

***COUNTY OF SONOMA***

**CONSOLIDATED ELECTIONS  
NOVEMBER 7, 2017**

**CAMPAIGN GUIDE  
AND  
CALENDAR OF EVENTS**

Compiled and Distributed by Sonoma County Registrar of Voters





# SONOMA COUNTY

Clerk-Recorder-Assessor

[www.sonoma-county.org/cra](http://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 2017 Consolidated Elections. 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 email us at [rov-info@sonoma-county.org](mailto:rov-info@sonoma-county.org).*

*Wishing you the best,*

**WILLIAM F. ROUSSEAU,  
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) 565-6804
(financial disclosure statements, information)	
<b>Campaign Materials Division</b> .....	(707) 565-6818
(voter lists, maps, precinct information)	
<b>Candidate Filing Division</b> .....	(707) 565-6804
(filing requirements for office)	
<b>Voter Registration Division</b> .....	(707) 565-6800
(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> (M-Th 9-11:30 a.m. and 1:30-3:30 p.m.) .....	(866) 275-3772
(campaign disclosure, state contribution limits, conflict of interest disclosure)	
Fax .....	(916) 322-2329
<b>Enforcement Division</b> (M-Th 9:30 a.m.-11:30 a.m.) .....	(866) 275-3772
(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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<http://vote.sonoma-county.org>

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

<http://vote.sonoma-county.org>

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)  
Campaign Materials ..... [rov-materials@sonoma-county.org](mailto:rov-materials@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 ..... [www.sos.ca.gov/elections](http://www.sos.ca.gov/elections)  
Political Reform Division ..... [www.sos.ca.gov/prd](http://www.sos.ca.gov/prd)  
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 ..... <https://leginfo.legislature.ca.gov/>

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## OFFICE INFORMATION AND INCUMBENT OFFICERS

<b>School Districts–Term:</b> 4 years (or 2 years to fill the remainder of an unexpired term).	<b>Term Begins:</b> First Friday in December following election	<b>Qualifications:</b> Registered voter, resident of the district continuously throughout the term of office.
<b>District:</b>	<b>Term:</b>	<b>No. of Seats (Incumbents)</b>
Laguna Joint .....	4 years .....	2 (Hess S, Hess D)
Lincoln School .....	4 years .....	2 (Grossi, Corda)
<b>Community Services Districts–Term:</b> 4 years (or 2 years to fill the remainder of an unexpired term).	<b>Term Begins:</b> First Friday in December following election	<b>Qualifications:</b> Registered voter, resident of the district continuously throughout the term of office. Meet the requirements of the Principal Act of the District.
<b>District:</b>	<b>Term:</b>	<b>No. of Seats (Incumbents)</b>
Cazadero Community Services.....	4 years.....	2 (Berry, Canelis)
Graton Community Services .....	4 years.....	2 (Coleman, Upchurch)
Occidental Community Services .....	4 years.....	2 (Gonnella, Martin)
<b>Fire Protection Districts–Term:</b> 4 years (or 2 years to fill the remainder of an unexpired term).	<b>Term Begins:</b> First Friday in December following election	<b>Qualifications:</b> Registered voter, resident of the district continuously throughout the term of office. Meet the requirements of the Principal Act of the District.
<b>District:</b>	<b>Term:</b>	<b>No. of Seats (Incumbents)</b>
Bennett Valley Fire Protection .....	4 years.....	2 (Tognozzi, Richardson)
Bodega Bay Fire Protection .....	4 years.....	3 (Kruppa, Bone, Martin)
Glen Ellen Fire Protection .....	4 years.....	2 (Norbom, Fredricks)
Schell-Vista Fire Protection .....	4 years.....	2 (Petersen, Kruljac)
<b>Public Utility Districts–Term:</b> 4 years (or 2 years to fill the remainder of an unexpired term).	<b>Term Begins:</b> First	<b>Qualifications:</b> Registered voter, resident of the district continuously throughout the term of office. Meet the requirements of the Principal Act of the District.
<b>District:</b>	<b>Term:</b>	<b>No. of Seats (Incumbents)</b>
Bodega Bay Public Utility – Office #1 .....	4 years.....	1 (Rooney)
Bodega Bay Public Utility – Office #2 .....	4 years.....	1 (Freeman)

## OFFICE INFORMATION AND INCUMBENT OFFICERS

<b>Recreation &amp; Park Districts–Term:</b> 4 years (or 2 years to fill the remainder of an unexpired term).	<b>Term Begins:</b> First Friday in December following election	<b>Qualifications:</b> Registered voter, or if on December 31, 2001, a member of the board of directors was elected or appointed as a voter of this state and is an owner of real property within the district, pursuant to the former Section 5783.3, that person may continue to serve on that board of directors for the remainder of the term for which he or she was elected or appointed, and that person may be elected or appointed to that board of directors in the future after that term ends, provided that the person continues to be a voter of this state and an owner of real property within the district.
<b>District:</b> Camp Meeker Recreation & Park .....	<b>Term:</b> 4 years .....	<b>No. of Seats (Incumbents)</b> 3 (Tominia, Helfrich, Larson)
Monte Rio Recreation & Park .....	4 years .....	2 (Shokmalli, Sasso)
Russian River Recreation & Park .....	4 years .....	2 (Cunningham, Jackson)
<b>County Water Districts–Term:</b> 4 years (or 2 years to fill the remainder of an unexpired term).	<b>Term Begins:</b> First Friday in December following election	<b>Qualifications:</b> Registered voter, resident of the district continuously throughout the term of office. Meet the requirements of the Principal Act of the District.
<b>District:</b> Forestville Water .....	<b>Term:</b> 4 years .....	<b>No. of Seats (Incumbents)</b> 2 (Morgan, Bandettini)
Forestville Water.....	2 years .....	1 (Hasin)
North Bay Water .....	4 years .....	2 (Yenni, Mulas)
North Bay Water.....	2 years .....	2 (Sangiaco, Wasse)
Rains Creek/Hiatt Road County Water.....	4 years .....	3 (Whipple, Cook, Luginbill)
Rains Creek/Hiatt Road County Water .....	2 years .....	1 (Moore)
Russian River County Water .....	4 years .....	2 (Zagoria, McGowan)
Sonoma Mountain County Water .....	4 years .....	2 (Fox, Gillett)
Sonoma Mountain County Water .....	2 years .....	1 (Cronin)
Timber Cove County Water .....	4 years .....	3 (Grahame, Uribe, Rea)
Timber Cove County Water.....	2 years .....	1 (Giacinto)



# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## GOVERNING BOARD MEMBER

School & Community College Districts & County Boards of Education  
(Education Code §§1000 et seq., 5000 et seq., 35100 et seq., 72101 et seq.)

### TERM OF OFFICE

Elected Governing Board Members for School and Community College Districts serve a 4-year term beginning December 1, 2017. Elected Members of the County Board of Education serve a 4-year term beginning November 24, 2017. EXCEPTION: In the event of a vacancy during the first half of the term of office, and at least 130 days prior to the next election, an appointment shall be made to fill the vacancy until the next regularly scheduled election for district governing board members, whereupon an election shall be held to fill the vacancy for the remainder of the unexpired term.

ED.C. §§1007, 5017, 5091, 5093(b)

### QUALIFICATIONS

A Governing Board Member shall:

- be 18 years of age or older; and
- be a citizen of the State of California; and
- be a registered voter; and
- be a resident of the school district or trustee area, if applicable; and
- not be disqualified by the Constitution or laws of the state from holding a civil office; and
- not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes, or for being an official interested in contracts, or becoming a vendor or purchaser at sales, or purchasing scrip of other evidences of indebtedness, in which the official has financial interest.

ED.C. §§1006, 35107, 72103, E.C. §§20, 201, G.C. §1097

### FILING REQUIREMENTS

#### Nomination Documents and Procedures

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between July 17, 2017, and August 11, 2017. The Declaration shall be obtained from the office of the county elections official. 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 August 11, 2017.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 11, 2017, any person, other than the person who was the incumbent on August 11, 2017, may file a Declaration of Candidacy not later than the close of business on August 16, 2017.

E.C. §§10603, 10604

**STATEMENT OF QUALIFICATIONS—OPTIONAL** ▶ Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the County Voter Information Guide portion. 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) for that particular office close and then become public record.

# QUALIFICATIONS AND REQUIREMENTS

## School & Community College Districts & County Boards of Education

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, 13311

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

E.C. §18351

**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 and appointed officials must file a Statement of Economic Interests within (30) days after assuming office; annually; and within (30) days of leaving 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., 87302.3, 87500

**VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES—OPTIONAL** ▶ 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 Campaign Disclosure Requirements starting on page 21 of this guide or the appropriate F.P.P.C. Manual.

**SPECIAL DISTRICT DIRECTOR**  
**Community Services Districts**  
**(Government Code, Title 6, Div. 3, Part 2)**

**TERM OF OFFICE**

Elected District Directors serve a 4-year term beginning December 1, 2017. **EXCEPTION:** In the event of a vacancy during the first half of the term of office, and at least 130 days prior to the election, an appointment shall be made to fill the vacancy until the next regularly scheduled election for district directors, whereupon an election shall be held to fill the vacancy for the remainder of the unexpired term.

G.C. §§1780, 61042(a), (c), E.C. §§10507, 10554

**QUALIFICATIONS**

A District Director shall:

- be a registered voter of the district; and
- not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes, or for being an official interested in contracts, or becoming a vendor or purchaser at sales, or purchasing scrip of other evidences of indebtedness, in which the official has financial interest.

G.C. §61040(b), E.C. §§20, 201, 10514, G.C. §1097

**FILING REQUIREMENTS**

**Nomination Documents and Procedures**

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between July 17, 2017, and August 11, 2017. The Declaration shall be obtained from the office of the county elections official. 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 August 11, 2017.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 11, 2017, any person, other than the person who was the incumbent on August 11, 2017, may file a Declaration of Candidacy not later than the close of business on August 16, 2015.

E.C. §§10510, 10516

**STATEMENT OF QUALIFICATIONS–OPTIONAL** ▶ Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the County Voter Information Guide. 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) for that particular office 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, 13311

## QUALIFICATIONS AND REQUIREMENTS

### Community Services Districts

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

E.C. §18351

**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 and appointed officials must file a Statement of Economic Interests within (30) days after assuming office; annually; and within (30) days of leaving 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., 87302.3, 87500

**VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES—OPTIONAL** ▶ 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 Campaign Disclosure Requirements starting on page 21 of this guide or the appropriate F.P.P.C. Manual.

# SPECIAL DISTRICT DIRECTOR

## Fire Protection Districts (Health and Safety Code, Div. 12, Part 2)

### TERM OF OFFICE

Elected District Directors serve a 4-year term beginning December 1, 2017. **EXCEPTION:** In the event of a vacancy during the first half of the term of office, and at least 130 days prior to the election, an appointment shall be made to fill the vacancy until the next regularly scheduled election for district directors, whereupon an election shall be held to fill the vacancy for the remainder of the unexpired term.

Health & Safety Code §§13843, 13852  
G.C. §1780, E.C. §§10507, 10554

### QUALIFICATIONS

A District Director shall:

- be a registered voter; and
- be a resident of the district; and
- not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes, or for being an official interested in contracts, or becoming a vendor or purchaser at sales, or purchasing scrip of other evidences of indebtedness, in which the official has financial interest.

Health & Safety Code §13841, E.C. §§20, 201, 10514, G.C. §1097

### FILING REQUIREMENTS

#### Nomination Documents and Procedures

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between July 17, 2017, and August 11, 2017. The Declaration shall be obtained from the office of the county elections official. 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 August 11, 2017.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 11, 2017, any person, other than the person who was the incumbent on August 11, 2017, may file a Declaration of Candidacy not later than the close of business on August 16, 2017.

E.C. §§10510, 10516

**STATEMENT OF QUALIFICATIONS–OPTIONAL** ▶ Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the County Voter Information Guide. 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) for that particular office 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, 13311

# QUALIFICATIONS AND REQUIREMENTS

## Fire Protection Districts

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

E.C. §18351

**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 and appointed officials must file a Statement of Economic Interests within (30) days after assuming office; annually; and within (30) days of leaving 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., 87302.3, 87500

**VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES—OPTIONAL** ▶ 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 Campaign Disclosure Requirements starting on page 21 of this guide or the appropriate F.P.P.C. Manual.

**SPECIAL DISTRICT DIRECTOR**  
**Public Utility Districts**  
**(Public Utilities Code, Div. 7, Chapter 3)**

**TERM OF OFFICE**

Elected District Directors serve a 4-year term beginning December 1, 2017. **EXCEPTION:** In the event of a vacancy during the first half of the term of office, and at least 130 days prior to the election, an appointment shall be made to fill the vacancy until the next regularly scheduled election for district directors, whereupon an election shall be held to fill the vacancy for the remainder of the unexpired term.

Pub. Utilities Code §16001 et seq.  
G.C. §1780, E.C. §§10507, 10554

**QUALIFICATIONS**

A District Director shall:

- be a registered voter; and
- be a resident of the district; and
- not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes, or for being an official interested in contracts, or becoming a vendor or purchaser at sales, or purchasing scrip of other evidences of indebtedness, in which the official has financial interest.

Pub. Utilities Code §§15505, 15952, E.C. §§20, 201, 10514, G.C. §1097

**FILING REQUIREMENTS**

**Nomination Documents and Procedures**

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between July 17, 2017, and August 11, 2017. The Declaration shall be obtained from the office of the county elections official. 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 August 11, 2017.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 11, 2017, any person, other than the person who was the incumbent on August 11, 2017, may file a Declaration of Candidacy not later than the close of business on August 16, 2017.

E.C. §§10510, 10516

**STATEMENT OF QUALIFICATIONS—OPTIONAL** ▶ Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the County Voter Information Guide. 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) for that particular office 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, 13311

# QUALIFICATIONS AND REQUIREMENTS

## Public Utility Districts

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

E.C. §18351

**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 and appointed officials must file a Statement of Economic Interests within (30) days after assuming office; annually; and within (30) days of leaving 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., 87302.3, 87500

**VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES—OPTIONAL** ▶ 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 Campaign Disclosure Requirements starting on page 21 of this guide or the appropriate F.P.P.C. Manual.



# SPECIAL DISTRICT DIRECTOR

## Recreation & Park Districts (Public Resources Code, Div. 5, Chapter 4)

### TERM OF OFFICE

Elected District Directors serve a 4-year term beginning December 1, 2017. **EXCEPTION:** In the event of a vacancy during the first half of the term of office, and at least 130 days prior to the election, an appointment shall be made to fill the vacancy until the next regularly scheduled election for district directors, whereupon an election shall be held to fill the vacancy for the remainder of the unexpired term.

Pub. Res. Code §5784.3, G.C. §1780, E.C. §§10507, 10554

### QUALIFICATIONS

A District Director shall:

- be a registered voter of the district; or
- if on December 31, 2001, a member of the board of directors was elected or appointed as a voter of this state and is an owner of real property within the district, pursuant to the former Section 5783.3, that person may continue to serve on that board of directors for the remainder of the term for which he or she was elected or appointed, and that person may be elected or appointed to that board of directors in the future after that term ends, provided that the person continues to be a voter of this state and an owner of real property within the district; and
- not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes, or for being an official interested in contracts, or becoming a vendor or purchaser at sales, or purchasing scrip of other evidences of indebtedness, in which the official has financial interest.

Pub. Res. Code §§5784(c), 5784.1, E.C. §§20, 201, 10514, G.C. §1097

### FILING REQUIREMENTS

#### Nomination Documents and Procedures

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between July 17, 2017, and August 11, 2017. The Declaration shall be obtained from the office of the county elections official. 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 August 11, 2017.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 11, 2017, any person, other than the person who was the incumbent on August 11, 2017, may file a Declaration of Candidacy not later than the close of business on August 16, 2017.

E.C. §§10510, 10516

**STATEMENT OF QUALIFICATIONS—OPTIONAL** ▶ Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the County Voter Information Guide. 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) for that particular office close and then become public record.

# QUALIFICATIONS AND REQUIREMENTS

## Recreation & Park Districts

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, 13311

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

E.C. §18351

**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.

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G.C. §§87200 et seq., 87302.3, 87500

**VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES—OPTIONAL** ▶ 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 Campaign Disclosure Requirements starting on page 21 of this guide or the appropriate F.P.P.C. Manual.

# SPECIAL DISTRICT DIRECTOR

## County Water Districts (Water Code, Div. 12, Part 3)

### TERM OF OFFICE

Elected District Directors serve a 4-year term beginning December 1, 2017. **EXCEPTION:** In the event of a vacancy during the first half of the term of office, and at least 130 days prior to the election, an appointment shall be made to fill the vacancy until the next regularly scheduled election for district directors, whereupon an election shall be held to fill the vacancy for the remainder of the unexpired term.

Water Code §30500 et seq.  
G.C. §1780, E.C. §§10507, 10554

### QUALIFICATIONS

A District Director shall:

- be a registered voter of the district; and
- not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes, or for being an official interested in contracts, or becoming a vendor or purchaser at sales, or purchasing scrip of other evidences of indebtedness, in which the official has financial interest.

Water Code §30500, E.C. §§20, 201, 10514, G.C. §1097

### FILING REQUIREMENTS

#### Nomination Documents and Procedures

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between July 17, 2017, and August 11, 2017. The Declaration shall be obtained from the office of the county elections official. 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 August 11, 2017.

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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, 13311

# QUALIFICATIONS AND REQUIREMENTS

## County Water Districts

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E.C. §20440

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See Campaign Disclosure Requirements starting on page 21 of this guide or the appropriate F.P.P.C. Manual.

# QUALIFICATIONS AND REQUIREMENTS

## Sonoma County Voter Information Guide

ESTIMATED COST OF STATEMENTS OF QUALIFICATIONS

NOVEMBER 7, 2017  
CONSOLIDATED ELECTIONS

JURISDICTION	1 CANDIDATE STATEMENT PER PAGE	2 CANDIDATES STATEMENTS PER PAGE	3 CANDIDATES STATEMENTS PER PAGE	4 CANDIDATES STATEMENTS PER PAGE	WHO PAYS	WHEN
<b>SCHOOLS</b>						
Laguna Joint School						
English Only	<b>\$592</b>	\$296	\$197	\$148	CAND	BEFORE
English & Spanish	N/A	<b>\$692</b>	\$494	\$396		
Lincoln School						
English Only	<b>\$592</b>	\$296	\$197	\$148	CAND	BEFORE
English & Spanish	N/A	<b>\$692</b>	\$494	\$396		
<b>SPECIAL DISTRICTS</b>						
Cazadero Community Services						
English Only	<b>\$606</b>	\$303	\$202	\$151	CAND	BEFORE
English & Spanish	N/A	<b>\$706</b>	\$504	\$403		
Graton Community Services						
English Only	<b>\$613</b>	\$306	\$204	\$153	CAND	BEFORE
English & Spanish	N/A	<b>\$712</b>	\$508	\$406		
Occidental Community Services						
English Only	<b>\$634</b>	\$317	\$211	\$158	CAND	BEFORE
English & Spanish	N/A	<b>\$734</b>	\$522	\$417		
Bennett Valley Fire Protection						
English	<b>\$636</b>	\$318	\$212	\$159	DIST	AFTER
English & Spanish	N/A	<b>\$736</b>	\$524	\$418		
Bodega Bay Fire Protection						
English Only	<b>\$614</b>	\$307	\$205	\$154	CAND	AFTER
English & Spanish	N/A	<b>\$714</b>	\$510	\$407		
Glen Ellen Fire Protection						
English Only	<b>\$634</b>	\$317	\$211	\$159	CAND	BEFORE
English & Spanish	N/A	<b>\$734</b>	\$522	\$417		
Schell Vista Fire Protection						
English Only	<b>\$652</b>	\$326	\$217	\$163	DIST	AFTER
English & Spanish	N/A	<b>\$752</b>	\$534	\$426		
Bodega Bay Public Utility 1, 2						
English Only	<b>\$608</b>	\$304	\$203	\$152	CAND	BEFORE
English & Spanish	N/A	<b>\$708</b>	\$506	\$404		

# QUALIFICATIONS AND REQUIREMENTS

## Sonoma County Voter Information Guide

ESTIMATED COST OF STATEMENTS OF QUALIFICATIONS

NOVEMBER 7, 2017  
CONSOLIDATED ELECTIONS

JURISDICTION	1 CANDIDATE STATEMENT PER PAGE	2 CANDIDATES STATEMENTS PER PAGE	3 CANDIDATES STATEMENTS PER PAGE	4 CANDIDATES STATEMENTS PER PAGE	WHO PAYS	WHEN
<b>SPECIAL DISTRICTS (CONT.)</b>						
Camp Meeker Recreation & Park						
English Only	<b>\$601</b>	\$300	\$200	\$150	CAND	BEFORE
English & Spanish	N/A	<b>\$700</b>	\$500	\$400		
Monte Rio Recreation & Park						
English Only	<b>\$608</b>	\$304	\$203	\$152	CAND	BEFORE
English & Spanish	N/A	<b>\$708</b>	\$506	\$404		
Russian River Recreation & Park						
English Only	<b>\$666</b>	\$333	\$222	\$167	DIST	AFTER
English & Spanish	N/A	<b>\$766</b>	\$544	\$433		
Forestville Water						
English Only	<b>\$634</b>	\$317	\$211	\$158	CAND	BEFORE
English & Spanish	N/A	<b>\$734</b>	\$522	\$417		
North Bay Water						
English	<b>\$597</b>	\$299	\$199	\$149	CAND	BEFORE
English & Spanish	N/A	<b>\$698</b>	\$498	\$399		
Rains Creek/Hiatt Rd Co Water						
English Only	<b>\$593</b>	\$297	\$198	\$148	CAND	BEFORE
English & Spanish	N/A	<b>\$694</b>	\$496	\$397		
Russian River County Water						
English Only	<b>\$624</b>	\$312	\$208	\$156	CAND	BEFORE
English & Spanish	N/A	<b>\$724</b>	\$516	\$412		
Sonoma Mountain County Water						
English Only	<b>\$594</b>	\$297	\$198	\$149	CAND	BEFORE
English & Spanish	N/A	<b>\$694</b>	\$496	\$397		
Timber Cove County Water						
English Only	<b>\$593</b>	\$297	\$198	\$148	CAND	BEFORE
English & Spanish	N/A	<b>\$694</b>	\$496	\$397		

# STATEMENT OF QUALIFICATIONS

## For Local Nonpartisan Offices

### Sonoma County Voter Information Guide

#### CANDIDATE STATEMENT

- Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the County Voter Information Guide. 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 costs will either be billed for the additional costs or refunded any overpayment following the election. Estimated costs for Statements of Qualifications are based on the printer's price list, set-up fees and the number of registered voters within the jurisdiction. Estimates are for statements not exceeding 200 words. Final costs will be determined by the number of candidate statements, including English and Spanish, that are submitted for a particular office. If the number of candidate statements submitted is not evenly divisible by four, and the statement cannot be printed with any others, the run charges and set up fees are increased. These charges are prorated among the candidates for a particular contest. Candidates are required to submit a check with "not to exceed" the highest possible cost for 1 (or 2 Statements of Qualifications if filing Spanish), written under the amount line, (Elections Code §13307(d)). All checks will be held until after the final deadline to withdraw a candidate statement.
- 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.

\*If the elections official who is conducting the election permits electronic distribution of a candidate's statement, the governing body of a local agency may permit each candidate for nonpartisan elective office in the local agency to prepare a candidate's statement for the purpose of electronic distribution pursuant to this subdivision. Sonoma County does not offer this service at this time. (E.C. 13307 (c)1)

# 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 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). **The estimated cost of printing a 200 word statement for the office is between \$\_\_\_\_\_ and \$\_\_\_\_\_.** Estimates are based on four candidates sharing the cost of a single page. If the number of candidate statements submitted is not evenly divisible by four, and the statement cannot be printed with any others, the run charges and set up fees increase. The charges are prorated among the candidates submitting statements for a particular contest.

I hereby state that I prepared the following statement for printing and distribution in the County Voter Information Guide 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 double the estimate plus \$100. I understand the estimated cost of the statement will be double for 400 word statements.

DATE: August 10, 2017 CANDIDATE SIGNATURE: Elita P. Snodgrass

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

OCCUPATION: Businesswoman  
Not subject to the ballot designation limitations - if left blank will not 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.

Thank you <sup>E.P.S.</sup> for your vote.



# 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 County Voter Information Guide. All statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations).

WASHINGTON UNIFIED SCHOOL DISTRICT	
ELITA P. SNODGRASS	Age: 32
Occupation: Businesswoman	
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 proper nouns, including 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 standard reference dictionary published in the United States shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
6. Dates shall be counted as one word.
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 re-formatted statement or handwritten statement, nor will it correct any misspellings or errors in, grammar or punctuation. **Special formatting using 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. Exception: Candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year.

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 \$2,000 or more in a calendar year. This statement **must** be filed within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late. **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. Exception: A bank account is not required if a candidate will not receive contributions or make personal expenditures of less than \$2,000. The filing and statement of qualification fees are not included in calculating the \$2,000. For more details, refer to Campaign Disclosure Manual 2 for Local Candidates and their Controlled Committees.

G.C. §§84101, 84101.5

**FORM 470–Officeholder/Candidate Campaign Statement–Short Form** ▶ Candidates for office who expect to receive or spend less than \$2,000 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). The following individuals seeking or holding office are not required to file campaign disclosure statements (Form 470 or 460): candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year; officeholders whose salaries are less than \$200 per month and judicial candidates who have not made or received contributions or made expenditures during non-election years; and judges who do not receive contributions and who make personal expenditures of less than \$1,000 or more in non-election years. State officeholders, state candidates, judges and judicial candidates must file the original and one copy with the Secretary of State Political Reform Division.

G.C. §§84206(a), (b), 84207

## CAMPAIGN DISCLOSURE REQUIREMENTS, CONT.

**FORM 470–Supplement** ▶ Any candidate who files a Form 470 and who subsequently has \$2,000 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 \$2,000 or more must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the Campaign Filing Schedule in this guide for the actual filing periods covered by each statement.

The first pre-election campaign statement is due no later than **September 28, 2017**; the second pre-election campaign statement is due no later than **October 26, 2017**; and the semi-annual campaign statement must be filed no later than **January 31, 2018**. 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

**Important Note:** Candidates and Committees are encouraged to visit the Fair Political Practices Commission website for information on new or revised rules and regulations [www.fppc.ca.gov](http://www.fppc.ca.gov)

# 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 County Voter Information Guide. Candidates for county central committees that do not raise or spend \$2000 or more in a calendar year are also exempt from filing this form.**

### WHEN TO FILE:

Form 501 **must** be filed **before** you solicit or receive **any** contributions or before you make **any** expenditures 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, organizations, groups or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections.

**CONTRIBUTION** ▶ The term “contribution” includes monetary payments, loans and non-monetary goods or services received or made for a political purpose.

**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 County Voter Information Guide are not counted toward the \$2,000 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 \$2,000 in contributions. The date this form is postmarked is the date it is considered filed. In addition to the 10 day rule to file an original Form 410:

- 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 90 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 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.ca-access.ss.ca.gov](http://www.ca-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 \$2,000 or more during a calendar year.
- Officeholders and candidates who receive contributions or make expenditures of \$2,000 or more 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. Otherwise, campaign disclosure laws require that expenditures of \$100 or more be made by written instrument containing the names of both the payee and payor. (Gov. Code §84300)
- Never accept or spend \$100 or more in cash (Gov. Code §84300(a),(b)).
- For contributions of \$100 or more, including loans, and in-kind contributions, you must disclose the contributor's name, street address, occupation and employer. (Gov. Code §84211(f),(g)) 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. Refer to recordkeeping guidelines in Manual 2.
- Make copies of all contributor checks.
- **NO PERSONAL USE OF CAMPAIGN FUNDS.** Use campaign funds only for political, legislative, or governmental purposes (Gov. Code §8314, Penal Code 426).
- 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. Payee street addresses must be disclosed on the campaign statements for expenditures made (Gov. Code §84211(k)).
- Open committees are required to file the necessary campaign finance disclosure statements, even if there is no activity, until terminated.
- When information contained in the committee's Statement of Organization changes, file an amendment within 10 days of the change with the Secretary of State and local filing officer (if applicable).
- All committees making or receiving contribution(s) that total in the aggregate \$1,000 or more during the last 90 days before the election, must disclose receipt within 24 hours, even if the contribution is from your personal funds.
- (County Candidates as per Ordinance 5798) If \$500 or more including contributions aggregated that are made to or received by a county candidate 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 a single candidate for elective office or a single ballot measure, which accumulate to one thousand dollars (\$1,000.00) or more during the 90 days immediately preceding the election in which the candidate or measure will be voted on shall file Form 496 within twenty-four (24) hours, each time an independent expenditure is made (Form 462 affirming the independent nature of the expenditure is required). Per Local Ordinance 5798 – Committees supporting or opposing any County candidate are required to file 24 hour independent expenditure reports during the local election cycle.

## 2017 CONSOLIDATED ELECTIONS CAMPAIGN FILING SCHEDULE November 7, 2017

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
JULY 31, 2017 .....	Semi-annual	* - 6/30/17	Personal Delivery First Class Mail
SEPTEMBER 28, 2017 .....	Pre-election	7/01/17 - 9/23/17	Personal Delivery First Class Mail
WITHIN 24 HOURS .....	Contribution Reports	8/9/17 - 11/7/17	Personal Delivery Fax E-mail <b>Guaranteed Overnight Service</b>
OCTOBER 26, 2017 .....	Pre-election	9/24/17 - 10/21/17	Personal Delivery <b>Guaranteed Overnight Service</b>
JANUARY 31, 2018 .....	Semi-annual	10/22/17 - 12/31/17	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.



# 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. Mass Mailing Sent Electronically: It is required that the name of the candidate or committee be disclosed on over 200 substantially similar campaign messages distributed to the public through email.

G.C. §82041.5, FPPC Reg §18435

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

Effective April 6, 2011, all campaign committees, including candidate, ballot measure, general purpose, major donor and independent expenditure committees, must provide the words "Paid for by" when the committee sends a mass mailing via U.S. mail or through electronic mail. This identification must be presented in the same size and color as the committee name—no less than 6 point type and in a color or print that contrasts with the background and is easily legible. The words "Paid for by" shall be immediately adjacent to and above or immediately adjacent to and in front of the committee name and address.

FPPC Reg. 18435

## 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 county voter information guide 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 an official county voter information guide 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) A simulated ballot or simulated county voter information guide 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) 543-3011 ..... **DAISY GOMEZ, CITY CLERK**  
 Sign permit required. Private property only; ..... 60 days prior to and 15 days after  
 must have property owner's permission ..... the date of the election  
 Signs may not exceed 16 sq. ft. in area  
 and, if detached, more than 9 ft. in height.
- **CITY OF CLOVERDALE:** (707) 894-1701 ..... **COMMUNITY DEVELOPMENT DEPARTMENT**  
 Must have property owner's permission; ..... 30 days total. Potential extension of up to 45  
 Residential: 6 sq. ft. with no portion higher than ..... days upon approval of Planning Director  
 7 ft. above existing grade.  
 Nonresidential: 24 sq. ft., 10 ft. in height;  
 Private property only
- **CITY OF COTATI:** (707) 665-3622 ..... **LAUREN BERGES, DEPUTY CITY CLERK**  
 Private property only; must have property owner's ..... 60 days prior to and 10 days after  
 permission. 12 sq. ft. total (front & back) on ..... the date of the election  
 residential; 20 sq. ft. (front & back) nonresidential
- **CITY OF HEALDSBURG:** (707) 431-3317 ..... **MARIA CUIREL, 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) 588-2227 ..... **JOANNE BUERGLER, CITY CLERK**  
 Must have property owner's permission; ..... Signs must be removed within 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 sq. ft. without a permit
- **TOWN OF WINDSOR:** (707) 838-1021 ..... **TOWN PLANNING DEPARTMENT**  
 Private property only; must have property owner's ..... Limited to 45 days total  
 permission; Permit and fee required, 32 sq. ft.  
 residential, 4' in height; 64 sq. ft. non-residential,  
 6' in height. Contact Town Planning Department to  
 obtain permit
- **COUNTY OF SONOMA:** (707) 565-1900 ..... **PERMIT AND RESOURCE MANAGEMENT DEPT (PRMD)**  
 Must obtain Zoning Permit from the PRMD. No signs shall be erected earlier than ninety (90) day prior to the election  
 in which the candidate or measure will be voted upon. Signs on behalf of a political candidate who is successful in  
 the primary election may be retained for the general election provided they are properly maintained. All signs shall  
 be removed entirely within twenty (20) days of the close of the campaign. Refer to Article 84 (Sign Regulations) in  
 Sonoma County Zoning Ordinance for design standards and further information.

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 Program  
1120 N STREET, MAIL STATION 36  
P.O. BOX 942874  
SACRAMENTO, CA 94274-0001  
(916) 654-6473



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 exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

**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 completed Statement of Responsibility must be submitted to:

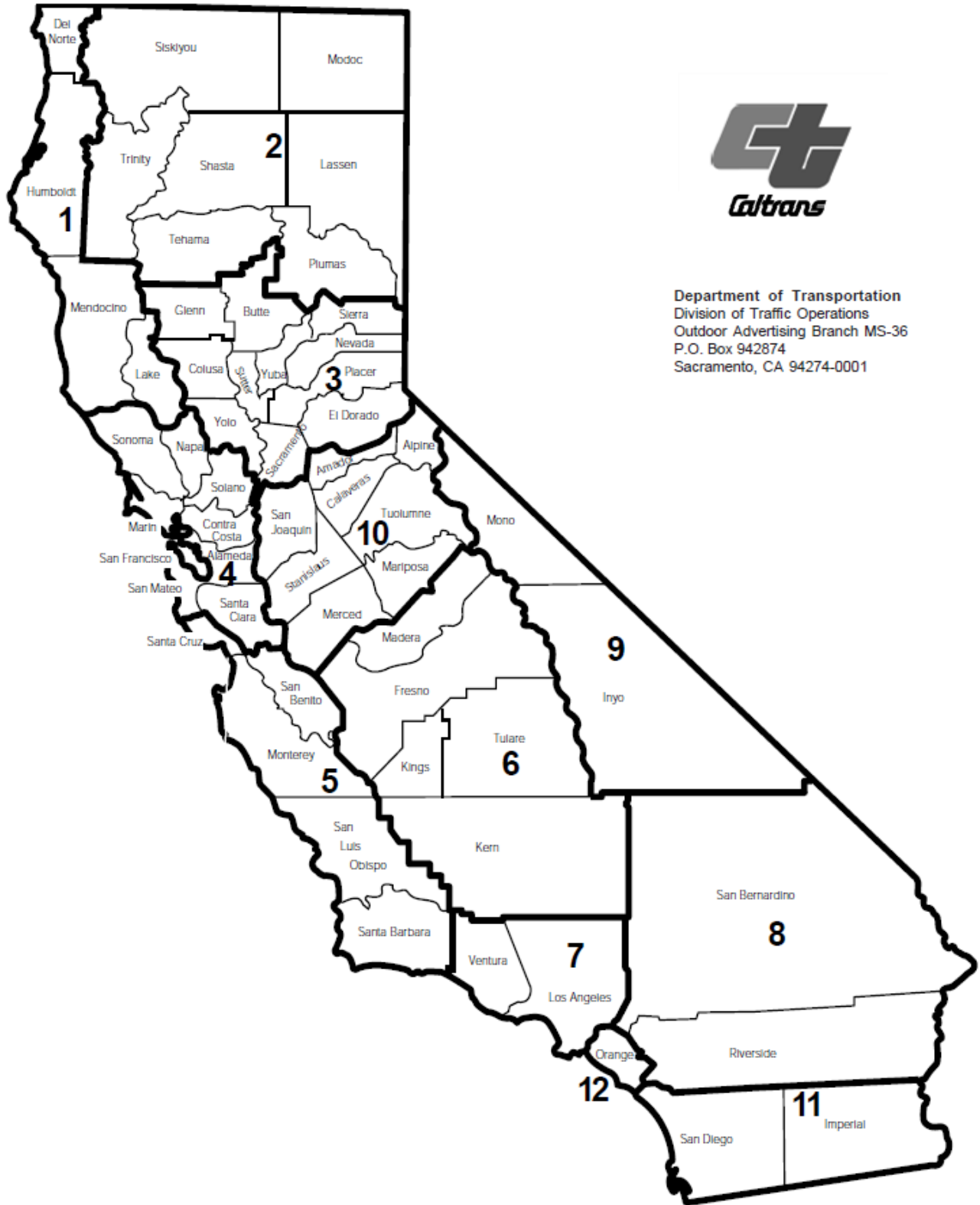
**Division of Traffic Operations  
Outdoor Advertising Program  
P.O. Box 942874, MS-36  
Sacramento, CA 94274-0001**

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

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

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

# Caltrans District Map



**DEPARTMENT OF TRANSPORTATION**

DIVISION OF TRAFFIC OPERATIONS  
Outdoor Advertising Program  
1120 N STREET, MAIL STATION 36  
P.O. BOX 942874  
SACRAMENTO, CA 94274-0001  
(916) 654-6473



**STATEMENT OF RESPONSIBILITY FOR  
TEMPORARY POLITICAL SIGNS**

Election Date: \_\_\_\_\_ June \_\_\_\_\_ November \_\_\_\_\_ Other

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

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

County where sign(s) will be placed: \_\_\_\_\_

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

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

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date

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

**Mail Statement of Responsibility to:**

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

## 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 \$270.00 whole county
<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/ \$20.00 flat fee plus E-mail: \$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 ..... Disk/	\$15.00/\$20.00 hard copy \$15.00

For **additional information** contact the Registrar of Voters Mapping and Computer Services Division at (707) 565-6818 or e-mail: rov-materials@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 County Voter Information Guide; 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 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.

E.C. 3007

## 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 10 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.

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

## 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.

William F. Rousseau, 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.

- 2017** ..... January 2 ..... New Year's Day
- January 16 ..... Martin Luther King, Jr.'s Birthday
- February 13 ..... Abraham Lincoln's Birthday
- February 20 ..... President's Day
- May 29 ..... Memorial Day
- July 4 ..... Independence Day
- September 4 ..... Labor Day
- November 10 ... Veteran's Day
- November 23 ... Thanksgiving Day
- November 24 ... The day after Thanksgiving
- December 25 ... Christmas Day

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
Event

+/- Date

## 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.

G.C. §85200

## 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 \$2,000 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 a 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. §§84101, 85201, 91013

## COMMITTEES

**VERIFICATION OF INDEPENDENT EXPENDITURES - COMMITTEES THAT SUPPORT OR OPPOSE CANDIDATES FOR STATE OR LOCAL OFFICES** ▶ The Verification of Independent Expenditures (Form 462) is used to identify an individual responsible for ensuring that the campaign committee's independent expenditures were not coordinated with the listed candidate or measure committee (or the opponent) and that the committee will report all contributions and reimbursements as required by law. An independent expenditure is not subject to state or local contribution limits. This form must be emailed to the Fair Political Practices Commission within 10 days of an independent expenditure of \$1,000 or more.

G.C. §84213

**JUN 30**  
**DISTRICT SECRETARY/REGISTRAR OF VOTERS**

**(-130)**

**SPECIAL DISTRICT BOUNDARY CHANGES** ▶ For elections held in November of odd numbered years, this is the last day any district boundary changes may be made.

E.C. §12262

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

<u>Actual Date</u>	<u>+/- Date</u>
<u>Person(s) Responsible</u>	
<u>Event</u>	
<b>JUN 30</b>	<b>(-130)</b>
<b>COUNTY SUPERINTENDENT OF SCHOOLS</b>	
<b>SCHOOL DISTRICT CONSOLIDATIONS</b> ▶ Last day for County Superintendent of Schools to notify, in writing, governing boards of compulsory consolidation of their school district elections.	
	ED.C. §§5323, 5340 et sq.
<b>JUL 5</b>	<b>(-125)</b>
<b>DISTRICT SECRETARY</b>	
<b>NOTICE OF ELECTION AND MAP OF DISTRICT BOUNDARIES–SPECIAL DISTRICTS</b> ▶ On or before the 125 <sup>th</sup> day prior to the General District Election, the district secretary shall deliver a notice to the Registrar of Voters Office containing: (a) the elective offices of the district to be filled at the next election; and (b) the district’s policy in regard to candidates’ Statements of Qualifications. The notice shall bear the secretary’s signature and the district’s seal. The district secretary shall also deliver a map of the district boundaries, (or, in lieu thereof, a statement indicating that there have been no changes to the boundary lines) to the Registrar of Voters Office.	
	E.C. §§10509, 10522
<b>JUL 7</b>	<b>(-123)</b>
<b>GOVERNING BODY/COUNTY SUPERINTENDENT OF SCHOOLS</b>	
<b>CONSOLIDATION ORDER–SCHOOL DISTRICT CANDIDATES</b> ▶ Whenever an election for governing board member(s) called by a school district is to be consolidated, the jurisdiction calling the election shall, not later than 5 p.m. on this date, file with the Superintendent of Schools (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 resolution or order calling the election.	
	ED.C. §5322, E.C. §§10400 et seq., 13247, 9051(b)
<b>JUL 10</b>	<b>(-120)</b>
<b>COUNTY SUPERINTENDENT OF SCHOOLS</b>	
<b>DELIVER ELECTION ORDER TO REGISTRAR OF VOTERS OFFICE</b> ▶ No later than this date, the Superintendent of Schools shall deliver to the Registrar of Voters Office the order of election and the formal notice of election.	
	ED.C. §§5324, 5325
<b>JUL 10 to AUG 9</b>	<b>(-120 to -90)</b>
<b>REGISTRAR OF VOTERS</b>	
<b>NOTICE OF ELECTION</b> ▶ At least 90 and not more than 120 days before the date fixed for the general district election, the Registrar of Voters Office shall publish once in a newspaper of general circulation published in the district, a notice of election. The notice shall contain the date of the election, names of offices for which candidates may file to run and shall state the qualifications as required by the principal act for each office, the location where the Declaration of Candidacy forms may be obtained	

# CONSOLIDATED ELECTIONS CALENDAR

## NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
Event

+/- Date

and filed, and the final day and time forms will be accepted for filing. The notice shall also state that if there are no nominees or insufficient nominees for the office and a petition for an election is not filed with the Registrar of Voters Office within the time prescribed by law, appointments will be made.

E.C. §12112, ED.C. §§5361, 5363

**JUL 10**  
**GOVERNING BODY**

**(-120)**

**POLICY REGARDING CANDIDATES' STATEMENTS OF QUALIFICATIONS** ▶ Before the nominating period opens; local agencies scheduled for election shall make the following determinations regarding publication of candidates' optional Statements of Qualifications in the County Voter Information Guide:

1. Whether the district or candidate must pay the cost of printing the Statement of Qualifications.
2. If candidates are to pay for the printing of Statements, whether: (a) a payment must be made to the district prior to the filing of the nomination papers, or (b) the district will bill the candidates after the election.
3. Whether Statements should be limited to 200 or 400 words. The estimated cost of a 400 word Statement is approximately double the estimated cost of a 200 word Statement.

Such decisions may not be revoked or modified after the 7<sup>th</sup> day prior to the opening of the nomination period. A written statement of the policy with respect to charges for handling, packaging, and mailing shall be provided to each candidate with nomination papers.

E.C. §13307(f)

**JUL 17 to AUG 11**  
**CANDIDATES/REGISTRAR OF VOTERS**

**(-113 to -88)**

**NOMINATION PERIOD** ▶ Candidates who wish to run for office in the Consolidated School and Special District Election shall obtain and file nomination documents during regular office hours, Monday through Friday from 8 a.m. to 5 p.m. Forms must be filed in person, by designated representative, or by certified mail (PO Box 11485, Santa Rosa, CA 95406-1485) received no later than 5 p.m. on the final filing date. Candidates who do not appear in person to file nomination documents bear the responsibility of errors or omissions which could affect their candidacy. If the district boundaries overlap multiple counties, candidates may file with either of the county election officials' offices. Except as noted below, no candidate shall withdraw his/her Declaration of Candidacy after 5 p.m. on the 88<sup>th</sup> day prior to the election.

E.C. §§10407(a), 10510, 10603

**EXTENSION 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, anyone (other than the incumbent) who is otherwise qualified shall have five (5) calendar days to file for that office. This section does not apply if there is no incumbent eligible to be elected. If this section is applicable, notwithstanding E.C. §10510, a candidate for the affected office may withdraw his/her Declaration of Candidacy until 5 p.m. on the 83<sup>rd</sup> day before the date of the election.

E.C. §§10407(b), 10516, 10604

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
Event

+/- Date

JUL 17 to AUG 11

(-113 to -88)

LOCAL CANDIDATES/REGISTRAR OF VOTERS

**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 County Voter Information Guide 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 in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000).

E.C. §18351

JUL 17 to AUG 11

(-113 to -88)

CANDIDATES/COMMITTEES/REGISTRAR OF VOTERS

**CAMPAIGN DISCLOSURE STATEMENTS** ▶ Any candidate who does not anticipate spending or receiving \$2,000 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 or committee 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 \$2,000 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 \$2,000 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 \$2,000 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.

FPPC Reg. §18406, G.C. §§84206, 85201

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
Event

+/- Date

**JUL 17 to AUG 11**  
**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. This statement shall not be required if the candidate has filed, within 60 days prior to the filing of his or her Declaration of Candidacy, a statement for the same jurisdiction.

G.C. §§87200 et seq., 87302.3, 87500

**JUL 17 to AUG 11**  
**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.

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

**(Date fixed by law)**

**SEMI-ANNUAL CAMPAIGN STATEMENT DUE** ▶ Candidates, committees, and elected officers that have an open committee, shall file semi-annual statements each year no later than July 31<sup>st</sup> for the period ending June 30<sup>th</sup>.

G.C. §§84200

**AUG 9 to NOV 7**  
**CANDIDATES/COMMITTEES**

**(-90 to 0)**

**90-DAY REPORTING PERIOD or 24-HOUR CONTRIBUTION/INDEPENDENT EXPENDITURE REPORTING PERIOD** ▶ Candidates, ballot measure and recipient committees that make or receive contributions or loans that total in the aggregate \$1,000 or more, must report the monetary contribution **within 24 hours** and non-monetary contributions **within 48 hours** by personal delivery, fax, email, or guaranteed overnight service.

Committees that make independent expenditures of \$1,000 or more, must report the independent expenditure **with 24 hours** by personal deliver, fax, email, or guaranteed overnight service (Sonoma County Local Ordinance Sec. 2-213 requires any person/committee making independent expenditures of \$1,000 or more to report this independent expenditure within 24 hours during **any election cycle**).

G.C. §§82036, 82036.5, 84203, 84203.3, 84204, 85204, 85309, 85500  
Ord. No. 5231 §2, 2000

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
Event

+/- Date

**AUG 11** (-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. §§9051, 10402, 10403, 13247

**AUG 11** (-88)  
**GOVERNING BODY**

**TAX RATE STATEMENT—BOND ISSUES** ▶ Final date for filing Tax Rate Statement. Tax Rate Statements shall be printed in the County Voter Information Guide 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

**AUG 11** (-88)  
**PROPONENT/OPPONENT/REGISTRAR OF VOTERS**

**NOTICE TO SUBMIT ARGUMENTS** ▶ Based on the time reasonably necessary to prepare and print arguments, analyses and County Voter Information Guides 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

**AUG 11** (-88)  
**COUNTY COUNSEL/REGISTRAR OF VOTERS**

**REQUEST FOR IMPARTIAL ANALYSIS—COUNTY, SCHOOL OR SPECIAL 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, school or special 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.



# CONSOLIDATED ELECTIONS CALENDAR

## NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
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+/- Date

**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. §§9280, 9313, 9500

**AUG 11** **(-88)**  
**COUNTY AUDITOR**

**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

**AUG 11** **(-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; Ballot Designation Worksheet; 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 \$2,000 or more in connection with seeking or holding office.

E.C. §§10220, 10224, 10407, 10510, G.C. §87201

**AUG 11** **(-88)**  
**REGISTRAR OF VOTERS**

**MAILED BALLOT PRECINCTS** ▶ Whenever, on the 88<sup>th</sup> day before the election, there are 250 or less 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

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

Actual Date +/- Date  
Person(s) Responsible  
Event

**AUG 12** (-87)  
**REGISTRAR OF VOTERS**

**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

**AUG 12 to AUG 16** (-87 to -83)  
**CANDIDATES/REGISTRAR OF VOTERS**

**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.

If this section is applicable, notwithstanding E.C. §10510, a candidate for the affected office may withdraw his or her nomination documents until 5 p.m. on the 83<sup>rd</sup> day before the date of the election.

E.C. §§8022, 8204, 10225, 10407, 10516

**AUG 12 to AUG 21** (-87 to -78)  
**PUBLIC/REGISTRAR OF VOTERS**

**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

**AUG 12** (-87)  
**CANDIDATES/REGISTRAR OF VOTERS**

**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 after the close of the nomination (or extended nomination) period for the office.

E.C. §13307

# CONSOLIDATED ELECTIONS CALENDAR

## NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
Event

+/- Date

**AUG 16** **(-83)**

### GOVERNING BODY/REGISTRAR OF VOTERS

**APPOINTMENT OF NOMINEES--SPECIAL DISTRICTS ONLY** ▶ If by 5 p.m. on the 83<sup>rd</sup> day before the election, the number of nominees is less than or equal to the number of offices to be filled (and a petition signed by 10% of the registered voters or 50 voters, whichever is less, has not been presented to the Registrar of Voters Office), no election will be held, and the Registrar of Voters Office shall request the Board of Supervisors to appoint the nominated person(s) to the office(s). If there are no nominees, the Board shall appoint to the office(s) any person(s) who qualified on the date when the election would have been held. All persons so appointed will be seated at the organizational meeting and serve exactly as if elected for the remainder of the term.

The appointments shall be made by the Board of Supervisors at a regular or special meeting held prior to the Monday before the first Friday in December. The person(s) appointed shall qualify, take office and serve exactly as if elected at a general district election for such office. Elective officers, elected or appointed pursuant to this part, shall take office at noon on the first Friday in December next following the election.

E.C. §§10515, 10554

**AUG 16** **(-83)**

### GOVERNING BODY

**NOTICE OF APPOINTMENT--SCHOOL DISTRICTS ONLY** ▶ If, by 5 p.m. on the 83<sup>rd</sup> day before the date of the election, only one person or no one has been nominated for any elective office to be filled (and if a petition signed by 10% of the registered voters or 50 voters, whichever is less, has not been filed with the Registrar of Voters Office), the nominated person(s) shall be seated at the organizational meeting of the board. These provisions also apply to members of the County Board of Education.

ED.C. §§5326, 5328

If there are no nominees, prior to making an appointment to that office pursuant to ED.C. §5328, the governing board shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper is published in the district, in a newspaper having general circulation in the district, stating that the board intends to make an appointment and informing persons of the procedure available for applying for the office. The governing board shall appoint any qualified person(s) at a meeting held prior to the day fixed for the election, and such appointee(s) shall be seated at the organizational meeting of the board and serve exactly as if elected to the office.

ED.C. §§5328, 5328.5

**AUG 16** **(-83)**

### GOVERNING BODY

**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.

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

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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

**AUG 17 to AUG 26**  
**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

**AUG 17**  
**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

**AUG 17**  
**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

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
Event

+/- Date

**AUG 21** (-78)  
**PROPOSERS/OPPONENTS**

**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

**AUG 21** (-78)  
**COUNTY COUNSEL/CITY ATTORNEY**

**IMPARTIAL ANALYSIS—COUNTY, SCHOOL OR SPECIAL 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, school or special district measure, showing the effect on existing law and the operation of the measure. The analysis shall be printed in the County Voter Information Guide 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, 9313, 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 County Voter Information Guide along with the arguments for and/or against the measure if submitted. The Impartial Analysis shall not exceed 500 words.

E.C. §9280

**AUG 21** (-78)  
**COUNTY AUDITOR**

**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 County Voter Information Guide 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

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
Event

+/- Date

**AUG 22 to AUG 31**  
**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

**AUG 31**  
**SECRETARY OF STATE/REGISTRAR OF VOTERS**

**(-68)**

**DEATH OF A CANDIDATE** ▶ Whenever a candidate has filed a declaration of candidacy the name of the candidate shall be printed upon the ballot unless the candidate has died and that fact has been ascertained by the Registrar of Voters Office at least 68 days before the election.

ED.C. §5329, E.C. §§8803, 8810

**AUG 31**  
**PROponents/OPponents**

**(-68)**

**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 author(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

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
Event

+/- Date

**SEPT 1 to SEP 10**  
**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

**SEP 11 to OCT 24**  
**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. §8600, 8601

**SEP 28**  
**CANDIDATES/COMMITTEES**

**(Date fixed by law)**

**PRE-ELECTION CAMPAIGN STATEMENT** ▶ Candidates, ballot measure and recipient committees must file (by personal delivery or first class mail) a pre-election campaign statement covering the report period of July 1, 2017, (or from date of last report) through September 23, 2017, by September 28, 2017. Candidates who expect to receive or spend less than \$2,000 during the calendar year may file Form 470 with their nomination documents (excludes Central Committee Members).

G.C. §§84200.5

**SEP 28 to OCT 17**  
**REGISTRAR OF VOTERS**

**(-40 to -21)**

**MAIL COUNTY VOTER INFORMATION GUIDE** ▶ Between these dates the Registrar of Voters Office shall mail County Voter Information Guides 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

# CONSOLIDATED ELECTIONS CALENDAR

## NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
Event

+/- Date

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 County Voter Information Guides but will be mailed a notice of polling place.

E.C. §§13303, 13304, 13306

**OCT 9**

**(-29)**

### **REGISTRAR OF VOTERS**

**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. Hand delivered 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 vote by mail voter who is unable to return the ballot to designate any person to return the ballot to the elections official who issued the ballot, to the precinct board at a polling place or vote center within the state, or to a vote by mail ballot drop-off location within the state. Ballots applied for within the last seven days prior to the election may have no restrictions as to who may be an authorized agent.

Vote-by-mail ballots are considered timely cast if they are received by the elections official by the 3rd day following Election Day and either the ballot is postmarked on or before Election Day, or is time/date stamped by a bona fide private mail delivery company on or before Election Day. If the ballot has no postmark or the postmark is illegible, the ballot must be signed and dated by the voter on or before Election Day.

E.C. §§3001, 3003, 3017, 3020, 3021

**OCT 9**

**(-29)**

### **REGISTRAR OF VOTERS**

**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. NOTE: Hand delivered voted ballots must be received not later than 8 p.m. on Election Day at any polling place or at the Registrar of Voters Office. Any vote by mail ballot shall be timely cast if it is received by the Registrar of Voters Office via the United States Postal Service or a bona fide private mail delivery company no later than three days after election day and either of the following is satisfied: (1) The ballot is postmarked on or before Election Day or is time/date stamped by a bona fide private mail delivery company on or before Election Day. (2) If the ballot has no postmark or the postmark is illegible, the ballot must be signed and dated pursuant to Section 3011 on or before Election Day.

E.C. §3005, 3017, 3020

**OCT 9**

**(-29)**

### **REGISTRAR OF VOTERS**

**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



# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

<u>Actual Date</u>	<u>+/- Date</u>
<u>Person(s) Responsible</u>	
<u>Event</u>	

<b>OCT 23</b>	<b>(-15)</b>
<b>DATE FIXED BY LAW</b>	

**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.

An individual may “conditionally” register and vote after the 15-day voter registration deadline. In order to conditionally register, the individual must complete an affidavit of registration and a conditional ballot at the permanent office of the county elections official. Once the county elections official determines the individual’s eligibility to register and vote the registration becomes permanent and the conditional ballot will be counted.

42 U.S.C. §1973ff, E.C. §§300(b), 2102, 2107, 2115, 2116, 2152, 2170, 3102

<b>OCT 24</b>	<b>(-14)</b>
<b>WRITE-IN CANDIDATES</b>	

**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, 8601

<b>OCT 26</b>	<b>(Date fixed by law)</b>
<b>CANDIDATES/COMMITTEES</b>	

**PRE-ELECTION CAMPAIGN STATEMENT** ▶ 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 September 24, 2017, (or from date of last report) through October 21, 2017, by **October 26, 2017**.

G.C. §§84200.5

<b>OCT 24</b>	<b>(-10 business days)</b>
<b>REGISTRAR OF VOTERS</b>	

**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

# CONSOLIDATED ELECTIONS CALENDAR

## NOVEMBER 7, 2017

<u>Actual Date</u> <u>Person(s) Responsible</u> <u>Event</u>	<u>+/- Date</u>
<p><b>OCT 28</b> <b>REGISTRAR OF VOTERS</b></p> <p><b>NOTICE OF CENTRAL COUNTING PLACE</b> ▶ 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.</p>	<p><b>(-10)</b></p> <p>E.C. §12109</p>
<p><b>OCT 31</b> <b>REGISTRAR OF VOTERS</b></p> <p><b>PUBLISH POLLING PLACES</b> ▶ 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.</p>	<p><b>(-7)</b></p> <p>E.C. §12105</p>
<p><b>OCT 31</b> <b>REGISTRAR OF VOTERS</b></p> <p><b>POST PRECINCT OFFICERS AND POLLING PLACES</b> ▶ 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.</p>	<p><b>(-7)</b></p> <p>E.C. §§12105.5, 12108</p>
<p><b>OCT 31</b> <b>VOTERS/REGISTRAR OF VOTERS</b></p> <p><b>VOTE BY MAIL BALLOTS</b> ▶ Last day for the Registrar of Voters Office to receive and process Vote by Mail ballot applications by mail for the upcoming election. This includes military or overseas voters. 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.</p>	<p><b>(-7)</b></p> <p>E.C. §§3001, 3021, 3102</p>
<p><b>NOV 6</b> <b>GOVERNING BODY</b></p> <p><b>APPOINT GOVERNING BOARD MEMBERS–INSUFFICIENT OR NO NOMINEES–SCHOOL/COMMUNITY COLLEGE DISTRICT/BOARD OF EDUCATION</b> ▶ If no person has been nominated for a school or community college district or a board of education office, the governing board shall appoint any qualified person(s) at a meeting prior to the day fixed for the election, and such appointee(s) shall be seated at the organizational meeting of the board and serve as if elected for the office.</p>	<p><b>(-1)</b></p> <p>ED.C. §5328</p>

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

<u>Actual Date</u>	<u>+/- Date</u>
<u>Person(s) Responsible</u>	
<u>Event</u>	
<b>NOV 7</b>	<b>(-00)</b>
<b>VOTERS/REGISTRAR OF VOTERS</b>	
<b>ELECTION DAY</b> ▶ 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. The law permits a vote by mail voter who is unable to return the ballot to designate any person to return the ballot to the elections official who issued the ballot, to the precinct board at a polling place or vote center within the state, or to a vote by mail ballot drop-off location within the state	
	E.C. §§3017, 3020, 3021, 10541, 14212
<b>NOV 9</b>	<b>(+02)</b>
<b>REGISTRAR OF VOTERS</b>	
<b>OFFICIAL CANVASS</b> ▶ 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
<b>NOV 10</b>	<b>(+3)</b>
<b>VOTERS/REGISTRAR OF VOTERS</b>	
<b>VOTE-BY-MAIL BALLOTS DELIVERED BY MAIL AFTER ELECTION DAY</b> ▶ Vote by mail ballots that are returned through a US Post Office (or other private mailing company) will be accepted if the ballot is postmarked before or on Election Day and received by the 3 <sup>rd</sup> day following the election. If, for some reason, the postmark is illegible, the voter must have dated the blue envelope (when signing) before or on Election Day.	
	E.C. §3020(b)
<b>NOV 20</b>	<b>(+13)</b>
<b>REGISTRAR OF VOTERS</b>	
<b>COMPLETION OF CANVASS</b> ▶ The elections official shall prepare a certified statement of the results of the election and submit it to the governing body within 30 days of the election or, in the case of school district, community college district, county board of education or special district elections conducted on the first Tuesday after the first Monday in November of odd-numbered years, no later than the last Monday before the last Friday of that month.	
	E.C. §15372

# CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 7, 2017

Actual Date  
Person(s) Responsible  
Event

+/- Date

**DEC 4** (+27)  
**DISTRICT GOVERNING BODY**

**APPOINT DIRECTORS-INSUFFICIENT OR NO NOMINEES-SPECIAL DISTRICTS** ▶ Not later than the Monday prior to the first Friday in December, if there are one or more seats with no qualified candidates, the Board of Supervisors shall fill such seats by appointing any person who is qualified on the date the election would have been held. All persons so appointed shall be seated at the organizational meeting and serve exactly as if elected to the office.

E.C. §10515

**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

**DEC 5** (+28)  
**REGISTRAR OF VOTERS**

**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

**JAN 31** (Date fixed by law)  
**CANDIDATES/COMMITTEES**

**SEMI-ANNUAL CAMPAIGN STATEMENT DUE** ▶ Candidates, committees, and elected officers that have an open committee, shall file semi-annual statements each year no later than January 31<sup>st</sup> for the period ending December 31<sup>st</sup>.

G.C. §§84200

<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.	US SENATE	REP IN CONGRESS	STATE/LEGISLATIVE	CENTRAL COMMITTEE	JUDICIAL	COUNTY	SCHOOL GOV BOARD	MUNICIPAL	SPECIAL DISTRICTS
	<b>HAVE YOU RECEIVED?</b>								
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
<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	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-\$1999.99 FILE FORMS 501 AND 470. CANDIDATES INTENDING TO SPEND \$2000.00 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