

REGISTRAR OF VOTERS

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Dear Candidate:

Congratulations on your decision to run for office. We have compiled this guide to assist you in preparing for the upcoming election, and we urge you to study it carefully. This handbook does not contain all information concerning elections but rather is a summary of general provisions related to candidates running for office.

It is divided into several chapters, and we direct your attention in particular to sections pertaining to eligibility requirements, filing fees (if any), and the filing requirements and deadlines.

Our staff has attempted to make this handbook as informative as possible and will make every effort to answer your questions. However, this handbook is a general reference guide and is not intended to be a substitute for legal advice which the Registrar of Voters office is precluded by law from offering. We strongly urge all candidates to consult private legal counsel when legal questions arise.

The staff of the Registrar of Voters office joins me in wishing you the best of luck in your endeavors.

Sincerely,

SOLANO COUNTY REGISTRAR OF VOTERS

Lindsey McWilliams
Assistant Registrar of Voters

This Candidate Guide is intended to provide general information about the nomination and election of candidates and other election related issues. No duty is imposed upon the Registrar of Voters to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy, which each candidate must sign under penalty of perjury, states that the candidate meets the statutory and/or constitutional qualifications for office (including, but not limited to, citizenship, residency, etc).

This guide is intended to be a resource and is not legally sufficient. In the case of conflict with rule or law, the rule or law will apply. It is distributed with the understanding that the Solano County Registrar of Voters is not rendering legal advice and the individual, organization, or candidate using this guide must not consider it to be a substitute for legal counsel.

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

SOLANO COUNTY REGISTRAR OF VOTERS MISSION STATEMENT

Mission Statement

The mission of the Registrar of Voters Office is to ensure federal, state and local elections are conducted timely, responsibly, and with the highest level of professional election standards, accountability, security and integrity, intended to earn and maintain public confidence in the electoral process.

Departmental Functions

- Conduct fair and impartial federal, state, local and school elections
- Register voters and maintain voter registration records
- Develop instructional materials and administer candidate nominations
- Ensure the timely filing of campaign disclosure statements
- Act as Filing Officer for statements of economic interests
- Procure polling places
- Develop curriculum and recruit and train hundreds of poll workers
- Provide outreach services for voter registration and voter education
- File and verify state and local initiative, referendum and recall petitions
- Provide voter registration and election information to candidates and campaigns
- Maintain precinct and district maps
- Canvass and certify the results of all elections

There are five established election dates over a two-year election cycle. Elections are scheduled in Solano County in June of the even years and in November of each year. Initiative, referendum, recall and school bond elections are not limited to the regular election dates.

Costs for federal, state, and county elections are borne by the county, while the other jurisdictions (cities, schools, and special districts) reimburse the county for the cost of conducting their elections.

In addition to the conduct of elections, the department also maintains the voter registration file, conflict of interest and campaign statement filings, files and verifies petitions, (initiative, referendum, recall, formation, and annexation petitions), maintains precinct maps, issues certificates of registration and provides information on election related matters.

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IMPORTANT ADDRESSES AND PHONE NUMBERS

SOLANO COUNTY REGISTRAR OF VOTERS – *Candidate filing for local offices.*

Vote by Mail voting period beginning May 7, 2012 to 8:00 p.m. on Election Day

Ira J. Rosenthal, Registrar

Lindsey McWilliams, Assistant Registrar

Government Center Building

675 Texas Street, Suite 2600

Fairfield, CA 94533-6338

(707) 784-6675 or Toll Free (888) 933-VOTE

www.solanocounty.com/elections

Secretary of State

1500 11th Street, Room 495

Sacramento, CA 95814

www.ss.ca.gov

Elections Division Phone: 916-657-2166

Political Reform Division Phone: 916-653-6224

- Committee Identification Numbers
- Termination of Committees

Fair Political Practices Commission

428 J St., Suite 620

Sacramento, CA 95814

Advice Line: Toll Free 866-ASK-FPPC or 916-322-5660

www.fppc.ca.gov

- Campaign Disclosure
- State Contribution Limits
- Conflict of Interest Disclosure
- Lobbying Disclosure
- Conflict of Interest Disqualification
- Proper Use of Campaign Funds
- Reporting Enforcement Violations (800) 561-1861

ELECTION SERVICES OFFERED

Effective July 1, 2011

The following page is the fee schedule of various services and reports offered by our office for your campaign needs.

Voter lists may be ordered in a hard copy, CD, Zip disk and via email if the file is small enough. Candidates may order the information with or without voter history. A walking list or voter index is a type of report that is especially helpful when candidates want to campaign by walking a precinct. This type of report does not come with voter history.

Voter file orders require a set-up fee which must be paid at the time of placing your order. Any remaining charges, as with a per page cost of a hard copy order, will be paid at the time of order pick up.

Precinct maps of districts within Solano County are also available as are voter labels for your mailing needs.

All transactions are nonrefundable, and there are no exchanges on ordered reports.

Prior to any voter information being purchased, an "Application to Purchase or View Voter Registration Information" must be submitted by the applicant, and approved by an authorized staff person.

Data obtained from voter registration and election files may **not** be sold, leased, loaned, or reproduced, and possession thereof may not be relinquished without receiving written authorization to do so from the Secretary of State or the Registrar of Voters. Prohibited uses include commercial purposes and solicitation of contributions or services for any purpose other than on behalf of a candidate or political party, or in the support or opposition of a ballot measure.

The California Administrative Code, Title 2, Division 7, Article 1, specifies permissible uses for any data obtained from voter registration and election files. Permissible uses include direct election campaigning, surveys in conjunction with an election campaign and distribution of information of a political nature.

If there are any questions regarding the above information, contact this office or the Secretary of State.

**SOLANO COUNTY REGISTRAR OF VOTERS
FEE SCHEDULE
EFFECTIVE JULY 1, 2011**

ITEM	FEE
Stock Reports (District List, Street Index, Election Results, Precinct List)	\$1 first page, \$.10 each add'l page
Custom Reports (Vote by Mail Voter List)	\$172 per hour, plus \$.10 per page
Electronic Custom Report	\$172 per hour, plus cost of media
Walking List	\$.50 per thousand names
Certified Copy of Affidavit (includes verification of voter look-up)	\$1.50
Copies	\$1 first page, \$.10 each add'l page
Research of Records	\$172 per hr plus copy costs (1/4 hr min./ \$43.00)
FPPC and Campaign Statement Copies	\$.10 per page
FPPC and Campaign Statement Copies (5 Years or Older)	\$5 retrieval fee plus \$.10 per page
Vote-by-Mail Voters / Registered Voter Labels	\$57 set up + \$6 per thousand
Fax Long Distance	\$2 first page , \$.75 each add'l page
Travel Cards	\$11.00
Staff Time Billable Hourly Rate – Election Support	Employee weighted hourly rate + 90% overhead
Notice of intent to Circulate Petition	\$200.00
Deposit to conduct Special Election	\$4.00 per registered voter
MAPS	
All production maps excluding Fairfield/Suisun and Assembly District 8	\$25.00
Production map – Fairfield/Suisun	\$37.00
Production map – Assembly District 8	\$77.00

**SOLANO COUNTY
ELECTION CALENDAR
PRESIDENTIAL PRIMARY ELECTION
JUNE 5, 2012**

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

Please call 707-784-6675 if you have any questions or comments or visit our website at www.solanocounty.com/elections Thank you.

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

Calendar Key – **Asterisk “**”** indicates the legal date falls on a holiday or weekend and in most cases is moved to the next business day. **"E"** stands for Election. The minus sign and the number after **"E -"** indicates the number of days until the election. The plus sign and the number after **"E +"** indicate the number of days after the election. For example, **"E-29"** means 29 days before the election, while **"E+28"** means 28 days after the election.

<p>Dec 30, 2011 to Feb 8, 2012 (E-158 to E-118)</p>	<p>Signatures in Lieu of Filing Fee – Judicial Candidates</p> <p>Between these dates, candidates for judicial office may obtain signature in lieu forms from the county elections official. In lieu petitions are used to secure signatures in lieu of paying all or part of the filing fee. Signatures may also be applied to the nomination signature requirements for the office.</p> <p>In lieu petitions must be filed by the deadline for filing the Declaration of Intention (February 8, 2012). The elections official will notify the candidate of any deficiencies within 10 days of filing.</p> <p style="text-align: right;">§§ 8061, 8105, 8106</p>
<p>Dec 30, 2011 to Feb 23, 2012 (E-158 to E-103)</p>	<p>Signatures in Lieu of Filing Fee – U.S Senate, Congressional, County, Partisan and Independent Legislative Candidates</p> <p>Between these dates, candidates for the offices of Legislative & Independent Legislative, U.S. Senate, Congress and County Board of Supervisor may obtain signature-in-lieu forms from the county elections official or the Secretary of State for circulating petitions to secure signatures in-lieu of paying all or part of the filing fee. Signatures may also be applied to the nomination signature requirements for office.</p> <p style="text-align: right;">§§8061, 8106</p> <p>In lieu petitions must be filed by the last day (Feb 23, 2012). Within 10 days of filing, the elections department will notify the candidate of any deficiency to allow the candidate to file a supplemental petition or pay a pro rate share of the filing fee to cover the deficiency no later than the close of the nomination period on March 9, 2012.</p>

<p>Jan 3 to Jan 22* (E-154 to E-135) * Sunday</p>	<p>Report of Registration – 154-day Report During this period, each county elections official shall prepare and send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county, and by each political subdivision. §2187</p>
<p>January 9, 2012 (E-148)</p>	<p>Governor’s Proclamation On this date, the Governor shall issue a Proclamation calling for a Presidential Primary Election. §12000</p>
<p>Jan. 22*</p>	<p>New Party Qualification The last day for the Secretary of State to determine whether a new political party has qualified either by registration or by filing a petition. §5100</p>
<p>Jan 30 to Feb 8 (E-127 to E-118)</p>	<p>Declaration of Intention – Judicial Candidates Only Between these dates every candidate for judicial office is required to file a Declaration of Intention with the county elections official. A candidate for a numerically designated judicial office shall state in his or her declaration the office for which he or she intends to become a candidate. §8023 The filing fee shall be paid at the time the Declaration of Intention is filed with the elections official. §8105(b)</p>
<p>Jan 30 to Feb 13 (E-127 to E-113)</p>	<p>Cities Publish Election Notice The City Clerk shall publish a Notice of Election in the city pursuant to Gov. Code §6061, to include (a) the date and polling hours of the election; (b) the offices to be filled, specifying full term or short term as the case may be; and (c) any measure(s) to be voted on, including a synopsis of each measure. §§12101, 12111, 12102 The City Clerk shall consolidate the notice of election and the notice of measure to be voted on into one notice if the measure was placed on the ballot before the notice of election is published pursuant to §§12101, 12111(b) This is a one time publication in a newspaper of general circulation</p>

<p>Jan 31 By Statute</p>	<p>Semi-annual Campaign Statement Last day to file semiannual campaign disclosure statements for all ballot measure committees, all candidates and their controlled committees, and all committees primarily formed to support or oppose such candidates or measures being voted on in the primary. GC 84200, 84218</p>
<p>Feb 6 to Mar 7 (E-120 to E-90)</p>	<p>Notice of Election Between these dates the county elections official, as a matter of policy, will publish a Notice of Election containing the date of the election, the offices to be filled, where nomination papers are available, and the deadline for filing Declarations of Candidacy. Notice of Central Counting place may be combined with this notice. §§ 12109, 12112</p>
<p>Feb 9 to Feb 13 (E-117 to E-113)</p>	<p>Declaration of Intention Extension –Judicial Candidates Only If the incumbent fails to file a Declaration of Intention to succeed the same office by February 13th, then persons other than the incumbent may file a Declaration of Intention, no later than the first day for filing nomination papers. §§ 8022, 8023, 8350</p>
<p>Feb 13 to Mar 9 (E-113 to E-88)</p>	<p>Candidate Nomination Period- All Candidates, Including Judicial Offices of the Superior Court Between these dates, nomination forms are obtained from and filed with the county elections official. §§8020, 8041, 8061, 8100, 8106, 10510 The filing fees shall be paid at the time the candidates obtain their nomination forms, except for judicial candidates who are required to pay the filing fee when they file their Declaration of Intention. §8105</p>

<p>Feb 13 to Mar 9 (E-113 to E-88)</p>	<p>Candidate’s Statement of Qualifications - Judicial, County & State Legislative Candidates</p> <p>Between these dates, candidates for judicial and county offices may prepare a statement of qualifications, not to exceed 200 words, to be included in the Voter’s Information Pamphlet. State legislative candidates, who have accepted the expenditure limits, may prepare a statement of qualifications, not to exceed 250 words, to be included in the Voter’s Information Pamphlet.</p> <p>The statement shall be filed and paid for at the time the Declaration of Candidacy is filed. The statement may not be changed, but may be withdrawn up until 5 p.m. on March 12th (the next business day) if the contest closes on March 9th. If there is an extension period, it can be withdrawn on March 15th (the next business day).</p> <p style="text-align: right;">§§13307, 13308</p>
<p>Feb 13 to Mar 9 (E-113 to E-88)</p>	<p>Statement of Economic Interest, Form 700 – All Candidates EXCEPT U.S. Senate and Congress</p> <p>Between these dates, candidates filing their Declaration of Candidacy for the June primary must also file statements of economic interests disclosing their investments, interests in real property, and any income received during the preceding 12 months. A statement is not required if the candidate has filed such a statement within the past 60 days for the same jurisdiction.</p> <p style="text-align: right;">GC87200, 87201, 87500, §13307.5</p>
<p>February 15, 2012 (E-111)</p> <p>Suggested Date</p>	<p>Early date to submit resolutions and measure text to the elections official.</p> <p style="text-align: right;">§ 9502</p>
<p>February 15, 2012 (E-111)</p> <p>Date designated by the SOS</p>	<p>Last day for U. S. Senate candidates to file candidate statements for inclusion in the State Voter Information Guide. § 9084 (i)</p>
<p>Mar 9 FINAL (E-88)</p>	<p>Last Day to Submit Resolutions to Consolidate with the Primary Election.</p> <p>Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the county elections department. Earlier filing dates are encouraged in order to meet printing schedules. §§10401, 10402</p>
<p>Mar 9 (E-88)</p>	<p>Deadline for Filing Tax Rate Statements for Bond Measures</p> <p>The last day to file Tax Rate Statements for any bond measure appearing on the June ballot.</p> <p style="text-align: right;">§ 9401</p>

<p>Mar 10* to Mar 14 (E-87 to E-83) *Saturday</p>	<p>Extension of Nomination Period</p> <p>Extension period for anyone other than the incumbent to file a Declaration of Candidacy and nomination petition if the incumbent did not file by March 9th. This provision does not apply (1) when the incumbent for judicial office does not file a Declaration of Intention for that same office (there is an earlier filing extension period from Feb. 9 to Feb. 13; (2) when there is no incumbent eligible to be re-elected; (3) to county central committees and county councils.</p> <p style="text-align: right;">§§8022, 8024, 8204</p>
<p>Mar 10* to Mar 14 (E-87 to E-83) *Saturday</p>	<p>Extension of Nomination Period for Congressional and Legislative Candidates</p> <p>If an incumbent congressional or legislative officer fails to file for nomination of that office by Mar. 9th (E-88), a five-day extension is allowed for any qualified person, other than the incumbent, to file for that office. This provision does not apply if the incumbent's failure to file is because he or she has already served the maximum number of terms. In addition, no person may file for more than one office at the same election. §§8003(b), 8022</p>
<p>Mar 15 @ 11 am (E-82)</p>	<p>Randomized Alphabet Drawing</p> <p>Secretary of State draws a random alphabet to determine the order of candidates on the ballot for offices. The county elections official conducts a random alphabet drawing to determine the order of candidates on the ballot for the State Senate and Assembly.</p> <p style="text-align: right;">§13112</p>
<p>Mar 16 FINAL (E-81)</p>	<p>Arguments Due for Ballot Measures</p> <p>Deadline to submit arguments for or against ballot measures. <i>(Arguments are public after the 5p.m. deadline).</i></p> <p>Department Policy §§9163, 9316</p>
<p>Mar 16 – Mar 26 (E-81 – E-71)</p>	<p>10-day Public Inspection for Arguments filed.</p>
<p>Mar 10 – Mar 19 (E-87- E-78)</p>	<p>Write-in Campaign Against Incumbent Judge Running Unopposed</p> <p>Last day to file a petition indicating that a write-in campaign will be conducted against an unopposed Superior Court Judicial candidate who has filed nomination papers. The petition must be signed by 100 registered voters qualified to vote on the office. Write-in candidates must file between March 10th and March 19th.</p> <p style="text-align: right;">§§8203, 8600-8604</p>

<p>Mar 22 (E-75)</p>	<p>First Pre-Election Statement Date to file campaign statements for candidates and committees covering the period from 1/1/12 – 3/17/12. GC 84200.5, 84200.7</p>
<p>Mar 26 FINAL (E-71)</p>	<p>Rebuttals and Analyses due for Ballot Measures Deadline for proponents and opponents to submit rebuttal arguments. §9167 <i>(Rebuttals and Analyses are public after the 5p.m. deadline).</i> Department Policy County Counsel to submit analyses (§9160, 9313) for county and school/special district measures; City Attorney to submit analyses of city measures. §9280 County Auditor, if previously directed by the Board of Supervisors, to submit fiscal analysis of measures. §9160</p>
<p>Mar 26 to Apr 5 (E-71 to E- 61)</p>	<p>10-day Public Inspection for Rebuttals and Analyses A 10-day public inspection of rebuttals and analyses filed. Documents will be on public display at the Solano County Registrar of Voters, 675 Texas Street, Suite 2600. During this period any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. §§9190, 9380</p>
<p>Mar 29 (E-68)</p>	<p>Certified List of Candidates – Federal and State The last day for the Secretary of State to prepare and send to each county elections official a certified list of candidates showing the name of every person, party affiliation, and ballot designation who has been nominated as a candidate for public office and is eligible to receive votes within the county. §8148</p>
<p>Mar 29 (E-68)</p>	<p>Death of Candidate If a candidate dies on or after this date, his or her name shall be printed upon the ballot. §8809</p>
<p>Apr 6 (E-60)</p>	<p>Special Vote By Mail Voters The first day county election officials may begin mailing ballots to military and overseas voters. §§300, 2102, 3103, 3300-3311, 3103.5</p>
<p>Apr 9 to May 22 (E-57 to E-14)</p>	<p>Statement of Write-in Candidacy and Nomination Papers Between these dates, all non-presidential write-in candidates must file their Statement of Write-in Candidacy and nomination papers with the county elections official. §8601</p>

<p>Apr. 26 to May 15 (E-40 to E-21)</p>	<p>State Ballot Pamphlet Mailing Between these dates the Secretary of State shall mail state ballot pamphlets to all households in which voters were registered by April 6. (E-60) §9094</p>
<p>Apr 26 to May 26 (E-40 to E-10)</p>	<p>Counties Mail Sample Ballots Between these dates the county elections official shall mail a Sample Ballot Pamphlet and polling place notice to each registered voter. §13303</p>
<p>May 7 to May 29 (E-29 to E-7)</p>	<p>Vote By Mail Voting Period. During this period VBM Ballots may be mailed. §§3001, 3003</p>
<p>May 21 (E-15)</p>	<p>Close of Voter Registration Last day to register to vote for the PRESIDENTIAL PRIMARY ELECTION. The county elections official shall accept an affidavit of registration executed as part of a voter registration card in the forthcoming election if the affidavit is executed on or before the 15th day prior to the election, and if any of the following apply:</p> <ol style="list-style-type: none"> 1. The affidavit is postmarked on or before the 15th day prior to the election and received by mail by the county elections official. 2. The affidavit is postmarked on or before the 15th day prior to the election and received by mail by the county elections official. 3. The affidavit is delivered to the county elections official by means other than those described in paragraphs (2) and (3) on or before the 15th day prior to the election. <p>§2107</p>
<p>May 22 to May 29 (E-14 to E-7)</p>	<p>New Citizens Registration Period A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting and shall declare that he or she has established residency in California. The ballots of new citizens shall be received and canvassed at the same time and under the same procedure as voted vote by mail ballots. New citizens vote a regular ballot. §§331, 3500, 3501 3502</p>
<p>May 24 (E-12)</p>	<p>Second Pre-Election Statement The last day to file campaign statements for candidates and committees covering the period from 3/18/12 to 5/19/12. GC 84200.5, 84200.7</p>

<p>May 20* to June 5 (E-16 to E-0) *Sunday</p>	<p>Late Contribution/Independent Expenditure Report During the last 16 days before the election, late contribution/independent expenditure reports must be filed by FAX, telegram, mailgram, guaranteed overnight mail or delivered in person. GC 84203, 84204</p>
<p>May 30 to Jun 5 (E-6 to E-0)</p>	<p>Vote By Mail Ballots – Late Conditions Voters unable to go to the polls because of illness or disability or because they will be absent from their precinct on election day, may come to the elections department and receive a VBM ballot over the counter. Voters may designate, in writing, a representative to bring the VBM ballot to them. The voter may either personally or through the authorized representative return the ballot to the elections department or any polling place in the county. §3021</p>
<p>Jun 5 (E-0)</p>	<p>Special Vote By Mail Voter – Recalled to Military Service A registered voter recalled to service after May 29, 2012 (E-7) but before 5 p.m. on June 4, 2012 (E-1) may appear before the county elections official and obtain a VBM ballot which may be voted in the county elections official’s office or outside the county elections official’s office, on or before the close of the polls on Elections Day and returned as are other voted VBM ballots. §3110</p>
<p>June 5 (E-0)</p>	<p>Special Vote By Mail Voters Any registered special VBM voter who has returned on or before Election day and to whom a VBM ballot has been mailed but not voted may apply to vote in the county elections official’s office or in a polling place. §§300, 3108 An unregistered special VBM voter who was released from service after the close of registration and who has returned to his or her county of residence may apply in person to register with the county elections official and vote in the election. Documentary proof of release from service is required. On or before the day of the election, the elections official shall deliver to the precinct board a list of special VBM voters registered under the following code. §3107 A special VBM voter who returns to the county after May 29, 2012 (E-7) may appear before the county elections official on or before election day and make application for registration, a VBM ballot, or both. The county elections official shall register the voter, if not registered, and shall deliver a VBM ballot which may be voted in, or outside the county elections official’s office on or before the close of the polls on the day of the election and returned as are other voted VBM ballots. §3109</p>

<p>June 5 E-0</p>	<p>Primary Election Day Polls open at 7 a.m. and close at 8 p.m. §§1000, 14212</p>
<p>June 7 to July 3 (E+2 to E+28)</p>	<p>Official Canvass Between these dates the county elections official shall canvass the precinct returns and certify the results. §§15372, 15375</p>
<p>July 3 (E+28)</p>	<p>Nonpartisan Candidates Elected if Majority Vote Received Any candidate for a nonpartisan office who at a primary election receives a majority of the votes cast for candidates for that office shall be elected to that office. The office shall not appear on the general election ballot, notwithstanding the death, resignation, or other disqualification of the candidate at a time subsequent to the primary election. §8140</p>
<p>July 3 (E+28)</p>	<p>No Candidate Elected to Nonpartisan Office If no candidate has been elected to a nonpartisan office where only one person may be elected, and then the two candidates who received the highest number of votes cast for nomination to that office shall appear on the November ballot. §8141 In the case of a tie vote, both candidates will appear on the November ballot. In no case shall the candidates determine the tie by lot. §8142</p>

TOP TWO CANDIDATES OPEN PRIMARY ACT GUIDELINES TO VOTING

On June 8, 2010, California voters approved Proposition 14, which created the “Top-Two Open Primary Act”.

Prior to the “Top-Two Open Primary Act”, candidates running for partisan office appeared only on their own party ballot. The top vote-getter from each qualified political party and any candidates who qualified using the independent nomination process would then move on to the General Election.

Now, under the “Top-Two Open Primary Act”, all candidates running, regardless of their party preference, will appear on a single combined ballot, and voters can vote for any candidate from any political party. The “Top-Two Open Primary Act” would not affect the election of President (except parties that allow cross-over voters) and County Central Committees, which are still party specific contests.

The “Top-Two Open Primary Act” requires that only the two candidates for voter-nominated offices who receive the highest and second-highest number of votes cast at the primary shall appear on the ballot as candidates at the ensuing General Election. §8141.5

The “Top-Two Primary Act” changes the way elections are conducted for all statewide offices including:

Governor	Controller	State Senator
Lt. Governor	Insurance Commissioner	State Assembly
United State Senator	Board of Equalization	State Treasurer
Secretary of State	U.S. Representatives	Attorney General

The “Top-Two Primary Act” would not affect the election of President (except parties that allow cross-over voters) and Central Committees, which are party-nominated. Non-partisan offices such as Judges, schools, special districts, municipalities and the Superintendent of Public Instruction would remain open to all eligible voters.

Quick facts about the “Top-Two Primary Act”

What does this mean for the Voter?

It changes the way candidates are elected in a primary election.

There are 3 types of candidate contests

1) Party-Nominated (Formerly known as Partisan)

Party-Nominated offices are contests in which the nominee is selected by the political party. Only registered voters in that political party can vote for that party’s candidate on the ballot.

Who can vote: *Only voters registered with the same party preference as the candidate.* (Except parties who allow non-partisans to cross-over and join their primary).

Offices of: *U.S. President and County Central Committees.*

Who advances to the general: *Presidential contest only, the top vote-getters in each party.*

2) Voter-Nominated

Voter-Nominated offices are contests in which the nominee is selected by the voter. In voter-nominated contests, any voter can vote for any candidate, regardless of party. It also allows candidates to choose whether they want to disclose their party preference on the ballot.

Who can vote: *All voters, regardless of party preference can vote for any candidate. This replaces party ballots in primary elections with a single combined ballot listing all candidates. The candidate may also choose to have their party preference or lack of party preference printed on the ballot.*

Offices of: *Governor, Lt. Governor, Secretary of State, State Treasurer, State Controller, State Insurance Commissioner, State Board of Equalization, Attorney General, State Senator, State Assembly, US Senator, and US Representative.*

Who advances to the general election: *The top-two vote-getters, regardless of party preference.*

3) Non-Partisan

A Non-Partisan office is an office in which no political party nominates a candidate. Judicial, school, county and municipal offices are examples of non-partisan offices.

Who can vote: *All voters, regardless of party preference*

*Offices of: *Superintendent of Public Instruction, Superior Court Judges, County Offices, Municipal Offices, Schools and Special Districts*

Who advances to the general: *In majority vote contests, candidates that receive a majority of the votes win outright in the Primary. If no candidate receives a majority of the vote, then the top-two vote-getters move on to the general election.*

How does this affect write-in candidates?

- You may write in a qualified write-in candidate's name on the ballot in a Primary Election contest.
- In the General Election, you may only write-in a qualified candidates name in a Party-Nominated contest. Write-in votes are not allowed in a voter-nominated general election.

NOTE: THE LEGISLATURE IS CONSIDERING AMENDMENTS TO THE LAW SO CHANGES MAY OCCUR IN THE FUTURE. THE REGISTRAR OF VOTERS WILL UPDATE THIS INFORMATION IF ANY REVISIONS ARE NECESSARY.

LIST OF OFFICES AND INCUMBENTS FOR THE PRESIDENTIAL PRIMARY ELECTION JUNE 5, 2012

Voter Nominated Offices	Jurisdiction	Incumbent	Party
U.S. Senate	Statewide	Diane Feinstein	Democrat
Congress	District 3	Due to redistricting and the renumbering of these districts, the incumbent's names are not available at this time.	
Congress	District 5		
State Senator	District 3 / 5		
Member, State Assembly	District 4		
Member, State Assembly	District 11		
Member, State Assembly	District 14		
Nonpartisan Offices	Jurisdiction	Incumbent	Party
County Board of Supervisor	District 1	Barbara R. Kondylis	Nonpartisan
County Board of Supervisor	District 2	Linda Seifert	Nonpartisan
County Board Of Supervisor	District 5	Mike Reagan	Nonpartisan
Superior Court Judge	Department 3	Harry S. Kinnicutt	Nonpartisan
Superior Court Judge	Department 5	Cyndra R. Unger	Nonpartisan
Superior Court Judge	Department 6	D. Scott Daniels	Nonpartisan
Superior Court Judge	Department 11	David Edwin Power	Nonpartisan
Superior Court Judge	Department 15	Robert S. Bowers	Nonpartisan
Sacramento Co. Board of Education	Trustee Area 6	John C. Scribner	Nonpartisan

LIST OF OFFICES AND INCUMBENTS FOR THE PRESIDENTIAL PRIMARY ELECTION JUNE 5, 2012

Partisan Office	Jurisdiction/District	Incumbent	Party
Central Committees: Democratic American Independent	County – elected by Supervisory District	The incumbent's names are on file in the Registrar of Voters office.	Democratic American Independent
Central Committees: Peace & Freedom	County – Elected at large		Peace & Freedom
County Council: Green	County – Elected at large		Green

PARTISAN OFFICE PARTY AFFILIATION REQUIREMENT

Any candidate for partisan office or for membership on a county central committee or county council shall have been registered with the political party of the nomination for which he or she seeks continuously for not less than three months prior to the time of presentation of his/her Declaration of Candidacy, or, if eligible to register for less than three months, for as long as he or she has been eligible to register to vote in California. The candidate shall not have been registered as affiliated with a political party other than that party for 12 months immediately prior to the filing of the Declaration of Candidacy. This party affiliation requirement is not applicable for candidates of political parties participating in their first direct primary election subsequent to their qualification as political parties. §8001

ELIGIBILITY REQUIREMENTS AND TERMS OF OFFICE FOR PUBLIC OFFICES

GENERAL REQUIREMENTS

“Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person’s appointment.” §201

A person is disqualified from holding any office upon conviction of designated crimes specified in the Constitution and laws of the State. GC §1021

If a candidate is seeking a nonpartisan office, all reference to party affiliation shall be omitted on all required forms. §8002

COUNTY OR DISTRICT OFFICES IN GENERAL

“...A person is not eligible to a county or district office, unless he or she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the appointment of the person. The board of supervisors or any other legally constituted appointing authority in a county or district may, if it finds that the best interests of the county or district will be served, waive the requirements of this section for an appointed county or district office.” GC §24001

PROHIBITIONS

Neither a candidate nor members of a candidate’s household are eligible to serve as precinct officials or to provide polling place facilities for any election at which the candidate’s name appears on the ballot. However, the candidate or members of a candidate’s household may serve as precinct officials or provide polling place facilities outside the candidate’s jurisdiction but within the county.

VOTER-NOMINATED OFFICES

UNITED STATES SENATOR

At least 30 years of age, registered voter, citizen of the United States for at least nine (9) years, and a resident of California on January 3, 2013, the date he or she would be sworn into office if elected. U.S. Constitution Art I § 3.

Term of Office: 6 Years

Term commences on January 3, 2013 (12:00 noon)

UNITED STATES REPRESENTATIVE IN CONGRESS

At least 25 years of age, citizen of the United States for at least seven (7) years, and a resident of California on January 3, 2013, the date he or she would be sworn into office if elected. U.S. Constitution Article I, § 2

Candidates must have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained. *There are no district residency requirements for Members of Congress.*

Term: 2 Years

Term Commences January 3, 2013 (12:00 noon)

STATE SENATOR

Citizen of the United States, registered voter in the district at the time nomination papers are issued. Not have served two terms in the State Senate since November 6, 1990. §201; *Art IV Section 2(c) of the California Constitution requires one year residency in the legislative district and California residency for three years. However, it is the legal opinion of the Secretary of State that these provisions violate the U. S. Constitution.*

Term of Office: 4 Years

Term Commences on December 3, 2012

Term Limit: 2 Terms

MEMBER OF THE STATE ASSEMBLY

Citizen of the United States, registered voter in the district at the time nomination papers are issued. Not have served three terms in the State Senate since November 6, 1990. §201; *Art IV Section 2(c) of the California Constitution requires one year residency in the legislative district and California residency for three years. However, it is the legal opinion of the Secretary of State that these provisions violate the U. S. Const; CA Const, art IV, §2*

Term of Office: 2 Years

Term commences on December 3, 2012

Term Limit: 3 Terms

PARTY NOMINATED COUNTY CENTRAL COMMITTEES/COUNTY COUNCILS

Please Note: The Republican and Libertarian parties will not be participating in the June 5, 2012 Presidential Primary Election.

American Independent, Democratic, and Parties

Central committee members are elected at each primary election and serve until their successors are elected and qualify. §§7225, 7420, 7670

Candidates for this office must be citizens of the United States, and a registered voter of the jurisdiction, qualified to vote in the central committee election when nomination papers are issued and continuously throughout the term of office. A member of the committee must remain a resident of the county, affiliated with the party, during the term of office. §§7209, 7214, 7407, 7412, 7654, 7659

Green, Peace and Freedom and Parties

No Declaration of Candidacy for membership on a county central committee shall be filed by a candidate unless, (1) at the time of presentation of the declaration and continuously for not less than three months immediately prior to that time, or for as long as he/she has been eligible to register to vote in the state, the candidate is shown by his affidavit of registration to be affiliated with the political party the nomination of which he seeks, and (2) the candidate has not been registered as affiliated with a qualified political party other than that political party the nomination of which he seeks within 12 months. §8001

Central Committee member may use the words Incumbent or Appointed Incumbent as a ballot designation on the Declaration of Candidacy. Members may not use words designating central committee office as a ballot designation, pursuant to §13107(a)(1)

Note: Peace and Freedom candidates. Up to three candidates for member of central committees in a single central committee election district may have their names listed on a single sponsor's certificate, and the signatures thereon shall be counted toward the sponsor requirement of each and every candidate whose name is listed on the certificate. However, in no case shall the number of candidates having their names on a sponsor's certificate exceed the number of members of central committee to be elected in the district.

Note: Green Party candidates: Up to seven candidates for member of county council in the same contest may have their names listed on a single nomination paper and the signatures obtained shall count towards the sponsor requirement of each candidate listed. The number of candidates' names on a nomination paper, however, shall not exceed the number of members of central committee to be elected in the district.

Term of Office: 2 Years

Term Commences: according to each party code

NUMBER TO BE ELECTED

SUPERVISORIAL DIST.	1	2	3	4	5
AMERICAN INDEPENDENT	4	5	4	6	6
DEMOCRATIC	5	5	4	4	5
GREEN COUNTY COUNCIL		AT LARGE 7 TOTAL			
PEACE AND FREEDOM		AT LARGE 7 TOTAL			

American Independent Party

Not later than 125 days (February 1, 2012) before the Primary Election the Secretary of State will compute the number of County Central Committee members to be allotted in each County. § 7671

Please note that the Democratic, and American Independent Party County Central Committee are **elected by Supervisorial District** and all other party committees in Solano County are **elected at large**.

FILING FEE **NONE**

NOMINATION SIGNATURES REQUIRED

Elected by Supervisorial District
AMERICAN INDEPENDENT 20-40
DEMOCRATIC 20-40

Elected by At-Large
GREEN 15-30
PEACE AND FREEDOM 8-16

For the Green and Peace and Freedom Central Committee parties, the number of nomination signatures required varies according to the total number of registered voters in the party in each election district. The established total number of signatures required will represent 2% of the total registration of the party in each election district, or at least 20 signatures and not more than 30 signatures, whichever is the lesser number.

Insufficient number of candidates for Democratic, American Independent, Green, and Peace and Freedom Central Committee.

If the number of candidates does not exceed the number of candidates to be elected from that Assembly or supervisorial district, the designation of the office and the names of the candidates shall not be printed on this party's ballot in the Assembly or supervisorial district, unless there is filed with the elections official, not later than 20 days (E-68) after the final date for filing nomination papers for the positions, a petition indicating that a write-in campaign will be conducted for the office and signed by 25 registered voters affiliated with the political party involved.

NON-PARTISAN OFFICES

SUPERIOR COURT JUDGE

Citizen of the United States registered voter of the state, a member of the State Bar for ten years immediately preceding the election or have served as a judge of a California court of record for ten years. **DOCUMENTATION REQUIRED** §13, 13.5; *U. S. Const*; CA Const VI, §15 & 16

Term of Office: 6 Years
Term commences January 2, 2013

COUNTY SUPERVISOR

Registered voter, a resident in the county and district in which the election is held for at least 30 days immediately preceding the deadline for filing nomination papers for the office, and shall reside in the district during his incumbency. GC §§24001, 25041; Elections Code §201; GC §§24200, 25000

Term of Office: 4 Years
Term commences January 2, 2013

SACRAMENTO COUNTY BOARD OF EDUCATION TRUSTEE AREA 6

Candidate shall be a registered voter / resident of the trustee area within the district. The county superintendent of schools, any member of his / her staff, or any employee of a school district is not eligible for a county board of education office. Edu. C. 1006(a)

Term of Office: 4 Years
Term commences July 1, 2012

CANDIDATE FILING FEES AND NUMBER OF IN-LIEU SIGNATURES

Filing Fees for local Candidates shall be payable to the Solano County Registrar of Voters by check, money order or cashier's check.

Office	Salary ¹	Filing Fee (% of salary)	In-Lieu Signatures	Value of each Signature	Sponsors' Signatures
Superior Court Judge	\$178,789.00	\$1,787.89(1%)	7,152	.25	20-40
County Supervisor	\$ 94,758.12	\$ 947.58(1%)	3,790	.25	20-40
Sac Co BOE Area 6	<i>No filing fee</i>				

Filing fees for State Candidates shall be payable to the California Secretary of State by check, money order or cashier's check.

Office	Salary ¹	Filing Fee (% of salary)	In-Lieu Signatures ²	Value of each Signature ²	Sponsors' Required
United States Senator	\$174,000.00	\$3,480.00 (2%)	10,000	\$.348	65-100
U.S Rep in Congress	\$174,000.00	\$1,740.00 (1%)	3,000	\$.58	40-60
State Senator	\$ 95,290.56	\$952.91 (1%)	3,000	\$.317637	40-60
Mem. State Assembly	\$ 95,290.56	\$952.91 (1%)	1,500	\$.635273	40-60

¹ Salaries and filing fees are based on salaries which will be in effect in December of 2011.

² The number of in-lieu signatures required and the monetary value of each in-lieu signature listed above applies to all Voter Nominated office and some Nonpartisan and Partisan candidates.

PETITION IN LIEU OF FILING FEE – OPTIONAL

Petitions In-Lieu of filing fee may be circulated for securing signatures in lieu of paying for all, or part of, the filing fee. Any registered voter that resides within the district (the candidate is running for) can sign the petition in lieu of filing fee petition. §8106(b)(1) A nonpartisan countywide office petition in-lieu could be signed by any registered Solano County voter. If the office is for a particular district, only registered voters in that district may sign the petition in-lieu.)

Filing Period for Petitions In-Lieu of filing fee (signatures) is **December 30th through February 8th for judicial offices only and December 30th through February 23th for all offices except judicial offices.** The petitions must be filed with the elections official of the county in which the signatures were gathered.

Multi-County Offices Candidates running for multi-county offices should contact all participating jurisdictions to find out if they will accept other counties petition in lieu forms. Solano County will accept another counties petition in lieu forms as long as the document is double sided and the declaration of circulator is completely filled out.

GENERAL INFORMATION REGARDING FILING OF PETITIONS IN-LIEU

Forms may be obtained from the Solano County Registrar of Voters' Office at 675 Texas Street, Suite 2600, Fairfield, CA, during regular office hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, beginning on Friday, December 30, 2011. The Registrar of Voters office will provide the master form to each candidate to obtain the necessary petitions in-lieu and/or nomination petition signatures. The candidate will duplicate the master form at his or her expense for the purpose of circulating additional petitions in-lieu. The master form must be duplicated **exactly as provided (i.e. a two sided copy).**

There is no provision in law permitting petition forms and signatures for nomination purposes only to be obtained prior to the nomination period of (February 13, 2012). Signatures obtained and filed in-lieu of filing fees are counted towards the signature requirements for nomination papers. Signers of nomination papers for partisan office must be affiliated with the same party as the candidate. **Signers of nomination papers for Voter Nominated offices** can be affiliated with any party. Signatures obtained prior to the nomination period **must** be submitted for in-lieu purposes.

- o Legal dates that fall on a holiday or weekend. County offices will be closed.

If a candidate submits a petition in-lieu of filing fee (signatures), any or all signatures appearing on the petition, which would be valid under §8041 of the Elections Code, shall be counted towards the number of voters required to sign a nomination paper. If a petition in-lieu contains a requisite number of valid signatures, the candidate shall not be required to file nomination petitions, but may request the Registrar of Voters to accept the petition in-lieu instead of filing nomination petitions. **Candidates are still required to file a Declaration of Candidacy.** §§81 06, 8041, 8062

Petition Signer Qualifications

Party Nominated Candidates - A signer shall be a registered voter of the candidate's jurisdiction and of the same party as the candidate.

Voter Nominated Candidates - Any registered voter within the candidate's jurisdiction, regardless of party preference is eligible to sign the petition.

Nonpartisan Candidates - Any registered voter within the candidate's jurisdiction, regardless of party preference is eligible to sign the petition.

If a voter signs more candidates' petitions than there are offices to be filled, the voter's signature is valid and will be counted only on those petitions which, when taken in the order they are filed, do not exceed the number of offices to be filled.

Each signer of the petition must write his or her signature and shall include his or her printed name and place of residence; (i.e. street and number) in the presence of the circulator.

Petition Circulator Qualifications

Each circulator of a petition in-lieu shall be a registered voter of the candidate's same district or political subdivision. The circulator shall serve only within the county in which he or she resides. §8106(b) (4)

All petition sections are to be circulated and filed in the county in which the signatures were obtained. All signers of a petition section must be registered in the same county. If a petition is circulated in multiple counties, different petition sections must be used in each county of circulation. §8104(b)

The affidavit of circulator on each petition must be completed in the circulator's own handwriting, even if the petition is circulated by the candidate.

NOMINATION REQUIREMENTS

Nomination Documents – Declaration of Candidacy and Nomination Papers. All candidates for offices at the Presidential Primary election must file a Declaration of Candidacy and nomination papers. Any registered voter may sign any candidate's nomination paper, regardless of the voter's or the candidate's party preference or lack of party preference. No person may file nomination papers for more than one office at the same election. The law provides that the Declaration of Candidacy must be executed by the candidate in the Registrar of Voters office and may not be removed from that office. However, the candidate may, in a signed and dated statement, designate a person to receive the Declaration of Candidacy from the Registrar of Voters and deliver it to the candidate. The statement shall include language explaining that the candidate is aware that the Declaration of Candidacy and nomination papers must be properly executed and delivered to the Registrar of Voters office by 5 p.m. on March 9, 2012. §§8003(b), 8020, 8028, 8040, 8060, 8068, 8101,8105

Nonrefundable Filing Fees The nomination forms shall be distributed to all candidates upon payment of the filing fee; however, signature-in-lieu petitions are available without first paying the filing fee. **All filing fees are nonrefundable.** Candidates should make sure they meet the qualifications for office before paying the filing fee because the filing fee is not refundable under any circumstances. §§8001, 8105

Declaration of Candidacy Candidates of Voter-Nominated offices may indicate their party preference, or lack of party preference, upon their Declaration of Candidacy. Candidates are also required to list their 10-year party preference and voter registration history. The period for filing the Declaration of Candidacy is from 8:00 a.m., Monday, February 13, 2012 to 5:00 p.m. on Friday, March 9, 2012. §§300.5, 8121

Candidates must meet the qualifications for the office. They must complete the Declaration of Candidacy and file with the Elections Office. **Candidates for non-partisan offices and candidates for voter nominated offices may pay for a Candidate's Statement of Qualifications.** Additionally, they may choose to complete the Fair Campaign Pledge, which is provided by the Fair Political Practices Commission (included in packet).

Extension of Declaration of Candidacy Period

If an incumbent fails to return his Declaration of Candidacy by the last day prescribed for the close of the nomination period, the nomination period will be extended for five (5) days. During this extended period, persons other than the incumbent may file Declaration of Candidacy papers for the Office.

Withdrawal of Candidacy

A candidate who's Declaration of Candidacy has been filed for the Presidential Primary Election may not withdraw as a candidate. §8800

CANDIDATE FILING DATES

12/30/11 – 02/23/12	Signatures in Lieu of Filing Fees
02/13/12 – 03/09/12	Declarations of Candidacy and Nomination Papers
03/10/12 – 03/14/12	Extension Period if Incumbent does not file. (No extension period for Congressional, U.S. Senate candidates or Central Committee members)
04/09/12 – 05/22/12	Statements of Write-in Candidacy and Nomination papers

Office	Filing Fee or Petitions in Lieu	Declaration of Candidacy/ Nomination Papers	Statement of Economic Interests	Candidate's Statement of Qualifications	Campaign Disclosure Statements
Federal U.S. Representative U.S. Senator	X	X	Not required to be filed with the Registrar of Voters	OPTIONAL	Not required to be filed with the Registrar of Voters
State Legislative State Senator Assemblymember	X	X	X	OPTIONAL ¹	X
County Central Committee	X	X	X	NONE	X
Judicial Superior Court Judge	X	X	X	OPTIONAL	X
County² Board of Supervisors	X	X	X	OPTIONAL	X

¹ Candidates for State Senate and State Assembly who have adopted and have not exceeded the voluntary expenditure limits pursuant to Proposition 34 are eligible to file a statement not to exceed 250 words.

² (1) Notwithstanding subdivision (a) of Section 13, of the Elections Code, no person shall be considered a legally qualified candidate for any of the offices set forth in subdivision (b) unless that person has filed a Declaration of Candidacy, nomination papers, or statement of write-in candidacy, accompanied by documentation, including, but not necessarily limited to, certificates, declarations under penalty of perjury, diplomas, or official correspondence, sufficient to establish, in the determination of the official with whom the declaration or statement is filed, that the person meets each qualification established for service in that office by the provision referenced in subdivision (b).

(2) The provision of "documentation," for purposes of compliance with the requirements of paragraph (1), may include the submission of either an original, as defined in Section 255 of the Evidence Code, or a duplicate, as defined in Section 260 of the Evidence Code. (b) This section shall be applicable to the following Offices: Superior Court Judges .

BALLOT DESIGNATION

The ballot designation is the word, or group of not more than three (3) words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate.

Multiple designations are **usually** acceptable, provided that the three-word limitation is met. When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician." The ballot designation that a candidate may use is governed by §13107, which state the following:

- (a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:
 - (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by the vote of the people, or to which he or she was appointed, in the case of a superior, municipal, or justice court judge.
 - (2) The word "**incumbent**" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination documents, and was elected to that office by a vote of the people, or, in the case of a superior, municipal, or justice court judge, was appointed to that office.
 - (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word.
 - (4) The phrase "**appointed incumbent**" if the candidate holds an office **other than a judicial office by virtue of appointment**, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "**appointed**" and the title of the office. In either instance, the candidate may not use the unmodified word "**incumbent**" or any word designating the office unmodified by the word "**appointed.**" However, the phrase "**appointed incumbent**" shall not be required of a candidate who seeks reelection to an office, which he or she holds, and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to §5326 and §5328 of the Education Code or §7228, §7423, §7673, §10229 or §10515 of the Elections Code.

- (b) **Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:**
- (1) It would mislead the voter.
 - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - (3) It abbreviates the word “**retired**” or places it following any word or words which it modifies.
 - (4) It uses a word or prefix, such as “**former**” or “**ex-**,” which means a prior status. The only exception is the use of the word “retired, placed before the title.”
 - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - (6) It uses a word or words referring to a racial, religious, or ethnic group.
 - (7) It refers to any activity prohibited by law.
 - (8) It refers to status such as “veteran, husband, wife, activist, taxpayer, etc.”
- (c) If, upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate’s nomination documents.
- (1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.
 - (2) In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate’s name.
- (d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e).
- (e) 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. The request shall be accompanied by a Ballot Designation Worksheet.
- (f) In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Elections Code §13207 and §13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

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.
§13106

Guidelines

The following are guidelines to assist candidates in selecting appropriate ballot designations. The guidelines were issued by the Secretary of State's office and incorporate past Secretary of State and court interpretations on acceptable and unacceptable designations.

Acceptable Designations

1. A principal profession, vocation, or occupation is the primary job or work one does which is the means of livelihood or production of income, as opposed to a hobby or avocation. Some persons may work at more than one profession, vocation, or occupation. Exceptions may apply for persons retired or unemployed by choice or by circumstance. **No designation, which connotes a status, is acceptable such as "Veteran".**
2. A candidate may use either his or her current principal profession, vocation, occupation, regardless of the amount of time in which the candidate has engaged in such or, in the alternative, any principal profession, vocation or occupation in which the candidate was engaged over the course of the previous calendar year even though it may no longer be one in which the candidate is currently engaged. In choosing between the alternatives, the candidate must ask himself or herself: "What is my primary job right now?" and "What was my primary job last year?" Either job, if otherwise proper, based on the statutory criteria, may be used as a ballot designation. For purposes of this section, the "calendar year immediately preceding the filing of nomination documents" is defined as that year beginning January 1 immediately preceding the year in which nomination documents for the office are allowed to be filed.

Organization names must be replaced with generic references. For example, "**President, Computer Company**" would be acceptable; "**President, Apple Computer**" would not be allowed. Similarly, based on previous court interpretation, a designation such as "**Director, ABC Club**" would not be permissible, whereas, "**Administrator, Environmental Club**" would be. Ballot designations are not intended to advertise a specific product, corporation, or organization; they are intended to reveal what a candidate does, not for whom the work or service is performed.

The word "**retired**" may be allowed, but it must precede the word(s) which it modifies and may not be abbreviated. "**Retired Policeman**" is acceptable, but "**Policeman, Retired**" is not. Retired is defined as having given up one's work, business, career, etc. especially because of advanced age. Generally, a retired status **may** be allowed if the candidate can demonstrate retirement.

The following are examples of evidence supporting retired status:

- a. Served in the position being requested to be listed as retired from for more than 5 years;
- b. Is collecting or eligible to collect retirement benefits/pension (i.e., is vested);
- c. Is 55 or more years old;
- d. Left the position voluntarily after serving a minimum of 5 years;
- e. If requesting the use of a retired public office designation was not recalled from or did not fail to win that office or surrender it to run for another office in a previous election campaign;
- f. Has not had another more recent occupation;
- g. Retirement benefits are providing a principal source of income.

Because the Elections Code specifically forbids the use of a prior profession, vocation or occupation, unless the candidate is retired there from, the election official **may** require candidates to provide substantiating evidence or documentation in support of the requested designation.

Unacceptable Designations

A political party central committee designation is not a principal profession, vocation, or occupation as prescribed in this statute, nor is it an elective county or state office.

Ballot designations suggesting an evaluation of a candidate such as “**Best**_____,” “**Exalted**,” “**Prominent**,” “**Advocate**,” “**Activist**,” “**Reformer**,” “**Pro-**” and “**Anti-**” anything conveying a philosophy, or words connoting a status are unacceptable designations. Statements of philosophy belong in campaign ads and literature, not as ballot designations.

Commercial or proper names such as “**IBM President**,” “**Director, Health Services**,” or “**Sierra Club Secretary**,” are not permissible. Generic descriptions of specific jobs should be substituted; for example, “**Computer Corporation President**,” “**State Agency Director**,” or “**Nonprofit Organization Secretary**.”

Examples of unacceptable status claims include “**taxpayer**,” “**citizen**,” “**patriot**,” and “**renter**.”

Use of “Community Volunteer”

The phrase “Community Volunteer” shall constitute a valid principal vocation or occupation subject to the following conditions:

1. A candidate’s community volunteer activities constitute his or her principal profession, vocation or occupation.
2. A candidate is not engaged concurrently in another principal profession, vocation or occupation.
3. A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation or occupation designation.

The Secretary of State shall by regulation define what constitutes a community volunteer. §13107.5

Change of Ballot Designation

No ballot designation given by a candidate may be changed after the final date for filing nomination papers, except as specifically requested by the Registrar of Voters because the designation requested is not acceptable under Elections Code §13107(c).

PLACEMENT OF NAMES ON THE BALLOT

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

Random Alphabet Drawing

At 11:00 a.m. on the 82nd day before the election (March 15, 2012), the Secretary of State's office selects each letter of the alphabet at random according to the procedure specified in Elections Code §13112 and compiles a randomized alphabet. The Registrar of Voters conducts a random alphabet drawing to determine the order of candidates on the ballot for multi-county state legislative districts. The randomized alphabets are used in determining the order of all candidates' names on the ballot.

Rotation of Names on the Ballot

Statewide Offices

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

Congress/State Board of Equalization

Candidates are placed on the ballot in the random order in the lowest numbered Assembly District within the Congressional District.

The candidates' names are rotated in the same way as described above but only by the State Assembly Districts within the Congressional or State Board of Equalization District.

Countywide Offices

Candidates for countywide offices are placed on the ballot in random order and rotated by Supervisorial Districts within the county.

State Senate and Member of the Assembly in Districts that Cross County Lines

Candidates are placed on the ballot in a random order drawn by the Registrar of Voters Office within each county.

WRITE-IN CANDIDACY

Every person who desires to be a write-in candidate and have his or her name, as written, on the ballot of an election counted for a particular office shall file nomination papers between April 9 through May 22, 2012 for the Presidential Primary Election.

1. A statement of write-in candidacy that shall contain:
 - candidate's name
 - candidate's residence address
 - a declaration stating that he or she is a write-in candidate
 - title of the office for which he or she is running
 - the candidate's 10 year party preference, if running for a voter-nominated office
 - The party nomination which he or she seeks, if running for a partisan office
 - the date of the election §8600
2. The required number of signatures on the nomination papers, if any, for that office.
 - United States Senator: 65 – 100 signatures
 - House of Representatives and State Legislatives office: 40 – 60 signatures
 - County Central Committee: 20 – 40 signatures
3. Certain county offices (District Attorney, Treasurer/Tax Collector/County Clerk, Auditor/Controller, Assessor/Recorder, Sheriff/Coroner and Judge of the Superior Court require documentation proving qualifications to be filed per Elections Code §13.5 or GC §24001.
4. In order to have a write-in candidate's name on the ensuing General Election ballot, the write-in candidate must receive the highest number of votes cast for the office or the second highest number of votes cast for the office, unless there is a tie or a vacancy, or unless another candidate has been elected to the office by winning the majority of the votes. §8605

Signers of nomination papers for a write-in candidate shall be voters in the district or political subdivision in which the candidate is to be voted on. In addition, if the candidate is seeking a party nomination for an office, the signers shall also be affiliated with the party whose nomination is sought. No fee or charge shall be required of a write-in candidate. §8600-8604

Judicial Incumbent Only Nominee- Petition Calling Election Required for Write-In Candidacy

In the circumstance where a judicial incumbent is the only candidate, the candidate's name shall not appear on the primary election ballot **UNLESS** there is a petition filed with the Registrar of Voters office within 10 days after the final date for filing nomination papers for the office. The petition must indicate that a write-in campaign will be

conducted for the office and signed by 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures §8203

If the name of the incumbent judicial candidate did not appear on the Presidential Primary Election ballot, it shall not appear on the November 6, 2012 ballot, **UNLESS** there is a petition filed with the Registrar of Voters office not less than 83 days before the general election. The petition must indicate that a write-in campaign will be conducted for the office and signed by .01 percent of the registered voters qualified to vote with respect to the office. §8203

CANDIDATE STATEMENTS

Cost and Advance Payment

Candidate statement costs are based on translating, typesetting, printing and distribution. Payment is required at the time the statement is filed.

The candidate statement cost is an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the Solano County Registrar of Voters may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. §13307(c)

Statements will be printed in the Voter Information Pamphlet portion of the Sample Ballot, in the order determined by the random alphabet drawn pursuant to Elections Code §13112. Rotation shall not apply to the order in which statements are printed.

OFFICE	English	Spanish
County Supervisor Dist.1	\$ 1,011.72	1,014.72
County Supervisor Dist.2	\$ 1,140.54	1,143.54
County Supervisor Dist.5	\$ 1,071.30	1,074.30
Superior Court Judge	\$ 4,124.69	4,127.69
Sacramento County Board of Education	\$ 358.74	361.74
House of Representatives Dist. 3	\$ 2,695.96	2,698.96
House of Representatives Dist. 5	\$ 1694.60	1,697.60
State Senate District	\$ 4,124.69	4,127.69
State Assembly Dist. 4	\$ 548.19	551.19
State Assembly Dist. 11	\$ 2,408.74	2,411.74
State Assembly Dist. 14	\$ 1,699.38	1,702.38

Estimated candidate statement charges for state candidates will be given to the candidate during the nomination process.

Indigent Candidates

If a candidate claims to be indigent and unable to pay for the candidate statement in advance, he or she must submit proof of indigence to the Registrar of Voters at the time that the statement is filed. Proof includes a statement of financial worth and the candidate's most recent Federal income tax returns. The statement of financial worth includes the candidate's employer, income, real estate holdings, tangible personal property, and financial obligations. The candidate must certify the statement as true and correct under penalty of perjury, under the laws of the State of California.

If the Registrar of Voters determines that the candidate is indigent, his or her statement will be printed and mailed without advance payment. If the Registrar of Voters determines that the candidate is not indigent, he or she must pay the required fee or withdraw the statement within three days of notification. As with all other nomination documents, the statement of financial worth and accompanying documents are a public record.

THIS INDIGENCE PROVISION DOES NOT WAIVE THE PAYMENT OF A CANDIDATE STATEMENT FEE. IT ONLY DELAYS PAYMENT OF THE FEE UNTIL AFTER THE ELECTION. THE TOTAL FEE IS DUE AND PAYABLE UPON RECEIPT OF THE BILL.

CANDIDATE STATEMENT GUIDELINES

California Elections Code §13307-§13317

Filing Information

Candidates' statements shall be filed in the office of the election official of each county within the district in which the candidate wishes a statement to be printed, not later than 5:00 p.m. on the 88th day prior to the election, or in the event that the nomination period has been extended, until 5:00 p.m. on the 83rd day prior to the election.

Statements may be withdrawn, but not changed, until 5:00 p.m. of the next working day after the 88th or 83rd day prior to the election, whichever is applicable.

Important notice to candidates in districts that encompass more than one county. Procedures, requirements, fees, formats and public examination periods for candidates' statements may vary between counties. It is the candidate's responsibility to contact each county in which he or she wishes to have a statement printed within the district to obtain the appropriate information from each county. Failure to do so may jeopardize the printing of the candidate's statement.

Counties may require candidates to deposit the estimated cost of printing the statement at the time of filing the statement or may invoice the candidate for the actual cost of printing the statement after the election. If the actual cost of printing the statement exceeds the deposited amount, the candidate will be invoiced for the remainder of the cost. If the actual cost of printing the statement is less than the deposited amount, the candidate will receive a refund of the overpayment.

The statement will be printed in languages required by the Voting Rights Act as well as those languages, if any, required by the counties within the jurisdiction. If Spanish is not a required language, a candidate may request a Spanish translation of his or her statement at additional cost.

Candidate Statement Viewing and 10- Day Public Examination Period

Candidates' statements are confidential until the expiration of the period for filing such statements. After the deadline has passed, there is a 10-calendar day public examination period when the documents may be reviewed. During this period any voter of the jurisdiction in which the election is to be held, or the county election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which amendments or deletions to the statement are sought. §13313

Candidates may review their statements for omissions or typographical errors made by this office, the certified translators, and/or the printers. If the candidate believes there is a translation error, the translated statement will be sent back to the certified translators for review and a **final determination**. During the viewing period, candidates are not allowed to change any errors or formatting **they** may have made when preparing their statement.

Statements will be printed in the Voter Information Pamphlet portion of the Sample Ballot, in the order determined by the random alphabet drawing pursuant to Elections Code §13112. Rotation shall not apply to the order in which statements are printed.

Preparation and Format of Candidate's Statement of Qualifications

Nonpartisan candidates may file a statement of qualifications not to exceed 200 words. Candidates for State Senate and State Assembly who have adopted and have not exceeded the voluntary expenditure limits pursuant to Proposition 34 are eligible to file a statement not to exceed 250 words. Candidate statements will be printed in block format in the sample ballot. In order to ensure uniformity, please use the following guidelines when preparing your candidate's statement.

- Statement must be typed in **block** format, and submitted to our office on a CD or by e-mail. This saves us valuable time. If you must, a typed statement may be submitted, however; there will be a charge of \$25.00 for us to retype it to properly prepare it for the printer.
- Use upper and lower case letters as shown on the sample candidate statement on the following page (page 39) of this book. Typeface of statement must be of uniform size and darkness.
- **Do not use** --• bullets, *** stars, tables, lists, or other material requiring indentation. Words, which are underlined, **boldfaced type**, ALL CAPITAL LETTERS, or *italics*, are prohibited.
- Statements shall be written in the first person (i.e. "I am running..." not "She is running..." or "Jane Doe is running...") and shall be limited to a recitation of the candidate's own personal background and qualifications. Each statement shall be accompanied by a declaration executed under penalty of perjury declaring that the information contained therein is true and correct.
- Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character or activities. Moreover, no statement shall contain any demonstrably false, slanderous or libelous statements or any obscene or profane language.

THE PRINTED CANDIDATE'S STATEMENT

Below is an example of how a candidate's statement may appear in the Voter's Information Pamphlet.

STATEMENT OF CANDIDATE FOR
MEMBER OF CITY COUNCIL
City of Candidate

DAVID HOWELL

AGE: 42

Occupation: Attorney

Education and Qualifications: My credentials include: Graduate of local high schools; UCLA graduate with a B.S. and MBA; US Air Force sergeant.

I can bring to the office a diversity of viewpoints and experience. Born and raised in Solano County, with my family still small business owners, I can appreciate the concerns of the city. Having been in business since my undergraduate days at UCLA, and with my experience in the rental and real estate fields, I appreciate the practical housing requirements of our community.

I support a shopping area center in the city and would insist on a plan to encourage the commercial enterprises which complement our shopping needs. Our Council should actively consider subsidized housing for senior citizens and perhaps others.

If elected to this office, I will do my best to continue to serve as a leader and role model for our community and [children. www.dhowellforcity.net](http://children.www.dhowellforcity.net)

Statements not conforming to these guidelines will be reformatted and set in uniform type by the elections official. The Registrar of Voters bears no responsibility for the correct typesetting of statements which must be reformatted.

No Editing of Candidate's Statement

The Registrar's office does not edit the material, and candidates should not expect errors in spelling, punctuation, or grammar to be corrected. **Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully.**

Withdrawal of Statement

The statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 p.m. of the next working day after the close of the nomination period. Any request for withdrawal of a candidate statement must be submitted in writing and signed by the candidate. §13307

GUIDELINES AND EXAMPLES FOR COUNTING WORDS

COUNTING OF WORDS These guidelines are for computing the word count. The Registrar of Voters will make final determination. **WORD(S)**

- **The title and signatures are not counted, only the text is counted.**
- **Punctuation does not count.** Free
 - Dictionary words
The words "I", "a", "the", "and", etc. are counted as individual words. One
 - Abbreviations/Acronyms
Examples are: PTA, U.S.M.C. One
 - Geographical names
*Examples are: Rio Vista
Solano County* One
 - Numbers/Numerical combinations:
 - Digits (1,10, or 100, etc.) One
 - Spelled out (one, ten, or one hundred) One for each
 - 50%, 1/2, etc. One
 - Numbers or letter used to identify a portion of text
Examples are: (1) or (a) One
 - Dates:
 - All digits (01/01/00) One
 - Words and digits (January 1, 2000) Two
 - Characters used in place of a word or number
Examples are: &or# One
 - Hyphenated words:
Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words.
 - Mother-in-law One
 - One-half Two
 - Internet web site addresses & telephone numbers One

CAMPAIGN DISCLOSURE GENERAL INFORMATION
THIS SECTION IS NOT COMPREHENSIVE AND DOES NOT DETAIL
ALL FILING REQUIREMENTS AND OBLIGATIONS. FOR CURRENT
COMPREHENSIVE INFORMATION, CONSULT A FPPC MANUAL OR
CONTACT THE FPPC DIRECTLY.

The Fair Political Practices Commission (FPPC) has introduced new forms in order to simplify the filing of campaign statements. The statutory requirements of the Political Reform Act are contained in §§81000 through 91015 of the GC. Assistance and information on completing campaign statements is provided by the Technical Assistance Division of the Fair Political Practices Commission (FPPC) at (916)-322-5660 or (866)-275-3772. Those who are already familiar with the filing of campaign statements should read carefully and take note of the introduction of new forms and the revision of older forms.

All candidates for state or local offices, and all committees supporting or opposing state or local candidates or ballot measures, are subject to the campaign disclosure provisions of the California Political Reform Act of 1974. GC §81000 *et seq.*

The FPPC Information Manual and the FPPC forms are available at the office of the Solano County Registrar of Voters. A candidate should obtain the manual as early as possible into his/her campaign and make certain that the candidate, the committee treasurer, and other personnel involved in the financial side of the campaign are fully aware of their responsibilities under the law. The manuals and forms are available on the Fair Political Practices website www.fppc.ca.gov. GC §§81010, 83113

The ROV staff cannot advise you on filling out any FPPC form. Contact the FPPC's toll free number for free, qualified advice at 866-275-3772.

All statements filed are a matter of public record. They may be inspected at the office of the Solano County Registrar of Voters by anyone, and copies may be purchased at ten cents (\$0.10) per page. GC §81008

A \$10 per day late filing penalty will be assessed for a statement filed after the prescribed deadline. The **First Pre-Election** statement, which can be personally delivered or mailed by first-class is considered filed on the date of the postmark. Certified mail is recommended but not required. The **Second Pre-Election Statement** must be sent by guaranteed overnight mail or delivered by the candidate or committee. GC § 91013

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. GC § 91000

The FPPC has a form for officeholders for reporting, the Candidate Intention Statement (Form 501). If you plan to be a candidate for a local office, and you intend to receive contributions from others, or you plan to expend personal funds on your campaign, you must file a Candidate Intention Statement (Form 501) with the local filing officer **BEFORE** you solicit or receive any contributions.

In addition, if you receive contributions from others totaling \$1,000 or more for your campaign, a Statement of Organization Form 410 must be filed with the Secretary of State (and a copy to the local filing officer) within 10 days of receiving \$1,000 in

contributions. During the campaign, you will have to file at least four campaign disclosure statements. GC § 84102

Form 501 and establishment of a campaign bank account are not required if you do not solicit or receive contributions from others, and the only expenditures will be your personal funds for a filing fee and/or statement of qualifications that will appear in the voter ballot pamphlet.

A 24 hour filing is required when a candidate receives a late contribution. This must be filed and delivered to the office of the Solano County Registrar of Voters by personal delivery, telegram, guaranteed overnight service, or by fax. GC § 85501 prohibits a candidate's controlled committee from making an independent expenditure to support or oppose another candidate.

A candidate must establish separate committees for each campaign account for which, \$1,000 or more has been received. A Statement of Organization (Form 410) must be filed with the Secretary of State and a copy to the local filing officer for each committee.

For details, refer to the Information Manual on Campaign Disclosure Provisions for Officeholders, Candidates, and their Controlled Committees, or call the Fair Political Practices Commission toll free advice line 1-866-ASK-FPPC (1-866-275-3772) if you have questions or need assistance.

Who must file?

The Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The Act requires that campaign disclosure reports provide the public with the identity of contributors and amounts they give; and the amount officeholders, candidates, and committees spend.

The following candidates and committees **must** file campaign statements, should use the manual prepared by the Fair Political Practices Commission, and provided by the Registrar of Voters as a guide for their filing obligations.

- Candidates for state and local elective office.
- State and local elected officeholders.
- Committees controlled by state and local officeholders and candidates.
- Jointly controlled (slate) committees.

Filing Obligations

All state and local elected officeholders, candidates for state and local elective offices, and their controlled committees are required to file campaign statements at specified intervals (see filing schedule). 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. All committees should file with the appropriate method of delivery, as well.

Failure to file appropriate statements and reports in compliance with the Act can result in substantial criminal, civil, and administrative penalties. In addition, failure to file within the prescribed deadlines can lead to late filing penalties of \$10 for each day the statement is late. The law does not allow for extensions of the due dates for the filing of campaign statements. If you file your statement late, you must also submit a written statement explaining why it was late in order to request a waiver of your fine. However, after the filing officer has sent you a specific, written notice regarding your failure to file and if you do not file within ten days of receipt of the notice, the law precludes the filing officer from waiving any fine.

Please refer to the campaign disclosure manual for where to file the various Campaign Statements. The Secretary of State will only consider waiver of fines based upon specified “good cause” reasons for late filings. Acceptable “good cause” reasons involve situations beyond a filer’s control (for example, incapacitating physical illness and natural disasters). The rules for fine waivers are very specific and limited.

QUESTIONS REGARDING FILING OBLIGATIONS SHOULD BE ADDRESSED TO THE FAIR POLITICAL PRACTICES COMMISSION (FPPC) TOLL-FREE ADVICE LINE: 1 -866-ASK-FPPC (1-866-275-3772)

Use of Surplus Funds

Campaign funds held by a candidate or officeholder become “surplus” on the closing date for the post-election filing period if defeated in an election, or the date of leaving office, whichever occurs last, unless the funds have been re-designated for a future election prior to that date. **Surplus funds may be spent only in the following manner:**

- Payment of outstanding campaign debts;
- Refunding to contributors on a pro-rata basis;
- Donations to a bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, provided no substantial part of the proceeds will have a material financial effect on the candidate, on any member of the candidate’s immediate family (spouse and children under age 18 who are claimed as deductions for tax purposes), or the campaign treasurer;
- Contributions to a political party or committee, as long as the funds are not used to make contributions in support of or opposition to a candidate for elective office. (The funds must be used for the party or committee’s overhead expenses.)
- Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure; or
- Payment for professional services or attorneys’ fees for litigation which arises out of campaign or election activities. GC §89519

Termination

Once contributions and expenditures cease for a particular office, all funds are expended, the ending cash balance is \$0.00, and the bank account is closed, an original and one copy of the Form 410 Statement of Organization Termination must be filed with the Secretary of State; and a copy of the Form 410 Statement of Organization Termination, along with an original and one copy of your Form 450 or 460 must be filed with the Registrar of Voters.

SUMMARY OF FORMS

FORM 501: Candidate Intention. Any candidate for state or local offices in California must file this form with the elections official before soliciting or receiving campaign contributions (including loans and use of personal funds).

FORM 410: Statement of Organization. Individuals or groups organizing a committee must file a Form 410 with the Secretary of State and a copy with the Registrar of Voters within 10 Days of receiving \$1,000.00.

FORM 410: Statement of Organization. (AMENDMENT) An amendment of the Statement of Organization must be filed with the Secretary of State and local filing officer within 10 days from the date of any change to the information contained on the Form 410.

FORM 460: Recipient Committee Campaign Statement. Is for use by **ALL** recipient committees, including Candidates, Officeholders, and their Controlled Committees. An amendment box is provided to identify amended filings.

FORM 470: Candidate and Officeholder Campaign Statement - Short Form. Candidates and officeholders who spend less than \$1000 for the calendar year file the Form 470. If the Form 470 is filed with the Declaration of Candidacy, or before the first pre-election filing deadline, no additional campaign statement needs to be filed in connection with the election so long as total receipts and expenditures remain less than \$1000.

FORM 470 (SUPPLEMENT): Supplemental Candidate and Officeholder Campaign Statement. An officeholder/candidate who has filed Form 470 in connection with an election and subsequently receives contributions, loans, and the candidate's personal funds totaling \$1,000 or more or makes expenditures totaling \$1,000 or more prior to the election, is required to file a 470 Supplement. The supplement must be sent within 48-hours of receiving contributions totaling \$1,000 or more, or making expenditures of \$1,000 or more. The original 470 Supplement shall be sent to the Secretary of State; a copy to the local filing officer; and a copy to each candidate contending for the same office. The notification must include the name and address of the candidate, the elective office, and the date of election for which the Form 470 was filed and the date contributions or expenditures totaling \$1,000 or more were received or made. Once a Supplemental Form 470 Supplement is filed, the candidate or officeholder will be required to file a Form 460.

FORM 496 Late Independent Expenditure Report. A late independent expenditure is an expenditure made in connection with a communication (a billboard, advertisement, mailing) the advocates the nomination, election or defeat of a candidate. An independent expenditure is a payment that is not made to the candidate or committee. Independent expenditures that cumulatively total \$1000.00 or more to support or oppose

a single candidate or a ballot measure must be reported as late independent expenditures.

FORM 497: Late Contribution Report. A late contribution is a monetary or non-monetary contribution, including a loan that totals \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or ballot measure committee during the 16 days before the election. This must be filed by personal delivery, guaranteed overnight mail, fax or telegram within 24 hours. Regular mail may not be used.

Candidates for City offices must file their campaign disclosure statements with the appropriate City Clerk.

ADDRESS OF FILING LOCATIONS

Solano County Registrar of Voters

Government Center Building
675 Texas Street, Suite 2600
Fairfield, CA 94533
707-784-6675
Toll Free 1-888-933-VOTE
FAX: 707-784-6678

Secretary of State

Political Reform Division
1500 1 1th St., 4th Floor
P.O. Box 1467
Sacramento, CA 95812-1 467
916-653-6224

Fair Political Practices Commission (FPPC)

428 J Street, Suite 620
Sacramento CA 95812-0807
916-322-5660
Advice Line: 1 -866-ASK-FPPC (1-866-275-3772)
Internet: www.fppc.ca.gov

**Fair Political Practices Commission
Candidates for Local Office
Committees Primarily Formed to Support/Oppose Local Candidates
Committees Primarily Formed to Support/Oppose Local Measures
Being Voted on June 5, 2012**

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Jan 31, 2012 <i>Semi-Annual</i>	thru – 12/31/11	460 470	<ul style="list-style-type: none"> All committees must file Form 460. Candidates who filed candidacy papers on or before December 31, 2011, and who do not have open committees must file Form 470.
Mar 22, 2012 <i>Pre-Election</i>	1/1/12 – 3/17/12	460 470	<ul style="list-style-type: none"> All committees must file Form 460. Incumbents and candidates who are listed on the ballot and who do not have open committees must file Form 470.
May 24, 2012 <i>Pre-Election</i>	3/18/12 – 5/19/12	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery or guaranteed overnight service only.
Within 24 Hours <i>16-Day Reports</i>	5/20/12 – 6/4/12	496 497	<ul style="list-style-type: none"> 496: File if independent expenditures of \$1,000 or more are made. Candidates and primarily formed ballot measure committees: Do not file for expenditures made on your own committee's behalf. 497: File if a contribution of \$1,000 or more is received. 497: File if a contribution of \$1,000 or more is made to <i>another</i> candidate or <i>another</i> measure being voted upon June 5. Deadlines: File within 24 hours except the deadline for a Form 497 reporting a contribution received on May 20 is May 21, and the deadline for a Form 497 due May 26, 27, or 28, is extended to May 29. The recipient of a late non-monetary contribution must file a late contribution report within 48 hours from the time the contribution is received. File personal delivery, guaranteed overnight service, or fax.
Jul 31, 2012 <i>Semi-Annual</i>	5/20/12 – 6/30/12	460	<ul style="list-style-type: none"> All committees must file this report.
Jan 31, 2013 <i>Semi-Annual</i>	7/1/12 – 12/31/12	460	<ul style="list-style-type: none"> All committees must file this report unless the committee filed a termination Form 410 and Form 460 before December 31.

Fair Political Practices Commission

Additional Election Reports

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

- **465 - Supplemental Independent Expenditure Report:** Committees that make independent expenditures of \$1,000 or more file this report. Candidates see prohibition below.
- **511 - Paid Spokesperson Report:** All committees must file within 10 days of making an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure.

- **Judges/ Unpaid Officeholders:** Elected officers whose salaries are less than \$200 per month and judges who are not listed on a ballot are not required to file the semi-annual statement due January 31, 2013 if no contributions were received or expenditures made from July 1 through December 31.
- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, 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.
- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Method of Delivery:** All paper filings are to be filed by personal delivery or first class mail unless otherwise noted.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to Form 497 due June 2 or June 3, 2012, or any Form 496 report. Such reports must be filed within 24 hours regardless of the day of the week. Late statements are subject to a \$10 per day late fine.
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.
- **Form 470:** Candidates who do not have a committee or do not raise/spend \$1,000 in 2012 may file Form 470. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and the Form 460 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- All statements are public documents.
- For important information, refer to www.fppc.ca.gov and click on the Candidates and Committees section. Candidates use [Campaign Manual 2](#), and ballot measure committees use [Campaign Manual 3](#) or [contact the FPPC](#) for specific information.

**Fair Political Practices Commission
Filing Schedule for
State Candidate Controlled Committees
Committees Primarily Formed to Support/Oppose Candidates for State Office
Listed on the June 5, 2012 Ballot**

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Within 10 Business Days <i>\$5,000 Report</i>	thru – 3/6/12 and 6/6/12 – 12/31/12	497	<ul style="list-style-type: none"> ▪ E-Filers only: Candidates file if contributions totaling \$5,000 or more are <i>received</i> from a single source outside the 90-day election cycle. Not required for committees primarily formed to support or oppose state candidates.
Jan 31, 2012 <i>Semi-Annual</i>	thru – 12/31/11	460	<ul style="list-style-type: none"> ▪ All committees must file this report.
Within 24 Hours <i>90-Day Election Cycle Report</i>	3/7/12– 6/5/12	496 497	<ul style="list-style-type: none"> ▪ E-Filers only: <ul style="list-style-type: none"> ◦ 496: File if independent expenditures totaling \$1,000 or more are <i>made</i> during the period. Candidates see prohibition bullet below. ◦ 497: Candidates file if contributions totaling \$1,000 or more are <i>received</i> from a single source during the period. Not required for committees primarily formed to support or oppose state candidates.
Mar 22, 2012 <i>Pre-Election</i>	1/1/12 – 3/17/12	460	<ul style="list-style-type: none"> ▪ All committees must file this report.
May 24, 2012 <i>Pre-Election</i>	3/18/12 – 5/19/12	460	<ul style="list-style-type: none"> ▪ All committees must file this report. ▪ Paper copies must be filed by personal delivery or guaranteed overnight service only.
Within 24 Hours <i>16-Day Reports</i>	5/20/12 – 6/4/12	496 497	<ul style="list-style-type: none"> ▪ 496: File if independent expenditures totaling \$1,000 or more are <i>made</i>. Candidates: Do not file for expenditures made on your own committee's behalf. ▪ 497: File if contributions totaling \$1,000 or more are <i>received</i>. ▪ 497: File if contributions totaling \$1,000 or more are <i>made</i> to a political party committee or another candidate/measure committee listed on the ballot. ▪ The recipient of a non-monetary contribution during this period must file a Form 497 within 48 hours from the time the contribution is <i>received</i>. ▪ Deadlines: The deadline for a Form 497 reporting a contribution received on May 20 is May 21, and the deadline for a Form 497 due May 26, 27 or 28 is extended to May 29. ▪ All committees must file online, including non-E-Filers.
Jul 31, 2012 <i>Semi-Annual</i>	5/20/12 – 6/30/12	460	<ul style="list-style-type: none"> ▪ All committees must file this report.

Fair Political Practices Commission

Additional Reports

Deadline	Period	Form	Notes
Within 10 Business Days of the Expenditure <i>\$5,000 Report</i>	Ongoing	496 497	<ul style="list-style-type: none"> ▪ E-Filers only: <ul style="list-style-type: none"> ○ 496: Report each independent expenditure totaling \$5,000 or more to support or oppose the qualification or passage of a single state ballot measure. ○ 497: Report each contribution totaling \$5,000 or more to support or oppose the qualification or passage of a single state ballot measure. ○ Period: List all new contributions of \$100 or more received by the committee that have not been previously reported up through the date of the \$5,000 or more payment.

- Notes:**
- **Form 465:** Committees that make independent expenditures of \$1,000 or more must also file Form 465. The form is due on the applicable pre-election deadline, or if made during the 16 days before the election, on the semi-annual deadline.
 - **Form 511:** Committees that make payments of \$5,000 or more to an individual to appear in a ballot measure advertisement must file Form 511. File a paper report. E-Filers also file online.
 - **Form E-530:** Committees that make a payment of \$50,000 or more for an issue advocacy advertisement must file Form E-530. Online only. No paper copy required.

- **E-Filer:** A state committee that has received or made expenditures totaling \$25,000 or more since January 1, 2000.
- **Forms 450, 460, 465:** All state committees must file paper reports. An E-Filer also files an online/electronic report.
- **Forms 496/497:** All reports filed online only.
- **Where to File:** State committees file reports with the Secretary of State. Only candidate controlled committees that are not E-Filers file paper copies with the Secretary of State and with the election official at the candidate's county of domicile.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to Form 497 due June 2 or June 3, or to any Form 496 report. Such reports must be filed within 24 hours regardless of the day of the week. Late statements are subject to a \$10 per day late fine.
- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Paper Filings:** All paper filings must be filed by personal delivery or first class mail unless otherwise noted.
- **Contribution Limits:** Contributions to state candidates and to committees that make contributions to state candidates are subject to contribution limits. Refer to the contribution limit chart on the FPPC website. Some committees that feature state candidates in advertisements are also subject to contribution limits.
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.
- All statements are public documents.
- For important information, refer to www.fppc.ca.gov and click on the Candidates and Committees section. Use [Campaign Manual 1](#).

CAMPAIGN LITERATURE

Mass Mailing

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

Effective April 6, 2011, all campaign committees, including candidate, ballot measure, general purpose, major donor and independent expenditure committees, must provide the words “ **Paid for by**” when the committee sends a mass mailing. This identification must be presented in the same size and color as the committee name-no less than 6 point type and in a color or print that contrasts with the background and is easily legible. The words “**Paid for by**” shall be immediately adjacent to and above or immediately adjacent to and in front of the committee name and address. (FPPC Regulation 18435).

Example: Paid for by Committee to Elect Willie Lee to State Senate 2012, 345 Main Street, Fairfield, CA 94533

“Mass mailing” means more than two hundred (200) substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter, or other inquiry. GC §82041.5

GC §84305 provides as follows:

- (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 committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization’s address is a matter of public record with the Secretary of State.
- (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- (c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

Mass Mailing Prohibitions

No newsletter or other mass mailing shall be sent at public expense. GC §89001

Political Advertising Requirements--Newspapers

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type of lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type (whichever is larger), the words "Paid Political Advertisement." The words shall be set apart from any other printed matter. As used in this section, "paid political advertisement" shall mean and shall be limited to published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. §20008

Simulated Ballot Requirements

Elections Code §20009 provides as follows:

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

“NOTICE TO VOTERS

(Required by Law)

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

(insert name and address of the person or organization responsible for preparation thereof).”

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

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

Truth in Endorsements Law

EC §§20000, 20009 provide additional information regarding restrictions on endorsements, representation requirements, etc. A copy of the code is available for viewing at The Registrar of Voters office, or a copy of the applicable pages may be purchased for the standard copy fee.

Campaign Literature Containing Polling Place of Voter

Candidates are requested not to distribute or mail campaign literature telling voters where their polling places are. Invariably some polling place changes occur in the last few days before an election. This would be confusing to the voters, and this misinformation would cause problems for voters and staff, as well as for the candidates.

ELECTION DAY PROHIBITIONS

Electioneering Near 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 ballot.
- (c) Place a sign related to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in Elections Code §14240.
- (d) Do any electioneering.

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

Any person who violates any of the provisions of this section is guilty of a misdemeanor. §18370

Electioneering During Vote by Mail Voting

No candidate or representative of a candidate, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting. §18371

Solicitation Dissuading Persons from Voting

Within 100 feet of a polling place, no person shall, with the intent of dissuading another person from voting, speak to a voter about marking their ballot or about their qualifications to vote. §18371

Offering/Accepting Rewards for Voting

Persons must not pay, offer to pay or accept payment for voting, registering to vote, for or against any candidate in any election that includes a federal candidate. Fed Law -42 U.S.C. 1973i(c), 18 U.S.C. 597, 608(b)

Exit Polling

Court decisions (*National Broadcasting Co, Inc et al vs Cleland, et al No. 88-320 M.D. Ga., March 1, 1988*) and (*The Daily Herald Co. v Munro No. 84-4005 9th Circuit, November 2, 1984*) indicated that the 100 foot limit was not justified when applied to exit polling.

Based on these decisions, the Secretary of State, in consultation with the California Attorney General's Office, in the 1980's concluded that a 25-foot limit on exit polling was enforceable.

TEMPORARY POLITICAL SIGNS

State Requirements Regarding Political Signs

Section 5405.3 of the Business and Professions Code exempts the placing of temporary political signs from the normal outdoor advertising display requirements. Pages 53 through 55 contain information from the Department of Transportation with a form entitled “Statement of Responsibility for Temporary Political Signs”. If you intend to place a political sign near a freeway please read these two pages carefully. If you have questions, it is recommended that you call the phone number in the following letter for advice.

County Code Regarding Campaign Signs

Sec. 28.66.070(2) **Campaign signs.** Campaign signs are allowed without a sign permit provided that the signs:

- (A) May be installed on private property with the property owner(s) consent for up to 60 days prior to an election;
- (B) Shall not exceed 12 square feet in area within residential zoning districts and 32 square feet in area within nonresidential zoning districts; and
- (C) **Shall be removed within seven days following the election**

Cities may have ordinances pertaining to the placement of campaign signs within their jurisdiction. **It is recommended that you contact the City Clerk prior to the placement of any political or campaign sign within their jurisdiction.**

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS

OUTDOOR ADVERTISING PROGRAM

Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election
- B. Is no larger than 32 square feet.
- C. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached)

A completed Statement of Responsibility must be submitted to:

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

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

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

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

Governor

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS

OUTDOOR ADVERTISING PROGRAM

**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other:

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address:

Phone Number (Include Area Code)

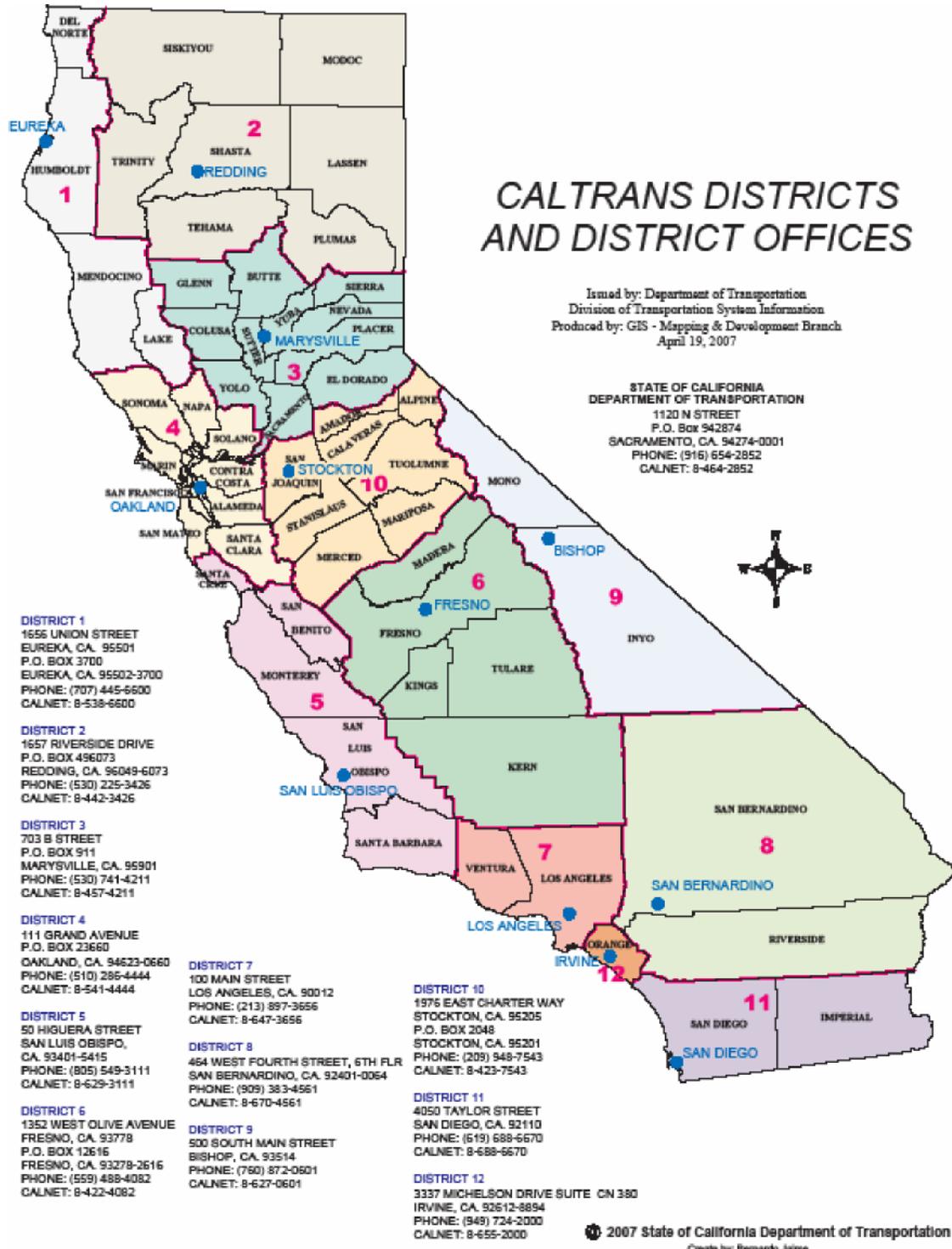
The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

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

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to: Division of
Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-000 1



GLOSSARY OF FORMS

DECLARATION OF CANDIDACY: All candidates for public office in California are required to file a **Declaration of Candidacy**. This is the official form used by a candidate to declare him or herself a candidate for public office. The form contains information regarding the way the candidate's name shall appear on the official ballot and the candidate's ballot designation. The **Declaration of Candidacy** shall be obtained from, and delivered to, the county elections official of the county in which the candidate resides as a voter. The **Declaration of Candidacy** must be executed in the office of the election official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the **Declaration** from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware that the **Declaration of Candidacy** must be properly executed and delivered no later than 5:00 p.m. on the final day of filing. §§8020, 8028(b), 8040, 8100, 8105

NOMINATION PETITION: Candidates for public office must file a **Nomination Petition** containing the signatures of registered voters who are qualified to vote for the office. The **Nomination Petition** must be double sided and the affidavit of circulator completed in circulator's own handwriting. Each section of the **Nomination Petition** must be delivered to the county elections official of the county in which the signer resides as a voter, no later than 5:00 p.m. on the final day of the nomination period. For Party Nominated offices, the signer must be a resident of the jurisdiction and registered with the same party (for party nominated offices only) as the candidate for whom the petition is being circulated. For Voter Nominated offices, any voter can sign the petition regardless of what party they are registered with.

The candidate may appoint persons to circulate the nomination paper. The circulator must be a resident of the jurisdiction and of the county in which he/she gathers signatures.

No more signers shall be secured for any candidate than the maximum number required in this article. If, however, through miscalculation or otherwise, more signers are secured than the maximum number, the officer with whom the nomination papers are filed shall, with the written consent of the candidate, withdraw the excess number.

NOTE: In some circumstances signatures-in-lieu of filing fee petitions may satisfy the nomination signature requirements. Please check with your local Registrar. §§8061, 8062, 8066, 8067, 8106(b)(4)

PETITION IN LIEU OF FILING FEE (SIGNATURES-IN-LIEU): A candidate may submit a petition containing signatures of registered voters in-lieu of paying the filing fee to run for office. The signatures submitted may cover all or a pro rata portion of the filing fee. Any registered voter may sign an in-lieu-of-filing-fee petition for **any candidate for whom he or she is eligible to vote**.

If a voter signs more candidates' petitions than there are offices to be filled, the voter's signature shall be valid only on those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled. The circulator must be a resident of the jurisdiction and of the county in which he/she gathers signatures.

Exception: The candidate may circulate an in-lieu petition / nomination petition in all shared counties affecting the district. § 106 (a)

Each candidate may submit a greater number of signatures to allow for subsequent losses due to the invalidity of some signatures. The elections official shall not be required to determine the validity of a greater number of signatures than that required. §8106

No additional signatures may be filed after the filing date, but supplemental signatures may be filed to replace signatures in the original filing that were found insufficient. That portion of the filing fee not covered by the signatures must be paid in full before the nomination documents may be filed. §8105, 8106

NOTE FOR CANDIDATES RUNNING FOR MULTI-COUNTY OFFICES: When there is more than one county involved in a specific jurisdiction, candidates may obtain the Petition in Lieu form from any county in the jurisdiction. Solano County will accept another county's Petition-in-Lieu form but **we recommend that the candidate contact the other counties involved to determine if they would accept our forms.**

Note: The Secretary of State's office cannot accept petitions-in-lieu of filing fees since they have no way of verifying the signatures. §§8103(a)(1), 8105, 8106(a)(3), (6)

SIGNATURES IN LIEU OF FILING FEE USED FOR NOMINATION: If a candidate submits an in-lieu-of-filing-fee petition, the county elections official shall count all valid signatures appearing on the petition toward the number of nomination signatures required for the candidate's nomination paper. If the in-lieu-of-filing-fee petition contains the requisite number of valid signatures for the nomination paper, the candidate is not required to circulate and file a nomination paper, but may request the county elections official to accept the petition in-lieu of filing fee as a nomination paper instead of filing separate additional nomination papers. If the petition in-lieu of filing fee does not contain the requisite number of valid signatures for the nomination paper, the candidate shall be entitled to file, within the time period allowed for filing nomination papers, a nomination paper in order to obtain the requisite number of valid signatures required to be submitted to the elections official on a nomination paper. If party nominated candidate uses his/her petition-in-lieu signatures as nomination signatures, those signers can be registered with any party. The nomination paper shall be delivered to the county elections official of the county, in which the signer resides and is a voter.

Note: All candidates are still required to file a Declaration of Candidacy during the nomination period. §§8061, 8062, 8106

CODE OF FAIR CAMPAIGN PRACTICES (Voluntary): This form is a voluntary pledge by candidates concerning 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 county elections official is required to give the individual a copy of the **Code of Fair Campaign Practices** and a copy of the provisions of Chapter 5, Division 20 of the Elections Code. The form is filed with the candidate's nomination documents and is open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code. §§20440, 20442, 20444

STATEMENT OF ECONOMIC INTERESTS: GC §87300 requires every agency to adopt a conflict of interest code. A conflict of interest code is a document, which designates the positions within an agency, which make or participate in making governmental decisions, which may have a foreseeable material effect on any financial interest.

Only candidates for elective office **so designated under the agency's conflict of interest code**, and candidates for public office listed in GC section 87200, must file a **Statement of Economic Interests** with their nomination papers. Elected officials, if so designated, must also file a **Statement of Economic Interests** within 30 days of assuming office; annually; and within 30 days of leaving office. If an individual is appointed to an office, he or she must file a **Statement of Economic Interests** within 10 days of assuming office. Under certain conditions, the **Statement of Economic Interests** need not be filed if such a statement was filed within 60 days prior to the filing of a Declaration of Candidacy or prior to the date of assuming office. GCs §87200, §87300, §87500

FREQUENTLY ASKED QUESTIONS

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

You may not withdraw as a candidate in a Primary Election after 5:00 p.m. on the last day of the nomination period on March 9th, or March 14th, in the case of an extension.

2. Can I charge with a credit card to pay my filing fee, purchase voter material, or pay my candidate statement fee?

NO. Cash or checks, are acceptable forms of payment. Checks are to be made payable to the Registrar of Voters.

3. How soon will a list of qualified candidates be available after the close of nomination?

The nomination period closes at 5:00 p.m. on March 9, 2012, but if an incumbent does not file, the nomination period for that particular office is extended until March 14th, 2012. A list of local office candidates will be available after the close of nominations. The certified list from the Secretary of State's office will be available March 29, 2012.

4. Can I change or correct the wording or spelling on my candidate statement after submission?

No, you may not make any changes to your candidate's statement once it has been filed. Review your candidate's statement carefully before submitting. No responsibility or liability is assumed for errors in spelling, punctuation, grammar, etc., because the statement is entirely the candidate's responsibility.

5. May I withdraw my candidate's statement after it is filed?

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 of the next working day after the close of the nomination period.

6. If my contest does not appear on the ballot due to an insufficient number of candidates, will my candidate statement fee be refunded?

Yes, our office will contact you to make arrangements to return your fee.

7. Can my spouse, relative, friend, or campaign manager pick up nomination documents for me?

The candidate in person must pick up all forms or the candidate's representative must present a letter of specific authorization, signed by the candidate. This statement must contain the candidate's name, the office he or she is seeking, and party affiliation, if applicable. The statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the election official of the county of the candidate's residence by the 88th day prior to the direct primary election, which in this case is March 8, 2012. That statement shall be retained by the elections official.

8. Can my spouse, relative, friend, or campaign manager file my nomination documents, or can I mail them to you?

Election law does not specifically prohibit another person from filing nomination papers for a candidate. However, candidates 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 §8028). Additionally, a member of the Registrar of Voters' staff, a qualified officer, or a notary public must administer the oath or affirmation, which is part of the Declaration of Candidacy form. It is much easier for a candidate to file the nomination papers in person and have the oath administered at the time he or she files; and
- B. The signature of the candidate, as well as other data, is required on many documents required in the nomination process. If through an oversight the nomination papers are incomplete, the problem can easily be rectified when a candidate files in person.

It is not recommended that nomination documents be mailed back. However, if mailed back, nomination documents must be received in our office by 5:00 p.m. on the close of nominations, regardless of the postmark.

9. I am unable to complete and file my campaign disclosure statement (FPPC filings) by the filing deadline. Can I obtain an extension?

NO. There is no provision in the Political Reform Act that permits any filing officer to extend a filing deadline. Statements that are late are subject to a fine of \$10.00 per day until the statement is filed.

10. Can I obtain election night results on the Internet?

Yes, you may obtain the information from the Registrar of Voters' website, at www.solanocounty.com/elections.

11. 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. Our staff is here to help you through the process.

12. I am a candidate for Judge of the Superior Court, must I file a Declaration of Intention and when is the filing period?

Yes, every candidate for Judge of the Superior Court, incumbent or not, must file a Declaration of Intention. The Declaration of Intention filing period is January 30, 2012 – February 8, 2012. All incumbents must file by February 8, 2012. For any seat in which the incumbent does not file for by February 8, 2012, there will be a five calendar day extension period for anyone except the incumbent to file.

13. For Voter-Nominated offices do petition-in-lieu signers or nomination petition signers need to be registered with the same political party I am registered with?

No, signers on any type of petition for a Voter-Nominated office do not have to be registered in the same party as the candidate. Any registered voter of any party may sign a petition for a candidate for a Voter-Nominated office.

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

File your nomination papers early to avoid the consequences of a problem of this type. The Registrar of Voters must certify that the signatures on nomination papers are of registered voters residing within the jurisdiction. If you wait until the last day to file and your sponsors' signatures for any reason are insufficient, you will not qualify to be a candidate. If you file early, there will be time for the Registrar of Voters to check the signatures and notify you of any insufficiencies. You will then have an opportunity to submit supplemental signatures.

REGISTRATION AND ELECTION PROCEDURES FOR THE JUNE 5, 2012 PRESIDENTIAL PRIMARY ELECTION

Registration Deadline

May 21, 2012 is the last day to register to vote for the June 5, 2012 election. **Election Day**

On Election Day, the polls will be open from 7:00 a.m. to 8:00 p.m. **Vote by Mail**

Information

The Vote by Mail voting period begins 29 days prior to the election on May 7th. **Application for a**

Vote by Mail Ballot

Beginning May 7th through May 29th, voters can apply for their Vote by Mail ballots by mail or in person at the Registrar of Voters' office. The application form is available from:

- a. The back of the sample ballot booklets mailed to all registered voters.
- b. Online at our website www.solanocounty.com/elections. The application may be downloaded and mailed to the Registrar of Voters or submitted electronically.
- c. Voters may request a Vote by Mail ballot by mailing a request with their name, residence address, mailing address if any, and signature to the Registrar of Voters.

Phone applications are not permitted. Issuing

Ballots

Ballots for permanent Vote by Mail voters will be mailed 29 days before the election. Regular Vote by Mail ballots will be mailed approximately 24 hours after receipt of the request for a Vote by Mail ballot. The last day to request a Vote by Mail ballot is May 29, 2012.

Beginning May 30, 2012 Vote by Mail ballots can only be issued in the office of the Solano County Registrar of Voters. If the voter is unable to come to our office to pick up their Vote by Mail ballot they may authorize someone else to do so. The authorized person must provide a completed application and a statement signed by the voter, designating the authorized representative by name.

Returning Vote-by-Mail ballot

A Vote by Mail voter who was issued a ballot between the 29th day and the 7th day before the election shall either return their ballot by mail, in person to the Solano County Registrar of Voters offices, or to any polling place in Solano County on Election Day.

However, a Vote by Mail voter who because of illness or other physical disability, is unable to return the ballot, may designate his or her spouse, child, parent, grandparent, grandchild, brother, sister, or a person residing in the same household as the Vote by Mail voter to return the ballot to the Solano County Registrar of Voters or to any polling place in Solano County on Election day.

Vote by Mail ballots issued between May 30th and June 5th may not be returned by mail.

PREPARATION OF VOTE BY MAIL BALLOT APPLICATIONS BY CANDIDATES OR CAMPAIGNS

Candidates planning Vote by Mail voter drives should contact the Registrar of Voters for a camera-ready copy of the application. Whenever possible, the voter identification number of the voter should be bar coded on the application to speed processing of the application when it is mailed to the Registrar of Voters office. The voter identification number is available on the Multi-Purpose Voter Report, which is also available on CD.

Applications must meet the requirements of the Elections Code sections 3006-3008. The name, address and telephone number of the organization, which authorized the distribution of the applications, must be included on the application.

For more information about the Vote by Mail voting, please call the Registrar of Voters office at 784-6675 or Toll-Free 888-933-VOTE (8683).

BALLOT COUNTING, ELECTION RESULTS AND CANVASS RESULTS

After 8:00 p.m. on Election night, cumulative results will be available on our website at:

www.solanocounty.com/elections

Or via telephone at **(707) 784-6675** or Toll-Free **1-888-933-VOTE (8683)**

Headquarters for public and media viewing of election night returns will be at the Solano County Registrar of Voters Office, 675 Texas Street, Suite 2600, Fairfield, CA 94533.

Processing Vote by Mail Ballots

The Registrar of Voters begins processing Vote by Mail ballots 7 business days before the election. The processing of Vote by Mail ballots, which includes opening the ballot envelope, is open to the public. The vote count is not released until after 8:00 p.m. on Election Day. §15101

Vote by Mail ballots turned in at the polls will be counted during the official canvass, not on election night, in order to allow time for checking signatures.

Precinct Results

The polls close at 8:00 p.m. After the polls close, the precinct officers must complete poll closing procedures required by law, and deliver the ballots, supplies and ballot cartridges to their return center. This process takes approximately 1.5 hours in a major election. Precinct results will be available as soon as possible.

Post Election Night

Semi-final election results will be available by phone and on printed reports between 8:00 a.m. and 5:00 p.m. at the Registrar of Voters on the day after the election and on the Registrar of Voters web page at the Internet address listed above.

Canvass / Certification

Canvass is a process of reconciling numbers and the supplemental counting of vote by mail ballots turned in at the polls, provisional and write-in ballots. The numbers of voted ballots reported by pollworkers and Vote by Mail ballots are matched to what the computer counted. California law permits 28 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1 % of the voting precincts. This manual process verifies the accuracy of the computer count.

Candidates and members of the general public are invited to observe supplemental ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts. The canvass is complete when the elections official signs the Certification of the Election Results. § 15620

Statement of Votes Cast

The Semifinal Official Canvass Statement of Votes Cast (SVC) which reports election results by individual voting precincts is available after the election at the elections office. For most elections, this report is also posted on the department's website. Once the election is certified, the Final Official Canvass Statement of Votes Cast is made available at our office and on the website.