

# Candidate Handbook & Resource Guide



**General Election  
November 8, 2022**

***Kimberly L. Grady***  
***County Clerk- Recorder***  
***Registrar of Voters***

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# Amador County Elections Department

810 Court Street  
Jackson, CA 95642

Phone: (209) 223-6464 Fax: (209) 223-6204

Dear Candidate,

This Candidate Handbook & Resource Guide is provided for general information to assist you in your candidacy. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and should not be substituted for legal counsel. In case of conflict, the law, regulation, or rule will apply.

Candidates and others using this handbook must bear full responsibility to make their own determination as to all local standards and duties. Thus, the references are provided for convenience only. Please note this office cannot provide advice. Individuals with questions concerning their own or another candidates' qualifications should seek the advice of an attorney regarding the applicable California laws pertaining to candidacy.

CODE REFERENCES made in this guide, unless otherwise stated, are to the California Constitution and Statutes. California legal codes referenced in this guide may include:

- Business and Professions Code (B&P)
- Education Code (ED)
- Elections Code (EC)
- Government Code (GC)
- Health and Safety Code (H&S)
- Insurance Code (IC)
- Penal Code (PC)
- Revenue and Taxation Code (R&T)

The term E-Dates stands for Election Day. E-Dates have been used throughout this guide to indicate important dates and deadlines. These dates are the number of days prior to or after the election date.

Example: E-88 means 88 days prior to an election. E+28 means 28 days after an election.

Refer to the election calendar for guidance as to the actual date for any indicated E-Date.

The Elections Department staff is available to assist you throughout your candidate filing process. If you have questions please call: (209) 223-6465 or email: [elections@amadorgov.org](mailto:elections@amadorgov.org)

The Elections Department wishes you the best of luck in your election endeavors.

**Kimberly L. Grady, County Clerk- Recorder, Registrar of Voters**

## IMPORTANT INFORMATION

The Amador County Election Department appreciates notification of cases of alleged voter registration, petition or voter fraud; however, this office is NOT an enforcement agency and is therefore unable to investigate any violations.

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

- District Attorney - (209) 223-6444
- False or misleading campaign materials - No agency enforcement; these issues are dealt with in court.
- Violations of the Political Reform Act (Title 9 of the California Government Code §§81000-91015), i.e. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, disclosure of economic interests - Contact the Fair Political Practices Commission at 1-866-275-3772 or [www.fppc.ca.gov](http://www.fppc.ca.gov).
- Election fraud - State issues, contact the California Secretary of State at (916) 657-2166 or [elections@sos.ca.gov](mailto:elections@sos.ca.gov). Federal issues, contact the Federal Election Commission at (800) 424-9530 or the United States Department of Justice – Public Integrity Section at (202) 514-1412
- Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act - Contact the Amador County District Attorney, at (209) 223-6444, or the California State Attorney General at 1-800-952-5225 or [www.oal.ca.gov](http://www.oal.ca.gov).
- Federal campaigns, e.g., U.S. Senate, House of Representatives, the President of the United States, etc. - Contact the Federal Election Commission at 1-800-424-9530 or [www.fec.gov](http://www.fec.gov).
- Open meeting laws (Brown Act) - Contact the California State Attorney General at 1-800-952-5225 or [www.oal.ca.gov](http://www.oal.ca.gov).
- Local ordinances - Contact your local city or Amador County.
- Requirements concerning campaign signs - Contact your local city or Amador County.

# CONTACT INFORMATION FOR CANDIDATES AND COMMITTEES

## FILING OFFICER FOR DISCLOSURES:

AMADOR COUNTY  
*ELECTIONS DEPARTMENT*  
810 COURT STREET  
JACKSON, CA 95642  
209-223-6464  
209-223-6204-FAX  
[Amador.Vote](http://Amador.Vote)

## OTHER RESOURCES:

SECRETARY OF STATE  
1500 11<sup>TH</sup> ST, 5<sup>TH</sup> FLOOR  
SACRAMENTO, CA 95814  
916-657-2166  
916-653-3214-FAX  
916-651-6460 CANDIDATES & ELECTIONS FAX  
[www.sos.ca.gov](http://www.sos.ca.gov)

FAIR POLITICAL PRACTICES COMMISSION  
1102 Q STREET, SUITE 3000  
SACRAMENTO, CA 95811  
866-275-3772  
916-322-0886-FAX  
[www.fppc.ca.gov](http://www.fppc.ca.gov)

LINK TO CALIFORNIA CODES <http://leginfo.legislature.ca.gov>

# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## Unified School Districts

### Summary

<b>Nomination/Sponsors' Signatures</b>	Not Applicable
<b>Filing Fee</b>	Not Applicable
<b>Signatures In-Lieu</b>	Not Applicable
<b>Value per Signature</b>	Not Applicable
<b>Candidate Statement Pre-Payment Required</b>	See page 20
<b>Term of Office (Years)</b>	4
<b>Term Begin Date</b>	Friday, December 9, 2022

### Filing Periods

<b>Declaration of Candidacy and Nomination Period (E-113 to E-88)</b>	07/18/2022 to 08/12/2022
<b>Extension of Declaration of Candidacy and Nomination Period (E-87 to E-83)</b>	08/13/2022 to 08/17/2022

### All Candidates Must File:

Media Contact Form	Declaration of Candidacy
Code of Fair Campaign Practices	Local Ballot Designation Worksheet

## **TERM OF OFFICE**

Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his or her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified. The term of the successor shall begin upon the expiration of the term of his or her predecessor. [ED § 5017](#)

County Board of Education members shall be elected upon the same date and in the same manner as prescribed for members of governing boards of school districts. Members elected at the time of the direct primary shall take office on the first day of July, and members elected at the date on which members of school district governing boards are elected shall take office on the second Friday in December subsequent to their election. [ED § 1007](#)

## **QUALIFICATIONS**

A Candidate for the County Board of Education may be any registered voter of the County except the County Superintendent of Schools or any member of their staff, or any employee of a school district that is within the jurisdiction of the County Board of Education. [ED § 1006](#)

A candidate for a school district shall:

Be at least 18 years of age; and

Be a citizen of the state; and

Be a resident of the school district; and

Be a registered voter; and

Is not disqualified by the Constitution or laws of the state from holding a civil office.

An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. [ED § 35107](#)

## **FILING REQUIREMENTS**

Nomination Documents and Procedures

### **DECLARATION OF CANDIDACY**

Each candidate is required to file a Declaration of Candidacy between 113 and 88 days prior to Election Day. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on the 88th day prior to the Election Day.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on the 88th day prior to Election Day, any person, other than the

person who was the incumbent on the 88th day, may file a Declaration of Candidacy not later than the close of business on the 83rd day. [EC §§ 8020, 8022, 8028, 8040, 8064, 8100](#)

### **STATEMENT OF QUALIFICATIONS (OPTIONAL)**

A candidate for local nonpartisan office may submit a statement of qualifications with no more than 200 words to be printed in the voter information portion of the county voter information guide. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record.

Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. [EC §§ 13307, 13307.5, 13308, GC § 85601\(c\)](#)

### **VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES**

At the time an individual files his or her Declaration of Candidacy, Nomination Petitions, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code. [EC § 20440](#)

### **CAMPAIGN FILING REQUIREMENTS**

For further information on Campaign Filing Requirements, please see the section "Campaign Filing Requirements" of this guide or please contact the Fair Political Practices Commission at:

Phone: (916)322-5660 or 1-866-ASK-FPPC (1-866-275-3772)

Mailing: 1102 Q Street, Suite 3000, Sacramento, CA 95811

Web: <http://www.fppc.ca.gov/>

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



# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## City Offices

### Summary

<b>Nomination/Sponsors' Signatures</b>	20 - 30
<b>Filing Fee</b>	Not Applicable
<b>Signatures In-Lieu</b>	Not Applicable
<b>Value per Signature</b>	Not Applicable
<b>Candidate Statement Pre-Payment Required</b>	See page 20
<b>Term of Office (Years)</b>	4
<b>Term Begin Date</b>	EC § 10263b

### Filing Periods

<b>Declaration of Candidacy and Nomination Period (E-113 to E-88)</b>	07/18/2022 to 08/12/2022
<b>Extension of Declaration of Candidacy and Nomination Period (E-87 to E-83)</b>	08/13/2022 to 08/17/2022

### All Candidates Must File:

Statement of Economic Interest (700 Form)	Nomination Petition
Media Contact Form	Declaration of Candidacy
Code of Fair Campaign Practices	Local Ballot Designation Worksheet

## **TERM OF OFFICE**

Municipal Councilmembers and elected mayors are installed into office on the date of the first regularly scheduled city council meeting after the certification of the election or on the date of a special city council meeting called for the task of installing newly elected council members after the certification of the election result. [GC § 36503](#) and [EC § 10263](#)

## **QUALIFICATIONS**

Eligibility to hold office as councilmember or elected mayor:

An elector of the city, and;  
A registered voter of the city at the time nomination papers are issued.

NOTE: If, during his or her term of office, he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant. [GC § 36502](#) and [EC § 10227](#)

## **FILING REQUIREMENTS**

Nomination Documents and Procedures

### **DECLARATION OF CANDIDACY**

Each candidate is required to file a Declaration of Candidacy between 113 and 88 days prior to Election Day. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on the 88th day prior to the Election Day.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on the 88th day prior to Election Day, any person, other than the person who was the incumbent on the 88th day, may file a Declaration of Candidacy not later than the close of business on the 83rd day. [EC §§ 8020, 8022, 8028, 8040, 8064, 8100](#)

### **NOMINATION PETITIONS**

Each candidate is required to file a Nomination Petition between 113 and 88 days prior to Election Day, containing signatures of registered voters in the jurisdiction within the range required by law. Each section of the Nomination Petition shall be delivered to the county elections official, not later than the 88th day prior to the Election. Circulators of a Nomination Petition shall be 18 years old or older. NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement. [EC §§ 8020, 8041, 8061, 8062\(a\)\(3\), 8066](#)

## **STATEMENT OF QUALIFICATIONS (OPTIONAL)**

A candidate for local nonpartisan office may submit a statement of qualifications with no more than 200 words to be printed in the voter information portion of the county voter information guide. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close.

Statements are confidential until nominations (or extended nominations) close and then become public record. Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. [EC §§13307 13307.5, 13308](#), [GC § 85601\(c\)](#)

## **STATEMENT OF ECONOMIC INTERESTS (FORM 700)**

Every agency shall adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) days after assuming office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office. Please see the FPPC Filing Schedule at the end of this guide for further information. [GC §§87200, 87300](#)

## **VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES**

At the time an individual files his or her Declaration of Candidacy, Nomination Petitions, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code. [EC § 20440](#)

## **CAMPAIGN FILING REQUIREMENTS**

For further information on Campaign Filing Requirements, please see the section "Campaign Filing Requirements" of this guide or please contact the Fair Political Practices Commission at:

Phone: (916)322-5660 or 1-866-ASK-FPPC (1-866-275-3772)

Mailing: 1102 Q Street, Suite 3000, Sacramento, CA 95811

Web: <http://www.fppc.ca.gov/>

## **IMPORTANT: City Candidates refer to your City Clerk regarding City Campaign Contribution Ordinance.**

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

# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## Special District Offices

### Summary

<b>Nomination/Sponsors' Signatures</b>	Not Applicable
<b>*Filing Fee</b>	Not Applicable
<b>Signatures In-Lieu</b>	Not Applicable
<b>Value per Signature</b>	Not Applicable
<b>Candidate Statement Pre-Payment Required</b>	See page 20
<b>Term of Office (Years)</b>	4
<b>Term Begin Date</b>	Friday, December 2, 2022

### Filing Periods

<b>Declaration of Candidacy and Nomination Period (E-113 to E-88)</b>	07/18/2022 to 08/12/2022
<b>Extension of Declaration of Candidacy and Nomination Period (E-87 to E-83)</b>	08/13/2022 to 08/17/2022

### All Candidates Must File:

Media Contact Form	Declaration of Candidacy
Code of Fair Campaign Practices	Local Ballot Designation Worksheet

## TERM OF OFFICE

Special District Board Members serve a 4 year term beginning at noon on the first Friday in December next following the general district election. [EC § 10554](#)

## QUALIFICATIONS

**Community Service:** Candidates shall be registered electors residing within the boundaries of the district. [GC § 61200](#)

**County Water:** Candidates shall be voters of the district and of the divisions by which they are elected. [GC § 30500, 30735](#)

**Hospital (Healthcare) Districts:** A candidate shall be a resident and registered voter of the district. [H&S § 32100, 32100.1](#)

**Irrigation:** A candidate shall be a voter and a freeholder of the district and a resident of the division which the director is elected to represent if the district is divided into divisions. [WC § 21100](#)

**Resource Conservation:** Candidates shall (1) reside within the district and either own real property in the district or alternatively have served, pursuant to the district's rules, for two years or more as an associate director providing advisory or other assistance to the board of directors, or (2) be a designated agent of a resident landowner within the district. [Public Resources Code § 9352](#)

## FILING REQUIREMENTS

Nomination Documents and Procedures

### DECLARATION OF CANDIDACY

Each candidate is required to file a Declaration of Candidacy between 113 and 88 days prior to Election Day. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on the 88th day prior to the Election Day.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on the 88th day prior to Election Day, any person, other than the person who was the incumbent on the 88th day, may file a Declaration of Candidacy not later than the close of business on the 83rd day. [EC §§ 8020, 8022, 8028, 8040, 8064, 8100](#)

### STATEMENT OF QUALIFICATIONS (OPTIONAL)

A candidate for local nonpartisan office may submit a statement of qualifications with no more than 200 words to be printed in the voter information portion of the county voter information guide. Statements must be filed at the same time nomination papers are

filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close.

Statements are confidential until nominations (or extended nominations) close and then become public record. Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. [EC §§ 13307 13307.5, 13308, GC § 85601\(c\)](#)

### **VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES**

At the time an individual files his or her Declaration of Candidacy, Nomination Petitions, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code. [EC § 20440](#)

### **CAMPAIGN FILING REQUIREMENTS**

For further information on Campaign Filing Requirements, please see the section "Campaign Filing Requirements" of this guide or please contact the Fair Political Practices Commission at:

Phone: (916)322-5660 or 1-866-ASK-FPPC (1-866-275-3772)

Mailing: 1102 Q Street, Suite 3000, Sacramento, CA 95811

Web: <http://www.fppc.ca.gov/>

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

# BALLOT DESIGNATION GUIDELINES

*EC § 13107*

**SELECTING YOUR BALLOT DESIGNATION** -The ballot designation describes the current profession, vocation, occupation or incumbency status of the candidate and will appear on the ballot under the candidate's name.

Ballot designations:

- 1) The listing of a designation on the ballot is OPTIONAL
- 2) Is a public record once the information is filed on the Declaration of Candidacy.
- 3) A ballot designation **cannot** be changed after the final date to file nomination documents, except as specifically requested by the elections official. [EC § 13107 \(d\)](#)

Only one of the following categories is allowed:

a) **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

**Example A:** Governing Board Member

**Example B:** Board member, XYZ School District

b) **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

c) **Appointed Incumbent:** The words **Appointed Incumbent** must be used **IF** the candidate was appointed mid-term to the office and is seeking election to the same office. The word Appointed may also be used with the office title.

**Example A:** Appointed Incumbent

**Example B:** Appointed Board member, XYZ School District

**Exception:** Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

4) **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. [EC § 13107 \(3\)](#)

**Example A:** High School Teacher

**Example B:** Attorney/Educator/Rancher

**Example C:** CEO/Councilmember

5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.

b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.

c) A candidate is not engaged concurrently in another principal profession, vocation or occupation. [EC § 13107.5](#)

6) **No Occupation Desired:** If no ballot designation is requested, write the word “NONE” and place your initials in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for your ballot designation on the official ballot, will be blank.

**FORMAT OF BALLOT DESIGNATION** – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface. [EC § 13107 \(f\)](#)

**TRANSLATIONS** – Whenever a foreign language translation is required it shall be as short as possible and shall employ abbreviations wherever possible to avoid undue length. [EC § 13107 \(g\)](#)

**Restrictions:** The rules governing ballot designations can be the subject of confusion. The California Secretary of State’s ballot designation regulations are available upon request.

**BALLOT DESIGNATION WORKSHEET** – A Ballot Designation Worksheet that supports the use of that ballot designation **is required to be filed** with the Election Official at the same time as the Declaration of Candidacy. If a candidate fails to file a Ballot Designation Worksheet, no designation will appear on the ballot. [EC § 13107.3](#)

**REJECTION OF BALLOT DESIGNATION** – If the designation is in violation of any of the restrictions set forth in California Elections Code, the candidate will be notified by phone and by registered or certified mail with a return receipt requested, addressed to the mailing address appearing on the candidates’ ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. [EC § 13107 \(c\)](#)

**UNACCEPTABLE DESIGNATIONS** - Pursuant to [EC § 13107\(b\)](#), the elections official shall not accept a ballot designation if:

- a. It would mislead the voter.
- b. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- c. It abbreviates the word “retired” or places it following any word(s) that it modifies.

Unacceptable:

Ret. Policeman  
Policeman, Retired

It uses a word or prefix, such as “former” or “ex-,” which means a prior status.

Unacceptable:

Former Policeman  
Ex Policeman

The only exception is the use of the word “retired.”



Acceptable:  
Retired Policeman

- d. It includes the name of any political party, whether or not it has qualified for the ballot.
- e. It uses a word or words referring to a racial, religious or ethnic group.
- f. It refers to any activity that is prohibited by law.

#### **GUIDELINES FOR ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):**

- a. Is it true?
- b. Is it accurate?
- c. Does it mislead?
- d. Is it generic? (This means "IBM" is unacceptable, "Computer Company" is acceptable.)
- e. Is it neutral? (This means not for or against)
- f. Is it how this person makes a living?

**Candidates may review** their own ballot designation, as well as that of other candidates, in this office during working hours. **(Excluding Saturdays, Sundays and Holidays)** If you have any questions regarding the nomination procedures.

#### **FALSE OR MISLEADING INFORMATION TO VOTERS**

No candidate shall, in his occupational designation on the ballot, assume a designation that would mislead the voters. [EC § 13107 \(b\) \(1\)](#)

Every candidate is guilty of a misdemeanor who pretends or implies that he/she is an incumbent of a public office or that he/she has acted in the capacity of a public officer when this is not the case. [EC § 18350](#)

Any candidate who knowingly makes a false statement of material fact in a candidate's statement, with the intent to mislead the voters, is punishable by a fine not to exceed \$1,000. [EC § 18351](#)

Every simulated ballot shall bear a printed notice (see [EC § 20009](#) for details) stating that this is not an official ballot but rather an unofficial marked ballot prepared by (name and address of person or organization responsible); no official seal or insignia may appear on the envelope in which it is contained.

Every person is guilty of a misdemeanor who distributes, or causes to be distributed, literature to voters that includes a designation of a voter's polling place other than the precinct-polling place listed for the voter in the latest official precinct-polling list at sometime not more than 30 days prior to such distribution. [EC § 18302](#)

# FAIR CAMPAIGN PRACTICES

*Government Code, Title 9 - Political Reform*

## *Article 1. General Intent*

[EC § 20400](#) The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

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

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

## *Article 2. Definitions*

[EC § 20420](#) As used in this chapter, "Code" means the Code of Fair Campaign Practices.

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

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

In the case of a committee making an independent expenditure defined in [GC § 82031](#), 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, as shown on the Code of Fair Campaign Practices) of the Government Code, an initial campaign statement on behalf of the committee.

[EC § 20441](#) The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

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

[EC § 20443](#) Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

[EC § 20444](#) In no event shall a candidate for public office be required to subscribe to or endorse the code.

# CANDIDATE STATEMENT OF QUALIFICATIONS GUIDELINES FOR BOTH VOTER NOMINATED & NON PARTISAN OFFICES

*EC § 9, 13307, 13308, 13312, 18351*

The candidate's statement is a **voluntary statement** for candidates seeking Voter Nominated and local Non Partisan elective offices when applicable.

The local agency determines the word limit and who will bear the prorated share of the cost of printing and handling of the candidate's statement for the jurisdiction.

## 1. CONTENTS

The statement may contain the name, age and occupation of the candidate and a description of the candidate's education, personal background and qualifications.

The name, age and occupation at the top of the candidate statement form are not included in the word count.

Each statement shall be accompanied by a declaration executed under penalty of perjury, declaring that the information contained therein is true and correct.

## 2. FORMAT AND WORD COUNT

In order to insure uniformity of candidates' statements, the candidate must prepare the statement as follows:

- a. Submit a typed or word processed copy only, no more than 200 words. Congressional, Senatorial, or Assembly candidate statement no more than 250 words. Senatorial and Assembly candidates must accept the voluntary expenditure ceiling (see Form 501). Hand written statements are not acceptable.
- b. The statement may include the name, age, and occupation of the candidate and a brief description, of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
- c. In addition to the restrictions set forth above, any candidate's statement submitted pursuant to [EC § 13307](#) shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. [EC § 13308](#)
- d. Submit statement in **block paragraph** form. The statement will be set with **both left and right justified margins**. Multiple single sentence paragraphs that do not fit in the space will be wrapped. Indented text will be run together as a sentence.
- e. Statements shall be written in the first person (e.g. "I am running..." not "She is running..." or "Jane Doe is running..."

- f. Only standard use of capital letters will be accepted. No statement will be printed in "ALL CAPS".
- g. All regularly hyphenated words that appear in any generally available dictionary published within 10 years preceding the election will be counted as one word.
- h. Check the statement for errors in spelling, punctuation, and grammar. No corrections **on the candidate statement** will be allowed after the candidate has filed their nomination documents. [EC § 13307 \(3\)](#)
- i. Statements will be printed in the base random alphabet order used for placement of candidates' names on the official ballot. Statements order does not change.

### 3. EMAIL CANDIDATE STATEMENT

- a. If the candidate emails their candidates' statements, it **MUST** be emailed to the Elections Department **PRIOR** to filing nomination/declaration of candidacy. The Amador County Elections Department will accept candidate statements by email at [elections@amadorgov.org](mailto:elections@amadorgov.org)
- b. The candidate statement will be prepared for the voter pamphlet upon confirmation that the candidate statement has been paid & filed, based upon the provisions established for the applicable contest.
- c. Absolutely no corrections or changes are allowed after the candidate statement has been officially filed. [EC § 13307 \(3\)](#)

### 4. PROVISION

In the case where a candidate submits a statement that is not in conformance with guidelines provided, such statement will be reformatted and set in uniform type by the elections official.

### 5. LIABILITY

Nothing in this section 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 County Voter Information Guide. [EC § 13307 \(d\), 18351](#)

### 6. CONFIDENTIALITY

The candidates' statements shall remain confidential until after the expiration of the filing deadline. [EC § 13311](#)

### 7. WITHDRAWAL

The candidate statement may be withdrawn, **but NOT changed**, until 5:00 p.m. on the next business day after the close of the nomination/filing period for the office sought. [EC § 13307 \(a\) \(3\)](#)

### 8. EXAMINATION PERIOD

After the deadline for filing nomination papers, anyone may examine any candidate's statement and may purchase copies thereof. During a 10-calendar day period commencing the day after the close of nomination, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction requiring any or all of the material in a candidates' statement to be amended or deleted. [EC § 13313](#)

## 9. ESTIMATED COST

The estimates quoted are based on one statement per candidate in English and Spanish.

Candidates are **required** to prepay the estimated cost and will either be billed for the additional cost or refunded any overpayment following the election.

Actual costs may vary substantially, depending on the number of voters in a particular contest.

State Offices	\$400.00
Local Offices	\$300.00

# WORD COUNT STANDARD FOR CANDIDATE STATEMENT AND MEASURE ARGUMENTS

## EC § 9

The following are the guidelines for computing the word count for measures and candidate statements.

Dictionary words	one word
Words like: “a”, “the”, “and”, “an”	one word
Abbreviations – JVID	one word
Abbreviations - ACUSD, P.T.A.	one word
All proper nouns (people, places and things), including geographical names.  Examples:  County of Amador, Sunset Heights Community Service District, Amador County Unified School District, Lone Memorial District, Kirkwood Meadows Public Utility District.  Sutter Creek Fire Protection District  Yosemite National Park  Amador High School  School Facilities Improvement District No.1	one word
Whole Numbers - Digits (1 - 10 - 100, etc.) Spelled out numbers - One Hundred, Ten Thousand	one word one for each word
Number combinations (1990, 1990-1991, 100%)	one word
Dates	one word
Monetary amounts: If the dollar sign is used with figures - \$1,000 Spelled out (one thousand dollars)	one word three words
Hyphenated words: That appears in any generally available standard reference dictionary published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted. Online dictionaries do not apply. (Grammar rules do not apply)	one word
Normal punctuation	not counted
Telephone Numbers	one word
Website Addresses (i.e. www.com.etc)	one word
If measure designation (example: Measure “A”) is used in the text	one word

# NOVEMBER 8, 2022 – GENERAL ELECTION – CALENDAR OF EVENTS

Below the dates, “E” stands for Election Day, followed by the number of days prior to (-) or after (+) Election Day.

Asterisk (\*) dates indicate that the deadline falls on a Saturday, Sunday, or a holiday; in most cases, the deadline will move forward to the next business day.

**Dates and events exclusive to candidate filing are posted in blue.**

<p><b>June 30, 2022</b> E-131</p>	<p><b>Statewide Ballot Propositions</b> Last day for statewide initiative or referendum measures, constitutional amendments, bond measures, or other legislative measures to qualify for the general election ballot. <a href="#">California Constitution Article II §8(c) &amp; EC § 9040</a></p>
<p><b>July 4, 2022</b> E- 127</p>	<p><b>County Holiday (Independence Day) – Office Closed</b></p>
<p><b>July 6, 2022</b> E-125</p>	<p><b>Jurisdictional Boundary Changes Deadline</b> Last day for jurisdictions consolidating their elections to file boundary changes with the county elections official. <a href="#">EC § 12262</a></p>
<p><b>July 18, 2022</b> <b>August 12, 2022</b> E-113 to E-88</p>	<p><b>Candidate Filing Period – Declaration of Candidacy &amp; Nomination Documents</b> During this period, candidates may obtain and file their Declaration of Candidacy and Nomination Documents with the Amador County Elections Department. <a href="#">EC § 8020</a></p>
<p><b>July 18, 2022</b> <b>August 12, 2022</b> E-113 to E-88</p>	<p><b>Candidate Statement of Qualifications Filing Period</b> Between these dates, candidates may prepare a Candidate Statement of Qualifications on a form provided by the Amador County Elections Department to be printed in the Sample Ballot Booklet. The statement shall not exceed 200 words (250 if a state legislative office) and the candidate will be required to pay the predetermined advance payment. The statement shall be filed in an electronic format and advance payment made at the time nomination documents are returned for filing. The 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. In addition to the restrictions set forth in §13307, any candidate's statement submitted shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. <a href="#">EC § 13307 &amp; 13308</a></p>
<p><b>July 18, 2022</b> <b>August 12, 2022</b> E-113 to E-88</p>	<p><b>Statement of Economic Interests-Form 700 – Candidate Requirement Filing Period</b> Between these dates, all candidates (except candidates for federal office) must file a Statement of Economic Interests-Form 700 disclosing their investments, interests in real property, and any income received during the previous 12 months. Elected incumbents who have a statement on file for the same jurisdiction will not be required to file a Form 700. <a href="#">GC § 87200 et seq.</a></p>
<p><b>August 1, 2022</b> E-999</p>	<p><b>Campaign Disclosure – Semi-Annual Reporting Deadline</b> Last day to file semi-annual campaign disclosure statements, if required, by all candidates and committees for the period ending June 30, 2022. <a href="#">GC § 84200 &amp; 84218</a></p>

<p><b>August 12, 2022</b> <b>E-88</b></p>	<p><b>Candidate Filing – 5 p.m. Deadline</b> Last day for candidates to obtain and file their Declaration of Candidacy, Nomination Documents, Candidate Statements of Qualifications, Statements of Economic Interests-Form 700 by the 5 p.m. deadline. EC § 8020, 10603, &amp; 13307, GC § 87200 et seq</p>
<p><b>August 13, 2022</b> <b>August 17, 2022</b> <b>E-87 to E-83</b></p>	<p><b>Candidate Filing – Extension Period</b> Extension period for anyone other than the incumbent to file a Declaration of Candidacy and Nomination Documents if the incumbent did not file by August 12, 2022. This provision does not apply if there is no incumbent eligible to be elected. EC § 8022 &amp; 8024</p>
<p><b>August 17, 2022</b> <b>E-83</b></p>	<p><b>Political Party Endorsements for Voter-Nominated Offices</b> Last day for the chairperson of any qualified political party to submit to the county elections official a list of all candidates for voter-nominated office who will appear on any ballot in the county in question and who have been endorsed by the party. The county elections official shall print any such list that is timely received in the official sample ballot. EC § 13302(b)</p>
<p><b>August 18, 2022</b> <b>E-82</b></p>	<p><b>Candidate Name Placement – Randomized Alphabet Drawing</b> The Secretary of State shall conduct a drawing of the letters of the alphabet to determine the order of the names of the candidates to appear on the ballot. The resulting random order of letters constitutes the alphabet for all offices other than multi-county state legislative offices. In addition, and only if applicable, the candidate's names will be rotated pursuant to EC § 13111. For candidates for multi-county state legislative offices, the county elections official shall conduct a randomized alphabet drawing. EC § 13112</p>
<p><b>September 1, 2022</b> <b>E-68</b></p>	<p><b>Certified List of Candidates Deadline</b> Last day for the Secretary of State to transmit the certified list of candidates. EC § 8148, 8149 &amp; 13111</p>
<p><b>September 9, 2022</b> <b>E-60</b></p>	<p><b>Military and Overseas Voters (Vote By Mail Applications)</b> The first day county elections officials may process applications for military and overseas voters' ballots. The application must include the statement that the voter cannot vote an absentee ballot during the normal absentee voting period because of military or other contingencies that preclude normal mail delivery. EC § 300(b) &amp; 3103</p>
<p><b>September 9, 2022</b> <b>E-60</b></p>	<p><b>Report of Voter Registration – 60 Day County Reporting</b> On or before this day, each county elections official shall prepare and send to the Secretary of State a detailed summary of the number of persons registered by party affiliation, by county and each political subdivision as of the 60th day (September 9<sup>th</sup>). EC § 2187(a)(c)(5)</p>
<p><b>September 12, 2022</b> <b>October 25, 2022</b> <b>E-57 to E-14</b></p>	<p><b>Write-In Candidate Filing Period</b> All non-presidential write-in candidates who desire to have his or her votes counted for a particular office must file a Statement of Write-In Candidacy along with the requisite number of signatures, if any, for such office. Nomination documents for write-in candidacy may be obtained from and delivered to the Amador County Elections Department between the 57th day and 14th day prior to the election. EC § 8601</p>



<p><b>September 29, 2022</b> <b>E-40</b></p>	<p><b>Campaign Disclosure – Pre-Election Reporting</b> Last day for candidates and committees to file campaign disclosure statements covering the period 7/1/22 – 09/24/22. <a href="#">GC § 84200.5 &amp; 84200.7</a></p>
<p><b>September 29, 2022</b> <b>October 18, 2022</b> <b>E-40 to E-21</b></p>	<p><b>State Voter Information Guides Mailing Period</b> Mailing range for voters to receive the State Voter Guide. <a href="#">EC § 9094 (a)(c)</a></p>
<p><b>October 10, 2022*</b> <b>November 1, 2022</b> <b>E-29 to E-7</b></p>	<p><b>Vote by Mail Ballots</b> All registered voters will be mailed a vote by mail ballot. Ballots must be returned to the Amador County Elections Department either in person, via authorized representative, drop box or by mail. <a href="#">EC § 3017, 4005 (8)(A)</a></p>
<p><b>October 10, 2022*</b> <b>E-29</b></p>	<p style="text-align: center;"><b>County Holiday (Columbus Day) – Office Closed</b></p>
<p><b>October 10, 2022*</b> <b>E-29</b></p>	<p><b>Processing Vote By Mail Ballots</b> First day the Amador County Elections Department may begin to process (open, prepare and tabulate) vote by mail ballots for the upcoming election. No results of ballot tabulation may be released until the polls close on election day. <a href="#">EC § 15101</a></p>
<p><b>October 11, 2022</b> <b>November 8, 2022</b> <b>E-28 to E-0</b></p>	<p><b>Ballot Drop Boxes</b> Official ballot drop boxes become available on this day. For more information visit <a href="#">Amador.Vote</a> <a href="#">EC § 4005 (1)(A)</a></p>
<p><b>October 24, 2022</b> <b>E-15</b></p>	<p><b>Last Day to Register to Vote</b> Closing date for any qualified elector to register or re-register to vote in the upcoming election. A person, who has moved, changed his or her name or wishes to change political party preference, must re-register by this date. A properly executed registration shall be deemed effective upon receipt of the form by the Amador County Elections Department if any of the following apply:</p> <ul style="list-style-type: none"> <li>• The affidavit is postmarked on or before the 15th day prior to the election and received by mail by the Amador County Elections Department.</li> <li>• The affidavit is submitted to the Department of Motor Vehicles or accepted by any other public agency designated as a voter registration agency pursuant to the National Voter Registration Act of 1993 (42 U.S.C. §1973gg) on or before the 15th day prior to the election.</li> <li>• The affidavit is delivered to the Amador County Elections Department by means other than those described in paragraphs (2) and (3) on or before the 15th day prior to the election.</li> </ul> <p><a href="#">EC § 2102, 2107, 2115, 2116 &amp; 2152</a></p>
<p><b>October 24, 2022</b> <b>E-15</b></p>	<p><b>Report of Voter Registration – 15 Day County Reporting</b> On or before this day, each county elections official shall prepare and send to the Secretary of State a detailed summary of the number of persons registered by party affiliation, by county and each political subdivision as of the 15th day (October 24<sup>th</sup>). <a href="#">EC § 2187(a)(c)(6)</a></p>

<p><b>October 25, 2022</b> <b>E-14</b></p>	<p><b>Write-In Candidate Filing - Deadline</b> Last day to file Statement of Write-in Candidacy and nomination documents by 5 p.m. <a href="#">EC § 8601</a></p>
<p><b>October 25, 2022</b> <b>November 1, 2022</b> <b>E-14 to E-7</b></p>	<p><b>New Residents</b> Registrations for new residents and citizens shall begin the 14th day prior to an election and end on the 7th day prior to election day. This registration must be executed in the Amador County Elections Department, and the new resident shall vote a new resident's ballot in that office. The new resident is eligible to vote for President and Vice-President and no other office. <a href="#">EC § 332 &amp; 3400</a></p>
<p><b>October 25, 2022</b> <b>November 8, 2022</b> <b>E-14 to E-0</b></p>	<p><b>Conditional Voter Registration</b> Voters may register and vote a conditional ballot during the 14 days prior to the election, including Election Day. Conditional Voter Registration is available at the Amador County Elections Department or a Vote Center located within Amador County. <a href="#">EC §2170</a></p>
<p><b>October 25, 2022</b> <b>November 8, 2022</b> <b>E-14 to E-0</b></p>	<p><b>New Citizens</b> A new citizen registering to vote after the close of registration shall provide the Amador County Elections Department with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular ballot. <a href="#">EC § 331, 3500 &amp; 3501</a></p>
<p><b>October 26, 2022</b> <b>E-13</b></p>	<p><b>Notice of Central Counting Location</b> Last day for the county elections official to submit a notice for legal publication specifying the public place to be used to tally votes when ballots are to be counted in a central counting place. The notice shall be published one time, no later than 10 days before the election. <a href="#">EC §12109</a></p>
<p><b>October 27, 2022</b> <b>E-12</b></p>	<p><b>Campaign Disclosure – Second Pre-Election Reporting</b> Last day for candidates and committees to file campaign disclosure statements covering the period 09/25/22 – 10/22/22. <a href="#">GC § 84200.5 &amp; 84200.7</a></p>
<p><b>October 29, 2022</b> <b>November 7, 2022</b> <b>E-11 to E-1</b></p>	<p><b>11 – Day Vote Center</b> Open 10:00 am to 6:00 pm for more information visit <a href="#">Amador.Vote</a> <a href="#">EC § 4005 (4)(A)</a></p>
<p><b>November 2, 2022</b> <b>November 8, 2022</b> <b>E-6 to E-0</b></p>	<p><b>Vote by Mail Ballots – Late Conditions</b> On or between these dates, any voter may apply in person to obtain a vote by mail ballot from the Amador County Elections Department. Voters unable to request a ballot in person may designate, in writing, any person as an authorized representative to obtain and return the vote by mail ballot on their behalf. <a href="#">EC § 3021</a></p>
<p><b>November 5, 2022</b> <b>November 7, 2022</b> <b>E-4 to E-1</b></p>	<p><b>4 – Day Vote Centers</b> Open 10:00 am to 6:00 pm for more information visit <a href="#">Amador.Vote</a> <a href="#">EC § 4005 (3)(A)</a></p>

<p><b>November 8, 2022</b>  <b>November 15, 2022</b>  <b>E-0 to E+7</b></p>	<p><b>Vote by Mail Ballots Returned</b>  Vote by mail ballots may be turned in to any Vote Center within Amador County or the Amador County Elections Department by 8 p.m. on Election Day. Vote by mail ballots must be postmarked on or before November 8<sup>th</sup>. Amador County Elections Department must receive the postmarked vote by mail ballot by November 15<sup>th</sup>.  <a href="#">EC § 3017 &amp; 3020</a></p>
<p><b>November 8, 2022</b>  <b>E-0</b></p>	<p><b>Election Day</b>  Vote Centers are open from 7 a.m. to 8 p.m. on Election Day. Ballot tabulation will begin immediately after 8 p.m. and run continuously until all ballots are tabulated and results are posted online at <a href="#">Amador.Vote</a> and are submitted to the Secretary of State.  <a href="#">EC § 14212 &amp; 15150</a></p>
<p><b>November 10, 2022</b>  <b>E+2</b></p>	<p><b>Official Canvass</b>  The county elections official will begin the tasks of the official canvass.  <a href="#">EC § 335.5, 15301, 15302 &amp; 15360</a></p>
<p><b>November 11, 2022</b>  <b>E+3</b></p>	<p style="text-align: center;"><b>County Holiday (Veterans Day) – Office Closed</b></p>
<p><b>December 8, 2022</b>  <b>E+30</b></p>	<p><b>Completion of Official Canvass &amp; Certify Results</b>  No later than this date, the county elections official must complete the official canvass, certify the results, and submit it to the Board of Supervisors and to each jurisdiction that consolidated their election on the primary ballot.  <a href="#">EC § 15372 &amp; 15400</a></p>
<p><b>December 9, 2022</b>  <b>E+31</b></p>	<p><b>Statement of Vote to Secretary of State</b>  No later than this date, the county elections official shall send, by registered mail, one complete copy of the Statement of Votes Cast to the Secretary of State.  <a href="#">EC § 15375</a></p>
<p><b>December 12, 2022</b>  <b>E+34</b></p>	<p><b>Certificate of Election</b>  Approximately on this date, the elections official shall prepare and deliver to each person elected or nominated, a certificate of election or nomination signed by the elections official.  <a href="#">EC § 15401</a></p>
<p><b>February 2, 2023</b>  <b>E+86</b></p>	<p><b>Campaign Disclosure – Semi-Annual Reporting</b>  Last day to file semi-annual campaign disclosure statements, if required, by all candidates and committees for the period ending December 31, 2022.  <a href="#">GC § 84200 &amp; 84218</a></p>
<p><b>Within 30 Days of Assuming Office</b></p>	<p><b>Statement of Economic Interests (Form 700) – All Newly Elected Officials</b>  All newly elected officials must complete and file a Statement of Economic Interests (Form 700) within 30 days of assuming office.  <a href="#">GC § 87200 et seq.</a></p>

## CAMPAIGN DISCLOSURE INFORMATION

The Political Reform Act requires candidate to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the Political Reform Act are contained in Sections 81000-91015 of the California Government Code and enforced by the Fair Political Practices Commission (FPPC).

You may contact the Technical Assistance Division of the Fair Political Practices Commission at the following: **1102 Q Street, Suite 3000, Sacramento, CA 95811; (916)322-5660, 1(800) ASK-FPPC;** [www.fppc.ca.gov](http://www.fppc.ca.gov)

### *Summary of Disclosure Forms*

Form Name	Description
Form 501 Candidate Intention	Basic form that must be filed prior to soliciting or receiving any contributions.
Form 410 Statement of Organization	To organize a committee and obtain a Committee ID Number from the state. Form 410 must be filed within 10 days of receiving \$2,000 in contributions.
Form 460 Recipient Committee Campaign Statement	For use by candidate or officeholder who has formed a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with an election to office, or holding office.
Form 470 Candidate and Office Holder Campaign Statement Short Form	This form is used by candidates who do not have controlled committee, and do not anticipate raising or spending \$2,000 or more in a calendar year. If Form 470 is filed on or before the deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts/expenditures remain less than \$2,000.
Form 470 Supplement	A candidate who filed Form 470 in connection with an election and subsequently receives contributions or makes expenditures totaling \$2,000 or more is required to file this form.

<p style="text-align: center;">Form 496 Late Independent Expenditure Report</p>	<p>Any committee that makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate or single ballot measure during the 16 days immediately prior to the election in which the candidate or measure is being voted must file a report within 24 hours of the expenditure.</p>
<p style="text-align: center;">Form 497 Late Contribution Report</p>	<p>Any committee that makes or receives a late contribution totaling \$1,000 or more from a single source during the 16 days immediately prior to the election in which the candidate or measure is to be voted must file a report within 24 hours of the time the contribution was made or received.</p>

### **Filing Requirements**

In addition to the election-specific filing listed, all candidates with qualified committees are required to file semi-annual campaign statements no later than July 31st and January 31st.

### **Tax ID Numbers**

Some banks may require a committee to obtain a Tax ID Number before opening an account. Please contact the Internal Revenue Service for further details. You may apply for ID number using IRS Form SS-4.

Please note that the Committee ID Numbers issued to you by the Secretary of State is separate and distinct from the Tax ID Number you may obtain from the IRS. The two numbers are not interchangeable.

## DEFINITION OF “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. [GC § 82041.5](#)

### **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). [GC § 84305](#)

*(Amended by Stats. 1989, Ch. 764, Sec. 1.)*

### **IDENTIFICATION OF SENDERS OF A “SLATE MAILER”**

(a) No slate mailer organization or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:

(1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of slate mail in no less than 8-point roman 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 street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measure is a matter of public record with the Secretary of State’s Political Reform Division.

(2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point roman boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

	NOTICE TO VOTERS	
	THIS DOCUMENT WAS PREPARED BY (name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. Appearance in this mailer does not necessarily imply endorsement of others appearing in this mailer, nor does it imply endorsement of, or opposition to, any issues set forth in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an *.	

(3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.

(4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by an \*. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by an \*.

The \* required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position advocated to which the \* designation applies except that in no case shall the \* be required to be larger than 10-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

(5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point roman type which shall be in a color or print that contrasts with the background so as to be easily legible. The designation shall not be required in the case of candidates for nonpartisan office. (b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of Section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the \* designation. The payment shall also be deemed to constitute authorization to appear in the mailer.

*(Repealed and added by Stats. 2004, Ch. 478, Sec. 9. Effective September 10, 2004.)*

[GC § 84305.5.](#)

# POLITICAL ADVERTISEMENT REQUIREMENTS

## Newspapers

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

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. [EC § 20008](#)

### SIMULATED BALLOT REQUIREMENTS

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

**NOTICE TO VOTERS**  
**(Required by Law)**

**"This is not an official ballot or an official sample ballot prepared by the Amador County Elections Department or the Secretary of State."**

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

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

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

(c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. [EC § 20009](#)

### 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 § 18301](#)



# OUTDOOR ADVERTISING: POLITICAL SIGNS (INCLUDING PLACARDS AND POSTERS)

## Outdoor Political Advertising – State Law

[B&P § 5405.3](#) of the State Outdoor Advertising Act (Business & Professions Code) authorizes the placing of "temporary political signs" separate and apart from the normal outdoor advertising controls. No political sign may be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

Temporary political signs are those that meet the following criteria:

- a. Encourages a particular vote in a scheduled election;
- b. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after the election;
- c. Is no larger than 32 square feet;
- d. Has had a "Statement of Responsibility" filed with the State Department of Transportation. Forms are available at the Amador County Elections Department.

The law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election.

[PC § 556](#), [556.1](#), [556.3](#) provide that it is a misdemeanor for any person to place a sign to advertise on public or private property (without consent); and that it shall be considered a public nuisance.

The State agency responsible for administering outdoor advertising laws including those for political signs is:

## STATE OFFICE

### Department of Transportation

Division of Traffic Operations  
Outdoor Advertising Program  
P.O. Box 942874, MS-36  
Sacramento, CA 94274-0001  
(916) 654-6473 Public  
[ODA@dot.ca.gov](mailto:ODA@dot.ca.gov)

**\* Cities have their own Outdoor Advertising codes.  
You may visit our website or call the Elections Office for more information.**

## **ELECTIONEERING**

### *EC § 18370*

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, a satellite location under [EC § 3018](#), or an elections official's office:

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

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

## **ELECTIONEERING DURING VOTE BY MAIL VOTING**

### *EC § 18371*

- a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of an vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the absentee voter is voting.
- b) Any person who knowingly violates this section is guilty of a misdemeanor.
- c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by [EC § 18370](#), or by any other provision of law.