

# District and Candidate Filing Workshop

November 2024



**NEVADA  
COUNTY**  
CALIFORNIA

Elections  
Registrar of Voters



# Introductions



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# Today's Game Plan

- District Responsibilities
  - General Election
  - Measures
- Candidate Filing



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<https://www.nevadacountyca.gov/Elections>



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[VOTER'S CHOICE ACT](#)

[VOTER SERVICES](#)

#### Voter Roll Requests

#### Become a Candidate

- Candidate Filing Application/Appointment
- Qualifying for Office
- Electronic Campaign Disclosure Using Netfile
- Current Election Information
- Candidate Handbook
- Boundary Maps
- Preparing a Candidate Statement

#### Adding Measures to the Ballot

- Placing a Measure on the Ballot
- Guide to Writing Ballot Arguments
- Qualifying a County Initiative for the Ballot
- Qualifying a County Referendum for the Ballot

#### Resources for Governing Bodies

- How to Fill a Vacancy
- How to Place a Measure on the Ballot
- How and When to Call an Election

#### Recall Petition Guidelines

- Withdrawal of Signature for Recall Petition

#### Recount Guidelines

#### Election Observers



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Resources

# Checklist for Consolidation



- Formal Notice
- Resolution Requesting Consolidation
- Map of the District
- Notice of Vacancies (if applicable)
- Measure Resolution (if applicable)
- Ballot Argument Statement Form (if applicable)



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District Responsibilities

# General Election

**Formal Notice (by COB July 3)**  
(EC < 10509)

Plan to Consolidate  
Statement on Letterhead

- Names of Incumbents currently holding the seats up for election and length of term
- Notice of Vacancies (if applicable)
- Map of the district and notice of any changes since last election



# Ballot Measures

**Formal Notice (by COB July 3)**

Plan to Consolidate  
Statement on Letterhead

- Ballot wording (75 words or fewer)
- Map of the district and notice of any changes since last election (only need once)



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## District Responsibilities

# Resolutions

## General Election

- Names of Incumbents currently holding the seats up for election
- Length of term
- Manner of election (1-at large or 2-trustee area or 3-qualified trustee area/elected at large)
- Length (can vary based on county) and payment style (who pays for it) of Candidate Statement
- Tie vote procedures
- Agreement to reimburse the County for elections services (EC < 10520)
- A map of the District

## Ballot Measures

- Ballot wording (75 words or less)
- Agreement to reimburse the County for elections services
- A map of the District
- Measure text
- Request to print the entire measure text in the Voter Information Guide (optional)

**All Resolutions are due by COB August 9.  
We encourage earlier filing to meet  
printing schedules.**



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District Responsibilities



## Measures

### Responsibilities after August 9 for Measures:

- **COB August 16-** Deadline to file Arguments for or against any local measure (EC < 9160-9164)
  - Ballot Argument Statement Form (supporters)
  - Ballot Argument Statement Form (opponents)
    - List of supporters or opponents may not exceed 125 characters, including spaces and semicolons
  - Impartial Analyses
    - For City/Town- created by City/Town Attorney
    - For Special/School District- created by County Counsel
- **10-Day Public Inspection** (EC < 9190)
- **August 23- Deadline for Rebuttals** (EC < 9167)



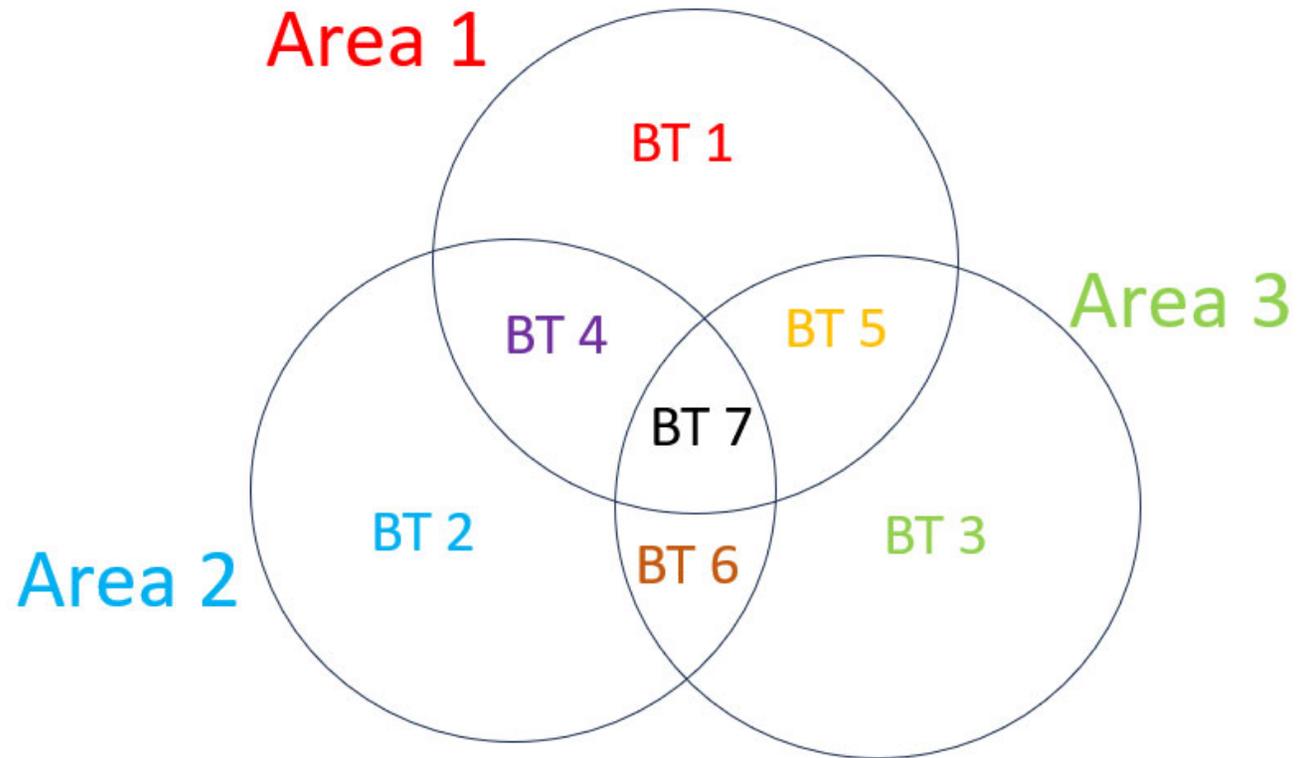
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District Responsibilities

# WHY IS THE MAP IMPORTANT?

- We cannot assume
- Triple-Check concept
- Ballot types matter



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District Responsibilities

# Cross County Elections

- Which county “takes the lead” when a race crosses multiple counties?
  - “Lead County” means the county with the most voters within the district bounds (EC < 9611)
- Do you submit a resolution for consolidation to each county within your district boundaries?
  - Yes, and make sure it has the same information for each county



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District Responsibilities



## Important Dates

- July 3- Notice of Election submitted with counties (could be resolution)
- August 9- Final Day to submit resolutions
- August 16- Final Day to Submit Arguments for or against local measures



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District Responsibilities



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Questions?

# Candidate Filing

## Steps for Success

(EC § 10220-10229)

(EC § 10510-10516)

- Step 1: Complete Candidate Application on our website (or come in person)
  - We will email packet and handbook after
  
- Step 2: Review Candidate Handbook and Paperwork
  - Prepare your paperwork and call us with any questions you have
  
- Step 3: Once you have your paperwork complete, call for an appointment (recommended) to complete filing



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Candidate Filing

# Candidate Filing Packet

- Candidate Filing Handbook
- Media Sheet
- Government Code < 84305 Acknowledgement Form
- FPPC Form 501
- Ballot Designation (optional)
- Political Sign Ordinance (optional)
- Statement of Qualifications (optional)
- Code of Fair Campaign Practices (optional)



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Candidate Filing



## Candidate Handbook

- Important Contact Information
- What to Expect and When Checklist
- FPPC Filing Information
- Nomination Procedures
- Political Signage
- Statement of Qualifications Information (SOQ)
- Frequently Asked Questions (FAQs)
- Offices, Qualifications, Nomination, and Fee Information



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Candidate Filing

# Potential Variations by Office

## Town/City Council

- File with Town or City Clerk (County can help)
- Nomination Signatures (20-30)
- FPPC Form 501 Required (Form 410 may also be required)
- SOQ (optional)
- Race will appear on the ballot

## Special Districts/School Districts

- File with County Elections Office (Town/City can help)
- FPPC Form 501 Required (Form 410 may also be required)
- SOQ (optional)
- Race might not appear on the ballot (appointment-in-lieu)



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# Nomination Signatures

- Only City and Town Council for this coming election
- 20-30 signatures
- Need to be registered voters within the jurisdiction you are running



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Candidate Filing

# Candidate Media Sheet

## Candidate Media Sheet

ALL PAPERS FILED FOR CANDIDACY ARE A MATTER OF PUBLIC RECORD

Only provide the information you want released to the Nevada County Elections website. The public, including but not limited to vendors and media, may obtain lists of candidates.

PLEASE PRINT

1. \_\_\_\_\_  
Candidate's Name
2. \_\_\_\_\_  
Office Sought (including District, Division or Trustee Area Number, if applicable)
3. \_\_\_\_\_  
Residence Address City, State, Zip
4. \_\_\_\_\_  
Mailing Address City, State, Zip
5. \_\_\_\_\_  
Phone Number
6. \_\_\_\_\_  
E-mail Address

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

(a) No person shall knowingly post the home address or telephone number of any elected or appointed official, or of the official's residing spouse or child, on the internet knowing that person is an elected or appointed official and intending to cause imminent great bodily harm that is likely to occur or threatening to cause imminent great bodily harm to that individual.

(b) A violation of this section is a misdemeanor.

(c) A violation of this section that leads to the bodily injury of the official, or the official's residing spouse or child, is a misdemeanor or a felony. Gov. Code § 7928.210.

By my signature below, I give Nevada County Elections permission to post this information to their website:



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Candidate Filing

# FPPC Filings

(Government Code < 84305)

501 Form (all candidates)

410 Form (based on fund raising)

**Candidate Intention Statement**

Date Stamp: \_\_\_\_\_ CALIFORNIA FORM **501**  
For Official Use Only

Check One:  Initial  Amendment (Explain) \_\_\_\_\_

**1. Candidate Information:**

NAME OF CANDIDATE (Last, First Middle Initial) \_\_\_\_\_ DAYTIME TELEPHONE NUMBER ( ) ( ) \_\_\_\_\_ FAX NUMBER (optional) ( ) ( ) \_\_\_\_\_ EMAIL (optional) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

OFFICE BOUGHT (POSITION TITLE) \_\_\_\_\_ AGENCY NAME \_\_\_\_\_ DISTRICT NUMBER, if applicable \_\_\_\_\_  NON-PARTISAN OFFICE

OFFICE JURISDICTION \_\_\_\_\_ (Check one box, if applicable.)

State (Complete Part 2.)  PRIMARY / GENERAL

City  County  Multi-County: \_\_\_\_\_ (Name of Multi-County Jurisdiction) \_\_\_\_\_ (Year of Election)  SPECIAL / RUNOFF

**2. State Candidate Expenditure Limit Statement:**  
(CALIFERS and CALSTRS candidates, Judges, Judicial candidates, and candidates for local offices do not complete Part 2.)

(Check one box)

I accept the voluntary expenditure ceiling for the election stated above.

I do not accept the voluntary expenditure ceiling for the election stated above.

Amendment:

I did not exceed the expenditure ceiling in the primary or special election held on \_\_\_\_/\_\_\_\_/\_\_\_\_ and I accept the voluntary expenditure ceiling for the general or special run-off election.

(Mark if applicable)

On \_\_\_\_/\_\_\_\_/\_\_\_\_ I contributed personal funds in excess of the expenditure ceiling for the election stated above.

**3. Verification:**

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_ (month, day, year) \_\_\_\_\_ Signature \_\_\_\_\_ (Candidate)

FPPC Form 501 (August/2018)  
FPPC Advice: advice@fppc.ca.gov (866/275-3772)  
www.fppc.ca.gov

**Statement of Organization Recipient Committee**

Date Stamp: \_\_\_\_\_ CALIFORNIA FORM **410**  
For Official Use Only

Statement Type:  Initial  Amendment  Termination - See Part 5

Not yet qualified of  Date qualification threshold met \_\_\_\_\_ Date qualification threshold met \_\_\_\_\_ Date of termination \_\_\_\_\_

**1. Committee Information** I.D. Number \_\_\_\_\_ (if optional)

NAME OF COMMITTEE \_\_\_\_\_ NAME OF TREASURER \_\_\_\_\_

STREET ADDRESS (NO P.O. BOX) \_\_\_\_\_ STREET ADDRESS (NO P.O. BOX) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ AREA CODE/PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ AREA CODE/PHONE \_\_\_\_\_

FULL MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_ STREET ADDRESS (NO P.O. BOX) \_\_\_\_\_

E-MAIL ADDRESS (REQUIRED) / FAX (OPTIONAL) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ AREA CODE/PHONE \_\_\_\_\_

COUNTY OF DOMICILE \_\_\_\_\_ JURISDICTION WHERE COMMITTEE IS ACTIVE \_\_\_\_\_ NAME OF PRINCIPAL OFFICERS \_\_\_\_\_

STREET ADDRESS (NO P.O. BOX) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ AREA CODE/PHONE \_\_\_\_\_

Attach additional information on appropriately labeled continuation sheets.

**3. Verification**

I have used all reasonable diligence in preparing this statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_ DATE \_\_\_\_\_ By \_\_\_\_\_ SIGNATURE OF TREASURER OR ASSISTANT TREASURER \_\_\_\_\_

Executed on \_\_\_\_\_ DATE \_\_\_\_\_ By \_\_\_\_\_ SIGNATURE OF CONTROLLING OFFICER/HOLDER, CANDIDATE, OR STATE MEASURE PROPONENT \_\_\_\_\_

Executed on \_\_\_\_\_ DATE \_\_\_\_\_ By \_\_\_\_\_ SIGNATURE OF CONTROLLING OFFICER/HOLDER, CANDIDATE, OR STATE MEASURE PROPONENT \_\_\_\_\_

Executed on \_\_\_\_\_ DATE \_\_\_\_\_ By \_\_\_\_\_ SIGNATURE OF CONTROLLING OFFICER/HOLDER, CANDIDATE, OR STATE MEASURE PROPONENT \_\_\_\_\_

FPPC Form 410 (August/2018)  
FPPC Advice: advice@fppc.ca.gov (866/275-3772)  
www.fppc.ca.gov



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Candidate Filing

# Ballot Designation

- Optional
- Limited to 3 Words (can have slash)
- Must be your current occupation; “retired” is only allowed in limited circumstances
- Very specific in the code for different designations (Administrative Code < 20710-20719)
- Complete Ballot Designation Worksheet

# Statement of Qualifications (SOQ)

- Optional
- Goes into the Voter Information Guide
- Costs \$\$\$ (price varies based on district)
- Can be printed in English and Spanish (cost is doubled for Spanish + \$100)
- Not to exceed 200 words
- Emailed to our office in word format (we do not edit your statement or reformat your statement)



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# Statement of Qualifications

(EC < 13307-13313)

## SOQs may include:

- Your name
- Your age
- Your occupation
- A brief description of your education and qualifications for the office you seek

## SOQs may not:

- Exceed 200 words (250 words for candidates for legislative office who meet FPPC eligibility)
- Mention your political opponents
- Reference your political party affiliation or partisan political activity if you run for a nonpartisan office
- Contain **bolded**, CAPITALIZED, *italicized*, or underlined words
- Contain multiple indentations or underscoring, circles, bullets, or arrows
- Contain lists (unless the list is in the form of a paragraph)



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Candidate Filing



## Important Dates

- July 15- Candidate filing begins
- August 9- Final day for candidate filing
- August 14- Extension of nomination period (only applies if incumbent fails to file and qualify during the regular nomination period)
- August 15- Random alphabet draw to determine the ballot order of candidates' names



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## Nevada County Elections

- Office: (530) 265-1298
- Fax: (530) 265-9829
- Web: [www.nevadacountyca.gov/elections](http://www.nevadacountyca.gov/elections)
- Email: [elections.mail@nevadacountyca.gov](mailto:elections.mail@nevadacountyca.gov)



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Questions?

*Thank You*



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