



# **A GUIDE TO RUNNING FOR OFFICE**

Consolidated Schools and  
Special Districts Election

**November 3, 2009**

Prepared by  
CATHY DARLING  
Shasta County Clerk/ Registrar of Voters



# SHASTA COUNTY

**Cathy Darling, County Clerk / Registrar of Voters**

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Doug Patten, Assistant County Clerk / Registrar of Voters

1643 Market St./PO Box 990880/Redding, CA 96099-0880/[www.elections.co.shasta.ca.us](http://www.elections.co.shasta.ca.us)

PHONE: 530-225-5730 \* FAX: 530-225-5454 \* CA RELAY SERVICE: 711 or 800-735-2922

Dear Candidate:

We are happy to present you with the Candidates Guide for the upcoming 2009 Consolidated Schools and Special District Election to be held November 3, 2009.

It is prepared to assist you through the nomination and election process and is intended to provide general information. 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 guide, the law prohibits employees from answering questions of a legal nature. This guide is not intended as a substitute for legal counsel. For your protection, we strongly urge you to consult an attorney.

We are available to provide information in your bid for public office. Please feel free to stop in at our office in the southeast corner of the Downtown Redding Mall, 1643 Market Street or call 225-5730 from 8 a.m. to 5 p.m., Monday through Friday.

Good luck to you!

Regards,

**CATHY DARLING**

Shasta County Clerk/Registrar of Voters

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SHASTA COUNTY ELECTIONS DEPARTMENT  
**MISSION STATEMENT**

*To promote public confidence and good will by providing the very highest level of courteous, efficient service. Further, to insure the highest possible degree of integrity of the county's election process through administration of all federal, state, and local election laws in a uniform, consistent and accessible manner.*

# IMPORTANT CONTACT INFORMATION

## **SHASTA COUNTY REGISTRAR OF VOTERS** [www.elections.co.shasta.ca.us](http://www.elections.co.shasta.ca.us)

*General Information* (530) 225-5730  
*TDD (hearing impaired)* (711) or (800) 735-2922  
*Fax* (530) 225-5454

- Vote-By-Mail (vote-by-mail ballot applications, information)
- Campaign Disclosure (financial disclosure statements, information)
- Campaign Materials (voter lists, maps, precinct information)
- Candidate Filing (filing requirements for office)
- Voter Registration (voter registration forms, information)

## **SECRETARY OF STATE** [www.sos.ca.gov](http://www.sos.ca.gov)

*General Information, Election Fraud, Filing for State and Federal Offices:*

*General Information* (916) 653-6814  
*Elections Division* (916) 657-2166  
*Fax* (916) 653-3214

*Committee ID Number, Termination:*

*Political Reform Division* (916) 653-6224  
*Fax* (916) 653-5045

## **FAIR POLITICAL PRACTICES COMMISSION (FPPC)** [www.fppc.ca.gov](http://www.fppc.ca.gov)

*Campaign Disclosure, State Contribution Limits, Conflict of Interest Disclosure:*

*Technical Assistance Division* (866) 275-3772

*Conflict of Interest Disqualifications, Use of Campaign Funds:*

*Legal Division* (866) 275-3772

*File Complaint Under Political Reform Act:*

*Enforcement Division* (800) 561-1861  
*Fax* (916) 322-3711

## **STATE FRANCHISE TAX BOARD** [www.ftb.ca.gov](http://www.ftb.ca.gov)

*Committee Tax Status, Tax Deductible Contributions, Charitable Non-Profit Groups:*

*General Information* (800) 852-5711

## **FEDERAL ELECTION COMMISSION** [www.fec.gov](http://www.fec.gov)

*Federal Campaigns, Congress, US Senate, President of the U.S.:*

*General Information* (800) 424-9530

## **CA STATE ATTORNEY GENERAL** [www.caag.state.ca.us](http://www.caag.state.ca.us)

*Brown Act, Unlawful use of Public Funds, Code Violations:*

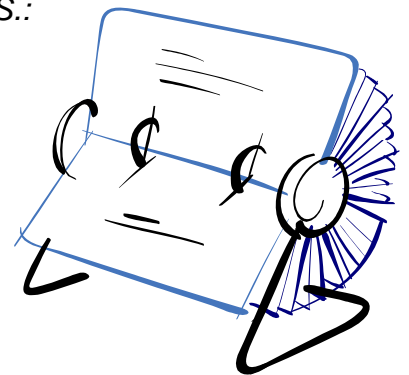
*General Information* (800) 952-5225

## **CITY ATTORNEY** [www.ci.redding.ca.us](http://www.ci.redding.ca.us)

*Election Fraud, Code Violations, Local Ordinances, Vandalism:*

*General Information* (530) 225-4050

## **DISTRICT ATTORNEY** [www.da.co.shasta.ca.us](http://www.da.co.shasta.ca.us)



# CALENDAR OF EVENTS

## Consolidated Schools & Special Districts Election November 3, 2009

DATE	EVENT
July 1, 2009 E-125 EC§ 10522, 10509	<ul style="list-style-type: none"> <li>Last day for special district secretaries to notify county election office of district boundary changes.</li> <li>Last day for special districts to deliver the "Specifications for Election" notice to the county elections office.</li> </ul>
July 3, 2009	Independence Day – County Elections Office will be closed.
July 6, 2009 E-123 (120)* EdC§ 5322, 5324, 5325	<ul style="list-style-type: none"> <li>Last day for governing school boards to deliver the "Specifications of the Election Order" by resolution to the County Superintendent of Schools.</li> <li>Last day for Superintendent of Schools to deliver copies of the order of election and the formal notice of election to the County Clerk.</li> </ul> <p><i>*The deadline of E-123 falls on a holiday, performance of these duties moves to the next business day E-120.</i></p>
July 13, 2009 E-113 EC§ 10220	<ul style="list-style-type: none"> <li>Declaration of Candidacy filing period begins (Ends 8/7/09).</li> <li>Statement of Qualifications filing period begins.</li> </ul>
July 31, 2009	Semi-Annual Campaign Disclosure Statements FPPC Form 460/470 due (period covered ** - 06/30/09).
August 7, 2009 E-88 EC§ 10220, 13307	<ul style="list-style-type: none"> <li>Declaration of Candidacy filing period ends (no extension if an incumbent files).</li> <li>Statement of Qualifications due 5:00 p.m.</li> </ul>
August 10, 2009 E-87 (85)* EC§ 13307(a)(3), 13311 and 13112	<ul style="list-style-type: none"> <li>Last day to withdrawal Statement of Qualifications by 5:00 p.m.</li> <li>First day Statement of Qualifications are available for review.</li> <li>First Day of 10-calendar-day public examination period.</li> </ul> <p><i>*E-87 is a Saturday this moves the effective date to the next business day, E-85.</i></p>
August 12, 2009 E-83 EC§ 10220	<ul style="list-style-type: none"> <li>Extended Declaration of Candidacy ends (extended if incumbent fails to file).</li> <li>Period for gathering and submitting Nomination Signatures ends.</li> </ul>
August 13, 2009 E-82 EC§ 13112	Random Alpha Drawing conducted by Shasta County Elections Office determining order of candidates to appear on ballot.
August 18, 2009 E-77 EC§ 13313(b)	Last day of public examination period, any writ of mandate or injunction requests must be filed by 5:00 p.m.
September 4, 2009 E-60	Military/Overseas voter information is mailed out.
September 7, 2009	Labor Day – County Election Office will be closed.

September 8, 2009 E-57 (56)* EC§ 15, 8601	First day of the write-in Declaration of Candidacy time period. <i>*The beginning date of E-57 falls on a holiday, performance of these duties moves to the next business day E-56.</i>
September 24, 2009 E-40	<ul style="list-style-type: none"> <li>• Sample ballots mailed out to voters.</li> <li>• Pre-Election Campaign Disclosure Statement FPPC Form 460 due (Period covered: last filing date through 09/19/09)</li> </ul>
October 5, 2009 E-29	First day for vote-by-mail ballots to be mailed out.
October 12, 2009	Columbus Day – Postal Holiday
October 19, 2009 E-15 EC§ 8601	Voter registration closes.
October 20, 2009 E-14 EC§ 8601	Last day to file write-in Declaration of Candidacy.
October 22, 2009	2nd Pre-Election Campaign Disclosure Statement FPPC Form 460/470 due. (Period covered 9/20/09 through 10/17/09)
October 27, 2009 E-7	Vote-by-mail application period ends.
November 3, 2009 E	Election Day—Polls open from 7:00 a.m. through 8:00 p.m.
November 30, 2009 (Monday before the 1 <sup>st</sup> Friday in December) EC§ 10551	Last day certified statement of results shall be declared.
December 4, 2009 (1 <sup>st</sup> Friday in December)	Appointed or Elected officers take office.
February 1, 2010	Semi-Annual Campaign Disclosure Statement FPPC Form 460 due. (Period covered ** through 12/31/09)

\*\* 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.

# STEPS TO BECOMING A CANDIDATE

## STEP 1: Are You Qualified to Run for Office?

School or Special District: must be a registered voter of the district in which he/she seeks office and reside in the district during incumbency.

Anderson-Cottonwood Irrigation District: must be a property owner of the district as well as a resident of the division which s/he represents at the time of filing the Declaration of Candidacy and during the entire term.

City Council: must be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued and must also file the nomination petition containing 20-30 signatures and reside in the city during incumbency.

## STEP 2: File Necessary FPPC Forms

Please refer to Campaign Disclosure Manual 2 (05/2007) and the current FPPC Addendum for further details on filing requirements. You may also contact the FPPC for additional information and assistance with filing questions at 866-275-3772 or online at [www.fppc.ca.gov](http://www.fppc.ca.gov). There are other forms you may be required to file as your campaign progresses. These forms are available at the local Election Official's office or the FPPC website.

Candidates who WILL NOT accept contributions from other persons and whose total expenditures from personal funds will be less than \$1,000 in a calendar year, will file the following:

**Form 501** - Candidate Intention Statement

**Form 470** - Officeholder and Candidate Campaign Statement—Short Form

EXCEPTION: Form 501 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 candidate's statement of qualifications in the Voter Information Pamphlet.

Candidates who WILL accept contributions from other persons totaling less than \$1,000 and who will make expenditures totaling less than \$1,000 (excluding personal funds used to pay the filing fee and/or candidate's statement of qualifications fee) in a calendar year, will file the following:

**Form 501** - Candidate Intention Statement

**Form 470** - Officeholder and Candidate Campaign Statement—Short Form

You must also open a campaign bank account. All personal funds of the candidate must first be deposited in a bank account, except for filing fee/candidate's statement fee.



If after filing a Form 470 Short Form, the candidate's total contributions or total expenditures for the calendar year exceed \$1,000, written notice is required to be sent within 48 hours of reaching that threshold. Form 470 Supplement (available at the Election Official's office or online at [www.fppc.ca.gov](http://www.fppc.ca.gov)) must be sent to the Secretary of State, a copy to the local filing officer and a copy to each candidate seeking the same office. The 48-hour notice must be sent by telegram, guaranteed overnight delivery service or facsimile transmission. Regular mail may NOT be used.

Candidates who expect to receive or spend \$1,000 or more (or a candidate who had filed a Form 470 Supplement) shall file the following:

**Form 501** - Candidate Statement Intention (unless previously filed)

Establish a campaign bank account at a financial institution located in the State of California.

**Form 410** - Statement of Organization within ten days of receiving \$1,000 in contributions (including personal funds). The original and one copy must be filed with the Secretary of State and a copy filed with the local filing officer. You will receive written notification from the Secretary of State's office assigning an identification number to your committee.

Once you have filed your Form 410 and have been assigned an ID number, you will file the Form 460-Recipient Committee Campaign Statement with the local filing officer according to the filing calendar set by the FPPC. (See page 11) All recipient committees must file the Form 460 by the appropriate deadlines for each filing period. If you do not file your campaign statement by the deadline, you are subject to a fine of \$10 per day from the date the statement is due until the date it is filed. There are no extensions to the deadline under any circumstances.

Upon the completion of your campaign, and once you have exhausted all campaign funds, a Form 410 is filed to terminate your committee. A Form 460 Termination Statement must be filed at the same time.

All committees must file by the deadline and must report for the period set by the FPPC. These dates are set by law and cannot be changed. You will be required to amend your statement if your report is not completed correctly. An UNSIGNED form is considered incomplete and will not be considered filed until it is signed. 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. All committees should file with the appropriate method of delivery, as indicated on each form. Failure to file or late filings could result in monetary fines.

**See Page 11 for Campaign Disclosure Filing Schedule**

For certain offices the law provides for investigations and audits of campaign statements. Candidates and committee treasurers should keep complete records and be prepared to submit supporting documents if such are requested.

## Local Candidate/Committee Filing Requirements

Forms 460, 470, 725, 450	Filing Officers	What
<b>Superior Court</b> Superior court judges, candidates for superior court judge, their controlled committees, and primarily formed committees	Secretary of State  County with the largest number of registered voters in the jurisdiction affected (also county of domicile, if different)	Original & 1 Copy  2 copies
<b>Multi-County Offices</b> Elected officers in local agencies that have jurisdiction in two or more counties, candidates for these offices, their controlled committees, and primarily formed committees	County with the largest number of registered voters in the jurisdiction affected  County of domicile, if different from above	Original  1 copy
<b>County Offices</b> Elected county officers, candidates for these offices, their controlled committees, and primarily formed committees	County Clerk  Counties of domicile, if different from above	Original  1 copy
<b>City Offices</b> Elected city officers, candidates for these offices, their controlled committees, and primarily formed committees	City Clerk	Original

## Election Filing Schedule November 3, 2009

### Candidates for Local Office Committees Primarily Formed to Support/Oppose Local Candidates Committees Primarily Formed to Support/Oppose Local Measures

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement<sup>1/</sup></i>	<i>Method of Delivery</i>
July 31, 2009	Semi-Annual	<sup>1/</sup> - 6/30/09	<ul style="list-style-type: none"> <li>● Personal Delivery</li> <li>● First Class Mail</li> </ul>
September 24, 2009	Pre-Election	<sup>1/</sup> - 9/19/09	<ul style="list-style-type: none"> <li>● Personal Delivery</li> <li>● First Class Mail</li> </ul>
October 22, 2009	Pre-Election	9/20/09 - 10/17/09	<ul style="list-style-type: none"> <li>● Personal Delivery</li> <li>● Guaranteed Overnight Service</li> </ul>
Within 24 Hours	Late Contributions <sup>2/</sup> and Independent Expenditures of \$1,000 or More <sup>3/</sup>	10/18/09 - 11/2/09	<ul style="list-style-type: none"> <li>● Personal Delivery</li> <li>● Guaranteed Overnight Service</li> <li>● Fax</li> </ul>
February 1, 2010 <sup>4/</sup>	Semi-Annual	10/18/09 - 12/31/09	<ul style="list-style-type: none"> <li>● Personal Delivery</li> <li>● First Class Mail</li> </ul>

**Footnotes:**

<sup>1/</sup> **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.

<sup>2/</sup> **Late Non-Monetary Contributions:** The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.

<sup>3/</sup> **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.

<sup>4/</sup> **Extended Deadlines:** Because the January 31 filing deadline falls on Sunday, this filing deadline is extended to February 1.

**Additional Notes:**

**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.

**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, there is no provision in the law for extending a filing deadline. Late statements are subject to a \$10 per day late fine.

All statements are public documents.

Local jurisdictions may impose contribution limits and additional filing requirements.

State committees making contributions or independent expenditures in connection with local elections should contact the FPPC for reporting requirements.

Disclosure manuals and other information on campaign reporting can be found on the FPPC website ([www.fppc.ca.gov](http://www.fppc.ca.gov)). Be sure to check the website for up-to-date information.

## Brief Description of FPPC Forms

**Form 501-Candidate Intention Statement:** To be filed before any contributions solicited or received, and before any campaign expenditures are made from personal funds. A new Form 501 must be filed for each election, even if the candidate is running for reelection. Candidates for local offices file with the local filing officer and candidates for state and judicial offices file with the Secretary of State. The form 501 is considered filed when it is placed in the mail. The date of postmark is the date filed.

**Form 470-Officeholder and Candidate Campaign Statement-Short Form:** May be filed by a candidate or officeholder who does not anticipate raising or spending \$1,000 or more in a calendar year. Payments from the candidate's personal funds used to pay filing or ballot statement fees do not count toward the \$1,000 threshold.

**Form 470 Supplement:** If a candidate files a Form 470 and later receives contributions of \$1,000 or more or makes expenditures totaling \$1,000 or more prior to the election, within 48 hours the candidate must send a Form 470 Supplement to 1) Secretary of State's Office; 2) Each candidate seeking the same office; and 3) City or county clerk, or county registrar of voters, if the candidate is running for a city or county office.

**Form 410-Statement of Organization:** A person or group that receives \$1,000 or more in contributions in a calendar year qualifies as a recipient committee and must file Form 410. The original and one copy are filed with the Secretary of State within 10 days of receiving \$1,000 or more and a copy with the local filing officer. Upon receipt of the Form 410, the Secretary of State's office will assign the committee an identification number. It may be filed prior to raising \$1,000 and then must be amended within 10 days of reaching the \$1,000 threshold. This form is also used to change information regarding the committee contact information and to terminate the committee when all funds have been exhausted.

**Form 460-Recipient Committee Campaign Statement Long Form:** Candidate controlled committees use this form to report campaign activity for all semi-annual, special odd-year, pre-election, and supplemental pre-election statements. A controlled committee is one which is controlled directly or indirectly by a candidate or which acts jointly with a candidate or controlled committee in connection with the making of expenditures. Form 460 can be filed as a pre-election statement, a semi-annual statement, a termination statement or as an amendment to a previously filed statement. Candidates for local offices file with the local filing officer and candidates for state and judicial offices file with the Secretary of State.

**Form 496-Late Independent Expenditure Report:** For use in reporting a monetary or non-monetary contribution that totals \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or a committee primarily formed to support or oppose a candidate or measure AND is made or received during the 16 days immediately prior to the election. A late

contribution includes contributions from a candidate's personal funds to his/her campaign committee during the late contribution period. The Form 497 is filed with the local filing officer within 24 hours of receiving OR making a late contribution. Regular mail may NOT be used to file this form.

## **STEP 3: Have Nomination Petition Signed**

Municipal Nomination Petition - EC§§ 10220-10230

*Shasta Lake City Council candidates are required to gather nomination signatures in order to qualify for placement on the ballot.* Below are the instructions for securing signatures to Nomination Papers:

1. Pick up nomination papers between the 113th (July 13, 2009) and the 88th day (August 7, 2009) before the election from the Shasta County Elections Office. (If there is an extension of the Declaration of Candidacy Filing Period August 12, 2009 is the last day to file.) EC§ 10220
2. Circulators of petitions shall be registered voters in the district or political subdivision in which the candidate is to be voted on and shall serve only in that district or political subdivision. EC§ 10220, 10222
3. Collect not less than 20 and no more than 30 valid signatures. EC§ 10220
  - Each signer shall affix their own signature, printed name, and place of residence when signing the Nomination Petition. Post office boxes will not be accepted nor will ditto marks. EC§ 100, 10221
  - A voter who is unable to personally affix their information may request that another person affix the voter's name and address, but the voter must affix their mark or signature on the appropriate space of the petition. This must be witnessed by one person who subscribes their name thereon. EC§ 100.5
  - The circulator and the candidate may sign Nomination Papers that he/she is circulating, if otherwise qualified to sign such papers. EC§ 106
  - No signer shall sign for more than one candidate in the same office, or, in case there are several places to be filled for the same office, sign more than there are places to be filled. EC§ 10220

**There are TWO seats open for the City of Shasta Lake.  
Voters may sign nomination papers for one candidate  
running for EACH seat.**

4. Once nomination papers are filed with the Elections Office, they may not be returned to the candidate to obtain additional signatures. If the filing is determined to be insufficient, a copy will be provided to the candidate with an indication on which signatures are valid, and issue one supplemental petition

to collect additional signatures. The supplemental petition has the same due date as the original. EC§ 10221 (b)

5. No signatures will be found valid on a petition unless the Affidavit of Circulator is completed correctly and in full. EC§ 10222 The Affidavit of Circulator must contain:
  - Circulation beginning and ending dates within the nomination petition-filing period.
  - The circulator's name, voting residence, and signature.
  - All blanks in the certificate must be filled and the information personally affixed in the circulator's own handwriting in order for the elections official to accept the nomination papers for filing. EC§ 104
  - Only one person may circulate each nomination paper. EC§ 10220
6. If the circulator is registering new voters while gathering petition signatures, the Voter Registration Card must be dated on or before the ending circulation date on the Affidavit of Circulator and must reach the election Department on or before the date of the filing of the petition. Any completed voter registration card must be returned to the elections office within 3 days of receipt by individual or organization. EC§ 2102 (b), 2138
7. Nomination papers must be filed with the County Elections Department, 1643 Market Street, Redding no later than 5:00 P.M. on Friday August 7, 2009.



**Dates to Remember for Nomination Papers**

- Petitions Available: July 13, 2009
- Petitions Due: No later than 5 p.m. August 7, 2009
- Supplemental Petitions Due: No later than 5 p.m. August 7, 2009

## **STEP 4: Complete Candidate Statement of Qualifications** EC§ 13307

**Who Writes One:** Each candidate for nonpartisan elective office may prepare an optional candidate's statement. The candidate's statement is designed to acquaint voters with a candidate's qualifications for the office he/she is seeking. The candidate's statement is incorporated into the Sample Ballot and Voter Information Pamphlet, and will be mailed to all registered voters eligible to vote for that particular candidate.

**When to File:** Candidates file their Statement of Qualifications along with the estimated deposit when they file their Declaration of Candidacy.

**The Cost:** Estimated costs for Statements of Qualifications are based on the printing costs of a single page for the sample ballots to be mailed to all registered voters eligible to vote for that particular candidate. Candidates are asked to pay the deposit of one statement per page. Refunds may be reimbursed if more than one statement for the same office is printed on a page. Estimates are based on current figures and may be subject to change when the final printing charges are billed. Refunds, if any, are made AFTER the election when the final bill from the Printer has been received.

See page 17 for the estimated costs for the current election.

**Multi-County:** If a candidate is running for an office where the district extends into another county and the candidate wishes to have their candidate statement printed in that county, it is the candidate's responsibility to submit their candidate statement to that county, and pay them directly for its publication.

**Changing or Withdrawing:** Candidate statements may not be changed once they are filed. They may be withdrawn in writing during the period for filing Declarations of Candidacy. For the current election that date is: July 13, 2009 through August 7, 2009 (ext. August 12, 2009).

Candidate Statements remain confidential  
until the expiration of the filing deadline. EC§ 13311

The statements will be printed in the order  
determined by the random alphabet draw. EC§ 13112

Candidates wishing to list endorsements on their candidate statement must have  
the Permission Slip of Endorsement form completed  
by the person endorsing them.

## **Guidelines for the Candidate's Statement**

- No more than 200 words.
- May contain the name, age and occupation of the candidate (not included in the 200 words) and a brief description of the candidate's education and qualifications. The occupation listed in this location does not have the same restrictions as the ballot designation.
- To be in candidate's own words and in the first person.
- Must be in essay form; no enumerated lists or outlines allowed.
- Typed in upper and lower case, double spaced, block paragraph style and no indentations.
- No hand-written statements.
- Must be submitted on or attached to the form provided. Shasta County Registrar of Voters encourages you to submit your candidate statement via email.
- Statements will be printed as submitted; the Elections Department and Printer will make NO corrections.
- Do not include any party affiliation nor any membership or activity in partisan political organizations.
- Shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character or activities.
- Shall NOT contain any demonstrably false, slanderous, or libelous statements nor any obscene or profane language, statements or insinuations.

## **Word Count Standards**

- Punctuation is not counted.
- Each word shall be counted as one word except as specified.
- All geographical names shall be counted as one word (e.g., "City and County of San Francisco" or "Redding School District")
- Each abbreviation for a word, phrase or expression shall be counted as one word.
- Hyphenated words that appear in any generally available dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
- Dates consisting of a combination of words and digits shall be counted as two words (e.g., June 1, 2007). Dates consisting of only digits shall be counted as one word (e.g., 6/1/2007).
- 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).
- Telephone numbers shall be counted as one word.
- Internet web site addresses shall be counted as one word.

The example on the next page illustrates the candidate's statement as it will be printed in the voter Information Pamphlet portion of the Sample Ballot. All statements are printed in BLOCK PARAGRAPH STYLE with spacing between



paragraphs (no indentations). Your name, occupation and age, as shown below, do not count towards your 200 words.

WASHINGTON UNIFIED SCHOOL DISTRICT

ELITA P. SNODGRASS Age: 45  
 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 1980. 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 I'm 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.

**PLEASE PROOFREAD YOUR STATEMENT**  
 This office will NOT make any corrections.

### Candidate Statement Costs By District

SCHOOL DISTRICTS/ SPECIAL DISTRICTS/ CITY	Estimated Cost of 1 Candidate Statement per page (add \$50 if NOT submitted by e-mail)
ACID-Director Division 1	\$ 1,088
ACID-Director Division 2	\$ 1,241
ACID-Director Division 5	\$ 1,073
Anderson Fire Protection District-Director	\$ 1,272
Anderson Union High School District	\$ 2,566
Bella Vista School District	\$ 1,065
Black Butte Union School District	\$ 1,111
Board of Education, Member-Area 1	\$ 4,021
Board of Education, Member-Area 2 (Includes Lassen and Modoc County)	\$ 5,820
Burney Fire Protection District-Director	\$ 1,042
Burney Water District-Director	\$ 1,004
Cascade Union School District	\$ 1,433
Castella Fire Protection District-Director	\$ 889
Castle Rock Union School District	\$ 889
Centerville Community Services Dist-Director	\$ 1,050
Clear Creek Community Services Dist-Director	\$ 1,188
Columbia School District	\$ 1,356
Cottonwood Fire Protection Dist-Director	\$ 1,134
Cottonwood Union School District	\$ 1,257
Cottonwood Water District-Director	\$ 1,004
Enterprise School District	\$ 2,130

Fall River Joint Unified School District (Includes Lassen and Modoc County)	\$ 1,211
Fall River Mills Comm. Services Dist-Director	\$ 912
Fall River Mills Fire Protection Dist-Director	\$ 897
French Gulch-Whiskeytown Union School Dist	\$ 897
Gateway Unified School District-Area 2	\$ 1,325
Gateway Unified School District-Area 4	\$ 1,601
Grant School District	\$ 1,034
Happy Valley Fire Protection Dist-Director	\$ 1,149
Happy Valley Union School District	\$ 1,157
Igo-Ono Community Services Dist-Director	\$ 889
Igo-Ono Platina Union School District	\$ 920
Indian Springs School District	\$ 881
Junction School District	\$ 1,088
McArthur Fire Protection Dist-Director	\$ 912
Millville Fire Protection District-Director	\$ 966
Millville School District	\$ 966
Mountain Gate Comm. Services Dist-Director	\$ 966
Mountain Union School District	\$ 935
North Cow Creek School District	\$ 966
Oak Run School District	\$ 904
Pacheco Union School District	\$ 1,333
Redding School District	\$ 2,474
Shasta College Trustee-Area A	\$ 2,451
Shasta College Trustee-Area B	\$ 2,459
Shasta College Trustee-Area F	\$ 1,126
Shasta College Trustee-Area G	\$ 1,195
Publication in Tehama County-Area F & G	\$ 550
Shasta Community Services Dist-Director	\$ 966
Shasta Lake City Council	\$ 1,295
Shasta Lake Fire Protection Dist-Director	\$ 1,302
Shasta Union High School District	\$ 5,575
Shasta Union School District	\$ 996
Whitmore Union School District	\$ 920

## **Indigent Candidate - EC§ 13309**

### **What if I can't afford the cost of a Candidate Statement?**

(a) Notwithstanding Section 13307, if a candidate alleges to be indigent and unable to pay in advance the requisite fee for submitting a candidate statement, the candidate shall submit to the local agency a statement of financial worth to be used in determining whether or not he or she is eligible to submit a candidate statement without payment of the fee in advance.

(b) The statement of financial worth required by this section shall be submitted by the candidate together with his or her candidate statement in accordance with the

deadline specified in Section 13307. The statement of financial worth form shall be furnished by the local agency, and may include questions relating to the candidate's employer, income, real estate holdings, tangible personal property, and financial obligations. The candidate shall certify the content of the statement as to its truth and correctness under penalty of perjury. The candidate shall also sign a release form of the candidate's most recent federal income tax report. (c) Upon receipt of a statement of financial worth, a determination shall be made by the local agency of whether or not the candidate is indigent. The local agency shall notify the candidate of its findings. (d) If it is determined that the candidate is not indigent, the candidate shall, within three days of the notification, excluding Saturdays, Sundays, and state holidays, withdraw the statement or pay the requisite fee. If the candidate fails to respond within the time prescribed, the local agency shall not be obligated to print and mail the statement. (e) If the local agency determines that the candidate is indigent, the local agency shall print and mail the statement. (f) Nothing in this section shall prohibit the elections official from billing the candidate his or her actual pro rata share of the cost after the election.

# STEP 5: Select Ballot Designation

## Candidate Name

The candidate name on the ballot may be designated as follows:

First, middle and last names; initials only and last name; a nickname may be included but must be in parentheses ( ) or quotation marks “ ”; a familiar short version of the first name, such as “Bill” for “William”, “Sue” for “Susan” or “Jim” for “James”.

No titles or degrees are allowed in the ballot name. (EC§ 13106)

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

## Occupation on Ballot-EC§ 13107-13107.5

The listing of an occupational designation on the ballot is optional. Only one of the following categories is allowed:

Principal Occupation — No more than three (3) words to describe the principal profession, vocation, or occupation may be used by the candidate. (California geographical names are considered only one word.)

Incumbent — The word incumbent may be used if the candidate is seeking re-election to the same office.

Appointed Incumbent — The words “Appointed Incumbent” may be used if the candidate was appointed to the office and seeking election to that same office. The word “Appointed” may also be used with the office title. Exception: Candidates appointed to office in-lieu of an election do not have to use the word “Appointed.”

Elective Office Title — Words describing an elective office title may be used if the candidate holds the office at the time nomination papers are filed and the office was filled by a vote of the people.

No Occupational Designation Desired — Write the word “None” in the space on the nomination papers designated for occupation to appear on the ballot.

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

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

Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, expert, or virtuous.
- It abbreviates the word “retired” or places it following any word or words it modifies.

- It uses a word or prefix, such as “former” or “ex-,” which means a prior status.
- It uses the name of any political party.
- It uses a word(s) referring to a racial, religious, or ethnic group.

**Basic Test:**

Is it true? Is it accurate? Does it mislead? Is it generic? “IBM” is out “computer company” is okay; is it how this person makes a living? The elections official shall notify the candidate if an occupational designation is in violation of the above restrictions. If an alternative designation is not provided, no occupation will appear on the ballot.

THE OCCUPATIONAL DESIGNATION CAN NOT BE CHANGED AFTER THE FINAL DATE TO FILE NOMINATION DOCUMENTS

## **STEP 6: File the Declaration of Candidacy**

Filing Period: July 13 – August 7, 2009  
EC§ 8028

A candidate shall execute the declaration of candidacy in the office of the elections official and it shall not be removed from the office of the elections official.

A candidate may, in a written statement signed and dated by the candidate, designate a person to receive a declaration of candidacy form from the elections official and deliver it to the candidate.

Only official documents issued by the County Elections Official may be used. The Oath of Office will be administered and then again when seat is taken.

**All potential candidates wishing to file candidacy paperwork must call 225-5730 to make an appointment to come into the County Clerk/Elections office at 1643 Market St. located at the south end of the Downtown Redding Mall.**

Candidate completes an application which has registration information, name as it is to appear on the ballot, occupational designation, campaign contact information and a receipt of paperwork completed.

The following documents will be issued and explained to each candidate:

1. Declaration of Candidacy / Oath of Office
2. Nomination Petition/Signature-in-Lieu Petition (if needed).
3. Form 501— Candidate Intention Statement
4. Form 470—Officeholder & Candidate Campaign Statement (short form-<\$1,000)
5. Form 470/Supplement—if candidate goes over the \$1,000 threshold
6. Form 410—Statement of Organization

7. Form 460— Recipient Committee Campaign Statement (long form->\$1,000)
8. Form 700—Statement of Economic Interest
9. Code of Fair Campaign Practices (optional form to sign)
10. Permission to Post—Contact information on the county’s web-site
11. Candidate’s Guide
12. Campaign Disclosure Manual 2 (FPPC)
13. Candidate Statement of Qualifications Form (optional)

No candidate shall withdraw his or her declaration of candidacy after 5 p.m. on the 88<sup>th</sup> day prior to the general district election. EC§ 10510

If an INCUMBENT fails to file, the filing period is extended to Wednesday, August 12, 2009 for anyone other than the incumbent(s). EC§ 8024

## **WRITE-IN CANDIDATES**

EC§ 8600-8605

In order for write-in candidates’ votes to be tabulated, they must file the same documents as any other candidate between the 57<sup>th</sup> day and 14<sup>th</sup> day prior to the election. Because the 57<sup>th</sup> day lands on a holiday the filing period for write-in candidates will begin Thursday, September 8th and go thru Tuesday October 20th 2009. *Only votes for qualified write-in candidates will be tabulated.*

## **INCOMPATIBLE OFFICES**

The common law doctrine of “incompatible offices” restricts the ability of public officials to hold two different public offices simultaneously if the offices have overlapping and conflicting public duties. Courts have summarized the doctrine as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.” (Eldridge v. Sierra View Local Hospital District, supra.)

Under the Political Reform Act, a public official may not participate in a decision if it is reasonably foreseeable that the decision will have a material financial effect on one of the official’s economic interests or on the official him or herself. (Sections 87100 and 87103.)

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible offices contact the Attorney General’s office at (916) 324-5437 or visit their website, [www.caag.state.ca.us](http://www.caag.state.ca.us).

The State of California Attorney General’s Office has issued opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where there is common territory;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;

3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy sheriff and county supervisor.

## **WHERE TO REPORT CAMPAIGN COMPLAINTS**

**False or Misleading Campaign Materials:** No agency enforcement. These issues are dealt with in court.

**Violations of the Political Reform Act:** *(Title 9 of the California Government Code at Sections 81000 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests:* Contact the Fair Political Practices Commission at [www.fppc.ca.gov](http://www.fppc.ca.gov), 800/561-1861.

**Election Fraud:** contact your local district attorney or the California Secretary of State at [www.sos.ca.gov](http://www.sos.ca.gov), 916/657-2166.

**Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act:** contact your local district attorney or the California State Attorney General at [www.caag.state.ca.us](http://www.caag.state.ca.us), 800/952-5225.

**Federal campaigns, Congress, U.S. Senate, President of the United States:** contact the Federal Election Commission at [www.fec.gov](http://www.fec.gov), 800/424-9530.

**Open meeting laws (Brown Act):** contact your local district attorney or the California State Attorney General at [www.caag.state.ca.us](http://www.caag.state.ca.us), 800/952-5225.

**Local Ordinances:** contact your local city attorney or district attorney.

**Vandalism or requirements concerning campaign signs:** contact local city attorney or district attorney. For signs within the City of Redding contact the City of Redding Code Enforcement Office at (530) 225-4020. For signs posted outside the city limits, within Shasta County, contact the Shasta County Department of Public Works at (530) 225-5661.

## **Federal/State Enforcement Offices**

### **Secretary of State Elections Division**

1500 11th Street, Fifth Floor  
Sacramento CA 95814  
*Phone:* 916/657-2166  
*Fax:* 916/653-3214

### **Fair Political Practices Commission**

PO Box 807  
Sacramento CA 95812-0807  
428 J Street, Suite 450  
Sacramento CA 95814  
*Phone:* 916/322-5660  
*Fax:* 916/322-6440  
*Toll Free:* 866/275-3772  
*Reporting Enforcement Violations:*  
800/561-1861

### **Secretary of State Political Reform Division**

1500 11th Street, Room 495  
Sacramento CA 95814  
*Phone:* 916/653-6224  
*Fax:* 916/653-5299

### **Federal Election Commission**

999 E Street, NW  
Washington DC 20463  
*Phone:* 800/424-9530  
*Hearing Impaired/TTY:* 202/219-3336

### **Attorney General**

PO Box 944255  
Sacramento CA 94244-2550  
*Phone:* 916/324-5437  
*Fax:* 916/3235341



# CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold, in order that, after vigorously contested, but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit such criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on race, sex, religion, national origin, physical health status, or age.
- (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice which tends to corrupt or undermine our American system of free elections, or which hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

*John Doe*

*05/09/89*

# Provisions of the Code of Fair Campaign Practices:

As found in Division 20. ELECTION CAMPAIGNS of the California Elections Code

## Chapter 5. Fair Campaign Practices

### Article 1. General Intent

#### 20400. Intent of legislature.

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. Definition of "Code".

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

### Article 3. Code of Fair Campaign Practices

#### 20440. Subscription to code; form.

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, and initial campaign statement on behalf of the committee.

#### 20441. Supply of forms.

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. Retention of forms; public inspection.

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. Public record.

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

#### 20444. Voluntary.

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

# NUMBER OF CANDIDATES IS EQUAL TO OR LESS THAN THE POSITIONS AVAILABLE

If the number of candidates who file a Declaration of Candidacy are equal to or less than the positions available the candidates are appointed in lieu of election.

Municipality EC§ 10229 : If there are insufficient nominees or no nominees to the governing body of a city, the County Clerk will certify the facts to the city and the city may at a regular or special meeting:

- Appoint in lieu a person who has been nominated;
- Appoint any eligible elector if no one has been nominated; or
- Hold the Election.
- If no action is taken by the 75th day prior to the election (August 20th), the election shall be held.

Regarding school and special districts, if the number of candidates does not exceed the number of corresponding offices to be filled and if a petition requesting that the General District Election be held is not presented by Wednesday, August 12th, 2009, the County Clerk shall certify these facts to the supervising authority. EC§ 10515

Special Districts EC§ 10515: The Board of Supervisors, as the supervising authority, shall appoint those persons who have filed as candidates, or shall, if no person has filed, appoint any qualified person to the position, at a meeting held prior to Monday, November 30, 2009, so that candidates may serve as if elected.

School Districts Ed C 5326-5328.5: The school district governing board at a meeting held prior to the election, November 3, 2009, shall appoint those persons who have filed a declaration of candidacy, or shall, if no person has filed, appoint any qualified person to the position. Any person appointed in lieu of election, during this time, shall qualify, take office, and serve as if elected.

## I'VE BEEN ELECTED—NOW WHAT?

Officers for schools and special districts declared elected or appointed take office the first Friday of December.

City officers holding elected city office shall hold office for their prescribed terms from the date of the installation of officers following adoption by the council of the official canvass of their election and until their successors are elected and qualified.

## POLITICAL SIGN STANDARDS

### City of Redding Handbill Posting

*Section 6.36.030 of the Municipal Code*

No person shall post, stick, stamp, paint or otherwise fix or cause the same to be done by any person, any notice, placard, bill, card, poster, advertisement or other paper or device calculated to attract attention of the public, to or upon any

sidewalk, crosswalk, curb or curbstone, flagstone or any other portion or part of any public way or public place; or any lamppost, electric light, telegraph or telephone pole; or railway structure, hydrant, shade tree or tree box, or upon piers, columns, trusses, girders, railings, gates or other parts of any public bridge or viaduct, or other public structure or building; or upon any alarm or police telegraph system, except as may be authorized or required by the laws of the United States, the state, and the ordinances of the city.

### **City of Redding Sign Standards**

#### *Municipal Code § 18.42.040 (h) Political and Campaign Signs*

Political or campaign signs on behalf of candidates for public office or measures on election ballots are allowed provided that said signs are subject to the following regulations:

Said signs may be erected not earlier than 90 days prior to the said election and shall be removed within 15 days following said election.

In any residential zoning district, only one sign is permitted on any one lot. If detached, the sign shall not exceed six feet in height.

In any commercial or industrial district, one or more signs are permitted on a parcel of land provided that all such signs do not, in the aggregate, exceed a sign area of one hundred twenty square feet. Said signs shall not be erected in such a manner as to constitute a roof sign. Notwithstanding the provisions of the subsection, a sign may be placed upon any legally existing sign structure. No sign shall be located within or over the public right-of-way.

Refer to Municipal Code Section 18.42.030 for the general standards for signs. City of Redding Municipal Codes may be obtained from the Redding City Clerk or on their website at [www.ci.redding.ca.us](http://www.ci.redding.ca.us).

### **Shasta County Department of Public Works Sign Posting Policy**

The Streets and Highways Code Section 1480.5 provides that the Road Commissioner may issue written permits for the placement of advertising signs on county road rights-of-way, and that any sign placed without a permit is a public nuisance and may be removed at the expense of the installer.

Shasta County will not issue permits for the placement of political campaign signs on its rights-of-way. If we find signs within the right-of-way, we will contact you and ask you to remove them, or we will remove them ourselves and take them to our Corporation Yard.

**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the schedule 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 (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

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

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

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure

**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY  
POLITICAL SIGNS**

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

Candidate's Name: \_\_\_\_\_

Office sought or Proposition Number: \_\_\_\_\_

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

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

RESPONSIBLE PARTY'S:

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number (Include Area Code) \_\_\_\_\_

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

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

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).

# OUTDOOR ADVERTISING DISPLAY PERMIT APPLICATION



Department of Transportation  
Division of Traffic Operations MS-36  
Outdoor Advertising Branch  
P.O. Box 942874  
Sacramento, CA 94274-0001  
(916) 654-6473  
(916) 651-9359 FAX

# FACTS ABOUT MAILINGS

G.C. Section 82041.5, 82048.3., 84305

Mass Mailings: Mass Mailings are more than 200 substantially similar pieces of mail sent by an officeholder, candidate or committee in a calendar month. The sender of a mass mailing is the candidate or committee who is paying for the largest portion the mailing.\*\*

Any candidates or campaigns planning any type of mass mailing need to contact the post office in advance for the most current and specific postal regulations.

## Mail Identification Requirements

The sender must be identified on the outside of the mailing in the following manner:

- Name
- Address and City
- At least 6-point type
- Contrasting color or print style
- Name of controlling candidate, if applicable
- P.O. Box may be used if a street address is listed on the committee's Form 410
- Identification NOT required
- Committee's identification number
- Name of treasurer or printer
- The words "paid for by"

\*\*If two or more officeholders, candidates, or committees pay an equal share of the cost of a mailing, it must identify at least one on the outside of the mailing and all must be identified on the inside.

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

G.C. 89001

## Slate Mailer

A mass mailing which supports or opposes a total of four or more candidates or ballot measures. If you have any questions regarding slate mailer organizations, please contact the Fair Political Practices Commission at their toll free number 1-866-ASK-FPPC (1-888-275-3772) or visit their website at [www.fppc.ca.gov](http://www.fppc.ca.gov). (G.C. 82048.4 & 84305.5)

## Other Campaign Advertising Requirements

Under the Political Reform Act identification is not required on these campaign items:

- Newspaper, television, or radio ads
- Campaign materials not sent through the mail such as handbills, bumper stickers, and door hangers.



## **Newspapers**

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type of lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political /Advertisement." Such words shall be set apart from any other printed matter. E.C. 2008

## **Requirements For Mass Mailing**

(Government Code Sections 82041.5, 82048.3, 84305, and 89001)

82041.5      Mass Mailing; "Mass mailing" means over two hundred 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.

82048.3      Slate Mailer; "Slate mailer" means a mass mailing which supports or opposes a total of four or more candidates or ballot measures.

If you have any questions regarding slate mailer organizations (Gov. Code Secs. 82048.4 & 84305.5), please contact the Shasta County Elections Department or the Fair Political Practices Commission at their toll free number 1-866-ASK-FPPC (1-866/275-3772) or visit their website at <http://www.fppc.ca.gov>.

84305.      Requirements for Mass Mailing.

(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).

89001.      Newsletter or Mass Mailing. No newsletter or other mass mailing shall be sent at public expense.

# TRUTH IN ENDORSEMENTS LAW

Elections Code 20000 through 20010 provides additional information regarding restrictions on endorsements, representation requirements, etc. A copy of the code is available on the Secretary of State's website [www.ss.ca.gov](http://www.ss.ca.gov) or can be viewed at [www.leginfo.ca.gov/calaw](http://www.leginfo.ca.gov/calaw)

## ELECTIONEERING

### 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 election official's office:

- Circulate an initiative, referendum, recall, or nomination petition.
- Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- 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.
- Do any electioneering.

As used in this section, "100 feet of a polling place or an election 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. EC§ 18370

## Solicitation Dissuading Persons From Voting

EC§ 18541

No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place:

- Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- 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.
- Photograph, video tape, or otherwise record a voter entering or exiting a polling place.

## Exit Polls

Secretary of State Opinion 1992—Exit Polls: No pre or post voter contact may be made within a 25-foot perimeter. All exit polling must be done beyond the 25-foot perimeter from the entrance to the polling place. The entrance is deemed to be the room or rooms in which voters are actually signing rosters and casting votes.

## **Poll Watchers**

Poll watchers are allowed at the polling place as long as they obey the law and election procedures. Persons observing the polls may: 1) inspect the Roster of Voters. Any such inspection, however; must be done without impeding, interfering or interrupting the normal process of voting and counting; 2) inspect the Public's Alpha Index update regularly by the precinct workers. The index may not be removed from the polling place; 3) observe all activities at the polling place including activities after the polls close, providing they do not interfere with the normal processing of voters.

## **VOTER REGISTRATION**

The last day for any new Shasta County resident to register to vote in this election is Monday, October 19, 2009. Registration closes 15 days prior to an election.

If a voter moved within the county on or before the close of registration and did not reregister at the new address, he or she may vote and reregister for future elections EITHER at the county election office OR at the polling place where they now live. If the voter moved AFTER the date shown, the voter may vote a vote-by-mail ballot or at the polling place for the current or previous address for this election only. Then the voter must reregister and vote at the new address for future elections.

## **Vote-by-Mail**

The first day for a vote-by-mail ballot to be issued is Monday, October 5, 2009. Any application received prior to this date shall be kept and process on or after this date. The last day that a vote-by-mail ballot can be issued from an application received by mail is Tuesday, October 27, 2009.

If a voter discovers after the close of the regular vote-by-mail period that he or she is unable to go to the polls because of illness, handicap, or a condition that forces an absence from the precinct on Election Day, they may still vote a vote-by-mail ballot in the Elections Department office up to 8:00 p.m. on Election Day providing certain conditions are met.

## **Vote-by-Mail Application Distribution**

EC § 3007, 3008

Any individual, organization or group may distribute vote-by-mail applications in Shasta County.

## **Camera-Ready Applications**

Upon request, a camera-ready proof of a vote-by-mail application for an election will be provided by the Elections Department to candidates or ballot measure proponents or opponents, upon request. The application will contain all information required by law. This includes the name, address, and telephone

number of any organization that authorizes the distribution of the applications.  
EC§ 3007

## **Preprinting Personalized Information on Applications**

The individual, organization or group may choose to have applicant information preprinted on the vote-by-mail applications.

*What MAY be preprinted on the application form:*

- The name of the applicant as it appears on the affidavit of registration.
- The address of the applicant as it appears on the affidavit of registration.

*What may NOT be preprinted on the application form:*

- Mailing address of voter, this must be completed by the voter.
- The signature of the applicant, this must match the signature on their voter registration card.

All preprinted applications must contain the statement “You have the right to mail or deliver this application directly to the local election official of the county in which you reside.”

## **Returning the Applications**

Any individual, organization, or group that distributes applications for vote-by-mail ballots and receives completed application forms shall return the forms to the appropriate elections official within 72 hours of receiving the completed forms, or before the deadline for application, whichever is sooner. EC§ 3008

# **VOTER INFORMATION AVAILABLE TO CANDIDATES**

California Administrative Code, Title 2, Division 7, Section 19003

Shasta County has the capability to compile and extract voter registration information in several combinations for use in direct election campaigning. Most of these reports require 3 calendar days advance notice, especially during peak election times.

Permissible usage of this information includes direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature. Data obtained from voter registration or election files may not be sold, leased, loaned, reproduced or possession thereof relinquished without receiving written authorization to do so from the Secretary of State or the Shasta County Registrar of Voters. Prohibited usage includes commercial purposes and solicitations of contributions or services for any purpose other than on behalf of a candidate or political party, or in support of or opposition to a ballot measure.

## **Purchasing Voter Registration Information**

As a candidate, certain voter registration information is available from Shasta County for purchase. Complete the information on the "Voter Registration Information" application on page 38. Information furnished on the application is subject to approval and verification. All fees for material must be paid in advance. Please allow 2 to 3 days for pick up.

Please see next page for complete price list and application.



## Application for Voter Registration Information

Pursuant to Elections Code Sections 2187, 2188, & 2194, voter registration information is **ONLY** available to persons or groups for election, scholarly, journalistic, political or governmental purposes as determined by the Secretary of State. All requests to view, purchase, or use voter registration information must be accompanied by this written application.

**PLEASE PRINT IN INK OR TYPE**

NAME— FIRST		MIDDLE		LAST	
DRIVER'S LICENSE NUMBER		STATE OF ISSUE		EXPIRATION DATE	
PHYSICAL ADDRESS		CITY	STATE	ZIP CODE	PHONE ( ) -
IF NO PHYSICAL ADDRESS PLEASE DESCRIBE LOCATION OF RESIDENCE AND PROVIDE MAILING ADDRESS					
MAILING ADDRESS—IF DIFFERENT			CITY	STATE	ZIP CODE
BUSINESS ADDRESS		CITY	STATE	ZIP CODE	PHONE ( ) -
IF NO STREET ADDRESS PLEASE DESCRIBE LOCATION OF BUSINESS AND PROVIDE MAILING ADDRESS					
MAILING ADDRESS—IF DIFFERENT			CITY	STATE	ZIP CODE

**IF THIS APPLICATION IS ON BEHALF OF ANY PERSON OR PERSONS OTHER THAN THE APPLICANT, THIS SECTION MUST BE COMPLETED**

PERSON OR GROUP APPLICANT IS ACTING FOR		NAME OF PERSON AUTHORIZING OR REQUESTING THIS APPLICATION			
BUSINESS ADDRESS		CITY	STATE	ZIP CODE	PHONE ( ) -

**THIS SECTION MUST BE COMPLETED**

SPECIFIC INFORMATION REQUESTED—CIRCLE THOSE APPLICABLE <b>ABSTRACT OF VOTER REGISTRATION</b>	CD STREET LIST INDICIES OTHER	ALPHA LIST AV LIST/ AV CD
INTENDED USE OF VOTER REGISTRATION INFORMATION—CIRCLE ONE <b>ELECTION</b> POLITICAL JOURNALISTIC SCHOLARLY GOVERNMENT		

*The aforementioned voter registration information set forth in affidavits of registration or derived from computer terminals, CDs, or computer printed listings will be used only for election, scholarly, journalistic, political, or governmental purposes as determined by the Secretary of State. The information (or a portion or copy thereof) will not be sold, leased, loaned, or given to any person, organization or agency, without first receiving written authorization to do so from the Secretary of State or the county elections official.*

*I certify, under penalty of perjury, that all information on this form is true and correct under the laws of the State of California.*

**Signature** (FULL NAME): \_\_\_\_\_ **Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_

CATHY DARLING SHASTA COUNTY  
CLERK DOWNTOWN REDDING MALL 1643  
MARKET STREET REDDING, CA 96001  
(530) 225-5730

# Shasta County Elections

## Order Form For Candidates

Effective October 6, 2005

NAME OF APPLICANT		DATE—MM.DD/YYYY	DISTRICT CODE	NAME OF DISTRICT
<b>Check here to order</b>	<b>Materials Available</b>		<b>Cost</b>	<b>Total</b>
	<b>REGISTERED VOTERS</b>			
	Alpha list of registered voters in a district /party—Paper list * ( <b>Alpha Order A—Z for the entire district. Includes mailing addresses and Phone Numbers.</b> ) Job Number MVMR017		<b>\$40.00 Set up + \$1.75/Thousand Names</b>	
	Alpha list of registered voters in a precinct /party—Paper list* Job Number MVMR007		<b>\$1.75 for 1st page + \$0.25 for each additional page (\$5.00 minimum)</b>	
	Alpha list of registered voters in a district—CD* Job Number MVMR017		<b>\$50.00</b>	
	Street list of registered voters in a district/precinct—Paper list* ( <b>Street Order, Precinct by Precinct, Includes Phone Numbers, No Mailing Addresses</b> ) Job Number MVMR010		<b>\$40.00 Set up + \$1.75/Thousand Names</b>	
	Precinct Index of registered voters in a district—CD* Job Number MVMR010		<b>\$50.00</b>	
	Indices for a specific election (Must order by close of voter registration) Include with official order		<b>\$0.50/Thousand Names</b>	
	Registered voters for a district—CD* <b>Check to Include: Voter History List up to 5 elections (Use list of currently defined election with history) All History Available</b> (Must use Access or other database program) Job Number MVMJ004 or EWMR008 (Use during election cycle/60 days prior)		<b>\$50.00</b>	
	<b>VOTE-BY-MAIL VOTERS</b>			
	Alpha list of vote-by-mail applicants for a district by date range, upon completion of application and deposit—Paper list* ( <b>Available by 3:00pm on Fridays</b> ) as of 07/05/06 Job Number AVMR015		<b>\$5.00/Thousand Names</b>	
	Alpha list of registered voters in a precinct /party—Paper list Job Number MVMR017		<b>\$1.75 for 1st page + \$0.25 for each additional page (\$5.00 minimum)</b>	
	Vote-By-Mail Applications for a district on a CD by date range, upon completion of application and deposit—CD or email* ( <b>Available by 3:00pm on Fridays</b> ) as of 07/05/06 Job Number AVMJ004		<b>\$50.00</b>	
	Vote-By-Mail ballot application forms		<b>No charge</b>	
	<b>PRECINCTS/POLLING PLACES</b>			
	Polling Places list for specific election ( <b>No Phone Numbers</b> )** Job Number PODR009		<b>\$5.00</b>	
	Consolidated Precincts list for specific election ( <b>Regular/Voting Cross Reference List</b> ) Job Number EWMR008		<b>\$5.00</b>	
	<b>CANDIDATE/MEASURE</b>			
	Statement of Qualification (Actual vendor printing costs (See Chart))			
	Qualified candidates list for a specific election** Job Number CFMR009		<b>\$5.00</b>	
	Copies of Campaign Disclosure or Statement of Economic Interest		<b>\$0.10/page (Cost set by FPPC)</b>	
	Campaign or Disclosure Statements—5 years or older retrieval fee		<b>\$5.00 (Cost set by FPPC)</b>	
	Statement of Vote		(Cost depending on number of pages) Between \$10—\$15	
	List of Streets by District Job Number SGMR004		<b>\$1.75 for 1st page + \$0.25 for each additional page (\$5.00 minimum)</b>	
	*Available by Party **Must pay before items can be faxed <b>Please attach copy of receipt to order form.</b>			Total

# FACTS OF BALLOT COUNTING

Candidates are frequently surprised on the day after a major election when they learn that there are between 5,000—8,000 ballots countywide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This page is included as a courtesy to explain the logistics of election night ballot counting and follow-up ballot tabulation, which occurs in the days/weeks following the election.

- California law mandates 28 days to complete the final, official canvass and certify the results of the election.
- The official canvass of returns will begin no later than Thursday, November 5, 2009.
- Election returns will be counted at the Elections Department at 1643 Market Street Downtown Redding.
- The results of the vote-by-mail ballots will be released shortly after 8 p.m. and unofficial results from the precincts will be released during the course of the evening as appropriate.
- Current election results can be found on the County's website at [www.elections.co.shasta.ca.us](http://www.elections.co.shasta.ca.us).

Three categories of ballots which cannot be completely processed on election night:

- Vote-by-mail ballots turned in at polling site
- Provisional ballots voted at the polling site
- Write-in ballots

## Vote-by-Mail Ballots Turned In at Polling Site

We receive these ballots very late on election night. The ballots inside these envelopes can not be removed and prepared for counting until the voters signature on each ballot has been verified.

## Provisional Ballots

These ballots are voted at the polls when a voter's registration is in question, or our records indicate the voter was already sent a vote-by-mail ballot. Provisional ballots must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

## Write-In Ballots

Each ballot containing a write-in vote must be individually reviewed. Resolution of vote tallies for write-in candidates are not available until the conclusion of the official canvass.



# FAQ'S BY CANDIDATES

*Is your office open during the lunch hour?*

Yes, office hours are 8:00 AM - 5:00 PM, Monday through Friday, excluding holidays.

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

No candidate shall withdraw his or her declaration of candidacy after 5 p.m. on the 88<sup>th</sup> day prior to the general district election. EC§ 10510(a)

*May I change the wording/spelling on my candidate's statement after submission?*

No, you may not. Check your candidate's statement carefully before submitting. EC§ 13307

*If I submit a voluntary candidate's statement and I change my mind, may I withdraw the statement?*

Yes, the candidate's statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 PM of the next working day after the close of the nomination period. EC§ 13307

*May my spouse, friend, or campaign manager pick up my nomination documents for me?*

Yes, all forms must be either picked up in person by the candidate or the candidate's representative must present a letter of specific authorization, signed by the candidate. EC§ 8028(b)

*May my spouse, friend, or campaign manager file my nomination documents, or can I mail them to you?*

Election law does not specifically prohibit another person filing nomination papers for a candidate, or the documents being filed by mail. Candidates, however, are urged to file in person. The reasons are twofold:

(a) The Declaration of Candidacy is not to be removed from the office of the Registrar of Voters (except as provided in EC§ 8028).

(b) A member of the Registrar of Voters staff, a qualified public officer, or a notary public must administer the oath or affirmation, which is a part of the declaration form. It is much easier for a candidate to file in person and have the oath administered at the time of filing.

*Why is there so much paperwork involved in being a candidate?*

Election law specifies documents required, as well as format, filing dates, etc.; the filing requirements are not discretionary.

*I am unable to complete and file my campaign disclosure statement by the filing deadline. May I obtain an extension?*

No, there is no provision in the Political Reform Act which permits any filing officer to extend a filing deadline. Statements which are filed late are subject to a fine of \$10 per day until the statement is filed.

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

File your nomination papers early to avoid the consequences of a problem of this type. The Elections Official must certify the signatures on nomination papers. If you wait until the last day to file and your sponsors' signatures for any reason are insufficient, you will not have qualified to be a candidate. If you file early, there will be time to check the signatures and notify you of any insufficiencies and you may have an opportunity to submit supplemental signatures on your nomination papers.

*What determines the order in which my name and other candidate's names will appear on the ballot?*

A randomized alphabet drawing for the Election will be conducted by the Secretary of State's Office after the date for close of nominations. In addition to the randomized alphabet, Elections Code§ 13111 provides for the rotation of names of candidates for many offices by Assembly district, and for other offices by supervisorial district. The names of candidates for other offices are not rotated, but placed on the ballot solely on the basis of the randomized alphabet.

# IMPORTANT THINGS FOR CANDIDATES TO REMEMBER

1. **BE INFORMED**  
Study the FPPC Manual 2 and the Addendum. Attend a campaign workshop in your area. Contact your filing officer or the FPPC if you have any questions.
2. **BEFORE RAISING OR SPENDING ANY MONEY**  
File Form 501 (Candidate Intention) and then open a campaign bank account. Once \$1,000 is raised or spent, get an identification number by filing Form 410.
3. **MARK YOUR CALENDAR**  
Know the due dates for campaign statements and file on time.
4. **KEEP GOOD RECORDS**  
Maintain details on contributions and expenditures of \$25 or more. Refer to record keeping guidelines in Manual 2.
5. **\$100 OR MORE IN CASH?**  
Never accept or spend \$100 or more in cash.
6. **USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES**  
All personal funds of the candidate must first be deposited in the campaign bank account, except for candidate statement filing fee.
7. **REPORT LATE CONTRIBUTIONS**  
If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds. The “next business day” extensions for filing periodic reports does not apply to late reports.
8. **ITEMIZE CONTRIBUTORS**  
For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor’s name, address, occupation and employer.
9. **IF AN AGENT OR CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN**  
Itemize expenditures of \$500 or more made by the agent or consultant.
10. **IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS**  
Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee’s name may be used if it includes your name. If your name is not part of the committee’s name, you may use just your name, or both your name and the name of the committee.
11. **NO PERSONAL USE OF CAMPAIGN FUNDS**  
Use campaign funds only for political, legislative, or governmental purposes.