



**NEVADA  
COUNTY**  
CALIFORNIA

Elections  
Registrar of Voters

# Nevada County Candidate Handbook

## March 5, 2024 Presidential Primary Election

**Natalie Adona**

**Nevada County Registrar of Voters**

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*Amended October 3, 2023*

**The last day to file for candidacy is December 8, 2023**



## A Letter From Your Registrar of Voters

Congratulations on your decision to seek office in the upcoming March 5, 2024 Presidential Primary Election. Your candidacy provides voters with 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 an informative and useful resource.

This Candidate Handbook for the is distributed with the understanding that the Nevada County Registrar of Voters is not providing individuals or campaigns with legal or campaign advice. This handbook provides general information for candidates and committees. It does not have the force and effect of law, regulation, or rule. It is not 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 a conflict, the law, rule, or regulation will apply.

The best advice for all candidates is to **FILE EARLY**. The filing deadlines are rigid. If you wait until the last minute 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@nevadacountyca.gov](mailto:elections.mail@nevadacountyca.gov), or call (530) 265-1298.

All the best to you in your campaign.

A handwritten signature in black ink, appearing to read 'Natalie Adona', with a long horizontal line extending to the right.

Natalie Adona,  
Nevada County Clerk-Recorder/Registrar of Voters

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## March 5, 2024 Presidential Primary Election Candidate Calendar

<b>Start Date</b>	<b>Deadline Date</b>	<b>Days to Election</b>	<b>Description</b>
Sept. 14, 2023	Nov. 8, 2023	E-173–118	Signature in lieu filing period (optional)
Sept. 29, 2023	Dec. 8, 2023	E-158–88	Declaration of Candidacy and Nomination Papers—County Central Committees
Oct. 30, 2023	Nov. 8, 2023	E-127--118	Declaration of Intention to Become a Candidate filing period (judicial candidates only)
	Nov. 1, 2023	E-125	Last day for municipalities, school districts, and special districts to deliver notice of election to county clerk
Nov. 9, 2023	Nov. 13, 2023	E-117--113	Declaration of Intension extension period (judicial candidates only)
Nov. 13, 2023	Dec. 8, 2023	E-113–88	Declaration of Candidacy and Nomination Papers filing period
Nov. 13, 2023	Dec. 8, 2023	E-113–88	Candidate Statement of Qualifications (optional)
Nov. 13, 2023	Dec. 8, 2023	E-113–88	Statement of Economic Interests (Form 700; excludes federal candidates)
	Dec. 8, 2023	E-88	Deadline for districts, cities, schools, or other political subdivisions to request consolidation of local elections
Dec. 9, 2023	Dec. 13	E-87–83	Extension of nomination period (only applies if incumbent fails to file and qualify during the regular nomination period)

Start Date	Deadline Date	Days to Election	Description
	Dec. 14, 2023	E-82	Random alphabet draw to determine the ballot order of candidates' names
Jan. 8, 2024	Feb. 20, 2024	E-57-14	Write-in candidate filing period
	Jan. 25, 2024	E-40	Last day to file 1st pre-election campaign statements
	Jan. 25, 2024	E-40	State and County Voter Information Guides mailed
Feb. 5, 2024	Feb. 27, 2024	E-29-7	Ballots mailed out to voters
	Feb. 20, 2024*	E-14	State deadline to register to vote in this election
Feb. 21, 2024**	Mar. 5, 2024	E-13-0	Conditional Voter Registration period for those who wish to register and vote after the state deadline
	Feb.22, 2024	E-12	Last day to file 2nd pre-election campaign statements
	Feb. 24, 2024	E-10	10 Day Vote Centers open 8am – 5pm
	Mar. 2, 2024	E-3	3 Day Vote Centers open 8am – 5pm
	Mar. 5, 2024	E-0	<b>ELECTION DAY</b> Polls are open 7am – 8pm
Mar. 7, 2024	Apr. 4, 2024	E+2-30	Official canvass period (may be completed before the deadline)
	Mar. 12, 2024	E+7	Deadline to receive mailed ballots postmarked on or before Election Day

\*Deadline moved to next business day due to state holiday

\*\*Moved to E-13 due to state holiday on February 19

**All candidates for state and local office are responsible for filing campaign disclosure statements. Please refer to the Fair Political Practices Commission (FPPC) for filing schedules and forms.**

## Incompatibility Of Offices

The Political Reform Act does not prohibit any officeholder from holding multiple offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

Below please find an excerpt of an opinion by the California Attorney General's office regarding "The Prohibition Against Holding Incompatible Offices":

"The prohibition against holding incompatible offices concerns a potential clash of two public offices held by a single official. Typically, the prohibition manifests itself when one office exercises jurisdiction over the other office. Thus, the prohibition concerns a conflict between potentially overlapping public duties residing in a single officer..."

### **Government Code Section 1099 defines incompatibility of offices as:**

- (a) A public officer, including, but not limited to, an appointed or elected member of a governmental board, commission, committee, or other body, shall not simultaneously hold two public offices that are incompatible. Offices are incompatible when any of the following circumstances are present, unless simultaneous holding of the particular offices is compelled or expressly authorized by law:
  - (1) Either of the offices may audit, overrule, remove members of, dismiss employees of, or exercise supervisory powers over the other office or body.
  - (2) Based on the powers and jurisdiction of the offices, there is a possibility of a significant clash of duties or loyalties between the offices.
  - (3) Public policy considerations make it improper for one person to hold both offices.
- (b) When two public offices are incompatible, a public officer shall be deemed to have forfeited the first office upon acceding to the second. This provision is enforceable pursuant to Section 803 of the Code of Civil Procedure.
- (c) This section does not apply to a position of employment, including a civil service position.
- (d) This section shall not apply to a governmental body that has only advisory powers.
- (e) For purposes of paragraph (1) of subdivision (a), a member of a multimember body holds an office that may audit, overrule, remove members of, dismiss employees of, or exercise supervisory powers over another office when the body has any of these powers over the other office or over a multimember body that includes that other office.
- (f) This section codifies the common law rule prohibiting an individual from holding incompatible public offices.

For any questions about whether two public offices which you hold or seek to hold would be considered incompatible, please contact the Attorney General's office at (800) 952-5225 or visit their website, [www.oag.ca.gov](http://www.oag.ca.gov). For further information about potential conflicts of interest, contact the Fair Political Practices Commission at (866) 275-3772 or visit their website, [www.fppc.ca.gov](http://www.fppc.ca.gov).

## Important Contact Information

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### Nevada County Elections Office

Office: (530) 265-1298  
Toll-free: (888) 395-1298  
Fax: (530) 265-9829  
Web: [www.nevadacountyca.gov/elections](http://www.nevadacountyca.gov/elections)  
Email: [elections.mail@nevadacountyca.gov](mailto:elections.mail@nevadacountyca.gov)

### Secretary of State (SOS)

Political Reform Division: (916) 653-6224  
Fax: (916) 653-5045  
Elections Division: (916) 657-2166  
Fax: (916) 653-3214  
<http://www.sos.ca.gov>  
[elections@sos.ca.gov](mailto:elections@sos.ca.gov)

### NetFile

Office: (209) 742-4100  
<https://netfile.com/>

### Fair Political Practices Commission (FPPC)

Advice Line: (866) 275-3772  
General Information: (916) 322-5660  
Fax: (916) 322-0886  
<http://www.fppc.ca.gov>

### Federal Election Commission (FEC)

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

### State Franchise Tax Board

Customer Service: (800) 852-5711  
Automated Service: (800) 338-0505  
<http://www.ftb.ca.gov>

### Official California Legislative Information

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

## What to Expect and When

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### Before You File

- Verify that your voter registration information is current and correct. You can verify your voter registration online at [voterstatus.sos.ca.gov](http://voterstatus.sos.ca.gov) or by calling our office.
- Make sure that you meet the qualifications for the office in which you intend to file (you can only file for one).
- Bring your completed Form 501 and a copy of your Form 410 to get set up in NetFile.
- Verify the number of signatures required for nomination.
- Confirm the amount for the non-refundable filing fee and decide early whether you want to provide signatures in lieu of the filing fee.
- Decide how you want your name to appear on the ballot.
- Decide whether you want to include a ballot designation.
- Decide whether you want to include a Candidate Statement of Qualifications in the County Voter Information Guide.
- Have your campaign contact information ready.

### First Steps for Working with the Elections Office

1. Get set up in NetFile
2. Complete the online Candidate Filing Application  
<https://www.nevadacountyca.gov/3426/27024/Candidate-Filing-ApplicationAppointment>
  - a. You must provide your name, residence address, mailing address (if different), and contact number(s)
  - b. Select the title of the elective office that you wish to run for
3. You will receive a confirmation email and required forms to complete
4. You will have an opportunity to schedule an appointment time to file necessary documents in person at the Elections Office. Candidates for municipal offices must file with the City or Town Clerk.

**While appointments are not mandatory, they are highly recommended. Appointments will take priority over walk-ins.** You should expect to spend approximately 30 minutes to complete the filing process.

Nevada County Elections has no authority to extend statutory filing deadlines. It is your responsibility to be aware of all deadlines and ensure that all documents and forms are filed on time.

## 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 use NetFile to create your recipient committee campaign statements.<sup>1</sup> NetFile is an electronic filing system that allows campaign committees and other recipient committees to submit their campaign statements online, as permitted under the California Political Reform Act. The service is free, and more information is available on the Elections website at <https://www.mynevadacounty.com/3352/Netfile> . Electronically filed campaign statements are available online (with addresses redacted) and offer convenient and instant accessibility to committee filed information. The biggest advantage in using NetFile is that it 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.

Getting started on NetFile is easy and convenient. For more information, visit their website <https://www.netfile.com/corp/> or call (209) 742-4100.

For questions about which forms to file, contact the Fair Political Practices Commission by phone (866) ASK-FPPC (275-3772) or email [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).

**Please bring your completed Form 501 and a copy of your Form 410 to get set up in NetFile.**

# Nomination Procedures

## Documents In The Nomination Package

<b>Required Forms to Complete</b>	
Declaration of Candidacy	Required for all candidates. This form does not leave the Elections Office.
Candidate Media Sheet	A form used to provide our office with direction on which information to keep confidential.
FPPC Information Acknowledgement Form	A declaration stating that you are aware of your responsibility to file all necessary documents with the FPPC.
Nomination and Signature in Lieu Petitions	These forms are used to collect nomination signatures and, if you choose, may be counted toward signatures in lieu of a filing fee. Know how many signatures you'll need. Signers of nomination documents MUST sign AND print their names. A PO Box cannot be a residential address. Please be sure that your signature gatherers complete the Affidavit of Circulator.
Declaration of Intention for Judicial Candidates	Only provided to those persons running for Office of the California Superior Court. This is a prerequisite to file for judicial candidacy.
<b>Optional Forms to Complete</b>	
Ballot Designation Worksheet	Only complete if you would like your professional title included under your name on the ballot.
Statement of Responsibility for Temporary Political Signs	From the California Department of Transportation. An acknowledgment of responsibility for knowing the rules on campaign signage and their timely removal.
Candidate Statement of Qualifications	Only complete if you would like your Statement of Qualifications included in the County Voter Information Guide.
Code of Fair Campaign Practices	A declaration that you will commit to follow the basic principles of decency, honesty, and fair play in the campaign and elections process.
<b>Informational Documents</b>	
Candidate's Handbook	This is your Candidate Handbook. Hard copies are available on request.
Electronic Filing of Campaign Statements-Nevada County	A copy of the Nevada County ordinance requiring certain candidates to file campaign statements electronically.
Observer Guidelines	Election observer guidelines are available on our website. A hardcopy is available on request.

## Declaration of Candidacy

The Declaration of Candidacy is the most important candidate filing document and is **required of all candidates**. It does not leave the Elections Office. On it, you will:

- Specify how you'd like your name to appear on the ballot,
- Provide your ballot designation (i.e., how you describe yourself in 3 words or less),
- Declare that you meet the qualifications for the office you seek, and
- Accept the nomination and not withdraw.

Elections staff will complete most of the Declaration of Candidacy Form. The items that you must complete are your name, ballot designation, incumbency in any other elected public offices, and your signature and date.

On the Declaration of Candidacy, your name should be recognizable as the name under which you are registered to vote, although it does not need to be identical. A candidate registered as "Jennifer Anne Smith" may use such variations as "Jen Smith," "Jenny A. Smith," or "Jennifer "Jenny" Smith."

## Candidate Media Sheet

When you decide to become a candidate, some of your personal information becomes part of the public record. Nevada County Elections will post basic candidate information to our website. The Candidate Media Sheet gives you the opportunity to identify which information you want released and, importantly, which information we should not release. Many candidates opt to provide their campaign-specific information, where it is appropriate to do so.

## FPPC Information Acknowledgement Form

Nevada County Elections requires all candidates to acknowledge their obligation to file required campaign disclosure forms. These forms are administered and overseen by the FPPC. Nevada County code requires you to file online. However, if you need a paper copy for whatever reason, you may contact the FPPC or our office can provide you with what you need.

**Filing fee is non-refundable. E.C. § 8105**

## Nomination and Signature in Lieu Petitions

Most offices require nomination signatures. Please refer to the Offices, Qualifications, Nomination, and Fee Information Table for information on how many signatures you need, and the Candidate Calendar at the beginning of this Handbook so that you can plan enough time to gather signatures.

California law provides for the minimum and maximum numbers of signatures required for nomination to an office. Our office will not count more than the maximum needed for nomination. If you are running in a specific district or for a party nomination, then you must gather signatures from voters applicable to the office that you seek.

For offices that require a filing fee, candidates may gather signatures in lieu of that filing fee. In short, you can offset your filing fee by gathering signatures. Our office will calculate the value of one signature for the office you seek and will prorate your fee.

Signatures in lieu can be applied toward your nomination. But you must let us know ahead of time that you plan to do this so that we can provide you with the Petition In Lieu form. You can start gathering signatures in lieu before the start of the candidate filing period.

### Declaration of Intention for Judicial Candidates

This form is only administered to candidates for Nevada County Superior Court. Judicial candidates are required to file a Declaration of Intention. If you seek this office, then you must also pay the non-refundable filing fee at the time you declare your intention to run.

### Ballot Designation Worksheet (Optional)

The ballot designation appears below your name on the ballot and is optional. It is your professional title by which you would like voters to know you. Examples of ballot designations include “Attorney at Law,” “Incumbent,” or “Farmer.” Many voters find the ballot designation helpful when evaluating candidates.

Ballot designations come with several regulations intended to protect voters. Anyone who wishes to have a ballot designation printed on the ballot must complete a Ballot Designation Worksheet. The worksheet will help you determine an appropriate ballot designation that meets Elections Code requirements.

If you choose to include a ballot designation, then 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. However, if you were appointed to office in lieu of an election, then do not have to use the word “appointed.”
- Principal Occupation: You are limited to three words to describe your principal profession, vocation, or occupation. “Community Volunteer” is permissible IF your community volunteer activities constitute your principal profession, vocation, or occupation AND you do not also have another principal profession, vocation, or occupation. “Community Volunteer” may not be used in combination with any other principal profession, vocation, or occupational designation.
- Rule Against Misleading Designations: You may not use any designation that would mislead the voter, provide any suggested evaluation (e.g., “outstanding”, “leading expert”, “virtuous” or “eminent”), indicate a prior status (e.g., “former” or “ex”), or use the name of any political party.

If you choose to have a ballot designation printed on the ballot, then it **MUST** be filed at the same time the Declaration of Candidacy is filed.

## Statement of Responsibility for Temporary Political Signs (Optional)

A political sign is any posted advertisement used to promote or defeat a candidate and/or measure for an election. Political signage is a commonly used campaign messaging strategy to communicate with potential voters. The Statement of Responsibility for Temporary Political Signs is an acknowledgement that you and your campaign understand your responsibility to know the rules and remove the signs in a timely way.

### **You are responsible for knowing the political signage ordinances and the rule on no electioneering.**

Political signs are not allowed within 100 feet of the entrance to a vote center or drop box. We recommended that you keep a list of Nevada County vote centers and drop boxes so you can comply with the rule on no electioneering. If we find that your sign violates the rule on no electioneering, we will remove the sign and will make a reasonable effort to contact your campaign so that you may collect it.

For any sign that falls outside of the electioneering buffer zone, you must ensure that you follow relevant ordinances.

Nevada County Elections is not responsible for removing any signs that violate city and county ordinances, or for signs that fall within the Department of Transportation's jurisdiction.

## Political Signage Ordinances

<b>State</b>	The California Department of Transportation is prepared to answer questions about state regulation of campaign signs. For further information call (916) 654-2852.
<b>Nevada County Community Development Agency</b>	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)
<b>City of Grass Valley</b>	<p>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)</p> <p>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)</p>
<b>City of Nevada City</b>	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)
<b>Town of Truckee</b>	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.

## Candidate's Statement of Qualifications (Optional)

A Candidate's Statement of Qualifications (SOQ) gives you the opportunity explain your qualifications and experience to voters. SOQs are published in the County Voter Information Guide, which we mail to all registered voters.

SOQ fees are calculated by taking the number of registered voters in the district you are running in, multiplied by \$0.025 plus another \$75.00 to cover the balance of printing costs. If you want to have your SOQ appear in Spanish as well as English, then the fee is doubled plus another \$100.00 is added for the translation, provided by an approved Spanish language translator retained by the county.

**It is entirely up to you to decide whether to submit a SOQ. If you do, then it must be filed and paid for at the same time you file your Declaration of Candidacy.**

SOQs are confidential until after the close of the nomination period. Copies of all SOQs will be available for public inspection at the Elections Office after the filing deadline.

Submit your SOQ via email or attach a physical print to the "Statement of Qualifications" form provided by the Elections Office.

### Dos and Don'ts

The law requires all SOQs to appear uniform when printed. All are 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., !, @, \*, -, ( ), %, #).

#### **SOQs may include:**

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

#### **SOQs may not:**

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

## How To Count Words for a Candidate's Statement of Qualifications

- 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 SOQs are submitted. If you exceed the word limit, you must provide updates until the statement complies with the guidelines.

An SOQ can be withdrawn, but not changed, once filed. You may withdraw the SOQ at any time during the candidate filing period up until 5:00 pm of the next business day after the close of the nomination period. Statements with spelling, punctuation, and grammatical errors will be printed precisely as submitted. Though we may make formatting changes, **the Nevada County Registrar of Voters will not correct spelling or grammatical errors.**

It is your responsibility to request assistance or clarification if you have any questions about the SOQ guidelines. Non-compliant portions of your SOQ will be removed. Nothing in these guidelines make any SOQ or its authors free or exempt from any legal action stemming from false, slanderous, or libelous statements printed in the County Voter Information Guide.

## Code of Fair Campaign Practices (Optional)

The Code of Fair Campaign Practices is a declaration that you and your campaign will conduct all campaign activities lawfully and ethically. It not only tells voters that you understand what lawful campaign conduct is, but it is also a promise that you will wage a fair fight with your opponents. This includes everything from campaign communications to a pledge of non-interference in elections process. This form is optional; you do not need to complete this form to file for candidacy.

## Services and Resources

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### Candidate and Vendor Services

All services must be **paid for when ordered**. Please make checks payable to Nevada County Elections with an amount stating “Not to exceed” and the amount. Write this on the “memo” line where you normally write a note for what the check is for. Leave the rest of the check blank.

The diagram shows a check form with the following fields and annotations:

- Top left: Three lines of "XXXXXXXX" representing a MICR line.
- Payable to: "Pay to the order of *Nevada County Elections Office* \$ \_\_\_\_\_" with a red arrow pointing to the blank space after the dollar sign and the text "Leave Blank".
- Amount: "\_\_\_\_\_ Dollars" with a red arrow pointing to the blank space before "Dollars" and the text "Leave Blank".
- Memo line: "R j r t? *Not to exceed <provide an amount>* \_\_\_\_\_"

The Elections Office will maintain a running balance. If the balance reaches the maximum amount, we will let you know so you can submit another check. All payments are non-refundable. Allow at least 24 hours for processing. We 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 an application 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 law. The applicant must provide documentation establishing their affiliation with a political organization, candidate, academic organization, media organization or government organization. The applicant must further attest to the steps they will take to ensure the security of voter lists in their possession.

### 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 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.nevadacountyca.gov/elections](http://www.nevadacountyca.gov/elections) in PDF format.

### Other Services

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>

## Observer Guidelines

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The Nevada County Elections Office prepares observer guidelines for everyone interested in participating in election observation, including your campaign staff. One copy is available for each campaign.

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.

The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the vote center. 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. Observers may not sit at the official table or handle any official voting equipment, supplies, ballots or ballot paper. A public roster is posted near the vote center entrance is available for reference by the public or any observer. The public roster is updated hourly up until 6:00pm on Election Night.

Electioneering may not be conducted within 100 feet of a vote center, elections headquarters, or drop box. The 100-foot mark starts from the door of the building where the vote center is located. Boundaries around drop boxes are measured from the door where the drop box is located. No one, including observers, may engage in active or passive forms of electioneering, such as wearing campaign buttons, discussing candidates or measures on the ballot, telling someone how to vote, or bringing any campaign material into the vote center. No Electioneering signs are posted outside of each vote center to mark the 100 foot boundary.

All vote center and drop box locations are available on our website ahead of each election.

## News Media and Exit Polls

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Members of the news media are allowed to interview voters but may not photograph voters entering or exiting a vote center. Other news media requests must be directed to the Registrar of Voters.

Research firms and other pollsters are permitted to conduct exit polls outside of vote centers on Election Day. Surveys may take place no closer than 25 feet from the door to vote centers.

## Frequently Asked Questions

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### **When can I file for candidacy?**

Candidate filing begins 113 days before an election.

For this election, candidate filing begins on November 13, 2023.

### **Can I file for more than one office?**

No. You may file for only one office at the same election.

### **How much are filing fees?**

In most cases, the filing fee is 1 percent of the annual salary of the office the candidate seeks. Filing fees are non-refundable. You must pay the filing fee upon declaring candidacy; if you are a judicial candidate, then you pay when filing the declaration of intent. Candidates may offset the filing fee with signatures in lieu. There are no filing fees if the annual salary for the office sought is \$2,500 or less. Please refer to the Offices, Qualifications, Nomination, and Fee Information Table for more information.

### **Are there any other fees that I should know about?**

Yes. You have the option to submit a Statement of Qualifications (SOQ). The SOQ appears in the County Voter Information Guide for most offices. Nevada County Elections will charge you a fee to cover the printing costs, based on the number of registered voters in the district in which you are running. Please refer to the Offices, Qualifications, Nomination, and Fee Information Table for more information.

You may also need district or countywide voter lists to conduct campaign activities. Please refer to pages 15-16 to learn more about the paid services we provide to candidates and campaigns.

### **What are signatures in lieu, and when can I start gathering them?**

“In lieu” in this case means to substitute at least some of the filing fee with signatures. If you are required to pay a filing fee, then you may offset the cost with a Petition In-Lieu of Filing Fee.

You may start gathering signatures in lieu 173 days prior to the election. You may apply the signatures you gather toward your nomination, but you have to let our office know that is your intent before you start that process so that we can give you the proper forms. Please refer to the Offices, Qualifications, Nomination, and Fee Information Table for more information.

### **How many nomination signatures do I need?**

It depends. The number of signatures required varies depending on the office sought. Please refer to the Offices, Qualifications, Nomination, and Fee Information Table for more information.

You must gather signatures from voters of the district you are running in; if the office is countywide, then you may gather signatures from any registered voter of the county. If the office you are running for is party-specific, you must collect signatures from members of your party. Each signature is checked against the voter’s registration information.

You must gather the minimum number of valid signatures required for nomination. Our office will accept no more than the maximum number of signatures allowed. If a voter signs nomination 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. You will be notified immediately if there are any irregularities or if you are disqualified.

Signatures on the Petition In-Lieu of Filing Fee may be applied toward your nomination, but you must let us know ahead of time that that is your intent.

### **What nomination documents do I file and when?**

Candidate filing opens 113 days before an election and closes at 88 days before an election, unless extended. Please refer to the candidate calendar shown in the front of the handbook.

You may only use official nomination documents issued by the Nevada County Elections Office. The forms for most candidates are available in our office. Candidates filing for a municipal office should refer to the appropriate City or Town Clerk for candidate filing documents and questions.

***While appointments are not mandatory, they are highly recommended.*** 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 they are seeking nomination or election and be signed by the election official at the time of issuance.

### **Is the nomination period ever extended?**

Sometimes, but don't count on it. If an incumbent does not file nomination documents by 5:00 pm on the 88<sup>th</sup> day before the election, any person other than the incumbent has until 5:00 pm 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.

### **Can documents be issued to someone other than me?**

Nomination documents cannot be issued to or accepted by an unauthorized person. You may authorize another to act on your behalf, as long as you do so in a signed writing.

### **I've been convicted of a felony. Do I qualify to run?**

It depends. Certain types of felonies are disqualifying under section 20 of the California Elections Code. Please consult your legal advisor for more information.

### **Can I withdraw my candidacy?**

Once you complete the Declaration of Candidacy, you may not withdraw.

### **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”, “Jen” for “Jennifer” or “Jim” for “James.”
- No title or degree can appear on the same line on a ballot as a candidate’s name, either before or after the candidate’s name.
- A change in legal name is not allowed unless the change was made by marriage or by court decree.

### **Are there any restrictions for ballot designations?**

Yes. The Ballot Designation Worksheet will help you navigate all these rules. Please contact our office for any specific questions about your ballot designation. For more details about ballot designations, please refer to page 10.

### **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 most other offices, the Board of Supervisors will make appointments in lieu of an election.

### **The campaign finance rules and reporting schedules are a little overwhelming. Who can help me?**

You are responsible for knowing the campaign finance rules and reporting requirements. Your best resources are NetFile and the Fair Political Practices Commission. Please refer to page 5 for contact information and page 7 for more information about NetFile and the FPPC.

### **Can you help me complete my required campaign disclosures?**

No. As a nonpartisan governmental entity, we cannot complete your disclosure forms and we will not provide any legal advice or in-kind services for any political campaign. If you have questions about a disclosure form, please ask the FPPC staff or your legal advisor. Please refer to page 5 for contact information and page 7 for more information about NetFile and the FPPC.

### **Can I file my required campaign disclosures on paper?**

No. In 2016, Nevada County passed Ordinance 2404, which requires candidates and political committees to file most documents electronically. The good news is, the FPPC and NetFile staff are incredibly helpful and will provide help and training suited to your needs. Please refer to page 5 for contact information and page 7 for more information about NetFile and the FPPC.

**I want to communicate to as many potential voters as possible. What do I need to know?**

The Government and Elections Codes provide most of the details that you need to know. In general, the law will require you and your campaign to be transparent. There will be specific rules you need to follow for political mail, radio and television ads, and other forms of outreach. Please consult a legal advisor for specific questions.

**I have more questions—how do I contact you?**

You may call, email, or make an appointment to stop by.

Our office is open Monday – Friday, 8:00 am – 5:00 pm, excluding county holidays.

Phone: (530) 265-1298

Email: [elections.mail@nevadacountyca.gov](mailto:elections.mail@nevadacountyca.gov)

Physical Address: 950 Maidu Avenue, Second Floor, Suite 210, Nevada City.

## Offices, Qualifications, Nomination, and Fee Information

Some candidates meeting the minimum qualifications may be disqualified from running for office under California law. Please consult your legal advisor if you have specific questions or concerns.

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

Office	Minimum Qualifications	Length of Term	Filing Fee	Nomination Signatures	Sigs In Lieu	SOQ Fee (Eng. Only)
Party Nominated Offices						
President and Vice-President of the United States	<ul style="list-style-type: none"> <li>Natural born US citizen</li> <li>US resident for 14 or more years</li> <li>35 years or older</li> </ul> <p><a href="#">U.S. Const. Art. II, § 1, cl. 5</a></p>	4 years	None	Only applies if candidates are not certified by the Secretary of State. Please see SOS for more information.	N/A	Please see Secretary of State for more information
County Central Committees/County Councils <i>All districts</i>	<ul style="list-style-type: none"> <li>Registered in California with the political party whose nomination the candidate seeks for at least 3 continuous months immediately prior to completing the Declaration of Candidacy</li> <li>Not registered with another qualified political party within 12 months of filing the declaration</li> <li>Candidates for the Democratic, Republican, and American Independent county central committees must be registered in the Supervisorial District that they wish to represent and must gather signatures of voters in the same party</li> </ul> <p><i>Elec. Code §§ <a href="#">201</a>, <a href="#">8001</a>, <a href="#">8068</a></i></p>	4 years	None	20-40 20-30 or 2% of total registration, whichever is less (Peace & Freedom nominees only) Nominees to the Democratic Party, Republican Party, and American Independent Party must collect signatures from registered voters residing in the same Supervisorial District that the candidate resides in and wishes to represent.	N/A	Varies; please speak to Elections Staff

Office	Minimum Qualifications	Length of Term	Filing Fee	Nomination Signatures	Sigs In Lieu	SOQ Fee (Eng. Only)
<p>Voter Nominated Offices</p> <p>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. For more information, please visit <a href="https://www.sos.ca.gov/elections/primary-elections-california">https://www.sos.ca.gov/elections/primary-elections-california</a>.</p>						
Federal						
United States Representative, District 3	<ul style="list-style-type: none"> <li>• 25 years old</li> <li>• U.S. Citizen for at least 7 years</li> <li>• Resident of California</li> <li>• California registered voter</li> </ul> <p><a href="#">U.S. Const. Art. I, § 2, cl. 2; Cal. Elec. Code § 201</a></p>	2 years	\$1,740.00 Prorated Value Per Signature: \$0.87	40-60	2,000	\$1,941.55
United States Senate, full term	<ul style="list-style-type: none"> <li>• 30 years old</li> <li>• U.S. Citizen for at least 9 years</li> <li>• Resident of California</li> <li>• California registered voter</li> </ul> <p><a href="#">U.S. Const. Art. I, § 2, cl. 2; Cal. Elec. Code § 201</a></p>	6 years	\$3,480.00 Prorated Value Per Signature: \$0.497142	65-100	7,000	Please see Secretary of State for more information
United States Senate, partial/unexpired term	<ul style="list-style-type: none"> <li>• 30 years old</li> <li>• U.S. Citizen for at least 9 years</li> <li>• Resident of California</li> <li>• California registered voter</li> </ul> <p><a href="#">U.S. Const. Art. I, § 2, cl. 2; Cal. Elec. Code § 201</a></p>	Thru the end of the current term (exp. Jan. 3, 2025)	\$3,480.00 Prorated Value Per Signature: \$0.497142	65-100	7,000	Please see Secretary of State for more information

Office	Minimum Qualifications	Length of Term	Filing Fee	Nomination Signatures	Sigs In Lieu	SOQ Fee (Eng. Only)
State Legislative						
State Assembly Member, District 1	<ul style="list-style-type: none"> <li>• U.S. Citizen</li> <li>• California registered voter</li> <li>• Resident of California for 3 years</li> <li>• Resident of the legislative district for 1 year</li> <li>• Served the legislature for less than 12 years</li> <li>• Not convicted of a disqualifying felony</li> </ul> <p><a href="#">Cal. Const., art. IV, § 2</a>; <i>Cal. Elec. Code §§ 20, 201</i></p>	2 years	\$1,226.94 Prorated Value Per Signature: \$1.226940	40-60	1,000	\$1,866.55
State Senator, District 1	<ul style="list-style-type: none"> <li>• U.S. Citizen</li> <li>• California registered voter</li> <li>• Resident of California for 3 years</li> <li>• Resident of the legislative district for 1 year</li> <li>• Served the legislature for less than 12 years</li> <li>• Not convicted of a disqualifying felony</li> </ul> <p><a href="#">Cal. Const., art. IV, § 2</a>; <i>Cal. Elec. Code §§ 20, 201</i></p>	4 years	\$1,226.94 Prorated Value Per Signature: \$0.613470	40-60	2,000	\$1,566.63

Office	Minimum Qualifications	Length of Term	Filing Fee	Nomination Signatures	Sigs In Lieu	SOQ Fee (Eng. Only)
Nonpartisan Offices						
Judicial						
Judge of the Superior Court	<ul style="list-style-type: none"> <li>• US Citizen</li> <li>• California registered voter</li> <li>• Member of the State Bar for 10 years or service as a judge of a California court of record for 10 years immediately preceding the election</li> <li>• Not convicted of a disqualifying felony</li> </ul> <p><i>Cal. Const. art. VI, §§ <a href="#">15</a>, <a href="#">16</a>; Cal. Elec. Code §§ <a href="#">20</a>, <a href="#">201</a></i></p>	6 years	\$2,250.74  Prorated Value Per Signature: \$0.430681	20-40	5,226	\$1,941.55
Board of Supervisors						
County Supervisor, District 1	<ul style="list-style-type: none"> <li>• 18 years old</li> <li>• California resident</li> <li>• Registered voter in the District which the candidate seeks to represent for at least 30 days immediately before the filing deadline</li> <li>• Supervisor shall reside in the district during his or her incumbency</li> <li>• Not convicted of a disqualifying felony</li> </ul> <p><i>Cal. Elec. Code §§ <a href="#">20</a>, <a href="#">201</a>; Cal. Gov. Code §§ <a href="#">24001</a>, <a href="#">25041</a></i></p>	4 years	\$536.67  Prorated Value Per Signature: \$0.333333	20-40	1,610	\$490.40

Office	Minimum Qualifications	Length of Term	Filing Fee	Nomination Signatures	Sigs In Lieu	SOQ Fee (Eng. Only)
County Supervisor, District 2	<ul style="list-style-type: none"> <li>• 18 years old</li> <li>• California resident</li> <li>• Registered voter in the District which the candidate seeks to represent for at least 30 days immediately before the filing deadline</li> <li>• Supervisor shall reside in the district during his or her incumbency</li> <li>• Not convicted of a disqualifying felony</li> </ul> <p><i>Cal. Elec. Code §§ <a href="#">20</a>, <a href="#">201</a>; Cal. Gov. Code §§ <a href="#">24001</a>, <a href="#">25041</a></i></p>	4 years	\$536.67 Prorated Value Per Signature: \$0.333333	20-40	1,610	\$476.13
County Supervisor, District 5	<ul style="list-style-type: none"> <li>• 18 years old</li> <li>• California resident</li> <li>• Registered voter in the District which the candidate seeks to represent for at least 30 days immediately before the filing deadline</li> <li>• Supervisor shall reside in the district during his or her incumbency</li> <li>• Not convicted of a disqualifying felony</li> </ul> <p><i>Cal. Elec. Code §§ <a href="#">20</a>, <a href="#">201</a>; Cal. Gov. Code §§ <a href="#">24001</a>, <a href="#">25041</a></i></p>	4 years	\$536.67 Prorated Value Per Signature: \$0.333333	20-40	1,610	\$402.95

Office	Minimum Qualifications	Length of Term	SOQ Fee
Municipal Offices Candidates file for candidacy with the City or Town Clerk's Office.			
City of Nevada City Councilmember Seats up for election: 3	<ul style="list-style-type: none"> <li>• Registered voter of the city at the time nomination papers are issued</li> <li>• Not convicted of a disqualifying felony</li> </ul> <i>Cal. Elec. Code §§ <a href="#">20</a>, <a href="#">201</a>; Cal. Gov. Code § <a href="#">36502</a></i>	4 years	\$283.65

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**Nevada County Elections**  
**Natalie Adona**  
**County Clerk-Recorder/Registrar of Voters**

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