unified School District (Qualified and Elected by Trustee Area)	TA1	No Election	Vanessa Vazquez
	TA2	Full Term	Tim Holabird
	TA2	Full Term	Kathy Catron
	TA3	No Election	Michelle Beckett
	TA3	No Election	Rick Carruth
Janesville Union Elementary School District	n/a	No Election	Joe Egan
	n/a	Full Term	Ron Fredrickson
	n/a	No Election	Tom Gauthier
	n/a	Full Term	Richard Sanchez
	n/a	No Election	Janet Starcevich
Johnstonville Elementary School District	n/a	No Election	Skip Jones
	n/a	Short Term	Meggin Lewman
	n/a	Full Term	Vickie Monroe
	n/a	Short Term	Joan Schmidt
	n/a	Short Term	Maggie Reuck
Lassen Community College Board of Trustees	TA1	Full Term	Rocky Deal
	TA1	No Election	Tom Holybee
	TA1	No Election	Sophia Wages
	TA2	No Election	Robert Hill
	TA3	Full Term	Christopher Click
	TA4	Full Term	Jay Dow
	TA5	Full Term	Doc (Ira) Blevins
Lassen Union High School District	n/a	No Election	Jonathan Archer
	n/a	Full Term	Karen Bradbury
	n/a	No Election	Connie Herman
	n/a	No Election	Hal Meadows M.D.
	n/a	Full Term	Ken Theobald
Ravendale-Termo Elementary School District	n/a	No Election	Lathion Ingram
	n/a	Full Term	Jim Stokes
	n/a	Full Term	Andrew Taylor

OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED NOVEMBER 4, 2008

NOTE: ALL BOARD MEMBERS ARE QUALIFIED AT LARGE UNLESS OTHERWISE NOTED.

School District	Area	Term	Incumbent
Richmond Elementary School District	n/a	No Election	JoAnna Beckman
	n/a	Full Term	Jan DeMers
	n/a	Short Term	Lisa Liband
	n/a	Full Term	Richard Nielsen
	n/a	No Election	John Wilczynski
Shaffer Elementary School District	n/a	Full Term	Everett Heard
	n/a	No Election	Glenda Quarisa
	n/a	No Election	Mike Ratkey
	n/a	No Election	Nancy Satica
	n/a	Full Term	Will Zinn
Susanville School District	n/a	No Election	Llaniss Dickinson
	n/a	Full Term	John Murrer
	n/a	No Election	Amy Owens
	n/a	Full Term	Amy Cain
	n/a	No Election	Kevin Stafford
Westwood Unified School District	n/a	No Election	Shirley Barber
	n/a	No Election	Nicholas Ceaglio
	n/a	Full Term	Christi Cox
	n/a	No Election	Dawn Lee
	n/a	Full Term	Benny Wallace

OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED - NOVEMBER 4, 2008

NOTE: ALL BOARD MEMBERS ARE QUALIFIED AT LARGE UNLESS OTHERWISE NOTED.

COMMUNITY SERVICES DISTRICTS	AREA	TERM	INCUMBENT
Clear Creek Community Services District	CC	Full Term	Leo Mudrich (E)
		No Election	John Hunter (A)
		Full Term	Jeffrey Allen (E)
		Full Term	Mitch McFarland
Leavitt Lake Community Services District	LL	Full Term	Sandra Davis (E)
		Full Term	Anthony Radey (E)
		Full Term	Stu Speer (A)
		No Election	Dan Daly (A)
Little Valley Community Services District	LV	Full Term	Ted Crum (E)
		Full Term	Vacancy
Spalding Community Services District	SP	Full Term	Darrell Herrick (A)
		Full Term	Sonjia Watson (A)
		No Election	Dan James (A)
		No Election	Charles Ray Jr
West Patton Village Community Services District	WP	No Election	Ed Taber (A)
		Full Term	Eula Johnson (E)
		Full Term	Patricia Krupa (E)
Westwood Community Services District	WW	No Election	John Everett (A)
		Full Term	Sheri Binswanger (A)
		No Election	David Escobar Jr. (A)
		Full Term	Kristine House (E)
		Full Term	Elta Silva (E)
		No Election	Ted Tamborski (E)
FIRE PROTECTION DISTRICTS	AREA	TERM	INCUMBENT
Big Valley Fire Protection District	BV	Full Term	
		No Election	Homer James Jr
		No Election	Dennis McGarr
Doyle Fire Protection District	DF	Full Term	Steve Victory (A)
		No Election	Howard Hunt
		No Election	James "Red" Day

OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED - NOVEMBER 4, 2008

NOTE: ALL BOARD MEMBERS ARE QUALIFIED AT LARGE UNLESS OTHERWISE NOTED.

FIRE PROTECTION DISTRICTS	AREA	TERM	INCUMBENT
Hallelujah Junction Fire District	HJ	Full Term	Denise Aiello No election No election
Janesville Fire Protection District	JV	Full Term Full Term No Election No Election No Election	Jeff Hemphill (E) Rich Meinert (A) Terry Cobb Chester "Chip" Jackson Raymond White
Lake Forest Fire Protection District	LF	Short Term Full Term Full Term No Election No Election	Jesse Gorbet Emilie Woolington Heather Blevins Rosemary Lucchesi Kent Woolington
Madeline Fire Protection District	MF	Full Term No Election No Election	Tracy Clark (E) Stan Ratliff (A) Daniel Walker (A)
Northwest Lassen Fire Protection District	NW	No Election Full Term Full Term Full Term Full Term	Brent Cassity (A) Henry Crane (E) Gary Maricich (E) Dave Sellars (A) Vacancy
Standish-Litchfield Fire Protection District	SL	Full Term Full Term No Election No Election No Election	Jim Rauch Paul Smith Evelyn Glenn Georgia Harden Donald Reid
Susan River Fire Protection District	SR	Full Term Full Term Full Term No Election No Election	Jim Hardy (A) Tom Mower (E) John Wilczynski (E) Randy Darrow Jim McCarthy

OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED - NOVEMBER 4, 2008

NOTE: ALL BOARD MEMBERS ARE QUALIFIED AT LARGE UNLESS OTHERWISE NOTED.

HOSPITAL DISTRICTS	AREA	TERM	INCUMBENT
Mayers Memorial Hospital District	MM	Full Term	Daniel Marcum
		Full Term	James Hamlin
		Full Term	Gail McClung
		No Election	Ruth Knoch
		No Election	Michael Kerns

LIBRARY DISTRICT	AREA	TERM	INCUMBENT
Susanville Library District	SV	Full Term	Virginia Wilson
		Full Term	Amy Owens
		Full Term	Gail Valeschini
		Short Term	Ann Trussell (A)

SANITARY DISTRICT	AREA	TERM	INCUMBENT
Susanville Sanitary District	SV	Full Term	Mary Conway
		Full Term	John Murray
		Full Term	James Uptegrove

MUNICIPAL UTILITY DISTRICT	AREA	TERM	
MINIMUM OF 20 AND A MAXIMUM OF 40 NOMINATION SIGNATURES REQUIRED			
Lassen Municipal Utility District	WARD 1	Full Term	Fred Nagel
	WARD 2	Short Term	Howard "Bud" Bowden
	WARD 3	No Election	Wayne Langston
	WARD 4	Full Term	Matthew Lavacot
	WARD 5	Full Term	Jay Dow Jr.

General Election Tuesday November 4, 2008
Estimated Cost Schedule

SCHOOL DISTRICTS	ESTIMATED VOTERS	PRECINCT INDEXES	STATEMENT OF QUALIFICATION (200 WORDS)	MAILING LABELS (BY HOUSEHOLD)
Unified School Districts				
Big Valley Jt Unified	500	\$10.00	\$153.00	\$57.00
Fall River Jt Unified	380	\$10.00	\$148.00	\$56.00
Fort Sage Unified	1010	\$10.00	\$166.00	\$65.00
Modoc Jt Unified	40	\$10.00	\$140.00	\$51.00
Surprise Valley Jt Unified	5	\$10.00	\$140.00	\$51.00
Westwood Jt Unified	1270	\$10.00	\$175.00	\$69.00
Elementary School Districts				
Janesville School	2350	\$10.00	\$281.00	\$85.00
Johnstonville School	750	\$10.00	\$158.00	\$61.00
Ravendale-Termo School	100	\$10.00	\$143.00	\$52.00
Richmond School	880	\$10.00	\$163.00	\$63.00
Shaffer Union School	1370	\$10.00	\$173.00	\$71.00
Susanville School	6200	\$14.00	\$549.00	\$143.00
Community College Districts				
Lassen Community College	14400	\$30.00	\$643.00	\$266.00
Shasta-Tehama-Trinity College	380	\$10.00	\$148.00	\$56.00
High School Districts				
Lassen Union High School	11650	\$24.00	\$611.00	\$224.00
Boards of Education				
Lassen County Board of Education				
Trustee Area 1	6200	\$14.00	\$549.00	\$143.00
Trustee Area 2	1270	\$10.00	\$175.00	\$69.00
Trustee Area 3	500	\$10.00	\$153.00	\$57.00
Trustee Area 4	2480	\$10.00	\$454.00	\$87.00
Trustee Area 5	3980	\$10.00	\$411.00	\$110.00
Shasta County Board of Ed TA2	380	\$10.00	\$148.00	\$56.00
Modoc County Board of Ed TA1	5	\$10.00	\$140.00	\$51.00
Modoc County Board of Ed TA3	40	\$10.00	\$140.00	\$51.00

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 statements, refunds will be made following the election.

General Election Tuesday November 4, 2008
Estimated Cost Schedule

SPECIAL DISTRICTS	ESTIMATED VOTERS	PRECINCT INDEXES	STATEMENT OF QUALIFICATION (200 WORDS)	MAILING LABELS (BY HOUSEHOLD)
Community Service Districts				
Clear Creek	150	\$10.00	\$143.00	\$52.00
Leavitt Lake	370	\$10.00	\$148.00	\$56.00
Little Valley	55	\$10.00	\$140.00	\$51.00
Spalding	200	\$10.00	\$143.00	\$53.00
West Patton Village	240	\$10.00	\$144.00	\$54.00
Westwood	1120	\$10.00	\$168.00	\$67.00
Fire Protection Districts				
Big Valley	380	\$10.00	\$148.00	\$56.00
Doyle	470	\$10.00	\$150.00	\$57.00
Hallelujah	55	\$10.00	\$140.00	\$51.00
Janesville	2070	\$10.00	\$273.00	\$81.00
Lake Forest	270	\$10.00	\$145.00	\$54.00
Madeline	55	\$10.00	\$140.00	\$51.00
Northwest Lassen	380	\$10.00	\$140.00	\$55.00
Standish-Litchfield	780	\$10.00	\$242.00	\$63.00
Susan River	2530	\$10.00	\$291.00	\$88.00
Hospital Districts				
Mayers Hospital	380	\$10.00	\$148.00	\$56.00
Library Districts				
Susanville Library	5010	\$12.00	\$265.00	\$125.00
Sanitary Districts				
Susanville Consolidated	4960	\$10.00	\$348.00	\$124.00
Utility Districts				
Lassen Municipal	12420	\$26.00	\$646.00	\$236.00

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