

COUNTY OF SONOMA

CONSOLIDATED PRIMARY ELECTION JUNE 5, 2012

CAMPAIGN GUIDE AND CALENDAR OF EVENTS

Voter-Nominated Offices



SONOMA COUNTY

Clerk-Recorder-Assessor

www.sonoma-county.org/cra

REGISTRAR OF VOTERS DIVISION

P.O. Box 11485
435 Fiscal Dr.
Santa Rosa, CA 95406
Tel: (707) 565-6800
Toll Free (CA only):
(800) 750-VOTE
Fax: (707) 565-6843

This handbook has been prepared to assist candidates, committees and members of the news media in preparing for the upcoming 2012 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 2012,

JANICE ATKINSON,
SONOMA COUNTY CLERK &
REGISTRAR OF VOTERS

IMPORTANT TELEPHONE NUMBERS

SONOMA COUNTY REGISTRAR OF VOTERS

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

OFFICE OF THE SECRETARY OF STATE

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

FAIR POLITICAL PRACTICES COMMISSION

Technical Assistance Division (M-Th 9-11:30 a.m. and M-Tues 1:30-3:30 p.m.)	(866) 275-3772
(campaign disclosure, state contribution limits, conflict of interest disclosure)	
Fax	(916) 322-3711
Enforcement Division (M-Fri 8 a.m. - 5 p.m.)	(866) 275-3772
(file complaint under Political Reform Act)	

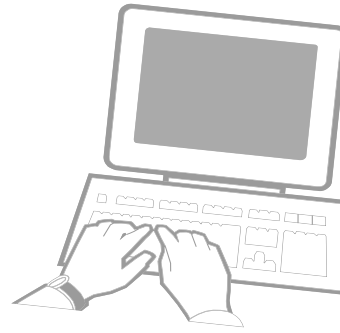
STATE FRANCHISE TAX BOARD

Automated Information	(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



vote.sonoma-county.org

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.

vote.sonoma-county.org

Election Night Results

E-MAIL ADDRESSES

Vote by Mail Information	rov-absentee@sonoma-county.org
Voter Registration Information	rov-voterreg@sonoma-county.org
Campaign Information	rov-campaign@sonoma-county.org
Campaign Materials	rov-materials@sonoma-county.org
Precinct Officer Information	rov-polls@sonoma-county.org

HELPFUL CONNECTIONS

Secretary of State	www.sos.ca.gov
Elections Division	www.sos.ca.gov/elections
Political Reform Division	www.sos.ca.gov/prd
Fair Political Practices Commission	www.fppc.ca.gov
State Franchise Tax Board	www.ftb.ca.gov
Internal Revenue Service	www.irs.ustreas.gov
Federal Election Commission	www.fec.gov
California Law	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 §§81000-91014), 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 1-866-275-3772 or 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.
- **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.
- **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.
- **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.
- **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.

TABLE OF CONTENTS

OFFICE TO WHICH CANDIDATES ARE TO BE NOMINATED OR ELECTED

VOTER-NOMINATED OFFICES (federal, state)	1
PARTY-NOMINATED OFFICES (party)	2
NONPARTISAN OFFICES (judicial, county)	3
Summary	4-6

VOTER-NOMINATED

QUALIFICATIONS AND REQUIREMENTS

VOTER-NOMINATED OFFICES

FEDERAL (elected statewide)	
U.S. Senator	7-8
FEDERAL (elected by district)	
U.S. Representative in Congress.....	9-10
Summary	11
STATE (elected by district)	
State Senator, Member of Assembly	12-14
Summary	15

STATEMENTS OF QUALIFICATIONS – VOTER-NOMINATED CONGRESSIONAL & STATE LEGISLATIVE OFFICES

ESTIMATED COSTS OF STATEMENTS	16
GUIDELINES FOR PREPARING STATEMENTS	17-19

CODE OF FAIR CAMPAIGN PRACTICES

20

CAMPAIGN REPORTING INFORMATION

21-25

CAMPAIGN REPORTING PERIODS

26-27

CAMPAIGN LITERATURE

28-29

CAMPAIGN POSTERS AND SIGN PLACEMENTS

CONTACTS BY CITIES	30
INFORMATION FROM DEPARTMENT OF TRANSPORTATION	31-33

VOTER REGISTRATION - CAMPAIGN MATERIALS

34

VOTE BY MAIL BALLOT INFORMATION

35-36

APPENDIX

CALENDAR OF EVENTS
CANDIDATES' RECEIPT FOR FILING NOMINATION DOCUMENTS

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

VOTER-NOMINATED OFFICES

	Officeholder	Sponsors' Signatures	Filing Fees	In-Lieu Signatures
Federal				
U.S. Senator	*	65-100	\$3480.00	10,000
Federal (elected by district)				
U.S. Rep in Congress				
2 nd District	*	40-60	\$1740.00	3,000
5 th District	*	40-60	\$1740.00	3,000
State (elected by district)				
State Senate				
3 rd District	*	40-60	\$952.91	3,000
Member of Assembly				
2 nd District	*	40-60	\$952.91	1,500
4 th District	*	40-60	\$952.91	1,500
10 th District	*	40-60	\$952.91	1,500

*Due to reapportionment, the Secretary of State will determine the incumbent during the candidate filing period.

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

PARTY-NOMINATED OFFICES

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

IMPORTANT: Information above is subject to change pursuant to a recent court decision, a voter-approved initiative, and guidance from the Secretary of State's office available at www.sos.ca.gov/elections/ccrov/pdf/s011/december/11138lf.pdf. County central committees now have the option of not having the election of members appear on the June 5, 2012, Primary Election ballot. Instead, they are free to remove the selection of central committee members from the ballot entirely and develop an alternate method to elect their membership. Local Central Committees/County Councils have been asked to confirm their intention with the Sonoma County Registrar of Voters Office by 5 p.m. on January 23, 2012.

*The Libertarian party has notified the Secretary of State's Office that they will not have a County Central Committee Election on June 5, 2012.
 **The Secretary of State will compute the number to be elected for the American Independent Party not later than 125 days before the Primary Election.

***The county elections official will compute the number to be elected for the Green, Libertarian, and Peace and Freedom Parties, not later than 115 days before the Primary Election, if the election of members is to be by supervisorial or Assembly district.

**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
JUDICIAL				
Office #1.....	Averill.....	20-40.....	\$1787.89...	7,152
Office #2.....	Daum.....	20-40.....	\$1787.89...	7,152
Office #3.....	Bertoli.....	20-40.....	\$1787.89...	7,152
Office #4.....	Ottenweller.....	20-40.....	\$1787.89...	7,152
Office #5.....	LaForge.....	20-40.....	\$1787.89...	7,152
Office #6.....	DeMeo.....	20-40.....	\$1787.89...	7,152
COUNTY (elected by district)				
Supervisor				
1 st District.....	Brown.....	20-40.....	\$1340.97...	5,364
3 rd District.....	Zane.....	20-40.....	\$1340.97...	5,364
5 th District.....	Carrillo.....	20-40.....	\$1340.97...	5,364

SUMMARY— CANDIDATE QUALIFICATIONS AND INFORMATION ON VOTER-NOMINATED OFFICES TO BE VOTED ON AT THE JUNE 5, 2012 CONSOLIDATED PRIMARY ELECTION

Office ¹	Term	Term Begins	Qualifications
U.S. Senator	6 yrs	January 3 rd following election, at noon.	At least 30 years of age, citizen of the U.S. for at least 9 years, inhabitant of the state when elected.
U.S. Rep in Congress	2 yrs	January 3 rd following election, at noon.	At least 25 years of age, citizen of the U.S. for at least 7 years, inhabitant of the state when elected.
State Senator	4 yrs	1 st Monday in December following election.	Citizen of the U.S., registered voter in the district at the time nomination papers are issued ² . May not serve in the same office for more than 2 terms.
Member of Assembly	2 yrs	1 st Monday in December following election.	Citizen of the U.S., registered voter in the district at the time nomination papers are issued ² . May not serve in the same office for more than 3 terms.

¹A candidate for a voter-nominated office may indicate his or her party preference, or lack of party preference, as disclosed upon the candidate's most recent statement of registration, upon his or her declaration of candidacy. If a candidate indicates his or her party preference on his or her declaration of candidacy, it shall appear on the primary and general election ballot in conjunction with his or her name. The candidate's designated party preference on the ballot shall not be changed between the primary and general election. A candidate for voter-nominated office may also choose not to have the party preference disclosed upon the candidate's most recent affidavit of registration indicated upon the ballot. A candidate designating a party preference shall not be deemed to be the official nominee of the party designated as preferred by the candidate. A candidate's designation of party preference shall not be construed as an endorsement of that candidate by the party designated. The party preference designated by the candidate is shown for the information of the voters only and may in no way limit the options available to voters. Regardless of whether or not a candidate for a voter-nominated office chooses to indicate his or her party preference to be printed on the ballot, he or she shall provide his or her party preference history for the preceding ten years on the Declaration of Candidacy.

²Article 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
PARTY-NOMINATED OFFICES TO BE VOTED ON AT THE
JUNE 5, 2012 CONSOLIDATED PRIMARY ELECTION**

Office ¹	Term	Term Begins	Qualifications
Central Committee Member	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.

¹No Declaration of Candidacy for membership on a county central committee shall be filed by a candidate unless (1) at the time of presentation of the declaration and continuously for not less than three months immediately prior to that time, or for as long as he 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.

**SUMMARY— CANDIDATE QUALIFICATIONS AND INFORMATION ON
NONPARTISAN OFFICES TO BE VOTED ON AT THE
JUNE 5, 2012 CONSOLIDATED PRIMARY ELECTION**

Office	Term	Term Begins	Qualifications
Judge of the Superior Court	6 yrs	1 st Monday after January 1 st 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.
County Supervisor	4 yrs	1 st Monday after January 1 st 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.

CANDIDATE QUALIFICATIONS AND REQUIREMENTS

Voter-Nominated Offices — Consolidated Primary Election Federal Offices (Elected Statewide)

U.S. Senator

TERM OF OFFICE

U.S. Senators serve a 6-year term, beginning at noon on January 3, 2013.

U.S. Const. Art. I, §3

QUALIFICATIONS

A candidate for the office of U.S. Senator shall:

- be at least 30 years of age; and
- be a citizen of the United States for nine years; and
- be a resident of California when elected⁴; and

U.S. Const. Art. I, §3

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. Senator \$3,480.00

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 Petitions-in-lieu form may be obtained from any county elections official beginning December 30, 2011. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 23, 2012, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 23, 2012, which were found not to be valid) may be filed no later than the close of business on March 9, 2012. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district or political subdivision in which the candidate is to be voted on. The circulator shall serve within the county in which he or she resides.

10,000 valid signatures are required to offset the entire fee for a candidate seeking nomination. 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)(1), 8105, 8106 (a)(3), (b)(1)(3)(4), (d)

⁴There is no durational residency requirement to be a candidate for United States Senator.

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.

NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between February 13, 2012 and March 9, 2012. 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 9, 2012.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 9, 2012, any person, other than the person who was the incumbent on March 9, 2012, may file a Declaration of Candidacy not later than the close of business on March 14, 2012.

E.C. §§8020, 8022, 8024, 8028, 8040, 8064

NOMINATION PETITIONS ▶ Each candidate is required to file a Nomination Petition between February 13, 2012 and March 9, 2012, containing at least 65 and no more than 100 signatures of registered voters in the jurisdiction. 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 9, 2012. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election. **NOTE: Signatures submitted in lieu of paying the filing fee may be designated to satisfy this requirement.**

E.C. §§8020, 8041, 8061, 8062(a)(1), 8063, 8066, 8068, 8105

STATEMENT OF QUALIFICATIONS (OPTIONAL) ▶ A candidate for United States Senator may purchase space in the State Ballot Pamphlet to print a Statement of Qualifications, not to exceed 250 words,. The Statement shall be filed with the Secretary of State's Office not later than 5 p.m. on February 15, 2012. The statement may not make any reference to any opponent of the candidate.

E.C. §9084(i)

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, N.W.
Washington, D.C. 20463

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, 2013.

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 elected¹

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

U.S. Const. Art. I, §2

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\$1,740.00

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 Petitions-in-lieu form may be obtained from any county elections official beginning December 30, 2011. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 23, 2012, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 23, 2012, which were found not to be valid) may be filed no later than the close of business on March 9, 2012. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district or political subdivision in which the candidate is to be voted on. 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 nomination. 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), (b)(1)(3)(4), (d)

¹There is no durational residency requirement to be a candidate for United States Representative in Congress.

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.

NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between February 13, 2012 and March 9, 2012. 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 9, 2012.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 9, 2012, any person, other than the person who was the incumbent on March 9, 2012, may file a Declaration of Candidacy not later than the close of business on March 14, 2012.

E.C. §§8020, 8022, 8024, 8028, 8040, 8064

NOMINATION PETITIONS ▶ Each candidate is required to file a Nomination Petition between February 13, 2012 and March 9, 2012, containing at least 40 and no more than 60 signatures of registered voters in the jurisdiction. 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 9, 2012. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election. **NOTE: Signatures submitted in lieu of paying the filing fee may be designated to satisfy this requirement.**

E.C. §§8020, 8041, 8061, 8062(a)(2), 8063, 8066, 8068, 8105

STATEMENT OF QUALIFICATIONS (OPTIONAL) ▶ A candidate for United States Representative may purchase space in the Voter Information Pamphlet portion of the Sample Ballot to print a Statement of Qualifications, not to exceed 250 words. 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 nomination close. Statements are confidential until nominations (or extended nominations) for that particular office close and then become public record. See guidelines for preparing candidates' statements on page 17 of this guide.

E.C. §§13307.5, 13311

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, N.W.
Washington, D.C. 20463

FEDERAL OFFICES

U.S. Senate and U.S. Representative in Congress Summary Information

IMPORTANT!!!



FILING FEES

- U.S. Senator \$3,480.00 or 10,000 Signatures-in-lieu
- U.S. Rep in Congress \$1,740.00 or 3,000 Signatures-in-lieu



NOMINATION SIGNATURES

- U.S. Senator 65 – 100
- U.S. Rep in Congress 40 – 60



STATEMENT OF QUALIFICATIONS

- U.S. Senator Contract California Secretary of State
- U.S. Rep in Congress Estimated costs on page 16



FILING PERIODS

- 12/30/11** - 02/23/12 **Filing Period** for Signatures-in-lieu of Filing Fees
- 02/24/12 - 03/09/12 **Filing Period** to make up deficient Signatures-in-lieu filed by 02/23/12 (cash, signatures or combination thereof)

- 12/30/11** - 02/15/12 **Filing Period** for Statement of Qualifications U.S. Senator
- 02/13/12* - 03/09/12 **Filing Period** for Statement of Qualifications U.S. Rep in Congress

- 02/13/12* - 03/09/12 **Filing Period** for Nomination Documents
- 03/10/12* - 03/14/12 **Extension Period** for filing Nomination Documents



ALL CANDIDATES MUST FILE:

1. Declaration of Candidacy
2. Ballot Designation Worksheet
3. Nomination Petition



Contact the Federal Elections Commission for Campaign Finance Reporting Obligations.

*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

**The Sonoma County Registrar of Voters Office will be closed from Friday, December 23rd through Monday, January 2nd (Holiday). Regular business will resume Tuesday, January 3, 2012, (with the exception of December 30th due to the opening of signatures in lieu of filing fee period). This closure is due to a Mandatory Time Off Program, one of several cost saving measures adopted by the County of Sonoma to balance its budget and preserve as many services as possible. We appreciate your patience and understanding during the time that our office is closed.

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 3, 2012. No State Senator may serve more than two terms.

Members of the State Assembly serve a 2-year term, beginning December 3, 2012. No Member of the State Assembly may serve more than three terms.

Cal. Const. Art. IV, §2

QUALIFICATIONS

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

- be a citizen of the United States¹; and
- be registered to vote in the jurisdiction.

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

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\$952.91
- Member of the State Assembly\$952.91

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 Petitions-in-lieu form may be obtained from any county elections official beginning December 30, 2011. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 23, 2012, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 23, 2012, which were found not to be valid) may be filed no later than the close of business on March 9, 2012. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district or political subdivision in which the candidate is to be voted on. 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 nomination for the office of State Senator and 1,500 valid signatures are required to offset the entire fee for a candidate seeking nomination for the office of Member of the State Assembly. 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)(3), 8105, 8106 (a)(1),(2), (b)(1),(3),(4), (d)

¹Article 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.

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.

NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between February 13, 2012 and March 9, 2012. 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 9, 2012.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 9, 2012, any person, other than the person who was the incumbent on March 9, 2012, may file a Declaration of Candidacy not later than the close of business on March 14, 2012.

E.C. §§8020, 8022, 8024, 8028, 8040, 8064

NOMINATION PETITIONS ▶ Each candidate is required to file a Nomination Petition between February 13, 2012 and March 9, 2012, containing at least 40 and no more than 60 signatures of registered voters in the jurisdiction. 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 9, 2012. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election. **NOTE: Signatures submitted in lieu of paying the filing fee may be designated to satisfy this requirement.**

E.C. §§8020, 8041, 8061, 8062(a)(2), 8063, 8066, 8068, 8105

STATEMENT OF QUALIFICATIONS (OPTIONAL) ▶ A candidate for state legislative office who accepts voluntary expenditure limits may purchase space in the Voter Information Pamphlet portion of the Sample Ballot to print a Statement of Qualifications not to exceed 250 words. See guidelines for preparing candidates' statements on page 17 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

Qualifications and Requirements – Voter-Nominated Offices

State Offices (Elected by District)

State Senator and Member of the State Assembly

CAMPAIGN COMMITTEE FILING OBLIGATIONS

See Campaign Disclosure Requirements starting on page 21 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 \$952.91 or 3,000 Signatures-in-lieu
- State Assembly \$952.91 or 1,500 Signatures-in-lieu



NOMINATION SIGNATURES

40 – 60



STATEMENT OF QUALIFICATIONS

- State Senator Estimated costs on page 16
- State Assembly Estimated costs on page 16



FILING PERIODS

- 12/30/11** - 02/23/12 **Filing Period** for Signatures-in-lieu of Filing Fees
- 02/24/12 - 03/09/12 **Filing Period** to make up deficient Signatures-in-lieu filed by 02/23/12 (cash, signatures or any combination thereof)
- 02/13/12* - 03/09/12 **Filing Period** for Statement of Qualifications
- 02/13/12* - 03/9/12 **Filing Period** for Nomination Documents
- 03/10/12 - 03/14/12 **Extension Period** for filing Nomination Documents



ALL CANDIDATES MUST FILE:

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

*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

**The Sonoma County Registrar of Voters Office will be closed from Friday, December 23rd through Monday, January 2nd (Holiday). Regular business will resume Tuesday, January 3, 2012, (with the exception of December 30th due to the opening of signatures in lieu of filing fee period). This closure is due to a Mandatory Time Off Program, one of several cost saving measures adopted by the County of Sonoma to balance its budget and preserve as many services as possible. We appreciate your patience and understanding during the time that our office is closed.

STATEMENT OF QUALIFICATIONS
For Local Voter-Nominated Offices
Voter Information Pamphlet – Sonoma County Sample Ballot

ESTIMATED COST OF STATEMENTS OF QUALIFICATIONS	JUNE 5, 2012
<i>Actual costs may vary substantially from estimate ¹</i>	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
FEDERAL (elected by district)							
US Representative 2nd Dist	121,361	\$116	\$810	\$926	\$1,952	CAND	BEFORE
US Representative 5th Dist	165,084	\$116	\$1,094	\$1,209	\$2,519	CAND	BEFORE
STATE (elected by district)							
State Senator 3rd Dist	83,093	\$116	\$562	\$677	\$1,455	CAND	BEFORE
State Assembly 2nd Dist	124,722	\$116	\$832	\$948	\$1,995	CAND	BEFORE
State Assembly 4th Dist	38,926	\$116	\$275	\$391	\$882	CAND	BEFORE
State Assembly 10th Dist	122,796	\$116	\$820	\$935	\$1,970	CAND	BEFORE

¹Estimates 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.

California Association of Clerks and Election Officials Candidate Statement Guidelines

U.S. Representative and 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 candidate' 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 88th day prior to the election, or in the event that the nomination period has been extended, until 5 p.m. on the 83rd 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 88th or 83rd 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 U.S. Representative and 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.

**U.S. REPRESENTATIVE / STATE LEGISLATIVE CANDIDATES
CANDIDATE'S STATEMENT OF QUALIFICATIONS**
(INSTRUCTIONS AND STATEMENT OF WITHDRAWAL ON THE REVERSE SIDE OF THIS FORM)

Office: State Assembly **District:** 81st

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. **Actual estimated costs may vary substantially; see reverse side of this form for explanation.**¹

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 filing →

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

I am running for the 81ST 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 U.S. Representative and 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).

JOHN Q. CANDIDATE	81ST District
<p>I am running for the 81ST 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. The Registrar of Voters Office will not be responsible for the accurate printing of any re-formatted 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 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 or more 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 Consolidated Primary Election the

CAMPAIGN DISCLOSURE REQUIREMENTS, CONT.

first semi-annual campaign statement must be filed no later than **January 31, 2012**; the first pre-election campaign statement is due no later than **March 22, 2012**; the second pre-election campaign statement is due no later than **May 24, 2012**; and the second semi-annual campaign statement must be filed no later than **July 31, 2012**. Please refer to the Campaign Filing Schedule in this guide for the actual filing periods covered by each statement.

For candidates involved in run-off elections held in November 2012, the first pre-election campaign statement is due no later than **October 5, 2012**; the second pre-election campaign statement is due no later than **October 25, 2012**; and the semi-annual campaign statement must be filed no later than **January 31, 2013**. 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 of the final campaign statement (Form 460) with the appropriate filing officer.

There is no deadline for terminating a committee controlled by a local candidate or officeholder unless the controlling candidate/officeholder becomes a state officeholder (in which case, refer to the FPPC Information Manual for State Candidates (Manual 1) for termination requirements). Primarily formed committees also do not have a deadline to terminate. However, the committee, by its nature, may need to change its committee status if it remains open after the election.

G.C. §84214
FPPC Reg §18404

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.

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 11th 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 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 of \$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 11th 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.)

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 (Gov. Code §84300(b))
- 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.
- 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.
- 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 street addresses must be disclosed on the campaign statements for expenditures made (Gov. Code §84211(k)).
- If the committee changes its treasurer, an amendment to the Form 410 Statement of Organization must be filed.
- If \$1,000 or more (\$500 or more for local county candidates) 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.
- Any person who makes independent expenditures in support of or in opposition to any county candidate, which accumulate to one thousand dollars (\$1,000.00) or more during an election cycle shall notify the county registrar of voters and all candidates running for the same seat, within twenty-four (24) hours, each time such an expenditure is made.

2012 PRIMARY ELECTION CAMPAIGN FILING SCHEDULE

JUNE 5, 2012

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
JANUARY 31, 2012	Semi-Annual	* - 12/31/11	Personal Delivery First Class Mail
MARCH 22, 2012	Pre-election	01/01/12 - 03/17/12	Personal Delivery First Class Mail
MAY 24, 2012	Pre-election	03/18/12 - 05/19/12	Personal Delivery Guaranteed Overnight Service
WITHIN 24 HOURS	16-Day Reports	05/20/12 - 06/04/12	Personal Delivery** Guaranteed** Overnight Service Fax**
JULY 31, 2012	Semi-annual	05/20/12 - 06/30/12	Personal Delivery First Class Mail

* 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.

**16-Day Reports file within 24 hours except the deadline for a Form 497 reporting a contribution received on May 20 is May 21, and the deadline for a Form 497 due May 26, 27, or 28, is extended to May 29.

2012 GENERAL ELECTION CAMPAIGN FILING SCHEDULE

November 6, 2012

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
JULY 31, 2012	Semi-annual	* - 6/30/12	Personal Delivery First Class Mail
OCTOBER 5, 2012	Pre-election	7/01/12 - 9/30/12	Personal Delivery First Class Mail
OCTOBER 25, 2012	Pre-election	10/01/12 - 10/20/12	Personal Delivery Guaranteed Overnight Service
WITHIN 24 HOURS	16-Day Reports	10/21/12 - 11/05/12	Personal Delivery** Guaranteed** Overnight Service Fax**
JANUARY 31, 2013	Semi-annual	10/21/12 - 12/31/12	Personal Delivery First Class Mail

* 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.

**16-Day Reports file within 24 hours except the deadline for a Form 497 reporting a contribution received on October 21 is October 22, and the deadline for a Form 497 due October 27, 28, is extended to October 29.

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.

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..... **TERRI GRIFFIN, CITY CLERK**
 Permit required. Applications available 60 days prior to and 15 days after
 at the City Community Development Dept the date of the election
 Private property only; must have property owner’s
 permission. Signs may not exceed 16 sq. ft. in area
 and, if detached, more than 9 ft. in height.
- **CITY OF CLOVERDALE:** (707) 894-1701 **NINA REGOR, CITY CLERK**
 Must have property owner's permission; 30 days prior to and 7 days after
 Private property only the date of the election
 Signs may not exceed 16 square feet in sign area
- **CITY OF COTATI:** (707) 665-3622..... **TAMI TAYLOR, DEPUTY CITY CLERK**
 Private property only; must have property owner’s 60 days prior to and 10 days after
 permission. 12 sq. feet total (front & back) on the date of the election
 residential; 20 sq. feet (front & back) 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**
 Private property only; must have property owner’s..... 45 days total
 permission; Permit and fee required. 32 sq. feet
 residential, 4' in height; 64 sq. feet non-residential,
 6' in height. 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.

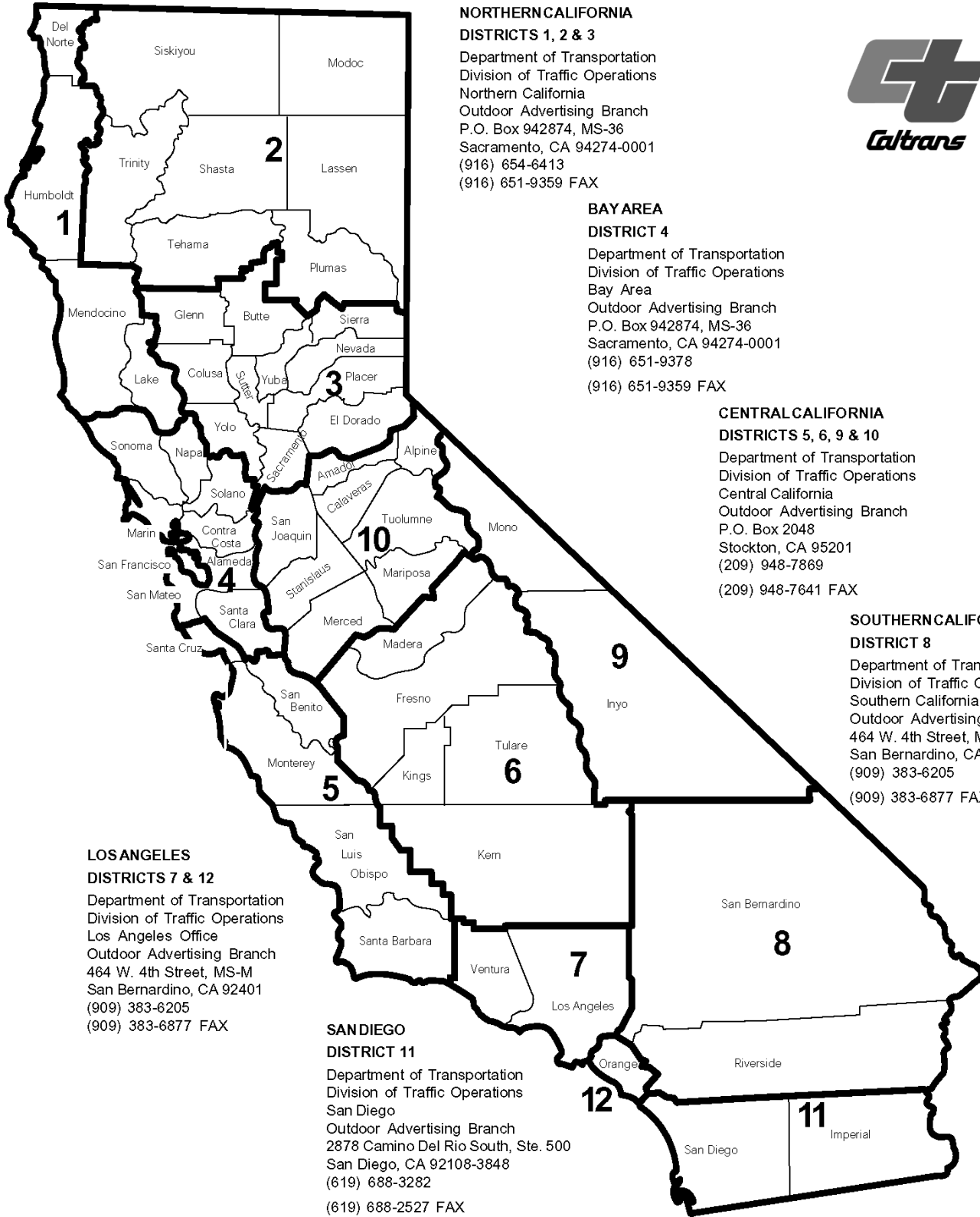
A Statement of Responsibility form is available from your county elections official.

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.**



**NORTHERN CALIFORNIA
DISTRICTS 1, 2 & 3**
Department of Transportation
Division of Traffic Operations
Northern California
Outdoor Advertising Branch
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001
(916) 654-6413
(916) 651-9359 FAX

**BAY AREA
DISTRICT 4**
Department of Transportation
Division of Traffic Operations
Bay Area
Outdoor Advertising Branch
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001
(916) 651-9378
(916) 651-9359 FAX

**CENTRAL CALIFORNIA
DISTRICTS 5, 6, 9 & 10**
Department of Transportation
Division of Traffic Operations
Central California
Outdoor Advertising Branch
P.O. Box 2048
Stockton, CA 95201
(209) 948-7869
(209) 948-7641 FAX

**SOUTHERN CALIFORNIA
DISTRICT 8**
Department of Transportation
Division of Traffic Operations
Southern California
Outdoor Advertising Branch
464 W. 4th Street, MS-M
San Bernardino, CA 92401
(909) 383-6205
(909) 383-6877 FAX

**LOS ANGELES
DISTRICTS 7 & 12**
Department of Transportation
Division of Traffic Operations
Los Angeles Office
Outdoor Advertising Branch
464 W. 4th Street, MS-M
San Bernardino, CA 92401
(909) 383-6205
(909) 383-6877 FAX

**SAN DIEGO
DISTRICT 11**
Department of Transportation
Division of Traffic Operations
San Diego
Outdoor Advertising Branch
2878 Camino Del Rio South, Ste. 500
San Diego, CA 92108-3848
(619) 688-3282
(619) 688-2527 FAX

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: _____ June _____ 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.

Materials Description	Prices
Walking Lists ▶ Registered voters by residence address, regular or voting precinct, phone number and party.	\$.50 per 1,000 records
Alpha Lists ▶ Alphabetical list, by precinct or district; residence and mailing addresses, political party and phone number.	\$.50 per 1,000 records
Mailing Labels ▶ 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
CD ▶ Voter file by district. (txt file) Optional voter history available	\$20.00 flat fee plus \$1.00 per 1,000 records
Vote by Mail Voters ▶ 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
Maps ▶ Precinct maps by city and/or unincorporated areas of the county and district maps are available.	\$2.00 to \$10.00 per page
Statement of the Vote ▶ 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: rovmaterials@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 four 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.

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; 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 11485
Santa Rosa CA 95406-1485

or Fax your request to:

(707) 565-6843

E.C. §§3001, 3006

When to Apply for a Vote by Mail Ballot

Elections officials process Vote-by-Mail applications and 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 29th 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.

CANDIDATES' RECEIPT OF NOMINATION DOCUMENTS 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. HAVE YOU RECEIVED?	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	R	R
Statement of Qualifications	R	R	R		R	R	R	R	R
Code of Fair Campaign Practices			R	R	R	R	R	R	R
HAVE YOU FILED?									
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	F	F
Statement of Qualifications**	F	F	F		F	F	F	F	F
Code of Fair Campaign Practices**			F	F	F	F	F	F	F

*CANDIDATES SPENDING \$0 (EXCLUDING PERSONAL FUNDS USED FOR FILING FEE AND OR FEE FOR STATEMENT OF QUALIFICATIONS) FILE FORM 470. CANDIDATES SPENDING \$.01-\$999.99 FILE FORMS 501 AND 470. CANDIDATES INTENDING TO SPEND \$1000.00 OR MORE FILE FORMS 501 AND 410 AND SHOULD REFER TO THE FPPC FILING SCHEDULE IN THE CANDIDATE'S CAMPAIGN GUIDE FOR DEADLINES REGARDING FILING FORM 460.

**OPTIONAL