

Mountain Gate
Special Recall Election
Tuesday, February 24, 2009



Candidate's Guide

Prepared by the office of
Cathy Darling
Shasta County Clerk/Registrar of Voters



SHASTA COUNTY

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Dear Candidate:

We are happy to present you with the Candidates Guide for the upcoming Special Recall Election to be held February 24, 2009.

It is prepared to assist you through the nomination and election process and is intended to provide general information. While staff has attempted to be as informative as possible in compiling this information, and we appreciate the opportunity to address your questions not answered in this guide, the law prohibits employees from answering questions of a legal nature. This guide is not intended as a substitute for legal counsel. For your protection, we strongly urge you to consult an attorney.

We are available to provide information in your bid for public office. Please feel free to stop in at our office in the southeast corner of the Downtown Redding Mall, 1643 Market Street or call 225-5730 from 8 a.m. to 5 p.m., Monday through Friday.

Good luck to you!

Regards,

Cathy Darling

CATHY DARLING
Shasta County Clerk/Registrar of Voters

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Shasta County Elections Department Mission Statement

To promote public confidence and good will by providing the very highest level of courteous, efficient service. Further, to insure the highest possible degree of integrity of the County's election process through administration of all federal, state, and local election laws in a uniform, consistent and accessible manner.

IMPORTANT CONTACT INFORMATION

SHASTA COUNTY REGISTRAR OF VOTERS www.elections.co.shasta.ca.us
General Information (530) 225-5730
TDD (hearing impaired) (711) or (800) 735-2922
Fax (530) 225-5454

- **Vote-By-Mail** (vote-by-mail ballot applications, information)
- **Campaign Disclosure** (financial disclosure statements, information)
- **Campaign Materials** (voter lists, maps, precinct information)
- **Candidate Filing** (filing requirements for office)

SECRETARY OF STATE www.sos.ca.gov
General Information..... (916) 653-6814
Elections Division (916) 657-2166
Fax (916) 653-3214
(general information, election fraud, filing for state and federal offices)
Political Reform Division..... (916) 653-6224
Fax (916) 653-5045
(committee ID number, termination)

FAIR POLITICAL PRACTICES COMMISSION (FPPC) www.fppc.ca.gov
Technical Assistance Division..... (866) 275-3772
(campaign disclosure, state contribution limits, conflict of interest disclosure)
Legal Division (866) 275-3772
(conflict of interest disqualifications, use of campaign funds)
Enforcement Division (800) 561-1861
Fax (916) 322-3711
(file complaint under Political Reform Act)

STATE FRANCHISE TAX BOARD www.ftb.ca.gov
General Information..... (800) 852-5711
(committee tax status, tax deductible contributions, charitable non-profit groups)

FEDERAL ELECTION COMMISSION www.fec.gov
General Information..... (800) 424-9530
(federal campaigns, Congress, US Senate, President of the U.S.)

CA STATE ATTORNEY GENERAL www.caag.state.ca.us
General Information..... (800) 952-5225
(Brown Act, unlawful use of public funds, code violations)

CITY ATTORNEY www.ci.redding.ca.us
General Information..... (530) 225-4050
(election fraud, code violations, local ordinances, vandalism)

DISTRICT ATTORNEY www.da.co.shasta.ca.us
General Information..... (530) 245-6300
(election fraud, code violations, local ordinances, vandalism)

CALENDAR OF EVENTS

DATE	EVENT
November 3, 2009 E-113 EC§10220	<ul style="list-style-type: none"> • Declaration of Candidacy begins (Ends 12/11/08) • Statement of Qualifications filing period begins
November 11, 2009	<ul style="list-style-type: none"> • Veterans Day—County Elections Office will be closed.
November 27 & 28, 2008	<ul style="list-style-type: none"> • Thanksgiving Holiday—County Elections Office will be closed.
December 11, 2008 E-75 EC§ 11381	<ul style="list-style-type: none"> • Declaration of Candidacy ends (no extension in a Recall Election) • Statement of Qualifications due by 5:00p.m.
December 12, 2008 E-74 EC§ 13307(a3), 13311, and 13112	<ul style="list-style-type: none"> • Last day to withdrawal Statement of Qualifications by 5:00 p.m • First day Statement of Qualifications are available for review. • First Day of 10-calendar-day public examination period. • Random Alpha Drawing conducted by the Shasta County Elections Office determining order of candidates to appear on ballot.
December 22, 2008 E-64 EC§ 13313(b)	<ul style="list-style-type: none"> • Last day of public examination period, any writ of mandate or injunction requests must be filed by 5:00 p.m. today.
December 24 & 25, 2008	<ul style="list-style-type: none"> • Christmas Holiday - County Elections Office will be closed.
December 26, 2008 E-60	<ul style="list-style-type: none"> • Military/Overseas information is mailed out.
December 29, 2008 E-57 EC§ 8601	<ul style="list-style-type: none"> • Write-in Declaration of Candidacy begins.
January 1, 2009	<ul style="list-style-type: none"> • New Year's Day—County Election Office will be closed.
January 15, 2009 E-40	<ul style="list-style-type: none"> • Sample ballots mailed out to voters.
January 19, 2009	<ul style="list-style-type: none"> • Martin Luther King, Jr. Day—County Elections Office will be closed
January 26, 2009	<ul style="list-style-type: none"> • First Day to issue Vote By Mail Ballots
February 9, 2009 E-15 EC§ 8601	<ul style="list-style-type: none"> • Voter registration closes.
February 10, 2009 E-14 EC§ 8601	<ul style="list-style-type: none"> • Write-In Declaration of Candidacy ends.
February 12, 2008	<ul style="list-style-type: none"> • Lincoln's Birthday—County Elections Office will be closed.
February 16, 2008	<ul style="list-style-type: none"> • President's Day—County Elections Office will be closed.
February 17, 2009 E-7	<ul style="list-style-type: none"> • Vote-by-mail application period ends.
February 24, 2009	<ul style="list-style-type: none"> • Election Day—Polls open from 7:00 a.m. through 8:00 p.m.

STEPS TO BECOMING A CANDIDATE

STEP 1: File a Declaration of Candidacy

STEP 2: Select Ballot Designation

STEP 3: Complete Candidate Statement of Qualifications

STEP 4: File Campaign Disclosure Statement - Form 460

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STEP 1: THE DECLARATION OF CANDIDACY

Executing the Declaration of Candidacy

EC§ 8028

- A candidate shall execute the declaration of candidacy in the office of the elections official and it shall not be removed from the office of the elections official.
- A candidate may, in a written statement signed and dated by the candidate, designate a person to receive a declaration of candidacy form from the elections official and deliver it to the candidate.
- Only official documents issued by the County Elections Official may be used.
- The Oath of Office will be administered and then again when seat is taken.

Filing for Declaration of Candidacy

Filing Period: November 3, 2008 through December 11, 2008

- Candidate calls 225-5730 to make a personal appointment, or comes into the County Clerk/Elections office at 1643 Market St. located at the south entrance of the downtown Redding Mall.

- Candidate completes an application which has registration information, name as it is to appear on the ballot, occupational designation, campaign contact information and a receipt of paperwork completed.

- The following documents will be issued and explained to each candidate:
 - Declaration of Candidacy / Oath of Office
 - Form 501— Candidate Intention Statement
 - Form 470—Officeholder & Candidate Campaign Statement (short form-<\$1,000)
 - Form 470/Supplement—if candidate goes over the \$1,000 threshold
 - Form 410—Statement of Organization
 - Form 460— Recipient Committee Campaign Statement (long form->\$1,000)
 - Code of Fair Campaign Practices (optional form to sign)
 - Permission to Post—Contact information on the county’s web-site
 - Candidate’s Guide
 - Campaign Disclosure Manual 2 (FPPC)
 - Candidate Statement of Qualifications Form (optional)

No candidate whose declaration of candidacy has been filed for any primary election may withdraw as a candidate at that primary election. (EC§ 8800)

STEP 2: BALLOT DESIGNATION

Name on Ballot

The ballot name may be designated as follows:

- First, middle and last names; initials only and last name; a nickname may be included but must be in parentheses () or quotation marks " "; a familiar short version of the first name, such as "Bill" for "William", "Sue" for "Susan" or "Jim" for "James".
- **No titles or degrees are allowed in the ballot name. (EC§ 13106)**
- **A change in legal name is not allowed unless the change was made by marriage or by decree of a court. (EC§ 13104)**

Occupational Designation

Occupation on Ballot-EC§ 13107-13107.5

The listing of an occupational designation on the ballot is optional. Only one of the following categories is allowed:

- **Principal Occupation** — No more than three (3) words to describe the principal profession, vocation, or occupation may be used by the candidate. (California geographical names are considered only one word.)
- **Incumbent** — The word incumbent may be used if the candidate is seeking re-election to the same office.
- **Appointed Incumbent** — The words "Appointed Incumbent" may be used if the candidate was appointed to the office and seeking election to that same office. The word "Appointed" may also be used with the office title. Exception: Candidates appointed to office *in-lieu* of an election do not have to use the word "Appointed."
- **Elective Office Title** — Words describing an elective office title may be used if the candidate holds the office at the time nomination papers are filed and the office was filled by a vote of the people.
- **No Occupational Designation Desired** — Write the word "None" in the space on the nomination papers designated for occupation to appear on the ballot.
- **Community Volunteer** — "Community Volunteer" shall constitute a valid principal vocation or occupation subject to the following conditions:
 - 1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation
 - 2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
 - 3) A candidate may not use this designation in combination with any other principal profession, vocation, or occupation designation.

Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:

It would mislead the voter.

It would suggest an evaluation of a candidate, such as outstanding, expert, or virtuous.

It abbreviates the word "retired" or places it following any word or words it modifies.

It uses a word or prefix, such as "former" or "ex-," which means a prior status.

It uses the name of any political party.

It uses a word(s) referring to a racial, religious, or ethnic group.

BASIC TEST: Is it true? Is it accurate? Does it mislead? Is it generic? "IBM" is out "computer company" is okay; is it how this person makes

a living? The elections official shall notify the candidate if an occupational designation is in violation of the above restrictions. If an alternative designation is not provided, no occupation will appear on the ballot.

<p>THE OCCUPATIONAL DESIGNATION CAN NOT BE CHANGED AFTER THE FINAL DATE TO FILE DECLARATION OF CANDIDACY DOCUMENTS</p>

STEP 3: CANDIDATE STATEMENT OF QUALIFICATIONS

ECS 13307

Who Writes One: Each candidate for nonpartisan elective office *may* prepare an optional candidate's statement. The candidate's statement is designed to acquaint voters with a candidate's qualifications for the office he/she is seeking. The candidate's statement is incorporated into the Sample Official Ballot Pamphlet, and will be mailed to all registered voters eligible to vote for that particular candidate.

When to File: Candidates file their Statement of Qualifications along with the estimated deposit when they file their Nomination Signatures.

The Cost: Estimated costs for Statements of Qualifications are based on the printing costs of a single page for the sample ballots to be mailed to all registered voters eligible to vote for that particular candidate. Candidates are asked to pay the deposit of one statement per page. Refunds may be reimbursed if more than one statement for the same office is printed on a page. Estimates are based on current figures and may be subject to change when the final printing charges are billed. Refunds, if any, are made AFTER the election when the final bill from the Printer has been received.


See page 11 for the estimated costs for the current election.

Multi-County: If a candidate is running for an office where the district extends into another county and the candidate wishes to have their candidate statement printed in that county, it is the **candidate's responsibility** to submit their candidate statement to that county, and pay them directly for its publication.

Changing or Withdrawing: Candidate statements may *not be changed* once they are filed. They may be *withdrawn in writing* during the period for filing Declarations of Candidacy. *For the current election that date is: November 3, 2008 through December 11, 2008.*

Guidelines for the Candidate's Statement

- No more than 200 words
- May contain the name, age and occupation of the candidate (not included in the 200 words) and a brief description of the candidate's education and qualifications. The occupation listed in this location does not have the same restrictions, as does the *ballot designation*.
- To be in candidate's own words and in the first person.
- Must be in essay form; no enumerated lists or outlines allowed.
- Typed in upper and lower case, double spaced, block paragraph style and no indentations.
- No hand-written statements.
- Must be submitted on or attached to the form provided. Shasta County Registrar of Voters encourages you to submit your candidate statement via email, or on a CD in .txt formatting that can be downloaded to our election's workstation.
- Statements will be printed as submitted; the Elections Department and Printer will make NO corrections.
- Do not include any party affiliation nor any membership or activity in partisan political organizations.
- Shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character or activities.
- Shall NOT contain any demonstrably false, slanderous, or libelous statements nor any obscene or profane language, statements or insinuations.



Candidate Statements remain confidential until the expiration of the filing deadline. EC§ 13311

The statements will be printed in the order determined by the random alphabet draw. EC§ 13112

Candidates wishing to list endorsements on their candidate statement must have the Permission Slip of Endorsement form completed by the person endorsing them.



Word Count Standards

- Punctuation is not counted.
- Each word shall be counted as one word except as specified.
- All geographical names shall be counted as one word (e.g., "City and County of San Francisco" or "Redding School District" shall be counted as one word.
- Each abbreviation for a word, phrase or expression shall be counted as one word.
- Hyphenated words that appear in any generally available dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
- Dates consisting of a combination of words and digits shall be counted as two words (e.g., June 1, 2007). Dates consisting of only digits shall be counted as one word (e.g., 6/1/2007).
- Digital numbers shall be counted as one word (e.g., 100). Numbers which are written out are counted as one word each (e.g., "one" shall be counted as one word and "one hundred" shall be counted as two words).
- Telephone numbers shall be counted as one word.
- Internet web site addresses shall be counted as one word.

The example below illustrates the candidate's statement as it will be printed in the voter Information Pamphlet portion of the Sample Ballot. All statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations). Your name, occupation and age, as shown below, do not count towards your 200 words.

WASHINGTON UNIFIED SCHOOL DISTRICT	
ELITA P. SNODGRASS Occupation: Businesswoman	Age: 45
<p>I am running for the governing board of the Washington Unified School district because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1980. I am married and currently have two children attending school in the district.</p> <p>I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.</p> <p>I have been active in the P.T.A., served on the Save Our Youth committee, and I'm an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.</p> <p>I am looking forward to serving you on the Washington Unified School District Governing Board.</p> <p>Thank you for your vote.</p>	

PLEASE PROOFREAD YOUR STATEMENT
This office will NOT make any corrections.

Indigent candidate

EC§ 13309

What if I can't afford the cost of a Candidate statement?

- (a) Notwithstanding Section 13307, if a candidate alleges to be indigent and unable to pay in advance the requisite fee for submitting a candidate statement, the candidate shall submit to the local agency a statement of financial worth to be used in determining whether or not he or she is eligible to submit a candidate statement without payment of the fee in advance.
- (b) The statement of financial worth required by this section shall be submitted by the candidate together with his or her candidate statement in accordance with the deadline specified in Section 13307. The statement of financial worth form shall be furnished by the local agency, and may include questions relating to the candidate's employer, income, real estate holdings, tangible personal property, and financial obligations. The candidate shall certify the content of the statement as to its truth and correctness under penalty of perjury. The candidate shall also sign a release form of the candidate's most recent federal income tax report.
- (c) Upon receipt of a statement of financial worth, a determination shall be made by the local agency of whether or not the candidate is indigent. The local agency shall notify the candidate of its findings.
- (d) If it is determined that the candidate is not indigent, the candidate shall, within three days of the notification, excluding Saturdays, Sundays, and state holidays, withdraw the statement or pay the requisite fee. If the candidate fails to respond within the time prescribed, the local agency shall not be obligated to print and mail the statement.
- (e) If the local agency determines that the candidate is indigent, the local agency shall print and mail the statement.
- (f) Nothing in this section shall prohibit the elections official from billing the candidate his or her actual pro rata share of the cost after the election

CANDIDATE STATEMENT FEE

The cost for a candidate to file a Statement of Qualifications in the February 24, 2009 Special Recall Election is \$1,000.

This cost is based on the printing costs of a single page for the sample ballots to be mailed to all registered voters eligible to vote in the Special Recall Election. Candidates are asked to pay the deposit of one statement per page. Refunds may be reimbursed if more than one statement for the same office is printed on a page. Estimates are based on current figures and may be subject to change when the final printing charges are billed. Refunds, if any, are made AFTER the election when the final bill from the Printer has been received.

STEP 4: FILE CAMPAIGN DISCLOSURE STATEMENT

Please refer to Campaign Disclosure Manual 2 (05/2007) and the current FPPC Addendum for further details on filing requirements. You may also contact the FPPC for additional information and assistance with filing questions at 866-275-3772 or online at www.fppc.ca.gov. There are other forms you may be required to file as your campaign progresses. These forms are available at the local Election Official's office or the FPPC website.

Candidates who **WILL NOT** accept contributions from other persons and whose total expenditures from personal funds will be less than \$1,000 in a calendar year, will file the following:

Form 501 - Candidate Intention Statement

Form 470 - Officeholder and Candidate Campaign Statement—Short Form

EXCEPTION: Form 501 is NOT required if you will not solicit or receive contributions from other persons and the ONLY expenditures will be from your personal funds used for the filing fee and/or candidate's statement of qualifications in the Voter Information Pamphlet.

Candidates who **WILL** accept contributions from other persons totaling less than \$1,000 and who will make expenditures totaling less than \$1,000 (excluding personal funds used to pay the filing fee and/or candidate's statement of qualifications fee) in a calendar year, will file the following:

Form 501 - Candidate Intention Statement

Form 470 - Officeholder and Candidate Campaign Statement —Short Form

You must also open a campaign bank account. All personal funds of the candidate must first be deposited in a bank account, except for filing fee/candidate's statement fee.

If after filing a Form 470 Short Form, the candidate's total contributions or total expenditures for the calendar year exceed \$1,000, written notice is required to be sent within 48 hours of reaching that threshold. **Form 470 Supplement** (available at the Election Official's office or online at www.fppc.ca.gov) must be sent to the Secretary of State, a copy to the local filing officer and a copy to each candidate seeking the same office. The 48-hour notice must be sent by telegram, guaranteed overnight delivery service or facsimile transmission. Regular mail may NOT be used.

Candidates who **expect to receive or spend \$1,000 or more** (or a candidate who had filed a Form 470 Supplement) shall file the following:

Form 501 - Candidate Statement Intention (unless previously filed)

Establish a campaign bank account at a financial institution located in the State of California.

Form 410 - Statement of Organization within ten days of receiving \$1,000 in contributions (including personal funds). The original and one copy must be filed with the Secretary of State and a copy filed with the local filing officer. You will receive written notification for the Secretary of State's office assigning an identification number to your committee.

Once you have filed your Form 410 and have been assigned an ID number, you will file the **Form 460-Recipient Committee Campaign Statement** with the local filing officer according to the filing calendar set by the FPPC. (See page 30) All recipient committees must file the Form 460 by the appropriate deadlines for each filing period. **If you do not file your campaign statement by the deadline, you are subject to a fine of \$10 per day from the date the statement is due until the date it is filed.** There are no extensions to the deadline under any circumstances.

Upon the completion of your campaign, and once you have exhausted all campaign funds, a **Form 410** is filed to terminate your committee. A **Form 460 Termination Statement** must be filed at the same time.

See Page 16 for Campaign Disclosure Filing Schedule

All committees must file by the deadline and must report for the period set by the FPPC. These dates are set by law and cannot be changed. You will be required to amend your statement if your report is not completed correctly. An UNSIGNED form is considered incomplete and will not be considered filed until it is signed. It is the responsibility of candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner. All committees should file with the appropriate method of delivery, as indicated on each form. Failure to file or late filings could result in monetary fines.

For certain offices the law provides for investigations and audits of campaign statements. Candidates and committee treasurers should

keep complete records and be prepared to submit supporting documents if such are requested.

Brief Description of FPPC Forms

Form 501-Candidate Intention Statement: To be filed before any contributions are solicited or received, and before any campaign expenditures are made from personal funds. A new Form 501 must be filed for each election, even if the candidate is running for reelection. Candidates for local offices file with the local filing officer and candidates for state and judicial offices file with the Secretary of State. The form 501 is considered filed when it is placed in the mail. The date of postmark is the date filed.

Form 470-Officeholder and Candidate Campaign Statement-Short Form: May be filed by a candidate or officeholder who does not anticipate raising or spending \$1,000 or more in a calendar year. Payments from the candidate's personal funds used to pay filing or ballot statement fees do not count toward the \$1,000 threshold.

Form 470 Supplement: If a candidate files a Form 470 and later receives contributions of \$1,000 or more or makes expenditures totaling \$1,000 or more prior to the election, within 48 hours the candidate must send a Form 470 Supplement to 1) Secretary of State's Office; 2) Each candidate seeking the same office; and 3) City or county clerk, or county registrar of voters, if the candidate is running for a city or county office.

Form 410-Statement of Organization: A person or group that receives \$1,000 or more in contributions in a calendar year qualifies as a *recipient committee* and must file Form 410. The original and one copy is filed with the Secretary of State within 10 days of receiving \$1,000 or more and a copy with the local filing officer. Upon receipt of the Form 410, the Secretary of State's office will assign the committee an identification number. It may be filed prior to raising \$1,000 and then must be amended within 10 days of reaching the \$1,000 threshold. This form is also used to change information regarding the committee contact information and to terminate the committee when all funds have been exhausted.

Form 460-Recipient Committee Campaign Statement Long Form: Candidate controlled committees use this form to report campaign activity for all semi-annual, special odd-year, pre-election, and supplemental pre-election statements. A controlled committee is one which is controlled directly or indirectly by a candidate or which acts jointly with a candidate or controlled committee in connection with the making of expenditures. Form 460 can be filed as a pre-election statement, a semi-annual statement, a termination statement

or as an amendment to a previously filed statement. Candidates for local offices file with the local filing officer and candidates for state and judicial offices file with the Secretary of State.

Form 496-Late independent Expenditure Report: For use in reporting a monetary or non-monetary contribution that totals \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or a committee primarily formed to support or oppose a candidate or measure AND is made or received during the 16 days immediately prior to the election. A late contribution includes contributions from a candidate's personal funds to his/her campaign committee during the late contribution period. The Form 497 is filed with the local filing officer within 24 hours of receiving OR making a late contribution. Regular mail may NOT be used to file this form.

**Mountain Gate Community Services District Recall Special Election
Committees Primarily Formed to Support/Oppose Local Candidates
Committees Primarily Formed to Support/Oppose Local Measures
February 24, 2009 Election Filing Schedule**

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement^{1/}</i>	<i>Method of Delivery</i>
February 2, 2009 ^{2/}	Semi-Annual	^{1/} - 12/31/08	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ First Class Mail
January 15, 2009	Pre-Election	1/1/09 - 1/10/09	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ First Class Mail
February 12, 2009	Pre-Election	1/11/09 - 2/7/09	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ Guaranteed Overnight Service
Within 24 Hours	Late Contributions ^{3/} and Independent Expenditures of \$1,000 or More	2/8/09 – 2/23/09	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ Guaranteed Overnight Service ✧ Fax
July 31, 2009	Semi-Annual	2/8/09 - 6/30/09	<ul style="list-style-type: none"> ✧ Personal Delivery ✧ First Class Mail

Footnotes:

- ^{1/} **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- ^{2/} **Extended Deadline:** Because the January 31, 2009 filing deadline falls on Saturday, this filing deadline is extended to February 2.
- ^{3/} **Unpaid Officeholders:** Elected officers whose salaries are less than \$200 per month and judges are not required to file this semi-annual statement if no contributions were received or expenditures made during the period July 1 through December 31, 2008.
- ^{4/} **Late Non-Monetary Contributions:** The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.
- ^{5/} **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.

Additional Notes:

- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must

file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required.

- **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- **Late Statements:** Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, there is no provision in the law for extending a filing deadline. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- State committees making contributions or independent expenditures in connection with local elections should contact the FPPC for reporting requirements.

Disclosure manuals and other information on campaign reporting can be found on the FPPC website (www.fppc.ca.gov). Be sure to check the website for up-to-date information.

FPPC Toll-Free Helpline: 866-ASK-FPPC
11/2008

Write-In Candidate

EC 8600-8605

The statement shall be available between the 57th day and 14th day prior to the election, *Monday, December 29, 2008 and Tuesday, February 10, 2009*, for which the candidate is filing as a write-in candidate.

Incompatible Offices

- The common law doctrine of “incompatible offices” restricts the ability of public officials to hold two different public offices simultaneously if the offices have overlapping and conflicting public duties. Courts have summarized the doctrine as follows: “one individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.” (Eldridge v. Sierra View Local Hospital District, *supra*.)
- Under the Political Reform Act, a public official may not participate in a decision if it is reasonably foreseeable that the decision will have a material financial effect on one of the official's economic interests or on the official him or herself. (Sections 87100 and 87103.)
- If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible offices contact the Attorney General's office at: (916)324-5437 or visit their website, **www.caag.state.ca.us**.

The State of California Attorney General's Office has issued opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where there is common territory;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy sheriff and county supervisor.

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold, in order that, after vigorously contested, but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- 1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit such criticism.
- 2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- 3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on race, sex, religion, national origin, physical health status, or age.
- 4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice which tends to corrupt or undermine our American system of free elections, or which hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- 5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- 6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- 7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

As found in Division 20. ELECTION CAMPAIGNS of the California Elections Code
Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. Intent of legislature.

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

It is the 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 which 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.

Article 2. Definitions.

20420. Definition of "Code".

As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. Subscription to code; form.

At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

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

20441. Supply of forms.

The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. Retention of forms; public inspection.

The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Public record.

Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. Voluntary.

In no event shall a candidate for public office be required to subscribe to or endorse the code.

CAMPAIGN LITERATURE

Political Sign Standards

City of Redding Handbill Posting

Section 6.36.030 of the Municipal Code

No person shall post, stick, stamp, paint or otherwise fix or cause the same to be done by any person, any notice, placard, bill, card, poster, advertisement or other paper or device calculated to attract 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 lamppost, electric light, telegraph or telephone pole; or railway structure, hydrant, shade tree or tree box, or upon a pier, columns, trusses, girders, railings, gates or other parts of any public bridge or viaduct, or other public structure or building; or upon any alarm or police telegraph system, except as may be authorized or required by the laws of the United States, the state, and the ordinances of the city.

City of Redding Sign Standards

Per Municipal Code section 18.42.040 Section H Political and Campaign Signs

Political or campaign signs on behalf of candidates for public office or measures on election ballots are allowed provided that said signs are subject to the following regulations:

- 1) Said signs may be erected not earlier than 90 days prior to the said election and shall be removed within fifteen days following said election.
- 2) In any residential zoning district, only one sign is permitted on any one lot. If detached, the sign shall not exceed six feet in height.
- 3) In any commercial or industrial district, one or more signs are permitted on a parcel of land provided that all such signs do not, in the aggregate, exceed a sign area of one hundred twenty square feet. Said signs shall not be erected in such a manner as to constitute a roof sign. Notwithstanding the provisions of the subsection, a sign may be placed upon any legally existing sign

structure.

- 4) No sign shall be located within or over the public right-of-way.
- 5) Refer to Municipal Code Section 18.42.030 for the general standards for signs. City of Redding Municipal Codes may be obtained from the Redding City Clerk or on their website at www.ci.redding.ca.us.

Shasta County Department of Public Works Sign Posting Policy

The Streets and Highways Code Section 1480.5 provides that the Road Commissioner may issue written permits for the placement of advertising signs on county road rights-of-way, and that any sign placed without a permit is a public nuisance and may be removed at the expense of the installer.

Shasta County will not issue permits for the placement of political campaign signs on its rights-of-way. If we find signs within the right-of-way, we will contact you and ask you to remove them, or we will remove them ourselves and take them to our Corporation Yard.

DEPARTMENT OF TRANSPORTATIONDIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY'S:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

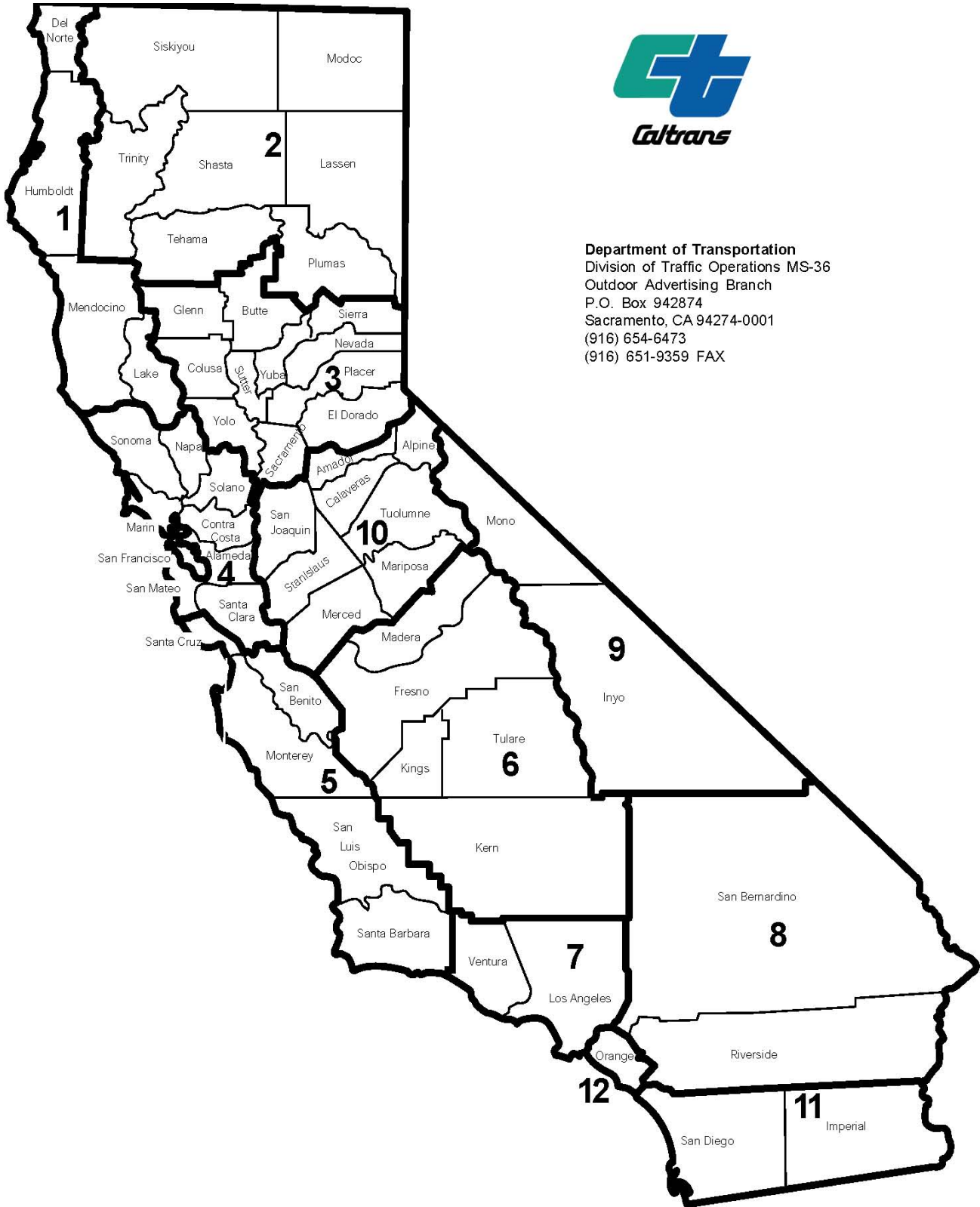
It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).

OUTDOOR ADVERTISING DISPLAY PERMIT APPLICATION



Department of Transportation
Division of Traffic Operations MS-36
Outdoor Advertising Branch
P.O. Box 942874
Sacramento, CA 94274-0001
(916) 654-6473
(916) 651-9359 FAX

JUNE 2006

Facts About Mailings

G.C. Section 82041.5, 82048..3., 84305

Mass Mailings: *Mass Mailings are more than 200 substantially similar pieces of mail sent by an officeholder, candidate or committee in a calendar month. The sender of a mass mailing is the candidate or committee who is paying for the largest portion the mailing. ***

Any candidates or campaigns planning any type of mass mailing need to contact the post office in advance for the most current and specific postal regulations.

Mail Identification Requirements

The sender must be identified on the outside of the mailing in the following manner:

- Name
- Address and City
- At least 6-point type
- Contrasting color or print style
- Name of controlling candidate, if applicable
- P.O. Box may be used if a street address is listed on the Form 410

Identification NOT Required

- Committee's identification number
- Name of treasurer or printer
- The words "paid for by"

**If two or more officeholders, candidates, or committees pay an equal share of the cost of a mailing, it must identify at least one on the outside of the mailing and all must be identified on the inside.

No newsletter or other mass mailing shall be sent at public expense. E.C. 89001

Slate Mailer: *A mass mailing which supports or opposes a total of four or more candidates or ballot measures. If you have any questions regarding slate mailer organizations, please contact the Fair Political Practices Commission at their toll free number 1-866-ASK-FPPC (1-888-275-3772) or visit their website at www.fppc.ca.gov. (G.C. 82048.4 & 84305.5)*

Other Campaign Advertising Requirements

Under the Political Reform Act identification is not required on these campaign items:

Newspaper, television, or radio ads

Campaign materials not sent through the mail such as handbills, bumper stickers, and door hangers.

Newspapers

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type of lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, which ever is larger, the words "Paid Political /Advertisement." Such words shall be set apart from any other printed matter. E.C. 2008

Truth in Endorsements Law

Elections Code 20000 through 20010 provides additional information regarding restrictions on endorsements, representation requirements, etc. A copy of the code is available on the Secretary of State's website www.ss.ca.gov or can be viewed at www.leginfo.ca.gov/calaw

Electioneering

Electioneering Near Polling Place

No person, on Election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an elections official's office:

- a. Circulate an initiative, referendum, recall, or nomination petition or any other repetition.
- b. Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- c. Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- d. Do any electioneering.

As used in this section, "100 feet of a polling place or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor. EC§ 18370

Solicitation Dissuading Persons from Voting

EC§ 18541

No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place:

- a. Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- b. Place a sign relating to voters qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- c. Photograph, video tape, or otherwise record a voter entering or exiting a polling place.

Exit Polls

Secretary of State Opinion 1992—Exit Polls: No pre or post voter contact may be made within a 25-foot perimeter. All exit polling must be done beyond the 25-foot perimeter from the entrance to the polling place. The entrance is deemed to be the room or rooms in which voters are actually signing rosters and casting votes.

Poll Watchers

Poll watchers are allowed at the polling place as long as they obey the law and election procedures. Persons observing the polls may: 1) inspect the Roster of Voters. Any such inspection, however; must be done without impeding, interfering or interrupting the normal process of voting and counting; 2) inspect the Public's Alpha Index update regularly by the precinct workers. The index may not be removed from the polling place; 3) observe all activities at the polling place including activities after the polls close, providing they do not interfere with the normal processing of voters.

Voter Registration

The last day for any new Shasta County resident to register to vote in this election is *Monday, February 9, 2009*. Registration closes 15 days prior to an election.

If a voter moved within the county on or before the close of registration and did not reregister at the new address, he or she may vote and reregister for future elections EITHER at the county election office OR at the polling place where they now live. However, the voter may be required to show proof of residence. If the voter moved AFTER the date shown, the voter may vote a vote-by-mail ballot or at the polling place for the current or previous address for this election only. Then the voter must reregister and vote at the new address for future elections.

Vote-by-Mail

The first day for a vote-by-mail ballot to be issued is *Monday, January 26, 2009*. Any application received prior to this date shall be kept and process on or after this date. The last day that a vote-by-mail ballot can be issued from an application received by mail is *Tuesday, February 9, 2009*.

If a voter discovers after the close of the regular vote-by-mail period that he or she is unable to go to the polls because of illness, handicap, or a condition that forces an absence from the precinct on election day, they may still vote a vote-by-mail ballot in the Elections Department office up to 8:00 p.m. on election day providing certain conditions are met.

Vote-by-Mail Application Distribution

EC § 3007, 3008

Any individual, organization or group may distribute vote-by-mail applications in Shasta County.

Camera-Ready Applications

Upon request, a camera-ready proof of a vote-by-mail application for an election will be provided by the Elections Department to candidates or ballot measure proponents or opponents, upon request. The application will contain all information required by law. This includes the name, address, and telephone number of any organization that authorizes the distribution of the applications. EC§ 3007

Preprinting Personalized Information on Applications

The individual, organization or group may choose to have applicant information preprinted on the vote-by-mail applications.

What MAY be preprinted on the application form:

- The name of the applicant as it appears on the affidavit of registration.
- The address of the applicant as it appears on the affidavit of registration.

What may NOT be preprinted on the application form:

- Mailing address of voter, this must be completed by the voter.
- The signature of the applicant, this must match the signature on their voter registration card.

All preprinted applications must contain the statement "You have the right to mail or deliver this application directly to the local election official of the county in which you reside."

Returning the Applications

Any individual, organization, or group that distributes applications for vote-by-mail ballots and receives completed application forms shall return the forms to the appropriate elections official within 72 hours of receiving the completed forms, or before the deadline for application, whichever is sooner. EC§ 3008

Voter Information Available To Candidates

California Administrative Code, Title 2, Division 7, Section 19003

Shasta County has the capability to compile and extract voter registration information in several combinations for use in direct election campaigning. Most of these reports require 3 calendar days advance notice, especially during the peak election times.

Permissible usage of this information includes direct election campaign, surveys in conjunction with an election campaign, and distribution of information of a political nature. Data obtained from voter registration or election files may not be sold, leased, loaned, reproduced or possession thereof relinquished without receiving written authorization to do so from the Secretary of State or the Shasta County Registrar of Voters. Prohibited usage includes commercial purposes and solicitations of contributions or services for any purpose other than on behalf of a candidate or political party, or in support of or opposition to a ballot measure.

Purchasing Voter Registration Information

As a candidate, certain voter registration information is available from Shasta County for purchase. Complete the information on the "Voter Registration Information" application on page 30. Information furnished on the application is subject to approval and verification. All fees for material must be paid in advance. Please allow 2 to 3 days for pick up.

Please see next page for complete price list and application.



Application for Voter Registration Information

Pursuant to Elections Code Sections 2187, 2188, & 2194, voter registration information is **ONLY** available to persons or groups for election, scholarly, journalistic, political or governmental purposes as determined by the Secretary of State. All requests to view, purchase, or use voter registration information must be accompanied by this written application.

PLEASE PRINT IN INK OR TYPE

NAME— FIRST		MIDDLE		LAST	
DRIVER'S LICENSE NUMBER		STATE OF ISSUE		EXPIRATION DATE	
PHYSICAL ADDRESS		CITY	STATE	ZIP CODE	PHONE () -
IF NO PHYSICAL ADDRESS PLEASE DESCRIBE LOCATION OF RESIDENCE AND PROVIDE MAILING ADDRESS					
MAILING ADDRESS—IF DIFFERENT		CITY	STATE	ZIP CODE	

BUSINESS ADDRESS		CITY	STATE	ZIP CODE	PHONE () -
IF NO STREET ADDRESS PLEASE DESCRIBE LOCATION OF BUSINESS AND PROVIDE MAILING ADDRESS					
MAILING ADDRESS—IF DIFFERENT		CITY	STATE	ZIP CODE	

IF THIS APPLICATION IS ON BEHALF OF ANY PERSON OR PERSONS OTHER THAN THE APPLICANT, THIS SECTION MUST BE COMPLETED

PERSON OR GROUP APPLICANT IS ACTING FOR		NAME OF PERSON AUTHORIZING OR REQUESTING THIS APPLICATION			
BUSINESS ADDRESS		CITY	STATE	ZIP CODE	PHONE () -

THIS SECTION MUST BE COMPLETED

SPECIFIC INFORMATION REQUESTED—CIRCLE THOSE APPLICABLE					
CD	STREET LIST	ALPHA LIST	AV LIST/ AV CD	ABSTRACT OF VOTER REGISTRATION	INDICIES
OTHER _____					
INTENDED USE OF VOTER REGISTRATION INFORMATION—CIRCLE ONE					
ELECTION	POLITICAL	JOURNALISTIC	SCHOLARLY	GOVERNMENT	

The aforementioned voter registration information set forth in affidavits of registration or derived from computer terminals, CDs, or computer printed listings will be used only for election, scholarly, journalistic, political, or governmental purposes as determined by the Secretary of State. The information (or a portion or copy thereof) will not be sold, leased, loaned, or given to any person, organization or agency, without first receiving written authorization to do so from the Secretary of State or the county elections official.

I certify, under penalty of perjury, that all information on this form is true and correct under the laws of the State of California.

Signature (FULL NAME): _____ Date: _____ Place: _____

CATHY DARLING
SHASTA COUNTY CLERK
DOWNTOWN REDDING MALL
1643 MARKET STREET REDDING, CA 96001
(530) 225-5730



Shasta County Elections

Order Form For Candidates

LOGGED BY	DATE
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Effective October 6, 2005

NAME OF APPLICANT		DATE—MM/DD/YYYY	DISTRICT CODE	NAME OF DISTRICT
Check here to order	Materials Available		Cost	Total
REGISTERED VOTERS				
	Alpha list of registered voters in a district /party—Paper list * (Alpha Order A—Z for the entire district. Includes mailing addresses and Phone Numbers.) Job Number MVMR017		\$40.00 Set up + \$1.75/Thousand Names	
	Alpha list of registered voters in a precinct /party—Paper list* Job Number MVMR007		\$1.75 for 1st page + \$0.25 for each additional page (\$5.00 minimum)	
	Alpha list of registered voters in a district—CD* Job Number MVMR017		\$50.00	
	Street list of registered voters in a district/precinct—Paper list* (Street Order, Precinct by Precinct, Includes Phone Numbers, No Mailing Addresses) Job Number MVMR010		\$40.00 Set up + \$1.75/Thousand Names	
	Precinct Index of registered voters in a district—CD* Job Number MVMR010		\$50.00	
	Indices for a specific election (Must order by close of voter registration) Include with official order		\$0.50/Thousand Names	
	Registered voters for a district—CD* Check to Include: <input type="checkbox"/> Voter History <input type="checkbox"/> List up to 5 elections (Use list of currently defined election with history) <input type="checkbox"/> All History Available (Must use Access or other database program) Job Number MVMJ004 or EWMR008 (Use during election cycle/60 days prior)		\$50.00	
VOTE-BY-MAIL VOTERS				
	Alpha list of vote-by-mail applicants for a district by date range, upon completion of application and deposit—Paper list* (Available by 3:00pm on Fridays) as of 07/05/06 Job Number AVMR015		\$5.00/Thousand Names	
	Alpha list of registered voters in a precinct /party—Paper list Job Number MVMR017		\$1.75 for 1st page + \$0.25 for each additional page (\$5.00 minimum)	
	Vote-By-Mail Applications for a district on a CD by date range, upon completion of application and deposit—CD or email* (Available by 3:00pm on Fridays) as of 07/05/06 Job Number AVMJ004		\$50.00	
	Vote-By-Mail ballot application forms		No charge	
PRECINCTS/POLLING PLACES				
	Polling Places list for specific election (No Phone Numbers)** Job Number PODR009		\$5.00	
	Consolidated Precincts list for specific election (Regular/Voting Cross Reference List) Job Number EWMR008		\$5.00	
CANDIDATE/MEASURE				
	Statement of Qualification (Actual vendor printing costs (See Chart))			
	Qualified candidates list for a specific election** Job Number CFMR009		\$5.00	
	Copies of Campaign Disclosure or Statement of Economic Interest		\$0.10/page (Cost set by FPPC)	
	Campaign or Disclosure Statements—5 years or older retrieval fee		\$5.00 (Cost set by FPPC)	
	Statement of Vote		(Cost depending on number of pages) Between \$10—\$15	
	List of Streets by District Job Number SGMR004		\$1.75 for 1st page + \$0.25 for each additional page (\$5.00 minimum)	
*Available by Party **Must pay before items can be faxed Please attach copy of receipt to order form.				Total

FACTS OF BALLOT COUNTING

Candidates are frequently surprised on the day after a major election when they learn that there are between 5,000—8,000 ballots countywide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This page is included as a courtesy to explain the logistics of election night ballot counting and follow-up ballot tabulation, which occurs in the days/weeks following the election.

California law mandates 28 days to complete the final, official canvass and certify the results of the election.

The official canvass of returns will begin no later than *Thursday, February 26, 2009*.

- Election returns will be counted at the Elections Department at 1643 Market Street in the Downtown Redding Mall.
- The results of the vote-by-mail ballots will be released shortly after 8 p.m. and unofficial results from the precincts will be released during the course of the evening as appropriate.
- Current election results can be found on the County's website at www.elections.co.shasta.ca.us.

Three categories of ballots which cannot be completely processed on election night:

- Vote-by-mail ballots turned in at polling location
- Provisional ballots voted at the polls
- Write-in ballots

Vote-by-Mail Ballots Turned In at Polling Location

We receive these ballots very late on election night. The ballots inside these envelopes can not be removed and prepared for counting until the voters signature on each ballot has been verified.

Provisional Ballots

These ballots are voted at the poll when a voter's registration is in question, or our records indicate the voter was already sent a vote-by-mail ballot. Provisional ballots must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Write-In Ballots

Each ballot containing a write-in vote must be individually reviewed. When an over vote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Resolution of vote tallies for write-in candidates are not available until the conclusion of the official canvass.

QUESTIONS FREQUENTLY ASKED BY CANDIDATES



1. **Is your office open during the lunch hour?**
Yes, office hours are 8:00 AM - 5:00 PM, Monday through Friday, excluding holidays.
2. **What if I change my mind about being a candidate after filing nomination papers?**
No, candidate whose declaration of candidacy has been filed for any primary election may withdraw as a candidate at that primary election. The name of the candidate will appear on the ballot if he or she qualifies. EC§ 8800
3. **May I change the wording/spelling on my candidate's statement after submission?**
No, you may not. Check your candidate's statement carefully before submitting. EC§ 13307
4. **If I submit a voluntary candidate's statement and I change my mind, may I withdraw the statement?**
The candidate's statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 PM of the next working day after the close of the nomination period. EC§ 13307
5. **May my spouse, friend, or campaign manager pick up my nomination documents for me?**
All forms must be either picked up in person by the candidate or the candidate's representative must present a letter of specific authorization, signed by the candidate. EC§ 8028(b)
6. **May my spouse, friend, or campaign manager file my nomination documents, or can I mail them to you?**
Election law does not specifically prohibit another person filing nomination papers for a candidate, or the documents being filed by mail. Candidates, however, are urged to file in person. The reasons are twofold:
 - (a) The Declaration of Candidacy is not to be removed from the office of the Registrar of Voters (except as provided in EC§ 8028).
 - (b) A member of the Registrar of Voters staff, a qualified public officer, or a notary public must administer the oath or affirmation, which is a part of the declaration form. It is much easier for a candidate to file in person and have the oath administered at the time of filing.
7. **Why is there so much paperwork involved in being a candidate?**
Election law specifies documents required, as well as format, filing dates, etc.; the filing requirements are not discretionary.
8. **I am unable to complete and file my campaign disclosure statement by the filing deadline. May I obtain an extension?**
No, there is no provision in the Political Reform Act which permits any filing officer to extend a filing deadline. Statements which are filed late are subject to a fine of \$10 per day until the statement is filed.
9. **What happens if some of the signatures I obtain on my nomination papers are not registered voters, or do not live within the district I seek to represent?**
File your nomination papers early to avoid the consequences of a problem of this type. The Elections Official must certify the signatures on nomination papers. If you

wait until the last day to file and your sponsor's signatures for any reason are insufficient, you will not have qualified to be a candidate. If you file early, there will be time to check the signatures and notify you of any insufficiencies and you may have an opportunity to submit supplemental signatures on your nomination papers.

10. What determines the order in which my name and other candidate's names will appear on the ballot?

A randomized alphabet drawing for the Election will be conducted by the Secretary of State's Office after the date for close of nominations. In addition to the randomized alphabet, Elections Code Section 13111 provides for the rotation of names of candidates for many offices by Assembly district, and for other offices by supervisorial district. The names of candidates for other offices are not rotated, but placed on the ballot solely on the basis of the randomized alphabet.

CANDIDATES: IMPORTANT THINGS TO REMEMBER

1. BE INFORMED

Study FPPC Manual 2 and the Addendum.

2. BEFORE RAISING OR SPENDING ANY MONEY

File Form 501 (Candidate Intention). Then open a campaign bank account. Once \$1,000 is raised or spent, get an identification number by filing Form 410.

3. MARK YOUR CALENDAR

Know the due dates for campaign statements and file on time.

4. KEEP GOOD RECORDS

Maintain details on contributions and expenditures of \$25 or more. Refer to record keeping guidelines in Manual 2.

5. \$100 OR MORE IN CASH?

Never accept or spend \$100 or more in cash.

USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES

6. All personal funds of the candidate must first be deposited in the campaign bank account, except for candidate statement filing fee.

7. REPORT LATE CONTRIBUTIONS

If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds. The "next business day" extensions for filing periodic reports does not apply to late reports.

8. ITEMIZE CONTRIBUTORS

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

9. IF AN AGENT OR CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN

Itemize expenditures of \$500 or more made by the agent or consultant.

10. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS

Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

11. NO PERSONAL USE OF CAMPAIGN FUNDS

Use campaign funds only for political, legislative, or governmental purposes.

12. BE MORE INFORMED

Attend a campaign workshop in your area. Contact your filing officer or the FPPC if you have any questions.