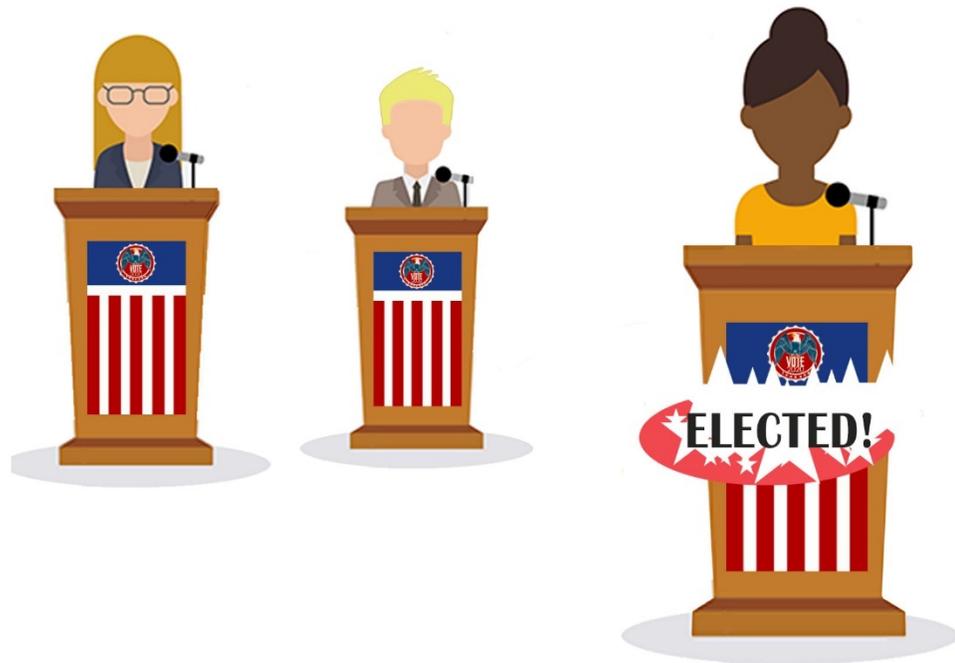


NOVEMBER 3, 2020 GENERAL ELECTION CANDIDATE HANDBOOK



Nevada County Elections

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A letter from your Registrar of Voters

Congratulations on your decision to seek office in the upcoming November 3, 2020 Presidential General Election. Your candidacy provides voters a choice and is crucial to the democratic process.

This candidate handbook summarizes 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 November 2020 Candidate Handbook for the Statewide Presidential General Election provides general information for candidates and committees. It does not have the force and effect of law, regulation or rule. This handbook is distributed with the understanding that the Nevada County Registrar of Voters is not providing 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 you wait until the last moment to file a document that may contain errors or omissions, your 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 elections.mail@co.nevada.ca.us, or call (530) 265-1298.

All the best to you in your campaign.

A handwritten signature in cursive script that reads "Gregory J. Diaz". The signature is written in black ink and is positioned above a horizontal line.

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

TABLE OF CONTENTS

WHAT TO EXPECT, AND WHEN

Before You File	3
First Steps	3
NetFile / Fair Political Practices Commission	4
Presidential General Election Candidate Calendar	5

WHAT IS ON THE BALLOT?

Federal and State Offices	6
Cities and Towns	7
Boards of Education and Community Colleges	7
School Districts	8
Water Districts	9
Fire Protection Districts	10
Irrigation Districts	11
Parks & Recreation Districts	11
Community Service Districts	12
Airport Districts	12
Hospital Districts	12
Public Utility Districts	13
Sanitary Districts	13

WHAT IS THE CANDIDATE FILING PROCESS?

Nomination Timeline	14
Nomination Procedures	15
Candidate Filing Procedures	15
Declaration of Candidacy	16
Ballot Designation for Candidates	17
Code of Fair Campaign Practices	17
Statement of Qualifications	18

WHAT ARE THE SERVICES AND RESOURCES IN THIS HANDBOOK?

Candidate and Vendor Services	20
Resources	22
Observer Guidelines	24
Legislative Intent/Campaign Literature	25

FREQUENTLY ASKED QUESTIONS

WHAT TO EXPECT, AND WHEN

BEFORE YOU FILE

- Verify that your voter registration information is correct. You can verify your voter registration online at 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.

FIRST STEPS

The first step to running for office is to complete the online Candidate Filing Application on the Elections website, go to <https://mynevadacounty.com/candidatefiling>. Applicants will complete the application and select the office they wish to run for. Once submitted, an elections staff member will contact candidates, verify the eligibility requirements, and email the required forms to be completed prior to the Declaration of Candidacy. The Elections Department will also schedule an appointment time for candidates to file their paperwork in person and complete the Declaration of Candidacy. **While appointments are not mandatory, they are highly recommended as only a limited number of people are allowed into the Elections office at any given time.** Candidates should expect to spend approximately 30 minutes to complete the filing process.

Nevada County Elections has no authority to extend filing deadlines established by law. 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.

NETFILE / FAIR POLITICAL PRACTICES COMMISSION

The Fair Political Practices Commission (FPPC) oversees state campaign finance, lobbying, conflict of interest, and government ethics laws. According to the FPPC, "When voters passed the Political Reform Act in 1974, they simultaneously created the FPPC to administer and enforce the landmark ethics law, as well as inform and assist public officials, employees and candidates to comply with its provisions." The FPPC works with counties "to reduce redundancy, eliminate loopholes and improve accountability with more timely and accurate disclosures." The FPPC provides candidates with the forms and information needed to run for office. More about the FPPC can be found at <http://www.fppc.ca.gov/>.

NetFile: FPPC Electronic Filing Disclosure Information

Nevada County requires you to create your recipient committee campaign statements using NetFile. NetFile is a web-based electronic filing system that allows campaign committees and other recipient committees to submit online their campaign statements required by the California Political Reform Act. 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 NetFile is that the system validates your data as you create it, significantly reducing errors that would normally cause you 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 training within two weeks of a major filing deadline, so please be sure to request training as early as possible.

NetFile is not a substitute for legal advice on what your committee needs to report or how to report specific transactions. If you have any questions, contact the FPPC.

- FPPC Advice Line: 1 (866) ASK-FPPC (275-3772) 9:00 AM - 11:30 AM, Monday through Thursday.
- FPPC Advice Email: advice@fppc.ca.gov.

Nevada County Elections November 3, 2020

Presidential General Election Candidate Calendar

Start Date	Deadline Date	E-Day to Election	Process
Monday July 13, 2020	Friday August 7, 2020	(E-113 – 88)	Declaration of Candidacy and Nomination Papers—Candidate Filing (EC 8020)
Saturday August 8, 2020	Wednesday August 12, 2020	(E-87 – 83)	Extension of nomination period (Non-Incumbents only) Does not apply where there are no incumbents due to term limits (EC 8022)
Thursday August 13, 2020	Thursday August 13, 2020	(E-82)	Random alphabet draw to be held at 10 AM to determine the ballot order of candidates' names. (EC 13112)
Thursday August 20, 2020	Thursday August 20, 2020	(E-75)	Last day to file 1st pre-election campaign statements (for the applicable reporting periods. (GC 84200.5, 84200.7)
Monday September 7, 2020	Tuesday October 20, 2020	(E-57 – 14)	Write-in candidate filing period (EC 8601)
Sunday October 18, 2020	Monday November 2, 2020	(E-16 - 1)	Late campaign contribution reporting (GC 84203)
Monday October 19, 2020	Monday October 19, 2020	(E-15)	Last day to register to vote in this election (EC 2102, 2107)
Thursday October 22, 2020	Thursday October 22, 2020	(E-12)	Last day to file 2nd pre-election campaign statements (for the applicable reporting periods.) (GC 84200.5, 84200.7)
Tuesday November 3, 2020	Tuesday November 3, 2020	(E-0)	ELECTION DAY. Polls are open 7:00am – 8:00pm
Tuesday November 5, 2020	Tuesday December 3, 2020	(E+30)	Official canvass period. (EC 15372, 15301)
Tuesday December 29, 2020	Tuesday December 29, 2020	(E+56)	Last day to file semi-annual campaign disclosure statements (for the applicable reporting periods.) (GC 84200, 24218)

EC: California Elections Code
GC: California Government Code

WHAT IS ON THE BALLOT?

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/>.

VICE PRESIDENT OF THE UNITED STATES

FEDERAL VOTER NOMINATED OFFICES – TOP TWO ON NOVEMBER GENERAL BALLOT

The top two vote getters at the Primary Election advance to the General Election for the voter-nominated office, even if both candidates have specified the same party preference designation.

UNITED STATES REPRESENTATIVE IN CONGRESS – 1st and 4th DISTRICTS



TERM OF OFFICE: 2 YEARS

District 1 – CANDIDATE STATEMENT OF QUALIFICATIONS FEE: \$1,534.38

District 4 – CANDIDATE STATEMENT OF QUALIFICATIONS FEE: \$ 327.70

STATE LEGISLATIVE VOTER NOMINATED OFFICES

MEMBER OF STATE ASSEMBLY – 1st District



TERM OF OFFICE: 2 YEARS

CANDIDATE STATEMENT OF QUALIFICATIONS FEE: \$1,787.08

MEMBER OF STATE SENATE – 1st District



TERM OF OFFICE: 4 YEARS

CANDIDATE STATEMENT OF QUALIFICATIONS FEE: \$1,787.08

LOCAL OFFICES

Candidates for cities and towns file with the local Clerk's Office.

CITIES AND TOWNS

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

OFFICE	VACANCIES	TERM	HOW ELECTED	NOM SIG.	SOQ FEES
Grass Valley City Council	3 (full term)	4 yrs.	At Large	20 – 40	English only \$264.18
Town of Truckee Town Council	2 (full term) 1 (short term)	4 yrs. 2 yrs.	At Large	20 – 40	English only \$325.20

BOARDS OF EDUCATION AND COMMUNITY COLLEGES

QUALIFICATIONS: Registered voter of the district residing within the trustee area.
(Cal. Educ. Code §§ 5030, 35107)

OFFICE	VACANCIES	TERM	HOW ELECTED	TRUSTEE AREA	SOQ FEES
Nevada County Board of Education	2 (full term) 2 (short term)	4 yrs. 2 yrs.	At Large	TA 1 TA 2 TA 3	English only \$1525.33
Placer County Board of Education	1 (full term)	4 yrs.	Trustee Area	TA 4	English only \$377.80
Sierra Joint Community College District	3 (full term)	4 yrs.	At Large	TA 3 TA 4 TA 7	English only \$1787.08

SCHOOL DISTRICTS

QUALIFICATIONS: Registered voter of the district. (Cal. Educ. Code §§ 5030, 35107)

OFFICE	VACANCIES	TERM	HOW ELECTED	TRUSTEE AREA	SOQ FEES
Chicago Park School District	2 (full term)	4 yrs.	At Large	n/a	English only \$95.98
Clear Creek Elementary School District	3 (full term) 1 (short term)	4 yrs. 2 yrs.	At Large	n/a	English only \$105.80
Grass Valley School District	2 (full term)	4 yrs.	At Large	n/a	English only \$492.35
Nevada City Elementary School District	2 (full term)	4 yrs.	At Large	n/a	English only \$376.60

QUALIFICATIONS: Registered voter of the district residing within the trustee area.
(Cal. Educ. Code §§ 5030, 35107)

Nevada Joint Union High School District Trustee Area 2	1 (full term)	4 yrs.	Trustee Area	TA 2	English only \$329.43
Nevada Joint Union High School District Trustee Area 3	1 (full term)	4 yrs.	Trustee Area	TA 3	English only \$366.18
Nevada Joint Union High School District Trustee Area 4	1 (full term)	4 yrs.	Trustee Area	TA 4	English only \$367.70

SCHOOL DISTRICTS CONTINUED

QUALIFICATIONS: Registered voter of the district. (Cal. Educ. Code §§ 5030, 35107)

OFFICE	VACANCIES	TERM	HOW ELECTED	TRUSTEE AREA	SOQ FEES
Penn Valley Union Elementary School District	2 (full term) 2 (short term)	4 yrs. 2 yrs.	At Large	n/a	English only \$300.85
Pleasant Ridge School District	2 (full term)	4 yrs.	At Large	n/a	English only \$440.10
Twin Ridges Elementary School District	2 (full term)	4 yrs.	At Large	n/a	English only \$122.53
Union Hill School District	2 (full term)	4 yrs.	At Large	n/a	English only \$118.25
<u>QUALIFICATIONS:</u> Registered voter of the district residing within the trustee area. (Cal. Educ. Code §§ 5030, 35107)					
Tahoe Truckee Unified School District	2 (full term)	4 yrs.	At Large	TA 2 TA 3	English only \$335.50

WATER DISTRICTS

QUALIFICATIONS: Registered voter of the district. (Cal. Water Code §30500)

OFFICE	VACANCIES	TERM	HOW ELECTED	TRUSTEE AREA	SOQ FEES
San Juan County Ridge Water District	2 (full term) 1 (short term)	4 yrs. 2 yrs.	At Large	n/a	English only \$77.33
Washington County Water District	2 (short term)	2 yrs.	At Large	n/a	English only \$77.43

FIRE PROTECTION DISTRICTS

QUALIFICATIONS: Registered voter of the district. (Health and Safety Code §13841)

OFFICE	VACANCIES	TERM	HOW ELECTED	TRUSTEE AREA	SOQ FEES
Higgins Area Fire Protection District	2 (full term)	2 yrs.	At Large	n/a	English only \$177.40
Nevada County Consolidated Fire Protection District	4 (full term)	4 yrs.	At Large	n/a	English only \$677.30
North San Juan Fire Protection District	3 (full term)	4 yrs.	At Large	n/a	English only \$123.00
Ophir Hill Fire Protection District	3 (full term)	4 yrs.	At Large	n/a	English only \$133.25
Peardale-Chicago Park Fire Protection District	2 (full term)	4 yrs.	At Large	n/a	English only \$145.20
Penn Valley Fire Protection District	3 (full term)	4 yrs.	At Large	n/a	English only \$291.33
Rough and Ready Fire Protection District	2 (full term) 1 (short term)	4 yrs. 2 yrs.	At Large	n/a	English only \$98.00
Truckee Fire Protection District	2 (full term)	4 yrs.	At Large	n/a	English only \$333.55

IRRIGATION DISTRICTS

QUALIFICATIONS: Registered voter of the district. (Water Code §21100)

OFFICE	VACANCIES	TERM	HOW ELECTED	DIVISION	SOQ FEES
Nevada Irrigation District - Division 3	1 (full term)	4 yrs.	By Division	D3	English only \$341.50
Nevada Irrigation District - Division 5	1 (full term)	4 yrs.	By Division	D5	English only \$377.70

RECREATION AND PARK DISTRICTS

QUALIFICATIONS: Registered voter of the district. (Cal. Pub. Res. Code §§ 5783.1, 5784.1)

OFFICE	VACANCIES	TERM	HOW ELECTED	DIVISION	SOQ FEES
Oak Tree Community Park and Recreation District	2 (full term)	4 yrs.	At Large	n/a	English only \$123.18
Truckee Donner Park and Recreation District	2 (full term)	4 yrs.	At Large	n/a	English only \$336.30

COMMUNITY SERVICE DISTRICTS

QUALIFICATIONS: Registered voter of the district. ((Cal. Gov. Code §§ 61000 – 61009))

OFFICE	VACANCIES	TERM	HOW ELECTED	DIVISION	SOQ FEES
Beyers Lane Community Service District	1 (full term)	4 yrs.	At Large	n/a	English only \$77.10
Lake of the Pines Rancho Community Service District	2 (full term)	4 yrs.	At Large	n/a	English only \$83.40
Mystic Mine Community Service District	2 (full term) 2 (short term)	4 yrs. 2 yrs.	At Large	n/a	English only \$78.93

AIRPORT DISTRICTS

QUALIFICATIONS: Registered voter of the district. (Cal. Pub. Util. Code § 22401)

OFFICE	VACANCIES	TERM	HOW ELECTED	DIVISION	SOQ FEES
Truckee Tahoe Airport District	3 (full term)	4 yrs.	At Large	n/a	English only \$336.30

HOSPITAL DISTRICTS

QUALIFICATIONS: Registered voter of the district. (Health and Safety Code §32100)

OFFICE	VACANCIES	TERM	HOW ELECTED	DIVISION	SOQ FEES
Tahoe Forest Hospital District	2 (full term) 1 (short term)	4 yrs. 2 yrs.	At Large	n/a	English only \$336.50

PUBLIC UTILITY DISTRICTS

QUALIFICATIONS: Registered voter of the district. (Public Utilities Code §15952)

OFFICE	VACANCIES	TERM	HOW ELECTED	DIVISION	SOQ FEES
Donner Summit Public Utility District	3 (full term)	4 yrs.	At Large	n/a	English only \$77.00
Truckee Donner Public Utility District	3 (full term)	4 yrs.	At Large	n/a	English only \$325.28

SANITARY DISTRICTS

QUALIFICATIONS: Registered voter of the district. (Health and Safety Code §6585)

OFFICE	VACANCIES	TERM	HOW ELECTED	DIVISION	SOQ FEES
Truckee Sanitary District	2 (full term)	4 yrs.	At Large	n/a	English only \$294.45

Candidates Statement of Qualifications (SOQ) may appear in both English and Spanish in the Voter Information Guide. The fee for Spanish SOQ is double the fee shown for English only plus \$100.00.

WHAT IS THE CANDIDATE FILING PROCESS?

- 7 • Candidate Filing Declaration of Candidacy and Nomination Papers
July 13 - August 7

- 8 • Extension of nomination period (Non-Incumbents only)
Does not apply where there are no incumbents due to term limits
August 8 - August 12
- Random alphabet draw to be held at 10 AM to determine the ballot order of candidates' names.
August 13
- Last day to file 1st pre-election campaign statements (for the applicable reporting periods.)
August 20

- 9 • Write-in candidate filing period
September 7 - October 20
- Late campaign contribution reporting
October 18 - November 2

- 11 • ELECTION DAY Polls are open 7:00am – 8:00pm
November 3
- Official canvass period
November 5 - December 3

- 12 • Last day to file semi-annual campaign disclosure statements
(for the applicable reporting periods.)
December 29

NOMINATION PROCEDURES

NOMINATION DOCUMENTS – CITIES/TOWNS ONLY

1. Complete the online Candidate Filing Application
<https://mynevadacounty.com/candidatefiling>
 - a. Candidate must provide name, residence/mailling address, contact number(s) and select the title of elective office
2. Candidates will receive a confirmation email, required forms to complete and schedule an appointment time to file completed documents in person
3. Candidates will visit the Elections office or the city/town where they will be running to complete the Declaration of Candidacy in person and recite the Oath of Office.

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

Candidates may be required to submit nomination papers signed by a requisite number of voters. See the Local Elections section of this handbook 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)

CANDIDATE FILING PROCEDURES – ALL OTHER CANDIDATES

NOMINATION DOCUMENTS

1. Complete the online Candidate Filing Application
<https://mynevadacounty.com/candidatefiling>
 - a. Candidate must provide name, residence/mailling address, contact number(s) and the title of elective office
2. Once the candidate filing period has opened, candidates will receive their filing packet via email and must send completed forms to the Elections Department via email, fax 530-265-9829 or mail 950 Maidu Ave. Ste. 210 Nevada City, CA 95959 prior to scheduling their in-person appointment
3. Candidates will complete their Declaration of Candidacy and recite the Oath of Office at their in-person appointment

Filing Period

7/13/2020 – 8/7/2020

This information is used in preparing the nomination documents. Candidate qualifications are checked at this time.

WHAT DOCUMENTS ARE IN THE NOMINATION PACKAGE?

Once a candidate has submitted the online Candidate Filing Application <https://mynevadacounty.com/candidatefiling> he or she will receive all forms via email with the exception of the Declaration of Candidacy. The following documents will be emailed to each candidate:

1. Candidate's Handbook (PDF) a hard copy will be given at the scheduled appointment time
2. Nomination Paper/Petition (if applicable to the office sought)
3. FPPC Information Acknowledge Form
4. Ballot Designation Worksheet
5. Nomination Paper/Petition (if applicable to the office sought)
6. Candidate Statement of Qualifications Form (optional)
7. Receipt/Instructions for Candidate's Statement of Qualifications
8. Candidate Campaign Statement Form 460 or Form 470 (Candidates may request Form 410, Form 470 Supplement and Form 501 as needed)
9. Form 700 – Statement of Economic Interests (Mandatory for all candidates except incumbents who have filed within 60 days before filing nomination documents.)
10. Code of Fair Campaign Practices (optional)
11. Political sign ordinance information

DECLARATION OF CANDIDACY

The Declaration of Candidacy is the most important candidate filing document and is **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 that he or she meets the statutory and/or constitutional qualifications for the office sought, and will accept the nomination and not withdraw.

Name on the Ballot

On the Declaration of Candidacy, the candidate states 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 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 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. (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 Code of Fair Campaign Practices gives voters guidelines for determining fair play and encourages candidates to discuss issues instead of untruths and distortions. (Cal. Elec. Code § 20400)

At the time a Declaration of Candidacy, Nomination Paper/Petition, or any other paper evidencing an intention to be a candidate for public office is issued, the Elections Office will give the candidate a blank form of the Code of Fair Campaign Practices. The Elections Office shall inform each candidate 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 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 an initial Campaign Statement on behalf of the committee, in accordance with Title 9 (commencing with Section 81000) of the Government Code.

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 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)

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 physical print to the "Statement of Qualifications" form provided by the Elections Office.

The candidate's Statement of Qualifications is optional; it is entirely up to candidates to determine if they wish to submit a statement. The purpose of the Statement of Qualifications is to explain the candidate's qualifications and experience to voters.

The Statement of Qualifications is published in the Voter Information Guide and may include the candidate's name, age, occupation, and a brief description of the candidate's education and qualifications for the office sought. The Statement of Qualifications cannot exceed 200 words (250 words for candidates for legislative office who meet FPPC eligibility requirements to submit a statement). Candidates may not mention political opponents in a Statement of Qualifications. Candidates for nonpartisan office may not reference political party affiliation or activity in a partisan political organization.

The Statement of Qualifications must be filed at the time a candidate files the Declaration of Candidacy. A Statement of Qualifications 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. 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. Generally, any characters that can be produced by a standard keyboard are acceptable (e.g., !, @, *, -, (), %, #).

Statements of Qualifications may not contain bolded, CAPITALIZED and underlined words. Entire Statements of Qualifications or phrases in all capital letters, multiple indentations, circles, or arrows are prohibited. Indentations, bullets, or multiple underscoring are not allowed. Items in a list are not 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 (font, spacing, etc.). However, the Nevada County Registrar will not correct spelling or grammatical errors.

Nothing in these guidelines make any Statement of Qualifications or its authors 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 filing deadline. (Cal. Elec. Code § 13311)

Note: It is the candidate's responsibility to request assistance or clarification if he or she has any questions concerning the guidelines for filing a Statement of Qualifications. If a candidate statement is submitted and found to be non-compliant with these guidelines, the non-compliant portions will be redacted from the candidates statement.

If a candidate wishes to have his or her Statement of Qualifications appear in Spanish as well as English, the fee is doubled. The candidate must also pay for the translation (\$100), provided by an approved Spanish language translator retained by the county.

HOW TO COUNT WORDS FOR A CANDIDATE STATEMENT OF QUALIFICATIONS

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 included in the final word count.
- Punctuation marks are not counted as words.
- Cities, towns, states, and other geographical names 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 one (1) word.
- 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 are counted as one (1) word. Each part of all other hyphenated words are counted as separate words.
- 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" are counted as a separate word or words. "One" is 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 AND 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 rest of the check blank.

The diagram shows a check form with the following elements:

- Top left: Three lines of "XXXXXXXX".
- Payable to: "Pay to the order of *Nevada County Elections Office* \$ _____".
- Amount line: A horizontal line with "Dollars" written below it.
- Instruction: "*Not to exceed <provide an amount>*".
- Annotations: Two red arrows point from the text "Leave Blank" to the right side of the dollar sign and the amount line.

The Elections Office will maintain a running balance. You will be notified to submit an additional check if the balance reaches the maximum amount. 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 requesting party's driver's license. 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 by 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 political party. There are minor differences between lists of voters eligible for a specific election and lists not associated with an election. **Digital or printed lists are \$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 voters 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, which is usually two months before an election. 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 report 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 report of final, official election results. **Printed copies are \$.10 per page.** The Statement of Vote can also be found at 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.	\$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/elections

Email: 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
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

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 always have the means of direct contact to our vote centers. 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.

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?

Candidate filing opens at E-133 – E-88, please refer to the candidate calendar shown in the front of the handbook.

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. ***While appointments are not mandatory, they are highly recommended as only a limited number of people are allowed into the Elections office at any given time.*** Candidates should expect to spend approximately 30 minutes to complete the filing process.

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, specific qualification and nomination signature specifics can be found under the qualifications listed with each office. 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 88th day before the November 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. (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

Website : www.mynevadacounty.com/elections FaceBook: facebook.com/nevadacountyelections/