

# ***COUNTY OF SONOMA***

**CONSOLIDATED  
PRIMARY ELECTION  
JUNE 3, 2008**

**CAMPAIGN GUIDE  
AND  
CALENDAR OF EVENTS**

**Partisan and Local Nonpartisan Offices**

Compiled and Distributed by Sonoma County Registrar of Voters

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(707) 565-6800  
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TDD (707) 565-6888  
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*This handbook has been prepared to assist candidates, committees and members of the news media in preparing for the upcoming 2008 Consolidated Primary Election. This handbook is not intended to be all encompassing, but merely summarizes major provisions related to candidates and committees involved in elections in the County of Sonoma and the State of California.*

*While staff has attempted to be as informative as possible in compiling this information, and we appreciate the opportunity to address your questions not answered in this handbook, the law prohibits employees from answering questions of a legal nature. This handbook is not intended as a substitute for legal counsel. For your protection, we strongly urge you to consult an attorney.*

*For additional election-related information, feel free to contact our office Monday through Friday 8 a.m. to 5 p.m., except holidays. For dates that fall on a Saturday, Sunday, or holiday, use the next regular business day for transactions. Call us at (707) 565-6800, visit us at the Sonoma County Registrar of Voters Office, 435 Fiscal Drive, Santa Rosa, or write to us at P.O. Box 11485, Santa Rosa, CA 95406-1485.*

*Wishing you the best in 2008,*

JANICE ATKINSON,  
SONOMA COUNTY CLERK &  
REGISTRAR OF VOTERS

# IMPORTANT TELEPHONE NUMBERS

## SONOMA COUNTY REGISTRAR OF VOTERS

<b>General Information</b> .....	(707) 565-6800
Toll-free (within California) .....	(800) 750-8683
TDD (hearing impaired) .....	(707) 565-6888
Fax .....	(707) 565-6843
<b>Vote by Mail Division</b> .....	(707) 565-6806
(vote by mail ballot applications, information)	
<b>Campaign Disclosure Division</b> .....	(707) 565-6808
(financial disclosure statements, information)	
<b>Campaign Materials Division</b> .....	(707) 565-6818
(voter lists, maps, precinct information)	
<b>Candidate Filing Division</b> .....	(707) 565-6809
(filing requirements for office)	
<b>Voter Registration Division</b> .....	(707) 565-6810
(voter registration forms, information)	

## OFFICE OF THE SECRETARY OF STATE

<b>Elections Division</b> .....	(916) 657-2166
(general information, filing for state and federal offices)	
Fax .....	(916) 653-3214
<b>Political Reform Division</b> .....	(916) 653-6224
(committee ID number, termination)	

## FAIR POLITICAL PRACTICES COMMISSION

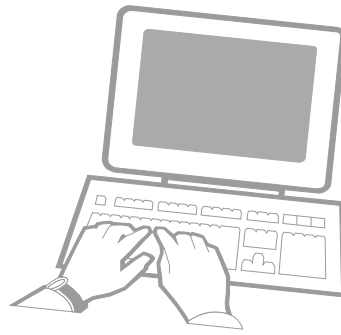
<b>Technical Assistance Division</b> (9 a.m.-12 p.m. and 1:30-4:30 p.m.) .....	(866) 275-3772
(campaign disclosure, state contribution limits, conflict of interest disclosure)	
Fax .....	(916) 322-3711
<b>Legal Division</b> (9 a.m.-12 p.m. and 1:30-4:30 p.m.) .....	(866) 275-3772
(conflict of interest disqualifications, use of campaign funds)	
<b>Enforcement Division</b> (9 a.m.-12 p.m. and 1:30-4:30 p.m.) .....	(800) 561-1861
(file complaint under Political Reform Act)	

## STATE FRANCHISE TAX BOARD .....

<b>Automated Information</b> .....	(800) 338-0505
(committee tax status, tax deductible contributions, charitable non-profit groups, general information)	

## FEDERAL ELECTION COMMISSION .....

(federal campaign disclosure, contributions from national banks, national corporations, foreign nationals)



## **WEBSITES OF INTEREST**

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### **www.sonoma-county.org/regvoter**

Provides information about the Sonoma County Registrar of Voters Office including the following: Voting Information, Registering to Vote, Political Party Affiliation, Facts for New Citizens, Services for Voters with Disabilities, Vote by Mail Information, Permanent Vote by Mail Information, Polling Places and Sample Ballots, Serving at the Polls, Student Precinct Officer Program, Campaign Materials and Costs, Election Results and Other Services.

### **www.sonoma-county.org/vote**

Election Night Results

## **E-MAIL ADDRESSES**

- Vote by Mail Information** ..... [rov-absentee@sonoma-county.org](mailto:rov-absentee@sonoma-county.org)
- Voter Registration Information** ..... [rov-voterreg@sonoma-county.org](mailto:rov-voterreg@sonoma-county.org)
- Campaign Information** ..... [rov-campaign@sonoma-county.org](mailto:rov-campaign@sonoma-county.org)
- Precinct Officer Information** ..... [rov-polls@sonoma-county.org](mailto:rov-polls@sonoma-county.org)

## **HELPFUL CONNECTIONS**

- Secretary of State** ..... [www.sos.ca.gov](http://www.sos.ca.gov)
  - Elections Division ..... [elections@sos.ca.gov](mailto:elections@sos.ca.gov)
  - Political Reform Division ..... [politicalreform@sos.ca.gov](mailto:politicalreform@sos.ca.gov)
- Fair Political Practices Commission** ..... [www.fppc.ca.gov](http://www.fppc.ca.gov)
- State Franchise Tax Board** ..... [www.ftb.ca.gov](http://www.ftb.ca.gov)
- Internal Revenue Service** ..... [www.irs.ustreas.gov](http://www.irs.ustreas.gov)
- Federal Election Commission** ..... [www.fec.gov](http://www.fec.gov)
- California Law** ..... [www.leginfo.ca.gov](http://www.leginfo.ca.gov)



## **WHO YOU GONNA CALL?**

The Sonoma County Registrar of Voters Office appreciates notification of cases of alleged voter registration, petition or voter fraud; however, this office is **NOT** an enforcement agency and is therefore unable to investigate any violations.

In response to the many inquiries our office receives regarding possible election violations or fraud, following is a list of resources regarding whom to contact for the various types of violations:

- **False or misleading campaign materials** ▶ No agency enforcement; these issues are dealt with in court.
- **Violations of the Political Reform Act (Title 9 of the California Government Code §§81000-91015), i.e. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, disclosure of economic interests** ▶ Contact your local district attorney at (707) 565-2311 or the appropriate city attorney for local candidates or measures, or the Fair Political Practices Commission at 1-800-561-1861 or [www.fppc.ca.gov](http://www.fppc.ca.gov).
- **Election fraud** ▶ Contact your local district attorney at (707) 565-2311, or the California Secretary of State at (916) 657-2166 or [www.sos.ca.gov](http://www.sos.ca.gov).
- **Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act** ▶ Contact your local district attorney at (707) 565-2311, or the California State Attorney General at 1-800-952-5225 or [www.caag.state.ca.us](http://www.caag.state.ca.us).
- **Federal campaigns, e.g., U.S. Senate, House of Representatives, the President of the United States, etc.** ▶ Contact the Federal Election Commission at 1-800-424-9530 or [www.fec.gov](http://www.fec.gov).
- **Open meeting laws (Brown Act)** ▶ Contact your local district attorney at (707) 565-2311, or the California State Attorney General at 1-800-952-5225 or [www.caag.state.ca.us](http://www.caag.state.ca.us).
- **Local ordinances** ▶ Contact your local city attorney or local district attorney at (707) 565-2311.
- **Vandalism or requirements concerning campaign signs** ▶ Contact your local city attorney or local district attorney at (707) 565-2311.

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# OFFICES TO WHICH CANDIDATES ARE TO BE NOMINATED OR ELECTED AT THE CONSOLIDATED PRIMARY ELECTION

## PARTISAN OFFICES

	Officeholder	Sponsors' Signatures	Filing Fees	In-lieu Dem/Rep	Signatures Minor
<b>Federal (elected by district)</b>					
<b>U.S. Rep in Congress</b>					
1 <sup>st</sup> District .....	Thompson .....	40-60 .....	\$1652.00 .....	3,000 .....	**
6 <sup>th</sup> District .....	Woolsey .....	40-60 .....	\$1652.00 .....	3,000 .....	**
<b>State (elected by district)</b>					
<b>State Senate</b>					
3 <sup>rd</sup> District .....	Migden .....	40-60 .....	\$1162.08 .....	3,000 .....	**
<b>Member of Assembly</b>					
1 <sup>st</sup> District .....	Berg* .....	40-60 .....	\$1162.08 .....	1,500 .....	**
6 <sup>th</sup> District .....	Huffman .....	40-60 .....	\$1162.08 .....	1,500 .....	**
7 <sup>th</sup> District .....	Evans .....	40-60 .....	\$1162.08 .....	1,500 .....	**

\*Termed Out

\*\*Minor party signature-in-lieu requirements are shown on the appropriate Qualifications and Requirements pages for each office.



# OFFICES TO WHICH CANDIDATES ARE TO BE NOMINATED OR ELECTED AT THE CONSOLIDATED PRIMARY ELECTION

## PARTISAN OFFICES

Party	No. of Seats	Sponsors' Signatures	Filing Fees	In-lieu Dem/Rep	Signatures Minor
<b>County Central Committee</b>					
<b>Democratic</b>					
1 <sup>st</sup> District .....	Elect 5 .....	20-40 .....	N/A .....	N/A .....	N/A
2 <sup>nd</sup> District .....	Elect 5 .....	20-40 .....	N/A .....	N/A .....	N/A
3 <sup>rd</sup> District .....	Elect 4 .....	20-40 .....	N/A .....	N/A .....	N/A
4 <sup>th</sup> District .....	Elect 4 .....	20-40 .....	N/A .....	N/A .....	N/A
5 <sup>th</sup> District .....	Elect 5 .....	20-40 .....	N/A .....	N/A .....	N/A
<b>Republican</b>					
1 <sup>st</sup> District .....	Elect 6 .....	20-40 .....	N/A .....	N/A .....	N/A
2 <sup>nd</sup> District .....	Elect 5 .....	20-40 .....	N/A .....	N/A .....	N/A
3 <sup>rd</sup> District .....	Elect 4 .....	20-40 .....	N/A .....	N/A .....	N/A
4 <sup>th</sup> District .....	Elect 5 .....	20-40 .....	N/A .....	N/A .....	N/A
5 <sup>th</sup> District .....	Elect 4 .....	20-40 .....	N/A .....	N/A .....	N/A
<b>American Independent</b> .....	**	20-40 .....	N/A .....	N/A .....	N/A
<b>Libertarian</b> .....	**	20-30 .....	N/A .....	N/A .....	N/A
<b>Peace &amp; Freedom</b> .....	**	20-30 .....	N/A .....	N/A .....	N/A
<b>County Council</b>					
<b>Green</b> .....	**	20-30 .....	N/A .....	N/A .....	N/A

\*\*The Secretary of State will compute the number to be elected not later than 125 days before the Primary Election.

**OFFICES TO WHICH CANDIDATES ARE TO BE NOMINATED OR ELECTED  
AT THE CONSOLIDATED PRIMARY ELECTION**

**NONPARTISAN OFFICES**

	Officeholder	Sponsors' Signatures	Filing Fees	In-Lieu Signatures
<b>JUDICIAL (elected county-wide)</b>				
Office #1.....	Tansil.....	20-40.....	\$1787.89...	7,152
Office #2.....	Rosenfield.....	20-40.....	\$1787.89...	7,152
Office #3.....	Chouteau.....	20-40.....	\$1787.89...	7,152
Office #4.....	Gross.....	20-40.....	\$1787.89...	7,152
Office #5.....	Wick.....	20-40.....	\$1787.89...	7,152
Office #6.....	Simonds.....	20-40.....	\$1787.89...	7,152
<b>COUNTY (elected by district)</b>				
<b>Supervisor</b>				
1 <sup>st</sup> District.....	Brown.....	20-40.....	\$1287.28...	5,150
3 <sup>rd</sup> District.....	Smith.....	20-40.....	\$1287.28...	5,150
5 <sup>th</sup> District.....	Reilly.....	20-40.....	\$1287.28...	5,150

**SUMMARY — CANDIDATE QUALIFICATIONS AND INFORMATION ON  
PARTISAN OFFICES TO BE VOTED ON AT THE  
JUNE 3, 2008 CONSOLIDATED PRIMARY ELECTION**

Office <sup>1</sup>	Term	Term Begins	Qualifications
<b>U.S. Rep in Congress</b> .....	2 yrs	January 3 <sup>rd</sup> following election, at noon.	At least 25 years of age, registered voter, citizen of the U.S. for at least 7 years, inhabitant of the state when elected.
<b>State Senator</b> .....	4 yrs	1 <sup>st</sup> Monday in December following election.	Citizen of the U.S., registered voter in the district at the time nomination papers are issued <sup>2</sup> . May not serve in the same office for more than 2 terms.
<b>Member of Assembly</b> .....	2 yrs	1 <sup>st</sup> Monday in December following election.	Citizen of the U.S., registered voter in the district at the time nomination papers are issued <sup>2</sup> . May not serve in the same office for more than 3 terms.
<b>Central Committee Member</b> .....	2 yrs	Organizational Meeting	Resident of the district, registered voter qualified to vote for that office when nomination papers are issued and continuously throughout that term of office.

<sup>1</sup>No Declaration of Candidacy for a partisan office or 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 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, or, in the case of an election governed by Chapter 1 (commencing with Section 10700) of Part 6 of Division 10, within three months immediately prior to the filing of the declaration.

<sup>2</sup>Article IV, Section 2(c), of the California Constitution requires one year residency in the legislative district and three years residency in California; however, it is the legal opinion of the Secretary of State's Office that these provisions violate the U.S. Constitution and are unenforceable.

**SUMMARY — CANDIDATE QUALIFICATIONS AND INFORMATION ON  
NONPARTISAN OFFICES TO BE VOTED ON AT THE  
JUNE 3, 2008 CONSOLIDATED PRIMARY ELECTION**

Office	Term	Term Begins	Qualifications
<b>Judge of the Superior Court</b> .....	6 yrs	1 <sup>st</sup> Monday after January 1 <sup>st</sup> following election.	Citizen of the U.S., registered voter, member of the State Bar for 10 years immediately preceding the election, or have served as judge of a California court of record for 10 years immediately preceding the election.
<b>County Supervisor</b> .....	4 yrs	1 <sup>st</sup> Monday after January 1 <sup>st</sup> following election, at noon.	Registered voter of the district which he or she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents, and shall reside in the district during incumbency.

# FEDERAL OFFICES (ELECTED BY DISTRICT)

## U.S. Representative in Congress

### TERM OF OFFICE

U.S. Representatives in Congress serve a 2-year term, beginning at noon on January 3, 2009.

U.S. Const. Art. I, §2, 4

### QUALIFICATIONS

A candidate for U.S. Representative in Congress shall:

- be at least 25 years of age; and
- be a citizen of the United States for seven years; and
- be a resident of California when elected; and
- be registered with the political party whose nomination he or she is seeking for not less than three months immediately prior to the time the Declaration of Candidacy is presented to the county elections official or, if eligible to register for less than three months, for as long as he or she has been eligible to vote in California; and
- not have been registered as affiliated with any other qualified political party within twelve months immediately prior to filing the Declaration of Candidacy.

There are no district residency requirements for U.S. Representative in Congress.

U.S. Const. Art. I, §2; E.C. 8001

### FILING REQUIREMENTS

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

**FILING FEE** ▶ The non-refundable filing fee is payable to the Secretary of State, and must be paid at the time the candidate obtains the nomination forms. The filing fee is:

- U.S. Representative in Congress .... \$1,652.00

**SIGNATURES-IN-LIEU** ▶ A candidate may submit petitions containing signatures of registered voters to cover all or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from any county elections official beginning December 28, 2007. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 21, 2008, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 21, 2008, which were found not to be valid) may be filed no later than the close of business on March 7, 2008. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district in which the candidate is running. The circulator shall serve within the county in which he or she resides.


3,000 valid signatures are required to offset the entire fee for a candidate seeking the Democratic or Republican nomination. Except as set forth on the following page, any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.

**NOTE:** The Secretary of State's office cannot accept Petitions-in-lieu of filing fees since they have no way of verifying the signatures.

E.C. §§8103 (a)(2), 8105, 8106 (a)(2),(6), (b)(4)

**Qualifications and Requirements - Partisan Offices**  
**Federal Offices (Elected by District)**  
**U.S. Representative in Congress**

Number of signers required to offset entire filing fee (must be affiliated with the political party):

Political Party				
	American Independent .....→	Green .....→	Libertarian .....→	Peace & Freedom .....→
Office				
Congressional Dist. 1	150	150	150	135
Congressional Dist. 6	150	150	150	86

**NOMINATION DOCUMENTS AND PROCEDURES**

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between February 11, 2008 and March 7, 2008. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 7, 2008.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 7, 2008, any person, other than the person who was the incumbent on March 7, 2008, may file a Declaration of Candidacy not later than the close of business on March 12, 2008.

E.C. §§8020, 8022, 8028, 8040, 8064

**NOMINATION PETITIONS** ▶ Each candidate is required to file a Nomination Petition between February 11, 2008 and March 7, 2008, containing at least 40 and no more than 60 signatures of registered voters, in the jurisdiction, affiliated with the political party whose nomination the candidate is seeking. Each section of the Nomination Petition shall be delivered to the county elections official of the county where circulated, not later than the close of business on March 7, 2008. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election, and shall circulate the petition only in the county in which he or she resides. **NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

E.C. §§8020, 8041, 8061, 8062, 8063, 8066, 8068

**CAMPAIGN COMMITTEE FILING OBLIGATIONS**

For information regarding campaign disclosure reporting requirements or to obtain filing forms, contact the Federal Elections Commission by calling 1-800-424-9530 or write to:

Federal Elections Commission  
 999 E Street NW  
 Washington, D.C. 20463

## FEDERAL OFFICES

### U.S. Representative in Congress Summary Information

#### IMPORTANT!!!



#### FILING FEES

- U.S. Rep in Congress \$1,652.00 or 3,000 Signatures-in-lieu\*



#### NOMINATION SIGNATURES

- U.S. Rep in Congress 40 – 60



#### FILING PERIODS

- 12/28/07 - 02/21/08 **Filing Period** for Signatures-in-lieu of Filing Fees
- 02/22/08 - 03/07/08 **Filing Period** to make up deficient Signatures-in-lieu filed by 02/21/08 (cash, signatures or combination thereof)
- 02/11/08 - 03/07/08 **Filing Period** for Nomination Documents
- 03/08/08 - 03/12/08 **Extension Period** for filing Nomination Documents



#### ALL CANDIDATES MUST FILE:

1. Declaration of Candidacy
2. Nomination Petition



Contact the Federal Elections Commission for Campaign Finance Reporting Obligations.

\*Signature requirements shown are for candidates for the Democratic and Republican nomination. For minor party signature requirements see the Qualifications and Requirements section for the applicable office.

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

# STATE OFFICES (ELECTED BY DISTRICT)

## State Senator and Member of the State Assembly

### TERM OF OFFICE

State Senators serve a 4-year term, beginning December 1, 2008. No State Senator may serve more than two terms beginning November 6, 1990.

Members of the State Assembly serve a 2-year term, beginning December 1, 2008. No Member of the State Assembly may serve more than three terms beginning November 6, 1990.

Cal. Const. Art. IV, §2

### QUALIFICATIONS

A candidate for State Senator or Member of the State Assembly shall:

- be a citizen of the United States<sup>1</sup>; and
- be registered to vote, affiliated with the political party whose nomination he or she is seeking for not less than three months immediately prior to the time the Declaration of Candidacy is presented to the county elections official or, if eligible to register for less than three months, for as long as he or she has been eligible to vote in California; and
- not have been registered as affiliated with any other qualified political party within twelve months immediately prior to filing the Declaration of Candidacy.

Cal. Const. Art. IV, §2 (c), E.C. §§201, 8001

### FILING REQUIREMENT

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

**FILING FEE** ▶ The non-refundable filing fees are payable to the Secretary of State, and must be paid at the time the candidate obtains the nomination forms. The filing fees are:

- State Senator ..... \$1,162.08
- Member of the State Assembly ..... \$1,162.08

**SIGNATURES-IN-LIEU** ▶ A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from any county elections official beginning December 28, 2007. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 21, 2008, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 21, 2008, which were found not to be valid) may be filed no later than the close of business on March 7, 2008. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district in which the candidate is running. The circulator shall serve within the county in which he or she resides.


3,000 valid signatures are required to offset the entire fee for a candidate seeking the Democratic or Republican nomination for the office of State Senator and 1,500 valid signatures are required to offset the entire fee for a candidate seeking the Democratic or Republican nomination for the office of Member of the State Assembly. Except as set forth on the following page any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.

<sup>1</sup>Article IV, Section 2(c), of the California Constitution requires one year residency in the legislative district and three years residency in California; however, it is the legal opinion of the Secretary of State's Office that these provisions violate U.S. Constitution.



**Qualifications and Requirements - Partisan Offices**  
**State Offices (Elected by District)**  
**State Senator and Member of the State Assembly**

Number of signers required to offset entire filing fee (must be affiliated with the political party):

Political Party				
	American Independent ...→	Green ...→	Libertarian ...→	Peace & Freedom ...→
Office				
Senate Dist. 3	150	150	150	147
Assembly Dist. 1	150	150	150	93
Assembly Dist. 6	150	150	130	51
Assembly Dist. 7	150	150	108	51

**NOTE:** The Secretary of State's Office cannot accept petitions in-lieu of filing fees since they have no way of verifying the signatures.

E.C. §§8103 (a)(3), 8105, 8106 (a)(1),(2),(b)(4)

## NOMINATION DOCUMENTS AND PROCEDURES

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between February 11, 2008 and March 7, 2008. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 7, 2008.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 7, 2008, any person, other than the person who was the incumbent on March 7, 2008, may file a Declaration of Candidacy not later than the close of business on March 12, 2008.

E.C. §§8020, 8022, 8028, 8040, 8064

**NOMINATION PETITIONS** ▶ Each candidate is required to file a Nomination Petition between February 11, 2008 and March 7, 2008, containing at least 40 and no more than 60 signatures of registered voters, in the jurisdiction, affiliated with the political party whose nomination the candidate is seeking. Each section of the Nomination Petition shall be delivered to the county elections official of the county where circulated, not later than the close of business on March 7, 2008. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election, and shall circulate the petition only in the county in which he or she resides. **NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

E.C. §§8020, 8041, 8061, 8062, 8063, 8066, 8068

**STATEMENT OF QUALIFICATIONS (OPTIONAL)** ▶ A candidate for state legislative office who accepts voluntary expenditure limits may purchase the space to place a statement in the Voter Information Pamphlet portion of the Sample Ballot that does not exceed 250 words. See guidelines for preparing candidates' statements on page 15 of this guide.

G.C. §85601

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

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

G.C. §§87200 et seq.

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

E.C. §20440

## **CAMPAIGN COMMITTEE FILING OBLIGATIONS**

See General Information on Campaign Filing Obligations starting on page 29 of this guide or the appropriate F.P.P.C. Manual

## STATE OFFICES

### State Senator and Member of the State Assembly Summary Information

#### IMPORTANT!!!



#### FILING FEES

- State Senator \$ 1,162.08 or 3,000 Signatures-in-lieu\*
- State Assembly \$ 1,162.08 or 1,500 Signatures-in-lieu\*



#### NOMINATION SIGNATURES

40 – 60



#### STATEMENT OF QUALIFICATIONS

Senate and Assembly estimated costs on following page



#### FILING PERIODS

- 12/28/07 - 02/21/08 **Filing Period** for Signatures-in-lieu of Filing Fees
- 02/22/08 - 03/07/08 **Filing Period** to make up deficient Signatures-in-lieu filed by 02/21/08 (cash, signatures or any combination thereof)
- 02/11/08 - 03/07/08 **Filing Period** for Statement of Qualifications
- 02/11/08 - 03/07/08 **Filing Period** for Nomination Documents
- 03/08/08 - 03/12/08 **Extension Period** for filing Nomination Documents



#### ALL CANDIDATES MUST FILE:

1. Declaration of Candidacy
2. Nomination Petition
3. Statement of Economic Interests (Form 700)
4. Campaign Statement Forms (501, 410, 460)

\*Signature requirements shown are for candidates for the Democratic and Republican nomination. For minor party signature requirements see the Qualifications and Requirements section for the applicable office.

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

**STATEMENT OF QUALIFICATIONS**  
**For Local Partisan Offices**  
**Voter Information Pamphlet – Sonoma County Sample Ballot**

ESTIMATED COST OF STATEMENTS OF QUALIFICATIONS	JUNE 3, 2008 CONSOLIDATED PRIMARY ELECTION
--	---

Jurisdiction	Registration Plus 15%	Typeset & Handling	Run Chg. & Page Set- Up	Total Estimate English Only	Total Estimate English/ Spanish	Who Pays	When
<b>STATE (elected by district)</b>							
<b>State Senate 3rd Dist</b>							
Democratic	66,663	\$116	\$455	\$571	\$1,242	CAND	AFTER
Republican	43,938	\$116	\$308	\$423	\$947	CAND	AFTER
American Independent	20,318	\$116	\$155	\$270	\$640	CAND	AFTER
Green	20,667	\$116	\$157	\$272	\$645	CAND	AFTER
Libertarian	18,824	\$116	\$145	\$261	\$621	CAND	AFTER
Peace & Freedom	18,462	\$116	\$143	\$258	\$616	CAND	AFTER
<b>State Assembly 1st Dist</b>							
Democratic	49,113	\$116	\$341	\$457	\$1,014	CAND	AFTER
Republican	30,860	\$116	\$223	\$339	\$777	CAND	AFTER
American Independent	13,923	\$116	\$113	\$229	\$557	CAND	AFTER
Green	15,093	\$116	\$121	\$236	\$573	CAND	AFTER
Libertarian	13,046	\$116	\$107	\$223	\$546	CAND	AFTER
Peace & Freedom	12,798	\$116	\$106	\$221	\$543	CAND	AFTER
<b>State Assembly 6th Dist</b>							
Democratic	70,300	\$116	\$479	\$594	\$1,289	CAND	AFTER
Republican	44,698	\$116	\$313	\$428	\$957	CAND	AFTER
American Independent	21,305	\$116	\$161	\$277	\$653	CAND	AFTER
Green	21,691	\$116	\$164	\$279	\$658	CAND	AFTER
Libertarian	19,718	\$116	\$151	\$266	\$633	CAND	AFTER
Peace & Freedom	19,346	\$116	\$148	\$264	\$628	CAND	AFTER
<b>State Assembly 7th Dist</b>							
Democratic	65,875	\$116	\$450	\$566	\$1,232	CAND	AFTER
Republican	42,978	\$116	\$302	\$417	\$934	CAND	AFTER
American Independent	19,305	\$116	\$148	\$264	\$627	CAND	AFTER
Green	19,496	\$116	\$149	\$265	\$630	CAND	AFTER
Libertarian	17,985	\$116	\$140	\$255	\$610	CAND	AFTER
Peace & Freedom	17,628	\$116	\$137	\$253	\$606	CAND	AFTER

\*The above estimates are for printing Statement of Qualifications in Sonoma County Sample Ballots only. You must contact other counties for their estimated costs of printing Statements of Qualifications.

# California Association of Clerks and Election Officials

## Candidate Statement Guidelines

### State Legislative Candidates

#### CANDIDATE INFORMATION

**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.

The text of the statement shall not exceed 250 words. Word count standards shall be pursuant to Elections Code §9.

All statements must be submitted on, or attached to, the form provided by the county elections official of each county in which the candidate wishes to have his or her statement printed. Statements must be formatted pursuant to the guidelines provided by each county. Statements not submitted in the appropriate format will be reformatted by the county elections official. The county elections official bears no responsibility for the correct typesetting of statements that must be reformatted.

Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character or activities.

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.

Costs of providing statements to voters, including translated statements, shall be paid by the candidates.

#### FILING INFORMATION

Candidates' statements shall be filed in the office of the elections official of each county within the district in which the candidate wishes a statement to be printed, not later than 5 p.m. on the 88<sup>th</sup> day prior to the election, or in the event that the nomination period has been extended, until 5 p.m. on the 83<sup>rd</sup> day prior to the election. Candidates' statements are confidential until the expiration of the period for filing such statements. Statements may be withdrawn, but not changed, until 5 p.m. of the next working day after the 88<sup>th</sup> or 83<sup>rd</sup> day prior to the election, whichever is applicable.

It is strongly recommended that the statement be filed personally by the candidate. If the statement is filed by someone other than the candidate, that person should have the authority to make corrections or deletions to the statement in the event that errors or an excess number of words are detected prior to filing the statement. Statements received by mail prior to the deadline will be filed provided that they meet the statutory requirements and county policies regarding candidates' statements. Statements may not be changed after filing.

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.

Candidates' statements are available for public examination in the county elections official's office 10 days prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held, or the county elections 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.

# GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS

## For State Legislative Offices

**PREPARATION OF CANDIDATE'S STATEMENT** ▶ Shown below is a reduced facsimile of a Sonoma County Candidate's Statement of Qualifications form for State Legislative Candidates. Note that the first paragraph in the upper portion contains information as to the cost of printing and handling your statement. This portion of the form is to be completed by the official issuing the form. The second paragraph contains check boxes for you to indicate whether you wish to have your statement printed in English only, or in English and Spanish. You should complete this portion and date and sign where indicated. The Statement shown below has been typed, in upper and lower case, block paragraph form, and the candidate is not requesting a Spanish translation of his statement.

CONTEST ID: \_\_\_\_\_ CANDIDATE ID: \_\_\_\_\_

**LEGISLATIVE CANDIDATES – CANDIDATE'S STATEMENT OF QUALIFICATIONS**

Office: State Assembly District: 81<sup>st</sup> Political Party: Everyone's Party

(INSTRUCTIONS AND STATEMENT OF WITHDRAWAL ON THE REVERSE SIDE OF THIS FORM)

The estimated cost of printing a 250 word statement of qualifications in the Sonoma County Voter Information Pamphlet portion of the Sample Ballot for the office indicated is \$ 1,487.00. The candidate shall bear the cost of the statements and payment shall be required (prior to/after) the election.

I hereby request the following statement for printing and distribution in the Voter Information Pamphlet portion of the Sample Ballot in  ENGLISH ONLY  ENGLISH AND SPANISH. I understand that should I choose to have my statement printed in English and Spanish, the estimated cost of the statement will be approximately double the estimate plus \$100.

DATE: October 29, 2003 CANDIDATE SIGNATURE: John Q. Candidate

*Official issuing form to complete* →

*Check here if you wish English only or English & Spanish* →

*Date and Sign* →

NAME: John Q. Candidate

(STATEMENT / WORD COUNT BEGINS HERE)

*Correct and initial any typos prior to filling* →

*All statements should be typed, in upper and lower case lettering, block paragraph style* →

I am running for the 81<sup>ST</sup> Assembly District because I believe I can bring a fresh outlook to the legislature. There are pressing issues facing our district, and I want to be a part of the solution. School districts and local governments need more funds to supply needed services. Citizens need to have confidence that their needs, including housing, safety, jobs and education will be met.

I have lived and worked in this district since 1948. I own a small printing business which I started in my garage in 1982. Today that business is quite successful and I have 27 employees. I believe state government can and should be run like a business. There is a limited amount of money with which to fund government services, and we need to examine our expenditures very carefully.

I am well qualified for this position. I attended local schools before joining the military in which I served for 6 years. At the completion of my military service I returned to Anytown and attended the State University, from which I graduated with honors in 1986. I served on the Uptown Unified School District governing board from 1988 through 1996 and currently am serving on the Anytown City Council.

My wife, Jane and I have three children, Joshua, 18, Justin, 16 and Jessica, 13, all of whom attend local public schools. I want this district to continue to be a wonderful place to live, work and play for generations to come.

Thank you for your vote.

# GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS

## For State Legislative Offices

**Printed Candidate's Statement** ▶ The example below approximately illustrates the candidate's statement as it will be printed in the Voter Information Pamphlet portion of the Sample Ballot. All statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations).

<b>JOHN Q. CANDIDATE</b>	<b>81<sup>ST</sup> District</b>
<p>I am running for the 81<sup>ST</sup> District because I feel I can bring a fresh outlook to the legislature. There are pressing issues facing our district, and I want to be a part of the solution. School districts and local governments need more funds to supply needed services. Citizens need to have confidence that their needs, including housing, safety, jobs and education will be met.</p> <p>I have lived and worked in this district since 1948. I own a small printing business which I started in my garage in 1982. Today that business is quite successful and I have 27 employees. I believe state government can and should be run like a business. There is a limited amount of money with which to fund government services, and we need to examine our expenditures very carefully.</p> <p>I am well qualified for this position. I attended local schools before joining the military in which I served for 6 years. At the completion of my military service I returned to Anytown and attended the State University, from which I graduated with honors in 1986. I served on the Uptown Unified School District governing board from 1988 through 1996 and currently am serving on the Anytown City Council.</p> <p>My wife, Jane and I have three children, Joshua, 18, Justin, 16 and Jessica, 13, all of whom attend local public schools. I want this district to continue to be a wonderful place to live, work and play for generations to come.</p> <p>Thank you for your vote.</p>	

### Word Count Standards

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified.
3. All geographical names shall be counted as one word (e.g., "City and County of San Francisco" or "Rincon Valley Union School District" shall be counted as one word).
4. Each abbreviation for a word, phrase, or expression shall be counted as one word (e.g., S.R.J.C.).
5. Hyphenated words that appear in any generally available dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
6. Dates consisting of a combination of words and digits shall be counted as two words (e.g., June 2, 2000). Dates consisting of only digits shall be counted as one word (e.g., 6/2/00).
7. Digital numbers shall be counted as one word (e.g., 100). Numbers which are written out are counted as one word each (e.g., "one" shall be counted as one word and "one hundred" shall be counted as two words).
8. Telephone numbers shall be counted as one word.
9. Internet web site addresses shall be counted as one word.

Statements must be typewritten in upper and lower case, with paragraphs clearly marked. Statements must be submitted on the appropriate form; however, statements may be prepared on a word processor and attached to the form, providing no pertinent information is covered by the attachment. Statements submitted in a format other than block paragraph will be reformatted as illustrated above. If age and/or occupation are left blank, none will be printed. Occupation is not restricted by ballot designation limitations; however, occupations exceeding one line will be shortened. **STATEMENTS MUST BE WRITTEN IN THE FIRST PERSON** (e.g., "I am running ..." not "Jane Doe is running ..." or "He is running ...").

**PLEASE PROOFREAD YOUR STATEMENT.** This office will not be responsible for the accurate printing of any reformatted statement or handwritten statement, nor will it correct any misspellings or errors in grammar or punctuation. **Words in ALL CAPITALS, italics, underlines, boldface type, \*\*\*stars\*\*\*, !!!dots ..., etc., are prohibited.**



# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## Nonpartisan Offices — Consolidated Primary Election State Offices (Elected County–Wide)

### Judge of the Superior Court

#### TERM OF OFFICE

The Superior Court Judges serve a 6–year term beginning January 5, 2009.

Cal. Const. Art. VI §16(c)

#### QUALIFICATIONS

A candidate for Superior Court Judge shall:

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

Cal. Const. Art. VI, §15, E.C. §201

#### FILING REQUIREMENTS

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

**FILING FEE** ▶ The non-refundable filing fee is payable to the Registrar of Voters, and must be paid at the time the Declaration of Intention is filed.

- Judge of the Superior Court .... \$1,787.89

**SIGNATURES-IN-LIEU** ▶ A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from any county elections official beginning December 28, 2007. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 6, 2008, and prior to filing a Declaration of Intention. Supplemental signatures (to replace signatures filed by February 6, 2008, which were found not to be valid) may be filed no later than the close of business on March 7, 2008. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district in which the candidate is running. The circulator shall serve within the county in which he or she resides.

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

E.C. §§8104 (b), 8105(b), 8106 (a)(4),(5),(7)

#### NOMINATION DOCUMENTS AND PROCEDURES

**DECLARATION OF INTENTION** ▶ Each candidate must file a Declaration of Intention between January 28, 2008 and February 6, 2008, with the county elections official in the county in which the candidate resides. If an incumbent, eligible to be elected, fails to file by the close of business on February 6, 2008, any person other than the incumbent may file a Declaration of Intention not later than the close of business on February 11, 2008 (see footnote on following page).

E.C. §8023

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between February 11, 2008 and March 7, 2008. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 7, 2008.

**Qualifications and Requirements - Nonpartisan Offices**  
**Judicial Offices (Elected County-wide)**  
**Judge of the Superior Court**

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If an incumbent, eligible to be elected, files a Declaration of Intention within the prescribed time frame, but fails to file a Declaration of Candidacy by the close of business on March 7, 2008, any person, other than the person who was the incumbent on March 7, 2008, may file a Declaration of Candidacy not later than the close of business on March 12, 2008, regardless of whether that person filed a Declaration of Intention. No candidate for a judicial office shall be required to state his or her residential address on the Declaration of Candidacy; however the address must be provided to the elections official for verification<sup>1</sup>.

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

**NOMINATION PETITIONS** ▶ Each candidate is required to file a Nomination Petition between February 11, 2008 and March 7, 2008, containing at least 20 and no more than 40 signatures of registered voters in the jurisdiction. Each section of the Nomination Petition shall be delivered to the county elections official, not later than March 7, 2008. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election, and shall circulate the petition only in the county in which he or she resides. **NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

E.C. §§8041, 8061, 8062(3), 8066

**STATEMENT OF QUALIFICATIONS (OPTIONAL)** ▶ Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record.

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

E.C. §§13307, 13308

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

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

G.C. §§87200 et seq.

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

E.C. §20440

## **CAMPAIGN COMMITTEE FILING OBLIGATIONS**

See General Information on Campaign Filing Obligations starting on page 29 of this guide or the appropriate F.P.C. Manual.

<sup>1</sup>Pending legislation which would become effective January 1, 2008: No candidate for a judicial office shall be required to state his or her residential address on the Declaration of Intention; however the address must be provided to the elections official for verification.

## JUDICIAL OFFICES (ELECTED COUNTY-WIDE)

### Judge of the Superior Court Summary Information

#### IMPORTANT!!!



#### FILING FEES

- Judge of the Superior Court \$1,787.89 or 7,152 Signatures-in-lieu



#### NOMINATION SIGNATURES

20 - 40



#### STATEMENT OF QUALIFICATIONS

\$1,902.00 (estimate)



#### FILING PERIODS

- 12/28/07 - 02/06/08 **Filing Period** for Signatures-in-lieu of Filing Fees
- 02/07/08 - 03/07/08 **Filing Period** to make up deficient Signatures-in-lieu filed by 02/06/08 (cash, signatures or any combination thereof)
- 01/28/08 - 02/06/08 **Filing Period** for Declaration of Intention
- 02/07/08 - 02/11/08 **Extension Period** for filing Declaration of Intention
- 02/11/08 - 03/07/08 **Filing Period** for Nomination Documents (Statement of Qualifications must be filed with Nomination Documents)
- 03/08/08 - 03/12/08 **Extension Period** for filing Nomination Documents/ Statement of Qualifications (if incumbent filed a Declaration of Intention but failed to file a Declaration of Candidacy)



#### ALL CANDIDATES MUST FILE:

1. Declaration Of Intention
2. Declaration Of Candidacy
3. Nomination Petition
4. Statement Of Economic Interests (Form 700)
5. Campaign Statement Forms (501, 410, 460)

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

# COUNTY OFFICES (ELECTED BY DISTRICT)

## County Supervisor

### TERM OF OFFICE

County Supervisors serve a 4-year term beginning at noon on January 5, 2009.

G.C. §§24200, 25000

### QUALIFICATIONS

A candidate for County Supervisor shall:

- be a registered voter of the district for which he or she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office; and
- reside in the district during his or her incumbency.

G.C. §25041

### FILING REQUIREMENTS

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

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

- County Supervisor ..... \$1,287.28

**SIGNATURES-IN-LIEU** ▶ A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from any county elections official beginning December 28, 2007. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 21, 2008, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 21, 2008, which were found not to be valid) may be filed no later than the close of business on March 7, 2008. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district in which the candidate is running. The circulator shall serve within the county in which he or she resides.

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

E.C. §§8104 (b), 8105, 8106

### NOMINATION DOCUMENTS AND PROCEDURES

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between February 11, 2008 and March 7, 2008. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 7, 2008.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 7, 2008, any person, other than the person who was the incumbent on March 7, 2008, may file a Declaration of Candidacy not later than the close of business on March 12, 2008.

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

**Qualifications and Requirements - Nonpartisan Offices**  
**County Offices (Elected by District)**  
**County Supervisor**

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**NOMINATION PETITIONS** ▶ Each candidate is required to file a Nomination Petition between February 11, 2008 and March 7, 2008, containing at least 20 and no more than 40 signatures of registered voters in the jurisdiction. Each section of the Nomination Petition shall be delivered to the county elections official, not later than the close of business on March 7, 2008. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election, and shall circulate the petition only in the county in which he or she resides. **NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

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

**STATEMENTS OF QUALIFICATIONS (OPTIONAL)** ▶ Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record.

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

E.C. §§13307, 13308

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

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

G.C. §§87200 et seq.

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

E.C. §20440

## **CAMPAIGN COMMITTEE FILING OBLIGATIONS**

See General Information on Campaign Filing Obligations starting on page 29 of this guide, the appropriate F.P.C. Manual, and the Local County Ordinance governing Campaign Contribution Limits for County Offices.

## COUNTY OFFICES

### County Supervisor Summary Information

#### IMPORTANT!!!



#### FILING FEES

County Supervisor

\$1,287.28 or 5,150 Signatures-in-lieu



#### NOMINATION SIGNATURES

20 - 40



#### STATEMENT OF QUALIFICATIONS

1<sup>st</sup> District      \$543.00 (estimate)

3<sup>rd</sup> District      \$457.00 (estimate)

5<sup>th</sup> District      \$477.00 (estimate)



#### FILING PERIODS

■ 12/28/07 - 02/21/08

**Filing Period** for Signatures-in-lieu of Filing Fees

■ 02/22/08 - 03/07/08

**Filing Period** to make up deficient Signatures-in-lieu filed by 02/21/08 (cash, signatures or any combination thereof)

■ 02/11/08 - 03/07/08

**Filing Period** for Nomination Documents (Statement of Qualifications must be filed with Nomination Documents)

■ 03/08/08 - 03/12/08

**Extension Period** for filing Nomination Documents/ Statement of Qualifications



#### ALL CANDIDATES MUST FILE:

1. Declaration of Candidacy
2. Nomination Petition
3. Statement of Economic Interests (Form 700)
4. Campaign Statement Forms (501, 410, 460)

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

**STATEMENT OF QUALIFICATIONS**  
**For Local Nonpartisan Offices**  
**Voter Information Pamphlet – Sonoma County Sample Ballot**

<b>ESTIMATED COST OF STATEMENTS OF QUALIFICATIONS</b>	<b>JUNE 3, 2008</b>
<b>CONSOLIDATED PRIMARY ELECTION</b>	

Jurisdiction	Registration Plus 15%	Typeset & Handling	Run Chg. & Page Set- Up	Total Estimate English Only	Total Estimate English/ Spanish	Who Pays	When
<b>JUDICIAL (elected county-wide)</b>							
Superior Court Judge	271,903	\$116	\$1,787	\$1,902	\$3,905	CAND	AFTER
<b>COUNTY (elected by district)</b>							
Supervisor 1 <sup>st</sup> Dist	62,345	\$116	\$427	\$543	\$1,186	CAND	AFTER
Supervisor 3 <sup>rd</sup> Dist	49,065	\$116	\$341	\$457	\$1,013	CAND	AFTER
Supervisor 5 <sup>th</sup> Dist	52,190	\$116	\$361	\$477	\$1,054	CAND	AFTER

\*Actual costs may vary substantially. See following page regarding variance in costs.

**STATEMENT OF QUALIFICATIONS**  
**For Local Nonpartisan Offices**  
**Voter Information Pamphlet — Sonoma County Sample Ballot**

**CANDIDATE STATEMENT**

- Statements of Qualifications are optional and, unless otherwise determined by the governing body, are printed at the expense of the candidate. Candidates who are required to prepay the estimated cost will be either billed for the additional cost or refunded any overpayment following the election. Estimated costs for Statements of Qualifications are based on the printer's price list. Run charges are estimated at 1/4 page in the Voter Information Pamphlet, printed in each booklet for the jurisdiction. The number of booklets ordered is estimated at current registration + 15% to allow for rounding off and multiple ballot types. Estimates are based on four candidates sharing the cost of a single page. **Actual costs may vary substantially from the estimate, depending on the number of candidates in a particular contest.** Run charges and set-up fees will be prorated among the candidates for a particular contest. If the number of candidates submitting statements is not evenly divisible by four, and the statement cannot be printed with any others, **run charges and page set-up fees can be as much as four times the estimate.** Estimates are for statements not exceeding 200 words unless noted. If a governing body, prior to the date nominations open, opts to increase the number of words allowed to not exceed 400, the estimated cost will be double the estimate listed.
- A candidate may opt to have his or her statement translated into, and printed in, Spanish, in addition to having his or her statement printed in English. The cost of having a statement printed in both English and Spanish is approximately \$100 more than twice the cost of a statement printed in English only.
- The body of the statement (not including name, age and occupation) shall not exceed 200 words (unless increased to not exceed 400 words by the governing body). Words shall be counted pursuant to Elections Code §9.
- Statements must be submitted on, or attached to, the form provided. Statements must be typewritten and single-spaced in a block paragraph style. Words in all capitals, indentions, italics, underlines, stars, dots, etc., are prohibited. Lists and enumerations will be wrapped as a single paragraph. Multiple single sentence paragraphs that do not fit in the space will be wrapped. Indented text, if submitted, will be run together as a sentence. The elections official is not responsible for the correct typesetting of statements that must be reconfigured to comply with these guidelines.
- Statements for candidates shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.
- Statements shall be written in the first person (e.g., "I am running..." not "She is running..." or "Jane Doe is running...") and shall be limited to a recitation of the candidate's 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 will be printed in random alphabet order unless repositioned due to space considerations. Statements do not rotate.

**FILING INFORMATION**

- Statements shall be filed with the county elections official when nomination papers are returned for filing, or in the case of an election for which nomination papers are not required (i.e., run-off election) no later than the 88th day prior to the election.
- Statements shall remain confidential until the expiration of the filing deadline for nomination papers for the office. Statements may be withdrawn, but shall not be changed (except as specifically required by the elections official), until 5 p.m. the next regular business day following the close of nominations for such office.
- Statements are subject to examination and challenge by any voter of the jurisdiction (Elections Code §13313) for a period of 10 calendar days following the close of filing for each such office.



# GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS

## For Local Nonpartisan Offices

**PREPARATION OF CANDIDATE'S STATEMENT** ▶ Shown below is a reduced facsimile of a Candidate's Statement of Qualifications form. Note that the first paragraph in the upper portion contains information as to the limitations on the number of words and the cost of printing and handling your statement. This portion of the form is to be completed by the officer issuing the form. The second paragraph contains check boxes for you to indicate whether you wish to have your statement printed in English only, or in English and Spanish. You should complete this portion and date and sign where indicated. The statement shown below has been typed, in upper and lower case, block paragraph form, and the candidate is not requesting a Spanish translation of her statement. She has corrected and initialed a typographical error (had the candidate not corrected this error it would have been typeset as submitted).

CONTEST ID: \_\_\_\_\_ CANDIDATE ID: \_\_\_\_\_

**CANDIDATE'S STATEMENT OF QUALIFICATIONS**  
(INSTRUCTIONS AND STATEMENT OF WITHDRAWAL ON THE REVERSE SIDE OF THIS FORM)

The estimated cost of printing a 200 word statement of qualifications is \$ 260.00 . The governing body of your jurisdiction has determined that statements shall be limited to ~~( 200 )~~ 400 ) words: the ~~( candidate )~~ / jurisdiction ) shall bear the cost of the statements and payment shall be ~~( required )~~ ( prior to / after ) the election. (Payments required in advance are to be made directly to the jurisdiction. Proof of payment will be required at the time the statement is filed).

I hereby request that I prepared the following statement for printing and distribution in the Voter Information Pamphlet portion of the ample Ballot in [  ] **ENGLISH ONLY** [  ] **ENGLISH AND SPANISH**. I understand the estimated cost of the statement will be approximately double for 400 word statements or should I choose to have my statement printed in English and Spanish.

DATE: November 12, 2005 CANDIDATE SIGNATURE: Elita P. Snodgrass

Official issuing form to complete →

Check here if you wish English only or English & Spanish →

Date and Sign →

Cost of printing, word limitation, for payment →

NAME: ELITA P. SNODGRASS AGE: 32  
If left blank will not be printed

Occupation may be more descriptive than ballot designation → OCCUPATION: Businesswoman  
Not subject to the ballot designation limitations - if left blank will not be printed

If either age or occupation is left blank, none will be printed →

(STATEMENT / WORD COUNT BEGINS HERE)

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

I am looking forward to serving you on the Washington Unified School District Governing Board. E.P.S.

Thank your for your vote.

All statements should be typed, in upper and lower case lettering, block paragraph style →

Correct any typos prior to filling and initial →

# GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS

## For Local Nonpartisan Offices

**Printed Candidate's Statement** ▶ The example below illustrates the candidate's statement as it will be printed in the Voter Information Pamphlet portion of the Sample Ballot. All statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations).

WASHINGTON UNIFIED SCHOOL DISTRICT	
ELITA P. SNODGRASS Occupation: Businesswoman	Age: 32
I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.	
I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.	
I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.	
I am looking forward to serving you on the Washington Unified School District Governing Board.	
Thank you for your vote.	

### Word Count Standards

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified.
3. All geographical names shall be counted as one word (e.g., "City and County of San Francisco" or "Rincon Valley Union School District" shall be counted as one word).
4. Each abbreviation for a word, phrase, or expression shall be counted as one word (e.g., S.R.J.C.).
5. Hyphenated words that appear in any generally available dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
6. Dates consisting of a combination of words and digits shall be counted as two words (e.g., June 2, 2000). Dates consisting of only digits shall be counted as one word (e.g., 6/2/00).
7. Digital numbers shall be counted as one word (e.g., 100). Numbers which are written out are counted as one word each (e.g., "one" shall be counted as one word and "one hundred" shall be counted as two words).
8. Telephone numbers shall be counted as one word.
9. Internet web site addresses shall be counted as one word.

Statements must be typewritten in upper and lower case, with paragraphs clearly marked. Statements must be submitted on the appropriate form; however, statements may be prepared on a word processor and attached to the form, providing no pertinent information is covered by the attachment. Statements submitted in a format other than block paragraph will be reformatted as illustrated above. If age and/or occupation are left blank, none will be printed. Occupation is not restricted by ballot designation limitations; however, occupations exceeding one line will be shortened. **STATEMENTS MUST BE WRITTEN IN THE FIRST PERSON** (e.g., "I am running ..." not "Jane Doe is running ..." or "He is running ...").

**PLEASE PROOFREAD YOUR STATEMENT.** This office will not be responsible for the accurate printing of any reformatted statement or handwritten statement, nor will it correct any misspellings or errors in grammar or punctuation. **Words in ALL CAPITALS, italics, underlines, boldface type, \*\*\*stars\*\*\*, !!!dots ..., etc., are prohibited.**

# **PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES**

## **as found In Chapter 5 of Division 20 of the California Elections Code**

### **Chapter 5. Fair Campaign Practices**

#### **Article 1. General Intent**

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

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

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

#### **Article 2. Definitions**

**20420.** *As used in this chapter, "Code" means the Code of Fair Campaign Practices.*

#### **Article 3. Code of Fair Campaign Practices**

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

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

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

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

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

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

# CAMPAIGN DISCLOSURE REQUIREMENTS

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

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

## CAMPAIGN FILING OBLIGATIONS

Except as noted below, an individual who intends to be a candidate for an elective office must file Form 501. Please see instructions on the Form 501 for the filing requirements. For State Candidates, Form 501 is filed with the Secretary of State. Local Candidates file with the appropriate local filing officer for their jurisdiction.

G.C. §85200 et seq.

**FORM 501–Candidate Intention Statement** ▶ This statement must be filed **before** a candidate solicits or receives **any** contributions (including loans) from others or **before any** expenditures are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

G.C. §85200

**Exception:** Form 501 is not required to be filed by candidates who do not intend to receive **any** contributions or loans, **and** the **only** expenditures from personal funds would be for payment of the filing fee and Statement of Qualifications. Form 501 is not used to obtain a Committee Identification Number.

**FORM 410–Statement of Organization** ▶ In addition to the above mentioned form, a Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number. Form 410 must be filed if a candidate or committee receives contributions (including loans) totaling \$1,000 in a calendar year. This statement **must** be filed within 10 days of receiving \$1,000 in contributions. **All** personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in a campaign bank account **prior** to expenditure. **All** campaign expenditures shall be made from the account. For more details, refer to Campaign Disclosure Manual 2 for Local Candidates and their Controlled Committees.

G.C. §84101

**FORM 470–Officeholder/Candidate Campaign Statement–Short Form** ▶ Candidates for office who expect to receive or spend less than \$1,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

G.C. §84206(a), (b)

**FORM 470–Supplement** ▶ Any candidate who files a Form 470 and who subsequently has \$1,000 or more in receipts and/or expenditures prior to his/her election must send a notice to the Secretary of State, the local filing officer, if any, **and to all candidates for the same office**. This notice must be sent **within 48 hours**. Detailed information concerning the notice required is included on the Supplemental Form 470.

G.C. §84206(c)

**FORM 460–Recipient Committee Campaign Statement** ▶ Candidates for office who receive contributions or have expenditures of \$1,000 or more must file pre-election and semi-annual campaign statements during the year in which their election is being held. For candidates involved in the June Primary Election, the first semi-annual campaign statement must be filed no later than **January 31, 2008**; the first pre-election campaign statement is due no later than **March 24, 2008**; the second pre-election campaign statement is due no later than **May 22, 2008**; and the second semi-annual campaign statement must be filed no later than **July 31, 2008**. Please refer to the Campaign Filing Schedule in this guide for the actual filing periods covered by each statement.

## CAMPAIGN DISCLOSURE REQUIREMENTS, CONT.

For candidates involved in run-off elections held in November 2008, the first pre-election campaign statement is due no later than October 6, 2008; the second pre-election campaign statement is due no later than October 23, 2008; and the semi-annual campaign statement must be filed no later than February 2, 2009. Please refer to the Campaign Filing Schedule for the actual filing periods covered by each statement.

G.C. §84200 et seq.

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

G.C. §84214

# PRE-CAMPAIGN REPORTING REQUIREMENTS FOR CANDIDATES AND/OR COMMITTEES

## FORM 501-CANDIDATE INTENTION STATEMENT

### WHO FILES:

A candidate for state or local office must file Form 501 prior to solicitation or receipt of any contribution or expenditure of any personal funds used for the election.

You must file a separate Form 501 for each election, including reelection to the same office.

**Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or Statement of Qualifications in the sample ballot or ballot pamphlet.**

### WHEN TO FILE:

Form 501 **must** be filed **before** you solicit or receive **any** contributions or before you make **any** expenditure from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.

**Exception: A candidate may use his or her personal check to pay the filing fee and/or Statement of Qualifications fee.**

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

### WHERE TO FILE:

#### State Candidates:

Send original to:  
Secretary of State Political Reform Division  
1500 11<sup>th</sup> Street, Room 495  
Sacramento, CA 95814

#### Local Candidates:

Send original to:  
The appropriate local filing officer

See appropriate Campaign Disclosure Manual and California Form 501 for additional instructions and filing requirements.

# PRE-CAMPAIGN REPORTING REQUIREMENTS FOR CANDIDATES AND/OR COMMITTEES, CONT.

## FORM 410-STatement of Organization

### DEFINITIONS:

**RECIPIENT COMMITTEE** ▶ A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$1,000 or more during a calendar year.

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

**PERSONAL FUNDS—Candidates** ▶ The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted towards qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the Statement of Qualifications to appear in the ballot pamphlet are not counted toward the \$1,000 threshold.

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

### WHEN TO FILE:

File the Form 410 within 10 days of receiving \$1,000 in contributions. The date this form is postmarked is the date it is considered filed.

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

A recipient committee qualifying during the 16 days prior to an election in which the committee makes independent expenditures or \$1,000 or more to support or oppose a candidate in that election must file the Form 410 (or the information contained on the Form 410) within 24 hours of qualification with the filing officer who will receive the committee’s original disclosure statements and with the filing officer(s) for the candidate(s) supported or opposed by the independent expenditure. These filings must be made by fax, guaranteed overnight delivery, personal delivery, or online (if online filing is available).

### WHERE TO FILE:

#### All Committees:

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

#### County & City Committees:

Send copy to:  
The appropriate local filing officer

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

See appropriate Campaign Disclosure Manual and California Form 410 for additional instructions and filing requirements.

## CAMPAIGN DISCLOSURE REQUIREMENTS OFTEN OVERLOOKED

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

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

- Even unopposed candidates are subject to the campaign disclosure provisions of the Political Reform Act. (Gov. Code §82007)
- Prior to soliciting or receiving any contribution (including a loan), all elected officeholders and all candidates must file Form 501 (candidate intention).
- Contributions include **PERSONAL FUNDS** and are subject to the same disclosure requirements.
- A Statement of Organization (Form 410) must be filed within 10 days by any person who receives contributions totaling \$1,000 or more during a calendar year.
- Officeholders and candidates who receive contributions or make expenditures must establish a campaign checking account in California and report it on a Form 410.
- Loans to a candidate are considered contributions unless the loan is from a financial institution.
- Filing fees and candidate statement fees may be paid in cash if the candidate is using personal funds and will not be reimbursed through the committee. (Gov. Code §85200) Otherwise, campaign disclosure laws require that expenditures of \$100 or more be made by written instrument containing the names of both the payee and payer. (Gov. Code §84300)
- Never accept or spend \$100 or more in cash.
- For contributions of \$100 or more, including loans, and in-kind contributions, you must disclose the contributor's name, address, occupation and employer. Contributions of \$100 or more may not be made in the form of a money order or cashier's check. Contributions may continue to be made with a credit card. (Gov. Code §84300)
- Maintain details on contributions and expenditures of \$25 or more, even if you are spending less than \$1,000. Refer to recordkeeping guidelines in Manual 2.
- Make copies of all contributor checks.
- Itemize expenditures of \$500 or more made by an agent or campaign consultant.
- Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.
- Candidates must disclose employer information for all contributors and keep all records of occupation and employer information.
- **NO PERSONAL USE OF CAMPAIGN FUNDS.** Use campaign funds only for political, legislative, or governmental purposes.
- The source for each loan must be disclosed.
- All expenditures of \$100 or more must be itemized on the campaign statements, and then summarized on the Campaign Disclosure Statement Summary Page.
- As long as a committee is in existence, a Semi-Annual Campaign Statement must be filed. If the candidate has filed a long form (460) previously in the calendar year, a 460 must be filed as the Semi-Annual Statement even if there is no activity.
- Payee addresses must be disclosed on the campaign statements for expenditures made.
- If the committee changes its treasurer, an amendment to the Form 410 Statement of Organization must be filed.
- If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.



## 2008 PRIMARY ELECTION CAMPAIGN FILING SCHEDULE JUNE 3, 2008

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
JANUARY 31, 2008 .....	Semi-annual	** - 12/31/07	Personal Delivery First Class Mail
MARCH 24, 2008* .....	Pre-election	01/01/08 - 03/17/08	Personal Delivery First Class Mail
MAY 22, 2008 .....	Pre-election	03/18/08 - 05/17/08	Personal Delivery <b>Guaranteed Overnight Service</b>
WITHIN 24 HOURS .....	Late Contribution & Independent Expenditure Period	05/18/08 - 06/02/08	Personal Delivery <b>Guaranteed Overnight Service</b> Fax
JULY 31, 2008 .....	Semi-annual	** - 06/30/08	Personal Delivery First Class Mail

\* Because the March 22 deadline falls on Saturday, this filing deadline is extended to March 24, 2008.

\*\* 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.

## 2008 GENERAL ELECTION CAMPAIGN FILING SCHEDULE November 4, 2008

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
JULY 31, 2008 .....	Semi-annual	** - 6/30/08	Personal Delivery First Class Mail
OCTOBER 6, 2008* .....	Pre-election	7/01/08 - 9/30/08	Personal Delivery First Class Mail
OCTOBER 23, 2008 .....	Pre-election	10/01/08 - 10/18/08	Personal Delivery <b>Guaranteed Overnight Service</b>
WITHIN 24 HOURS .....	Late Contribution & Independent Expenditure Period	10/19/08 - 11/03/08	Personal Delivery <b>Guaranteed Overnight Service</b> Fax
FEBRUARY 2, 2009* .....	Semi-annual	** - 12/31/08	Personal Delivery First Class Mail

\* Because the October 5 deadline falls on Sunday, and the January 31, 2009 filing deadline falls on Saturday, these filing deadlines are extended to October 6, 2008, and February 2, 2009, respectively.

\*\* 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.

# CAMPAIGN LITERATURE

## Mass Mailing

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

G.C. §82041.5

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

## Mass Mailing Requirements

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

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

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

G.C. §84305

## Mass Mailing Prohibitions

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

G.C. §89001

## Political Advertising Requirements — Newspapers

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

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

E.C. §20008

## CAMPAIGN LITERATURE, CONT.

### Simulated Ballot Requirements

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

---

“NOTICE TO VOTERS  
“(Required by Law)

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

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

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

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

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

E.C. §20009

### Truth in Endorsements Law

a) provides information regarding restrictions on endorsements, representation requirements, etc. A copy is available in the California Elections Code which can be viewed at [www.leginfo.ca.gov/calaw](http://www.leginfo.ca.gov/calaw).

E.C. §§20000-20010

### Electioneering Near Polling Place

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

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

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

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

E.C. §18370

## CAMPAIGN POSTERS AND SIGN PLACEMENTS

- **CITY OF SANTA ROSA:** (707) 543-3015 ..... **SUE STONEMAN, CITY CLERK**  
 Permit required. Applications available ..... 60 days prior to and 15 days after  
 at the Sonoma County Registrar of Voters..... the date of the election  
 and City Community Development Dept.
- **CITY OF CLOVERDALE:** (707) 894-1711..... **MICHELE WINTERBOTTOM, CITY CLERK**  
 Must have property owner's permission; ..... 30 days prior to and 7 days after  
 May not be on public property; Not on ..... the date of the election  
 utility poles; Not on public right-of-way  
 without permit
- **CITY OF COTATI:** (707) 665-3623..... **DIANNE THOMPSON, CITY CLERK**  
 Must have property owner's permission; ..... 60 days prior to and 10 days after  
 Private property only; Size limit aggregate of: ..... the date of the election  
 12 sq. feet residential or 20 sq. feet nonresidential
- **CITY OF HEALDSBURG:** (707) 431-3317 ..... **MARIA CUIEL, CITY CLERK**  
 Must have property owner's permission; ..... 90 days prior to and 15 days after  
 Private property only..... the date of the election
- **CITY OF PETALUMA:** (707) 778-4360 ..... **CITY COMMUNITY DEVELOPMENT DEPARTMENT**  
 Contact City Community Development Dept. ....(707) 778-4301  
 for information ..... 90 days prior to and 15 days after  
 the date of the election
- **CITY OF ROHNERT PARK:** (707) 588-2226..... **CITY PLANNING DEPARTMENT**  
 Must have property owner's permission; ..... 90 days prior to and 10 days after  
 Private property only..... the date of the election
- **CITY OF SEBASTOPOL:** (707) 823-1153..... **MARY GOURLEY, CITY CLERK**  
 Must have property owner's permission; ..... No specific guidelines established for  
 Private property only..... posting, remove after the election
- **CITY OF SONOMA:** (707) 933-2206 ..... **CITY PLANNING DEPARTMENT**  
 No signs or posters on public property or ..... Signs must be removed within ten days  
 utility poles. Must obtain permission from..... after election  
 property owner to post on private property.  
 Signs may not exceed 8 square feet.
- **TOWN OF WINDSOR:** (707) 838-1021 ..... **TOWN PLANNING DEPARTMENT**  
 Not allowed on public property. Permit required..... 45 days prior to and 15 days after  
 For private property (must have property ..... the date of the election  
 owner's permission); Contact Planning Department  
 to obtain permit
- **COUNTY OF SONOMA:** (707) 565-1900..... **COUNTY PLANNING DEPARTMENT**  
 Must obtain permission from the Planning ..... 90 days prior to and 20 days after  
 Department for unincorporated areas, no ..... the date of the election  
 closer to road than the property lines

The above information is correct to the best of our knowledge. For additional information or any recent changes or amendments to city ordinances, contact the appropriate city clerk's office. On state roadways, *Statements of Responsibility* are required to be filed with the State Department of Transportation.

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF TRAFFIC OPERATIONS  
Outdoor Advertising Branch  
1120 N STREET, MAIL STATION 36  
P.O. BOX 942873  
SACRAMENTO, CA 94274-0001  
(916) 654-5147  
TDD 1-916-653-4086  
FAX (916) 653-6080



Dear Candidate or Committee Member:

As a candidate or campaign worker for either an 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 authorizes the placing of “temporary political signs” separate and apart from the normal outdoor advertising display controls. No such political signs, however, may be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

**TEMPORARY POLITICAL SIGNS ARE SIGNS WHICH MEET THE FOLLOWING CRITERIA:**

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

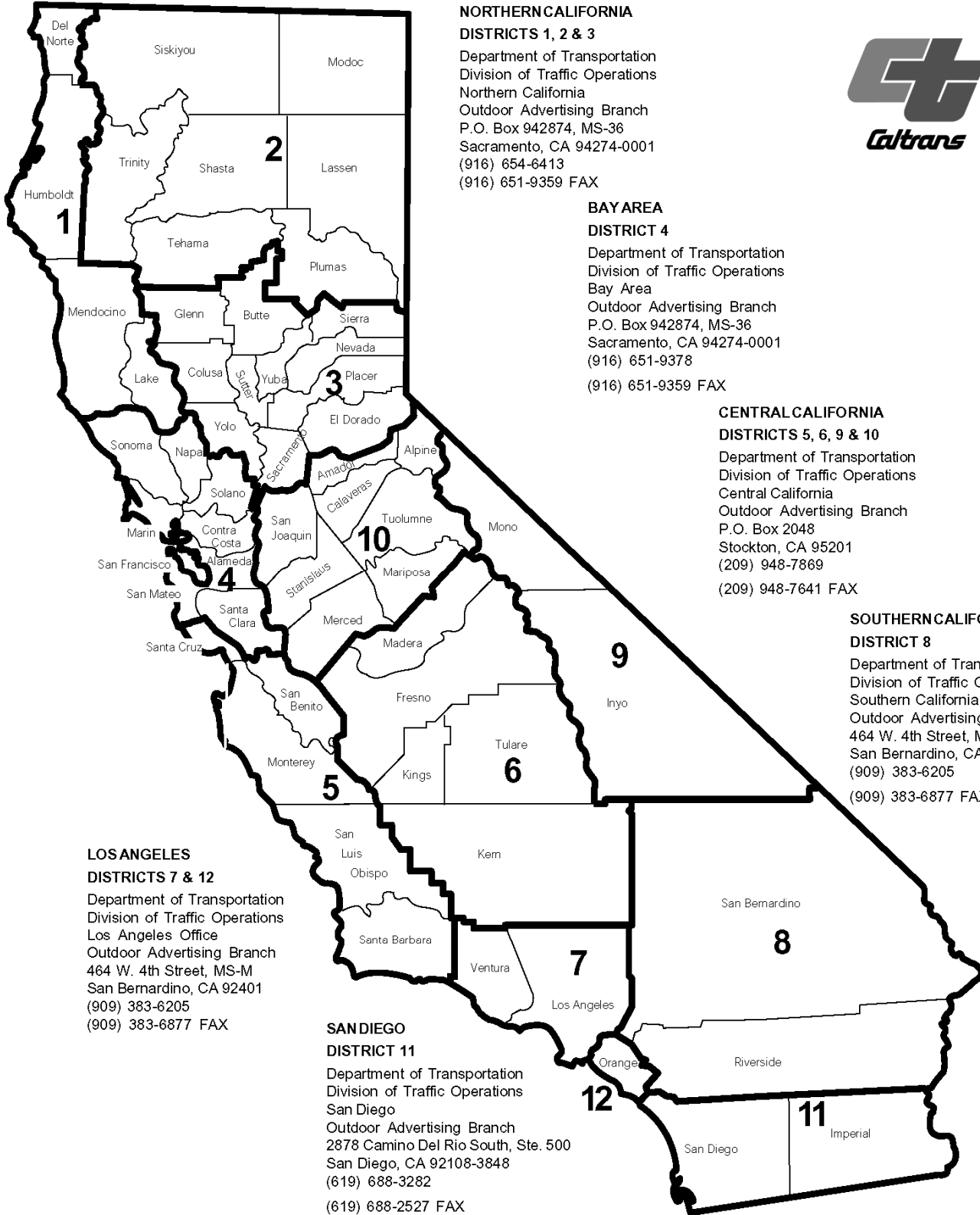
A Statement of Responsibility form is available from your county elections official.

Please pass this information along to those assisting in your campaign and complete and return the Statement of Responsibility form to the appropriate district office located on the map that follows. We will gladly answer any questions regarding the form.

Because the law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for the removal costs after the election, we are calling these provisions to your attention to avoid possible embarrassment to you and your supporters.

Mail Statements of Responsibility to the appropriate district office: (see map for location of offices)

**Mail to Caltrans District Office according to THE COUNTY LOCATION of the display.  
Please utilize map below to acquire the correct mailing address.**



**DEPARTMENT OF TRANSPORTATION**

DIVISION OF TRAFFIC OPERATIONS  
Outdoor Advertising Branch  
1120 N STREET, MAIL STATION 36  
P.O. BOX 942873  
SACRAMENTO, CA 94274-0001  
(916) 654-5147  
TDD 1-916-653-4086  
FAX (916) 653-6080



**STATEMENT OF RESPONSIBILITY FOR  
TEMPORARY POLITICAL SIGNS**

Election Date: \_\_\_\_\_ March \_\_\_\_\_ November \_\_\_\_\_ Other

County, in which election is being held: \_\_\_\_\_

Candidate's name: \_\_\_\_\_

Office sought or proposition number: \_\_\_\_\_

Number of signs to be placed: \_\_\_\_\_

Responsible party's name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number (including area code): (        ) \_\_\_\_\_

The undersigned accepts responsibility for removal of signs placed in respect to the above candidate (or proposition) as stated below and in accordance with Section 5405.3 of the Business and Professions Code.

It is understood and agreed that any signs placed pursuant to Section 5405.3 of the Business and Professions Code and not removed within ten (10) days after the election may be removed by the Department and the undersigned hereby agrees to pay the costs of removal upon the submission of invoice by the Department.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Party

**Mail Statement of Responsibility to appropriate district office located on the attached map.**



## VOTER REGISTRATION–CAMPAIGN MATERIALS

Voter registration information is available for governmental, political, journalistic, or educational purposes only. An application to purchase voter registration information is required. Requests may be made in person or by phone, and must be paid for at the time the order is picked up. All shipped orders will include a shipping fee.

<b>Materials Description</b>	<b>Prices</b>
<b>Walking Lists</b> ▶ Registered voters by residence address, ..... regular or voting precinct, phone number and party.	\$ .50 per 1,000 records
<b>Alpha Lists</b> ▶ Alphabetical list, by precinct or district; ..... residence and mailing addresses, political party and phone number.	\$ .50 per 1,000 records
<b>Mailing Labels</b> ▶ Names and mailing addresses on peel and ..... stick labels. Available by household sort and/or political party ..... sort if requested. (computer generated labels)	\$10.00 flat fee plus \$11.50 per 1,000 records
<b>CD</b> ▶ Voter file by district. (txt file) ..... Optional voter history available .....	\$20.00 flat fee plus \$1.00 per 1,000 records
<b>Vote by Mail Voters</b> ▶ Lists, labels, or disk file of voters, who ..... have applied/returned vote by mail ballots. (E-mail also available upon deposit.)	List: \$10.00 flat fee plus \$.10 per page Labels: \$10.00 flat fee plus \$20.00/1000 peel & stick Disk/ E-mail: \$20.00/\$1.00 per 1000
<b>Maps</b> ▶ Precinct maps by city and/or unincorporated areas of ..... the county and district maps are available.	\$2.00 to \$10.00 per page
<b>Statement of the Vote</b> ▶ Prior election results by precinct . .....	\$15.00/\$20.00 hard copy

For **additional information** contact the Registrar of Voters Mapping and Computer Services Division at (707) 565-6818 or E-mail: [shillman@sonoma-county.org](mailto:shillman@sonoma-county.org).

# VOTE BY MAIL BALLOT INFORMATION

## Who May Vote by Mail?

Any registered voter who requests a Vote by Mail ballot in writing may vote by mail.

E.C. §§3001, 3003

**Permanent Vote by Mail Voter Information** ▶ Any voter may apply for permanent Vote by Mail status. A voter will lose his or her permanent Vote by Mail status if he or she does not return a Vote by Mail ballot in two consecutive statewide general elections.

E.C. §§3201, 3206

**Mailed Ballot Precinct Information** ▶ Though technically not Vote by Mail voters, voters who reside in a precinct that has fewer than 250 registered voters 88 days prior to an election may be declared to be in a “mailed ballot precinct.” When this occurs, all voters in that precinct will automatically be mailed a Vote by Mail ballot; **no application is necessary**. Because of the increasing number of jurisdictions with overlapping boundaries that hold elections at the same time, the number of mailed ballot precincts has increased. Voters should check the back of their Sample Ballots to see if they are in a mailed ballot precinct, as these precincts change from one election to another.

E.C. §3005

## What Information Must Be Provided to Obtain a Vote by Mail Ballot?

To obtain a Vote by Mail ballot, voters must apply in writing to the local elections official. As required by law, an application for a Vote by Mail ballot is always included in the Sample Ballot sent to each voter in the county prior to each election; however, no application form is necessary. A voter may write a note to the local elections official requesting a Vote by Mail ballot. The request shall contain the following:

1. the voter’s printed name
2. the voter’s **residence** address
3. the mailing address to which the voter wants the Vote by Mail ballot sent
4. the name and date of the election for which the voter is applying
5. the voter’s **signature**

**In Sonoma County mail request to:**

Sonoma County Registrar of Voters  
P.O. Box 11488  
Santa Rosa CA 95406-1488

**or Fax your request to:**

(707) 565-6843

E.C. §§3001, 3006

## When to Apply for a Vote by Mail Ballot

Elections officials process applications and mail Vote by Mail ballots during the period 29–7 days prior to an election. A voter may submit an application prior to this time, but the elections official will hold it until the 29<sup>th</sup> day. Applications for Vote by Mail ballots **that are to be mailed to the voter** cannot be processed if received less than 7 days prior to an election. Vote by Mail ballots are available in the Registrar of Voters Office until 8 p.m. on Election Day.

E.C. §3001

## Distributing Applications for Vote by Mail Ballots

Any candidate, group of candidates, ballot measure committee or other political organization that intends to conduct a Vote by Mail voter drive, should note the following information regarding distribution of applications for Vote by Mail ballots. Before you do anything, contact your local elections official.

# VOTE BY MAIL BALLOT INFORMATION, CONT.

## Uniform Vote by Mail Voting Application

The Secretary of State has prepared a uniform application format for a Vote by Mail ballot for use by all individuals, organizations and groups distributing Vote by Mail ballot applications. Failure to conform your application to the uniform format is a misdemeanor. A master Vote by Mail ballot application form will be provided by the Registrar of Voters Office, 435 Fiscal Dr., Santa Rosa, CA 95403.

## Important Information

- To ensure accuracy, the voter should fill out all the information on the application; however, the following information may be preprinted on the application form:
  1. the voter's name and residence address as they appear on the voter's affidavit of registration
  2. the name and date of the election for which the Vote by Mail ballot is being requested
  3. the deadline date by which the application must be received by the elections official
- There is a separate section of the form to indicate a mailing address if the voter wishes to receive his or her ballot at an address other than his or her residence address. This information **may not** be preprinted and may only be completed by **the voter**. The mailing address to which a Vote by Mail ballot is requested to be sent may not be the address of any political party, political campaign headquarters, or a candidate's residence. This provision does not apply to a candidate, or to a candidate's immediate family or housemates, who request that a Vote by Mail ballot be mailed to the candidate's residence address.
- The voter must **personally** affix his or her signature.
- Any application containing preprinted information shall contain the following statement (verbatim) printed conspicuously on the form:

**You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.**
- The name, address and telephone number of any organization, individual or group that authorizes the distribution of applications shall be printed on the application.
- Any individual, organization or group that distributes applications for Vote by Mail ballots and receives completed application forms shall deliver the forms to the appropriate elections official **within 72 hours** of receipt. It is a crime to delay the return of a Vote by Mail ballot application.
- Vote by Mail ballot applications provided by a group or organization shall be sent by nonforwardable mail.
- Any individual, group or organization that knowingly distributes any application for a Vote by Mail ballot that does not conform to the state requirements is guilty of a misdemeanor.
- Voters who use a Vote by Mail ballot application provided by an individual, group or organization must attest to the truth and correctness of the contents and sign under penalty of perjury.
- The Vote by Mail ballot application must contain information regarding permanent Vote by Mail status.
- The size of the uniform format approved by the Secretary of State is 8 1/2" x 5 1/2".

## Vote by Mail Ballot Counting

Vote by Mail ballots are processed beginning 7 business days prior to an election, but no results may be released until 8 p.m. election night. Partial Vote by Mail results are the first results announced on election night.

**Sonoma County Registrar of Voters**  
435 Fiscal Drive — P. O. Box 11485  
Santa Rosa, CA 95406-1485  
Phone: (707) 565-6800 — Fax: (707) 565-6843  
Toll Free: (800) 750-VOTE  
TDD: (707) 565-6888

The following calendar is intended to provide general information and does not have the force or effect of law, regulation or rule. References to code sections were accurate on the date of publication, but changes may have occurred since then. Thus, the references are provided for convenience only and should not be relied upon. It is distributed with the understanding that the Registrar of Voters is not rendering legal advice and that this calendar is not a substitute for legal counsel. In the case of conflict, the law, rule or regulation will apply.

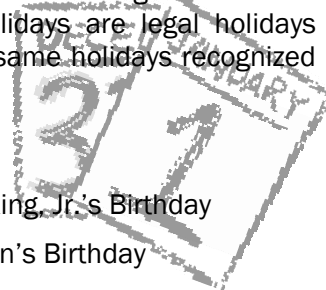
Janice Atkinson, County Clerk  
& Registrar of Voters

## HOLIDAY SCHEDULE

For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions. Please note that the following holidays are legal holidays observed by the County of Sonoma. They may not be the same holidays recognized by other counties or by the Secretary of State's Office.

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<b>2008</b>	January 1	New Year's Day
	January 21	Martin Luther King, Jr.'s Birthday
	February 12	Abraham Lincoln's Birthday
	February 18	President's Day
	May 26	Memorial Day
	July 4	Independence Day
	September 1	Labor Day
	November 11	Veteran's Day
	November 27	Thanksgiving Day
	November 28	The day after Thanksgiving
	December 25	Christmas Day



## CANDIDATES

**CANDIDATE INTENTION STATEMENT (Form 501)** ▶ Prior to the solicitation or receipt of any contribution or loan, any individual who intends to be a candidate for an elective state office shall file with the Secretary of State's Office an original of the Candidate Intention Statement (Form 501). Any individual who intends to be a candidate for any other elective office shall file the Candidate Intention Statement (Form 501) with the same filing officer with whom the original campaign statements are required to be filed. See "Pre-Campaign Reporting Requirements," in the campaign guide, for more information on filing this form.

A fine of \$10 per day, up to a maximum of \$100, may be assigned for the late filing of Form 501.

G.C. §§85200, 91013

## CANDIDATES

**STATEMENT OF ORGANIZATION/CAMPAIGN BANK ACCOUNT (Form 410)** ▶ Upon the filing of the Candidate Intention Statement (Form 501), any candidate who raises contributions of \$1,000 or more in a calendar year shall establish a campaign account at an office of a financial institution located in the state. The candidate shall then set forth the name and address of the financial institution where the candidate has established a campaign account and the account number on the committee Statement of Organization (Form 410). See "Pre-Campaign Reporting Requirements," in the campaign guide, for more information on filing this form.

A fine of \$10 per day, up to a maximum of \$100, may be assigned for the late filing of Form 410.

G.C. §§85201, 91013

**DEC 28**

**(-158)**

**OFFICE OF SECRETARY OF STATE**

**NOTICE OF OFFICES TO BE FILLED** ▶ The Secretary of State shall send to the Registrar of Voters Office a list of all the offices, except county officers and judges, for which candidates are to be nominated at the primary election.

E.C. §12103

**DEC 28 to FEB 6**

**(-158 to -118)**

**JUDICIAL CANDIDATES**

**SIGNATURES-IN-LIEU OF FILING FEES** ▶ Between these dates, any candidate for Judicial office may obtain forms from, and file signatures-in-lieu of paying all or part of the non-refundable filing fee with, the Registrar of Voters Office. Candidates must either pay the filing fee or submit sufficient face value signatures-in-lieu (or any combination thereof) prior to filing their Declaration of Intention.

E.C. §§8061, 8105, 8106

**DEC 28 to FEB 21**

**(-158 to -103)**

**FEDERAL, STATE, AND COUNTY CANDIDATES**

**SIGNATURES-IN-LIEU OF FILING FEES - CANDIDATES OTHER THAN JUDICIAL** ▶ Between these dates, any candidate for Federal, State, and County office may obtain forms from, and file signatures-in-lieu of paying all or part of the non-refundable filing fee with, the Registrar of Voters Office. Candidates must either pay the filing fee or submit sufficient face value signatures-in-lieu (or any combination thereof) prior to obtaining their nomination forms.

E.C. §§8061, 8105, 8106

**JAN 7**

**(-148)**

**GOVERNOR/BOARD OF SUPERVISORS**

**GOVERNOR'S PROCLAMATION** ▶ By this date the Governor shall issue a proclamation, under his or her hand and the Great Seal of the State, and shall state the time of the election and the offices, if any, to be filled. Copies of the proclamation shall be transmitted to the Boards of Supervisors of the counties.

**JAN 20  
REGISTRAR OF VOTERS OFFICE**

**(-135)**

**STATEMENT OF REGISTRATION** ▶ The Registrar of Voters Office shall send to the Secretary of State a summary statement of the number of voters registered as of the 154<sup>th</sup> day before the date of the primary election, together with a current copy of the voter file on magnetic tape or in index form.

E.C. §2187

**JAN 24  
OFFICE OF SECRETARY OF STATE**

**(-131)**

**STATEWIDE BALLOT MEASURES** ▶ Last day any statewide ballot initiative or referendum may qualify for the next statewide election ballot. Every measure submitted to the people by the state legislature shall appear on the first statewide election ballot occurring at least 131 days after the adoption of the proposal by legislature.

Cal. Const. Art. II, §8 (c), E.C. §§9013, 9040

**JAN 28 to FEB 6  
JUDICIAL**

**(-127 to -118)**

**DECLARATION OF INTENTION** ▶ **-JUDICIAL CANDIDATES** ▶ Between these dates, candidates for Judicial office must file a Declaration of Intention with the Registrar of Voters in their county of residence. Candidates must either pay the non-refundable filing fee or submit sufficient face value signatures-in-lieu, or any combination thereof, at the time of filing a Declaration of Intention. Checks should be made payable to the Registrar of Voters.

If an incumbent, eligible to be elected, fails to file by 5 p.m. on the final day to file, persons other than the incumbent may file a Declaration of Intention not later than 5 p.m. on the first day for filing nomination papers.

E.C. §§8023, 8024, 8105

**JAN 31  
CANDIDATES/COMMITTEES**

**(Date fixed by law)**

**SEMI-ANNUAL CAMPAIGN STATEMENT DUE** ▶ All elected officers, candidates, and committees filing campaign statements in conjunction with an election must file a semi-annual statement covering the report period of July 1<sup>st</sup> (or from the date of last filing) to Dec 31<sup>st</sup> and must be filed not later than Jan 31<sup>st</sup>.

G.C. §§84200, 84218

**JAN 31  
REGISTRAR OF VOTERS OFFICE**

**(Date fixed by law)**

**COUNTY CENTRAL COMMITTEE-DEMOCRATIC AND REPUBLICAN PARTY** ▶ By this date, the Registrar of Voters Office shall compute the number of members to be elected to each party county central committee, by supervisorial district, based on total number of votes cast for Governor in the last Governor's election.

E.C. §§7200, 7226, 7400, 7421

**JAN 30  
OFFICE OF SECRETARY OF STATE**

**(-125)**

**COUNTY CENTRAL COMMITTEE/COUNTY COUNCIL- AMERICAN INDEPENDENT** ▶ Not later than this date the Secretary of State shall compute the number of central committee members to be elected in each county to the American Independent Party.

E.C. §7671

**JAN 30  
OFFICE OF SECRETARY OF STATE**

**(-125)**

**QUALIFIED PARTIES** ▶ At least 125 days before the direct primary elections, the Secretary of State shall prepare and transmit to each county elections official a notice designating the political parties qualified to participate in the primary election.

E.C. §12103

**FEB 6  
JUDICIAL CANDIDATES**

**(-118)**

**SIGNATURES-IN-LIEU-LAST DAY - JUDICIAL CANDIDATES** ▶ Last day candidates for Judicial offices may file signatures-in-lieu of paying all or part of the nonrefundable filing fee in the Registrar of Voters Office. The balance of the filing fee not covered by face value signatures must be paid by this date upon filing the Declaration of Intent. Within 10 days after receipt of the petitions, the Registrar of Voters Office shall notify the candidate in writing of any deficiency due to invalid signatures. It is recommended that the candidate deposit a check, not to exceed the amount of the remainder of the filing fee due as a result of the deficiency, with the Registrar of Voters Office, to avoid disqualification due to nonpayment of fees.

The candidate may submit the necessary number of valid supplemental signatures and/or pro-rata filing fee prior to the close of the nomination period to make up for the invalid signatures. Each circulator shall be a registered voter of the district or political subdivision in which the candidate is to be voted on and shall serve within the county in which he or she resides.

E.C. §§8061, 8106

**FEB 6  
JUDICIAL**

**(-118)**

**DECLARATION OF INTENTION- JUDICIAL CANDIDATES** ▶ Last day any Judicial candidate may file a Declaration of Intention to run for office (unless an incumbent, eligible to be elected, fails to file).

E.C. §§8023

**FEB 7 to FEB 11  
JUDICIAL**

**(-117 to -113)**

**DECLARATION OF INTENTION-EXTENDED FILING PERIOD- JUDICIAL CANDIDATES** ▶ If an incumbent Judicial officer, eligible to be reelected, fails to file by 5 p.m. on the final day to file, any person who is qualified, other than the incumbent, may file a Declaration of Intention no later than 5 p.m. on the first day for filing nomination papers. The nonrefundable filing fee or sufficient face value signatures-in-lieu (or any combination thereof) shall be deposited at the time of filing the Declaration of Intention.

E.C. §§8023, 8024, 8105

**FEB 9  
REGISTRAR OF VOTERS**

**(-115)**

**COUNTY CENTRAL COMMITTEE/COUNTY COUNCIL- GREEN, LIBERTARIAN, AND PEACE & FREEDOM** ▶ Not later than this date the election official shall compute the number of central committee/county council members to be elected in each county to the Green, Libertarian, and Peace & Freedom parties based on the report of registration to the Secretary of State as of the 135<sup>th</sup> day before the date of the election.

E.C. §§7751, 7771

**FEB 11 to MAR 7  
CANDIDATES/REGISTRAR OF VOTERS**

**(-113 to -88)**

**NOMINATION PERIOD** ▶ Period for filing nomination documents for all candidates for the Consolidated Primary Election. (See “Qualifications and Requirements” for the specific office in the campaign guide for more information on nomination documents and procedures on filing for office.)

Nominations forms for federal, state, and county offices as well as county central committee/county council may be obtained from the Registrar of Voters Office. Candidates must either pay a nonrefundable filing fee or submit sufficient face value signatures-in-lieu (or any combination thereof) prior to the issuance of their nomination forms from the county elections official.

E.C. §§8020, 8041, 8061, 8100 et seq.

**FEB 11 to MAR 7  
STATE LEGISLATIVE CANDIDATES**

**(-113 to -88)**

**STATEMENT OF QUALIFICATIONS-STATE LEGISLATIVE CANDIDATES ONLY-OPTIONAL** ▶ Any candidate for state legislative office who accepts voluntary expenditure limits may submit a 250-word Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. The statement will be printed at the candidate’s expense and may not make any reference to any opponent of the candidate. See the campaign guide for costs of statements and guidelines on submitting a statement of qualifications.

G.C. §85601(c), E.C. §13307

**FEB 11 to MAR 7  
LOCAL CANDIDATES/REGISTRAR OF VOTERS**

**(-113 to -88)**

**STATEMENT OF QUALIFICATIONS-OPTIONAL** ▶ Any candidate for nonpartisan local office (including an incumbent in a recall election) may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot at the time his or her nomination documents are filed. Candidates who are not required to file nomination documents (i.e. run-off elections), but who wish to file an optional Statement of Qualifications must do so no later than 5 p.m. on the 88<sup>th</sup> day prior to election. If a jurisdiction requires payment in advance, the candidate must pay the jurisdiction and bring proof of payment at the time of filing. Once filed, the statement may be withdrawn (but not changed) until 5 p.m. the next regular business day following the close of nominations. All statements remain confidential until the close of the nomination (or extended nomination) period. See the campaign guide for costs of statements and guidelines on submitting a Statement of Qualifications.

E.C. §13307 et seq.



**MISREPRESENTATION IN STATEMENT** ▶ Any candidate in an election (including an incumbent in a recall election) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to E.C. §11327 or E.C. §13307, with the intent to mislead voters, is punishable by a fine not to exceed one thousand dollars (\$1,000).

E.C. §18351

**FEB 11 to MAR 7  
CANDIDATES/REGISTRAR OF VOTERS**

(-113 to -88)

**CAMPAIGN DISCLOSURE STATEMENTS** ▶ Any candidate who does not anticipate spending or receiving \$1,000 or more in a calendar year may file a Form 470 Campaign Statement – Short Form, which does not require detailed information concerning receipts and expenditures.

Any candidate who receives any contributions or loans from others must establish a campaign bank account in California and deposit all the contributions or loans into the account before expenditure. An original and one copy of the Statement of Organization (Form 410) must be sent to the Secretary of State's Office within 10 days of opening the account.

Before expending \$1,000 or more of personal funds in a calendar year, any candidate who has not established a campaign account pursuant to Gov't Code §85201(g) shall (1) establish a campaign account before the \$1,000 expenditure threshold is reached; (2) file an original and one copy of the Statement of Organization (Form 410) with the Secretary of State's Office and, if applicable, file a copy with the appropriate local filing officer (this form also contains the campaign bank account information); and (3) file the Officeholder and Candidate Campaign Statement – Short Form 470 Supplement (Form 470 Supplement) with the Secretary of State's Office, the appropriate local filing officer and each candidate seeking the same office. This notice is required to be filed within 48 hours of receiving or making contributions or expenditures of \$1,000 or more.

Please refer to the appropriate Information Manual on Campaign Disclosure Provisions for additional information regarding filing obligations for candidates, officeholders and committees supporting or opposing candidates or measures.

G.C. §85201

**FEB 11 to MAR 7  
CANDIDATES/REGISTRAR OF VOTERS**

(-113 to -88)

**STATEMENT OF ECONOMIC INTERESTS** ▶ Form 700 must be filed not later than the final filing date for the Declaration of Candidacy if it is required by the Conflict of Interest Code for the jurisdiction or by state law.

G.C. §§87200 et seq., 87500

**FEB 11 to MAR 7  
CANDIDATES/FILING CLERK**

(-113 to -88)

**CODE OF FAIR CAMPAIGN PRACTICES-VOLUNTARY** ▶ At the time declaration of candidacy, nomination papers, or any document evidencing a candidate's intention to run for a public office are issued, the elections official shall issue a copy of the Code of Fair Campaign Practices and the provisions of E.C. §20440 et seq. The clerk shall inform each candidate for public office that signing the Code of Fair Campaign Practices is voluntary. Forms so filed shall be retained for public viewing until 30 days after the election.

E.C. §20400 et seq.

**FEB 21  
FEDERAL, STATE, AND COUNTY CANDIDATES**

(-103)

**SIGNATURES-IN-LIEU-LAST DAY - CANDIDATES OTHER THAN JUDICIAL** ▶ Last day candidates may file signatures-in-lieu of paying all or part of the nonrefundable filing fee in the Registrar of Voters Office. The balance of the fee not covered by face value signatures must be paid by the close of the filing period for nomination documents. Within 10 days after receipt of the petitions, the Registrar of Voters Office shall notify the candidate in writing of any deficiency.

The candidate may submit the necessary number of valid supplemental signatures and/or pro-rata filing fee prior to the

close of the nomination period. If a petition is circulated for an office in more than one county, the candidate shall submit the signatures to the Registrar of Voters Office in the county where the petition was circulated. It is recommended that the candidate deposit a check, not to exceed the amount of the remainder of the filing fee due as a result of the deficiency, with the Registrar of Voters Office of the candidate's county of residence, to avoid disqualification due to nonpayment of fees.

The Registrar of Voters shall, within two days of verifying the petitions, notify the Secretary of State of the total number of valid signatures, if appropriate. If the number of signatures is insufficient, the Secretary of State shall notify the candidate and the elections official in each county of the fact.

Each circulator shall be a registered voter of the district or political subdivision in which the candidate is to be voted on and shall serve within the county in which he or she resides.

E.C. §§8061, 8105, 8106

**MAR 7** **(-88)**  
**GOVERNING BODY/REGISTRAR OF VOTERS**

**CONSOLIDATION ORDER—OTHER THAN SCHOOL DISTRICT GOVERNING BOARD ELECTIONS** ▶ Whenever an election called by a district, city or other political subdivision for the submission of any question, proposition or office to be filled, is to be consolidated with a statewide election (or in the case of local elections, when no specific procedure is specified), the jurisdiction calling the election shall, not later than 5 p.m. on this date, file with the Board of Supervisors, and a copy to the Registrar of Voters Office, a resolution of its governing board requesting such consolidation and setting forth the exact form of any question, proposition or office to be voted upon at such election, as it is to appear on the ballot. Measures that exceed 75 words must be abbreviated to 75 words or less to appear on the ballot. The resolution requesting the consolidation shall be adopted and filed at the same time as the ordinance, resolution or order calling the election.

Ed.C. §5322, E.C. §§10402, 10403, 13247

**MAR 7** **(-88)**  
**GOVERNING BODY**

**TAX RATE STATEMENT—BOND ISSUES** ▶ Final filing date for Tax Rate Statement. Tax Rate Statements shall be printed in the Voter Information Pamphlet portion of the Sample Ballot for any bond issue proposed by a county, city and county, city, district, or other political subdivision, or by any agency, department or board thereof, the security for which constitutes a lien on the property for ad valorem taxes within the jurisdiction and the proposal for which is required to be submitted to the voters for approval.

E.C. §§9400, 9401

**MAR 7** **(-88)**  
**REGISTRAR OF VOTERS**

**PRECINCT BOUNDARY CHANGES** ▶ Precinct boundary changes occurring less than 88 days before an election shall not be effective for purposes of that election.

E.C. §12262

**MAR 7** **(-88)**  
**PROPONENT/OPPONENT/REGISTRAR OF VOTERS**

**NOTICE TO SUBMIT ARGUMENTS** ▶ Based on the time reasonably necessary to prepare and print arguments, analyses and Sample Ballots and to permit the 10-day public examination period, the elections official shall fix and determine a reasonable date prior to the election after which no arguments for or against any measure may be submitted for printing and distribution to the voters.

Notice of the date by which arguments must be submitted shall be published by the elections official pursuant to Gov't. Code §6061 (one time). Arguments may be changed until and including the date fixed by the elections official. Arguments submitted must be accompanied by a Statement of Accuracy and signed by each proponent and author, if different. Forms are available from the elections official.

E.C. §§9163, 9286, 9316, 9502, 9600, G.C. §6061

**MAR 7** **(-88)**  
**CANDIDATES/REGISTRAR OF VOTERS**

**FILE OR WITHDRAW NOMINATION DOCUMENTS—LAST DAY** ▶ All nomination documents must be filed no later than 5 p.m. on this date.

- Final date for filing the following **required** documents: Declaration of Candidacy; Statement of Economic Interests (only if required by the jurisdiction's Conflict of Interest Code or state law).
- Final date for filing the following **optional** documents: Code of Fair Campaign Practices; Candidate's Statement of Qualifications.
- **Recommended** date for filing the Officeholder and Candidate Campaign Statement – Short Form (California Form 470) if the candidate does not intend to raise or spend \$1,000 or more in connection with seeking or holding office.

No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election.

E.C. §§8020, 8800, 10220, 10407, G.C. §87201

**MAR 7**

**(-88)**

**COUNTY COUNSEL/REGISTRAR OF VOTERS**

**REQUEST FOR IMPARTIAL ANALYSIS–COUNTY OR SCHOOL DISTRICT MEASURE** ▶ Upon the measure's qualification for the ballot, the Registrar of Voters Office shall transmit a copy of the measure text of each county or school district measure to the County Counsel, who shall prepare an Impartial Analysis of the measure. The analysis is due by the 78<sup>th</sup> day before the date of the election.

**REQUEST FOR IMPARTIAL ANALYSIS–MUNICIPAL MEASURE** ▶ Upon the measure's qualification for the ballot, the Council may direct the city elections official to transmit a copy of the measure to the City Attorney. The City Attorney shall prepare an Impartial Analysis of the measure showing the effect of the measure on existing law. The analysis shall not exceed 500 words in length and must be forwarded to the Registrar of Voters Office by the 78<sup>th</sup> day before the date of the election.

E.C. §§9160, 9280, 9500

**MAR 7  
COUNTY AUDITOR**

**(-88)**

**REQUEST FOR FISCAL ANALYSIS** ▶ Whenever any county measure qualifies for the ballot, the Registrar of Voters Office shall transmit a copy of the measure to the County Auditor. The Board of Supervisors may direct the County Auditor to prepare a Fiscal Impact Statement estimating any increase or decrease in revenues or cost to the county if the measure is adopted. The Fiscal Impact Statement shall not exceed 500 words and must be forwarded to the Registrar of Voters Office by the 78<sup>th</sup> day before the date of the election.

E.C. §9160

**MAR 7  
REGISTRAR OF VOTERS**

**(-88)**

**MAILED BALLOT PRECINCTS** ▶ Whenever, on the 88<sup>th</sup> day before the election, there are 250 or fewer persons registered to vote in any precinct, the Registrar of Voters Office may designate such precinct as a mailed ballot precinct. Each voter shall be furnished with an official ballot, as soon as ballots are made available, along with a statement that there will be no polling place for the election. The voter shall not be required to file an application for the ballot.

E.C. §3005

**MAR 8  
REGISTRAR OF VOTERS**

**(-87)**

**MEASURE ASSIGNMENT** ▶ On this day the Registrar of Voters Office will assign a letter designation to each local measure that will appear on the ballot.

E.C. §13116

**MAR 8 to MAR 12  
CANDIDATES/REGISTRAR OF VOTERS**

**(-87 to -83)**

**EXTENDED NOMINATION PERIOD** ▶ If an incumbent, eligible to be elected, fails to file the required nomination documents by 5 p.m. on the last day to file (88 days before the election), anyone (other than the incumbent) who is otherwise qualified shall have five (5) calendar days (until 5 p.m. on the 83<sup>rd</sup> day before the election) to file for that office. This section does not apply when there is no incumbent eligible to be elected to County Central Committee/County Council offices, or to any office in which there is a Declaration of Intention period that is extended as a result of the incumbent's failure to file his/her Declaration of Intention.

No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election.

E.C. §§8022, 8023(b), 8024, 8204, 8800, 10407

**MAR 8 to MAR 17  
PUBLIC/REGISTRAR OF VOTERS**

**(-87 to -78)**

**PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 88<sup>TH</sup> DAY-TAX RATE STATEMENTS, STATEMENTS OF QUALIFICATIONS, FULL TEXT, ETC.** ▶ Not less than 10 days before the Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapters 2-6 of Division 9 or Chapter 3 of Division 6 of the Elections Code, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §§9190, 9295, 9380, 9509, 13313

**MAR 8  
CANDIDATES/REGISTRAR OF VOTERS**

**(-87)**

**STATEMENT OF QUALIFICATIONS-WITHDRAWAL-LOCAL NONPARTISAN OFFICE** ▶ Last day for any candidate, who so desires, to withdraw his or her Statement of Qualifications (unless there is an extension of the nomination period). Statements may be withdrawn (but not changed) during the period for filing nomination papers and until 5 p.m. on the next regular business day following the close of the nomination (or extended nomination) period for the office.

E.C. §13307

**MAR 12  
GOVERNING BODY**

**(-83)**

**AMENDMENT OR WITHDRAWAL OF BALLOT MEASURES-LAST DAY** ▶ Notwithstanding any other provision of law, whenever a legislative body has ordered that a measure or proposal be submitted to the voters of any jurisdiction at a special election, the order of election shall not be amended or withdrawn after the 83<sup>rd</sup> day prior to the election.

The order of election shall be amended or withdrawn upon the filing of a resolution by the legislative body stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the elections official not later than the 83<sup>rd</sup> day prior to the election.

E.C. §9605

**MAR 12**  
**COUNTY CENTRAL COMMITTEES**

(-83)

**PARTY CONTRIBUTOR ENVELOPES** ▶ Last day for county central committees to supply the Registrar of Voters Office with party contributor envelopes to be included in the mailing of Sample Ballots. The committee shall reimburse the county for any actual costs incurred by such inclusions.

E.C. §13305

**MAR 13 to MAR 22**  
**PUBLIC/REGISTRAR OF VOTERS**

(-82 to -73)

**PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 83<sup>RD</sup> DAY-CANDIDATES' STATEMENTS EXTENSION** ▶ Not less than 10 days before the Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 3 of Division 13 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §13313

**MAR 13**  
**CANDIDATES/REGISTRAR OF VOTERS**

(-82)

**STATEMENT OF QUALIFICATIONS-WITHDRAWAL EXTENSION-LOCAL NONPARTISAN OFFICES** ▶ If there has been an extension of the nomination period for a local nonpartisan office, this is the last day for any candidate for that office, who so desires, to withdraw his or her Statement of Qualifications. Statements may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. on the next regular business day after the close of the extended nomination period.

E.C. §13307

**MAR 13**  
**SECRETARY OF STATE/REGISTRAR OF VOTERS**

(-82)

**RANDOMIZED ALPHABET** ▶ The Secretary of State shall conduct a drawing of the alphabet to determine the order of the names of the candidates to appear on the ballot. The resulting random order of letters constitutes the alphabet for all offices other than multi-county state legislative offices. In addition, and only if applicable, the candidates' names will be rotated pursuant to E.C. §13111.

For candidates for multi-county state legislative offices, the Registrar of Voters Office in each affected county shall conduct a randomized alphabet drawing. The result of each county's drawing shall be used only to determine the order of the names of candidates for multi-county legislative offices within such county.

E.C. §13112

**MAR 17**  
**PROPONENTS/OPPONENTS**

(-78)

**ARGUMENTS FOR OR AGAINST MEASURE—COUNTY OR DISTRICT MEASURE** ▶ Final filing date for arguments for or against any measure to appear on the ballot. Arguments must be filed in the Registrar of Voters Office not later than 5 p.m. on this date.

**ARGUMENTS FOR OR AGAINST MEASURE—MUNICIPAL MEASURE** ▶ Suggested last day for arguments for or against any municipal measure to appear on the ballot. Actual date set by City Clerk. Check with City Clerk for information regarding city measures.

**GENERAL INFORMATION** ▶ Arguments shall not exceed 300 words and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Registrar of Voters Office (or for municipal measures, from the office of the appropriate City Clerk). Each argument shall be titled either "Argument in Favor of Measure ..." or "Argument Against Measure ..." (letter designation to be filled in after assignment).

E.C. §§9162, 9163, 9282, 9286, 9315, 9316, 9501, 9502, 9600

**MAR 17**  
**COUNTY COUNSEL/CITY ATTORNEY**

(-78)

**IMPARTIAL ANALYSIS—COUNTY OR SCHOOL DISTRICT MEASURE** ▶ In order to provide for the 10-calendar-day review period, this is the last day for County Counsel to transmit to the Registrar of Voters Office an Impartial Analysis of each county or school district measure, showing the effect on existing law and the operation of the measure. The analysis shall be printed in the Voter Information Pamphlet along with the County Auditor's Fiscal Analysis if requested and arguments for and/or against the measure if submitted. The Impartial Analysis shall not exceed 500 words.

E.C. §§9160, 9500

**IMPARTIAL ANALYSIS—MUNICIPAL MEASURE** ▶ In order to provide for the 10-calendar-day review period, this is the suggested last day for the City Attorney to transmit to the City Clerk's Office an Impartial Analysis of each city measure, showing the effect on existing law and the operation of the measure, and the last day for the City Clerk to transmit same to the Registrar of Voters Office. The analysis shall be printed in the Voter Information Pamphlet along with the arguments for and/or against the measure if submitted. The Impartial Analysis shall not exceed 500 words.

E.C. §9280

**MAR 17**  
**COUNTY AUDITOR**

(-78)

**FISCAL ANALYSIS—COUNTY MEASURE** ▶ In order to provide for the 10-calendar-day review period, this is the last day for the County Auditor, if so directed by the Board of Supervisors, to transmit to the Registrar of Voters Office a Fiscal Analysis (Fiscal Impact Statement) of each county measure, estimating any increase or decrease in revenues or cost to the county if the measure is adopted. The Fiscal Impact Statement (if any) shall be printed in the Voter Information Pamphlet along with County Counsel's Impartial Analysis, preceding the arguments for and/or against the measure, if submitted. The Fiscal Impact Statement shall not exceed 500 words.

E.C. §9160

**MAR 17**  
**REGISTRAR OF VOTERS**

(-78)

**JUDICIAL INCUMBENT—ONLY NOMINEE** ▶ In any county or judicial district in which only the incumbent has filed



nomination documents for the office of Superior Court Judge, his or her name shall not appear on the ballot unless a petition has been filed by this date indicating a write-in will be conducted for the office. The petition must be signed by 100 registered voters qualified to vote with respect to that office.

If the incumbent's name does not appear on either the Primary or General Election ballot, then on the day of the General Election, the Registrar of Voters shall declare the incumbent judge reelected. No certificate of election shall be issued before the date of the General Election.

**STATEMENT OF WRITE-IN CANDIDACY** ▶ In addition to filing the above stated petition, any judicial write-in candidate must file, between the 57<sup>th</sup> day and the 14<sup>th</sup> day before the election, a Statement of Write-In Candidacy and the number of signatures required on the nomination paper.

E.C. §§8203, 8600 et seq.

**MAR 18 to MAR 27**  
**REGISTRAR OF VOTERS**

(-77 to -68)

**PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 78<sup>TH</sup> DAY-DIRECT ARGUMENTS, IMPARTIAL AND/OR FISCAL ANALYSES** ▶ Not less than 10 days before the Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 2-6 of Division 9 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §§9190, 9295, 9380, 9509

**MAR 24**  
**CANDIDATES AND COMMITTEES**

(Date fixed by law)

**PRE-ELECTION CAMPAIGN STATEMENT** ▶ Officeholders, candidates, ballot measure and recipient committees for the June 3, 2008, Primary Election must file (by personal delivery or first class mail) a pre-election campaign statement covering the report period of January 1, 2008, through March 17, 2008, by **March 24, 2008**. Candidates and officeholders who expect to receive or spend \$1000 or less during the calendar year may file Form 470 with their nomination documents.

G.C. §84200 et seq.

**MAR 27**  
**SECRETARY OF STATE/REGISTRAR OF VOTERS**

(-68)

**CERTIFIED LIST OF CANDIDATES** ▶ Secretary of State to transmit the certified list of candidates to all County Registrars no later than this date.

E.C. §8120

**MAR 27**

(-68)

**PROPONENTS/OPPONENTS**

**REBUTTAL ARGUMENTS-COUNTY OR DISTRICT MEASURE** ▶ If both an argument in favor of and an argument against any measure have been filed, the Registrar of Voters Office shall send copies of each argument to the opposing authors(s). The opposing author(s) may, if desired, file rebuttal arguments no later than 10 days after the final date for filing direct arguments.

**REBUTTAL ARGUMENTS-MUNICIPAL MEASURE** ▶ If both an argument in favor of and an argument against any measure have been filed; the City Clerk shall send copies of each argument to the opposing author(s). The date for filing rebuttal arguments is predicated on the date set by the City Clerk for the filing of direct arguments. The opposing author(s) may, if desired, file rebuttal arguments no later than 10 days after the final date for filing direct arguments.

The provisions for rebuttal arguments shall apply to municipal elections only if, not later than the day the election is called, the city council by majority vote, so provides. Once such action is taken, it is effective for all future elections until rescinded.

**GENERAL INFORMATION** ▶ Rebuttal arguments shall not exceed 250 words and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Registrar of Voters Office (or for municipal measures, from the office of the appropriate City Clerk). Each argument shall be titled either “Rebuttal to Argument in Favor of Measure ...” or “Rebuttal to Argument Against Measure ...” (letter designation to be filled in after assignment).

E.C. §§9167, 9285, 9317, 9504, 9600

**MAR 28 to APR 6  
REGISTRAR OF VOTERS**

(-67 to -58)

**PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 68<sup>TH</sup> DAY–REBUTTAL ARGUMENTS** ▶ Not less than 10 days before the Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 2-6 of Division 9 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §§9190, 9295, 9380, 9509

**APR 7 to MAY 20  
WRITE-IN CANDIDATE**

(-57 to -14)

**STATEMENT OF WRITE-IN CANDIDACY** ▶ Each write-in candidate who desires to have his or her votes counted for a particular office must file a Statement of Write-In Candidacy along with the requisite number of signatures, if any, for such office. Nomination documents for write-in candidacy may be obtained from and delivered to the Registrar of Voters Office (or to the City Clerk, for municipal offices) between the 57<sup>th</sup> day and 14<sup>th</sup> day prior to the date of the election.

E.C. §8601

**APR 14  
REGISTRAR OF VOTERS**

(-50)

**STATEMENT OF REGISTRATION** ▶ The Registrar of Voters Office shall send to the Secretary of State a summary statement of the number of voters registered as of the 60<sup>th</sup> day before the date of the primary election, together with a current copy of the voter file on magnetic tape or in index form.

Upon written request from the chairperson of any county central committee/county council, the Registrar of Voters Office shall make available not less than 30 days prior to the election, a copy of the above referenced tape; and shall make available not less than 25 days prior to the election no more than two copies or, if available, one copy in an electronic form of indices of said voters.

E.C. §§2185, 2187, 2190

**APR 24 to MAY 13  
OFFICE OF SECRETARY OF STATE**

(-40 to -21)

**STATE BALLOT PAMPHLET** ▶ During this period, the Secretary of State’s Office shall mail State Ballot Pamphlets to all voters who registered to vote prior to the 60<sup>th</sup> day before the election.

E.C. §9094

**MAIL SAMPLE BALLOT AND VOTER INFORMATION PAMPHLET ▶** Between these dates the Registrar of Voters Office shall mail Sample Ballots and Voter Information Pamphlets to all voters who registered to vote prior to the 54<sup>th</sup> day before the election. The location of the polling place and its accessibility to persons with disabilities shall be indicated thereon. Voters who registered to vote between the 54<sup>th</sup> day and 15<sup>th</sup> day before the election may not be mailed Sample Ballots and Voter Information Pamphlets but will be mailed a notice of polling place.

E.C. §§13300, 13303, 13304, 13306

**MAY 5  
REGISTRAR OF VOTERS**

**(-29)**

**VOTE BY MAIL BALLOTS AVAILABLE** ▶ Any qualified voter may apply for a Vote by Mail ballot. Ballots must be obtained from and returned to the Registrar of Voters Office either in person, via an authorized agent, or by mail. All voted ballots must be returned in person, by mail, or by an authorized agent to the Registrar of Voters Office not later than 8 p.m. on Election Day, or delivered in person or by authorized agent to the polls on Election Day. The law permits a spouse, child, parent, grandparent, grandchild, sibling or person residing in the same household to act as an authorized agent for returning Vote by Mail ballots. Ballots applied for within the last seven days prior to the election may not be returned by mail but have no restrictions as to who may be an authorized agent.

E.C. §§3001, 3003, 3017, 3021

**MAY 5  
REGISTRAR OF VOTERS**

**(-29)**

**MAILED BALLOT PRECINCTS** ▶ The Registrar of Voters Office shall mail official ballots to voters residing in mailed ballot precincts beginning this date, along with a notice indicating there will be no polling place for this election. Voted ballots must be received not later than 8 p.m. on Election Day at any polling place in the county or at the Registrar of Voters Office.

E.C. §3005

**MAY 5  
REGISTRAR OF VOTERS**

**(-29)**

**PRECINCTS, POLLING PLACES & ELECTION OFFICERS** ▶ Last date for the Registrar of Voters Office to establish all polling places and appoint precinct officers for this election. Immediately following appointments, the Registrar of Voters Office shall mail the appointment notices to the precinct officers.

E.C. §12286

**MAY 18 to JUN 2  
CANDIDATES/COMMITTEES**

**(-16 to -01)**

**LATE CONTRIBUTION/EXPENDITURE PERIOD** ▶ Officeholders, candidates, ballot measure and recipient committees that make or receive a late contribution or loan that totals in the aggregate \$1,000 or more, must report the late contribution or expenditure within 24 hours by personal delivery, fax, or guaranteed overnight service. See the appropriate information manual on campaign disclosure provisions of the Political Reform Act for additional information.

G.C. §§82036, 82036.5, 84203 et seq., 85500

**MAY 19**  
**DATE FIXED BY LAW**

(-15)

**CLOSE OF REGISTRATION** ▶ Last day for any qualified elector to register or re-register to vote in the upcoming election. A person, who has moved, changed his or her name or who wishes to change political party affiliation must re-register by this date.

E.C. §§2102, 2107, 2115, 2116, 2152

**MAY 20**  
**WRITE-IN CANDIDATES**

(-14)

**WRITE-IN CANDIDACY** ▶ Last Day to file a Statement of Write-In Candidacy and the requisite number of signatures, if any, with the Registrar of Voters Office. Anyone who desires to be a write-in candidate and to have his or her votes counted for a particular office must file the required documents with the Registrar of Voters Office not later than 5 p.m. on this date. No filing fee is required to run as a write-in candidate. No votes will be counted for an unqualified write-in candidate in any election.

E.C. §8600 et seq.

**MAY 22**  
**REGISTRAR OF VOTERS**

(-12)

**PROCESS VOTE BY MAIL BALLOTS** ▶ First day the Registrar of Voters Office may begin to process (open, prepare and machine read) Vote by Mail ballots for the upcoming election. No results may be released until after the polls are closed on Election Day.

E.C. §15101

**MAY 22**  
**CANDIDATES/COMMITTEES**

(Date fixed by law)

**PRE-ELECTION CAMPAIGN STATEMENT** ▶ Officeholders, candidates, ballot measure and recipient committees must file (by personal delivery or guaranteed overnight service) a pre-election campaign statement covering the report period of March 18, 2008, through May 17, 2008, by **May 22, 2008**. Candidates and officeholders who expect to receive or spend \$1000 or less during the calendar year may file Form 470 with their nomination documents.

G.C. §84200 et seq.

**MAY 24**  
**REGISTRAR OF VOTERS**

(-10)

**STATE BALLOT PAMPHLET-LATE REGISTRATION** ▶ Last day for the Registrar of Voters Office to mail State Ballot Pamphlets to voters who registered between the 60<sup>th</sup> day and the 28<sup>th</sup> day before the election.

E.C. §9094

**MAY 24  
REGISTRAR OF VOTERS**

(-10)

**NOTICE OF CENTRAL COUNTING PLACE** ▶ The Registrar of Voters Office shall publish, at least 10 days before the election, in a newspaper of general circulation in the jurisdiction, a notice specifying the public place to be used to tally votes when ballots are to be counted in a central counting place.

E.C. §12109

**MAY 27  
REGISTRAR OF VOTERS**

(-7)

**STATEMENT OF REGISTRATION** ▶ The Registrar of Voters Office shall send to the Secretary of State a summary statement of the number of voters registered as of the 14<sup>th</sup> day before the date of the primary election, together with a current copy of the voter file on magnetic tape or in index form.

E.C. §2187(d)(3)

**MAY 27  
VOTERS/REGISTRAR OF VOTERS**

(-7)

**VOTE BY MAIL BALLOTS** ▶ Last day for the Registrar of Voters Office to receive and process Vote by Mail ballot applications by mail for the upcoming election. After this date, any voter may apply in person to obtain a Vote by Mail ballot if he or she will be unable to go to the polls on Election Day. Voters unable to request a ballot in person may designate in writing any person as an authorized agent to obtain and return the Vote by Mail ballot on their behalf.

E.C. §§3001, 3021

**MAY 27  
REGISTRAR OF VOTERS**

(-7)

**PUBLISH POLLING PLACES** ▶ Not later than this date the Registrar of Voters Office shall publish a notice containing the list of polling places designated for each election precinct.

E.C. §12105

**MAY 27  
REGISTRAR OF VOTERS**

(-7)

**POST PRECINCT OFFICERS AND POLLING PLACES** ▶ Not later than this date the Registrar of Voters Office shall post, at the elections office and on the official website, a list of all current polling places in each precinct and a list of precinct board members and political party affiliation appointed by the 15<sup>th</sup> day before the election.

E.C. §§12105.5, 12108

**JUN 3  
VOTERS/REGISTRAR OF VOTERS**

(-00)

**ELECTION DAY** ▶ Polls are open from 7 a.m. to 8 p.m. on Election Day. Vote by Mail ballots may be returned in person or by authorized agent not later than 8 p.m. either to the Registrar of Voters Office or to any polling place in the county. The law permits a spouse, child, parent, grandparent, grandchild, sibling or person residing in the same household to act as an authorized agent for returning Vote by Mail ballots. Ballots applied for within the seven days prior to the election have no restrictions as to who may be an authorized agent.

E.C. §§3017, 3020, 3021, 10541, 14212

**JUN 5  
REGISTRAR OF VOTERS**

(+02)

**OFFICIAL CANVASS** ▶ Last day the Registrar of Voters Office may begin the Official Canvass of the votes cast. During the Official Canvass of every election in which a voting system is used, the Registrar of Voters Office shall conduct a public manual tally of ballots cast in 1% of the precincts chosen at random by the elections official. In addition to the 1% count, the Registrar of Voters Office shall tally one additional precinct for each contest not included in the initial group of precincts.

E.C. §§362, 15301, 15360

**JUL 1  
REGISTRAR OF VOTERS**

(+28)

**COMPLETION OF CANVASS** ▶ The Official Canvass of the election must be completed not later than this date and results certified to the governing body of each jurisdiction for adoption. In the case of elections conducted on the first Tuesday after the first Monday in November of odd-numbered years, the Official Canvass must be completed no later than the last Monday before the last Friday of that month.

E.C. §15372

**DECLARE CANDIDATES ELECTED** ▶ Upon receipt of the Certification of Results from the Registrar of Voters Office, the governing body shall meet to adopt the certification. For all county and local offices, the Registrar of Voters Office shall prepare and deliver to each person elected a Certificate of Election.

E.C. §§15400, 15401

**JUL 1  
REGISTRAR OF VOTERS**

(+28)

**POST PRECINCT OFFICERS AND POLLING PLACES** ▶ Not later than this date the Registrar of Voters Office shall post, at the elections office and on the official website, an updated list of the precinct board members and political party affiliation who actually served on Election Day. This list shall remain posted for 30 days after the completion of the canvass.

E.C. §§12105.5, 12108

**JUL 8  
DATE FIXED BY LAW**

(+35)

**COUNTY CENTRAL COMMITTEE--AMERICAN INDEPENDENT PARTY ORGANIZATIONAL MEETING** ▶ The county central committee shall hold its organizational meeting at a location provided for by the Registrar of Voters Office. Within five days after the committee meets, the newly elected chairperson shall notify the Registrar of Voters Office of his or her name.

E.C. §§7680, 7694

**JUL 12  
OFFICE OF SECRETARY OF STATE**

(+39)

**STATEMENT OF THE VOTE** ▶ Last day for the Secretary of State to compile results from all counties and issue Certificates of Nomination or Election to successful candidates for State Legislative and Constitutional offices.

E.C. §15501

**JUL 31**  
**CANDIDATES/COMMITTEES**

**(Date fixed by law)**

**SEMI-ANNUAL CAMPAIGN STATEMENT DUE** ▶ All elected officers, candidates, and committees filing campaign statements in conjunction with an election must file a semi-annual statement covering the report period of May 18<sup>th</sup> (or from the date of last filing) to June 30<sup>th</sup> and must be filed not later than July 31<sup>st</sup>.

G.C. §§84200, 84218



<b>CANDIDATES' RECEIPT OF NOMINATION DOCUMENTS</b>  Documents which are pertinent to your office are indicated with the letter "R" for received or "F" for filed. Please initial over the letters "R" to indicate receipt of the corresponding documents. A deputy clerk will initial over the letters "F" to indicate that the documents have been filed. Should you have questions about any of these documents do not hesitate to contact this office at (707) 565-6800.  <b>HAVE YOU RECEIVED?</b>	US SENATE	REP IN CONGRESS	STATE/LEGISLATIVE	CENTRAL COMMITTEE	JUDICIAL	COUNTY	SCHOOL GOV BOARD	MUNICIPAL	SPECIAL DISTRICTS
Candidates' Handbook	R	R	R	R	R	R	R	R	R
Campaign Disclosure Manual			R		R	R		R	
Campaign Statements			R	R	R	R	R	R	R
Local Campaign Ordinance (if applicable)						R		R	
Petition-In-Lieu Forms	R	R	R		R	R			
Declaration of Intention					R				
Declaration of Candidacy	R	R	R	R	R	R	R	R	R
Ballot Designation Worksheet	R	R	R	R	R	R	R	R	R
Nomination Petition	R	R	R	R	R	R		R	
Statement of Economic Interests			R		R	R		R	
Statement of Qualifications			R		R	R	R	R	R
Code of Fair Campaign Practices			R	R	R	R	R	R	R
<b>HAVE YOU FILED?</b>									
Campaign Statements*			F	F	F	F	F	F	F
Filing Fee/Petitions-In-Lieu	F	F	F		F	F			
Declaration of Intention					F				
Declaration of Candidacy	F	F	F	F	F	F	F	F	F
Ballot Designation Worksheet	F	F	F	F	F	F	F	F	F
Nomination Petition/Petitions-In-Lieu	F	F	F	F	F	F		F	
Statement of Economic Interests			F		F	F		F	
Statement of Qualifications**			F		F	F	F	F	F
Code of Fair Campaign Practices**			F	F	F	F	F	F	F

\*File at this time only if \$1,000 or less is to be spent on campaign. All others file as per the schedule in the campaign filing schedule.

\*\*Optional