

**JUNE 8, 2010
PRIMARY ELECTION**



**CANDIDATE'S
HANDBOOK**

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GENERAL INFORMATION FOR CANDIDATES

NON-REFUNDABLE FILING FEES REQUIRED

Non-refundable filing fees are to be paid by the candidate at the time the Nomination Documents are received. (EC Sec. 8105)

SIGNATURES IN-LIEU OF FILING FEE

Signatures of registered voters may be substituted for all or any prorated portion of the filing fee. Signatures in-lieu of the filing fee must be submitted at the time the candidate files the Nomination Documents -- Nomination Paper/Petition and Declaration of Candidacy.

(Note: Contact the U.S. Post Office directly regarding soliciting signatures on postal property.)

Nomination Documents are issued provisionally subject to checking the validity of the in-lieu signatures, which are verified within 10 days after submission. The candidate will be notified of the number of invalid in-lieu signatures, and then has the option of submitting additional signatures or paying the prorated amount of the filing fee. If additional signatures are required, they must be filed by 5 p.m. on the last day to file Nomination Documents. Signatures on the Petition in-Lieu of Filing Fee may be used as signatures for the Nomination Paper/Petition when indicated in writing.

WRITTEN AUTHORIZATION FROM CANDIDATE

Neither Nomination Documents nor Signatures In-Lieu of Filing Fee petitions will be issued to or accepted from an unauthorized person. The authorization must be in writing and signed by the candidate.

NOMINATION DOCUMENTS

Only official Nomination Documents issued by the Sierra County Elections Office may be used. The period in which a candidate may obtain Nomination Documents begins 113 days before and ends 88 days before the date of the election. The forms are available at the Sierra County Elections Office, 100 Courthouse Square, Rm. 11, Downieville, between the hours of 8 a.m. and 5 p.m. Monday through Friday, excluding holidays. State law requires that all Nomination Documents contain the candidate's name and elective office title to which he/she is seeking nomination or election and be signed by an election official at the time of issuance.

NAME ON THE BALLOT

The ballot name may be designated as follows:

- First, middle and last name.
- Initials only and last name.
- A nickname may be included but must be in quotation marks, not parentheses.
- A familiar short version of the first name, such as "Bill" for "William", "Dick" for "Richard" or "Jim" for "James".
- No titles or degrees are allowed in the ballot name. (EC Sec. 13106)

- A change in legal name is not allowed unless the change was made by marriage or by court decree. (EC Sec. 13104)

BALLOT DESIGNATION

Listing a vocation/occupation/profession/elected position below your name on the ballot is optional. If you choose to do so, you must adhere to the following requirements:

- Elective Office Title - You may use an elective title if you were elected to the office and are still in that office at the time of filing. You may use the term “incumbent” if running for the same office. If you were appointed, you must use “appointed incumbent” or the word "appointed" and the title of the office held. Exception: Candidates appointed to office in-lieu of an election do not have to use the word “appointed”.
- Principal Occupation - You are limited to three words to describe your principal profession, vocation, or occupation.
- You May Not Use - (a) Any designation that would mislead the voter; (b) Any suggested evaluation, such as “outstanding”, “leading expert”, “virtuous” or “eminent”; (c) Words indicating a prior status, such as “former” or “ex”. The only exception is the use of the word “retired.” You may not use the name of any political party.
- As of January 1, 2003, the ballot designation “community volunteer” is permissible IF a candidate’s community volunteer activities constitute his/her principal profession, vocation, or occupation and the candidate is not engaged concurrently in another principal profession, vocation, or occupation. The ballot designation of “community volunteer” may not be used in combination with any other principal profession, vocation, or occupational designation.

There are other restrictions, but these are the most common. The candidate will be notified by the Elections Office if a Ballot Designation is in violation of the above requirements and/or restrictions. If an alternative Designation is not provided within the deadline set by the County Clerk, NO designation will appear on the ballot. (EC Sec. 13107)

REQUIRED NUMBER OF NOMINATION PAPER/PETITION SIGNATURES

The number of signatures required varies for each office (see “Offices to Which Candidates Are to Be Elected”). No more than the maximum number of signatures shown may be filed. The minimum number indicates the valid signatures required for qualification. Each signature and residence address is checked against the voter’s Affidavit of Registration. If a person signs nomination paper/petitions for more candidates than there are offices to be filled, the signatures are counted only on those nomination papers which, taken in the order filed, do not exceed the number of offices to be filled. The candidates will be notified immediately if there are any irregularities or if he/she is disqualified. Signatures on the Petition in-Lieu of Filing Fee may be used as signatures for the Nomination Paper/Petition.

EXTENSION OF NOMINATION PERIOD

If an incumbent for any U.S., Legislative, County or Judicial office fails to file Nomination Documents by the deadline date, the nomination period is extended for five calendar days. During this period, any qualified person other than the incumbent may file nomination papers for that office.

CANDIDATE CANNOT WITHDRAW

No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that election. (EC Sec. 8800) The candidate's name shall be printed on the ballot, unless the candidate has died and that fact has been ascertained by the officer charged with the duty of printing the ballots at least 68 days before the date of the election. (EC Sec. 8809)

INSUFFICIENT NUMBER OF CANDIDATES (EC Sec. 8809)

If there is only one candidate for a County position, the candidate's name will appear alone on the ballot.

JUDICIAL CANDIDATE NAME ON BALLOT (EC Sec. 8203)

If only the incumbent has filed nomination papers for the office of superior court judge, his or her name shall not appear on the ballot unless there is filed with the elections official, within 10 days after the final date for filing nomination papers for the office, a petition indicating that a write-in campaign will be conducted for the office and signed by 100 registered voters qualified to vote with respect to the office.

NOMINATION PROCEDURES

STEP 1 - APPLY FOR PETITION IN-LIEU OF FILING FEE (OPTIONAL)

A candidate may submit a petition containing signatures of registered voters in lieu of paying the filing fee in order to run for office. The signatures submitted may cover all, or a prorated portion, of the filing fee. Any registered voter who is a resident of the district may sign an in-lieu filing fee petition for any candidate for whom he or she is eligible to vote. However, candidates seeking the nomination of a qualified party with whom he or she is registered are limited to signatures from members of their own parties (may include Decline to State voters per state political party notification to the Secretary of State). (EC Sec. 8106a, b)

***For state office, legislative and judicial candidates, the last day to turn in the Petitions in-Lieu of Filing Fee is E-118 (see Candidate's Election Calendar).**

For all other candidates, the last day to turn in the Petitions in-Lieu of Filing Fee is E-103 (see Candidate's Election Calendar). No additional signatures may be filed after the filing date, but supplemental signatures may be filed to replace signatures in the original filing that were found to be insufficient. That portion of the filing fee not covered by the signatures must be paid in full before the Nomination Documents may be filed. Signatures on the Petition in-Lieu of Filing Fee may be used as signatures for the Nomination Paper/Petition, if requested.

PETITION IN-LIEU OF FILING FEE FORM

1. Each signer must print and sign their own name and include their residence address.
 - a. Married couples must sign own name, not spouse's name.
 - b. P.O. Boxes are unacceptable as residence addresses.
 - c. Ignore precinct/verification columns - to be completed by the Elections Office staff.
2. Circulators must complete the "Affidavit of Circulator" on the back of the form.
 - a. Fill in appropriate information in blank spaces.
 - b. Fill in dates signatures are obtained.
 - c. Fill in execution date and place of signing.
 - d. Sign and print name and include residence address.
 - e. Only one circulator is allowed for each in-lieu petition.

Circulators must be registered or eligible to be registered in the district or political subdivision in which the candidate is to be voted on and may collect signatures only in that district or political subdivision.

STEP 2 - FILE DECLARATION OF INTENTION (NOT ALL CANDIDATES)

Required for Legislative/Local Judicial (Superior Court Judge)

STEP 3 - APPLY FOR NOMINATION DOCUMENTS

Candidate must supply the following information for Candidate's Worksheet: Name, residence and mailing address, telephone numbers and the elective office title for which he or she is applying. This information is used in preparing the Nomination Documents. Candidate qualifications are checked at this time.

STEP 4 - NOMINATION DOCUMENTS:

The following documents will then be issued to each candidate:

1. If you are not filing Signatures In-Lieu of Filing Fee Petition you must pay the required Filing Fee
2. Sworn Statement that candidate meets documentation requirements per state law
3. Request to Use Petition In-Lieu of Filing Fee signatures to count toward Nomination Paper/Petition requirements
4. Declaration of Candidacy (document prepared and retained by the Elections Office)
5. Nomination Paper/Petition (unless signatures on In-Lieu Petition are used)
6. Candidate Statement of Qualifications Form (optional)
7. Instructions for Candidate's Statement of Qualifications
8. Candidate Campaign Statement Form 460 or 470 (candidates may request Forms 410, 470 Supplement & Form 501 as needed)
9. Statement of Economic Interests Form 700 (mandatory for all candidates)
10. Code of Fair Campaign Practices (optional)
11. Cal Trans sign ordinance information

STEP 5 - COMPLETE NOMINATION DOCUMENTS DECLARATION OF CANDIDACY FORM

California Election Code law requires candidates to publicly declare their intention to run for office. The Declaration of Candidacy form is issued for this purpose.

Elections Office staff will complete most of the Declaration of Candidacy form for the candidate. The items that must be completed by the candidate include:

1. Printed name for use on the official ballot
2. Ballot Designation for use on the official ballot (refer to provisions provided in the General Information Section of this manual)
3. Incumbency in any other elected public offices
4. Signature and date where applicable

NOMINATION PAPER/PETITION

All candidates must collect nomination signatures to have their name placed on the ballot. For the information regarding signature requirements, refer to "Offices to Which Candidates Are To Be Elected" at the end of this Candidate's Handbook.

STEP 6 - FILE NOMINATION DOCUMENTS AND CAMPAIGN DOCUMENTS

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

1. Declaration of Candidacy (per EC Sec. 8028(a) Declaration cannot leave Elections Office except as provided in EC 8028(b))
2. Nomination Paper/Petition
3. Sworn Statement that candidate meets documentation requirements per state law
4. Candidate Statement of Qualifications (if desired)
5. Statement of Economic Interests Form 700 (See step 7)

STEP 7 - FILE FAIR POLITICAL PRACTICES COMMISSION (FPPC) DOCUMENTS

The following FPPC documents must be filed in the proper location(s) and by deadlines as specified on each form:

Form 501-Candidate Intention Statement

File this form prior to soliciting or receiving any contribution, or expenditure of any personal funds (except personal funds used for the filing fee and/or statement of qualifications in the ballot pamphlet). Local candidates file one original form with the Sierra County Elections Office. State candidates file this form with the Secretary of State's Office.

Form 410-Statement of Organization

File this form within 10 days of receiving \$1000 in contributions. Donations from yourself to yourself (except personal funds used for the filing fee and/or statement of qualifications in the ballot pamphlet) used to seek or hold elective office are counted toward this \$1000 threshold. An original and a copy of this form are filed with the Secretary of State's Office, and another copy is filed with the Sierra County Elections Office. Upon receipt of the Form 410 the Secretary of State's Office will assign an identification number, and they will send you written notification of your identification number. (Identification numbers are also posted on the Secretary of State's website at www.ss.ca.gov.)

Form 460 and Form 470-Campaign Disclosure Reports

If you form a committee:

File Form 460-Recipient Committee Campaign Statement if you have a controlled committee and you raise contributions totaling \$1000 or spend \$1000 during the calendar year. You must file the Form 460 by the filing deadlines specified in the campaign statement filing schedule. Local candidates file an original and a copy with the Sierra County Elections Office. State candidates file an original and a copy with the Secretary of State's Office and another copy is filed with the Sierra County Elections Office.

If you do not form a committee:

File Form 470-Officeholder and Candidate Campaign Statement Short Form if you do not anticipate raising contributions totaling \$1000 or spending \$1000 during the calendar year. You must file the Form 470 either when filing the declaration of candidacy or no later than the filing deadline for the first campaign statement. This form is only filed once. Local candidates file an original and a copy with the Sierra County Elections Office. State candidates file an original and a copy with the Secretary of State's Office and another copy is filed with the Sierra County Elections Office.

Supplemental Form 470

An officeholder/candidate who has filed Form 470 in connection with an election and subsequently received contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling \$1,000 or more or makes expenditures totaling \$1,000 or more prior to the election, is required to send written notification. The notification must be sent within 48-hours of receiving contributions totaling \$1,000 or more or making expenditures of \$1,000 or more. The notification must include the name and address of the candidate, the elective office, and the date of election for which the Form 470 was filed and the date contributions or expenditures totaling \$1,000 or more were received or made. The form 470 Supplement may be used as the written notification. The Office Holder/Candidate must also immediately file Forms 410 and 501. Form 460s must then be filed in each subsequent reporting period.

Form 700-Statement of Economic Interests

All candidates must complete a Form 700 Statement of Economic Interests and file it by March 10, 2006 (the final day to file Nomination Papers/Petitions). On the first page, Section 3 "Type of Statement," mark the box in the lower left-hand corner that reads "Candidate." Report investments, interests in real property, and business positions held on the date of filing your Declaration of Candidacy. In addition, report income (including loans, gifts and travel payments) received during the 12 months prior to the date of filing your Declaration of Candidacy. A 700 Certification may be filed as an annual statement for those candidates who win election.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

The Candidate's Statement of Qualifications, published in the Sample Ballot Booklet, is optional and is left entirely to candidates to determine if they wish to have one. The Statement of Qualifications may include the candidate's age, occupation (which does not have to match the Ballot Designation that appears below the candidate's name on the ballot) and a 200-word description of the candidate (250 words for candidates for legislative office who meet FPPC eligibility requirements to submit a Statement). The Statement must be filed at the same time the Declaration of Candidacy is filed, although the candidate may request his/her check not be cashed until it has been determined the office sought will be contested (see "Receipt/Instructions for Candidate's Statement"). No reference to political party affiliation or any mention of political party membership or activity is permitted for candidates for nonpartisan office. No mention of political opponents is allowed; the purpose of the Statement is to explain to voters the *Candidate's* qualifications and experience.

See "Offices to Which Candidates Are to Be Elected" for more information.

A Candidate Statement may be withdrawn, but not changed, during the period for filing Nomination Documents and until 5 p.m. of the next working day after the close of the nomination period. Statements are confidential until after the close of the nomination period.

Statements must be filed no later than 5 p.m. on the last day of the nomination period. Statements must be filed at the time Nomination Documents are filed.

California Elections Code intends for uniformity of appearance of each Statement of Qualifications. By preparing your Statement in accordance with the above guidelines, each Statement will be uniformly printed and allowed the same amount of space in the Sample Ballot Booklet/Voter Information Pamphlet. This avoids favored composition or printing of one Candidate's Statement over another.

All Statements shall be printed in a uniform size, darkness, and with uniform spacing (EC Sec. 13307(b)). All Statements will be set in a justified format, so as to fit within a 1/4 page space. Entire Statements of Qualifications or phrases in all capital letters, multiple indentations, circles, or arrows are prohibited. Generally, any characters that can be produced from a standard keyboard are acceptable (i.e., !, @, *, -, (), %, #).

Because the Election Code mandates that all Statements must be uniform, **bolded**, CAPITALIZED and Underlined words are not acceptable. Indentations, bullets, or multiple underscoring will not be allowed. Items in a list will not be allowed unless the list is in the form of a paragraph. All Statement of Qualifications should be checked by the candidate for spelling, punctuation and grammar. The county elections official will not edit any material to correct mistakes. **Statements with spelling, punctuation and grammatical errors will be printed exactly as submitted.**

Nothing in the foregoing shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Sample Ballot Booklet.

Copies of all Candidate Statements will be available for public inspection at the Elections Office after the expiration of the filing deadline. (EC Sec. 13311)

Note: It is the responsibility of the candidate, if he/she has any questions concerning the guidelines for filing a Statement, to request assistance or clarification. If a Candidate Statement is submitted and found not to be in compliance with these guidelines, the County Clerk will make the necessary formatting changes to bring the statement into compliance – but the County Clerk will not correct spelling or grammatical errors.

WORD-COUNTING GUIDELINES

The guidelines listed below are used by the county elections official for counting words:

- Name, age, and office title (located at the top of the form) or signature (at the bottom) are not counted, only the text.
- Punctuation marks are not counted as words.
- Geographical names such as cities, towns or states are counted as one (1) word. Examples: Los Angeles, City and County of San Francisco, Sierra County
- The words “a”, “I”, “the”, “and”, “an”, are counted as individual words.
- A monetary amount such as \$1,000.00 is counted as one (1) word.
- Abbreviations are counted as one (1) word. Examples: UCLA, U.S.A.F., PTA, AFL-CIO
- Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- Numeric combinations are counted as one (1) word. Examples: 1999, 13½, 1998-99, 5%, 6/1/99
- Any number which is spelled out, such as “one” shall be considered as a separate word or words. “One” shall be counted as one word, whereas “one hundred” is counted as two words. “#1” is considered one word.

Words will be counted by Elections Staff when submitted. If the text exceeds the word limit, the author must delete or change a sufficient number of words or sentences until the statement is within the required word limit.

CANDIDATE/VENDOR SERVICES

All payments are non-refundable. Allow at least 24 hours for production. Staff will make every reasonable effort to provide a completion time when you place an order. Requests for data not associated with an impending election may be delayed until after the election.

Anyone ordering voter registration information must complete a Secretary of State application form and provide a copy of the driver's license of the person completing the application form.

The applicant must swear the voter registration information will be used only for election, governmental, or research purposes as defined by Title 2, Division 7, Article 1, Section 19003 of the California Code of Regulations, and Elections Code section 2194 and Government Code section 6254.4.

VOTE-BY-MAIL LIST

Alpha list includes the names of all registered voters who have been issued a vote-by-mail ballot for an upcoming election. The list indicates whether a voter has returned a ballot.

VOTER INDEX

This report lists voter name, residence address, mail address, telephone number, and political affiliation. Printed by last name, alphabetical order within precincts. **\$.50 per thousand or portion thereof for the first 2 indexes. Additional hard copy indexes can be purchased at \$0.10 per page. If you wish to obtain the voter file by CD the fee is \$75.00 & \$0.01 per name.**

VOTER MAILING LABELS

Mailing labels of voters may be ordered by individual voter. **Set up: \$75.00. & \$0.01 per name.**

STATEMENT OF VOTE

Final, official election results. **Printed, any portion, \$.10 per page.**

Other services include:

Photocopy of any original paper record, or proceeding on file in the Elections Office, unless otherwise specified. **\$0.50 per page.**

Photocopy of campaign finance reports and statements of economic interests (FPPC)
\$.10 per page

Certified copy of Affidavit of Voter Registration. **\$1.50**

CAMPAIGN DISCLOSURE INFORMATION

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

It is the responsibility of candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner. Reminders may be sent by the Elections Office, but not receiving a reminder cannot be used as the reason for late or non-filing. The law provides for a \$10 per day late filing penalty for a statement filed after the prescribed deadline. The method of delivery (mail, in person, fax) that is acceptable varies between deadlines. Any person who violates any provision of the Political Reform Act may be liable in an administrative proceeding for an amount up to \$5,000 per violation (GC 83116c).

All disclosure statements are a matter of public record. They may be inspected at the Elections Office by anyone, and copies may be purchased at ten cents (\$.10) per page.

The Elections Office has some Fair Political Practices Commission (FPPC) manuals and addenda for review. Candidates and/or treasurers should request their copies directly from the FPPC. It is strongly recommended that each candidate, treasurer, and committee – especially those who file Form 410 -- thoroughly review FPPC documents. If you have a question that is not answered by the documents, contact the FPPC toll-free at 1-866-275-3772.

A candidate who will not receive contributions from others, and whose only expenditures will be from personal funds for the filing fee and/or statement of qualifications in the Sample Ballot Booklet, does not need to file Form 501 nor 410. If the candidate has not already filed an annual Form 470, the candidate is encouraged to file a Form 470 at the time of filing nomination papers, and must do so no later than the first pre-election filing.

Candidates and officeholders who make campaign-related expenditures from personal funds not to exceed \$1,000 must file Form 501. Candidates who anticipate using personal funds exceeding \$1,000 to pay campaign-related expenses, other than filing fees and/or statement of qualifications in the Sample Ballot Booklet, must deposit those funds into an appropriate campaign bank account prior to making the expenditure and file Forms 501 and 410.

Before a candidate may solicit or receive any contributions from others, a Candidate Intention, Form 501, must be filed. If the Candidate files a Form 470 and receives contributions, a bank account must be opened. If the Candidate files a Statement of Organization Form 410, the bank account information is provided on the Form 410. Contributions of \$100 or more may not be received in cash, but must be on a written instrument that shows both the recipient's and contributor's names.

Before a candidate may accept campaign donations from others, a bank account must be opened. However, personal funds may be used for the 1) filing fee, 2) Candidate Statement of Qualifications fee, and/or 3) up to the first \$1,000 for campaign expenditures as long as no contributions were received from others.

A Form 470 may be filed annually, when submitting a declaration of candidacy, or no later than the deadline for the first pre-election campaign statement if the officeholder or candidate does not have an active controlled committee and will not receive \$1000 in contributions during the year.

If an officeholder or candidate files a Form 470 in connection with an election, and subsequently receives more than \$1000 in contributions, a Form 470 Supplement must be filed with the Secretary of State, the local filing officer, and **with each opposing candidate within 48 hours**. Regular mail may not be used.

If an officeholder or candidate receives \$1000 in contributions, including personal funds used for campaign-related expenses, a Statement of Organization, Form 410, must be filed. See the FPPC manual for deadlines.

Once a Form 410 has been filed, the officeholder or candidate must file an Officeholder/Candidate/Controlled Committee Campaign Statement, California Long Form 460 for all pre-election and semi-annual filings, whether or not it is an election year. The controlled committee is considered active until the Form 410 Termination has been filed. Whenever there is a change in any of the information contained in a Statement of Organization, a Form 410 must be filed with the Secretary of State and a copy filed with the local elections officer within 10 days to reflect the change.

CAMPAIGN DISCLOSURE FORMS

Depending on the form, the forms listed or copies of the originals must be filed with the Elections Office, the Secretary of State, and/or the Fair Political Practices Commission. Each form specifies where it must be filed, and/or the filing location is described in the FPPC Manual. Amendments to forms must be filed in the same place(s) as the original form.

Form 410 – Statement of Organization.

Form 460 - Officeholder/Candidate/Controlled Committee Campaign Statement - Long Form.

Form 465 – Supplemental Independent Expenditure Report.

Form 470 – Candidate and Officeholder Campaign Statement – Short Form.

Form 495 – Supplemental Pre-Election Statement.

Form 496 – Late Independent Expenditure Report.

Form 497 – Late Contribution Report.

Form 501 -- Candidate Intention Form.

Form 700 -- Statement of Economic Interests.

CODE OF FAIR CAMPAIGN PRACTICES

At the time an individual files his/her Declaration of Candidacy, Nomination Paper/Petition, or any other paper evidencing an intention to be a candidate for public office, the Elections Office will give the individual a blank form of the Code of Fair Campaign Practices. The Elections Office will inform each candidate for public office that subscription to the Code, by signing and returning the form, is voluntary. (EC Sec. 20440)

The Legislature hereby 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 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. (EC Sec. 20400)

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and encourage candidates to discuss issues instead of untruths and distortions. (EC Sec. 20400)

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State will 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.

The Elections Office will accept, at all times prior to the election, all completed forms which are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. (EC Sec. 20442) Every code subscribed to by a candidate for public office pursuant to Chapter 6 of Division 20 of the Elections Code is a public record open for public inspection. (EC Sec. 20443) In no event shall a candidate for public office be required to subscribe to or endorse the Code. (EC Sec. 20444)

POLITICAL SIGNS *

A political sign is any type of posted advertisement used to promote or defeat a candidate and/or measure for an election. **Political signs are not allowed within 100 feet of the entrance to a polling place on Election Day.** Political signs within 100 feet of a polling place must be removed the day BEFORE election day.

*** There will be no polling places for the June 8, 2010 Primary Election, however the above guidelines will still apply to the County Clerk's office and the designated ballot drop box location in Loyalton.**

STATE: The State Department of Transportation is prepared to answer questions about state regulation of campaign signs. For information, call (916) 654-4790. The Sierra County Elections Office will provide a Cal Trans hand-out prepared for candidates.

POLL WATCHERS GUIDELINES **

Poll watchers may not interfere in any way with the conduct of the election or the closing of the polls. Any person who interferes with the conduct of the election or interferes with a voter is punishable by imprisonment for 16 months or two or three years. (EC Sec. 18502)

The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the polls. Do not ask to use the telephone or other facilities; the Elections Office must have the means of direct contact to all of our polling places at all times. The area between the official table and the voting booths is for voters only and may not be used as a poll watcher post. (EC Sec. 14221) Poll watchers may not sit at the official table or handle any official voting equipment, supplies, or ballots. (EC Sec. 14223) Two indexes, in alphabetical order, are posted near the entrance to the polling place for reference by the public or any poll watchers. One of the two indexes is updated hourly to indicate persons who have voted.

Poll watchers may not wear candidate/measure badges, discuss candidates/measures or bring any campaign material into the polling place. This activity constitutes electioneering and is illegal. Electioneering may not be conducted within 100 feet of a polling place, defined as 100 feet from the room or rooms in which voters are signing the Roster-Index and casting ballots.

The "Polling Place 100 Feet" signs which are posted outside of each polling place indicate the 100 foot boundary for electioneering. (EC Sec. 18370)

**** There will be no polling places for the June 8, 2010 Primary Election, however the above guidelines will still apply to the County Clerk's Office and the designated ballot drop box location in Loyalton.**

LEGISLATIVE INTENT/CAMPAIGN LITERATURE

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

That a need exists for adequate identification of the source of campaign appeals directed at the voters in order to assist them in making rational decisions at the polls.

That by requiring such identification of campaign literature, the public is better able to evaluate the source of campaign material, may be more adequately informed, and can better distinguish between truth and falsity.

That by requiring identification, anonymous attacks, which cannot adequately be responded to in the heat of a campaign, will be discouraged.

That by requiring identification, a candidate who believes he has been libeled may more readily seek redress in a civil action for damages.

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

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

Gov. Code Sec. 84305. Manner of Sending Mass Mailings. (200 or more of identical or nearly identical pieces of mail)

Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of such mailing in no less than 6-point type 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. 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).

EC Sec. 20008. Political Advertisement Requirements.

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.

EC Sec. 20009. Simulated Ballot Requirements.

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

NOTICE TO VOTERS (Required by Law)

This is not an official ballot or an official sample ballot prepared by the county 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.

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

EC Sec. 16. Literature Requirements.

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

EC Sec. 18301. Printing of Simulated Sample Ballots.

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

EC Sec. 18302. Distribution of Precinct Polling Place Information.

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

EC Sec. 20202. Authorization To Use Candidate or Committee Name.

It is unlawful for any person who solicits funds for the purpose of supporting or promoting any candidates or committees to include in any part of its name the name of that candidate or committee unless that person shall have previously obtained the authorization of the candidate or committee or the candidate's or committee's designated agent to use the candidate's or committee's name in the name of that person.

Authorization by a candidate or committee shall not be construed as rendering the person soliciting funds a controlled committee as defined by Section 82016 of the Government Code.

EC Sec. 20203. Notice of Non-authorization To Be Included In Fundraising Communication.

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

EC 18576. Willful Interference With Return Of Absent Voter Ballot Application.

Any person who willfully (a) interferes with the prompt delivery of a completed absent voter ballot application, (b) retains a completed absent voter ballot application, without the voter's authorization, for more than three days excluding weekends and state holidays, or by the deadline for return of absent voters' ballot applications, whichever is earlier, or (c) denies an applicant the right to return his or her own completed absent voter ballot application to the local elections official having jurisdiction over the election, is guilty of a misdemeanor.

RESOURCES

SIERRA COUNTY ELECTIONS OFFICE

(530) 289-3295

Fax (530) 289-2830

Contact the Elections Office for information regarding the nomination process or any information listed in this handbook.

FAIR POLITICAL PRACTICES COMMISSION

1) Technical Assistance Division - toll-free 1-866-275-3772

Fax (916) 322-3711 <http://www.fppc.ca.gov>

Contact the Technical Assistance Division for information concerning Campaign Disclosure, Conflict of Interest Disclosure and state contribution limits.

2) FPPC Legal Division - toll-free 1-866-275-3772

Contact the Legal Division for information concerning Conflict of Interest disqualification and proper use of campaign funds.

3) FPPC Enforcement Division - toll-free 1-866-275-3772

Contact the Enforcement Division for information concerning how to file a complaint under the Political Reform Act.

STATE FRANCHISE TAX BOARD

Customer Service: (800) 852-5711

Automated Service: (800) 338-0505

Web Site: <http://www.ftb.ca.gov>

Contact the Franchise Tax Board for information concerning Committee tax status, tax deductible contributions, charitable non-profit groups or any other tax-related question. If a campaign receives goods donated in-kind and then sells those goods, the proceeds from the sale may be subject to sales tax.

SECRETARY OF STATE (SOS)

Political Reform Division (916) 653-6224 Fax (916) 653-5045 <http://www.ss.ca.gov>

Contact the Political Reform Division for information concerning Forms 501 or Form 410, political reform, Campaign Committee ID numbers and termination of Campaign Committees.

SOS Elections Division (916) 657-2166 Fax: (916) 653-3214

E-Mail: elections@ss.ca.gov

Contact the Elections Division for information concerning the Elections Code, certified list of candidates and statewide elections results.

CANDIDATE'S ELECTION CALENDAR

January 4, 2010 – February 10, 2010 (E-158 to E-118)

SIGNATURES-IN-LIEU OF FILING FEE – JUDICIAL CANDIDATES

During this period, judicial candidates may obtain his/her forms from the county elections official, or Secretary of State, for circulating petitions to secure signatures in-lieu of paying all or part of the filing fee.

January 4, 2010 – February 25, 2010 (E-158 to E-103)

SIGNATURES-IN-LIEU OF FILING FEE –CANDIDATES

FOR STATE, LEGISLATIVE, U.S. CONGRESS AND COUNTY OFFICES

During this period, a candidate may obtain his/her forms from the county elections official, or the Secretary of State, for circulating petitions to secure signatures-in-lieu of all or part of the filing fee. Signatures may also be applied to the requirement for Nomination Papers. (EC Secs. 8061, 8105, 8106)

February 1, 2010 – February 10, 2010 (E-127 to E-118)

DECLARATION OF INTENTION FILING PERIOD FOR JUDICIAL CANDIDATES

All candidates for state office, legislative or local judicial offices must file a Declaration of Intention with the county elections official during this period. The filing fee must be paid and/or signatures-in-lieu must be filed at the time the Declaration is filed. (EC Sec. 8023)

February 11, 2010 – February 15*, 2010 (E-117 to E-113) *Holiday

DECLARATION OF INTENTION EXTENSION PERIOD - FOR JUDICIAL CANDIDATES

If the incumbent has not filed a Declaration of Intention to succeed to the same office, then any qualified person other than the incumbent may file a Declaration during this extension period.

If failure to file a Declaration of Intention is because the incumbent has already served the maximum number of terms, there shall be no extension of the period for filing a Declaration of Intention. (EC Sec. 8024)

February 15* - March 12, 2010 (E-113 to E-88) * Holiday

CANDIDATE FILING PERIOD

During this period, all candidates must file their Declaration of Candidacy and circulate their Nomination Papers. All candidates (except candidates who have already paid their filing fees) must also pay the non-refundable filing fee and/or present in-lieu signatures at the time they file their Declaration of Candidacy and receive their nomination papers from the county elections official. (Includes partisan Central Committee; however, candidates pay no filing fee).

NOTE: Statement of Economic Interests Form 700 must also be filed by March 12, 2010. Forms are available from the Elections Office. (EC Secs. 8020, 8041, 8061, 8100 8105, 8106)

CANDIDATE STATEMENT OF QUALIFICATIONS

During this period, candidates for state legislative offices and County non-partisan office may prepare a Candidate Statement of Qualifications on a form provided by the county elections official. The statement may contain no more than 250 words for state legislative offices, and candidate must pledge to abide by campaign spending limits per voter-approved Proposition 34. Candidate Statements for local non-partisan candidates must be no more than 200 words.

The statement must be filed at the same time the Declaration of Candidacy is filed.

February 10, 2010 (E-118)

LAST DAY TO FILE SIGNATURE-IN-LIEU PETITIONS FOR JUDICIAL OFFICES

Last day for judicial candidates to file signature-in-lieu petitions with the county elections official. Within 10 days, the county elections official shall notify the candidate of any deficiency. If a deficiency is found, the candidate may cover the deficiency by filing supplemental signatures in-lieu, paying a prorated filing fee or filing a combination of supplemental signatures and filing fee. (EC Secs. 8105 & 8106(b)(3))

February 25, 2010 (E-103)

LAST DAY TO FILE SIGNATURE-IN-LIEU PETITIONS FOR U.S. AND COUNTY OFFICES

Last day for candidates to file signature-in-lieu petitions with the county elections official. Within 10 days, the county elections official shall notify the candidate of any deficiency. If a deficiency is found, the candidate may cover the deficiency by filing supplemental signatures in-lieu, paying a prorated filing fee or filing a combination of supplemental signatures and filing fee. (EC Secs. 8061, 8105, 8106(b)(3)-(4))

March 12, 2010 (E-88)

SUPPLEMENTAL SIGNATURES-IN-LIEU OF FILING FEE OR PRORATED FILING FEES

The last day a candidate may submit a supplemental in-lieu petition to the county elections official or pay a prorated portion of the filing fee to cover any deficiency in the filing fee payment. Until deficiencies in signatures or payment are covered, a candidate's status is only provisional. (EC Sec. 106(b)(3))

March 12, 2010 (E-88)

CLOSE OF CANDIDATE FILING PERIOD

Not later than 5 p.m. on this day, all candidates must deliver their candidate paperwork to the county elections official. (EC Sec. 8020, 8100) Statements of Economic Interest must also be filed by March 10.

March 13* – March 17, 2010 (E-87 to E-83) *Saturday

CANDIDATE FILING EXTENSION PERIOD IF INCUMBENT DOES NOT FILE

If nomination documents for the incumbent of any office are not filed with the county elections official by 5 p.m. March 7, the nomination period shall be extended until 5 p.m. March 12 for persons other than the incumbent. (EC Secs. 8204, 8022(b))

NOTE: Extension period does not apply: 1) when the incumbent for a state or legislative office does not/cannot seek re-election for such office;) 2) when there is no incumbent eligible to be elected to a county or district office; 3) to congressional offices.

March 15, 2010 (E-85)

WITHDRAWAL OF CANDIDATE'S STATEMENT

Any candidate for nonpartisan local office who has filed a Candidate Statement may withdraw it, but not change it, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period. The 10-day public examination period for candidate statements is from March 17 through March 26. (EC Sec. 13313)

March 18, 2010 (E-82)

WITHDRAWAL OF CANDIDATE'S STATEMENT AFTER EXTENSION ON FILING

If there has been an extension of filing, the deadline for withdrawal of a candidate's statement is March 18. The 10-day public examination period for candidate statements is from March 19 through March 28*. (EC Sec. 13313)

March 22, 2010 (E-78)

JUDICIAL INCUMBENT THE ONLY NOMINEE (UNOPPOSED) – WRITE-IN PETITION

The last day to file a petition indicating that a write-in campaign will be conducted in any county or judicial district in which only the incumbent has filed nomination papers for the office of Superior Court Judge. The petition must be signed by 100 registered voters qualified to vote for the office. (EC Sec. 8203)

April 12 – May 25*, 2010 (E-57 to E-14) *Sunday

STATEMENT OF WRITE-IN CANDIDACY AND DECLARATION PERIOD

During this period all write-in candidates must file their Statement of Write-in Candidacy and Nomination papers with the county elections official. (EC Sec. 8601)

May 24, 2010 (E-15)

LAST DAY TO REGISTER TO VOTE.

Voters will be notified of polling place location but will not receive election materials such as the Sample Ballot Booklet.

May 25*, 2010 (E-14) *Saturday

WRITE-IN CANDIDATE DECLARATION DEADLINE

Last day for a candidate to file a Statement of Write-in Candidacy and Nomination papers, if applicable, with the county elections official stating that he/she is a write-in candidate for a particular office in the Primary Election. (EC Secs. 8601, 8604)

June 7, 2010 (E-1)

Candidates/campaigns must remove all political signs posted within 100 feet of the entrance to the County Clerk's office or the designated ballot drop box location in Loyalton.

June 8, 2010 (E-Day)

ELECTION DAY

Polls open at 7 a.m. and close at 8 p.m. (EC Secs. 10541, 14212) Vote-by-mail ballots must be returned to the County Clerk's Office or to the designated ballot drop box location in Loyalton by 8 p.m. (EC Secs. 3017, 3020)

NOTE: Asterisked dates indicate that the deadline falls on a Saturday, Sunday, or a holiday; in most cases, the deadline will move forward to the next working day.

OFFICES TO WHICH CANDIDATES ARE TO BE ELECTED

COUNTY NON-PARTISAN OFFICES

Auditor (Van Maddox, Incumbent)

Assessor (Laura Marshall, Appointed Incumbent)

Clerk-Recorder (Heather Foster, Incumbent)

District Attorney/Public Administrator (Larry Allen, Incumbent)

Sheriff-Coroner (John I. Evans, Incumbent)

Treasurer Tax-Collector (Stephanie Levings, Appointed Incumbent)

County Superintendent of Schools (Stan Hardeman, Appointed Incumbent)

TERM OF OFFICE: 4 years

FILING FEE: 1% of annual salary

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40.

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 226

Sierra County Supervisor, District 2, (Peter W. Huebner, Incumbent)

Sierra County Supervisor, District 5, (Patricia "Pat" Whitley, Incumbent)

TERM OF OFFICE: 4 years

FILING FEE: 1% of annual salary

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40.

SIGNATURES REQUIRED IN LIEU OF FILING FEE: District 2 = 89, District 5 = 86

Superior Court Judge (William W. Pangman, Incumbent)

TERM OF OFFICE: 6 years

FILING FEE: 1% of annual salary

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40.

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 226

Fair Political Practices Commission
Candidates for Local Office (Including Superior Court Judges)
Committees Primarily Formed to Support/Oppose Local Candidates
Committees Primarily Formed to Support/Oppose Local Measures
Being Voted on June 8, 2010

Deadline	Period	Form	Notes
Feb 1, 2010 <i>Semi-Annual</i>	1/1/09 or 7/1/09 - 12/31/09	460	<ul style="list-style-type: none"> ▪ File personal delivery or first class mail. ▪ The January 31 deadline falls on Sunday, so the deadline is extended to the next business day.
Mar 22, 2010 <i>Pre-Election</i>	1/1/10 - 3/17/10	460	<ul style="list-style-type: none"> ▪ File personal delivery or first class mail.
May 27, 2010 <i>Pre-Election</i>	3/18/10 - 5/22/10	460	<ul style="list-style-type: none"> ▪ File personal delivery or guaranteed overnight service only.
Within 24 Hours <i>Late Reports</i>	5/23/10 - 6/7/10	496 497	<ul style="list-style-type: none"> ▪ File personal delivery, guaranteed overnight service, or fax. ▪ 496: File if independent expenditures of \$1,000 or more are made. See note below. Do not file for expenditures on your committee's behalf. ▪ 497: File if a contribution of \$1,000 or more is received. ▪ 497: File if a contribution of \$1,000 or more is made to <i>another</i> candidate or <i>another</i> measure being voted on June 8 or made to a political party committee. ▪ The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind or non-monetary contribution is received.
Aug 2, 2010 <i>Semi-Annual</i>	5/23/10 - 6/30/10	460	<ul style="list-style-type: none"> ▪ Personal delivery or first class mail ▪ The July 31 deadline falls on Saturday, so the deadline is extended to the next business day.

- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- A controlled committee of a candidate may not make an independent expenditure to support or oppose another candidate.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information.
- **Form 470:** Candidates that did not have a committee or raise/spend \$1,000 in 2009, may file Form 470 on February 1, 2010. Form 470 can not be filed for other deadlines if the candidate has a committee or has raised/spent \$1,000 or more in 2010. After filing a Form 470, if the candidate raises/spends \$1,000 or more in 2010, see *Campaign Manual 2*, Chapter 4 for additional required filings.
- **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- **Late Statements:** Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.
- All statements are public documents. Paper reports may be mailed by first class mail unless otherwise noted.
- For important information refer to www.fppc.ca.gov and click on the Candidates and Committees section. Use [Campaign Manual 2](#) and [Campaign Manual 3](#).