

NEVADA COUNTY ELECTIONS



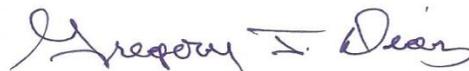
NOVEMBER 8, 2016 GENERAL ELECTION CANDIDATE HANDBOOK

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NOTICE

The 2016 Candidate Handbook for the Statewide Presidential General Election is intended to provide general information for candidates and committees and does not have the force and effect of law, regulation or rule. This handbook is distributed with the understanding that the Registrar of Voters of the County of Nevada is not rendering legal advice. Therefore, it is not to be a substitute for legal counsel for the individual, organization or candidate using it.

The Registrar of Voters strongly recommends that any prospective candidate obtains legal advice, to assist in complying with applicable California laws, including the California Elections Code and California Government Code. In the case of conflict, the law, rule or regulation will apply.



**Gregory J. Diaz,
Nevada County Clerk-Recorder and
Registrar of Voters**

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The County Of Nevada



GREGORY J. DIAZ

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Dear Candidate,

Congratulations on your decision to seek office in the upcoming Statewide Presidential General Election. Your candidacy provides voters a choice and is crucial to the democratic process.

This candidate handbook has been prepared to summarize major provisions of the California Elections Code and other laws related to candidates and committees involved in the elections process. The candidate filing process can be confusing, and I hope that you find the handbook to be both informative and useful.

The County Clerk/Elections Department is dedicated to helping all qualified candidates successfully complete the filing process and ensure the election is fair, accurate, transparent and administered with the utmost integrity.

The best advice for all candidates is to **FILE EARLY**. The filing deadlines are rigid and if one waits until the last moment to file a document that may contain errors or omissions, his or her right to appear on the ballot may be lost. Most mistakes and/or oversights can be corrected if given adequate time.

Our office staff is committed to providing the best possible service to you, your campaign staff and the voters of Nevada County. If you have questions or comments regarding an item, that you would like to suggest for future candidate handbooks, please write a letter, send an email to gregory.diaz@co.nevada.ca.us, or call me at (530) 265-1297.

All the best to you in your campaign.

Sincerely,

A handwritten signature in blue ink that reads "Gregory J. Diaz".

Gregory J. Diaz
Nevada County Clerk-Recorder and Registrar of Voters

AN OVERVIEW OF WHAT TO EXPECT & WHAT'S NEW

Elections Office Visits – Allow Adequate Time

Each step of the filing process is important and must be completed correctly. Candidates should expect to spend at least 30 minutes to begin the filing process. Future visits may take more or less time. It is important that candidates are prepared to take the necessary time to complete and review all appropriate documents.

Your First Visit During the Candidate Filing Period

During a candidate's first visit to the elections office he or she will receive all information regarding the filing process. Elections staff will explain optional and required documents, provide information about deadlines and answer questions. A candidate may obtain signature in-lieu or nomination package at this time.

Deadlines

Nevada County Elections has no authority to extend filing deadlines beyond those established by legislation. It is the candidate's responsibility to be aware of all deadlines and make sure that his or her appropriate documents and forms have been filed before the deadline.

What's New?

FPPC Electronic Filing Disclosure Information

Nevada County Elections requires you to create your recipient committee campaign statements using our electronic filing system, NetFile, a web-based data entry filing system that allows campaign committees and other recipient committees to submit online their California Political Reform Act mandated campaign statements. Electronically filed campaign statements are viewable (with addresses redacted) online, and offer convenient and instant accessibility to committee filed information. The service is free and is available on the elections website. The biggest advantage in using the system as a filer is the system validates your data as you create it to help eliminate errors that would normally cause you to have to file an amendment.

NetFile offers free telephone training to help you set up your account and get started using the system. To sign up for a training session, go to <https://netfile.com/Content/CampaignTraining> and submit the online form. Please request this as early as possible as NetFile cannot schedule training within two weeks of a major filing deadline.

CANDIDATE'S QUICK REFERENCE CALENDAR

July 18 – August 12, 2016

(E-113 to E-88)

Candidate Nomination Period

Candidates for school and special district boards obtain and file their Declarations of Candidacy along with their Candidate's Statement of Qualifications if they choose to submit one. Forms are obtained from and filed with the County's Elections Department.

Candidates for city office must obtain and file their nomination forms with the City Clerk.

August 12, 2016

(E-88)

Last Day for Candidates to File to Run for Office

Any candidate who has filed a Declaration of Candidacy may withdraw that declaration up until 5:00 P.M. on August 12, 2016. Candidates may not withdraw after that time, unless there is an extension if the incumbent does not file.

August 13 – August 17, 2016

(E-87 to E-83)

Candidate Extension Period

If the incumbent does not file by 5:00 P.M. on August 12, 2016, there is a five (5) day filing extension period for anyone other than the incumbent to file for office.

September 9 – September 24, 2016

(E-60 to E-45)

Military and Overseas Voter Vote-By-Mail Ballot Delivery Period

October 10 – November 1, 2016

(E-29 to E-7)

Vote By Mail Ballots Mailing Period

October 24, 2016

(E-15)

Close of Voter Registration

November 8, 2016

General Election Day

Polls open at 7 A.M. and close at 8 P.M.

NOVEMBER 8, 2016

GENERAL ELECTION CALENDAR

All code sections are the Elections Code, unless otherwise noted.

Following the filing period dates, the number of days prior to or after the election is provided: (E = Election day, followed by the number of days prior to (-) or after (+) election day.

For a calendar of deadlines for city candidates, please contact the City Clerk.

<p>June 30, 2016 (E-131)</p>	<p>Initiative & Legislative Measure Qualification Deadline</p> <p style="text-align: right;">EC9040</p>
<p>July 4 – 18, 2016 (E-127 to E-113)</p>	<p>Cities Publish Election Notice Between these dates, any city that is consolidating an election with the November general will publish a Notice of Election one time in a newspaper of general circulation stating:</p> <ul style="list-style-type: none"> • The date and polling hours of the election • Any offices to be filled and any measure to be voted on, including a synopsis of each measure. <p style="text-align: right;">EC 12101, 12111</p>
<p>July 6, 2016 (E-125)</p>	<p>Special Districts & Cities Deliver Notice of Election Last day for district secretaries and City Clerks to deliver Notice of Election listing the elective offices to be filled and any measure (if known at the time) to be voted on and to deliver a map of the district or city to the Elections Department. Cities and special districts should include in the notice how a tie vote will be resolved.</p> <p style="text-align: right;">EC 10509, 10522, 10524, 10551, 15651</p>
<p>July 8, 2016 (E -123)</p>	<p>Schools to Deliver Specifications of the Election Order Last day for a school board conducting a governing board election to deliver a resolution known as “Specifications of the Election Order” listing the elective offices to be filled and any measure (if known at the time) to be voted on and file it with the county Superintendent of Schools and county elections official, stating the date and purpose of the election as well as provide a map of the district.</p> <p style="text-align: right;">Ed. Code 5322</p> <p>A clause to determine a tie vote is included in the “Specifications of the Election Order.”</p> <p style="text-align: right;">Ed. Code 5016</p>

<p>July 11 – Aug. 10, 2016 (E-120 to E-90)</p>	<p>Notice of Election Between these dates, the County Clerk will publish a Notice of Election containing the date of the election, the offices to be filled, qualifications for candidacy required by the principal act, where nomination papers are available, deadline for filing Declarations of Candidacy, and a notice that appointment will be made in lieu of election in accordance with state law. The county elections official will forward copies of all published notices to each school and special district. EC 10515, 12112, 12113; Ed. Code 5326, 5328, 5328.5</p>
<p>July 18 – Aug. 12, 2016 (E-113 to E-88)</p>	<p>Candidate Nomination Period Candidates for school and special district boards obtain and file their Declarations of Candidacy along with their Candidate Statement of Qualifications if they choose to submit one. Forms are obtained from and filed with the Elections Department. A person shall not file nomination papers for more than one district office or term of office for the same district at the same election. EC 10510, 13307, 13311</p>
<p>July 18 – Aug. 12, 2016 (E-113 to E-88)</p>	<p>Candidate Statement of Qualifications School/City/Special District Between these dates, candidates may prepare a Statement of Qualifications, not to exceed 200 words, to be included in the Voter's Information Pamphlet. The statement shall be filed and paid for at the time the Declaration of Candidacy is filed. The statement may not be changed, but may be withdrawn up until 5:00 p.m. on August 15 if the contest closes on August 12, or August 18 if the contest closes on August 17 after the extension period. EC 13307</p>
<p>July 18 – Aug. 12, 2016 (E-113 to E-88)</p>	<p>Candidate Statement of Qualifications Top Two Candidates for Congressional, State Legislative & County Offices Between these dates, candidates in the November run-off may prepare a Statement of Qualifications, not to exceed 200 words, 250 words for Congressional and State Legislative candidates, to be included in the County Voter Information Pamphlet. The statement shall be filed and paid for at the time the Declaration of Candidacy is filed. EC 13307</p>
<p>July 26 - Aug. 15, 2016 (E-105 to E-85)</p>	<p>State Voter Information Guide Available for Public Examination During this period, the State Voter Information Guide for the general election will be available for public examination. Govt. Code 88006; EC 9054, 9092, 13282</p>

<p>August 2, 2016 (E-98)</p>	<p>Change of Candidate’s Ballot Designation Last day for candidates to request in writing to both the Secretary of State and County Clerk/Elections Department that a different ballot designation be used for the November General Election than the designation used for the June Primary Election. Cal. Code Reg., Title 2 20711(e); EC 13107</p>
<p>August 12, 2016 (E-88)</p>	<p>Last Day for Candidates to File to Run for Office Deadline for candidates for school boards or special district boards to obtain and file their Declaration of Candidacy. Forms are obtained from and filed with the County Elections Department. If a candidate would like to file a Statement of Qualifications, it must be filed and paid for at the same time that the Declaration of Candidacy is being filed. The two documents may not be filed independent of one another. This is also the deadline for candidates for city office to submit nomination papers and their Declaration of Candidacy. Any candidate who has filed a Declaration of Candidacy may withdraw that declaration up until 5:00 p.m. on August 12, 2016. Gov. Code 36503; EC 10220-10227, 10510</p>
<p>August 12, 2016 (E-88)</p>	<p>Last Day to Submit Resolutions of Consolidation Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the County Elections Department. Earlier filing dates are encouraged in order to meet printing schedules. EC 10401, 10402</p>
<p>August 13 – 17, 2016 (E-87 to E-83)</p>	<p>Candidate Filing Extension If the incumbent does not file by 5:00 p.m. on August 12, 2016, there is a five (5) day filing extension for anyone other than the incumbent to file for office. EC 10516</p>
<p>August 17, 2016 (E-83)</p>	<p>Insufficient Number of Nominees Special Districts: If by 5:00 p.m. on this day, there is an insufficient number of persons filing candidacy papers to fill an office or offices, the elections official shall certify this fact to the Board of Supervisors. A person who has filed a Declaration of Candidacy shall be appointed by the BOS prior to the Monday before the first Friday in December. If no one filed, another qualified person shall be appointed by the BOS on or before November 8, 2016 and shall take office and serve as if elected. EC 10515</p>

<p>August 17, 2016 (E-83)</p>	<p>Insufficient Number of Nominees <u>Schools/County Boards of Education:</u> If by 5:00 p.m. on this day, there is an insufficient number of filers for the office(s) to be filled, an appointment will be made. The qualified person(s) nominated shall be seated at an organizational meeting of the board and the board shall appoint as necessary at a meeting held prior to Election Day. Persons so appointed shall be seated at the organizational meeting and serve as if they had been elected. In the event no one is nominated, the governing board shall publish a notice one time in a newspaper of general circulation in the district stating the board intends to make an appointment and informing the public how to apply for the office. Ed. Code 5326, 5328, 5328.5</p>
<p>August 17, 2016 (E-83)</p>	<p>Judicial Candidate Write-In Petition Deadline to submit a petition indicating that a write-in campaign will be conducted against an incumbent Superior Court Judge. Petition must be signed by 0.1% of the registered voters qualified to vote on the office, provided that the petition contain at least 100 but no more than 600 signatures. EC 8203</p>
<p>August 18, 2016 (E-82)</p>	<p>Randomized Alphabet Drawing Secretary of State shall conduct the randomized alphabet drawing to determine the order in which candidates will appear on the general election ballot. The County Clerk shall conduct a randomized alphabet drawing for the State Legislative offices. EC 13112</p>
<p>September 5, 2016 (E-64)</p>	<p>County Holiday – Office Closed</p>
<p>Sept. 9 – 24, 2016 (E-60 to E-45)</p>	<p>Military or Overseas Vote-By-Mail Ballots Period in which the county elections official may process applications for military or overseas voter ballots. EC 300(b), 321, 3102, 3105</p>
<p>Sept. 29 – Oct. 29, 2016 (E-40 to E-10)</p>	<p>Counties Mail Sample Ballots Between these dates, the county elections official shall mail a Sample Ballot and polling place notice to each registered voter. EC 9094, 13303, 13304</p>
<p>October 10, 2016 (E-29)</p>	<p>County Holiday – Office Closed</p>

<p>Oct. 11 – Nov. 1, 2016 (E-29 to E-7)</p>	<p>Vote-By-Mail Ballot Application Period Between these dates, voters may apply for a vote-by-mail ballot from the Elections Department. EC 3001, 3003</p>
<p>Oct. 11 – Nov. 8, 2016 (E-29 to E)</p>	<p>Early Voting – Nevada Elections Office & Truckee Town Hall Beginning 29 days before the election, both the Nevada County Elections Office at the Rood Center, Nevada City and the Truckee Town Hall will operate as a polling place, providing voters with ballots, assisting voters and serving as a ballot drop off location. Offices will be open during regular business hours. The Nevada County Elections Office will operate with extended hours on the Saturday prior to Election Day and on Election Day. EC 3001, 3003</p>
<p>October 24, 2016 (E-15)</p>	<p>Last Day to Register to Vote Last day to register to vote in the November General Election. The Voter Registration Form shall be mailed (postmarked by this date), received online by midnight or delivered to the county elections official by this date and is effective upon receipt. The Voter Registration Form may also be submitted by this date to the Secretary of State, DMV or any National Voter Registration Act designated agency. 52 U.S.C. 20301; EC 300(b), 321, 2102, 2107, 3102</p>
<p>Oct. 25 – Nov. 1, 2016 (E-14 to E-7)</p>	<p>New Residents Registration Period Any person who becomes a new resident after October 24, 2016 may register to vote beginning on October 25, 2016 and ending November 1, 2016. This registration must be executed in the county officials office and the new resident shall vote a new resident's ballot in that office. A new resident is eligible to vote for only president and vice president. EC 332, 3400</p>
<p>Oct. 25 – Nov. 8, 2016 (E-14 to E)</p>	<p>New Citizens Voter Registration Period A new citizen registering to vote after the close of registration shall provide the county elections official 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 and county elections officials shall keep a public list of new citizen voters. EC 331, 3500-3503, 3501</p>
<p>November 2 – 8, 2016 (E-6 to E)</p>	<p>Vote-By-Mail Ballots – Late Conditions Voters unable to go to the polls because of illness or disability or because they will be absent from their precinct on Election Day, may come to the Elections Department and receive a vote-by-mail ballot over the counter. Voters may designate in writing a representative to bring the vote-by-mail ballot to them. The voter may return the ballot to the Elections Office or polling place in the county, either personally or through the authorized representative. EC 3021</p>

<p>November 5, 2016 (E-3)</p>	<p>Weekend Voting The Nevada County Elections Office will be open for voting from 9:00 a.m. to 4:00 p.m. on the Saturday prior to the November General Election.</p>
<p>November 8, 2016 (E)</p>	<p>General Election Day Polls open at 7:00 a.m. and close at 8:00 p.m. EC 1000, 14212</p>
<p>Nov. 10 – Dec. 8, 2016 (E+2 to E+30)</p>	<p>Official Canvass The official canvass of precinct returns is to be completed during this time. EC 15301, 15372</p>
<p>November 14, 2016 (E+3)</p>	<p>Last Day to Accept Vote-By-Ballots Vote-by-mail ballots that are post-marked on or before Election Day or are time stamped or date stamped by a bona fide private mail delivery company on or before Election Day and received by the county elections official shall be considered received on time. If the ballot envelope has no postmark, a postmark with no date or an illegible postmark, the vote-by-mail ballot identification envelope must be signed and dated by the voter pursuant to section 3011 on or before Election Day in order to be considered received on time. EC 3017, 3020</p>
<p>November 15, 2016 (E+7)</p>	<p>Board of Supervisors to Appoint Candidates In-Lieu of Election Candidates who filed a Declaration of Candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the first Monday before the first Friday in December. EC 10515</p>
<p>December 2, 2016 (E+24)</p>	<p>Assuming Office <u>Special Districts:</u> Candidates declared elected or appointed (i.e. as provided in EC 10515) take office this date at noon after having taken the oath or posted any bond required by the principal act. EC 10554 <u>School and Community College Districts:</u> Candidates elected to school board take office this date pursuant to Education Code §5017, though no reference is made to “noon” as is the case in Election Code 10554.</p>

<p>December 8, 2016 (E+30)</p>	<p>Statement of Vote to Board of Supervisors – Certificates of Election The elections official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors.</p> <p>The Board of Supervisors shall declare the nominees or winners for each office and the results of each measure under its jurisdiction. The county elections official shall make and deliver to each person elected a Certificate of Election.</p> <p style="text-align: right;">EC 15372, 15400-15401</p>
<p>5 Days after Canvass</p>	<p>Recount May Be Requested Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the elections official and specifying which candidates and/or measures are to be recounted.</p> <p>The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day’s recount, deposit such sum as the official requires to cover costs.</p> <p>“Completion of the canvass” shall be presumed to be the time when the elections official signs the certified Statement of Vote.</p> <p style="text-align: right;">EC 15620 – 15634</p>

Offices on the November 2016 Ballot

Candidates nominated in the June 7, 2016 Primary

United States Partisan Office

Office	Jurisdiction	Term
President & Vice President	Federal	4 years, commencing Jan. 20, 2017

Voter-Nominated Offices-Top Two on Nov. Ballot

U.S. Senate	Federal	6 years, commencing Jan. 3, 2017
U.S. Representative in Congress	1 st & 4 th Dist.	2 years, commencing Jan. 3, 2017 (noon)
State Senate	1 st Dist.	4 years, commencing Dec. 5, 2016
Member of the Assembly	1 st Dist.	2 years, commencing Dec. 5, 2016

Cities/Towns

City/Town	Office	Incumbent	Term	How Elected	Qualifications
Grass Valley	3 Council Members	Jan Arbuckle Howard Levine Lisa Swarthout	4 year	At large	Registered voter of the city at the time nomination papers are issued. (Gov. Code 36502)
Town of Truckee	2 Council Members	Alicia Barr Joan deRyk Jones	4 year	At large	Registered voter of the city at the time nomination papers are issued. (Gov. Code 36502)

Nonpartisan-The name of the incumbent Judge who did not appear on the June ballot will appear on the November ballot if a write-in petition is filed.

Candidates to be elected from the following jurisdictions:

(The names of incumbents for the following offices are on file at the Elections Department or on the website at www.mynevadacounty.com)

Boards of Education & Community Colleges

District	Offices up for Election	How Elected	Qualifications
Nevada County Board of Education	2 Governing Board Members Trustee Areas 2,3	At large	Registered voter of the district. (Ed. Code 5030, 35107)
Placer County Board of Education	1 Governing Board Member Trustee Area 4	By trustee area	Registered voter of the district residing within the trustee area (Ed. Code 5030, 35107)
Sierra Joint Community College District	3 Governing Board Member Trustee Area 3, 4, 7	At large	Registered voter of the district residing within the trustee area (Ed. Code 5030, 35107)

Unified/High School Districts

District	Offices up for Election	How Elected	Qualifications
Tahoe Truckee Unified School District	2 Governing Board Members Trustee Area 2, 3	At large	Registered voter of the district residing within the trustee area (Ed. Code 5030, 35107)
Nevada Joint Union High School District	3 Governing Board Members Trustee Areas 2, 3, 4	By trustee area	Registered voter of the district residing within the trustee area (Ed. Code 5030, 35107)

Elementary School Districts

District	Offices up for Election	How Elected	Qualifications
Chicago Park School District	2 Governing Board Members	At large	Registered voter of the district (Ed. Code 5030, 35107)
Clear Creek Elementary School District	3 Governing Board Members		
Grass Valley School District	2 Governing Board Members		
Nevada City School District	2 Governing Board Members		
Pleasant Ridge Union School District	2 Governing Board Members		
Penn Valley Union Elementary	2 Governing Board Members		
Twin Ridges Elementary School District	2 Governing Board Members		
Union Hill School District	3 Governing Board Members		

Water Districts

District	Offices up for election	How Elected	Qualifications
San Juan Ridge County Water District	3 Directors	At large	Registered voter of the district (Water Code 30500)
Washington County Water District	2 Directors		

Fire Protection Districts

District	Offices up for Election	How Elected	Qualifications
Higgins Area Fire Protection District	2 Directors	At large	Registered voter of the district (Health & Safety Code 13841)
Nevada County Consolidated Fire District	4 Directors		
North San Juan Fire Protection District	2 Directors		
Ophir Hill Fire Protection District	3 Directors		
Peardale-Chicago Park Fire Protection District	3 Directors		
Penn Valley Fire Protection District	3 Directors		
Rough and Ready Fire Protection District	2 Directors		
Truckee Fire Protection District	2 Directors		

Irrigation Districts

District	Offices up for Election	How Elected	Qualifications
Nevada Irrigation District	2 Directors Division III, V	By Division	Registered voter and landowner residing in the division area (Water Code 21100)

Recreation and Park Districts

District	Offices up for Election	How Elected	Qualifications
Bear River Recreation and Park District	2 Directors	At large	Registered voter of the district or a registered voter of the state who owns property in the district (Public Resources Code 5783.1, 5784.1)
Oak Tree Community Park and Recreation District	2 Directors		
Truckee Donner Recreation and Park District	2 Directors		
Western Gateway Recreation and Park District	2 Directors		

Community Service Districts

District	Offices up for Election	How Elected	Qualifications
Beyers Lane Community Service District	2 Directors	At large	Registered voter of the district (Gov. Code 61000 – 61009)
Lake of the Pines Ranchos Community Service District	2 Directors		
Mystic Mine Road Community Service District	3 Directors		

Airport District

District	Offices up for Election	How Elected	Qualifications
Truckee Tahoe Airport District	3 Directors	At large	Registered voter of the district (Public Utilities Code 22401)

Hospital District

District	Offices up for Election	How Elected	Qualifications
Tahoe Forest Hospital District	2 Directors	At large	Registered voter of the district (Health & Safety Code 32100)

Public Utility Districts

District	Offices up for Election	How Elected	Qualifications
Donner Summit Public Utility District	3 Directors	At large	Registered voter of the district. (Public Utilities Code 15952)
Truckee Donner Public Utility District	3 Directors		

Sanitary District

District	Offices up for Election	How Elected	Qualifications
Truckee Sanitary District	2 Directors	At large	Registered voter of the district. (Health & Safety Code 6585)

NOMINATION PROCEDURES

NOMINATION PETITION

- **Filing Period**

July 18, 2016 to August 12, 2016

APPLY FOR NOMINATION DOCUMENTS

Candidates must supply the following information for the Candidate's Worksheet: name, residence and mailing address, telephone number(s) and the elective office title for which he or she is applying. This information is used in preparing the nomination documents. Candidate qualifications are checked at this time.

No signer shall at the time of signing nomination documents have his or her name signed to any other nomination paper for any other candidate for the same office; or in the case there are several seats to be filled for the same office, signed to more nomination papers for candidates for that office than there are seats to be filled. (EC § 8069)

WHAT DOCUMENTS ARE IN THE NOMINATION PACKAGE?

A candidate's Filing Packet Receipt is prepared and must be signed by the candidate or an authorized agent. The following documents will then be issued to each candidate:

1. Candidate's Handbook
2. FPPC Information Acknowledgement Form
3. Sworn statement that candidate meets documentation requirements per state law
4. Ballot Designation Worksheet
5. Declaration of Candidacy (document prepared and retained by the elections office)
6. Nomination Paper/Petition (If applicable to the office sought)
7. Candidate Statement of Qualifications Form (optional)
8. Receipt/Instructions for Candidate's Statement of Qualifications
9. Candidate Campaign Statement Form 460 or Form 470 (Candidates may request Form 410, Form 470 Supplement and Form 501 as needed)
10. Form 700 – Statement of Economic Interests (Required for candidates for Water Districts and School Board Trustees)
11. Code of Fair Campaign Practices (optional)
12. Political sign ordinance information

DECLARATION OF CANDIDACY

The Declaration of Candidacy is the official nomination document **required of all candidates**. On the Declaration of Candidacy the candidate indicates how his or her name and ballot designation is to appear on the ballot, declares he/she meets the statutory and/or constitutional qualifications for the office sought and the candidate will accept the nomination and not withdraw.

The candidate is required to execute the Declaration of Candidacy in the office of the elections official unless a written statement is signed and dated by the candidate authorizing a person to receive the Declaration of Candidacy Form from the elections official and deliver it to the candidate. The written statement from the candidate must include language indicating the candidate is aware the Declaration of Candidacy must be duly executed and delivered to the elections official in the county of the candidate's residence by the 88th day before the primary election. (EC § § 8020, 8023, 8028, 8101, 8105)

Name on the Ballot

Each candidate will state on his or her Declaration of Candidacy how his or her name should appear on the ballot. The name should be recognizable as the name under which the candidate is registered to vote, although it does not need to be identical. For example, a candidate registered as "Richard James Shaw" may use such variations as "Dick J. Shaw", "Dick Shaw", or "R. James (Bud) Shaw".

Completion of the Declaration of Candidacy Form

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

1. Printed name for use on the official ballot.
2. Ballot designation for use on the official ballot (refer to provisions provided in the *Ballot Designation Guidelines* handout in your Candidate Packet for more information).
3. Incumbency in any other elected public offices.
4. Signature and date where applicable.

OPTIONAL CANDIDATE FILING PROCEDURES

BALLOT DESIGNATIONS FOR CANDIDATES

If a candidate chooses to have a ballot designation title printed on the ballot then it **MUST** be filed at the same time the Declaration of Candidacy is filed.

A ballot designation is a title printed underneath the candidate's name on the ballot. Any candidate who wishes to have a ballot designation printed on the ballot **must** complete a Ballot Designation Worksheet. (EC § 13107) This worksheet will also help a candidate determine an appropriate ballot designation. Please see the *Ballot Designation Guidelines* handout in your Candidate Packet for more information.

CODE OF FAIR CAMPAIGN PRACTICES

Must be filed at the same time as the Declaration of Candidacy is filed.

At the time an individual is issued his or her Declaration of Candidacy, Nomination Paper/Petition, or any other paper evidencing an intention to be a candidate for public office, the elections office will give the individual a blank form of the Code of Fair Campaign Practices. The elections office shall inform each candidate for public office that subscription to the code is voluntary. (EC § 20440) By signing and returning the form, the candidate is voluntarily subscribing to the Code of Fair Campaign Practices.

The Legislature at this moment declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters. (EC § 20400)

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

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State will provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial Campaign Statement on behalf of the committee.

The elections office will accept, at all times prior to the election, all completed forms 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 § 20442) Every code subscribed to by a candidate for public office pursuant to Chapter 6 of Division 20 of the Elections Code is a public record open for public inspection. (EC § 20443) In no event shall a candidate for public office be required to subscribe to or endorse the Code. (EC § 20444)

Subscription to the code is voluntary. Completed forms are to be filed with the County Clerk and shall be retained for public inspection until 30 days after the election. (EC § § 20400 - 20444)

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Must be filed and paid for at the same time as the Declaration of Candidacy is filed.

CANDIDATES ARE REQUIRED TO SUBMIT THEIR STATEMENT OF QUALIFICATIONS ELECTRONICALLY (DISC OR USB) IN WORD FORMAT AND ATTACH A WRITTEN COPY TO THE "STATEMENT OF QUALIFICATIONS" FORM PROVIDED BY THE ELECTIONS OFFICE.

The candidate's Statement of Qualifications, published in the Sample Ballot Booklet, is optional and is left entirely up to candidates to determine if they wish to submit a statement. The Statement of Qualifications may include the name, age, and occupation of the candidate and a brief description, totaling no more than 200 words (250 words for candidates for legislative office who meet FPPC eligibility requirements to submit a statement), of the candidate's education and qualifications expressed by the candidate himself or herself. The statement must be filed at the time of filing the Declaration of Candidacy. No reference to political party affiliation, mention of political party membership, or activity in the partisan political organization is permitted for candidates for nonpartisan office. No mention of political opponents is allowed. The purpose of the statement is to explain to voters the candidate's qualifications and experience.

A candidate statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 p.m. of the next working day after the close of the nomination period. Statements are confidential until after the close of the nomination period.

California Elections Code intends for uniformity of appearance of each Statement of Qualifications. By preparing your statement in accordance with the above guidelines, each statement will be uniformly printed and allowed the same amount of space in the Sample Ballot Booklet. Uniformity will avoid favored composition or printing of one candidate's statement over another.

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

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

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

Copies of all candidate statements will be available for public inspection at the elections office after the expiration of the filing deadline. (EC § 13311)

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

If a candidate wishes to have a candidate's Statement of Qualifications appear in Spanish as well as English, the charge will be doubled, and the candidate will also pay for the translation (\$100) by an approved Spanish language translator retained by the state-certified company that prints Nevada County's Sample Ballot Booklets.

HOW TO COUNT WORDS FOR A CANDIDATE STATEMENT

The county elections official uses the guidelines listed below for counting words.

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

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

CANDIDATE STATEMENT FEES BY OFFICES TO BE ELECTED

There are no filing fees associated with any County, Local or Special Districts appearing on the ballot for the November 8, 2016 General Election in Nevada County. California Elections Code § 13307c states the local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. Pursuant to Elections Code the Estimated Statement of Qualifications Fees have been estimated with the following formula: \$75.00 set up plus .025 per registered voter. Those candidates wishing to have their statements printed in Spanish also will be charged twice the listed estimate plus \$100.00 for Certified Translation Fees. **Candidates filing for a district shared with another county and wishing their statement to be printed in the other county(ies) will be required to submit their Statement and pay the applicable fees directly to that county**

Candidate's Statement of Qualification Fees

District Name – Division or Trustee Area	Estimated SOQ Fees (English Only)
Member of State Assembly District 1	\$1614.73
Bear River Recreation and Park District	\$476.00
Beyers Lane Community Service District	\$76.00
Chicago Park School District	\$95.00
City of Grass Valley, Council Member	\$257.00
Clear Creek Elementary School District	\$104.00
Congressional District 1	\$1399.98
Congressional District 4	\$289.75
Donner Summit Public Utility District	\$76.00
Grass Valley School District	\$480.00
Higgins Area Fire Protection District	\$240.00
Lake of the Pines Ranchos Community Service District	\$82.00
Mystic Mine Road Community Service District	\$78.00
Nevada City School District	\$373.00
Nevada County Board of Education TA 2	\$595.00
Nevada County Board of Education TA 3	\$425.00
Nevada County Consolidated Fire District	\$664.00
Nevada Irrigation District – Division 3	\$328.00
Nevada Irrigation District – Division 5	\$368.00
Nevada Joint Union High School District – Trustee Area 2	\$321.00
Nevada Joint Union High School District – Trustee Area 3	\$358.00
Nevada Joint Union High School District – Trustee Area 4	\$362.00
North San Juan Fire Protection District	\$125.00
Oak Tree Community Recreation and Park District	\$125.00
Old Pleasant Valley Elementary	\$205.00
Ophir Hill Fire Protection District	\$134.00
Peardale-Chicago Park Fire Protection District	\$143.00
Penn Valley Fire Protection District	\$283.00
Penn Valley Union Elementary School District	\$293.00
Placer County Board of Education District – Trustee Area 4	\$313.00
Pleasant Ridge Union School District	\$425.00
Rough and Ready Fire District	\$97.00
San Juan Ridge County Water District	\$78.00
Sierra Joint Community College District	\$96.00
State Senate District 1	\$1614.73
Tahoe Forest Hospital District	\$313.00
Tahoe Truckee Unified School District	\$171.00
Town of Truckee, Town Council Member	\$303.00
Truckee Donner Public Utility District	\$304.00
Truckee Donner Recreation and Park District	\$313.00
Truckee Fire Protection District	\$311.00
Truckee Sanitary District	\$276.00
Truckee Tahoe Airport District	\$313.00
Twin Ridges Elementary School District	\$125.00
Union Hill School District	\$119.00
Washington County Water District	\$78.00
Western Gateway Recreation and Park District	\$344.00

CAMPAIGN DISCLOSURE INFORMATION

The FPPC has recently simplified and/or consolidated filing forms. However, these changes are not reflected in FPPC manuals, and information therein does not always correspond with recently updated forms and filing requirements. It is the responsibility of the candidate or committee to clarify inconsistencies and/or solicit answers to questions by contacting the FPPC toll-free at 1-866-275-3772. All FPPC forms and instructions may be downloaded from the FPPC website: www.fppc.ca.gov.

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

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

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

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

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

Candidates and officeholders who make campaign related expenditures from personal funds not to exceed \$2,000 must file Form 501. Candidates who plan to use personal funds exceeding \$2,000 to pay campaign related expenses, other than filing fees and/or statement of qualifications in the Sample Ballot Booklet, deposit those funds into an appropriate campaign bank account prior to making the expenditure and file Form 501 and Form 410.

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

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

A Form 470 may be filed annually when submitting a Declaration of Candidacy, or no later than the deadline for the first pre-election campaign statement if the officeholder or candidate does not have an active controlled committee and will not receive \$2000 in contributions during the year.

If an officeholder or candidate files a Form 470 in connection with an election, and subsequently receives more than \$2000 in contributions, a Form 470 Supplement must be filed with the Secretary of State, the local filing officer, and with each opposing candidate within 48 hours. Regular mail may not be used.

If an officeholder or candidate receives \$2000 in contributions, including personal funds used for campaign related expenses, a Form 410 – Statement of Organization must be filed. See the FPPC manual for deadlines.

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

FPPC CAMPAIGN DISCLOSURE FORMS

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

Form 410 – Statement of Organization

Form 460 – Officeholder/Candidate/Controlled Committee Campaign Statement – Long Form

Form 462 – Verification of Independent Expenditures

Form 465 – Supplemental Independent Expenditure Report

Form 470 – Candidate and Officeholder Campaign Statement – Short Form

Form 495 – Supplemental Pre-Election Statement

Form 496 – 24-hour Independent Expenditure Report

Form 497 – 24-hour Contribution Report

Form 501 – Candidate Intention Statement

Form 700 – Statement of Economic Interests

It is the responsibility of each candidate to timely file any and all required FPPC disclosure statements. We strongly encourage each candidate to visit the FPPC website for any questions and information: <http://www.fppc.ca.gov>. The Nevada County Elections Staff cannot provide FPPC Disclosure Statement information.

NEVADA COUNTY FPPC ELECTRONIC FILING DISCLOSURE INFORMATION
Pursuant to Nevada County Ordinance No. 2404

Whenever any candidate or committee is required to file campaign disclosure statements or reports with the Nevada County elections official in accordance with the California Political Reform Act, California Government Code Section 84100, *et seq.*, such statements or reports shall be filed electronically. Such statements shall include but not be limited to the following: pre-election campaign statements, an amended campaign statement, a supplemental pre-election campaign statement, a report disclosing a contribution received by or made to a candidate, local ballot measure or an independent expenditure made for or against a candidate or local ballot measure, or an independent expenditure made for or against a candidate or local ballot measure of \$1,000 dollars, or more, during an election cycle. The candidate or committee shall file the statement using the electronic filing system available on the Nevada County Elections office website, in accordance with procedures established by the Nevada County elections official. The street or address or building number of any persons or entity representatives listed on the statements or reports, or any bank account number, shall not be displayed online.

This requirement does not apply to any candidate who receives contributions totaling less than \$1,000.00, and makes expenditures totaling less than \$1,000.00, in a calendar year.

Nevada County Ordinance No. 2404 can be found at

<http://www.mynevadacounty.com/nc/bos/cob/docs/Board%20of%20Supervisors%20Ordinances/2016%20BOS%20Ordinances/2404.pdf>

Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for Local Office Being Voted on November 8, 2016

Deadline	Period	Form	Notes
Aug. 1, 2016 <i>Semi-Annual</i>	1/1/16 – 6/30/16	460	All committees must file Form 460 The July deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 24 Hours- <i>Contribution Reports</i>	8/10/16 – 11/8/16	497	File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to another candidate or ballot measure being voted on the November 8 ballot or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sept. 29, 2016 <i>1st Pre-Election</i>	7/1/16 – 9/24/16	460 or 470	Each candidate listed on the ballot must file either Form 460 or Form 470 (see below)
Oct 27, 2016 <i>2nd Pre-Election</i>	9/25/16 – 10/22/16	460	All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jan 31, 2017 <i>Semi-Annual</i>	10/23/16 – 12/31/16	460	All committees must file unless the committee filed termination Forms 410 and 460 before 12/31/16

- **Local Ordinance:** Always check on whether additional local rules apply.
- **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.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.

Fair Political Practices Commission Filing Schedule for Committees Primarily Formed to Support/Oppose Local Candidates Being Voted on November 8, 2016

Deadline	Period	Form	Notes
Aug. 1, 2016 <i>Semi-Annual</i>	1/1/16 – 6/30/16	460	All committees must file Form 460 The July deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 10 Days <i>Independent Expenditure Verification</i>	Ongoing	462	Committees making independent expenditures must file this form with the FPPC. E-mail only-no paper. Committees must file only one Form 462 per election for each candidate or measure supported or opposed by an independent expenditure.
Within 24 Hours- <i>Contribution/Independent Expenditure Reports</i>	8/10/16 – 11/8/16	496 497	496: File if a contribution of \$1,000 or more in the aggregate is made. 497: File if a contribution of \$1,000 or more in the aggregate is received from a single source. 497: File if a contribution of \$1,000 or more in the aggregate is made to a candidate or measure being voted upon November 8, 2016 or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received.
Sept. 29, 2016 <i>1st Pre-Election</i>	7/1/16 – 9/24/16	460	All committees must file Form 460.
Oct 27, 2016 <i>2nd Pre-Election</i>	9/25/16 – 10/22/16	460	All committees must file Form 460 Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jan 31, 2017 <i>Semi-Annual</i>	10/23/16 – 12/31/16	460	All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before 12/31/16

- **Local Ordinance:** Always check on whether additional local rules apply.
- **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.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.

Fair Political Practices Commission Filing Schedule for Committees Primarily Formed to Support/Oppose Local Measures Being Voted on November 8, 2016

Deadline	Period	Form	Notes
Aug. 1, 2016 <i>Semi-Annual</i>	1/1/16 – 6/30/16	460	All committees must file Form 460 The July deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 24 Hours- <i>Contribution Reports</i>	8/10/16 – 11/8/16	497	File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to a candidate or another ballot measure being voted on the November 8 ballot or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sept. 29, 2016 <i>1st Pre-Election</i>	7/1/16 – 9/24/16	460	All committees must file Form 460.
Oct 27, 2016 <i>2nd Pre-Election</i>	9/25/16 – 10/22/16	460	All committees must file Form 460. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jan 31, 2017 <i>Semi-Annual</i>	10/23/16 – 12/31/16	460	All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2016.

Additional Reports

Depending on committee activity, one or both of the following reports may also be required:

- **460 – Ballot Measure Quarterly Report:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, primarily formed ballot measure committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required.
- **511 – Paid Spokesperson Report:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter).

- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed or January 1 if no previous statement has been filed.
- **A controlled committee** of a candidate may not make an independent expenditure to support or oppose another candidate.
- **Local jurisdictions** may impose contribution limits and additional filing requirements.
- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information.
- **Form 470:** Candidates that did not have a committee or raise/spend \$2,000 in 2016 may file Form 470 on or before February 1, 2016. Form 470 cannot be filed for other deadlines if the candidate has a committee or has raised/spent \$2,000 or more in 2016. After filing a Form 470, if the candidate raises/spends \$2,000 or more in 2016, see Chapter 4 of the *Campaign Disclosure Manual 2* available on the FPPC website for additional required filings.
- **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election reporting requirements will depend on whether the candidate is elected and whether a campaign committee is maintained.
- **Late Statements:** Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.
- **All statements are public documents.** Paper reports may be mailed by first class mail unless otherwise noted.

For relevant information refer to www.fppc.ca.gov.

CANDIDATE/VENDOR SERVICES

All services must be **paid for when ordered** except vote by mail ballot services. Vote by mail ballot services will be provided upon receipt of the request. Please make checks payable to Nevada County Elections Office with an amount stating “Not to exceed \$_____” written below the line provided for the dollar amount. Leave the space after the dollar sign blank.

XXXXXXXX XXXXXXXX XXXXXXXX
Pay to the order of <i>Nevada County Elections Office</i> \$ _____
_____ Dollars
<i>Not to exceed <amount></i>

A running balance will be maintained. You will be notified to submit an additional check if the balance reaches the maximum amount noted on the first check. All payments are non-refundable. Allow at least 24 hours for processing. Staff will make every reasonable effort to provide a completion time when you place an order. Requests for data not associated with an impending election may be postponed until after the election.

When ordering voter registration information, you must complete a Secretary of State application form and provide a copy of the driver’s license of the person completing the application form. The applicant must swear the voter registration information will be used only for election, governmental, or research purposes as defined by Title 2, Division 7, Article 1, Section 19003 of the California Code of Regulations, and Elections Code section 2194 and Government Code section 6254.4.

PRINTED ALPHABETIZED VOTER LISTS AND STREET INDEXES

Voter lists can be countywide or by district/precinct. Lists are in alphabetical order last name within each precinct, district, or countywide. Walking lists are in alphabetical order by street name within each precinct. Lists can be limited to a particular political party. There are minor differences between lists of voters eligible for a specific election and lists not associated with an election. **The following fees will be applicable for digital or printed lists: \$50 for countywide list and \$37 for single district/precinct list.**

VOTE BY MAIL BALLOT ISSUED AND RETURNED LISTS

Vote by mail lists include the names of all people who have requested a vote by mail ballot for an upcoming election. The lists indicate whether a voter has returned a ballot and whether the elections office has checked the ballot for the correct signature and address. Lists of registrants for mail ballot precincts are available as soon as precinct consolidation has been finalized for an upcoming election, which is usually two months before an election. Lists of permanent vote by mail voters are available at all times. Vote by mail ballot services will be provided upon receipt of the request if accompanied by a check made payable to the Nevada County Elections Office for an amount "Not to exceed \$_____". A running balance of the total cost will be maintained. **The first fee is \$37. An additional fee of \$8/thousand names will be charged for each report after the initial run.**

STATEMENT OF VOTE

The Statement of Vote is the final, official election results. **Printed copies are \$.10 per page.**

Other services include:

Certified photocopy of any original paper record on file in the elections office, unless otherwise specified.	\$11.00
Photocopy of Campaign Finance Reports and Statements of Economic Interests (FPPC)	\$.10 per page
Certified copy of affidavit of voter registration.	\$1.50

RESOURCES

NEVADA COUNTY ELECTIONS OFFICE

Office: (530) 265-1298

Toll-free: 1-888-395-1298

Fax: (530) 265-9829

Website: www.mynevadacounty.com/nc/elections

Email: elections.mail@co.nevada.ca.us

Contact the elections office for information regarding the nomination process or any information listed in this handbook.

FAIR POLITICAL PRACTICES COMMISSION

1. Technical Assistance Division: 1-866-275-3772

Fax: (916) 322-0886

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

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

2. FPPC Legal Division: 1-866-275-3772

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

3. FPPC Enforcement Division: 1-866-275-3772

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

STATE FRANCHISE TAX BOARD

Customer Service: (800) 852-5711 Automated Service: (800) 338-0505

Website: <http://www.ftb.ca.gov>

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

SECRETARY OF STATE (SOS)

1. Political Reform Division: (916) 653-6224

Fax: (916) 653-5045

Website: <http://www.sos.ca.gov>

Contact the Political Reform Division for information concerning Forms 501 or Form 410, political reform, campaign committee ID numbers and termination of campaign committees.

2. Elections Division: (916) 657-2166

Fax: (916) 653-3214

Email: elections@sos.ca.gov

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

OFFICIAL CALIFORNIA LEGISLATIVE INFORMATION

Website: <http://leginfo.legislature.ca.gov/>

Information on current Election, Government, Education, etc., Codes referenced in this candidate handbook.

FEDERAL ELECTIONS COMMISSION

1 (800) 424-9530 Website: <http://www.fec.gov>

Contact the Federal Elections Commission for information concerning Federal Campaign Disclosure requirement or contributions from national banks, national corporations and foreign nationals.

POLL WATCHERS GUIDELINES

A *Poll Watchers Guide* has been prepared by the Nevada County Elections Office. One copy is available for each campaign free of charge.

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

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

Poll watchers may not wear candidate/measure badges, discuss candidates/measures or bring any campaign material into the polling place. This activity constitutes electioneering and is illegal. Electioneering may not be conducted within 100 feet of a polling place, defined as 100 feet from the room or rooms in which voters are signing the Roster-Index and casting ballots. The "Polling Place 100 Feet" signs that are posted outside of each polling place indicate the 100 foot boundary for electioneering. (EC § 18370)

NOTE: Because the lobby of the elections office in Nevada City serves as a polling place from 29 days before the election through Election Day, the above guidelines apply.

NEWS MEDIA EXIT POLLS

Members of the news media are permitted to conduct voter surveys outside of polling places on Election Day. Surveys may take place no closer than 25 feet from the door to the polls.

LEGISLATIVE INTENT/CAMPAIGN LITERATURE

Elections Code § 20400. The intent of Legislature

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 that 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.

Government Code § 84305. The manner of sending mass mailings (200 or more of identical or nearly identical pieces of mail)

Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of such mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated instead of a street address if the organization's address is a matter of public record with the Secretary of State. If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

Elections Code § 20008. Political Advertisement Requirements

Any paid political advertisement that refers to an election or 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, the words "Paid Political Advertisement". The words shall be, at least, half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger. 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.

Elections Code § 20009. Simulated Ballot Requirements

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

NOTICE TO VOTERS (Required by Law)

This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State. This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible for preparation thereof).

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

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

The superior court, in any case, brought before it by 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.

Elections Code § 16. Literature Requirements

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

Elections Code § 18301. Printing of Simulated Sample Ballots

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

Elections Code § 18302. Distribution of Precinct Polling Place Information

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

Elections Code § 20202. Authorization To Use Candidate or Committee Name

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

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

Elections Code § 20203. Notice of Non-authorization To Be Included In Fundraising Communication

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

Elections Code § 18576. Willful Interference With Return Of Vote by Mail Ballot Application

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

FREQUENTLY ASKED QUESTIONS

CAN A CANDIDATE FILE FOR MORE THAN ONE OFFICE?

A candidate may file for only one office at the same election. (EC § 8003)

HOW MUCH ARE FILING FEES?

A filing fee of 1 percent of the annual salary of the office shall be paid to the county elections official by each candidate for a judicial office or a county office. This shall not apply to any candidate for any office for which the annual salary is two thousand five hundred dollars or less. (EC § 8104)

CAN DOCUMENTS BE ISSUED TO SOMEONE OTHER THAN THE CANDIDATE?

Nomination documents cannot be issued to or accepted by an unauthorized person. The authorization must be in writing and signed by the candidate. (EC § 8028)

WHAT NOMINATION DOCUMENTS DOES A CANDIDATE FILE AND WHEN?

July 18, 2016 – August 12, 2016 (E-112 – E-88)

The Declaration of Candidacy and nomination paper period opens for the November 8, 2016, General Election on Monday, July 18, 2016. August 12, 2016, is the deadline for filing Declaration of Candidacy and nomination documents.

Only official nomination documents issued by the Nevada County Elections Office may be used. The forms are available at the Nevada County Elections Office, Eric Rood Administrative Center, 950 Maidu Avenue, Second Floor, Suite 210, Nevada City. Our office is open Monday – Friday, 8:00 a.m. – 5:00 p.m., excluding official holidays.

State law requires that all nomination documents contain the candidate's name and elective office title to which he or she is seeking nomination or election and be signed by the election official at the time of issuance.

HOW CAN MY NAME APPEAR ON THE BALLOT?

The ballot name may be designated as follows:

- First, middle and last name.
- Initials only and last name.
- A nickname may be included but must be in quotation marks, not parentheses.
- A familiar short version of the first name, such as “Bill” for “William”, “Dick” for “Richard” or “Jim” for “James”.
- No title or degree shall appear on the same line on a ballot as a candidate’s name, either before or after the candidate’s name. (EC § 13106)
- A change in legal name is not allowed unless the change was made by marriage or by court decree. (EC § 13104)

ARE THERE ANY RESTRICTIONS FOR BALLOT DESIGNATIONS?

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

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

- If you choose to supply a ballot designation, please fill out and return the Ballot Designation Worksheet.

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

IS THERE AN EXTENSION FOR THE NOMINATION PERIOD?

Notwithstanding EC § 8020 or any other provision of the law, if nomination documents for an incumbent officer of a county are not delivered by 5:00 p.m. on the 88th day before the General Election, any person other than the individual who was the incumbent on the 88th day shall have until 5:00 p.m. on the 83rd day before the election to file nomination documents for the elective office. This section is not applicable where there is no incumbent eligible to be elected. (EC § 8024)

CAN A CANDIDATE WITHDRAW HIS OR HER NAME?

At least 88 days prior to the election, each candidate shall leave with the officer with whom his or her nomination papers are required to be left, a declaration of candidacy which states that the candidate will not withdraw as a candidate before the election. (EC § 8800)

WHAT IF THERE IS AN INSUFFICIENT NUMBER OF CANDIDATES?

If there is only one candidate for a county position, the candidate's name will appear alone on the ballot. For information regarding whether a municipal candidate's name is printed on the ballot if there is only one candidate, contact the respective City or Town Clerk. (EC § 10229)

CAN A CANDIDATE CREATE HIS OR HER OWN VOTE BY MAIL APPLICATIONS ?

Any person, including candidates and members of campaign organizations, can distribute applications for vote by mail ballots as long as the application meets the requirements of California Elections Code § 3006 as to its contents. **All forms must be pre-approved by the County Clerk.** The name of any organization that authorizes the distribution of the applications must be included on the form.

POLITICAL SIGNS

A political sign is any posted advertisement used to promote or defeat a candidate and/or measure for an election. **Political signs are not allowed within 100 feet of the entrance to a polling place on Election Day.** It is highly recommended that candidates retain a list of Nevada County polling places so they can remove any signs within 100 feet of a polling place the day BEFORE Election Day.

STATE:

The State Department of Transportation is prepared to answer questions about state regulation of campaign signs. For information call (916) 654-6473. The Nevada County Elections Office will provide a Cal Trans hand-out prepared for candidates.

COUNTY OF NEVADA:

Political signs or temporary signs not exceeding 32 square feet per sign are permitted, providing that such signs are not posted more than 90 days preceding the election and are removed within 10 days following the election. (Nevada County Zoning Ordinance § L-II, 4.2.12)

CITY OF GRASS VALLEY:

No person shall post, stick, stamp, paint or otherwise fix, or cause the same to be done by any person, any notice, placard, card, poster, advertisement or other paper or device calculated to attract the 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 lamp post, electric light, telegraph, telephone or trolley line pole, or railway structure, hydrant, shade tree or tree-box or upon the piers, columns, trusses, girders, railings, gates or other parts of any public bridge or viaduct, or other public structure or building, or upon any pole, box or fixture of the fire alarm or police telegraph system except such as may be authorized or required by the laws of the United States, or state, and the ordinances of the city. (GV City Code § 5.28.020)

Temporary political signs shall be allowed without a sign permit. No political sign shall be erected prior to 90 days before the election to which the sign pertains. In residential zones, no political sign shall exceed four square feet in total area. In commercial, industrial, and other non-residential zones, each political sign and the total of all political signs on a parcel shall not exceed 32 square feet in total sign area. No political sign shall be located within a public right-of-way. All political signs shall be removed within 5 days after the election to which the signs pertain. (GV Zoning Ordinance § 17.38.040)

CITY OF NEVADA CITY:

Political signs may be erected within the city limits, but outside the Historical District. No single sign shall exceed 12 square feet in size. If the sign is two-sided, the area of both sides shall be counted toward the maximum size. The area of an irregular sign shall be the area of the smallest rectangle which can wholly contain the sign. Political signs shall not contain any flashing, blinking or moving letters, characters or other elements, the sign itself shall not move, and shall not contain any outline tubing. Signs should be removed no later than six (6) days following the election. (Nevada City Ordinance 2007-04)

TOWN OF TRUCKEE:

Temporary political signs not exceeding sixteen (16) square feet total for each property in residential zones and thirty-two (32) square feet total for each property in non-residential zones, provided that campaign signs are not posted more than sixty (60) days preceding the election and are removed within fourteen (14) days following the election (Town of Truckee Zoning Ordinance). The Public Works Department will coordinate the size and number of signs allowed per parcel with the Planning Department. The public right-of-way frontage of a parcel will be considered the same as the property line for the adjoining private property. For sight distance or right-of-way obstruction, the candidate will be requested to relocate the sign. Failure to relocate will result in removal of offending sign by Town staff.