

# RUN FOR OFFICE



March 3, 2020  
*Candidate Handbook*



*The who, what, when, where and how-to of running for office*



# A letter from your Registrar of Voters

Congratulations on your decision to seek office in the upcoming March 3, 2020 Presidential Primary 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 March 2020 Candidate Handbook for the Statewide Presidential Primary 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.

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. 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](mailto:gregory.diaz@co.nevada.ca.us), or call me at (530) 265-1297.

All the best to you in your campaign.

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

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



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# WHAT TO EXPECT, WHAT'S NEW & WHEN

## Before You File

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- Verify that your voter registration information is correct. You can verify your voter registration online at [voterstatus.sos.ca.gov](https://voterstatus.sos.ca.gov).
- Confirm the office and position for which you are filing.
- Make sure you meet the qualifications for that office.
- Decide how you want your name to appear on the ballot.
- Decide on your ballot designation.
- Have your campaign contact information ready.
- File for one office only.



**For a list of offices up for election visit  
[mynevadacounty.com/elections](https://mynevadacounty.com/elections) then click  
on the **March 3, 2020 Presidential Primary  
Election and Candidate Filing****

## Elections Office Visits

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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.



**Start early, your first visit can take up to 30 minutes to complete.**

During a candidate's first visit to the Elections Office, after the opening of candidate filing, 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.

Nevada County Elections has no authority to extend filing deadlines beyond those established by state 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 - NetFile

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Nevada County Elections requires you to create your recipient committee campaign statements using our electronic filing system, NetFile. NetFile is a web-based data entry filing system that allows campaign committees and other recipient committees to submit their California Political Reform Act mandated campaign statements online. 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. As a filer, the biggest advantage to using NetFile is the system validates your data as you enter it. This helps 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. NetFile cannot schedule a training within two weeks of a major filing deadline, so please request training as early as possible. FPPC filing schedules can be found at [www.fppc.ca.gov](http://www.fppc.ca.gov); email advice at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov); phone advice at 1-866-ASK-FPPC.

# Nevada County Elections March 3, 2020 Presidential Primary Candidate Calendar

Start Date	Deadline Date	E-Day to Election	Process
September 12, 2019	November 6, 2019	(E-173 – 118)	Signatures in lieu of filing fee petitions (Judicial offices of the Superior Court only) (Cal. Elec. Code 8061, 8105(b), 8106)
September 12, 2019	November 6, 2019	(E-173 – 118)	Signatures in lieu of filing fee petitions (Not Judicial offices of the Superior Court) (Cal. Elec. Code 8061, 8105, 8106)
October 28, 2019	November 6, 2019	(E127 – 118)	Declaration of Intention (Judicial offices of the Superior Court only) (Cal. Elec. Code 8023)
October 29, 2019	October 29, 2019	(E-126)	Semi-Annual Campaign Disclosure Statements Due (Cal. Gov. Code 84200, 84218)
November 7, 2019	November 11, 2019	(E-117 – 113)	Extended filing period for Declaration of Intention (Judicial Office of the Superior Court) (Non-Incumbents only) (Cal. Elec. Code 8022, 8023(b))
November 11, 2019	December 6, 2019	(E-113 – 88)	Declaration of Candidacy and Nomination Papers—Candidate Filing (All offices) (Cal. Elec. Code 8020)
December 7, 2019	December 11, 2019	(E-87 – 83)	Extension of nomination period (Non-Incumbents only) Does not apply where there are no incumbents due to term limits (Cal. Elec. Code 8022)
December 12, 2019	December 12, 2019	(E-82)	Random alphabet draw to be held at 10 AM to determine the ballot order of candidates' names. (13112)
December 19, 2019	December 19, 2019	(E-75)	Last day to file 1st pre-election campaign statements (for the applicable reporting periods.) (Cal. Gov. Code 84200.5, 84200.7)
January 6, 2020	February 18, 2020	(E-57 – 14)	Write-in candidate filing period (Cal. Elec. Code 8601)
February 16, 2020	March 2, 2020	(E-16 - 1)	Late campaign contribution reporting (Cal. Gov. Code 84203)
February 17, 2020	February 17, 2020	(E-15)	Last day to register to vote in this election (Cal. Elec. Code 2102, 2107)
February 20, 2020	February 20, 2020	(E-12)	Last day to file 2nd pre-election campaign statements (for the applicable reporting periods.) (Cal. Gov. Code 84200.5, 84200.7)
March 3, 2020	March 3, 2020	(E-0)	ELECTION DAY. Polls are open 7:00am – 8:00pm
March 5, 2020	April 2, 2020	(E+2 - 30)	Official canvass period. (Cal. Elec. Code 15372, 15301)
April 28, 2020	April 28, 2020	(E+56)	Last day to file semi-annual campaign disclosure statements (for the applicable reporting periods.) (Cal. Gov. Code 84200, 84218)

# QUALIFICATIONS FOR RUNNING FOR OFFICE

## Qualifications for Offices to be Elected

### UNITED STATES PARTISAN OFFICES

#### PRESIDENT OF THE UNITED STATES

President of the United States

For qualifications and requirements visit <https://www.sos.ca.gov/elections/upcoming-elections/candidate-information/>.

### FEDERAL VOTER NOMINATED OFFICES

#### UNITED STATES REPRESENTATIVE IN CONGRESS – 1<sup>st</sup> and 4<sup>th</sup> DISTRICTS

**QUALIFICATIONS:** Every candidate shall be at least 25 years of age, a U.S. citizen for seven years, and a resident of California on January 3, 2021, the date he or she would be sworn into office if elected (U.S. Const. art. I, §2). A sworn statement that the candidate meets documentation requirements per state law is required when nomination papers are filed. (Note: There are no district residency requirements for Members of Congress.)



**TERM OF OFFICE:** 2 YEARS

**FILING FEE:** \$1,740.00 (1% of first year salary (Cal. Elec. Code §8103))

**NOMINATION SIGNATURES REQUIRED:** 40 – 60 (Cal. Elec. Code §8062)

**REQUIRED SIGNATURES IN-LIEU OF FILING FEE:** 2,000 (Cal. Elec. Code §8106)

**DOLLAR VALUE OF EACH SIGNATURE:** \$0.87

**District 1 – CANDIDATE STATEMENT OF QUALIFICATIONS FEE:** \$1528.10

**District 4 – CANDIDATE STATEMENT OF QUALIFICATIONS FEE:** \$324.48

## STATE LEGISLATIVE VOTER NOMINATED OFFICES

### MEMBER OF STATE ASSEMBLY – 1<sup>st</sup> District

**QUALIFICATIONS:** Every candidate shall: Be a U.S. citizen. Cal. Const., art. IV, §2(c). Be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. §201 Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. §20 Serve no more than 12 years in the State Senate, the Assembly, or both, in any combination of terms during his or her lifetime if he or she was first elected to the Legislature after June 2012 and has not previously served in the State Senate or Assembly. Cal. Const., art. IV, §2(a)(4) Not have served two terms in the State Senate since November 6, 1990, if he or she was elected to the State Senate before June 2012. Cal. Const., art. IV, §2(a)(4) Not have served three terms in the Assembly since November 6, 1990, if he or she was elected to the Assembly before June 2012.



**TERM OF OFFICE:** 2 YEARS

**FILING FEE:** \$1,104.59 (1% of first year salary (Cal. Elec. Code §8103))

**NOMINATION SIGNATURES REQUIRED:** 40 – 60 (Cal. Elec. Code §8062)

**REQUIRED SIGNATURES IN-LIEU OF FILING FEE:** 1,000 (Cal. Elec. Code §8106)

**DOLLAR VALUE OF EACH SIGNATURE:** \$1.10459

**CANDIDATE STATEMENT OF QUALIFICATIONS FEE:** \$1777.58

### MEMBER OF STATE SENATE – 1<sup>st</sup> District

**QUALIFICATIONS:** Every candidate shall: Be a U.S. citizen. Cal. Const., art. IV, §2(c) Be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. §201 Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. §20 Serve no more than 12 years in the State Senate, the Assembly, or both, in any combination of terms during his or her lifetime if he or she was first elected to the Legislature after June 2012 and has not previously served in the State Senate or Assembly. Cal. Const., art. IV, §2(a)(4) Not have served two terms in the State Senate since November 6, 1990, if he or she was elected to the State Senate before June 2012. Cal. Const., art. IV, §2(a)(4) Not have served three terms in the Assembly since November 6, 1990, if he or she was elected to the Assembly before June 2012. Cal. Const., art. IV, §2(a)(4)



**TERM OF OFFICE:** 4 YEARS

**FILING FEE:** \$1,104.59 (1% of first year salary (Cal. Elec. Code §8103))

**NOMINATION SIGNATURES REQUIRED:** 40 – 60 (Cal. Elec. Code §8062)

**REQUIRED SIGNATURES IN-LIEU OF FILING FEE:** 2,000 (Cal. Elec. Code §8106)

**DOLLAR VALUE OF EACH SIGNATURE:** \$.552295

**CANDIDATE STATEMENT OF QUALIFICATIONS FEE:** \$1777.58

## COUNTY NONPARTISAN OFFICES

### SUPERIOR COURT JUDGE

**QUALIFICATIONS:** Every candidate shall be a citizen of the U.S., registered voter, a member of the State Bar for ten years or having served as a judge of a California court of record for ten years immediately preceding the election. A sworn statement that the candidate meets documentation requirements per state law is required when nomination papers are filed. All candidates must file a Declaration of Intention *and* a Declaration of Candidacy. (Cal. Elec. Code §13, 13.5, 201, 321, 359; Cal. Const. art. VI, §15)



**TERM OF OFFICE:** 6 YEARS

**FILING FEE:** \$2,138.33 (1% of first year salary)

**NOMINATION SIGNATURES REQUIRED:** 20 - 40 (Cal. Elec. Code §8062)

**REQUIRED SIGNATURES IN-LIEU OF FILING FEE:** 4,706 (Cal. Elec. Code §8106)

**DOLLAR VALUE OF EACH SIGNATURE:** \$.45

**CANDIDATE STATEMENT OF QUALIFICATIONS FEE:** \$1777.58

**COUNTY SUPERVISOR – 1<sup>st</sup>, 2<sup>nd</sup> AND 5<sup>th</sup> DISTRICTS**

**QUALIFICATIONS:** Every candidate shall be at least eighteen years of age, a citizen of California, and a registered voter in the district which the candidate seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office. Supervisor shall reside in the district during his or her incumbency. A sworn statement that the candidate meets documentation requirements per state law is required when nomination papers are filed. (Cal. Elec. Code §13, 13.5, 201, 321, 359; Cal. Gov. Code §24001, 25041)



**TERM OF OFFICE:** 4 YEARS

**FILING FEE:** \$536.67 (1% of first year salary (Cal. Elec. Code §8104))

**NOMINATION SIGNATURES REQUIRED:** 20 - 40 (Cal. Elec. Code §8062)

**1<sup>st</sup> District**

**REQUIRED SIGNATURES IN-LEIU OF FILING FEE:** 1,046 (Cal. Elec. Code §8106)

**DOLLAR VALUE OF EACH SIGNATURE:** \$0.51

**STATEMENT OF QUALIFICATIONS FEE:** \$452.35

**2<sup>nd</sup> District**

**REQUIRED SIGNATURES IN-LEIU OF FILING FEE:** 992 (Cal. Elec. Code §8106)

**DOLLAR VALUE OF EACH SIGNATURE:** \$0.54

**STATEMENT OF QUALIFICATIONS FEE:** \$432.45

**5<sup>th</sup> District**

**REQUIRED SIGNATURES IN-LEIU OF FILING FEE:** 882 (Cal. Elec. Code §8106)

**DOLLAR VALUE OF EACH SIGNATURE:** \$0.65

**STATEMENT OF QUALIFICATIONS FEE:** \$371.83

## MUNICIPALITIES

Candidates for the below offices file with the Nevada City Clerk's Office  
(317 Broad Street, Nevada City; (530) 265-2496)

### NEVADA CITY CITY COUNCIL

**QUALIFICATIONS:** Registered voter of the city at the time nomination papers are issued.  
(Cal. Gov. Code §36502)



**TERM OF OFFICE:** 4 YEARS

**FILING FEE:** NONE

**NOMINATION SIGNATURES REQUIRED:** 20 - 30

**CANDIDATE STATEMENT OF QUALIFICATIONS FEE:** \$131.33

### NEVADA CITY CITY CLERK

**QUALIFICATIONS:** Registered voter of the city at the time nomination papers are issued. (Cal. Gov. Code §36502)



**TERM OF OFFICE:** 4 YEARS

**FILING FEE:** NONE

**NOMINATION SIGNATURES REQUIRED:** 20 - 30

**CANDIDATE STATEMENT OF QUALIFICATIONS FEE:** \$131.33

## COUNTY CENTRAL COMMITTEE

**QUALIFICATIONS:** All candidates must be registered with the political party whose nomination he or she is seeking for not less than three months immediately prior to the time the Declaration of Candidacy is presented to the county elections official, or for as long as he or she has been eligible to register to vote in the state, the candidate is shown by his affidavit of registration to be affiliated with the political party the nomination of which he or she seeks, and the candidate has not been registered as affiliated with a qualified political party other than that political party the nomination of which he or she seeks within 12 months. (Cal. Elec. Code §8001)

In addition to the above qualifications, a candidate for county central committee member of the Democratic, Republican and American Independent parties must be a registered voter residing in the Supervisorial District, which he or she is to represent. (Cal. Elec. Code §201, 7200, 7209, 7400, 7407, 7650, 7654)



**TERM OF OFFICE:** 4 YEARS

**FILING FEE:** NONE

**NOMINATION SIGNATURES REQUIRED** (per party): 20 - 30 (Cal. Elec. Code §7776, 8062)

Democratic, Republican: 20-40 signatures

Signatures must be those of registered voters residing in the same Supervisorial District that the candidate resides in and wishes to represent.

Peace & Freedom, Green Parties: 20-30 signatures, or not less than 2% of total registration, whichever is less.

### **CENTRAL COMMITTEE SEATS BY SUPERVISORIAL DISTRICTS**

**DEMOCRATIC PARTY\*:**

District 1: Six Members  
District 2: Four Members  
District 3: Four Members  
District 4: Four Members  
District 5: Four Members

**REPUBLICAN PARTY\*:**

District 1: Five Members  
District 2: Six Members  
District 3: Four Members  
District 4: Five Members  
District 5: Three Members

**PEACE & FREEDOM:** Five members to be elected countywide\*\*\* (Cal. Elec. Code §7752,7753)

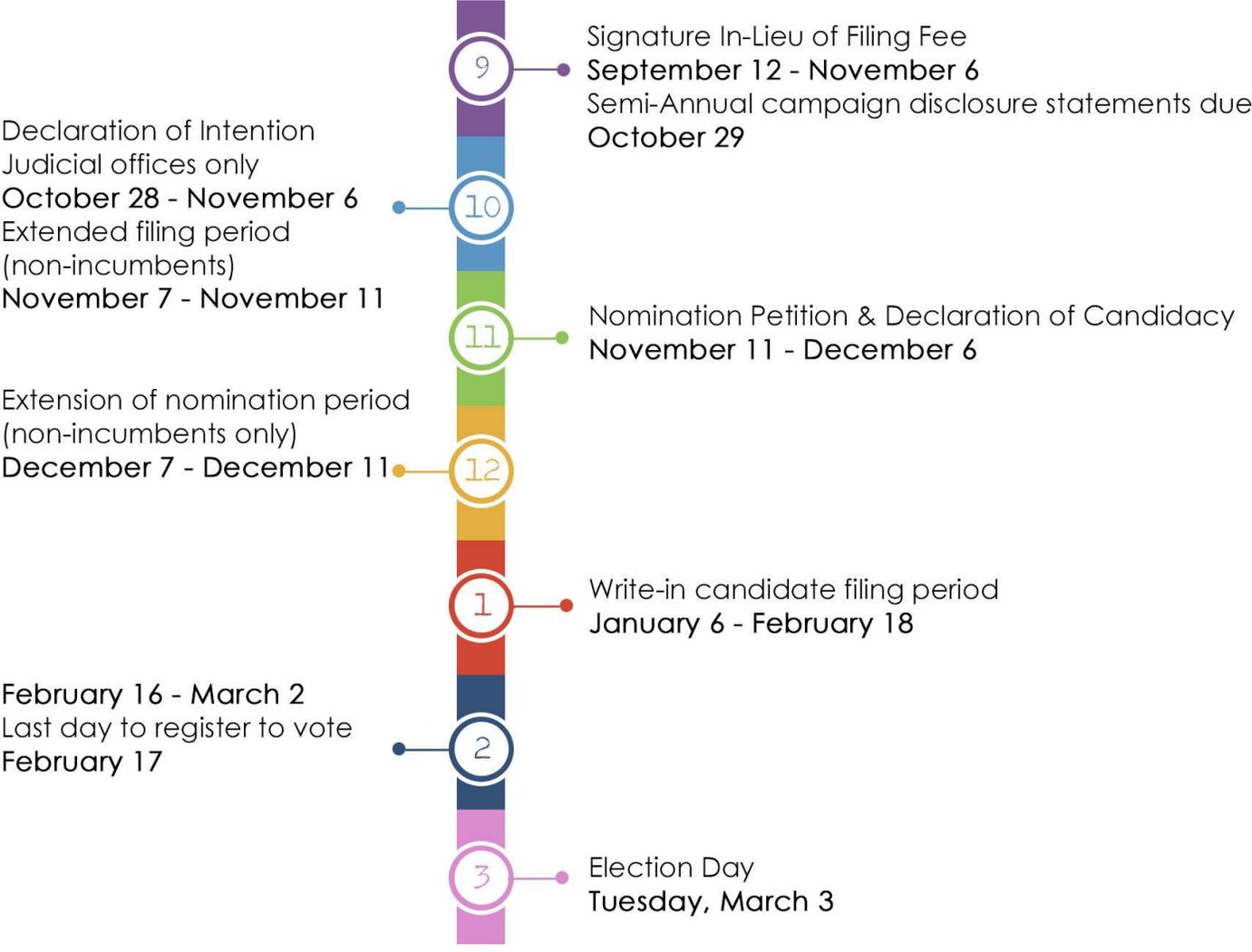
**GREEN PARTY COUNTY COUNCIL:** Five members to be elected countywide\*\*\*

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\* Numbers are calculated based upon November 2018 gubernatorial votes cast by supervisorial district. (Cal. Elec. Code §7200, 7400)

\*\*\* Subject to change, depending on the countywide and statewide voter registration of the party as reported in odd-numbered year Report of Registration.

# WHAT IS THE CANDIDATE FILING PROCESS?



## NOMINATION PROCEDURES

**SIGNATURE IN-LIEU OF FILING FEE (OPTIONAL), only for offices w/filing fees**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Filing Period – Judicial Candidates</li> <li>• Filing Period – Central Committees</li> <li>• Filing Period – All Other Candidates</li> </ul> | <p>09/12/2019 – 12/06/2019<br/>09/27/2019 – 12/06/2019<br/>11/07/2019 – 12/06/2019</p> |
|---|--|

**APPLY FOR SIGNATURE IN-LIEU OF FILING FEE**

A candidate may submit a petition containing signatures of registered voters in lieu of paying all or a portion of the filing fee to run for office. **The signatures submitted may cover all or a prorated portion of the filing fee.**

Any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote. (Cal. Elec. Code §8106 1)

No additional signatures may be filed after the filing date, but supplemental signatures may be filed to replace signatures in the original filing that were found to be insufficient. That portion of the filing fee not covered by the signatures must be paid in full before the nomination documents may be filed.

**Signatures In-Lieu May be Applied to Nomination Signature Requirement:** Candidates may request in writing to have valid signature in-lieu signatures applied to their nomination signature requirement. Candidates who obtain enough valid signatures are not required to circulate and submit Nomination Petitions. If the signature in-lieu petitions **do not contain** the necessary number of valid nomination signatures, the candidate must circulate and file a separate Nomination Petition to obtain the required number of valid signatures.

**SIGNATURE IN-LIEU OF FILING FEE FORM**

1. Each signer must *print and sign his or her name* and include his or her *residential address*.

- a. Married couples must sign their own name.
- b. P.O. Boxes are unacceptable as residential addresses.
- c. Ignore precinct/verification columns (*this will be completed by the elections office staff*)

2. Circulators must complete the "Affidavit of Circulator" on the back of the form.

- a. Fill in the appropriate information in blank spaces.
- b. Fill in dates signatures are obtained.
- c. Fill in execution date and place of signing.
- d. Sign and print name and include residential address.
- e. Only one circulator is allowed for each in-lieu petition.

Circulators must be registered or eligible to be registered in the district and may collect signatures only in that district.



**Signers MUST sign AND print their names. A PO Box cannot be a residential address.**

**FOR SUPERIOR COURT JUDICIAL CANDIDATES ONLY**

**DECLARATION OF INTENTION – JUDICIAL OFFICES ONLY**



**Filing Period** 10/28/2019 – 11/06/2019  
**Extended Filing Period (Non-Incumbents only)** 11/07/2019 – 11/11/2019

Candidates for judicial office must file a Declaration of Intention identifying the office for which they intend to run. **Judicial candidate filing fees must be paid at the time the Declaration of Intention is filed with the county elections official.**

Except in the case of a judicial office filled in accordance with subdivision (d) of Section 16 of the California Constitution, every candidate for a judicial office, not more than 14 nor less than five days prior to the first day on which his or her nomination papers may be circulated and signed or may be presented for filing, shall file in the office of the elections official in which his or her nomination papers are required to be filed, a written and signed declaration of his or her intention to become a candidate for that office on a form to be supplied by the elections official. A candidate for a numerically designated judicial office shall state in his or her declaration for which office he or she intends to become a candidate.

**NOMINATION PETITION – JUDICIAL CANDIDATES**



**Filing Period** 11/11/2019 – 12/06/2019

**APPLY FOR NOMINATION DOCUMENTS**

Candidate 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.

Candidates are required to submit nomination papers signed by a requisite number of voters. See *Filing Fee & Signature Requirements under Qualifications for Offices to be Elected, page 6* to determine the number of signatures required.

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

## **NOMINATION PETITION – ALL OTHER CANDIDATES**



**Filing Period**

**11/11/2019 – 12/06/2019**

### **APPLY FOR NOMINATION DOCUMENTS**

Candidate must supply the following information for the Candidate's Worksheet

- Name
- Residence address
- Mailing address
- Telephone number(s)
- 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.

Candidates are required to submit nomination papers signed by a requisite number of voters. See *Filing Fee & Signature Requirements under Qualifications for Offices to be Elected, beginning page 4* to determine the number of signatures required.

For nonpartisan offices and voter nominated offices requiring nomination papers, signers shall be registered voters in the district or political subdivision in which the candidate is to be elected.

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. (Cal. Elec. Code §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. Declaration of Candidacy (document prepared and retained by the elections office)
3. Nomination Paper/Petition (if applicable to the office sought)
4. FPPC Information Acknowledge Form
5. Sworn statement that candidate meets documentation requirements per state law
6. Ballot Designation Worksheet
7. Nomination Paper/Petition (if applicable to the office sought)
8. Candidate Statement of Qualifications Form (optional)

9. Receipt/Instructions for Candidate's Statement of Qualifications
10. Candidate Campaign Statement Form 460 or Form 470 (Candidates may request Form 410, Form 470 Supplement and Form 501 as needed)
11. Form 700 – Statement of Economic Interests (Mandatory for all candidates except incumbents who have filed within 60 days before filing nomination documents.)
12. Code of Fair Campaign Practices (optional)
13. Political sign ordinance information



**Filing Period – Judicial Candidates**  
**Filing Period – All Other Candidates**

**11/11/2019 – 12/06/2019**  
**11/11/2019 – 12/06/2019**

## 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 88<sup>th</sup> day before the primary election. (Cal. Elec. Code §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".



**Jen, Jennifer, Jenny... How do you want your name to appear on the ballot?**

## **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 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

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### **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. (Cal. Elec. Code §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**

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. (Cal. Elec. Code §20400)

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. (Cal. Elec. Code §20440) By signing and returning the form, the candidate is voluntarily subscribing to the Code of Fair Campaign Practices.

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. (Cal. Elec. Code §20400)

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. (Cal. Elec. Code §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.

At all times prior to the election, the elections office will accept all completed forms that are properly filed by a candidate for public office and shall retain them for public inspection until 30 days after the election. (Cal. Elec. Code §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. (Cal. Elec. Code §20443) In no event shall a candidate for public office be required to subscribe to or endorse the Code. (Cal. Elec. Code §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. (Cal. Elec. Code §20400 - 20444)

## **CANDIDATE'S STATEMENT OF QUALIFICATIONS (optional)**

**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 (email 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 Voter Information Guide, 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. (Cal. Elec. Code § 13307) All statements will be set in a justified format 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.



**Check once, twice, even three times. You will NOT have an opportunity to change your SOQ once submitted.**

**Statements with spelling, punctuation, and grammatical errors will be printed precisely as submitted by the candidate. 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.**

Nothing in the aforementioned guidelines 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 Voter Information Guide.

Copies of all candidate statements will be available for public inspection at the elections office after the expiration of the filing deadline. (Cal. Elec. Code §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 to be non-compliant with these guidelines,

If a candidate wishes to have a candidate's Statement of Qualifications appear in Spanish as well as English, the fee is doubled, and the candidate will also pay for the translation (\$100) by an approved Spanish language translator retained by the county.

## **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 "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 (1) 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.

Elections staff will count words when Statements of Qualifications are submitted. If the text exceeds the word limit, the candidate must provide updates until the statement is within the required word limit.

# SERVICES AND RESOURCES

## Candidate/Vendor Services

All services must be **paid for when ordered**. 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.

xxxxxxx xxxxxxx xxxxxxx
Pay to the order of <i>Nevada County Elections Office</i> \$ _____
_____ Dollars
<i>Not to exceed &lt;amount&gt;</i>

The Elections Office will maintain a running balance. 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 returned a 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. 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.** The Statement of Vote can also be found at [www.mynevadacounty.com/elections](http://www.mynevadacounty.com/elections) in PDF format.

Other services include:

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

## Resources

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### **NEVADA COUNTY ELECTIONS OFFICE**

Office: (530) 265-1298

Toll-free: 1-888-395-1298

Fax: (530) 265-9829

Website: [www.mynevadacounty.com/elections](http://www.mynevadacounty.com/elections)

Email: [elections.mail@co.nevada.ca.us](mailto:elections.mail@co.nevada.ca.us)

Contact the Elections Office for information about 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 about Campaign Disclosures, Conflict of Interest Disclosure and state contribution limits.

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

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

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

Contact the Enforcement Division for information about filing 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 about 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 about 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](mailto:elections@sos.ca.gov)  
Contact the Elections Division for information about 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, or other codes.

## **FEDERAL ELECTION COMMISSION**

(800) 424-9530      Website: <http://www.fec.gov>  
Contact the Federal Election Commission for information about Federal Campaign Disclosure requirements, expenditures, and contributions of any kind, including those from national banks, national corporations, and foreign nationals.

## **NETFILE**

(209) 742-4100      Website: <https://netfile.com/>  
Contact NetFile for information regarding the electronic filing of mandated campaign statements and to schedule free telephone training.  
<https://netfile.com/Content/CampaignTraining>

## Observer Guidelines

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The Nevada County Elections Office prepares observer guidelines. One copy is available for each campaign free of charge.

Observers 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. (Cal. Elec. Code § 18502)

The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the vote center. Do not ask to use the telephone or other facilities. The Elections Office must have the means of direct contact to our vote centers at all times. The area between the official table and the voting booths is for voters only and may not be used as an observer post. (Cal. Elec. Code § 14221) Observers may not sit at the official table or handle any official voting equipment, supplies, or ballots. (Cal. Elec. Code § 14223) A public roster is posted near the vote center entrance is available for reference by the public or any observer. One of the two indexes is updated hourly to indicate persons who have voted.

Electioneering may not be conducted within 100 feet of a vote center. The 100-foot mark is, defined as 100 feet from the room or rooms in which voters are signing-in and casting ballots. Observers at vote centers may not engage in active or passive forms of electioneering, such as wear candidate/measure badges, discussing candidates/measures or bringing any campaign material into the vote center. These activities constitute electioneering and are illegal. The "Vote Center 100 Feet" signs are posted outside of each vote center and indicate the 100 foot boundary for electioneering. (Cal. Elec. Code § 18370)

NOTE: as the Rood Center is a vote center starting 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 vote centers on Election Day. Surveys may take place no closer than 25 feet from the door to vote centers.

## Legislative Intent/Campaign Literature

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### **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 §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 Cal. Elec. Code §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. (Cal. Elec. Code §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. (Cal. Elec. Code §8104)

### **CAN DOCUMENTS BE ISSUED TO SOMEONE OTHER THAN THE CANDIDATE?**

Nomination documents cannot be issued to or accepted by an unauthorized person. An authorization is allowed and must be in writing and signed by the candidate. (Cal. Elec. Code §8028)

### **WHAT NOMINATION DOCUMENTS DOES A CANDIDATE FILE AND WHEN?**

November 11, 2019 – December 6, 2019 (E-113 – E-88)

The Declaration of Candidacy and nomination paper period opens for the March 3, 2020 Statewide Presidential Primary Election on Monday, November 11, 2019. The deadline for filing Declaration of Candidacy and nomination documents is December 6, 2019.

Candidates may only use official nomination documents issued by the Nevada County Elections Office. 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. (Cal. Elec. Code § 13106)
- A change in legal name is not allowed unless the change was made by marriage or by court decree. (Cal. Elec. Code § 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.

### **HOW MANY NOMINATION SIGNATURES DOES A CANDIDATE NEED?**

The number of signatures required varies for each office (see *Qualifications for Offices to Be Elected beginning on page 4*). No more than the maximum number of signatures shown will be filed. The minimum number indicates the valid signatures required for qualification. Each signature and residence address is checked against the voter's affidavit of registration. If a person signs nomination paper/petitions for more candidates than there are offices to be filled, the signatures are counted only on those nomination papers which, taken in the order filed, do not exceed the number of offices to be filled. The candidates will be notified immediately if there are any irregularities or if he or she is disqualified. Signatures on the Petition In-Lieu of Filing Fee may be used as signatures for the nomination paper/petition.

### **IS THERE AN EXTENSION FOR THE NOMINATION PERIOD?**

Notwithstanding Cal. Elec. Code §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 88<sup>th</sup> day before the Statewide Presidential Primary Election, any person other than the individual who was the incumbent on the 88<sup>th</sup> day shall have until 5:00 p.m. on the 83<sup>rd</sup> 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. (Cal. Elec. Code §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. (Cal. Elec. Code §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. (Cal. Elec. Code §10229)

## **WHAT ARE THE RULES ABOUT POLITICAL SIGNAGE**

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 vote center on Election Day, or at any time that a voter may be casting a ballot.** It is highly recommended that candidates retain a list of Nevada County vote centers so they can remove any signs within 100 feet of a polling place the day BEFORE the vote center opens.

### **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.





*Gregory J. Diaz Nevada County Clerk-Recorder/Registrar of Voters*  
Nevada County Elections Department  
950 Maidu Ave. Ste. 210 | Nevada City, CA 95959  
Open Monday - Friday 8am to 5pm  
[elections.mail@co.nevada.ca.us](mailto:elections.mail@co.nevada.ca.us)

Website : [www.mynevadacounty.com/elections](http://www.mynevadacounty.com/elections) FaceBook: [facebook.com/nevadacountyelections/](https://facebook.com/nevadacountyelections/)