



Candidate's Guide to Running for Public Office

Presidential Primary Election March 3, 2020

Prepared by:
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www.elections.co.shasta.ca.us

Disclaimer: The materials and information provided is for general information purposes. The information is not legal advice and the Shasta County Clerk/Elections is unable to provide you legal advice. This guide does not have the force and effect of law. Because legal advice is dependent on the specific circumstances of each situation and can only be provided by legal counsel, it is your responsibility to determine whether the information provided applies to a specific situation and to seek legal counsel for assistance. Moreover, the information contained herein is not guaranteed to be up to date. If you have questions that do not require providing you with legal advice, we encourage you to contact us as soon as possible so that we can assist you.

All references contained in this guide are to the [California Elections Code](#) unless otherwise stated.

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SHASTA COUNTY

Cathy Darling Allen, County Clerk/Registrar of Voters

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Dear Candidate:

We are happy to present you with the Candidate's Guide to Running for Office for the upcoming Presidential Primary Election to be held on March 3, 2020.

The guide 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 regarding your campaign for public office. Please feel free to stop in at our office in the southeast corner of the Market Street Promenade, 1643 Market Street, or call 225-5730 from 8 am to 5 pm, Monday through Friday.

Good luck to you!

Regards,

A handwritten signature in cursive script that reads "Cathy Darling Allen".

Cathy Darling Allen

Shasta County Clerk/Registrar of Voters

Calendar of Important Deadlines

Date	Countdown to Election	Event
9/12/2019	E-173	Petitions in Lieu of Filing Fee Period
10/28/2019	E-127	Declaration of Intent Period for Superior Court Judge candidates; fee and petitions due at DOI filing.
11/06/2019	E-118	Deadline for Petitions In Lieu of Filing Fee and DOI filing.
11/11/2019*	E-117 to E-113	Extension of DOI period, if Judicial incumbent does not file.
11/11/2019*	E-113	Declaration of Candidacy period. Nomination Petitions for city candidates. Candidate Statement period.
11/13/2019	E-111	Deadline for Candidate Statements for state Voter Information Guide for U.S. Senate and statewide offices.
12/06/2019	E-88	Deadline for Declaration of Candidacy. Deadline for Nomination Signatures. Deadline for Candidate Statements.
12/11/2019	E-87 to E-83	Extension of nomination period, if incumbent does not file.
12/26/2019	E-68	Certified List of Candidates issued by the State.
01/03/2020	E-60	Military and overseas voter vote by mail ballot mailing period.
01/06/2020	E-57 to E-14	Write-In Candidate filing period.
01/23/2020	E-40	Deadline for 1 st Pre-Election Campaign Disclosure Statement covering period January 1 st 2020 through January 18 th 2020.
01/31/2020	E-32	Deadline for FPPC Semi-Annual Campaign Disclosure Statements for existing campaign committees.
02/03/2020	E-29 to E-7	Vote by mail application period.

02/17/2020	E-15	Deadline to register to vote for Primary Election.
02/18/2020	E-14	Write-In Candidate filing period ends.
02/20/2020	E-12	Deadline for 2 nd Pre-Election Campaign Statement covering period January 19 th 2020 through February 15 2020.
02/25/2020	E - 7	End of vote by mail application period.
03/03/2020	E	Election Day.
03/05/2020	E+2	Official Canvass begins, 28 days to certify the election.
03/06/2020	E+3	Last day to receive vote by Mail ballot postmarked on Election
04/28/2020	E+56	Semi-Annual FPPC Campaign Statement due.

E = Election Day

*Holiday – The Elections office will not be open.

Offices up for Election on March 03, 2020

Voter Nominated Offices	Term of Office
President	4 Years
U.S. Representative in Congress	2 Years
State Senate, District 1	4 Years
State Assembly, District 1	2 Years
Superior Court Judge, Office No. 3	6 Years
Superior Court Judge, Office No. 6	6 Years
Superior Court Judge, Office No. 8	6 Years
Superior Court Judge, Office No. 9	6 Years
Board of Supervisors, District 2	4 Years
Board of Supervisors, District 3	4 Years
Board of Supervisors, District 4	4 Years
County Central Committee Members*	4 Years

*Each County Central Committee's participation is optional, and has not been confirmed at time of publication.

Qualifications for Office

Federal and State Offices

The qualifications and requirements are available on the Secretary of State's website:

www.sos.ca.gov

Superior Court Judges

Article 6, Sec. 15 of the California Constitution, EC 201

- Citizen of the U.S. and a registered voter.
- Member of the State Bar or served as a California Judge for 10 years.

Shasta County Board of Supervisors

Government Code (GC) 24001, 25041, and Election Code (EC) 201

- U.S. citizen and a registered voter within the district for at least thirty days prior to the filing deadline.
- Reside in the district during incumbency.

County Central Committee

EC 201, 7200, 7209, 7214, 7400, 7407, 7468, 7650, 7654, 7659, 7752, 7774, 7854, 8001

- U.S. citizen and a registered voter within the district which he or she will represent.
- Registered voter with the political party at time of declaration of candidacy. Party may designate more strict party association time frames.

Steps to Becoming a Candidate

Signature Petitions

EC 8061

Any candidate interested in office with a filing fee may submit a Signature Petition to reduce the filing fee.

- Signers and Circulators of the petition must be registered voters in the district.
- Petition and Affidavit of Circulator must be completed before submitting.

Declaration of Intent

EC 8023

Candidates for Superior Court Judge must file a Declaration of Intent, stating their intent to run for specific office during the Filing Period **October 28 – November 6**.

If a current officeholder fails to file, the filing period is extended 5 calendar days to **November 11** for any interested individual other than the incumbent.

Declaration of Candidacy

EC § 8024, 8028, 8600-8605, 8800

All potential candidates file official documents during the filing period **November 11 – December 6** at the Shasta County Clerk/Elections office. Once filed, documents do not leave that office and no candidate can withdraw for that election.

If a current officeholder fails to file, the filing period is extended 5 calendar days to **December 11** for any interested individual other than the incumbent.

Filing Fee

EC 8103-8106

U.S. Representative in Congress, State Senate, State Assembly, and county candidates must pay an estimated non-refundable fee equal to 1% of the annual salary of the position.

Judge candidates pay when filing the Declaration of Intention (DOI) prior to nomination period. All other candidates pay fee when filing the Declaration of Candidacy.

Signature values for county offices are based on number of registered voters within district.

Office	Filing Fee	Equivalent Signatures	Value of signature*
U.S. Representative	\$ 1,740.00	2,000 signatures	\$ 0.87
California State Senate	\$ 1,104.59	2,000 signatures	\$ 0.55
California State Assembly	\$ 1,104.59	1,000 signatures	\$ 1.10
Superior Court Judge	\$ 2,074.24	6,224 signatures	\$ 0.33
Supervisor District 2	\$ 535.08	1,392 signatures	\$ 0.38
Supervisor District 3	\$ 535.08	1,414 signatures	\$ 0.38
Supervisor District 4	\$ 535.08	1,452 signatures	\$ 0.37

*Value to the nearest cent. More precise value available upon inquiry.

Nomination Petition

EC 106, 8000-8228, 10220-10230

Nomination Petitions are for collecting signatures during filing period. If the candidate participated in the Signature Petitions, the signature requirement has most likely been met.

Elected Office	Signatures Required
U.S. House of Representatives	40-60
State Senate & State Assembly	40-60
Judicial, County Offices, and Central Committee	20-40

Circulator of Petitions

- Circulators must be registered voters in the district in which the candidate is to be voted on.
- Petition and Affidavit of Circulator must be completed before submitting.
- Only one person can circulate each section of nomination paper.
- The circulator and the candidate may sign the petition that he/she is circulating, if qualified to sign such papers.

Signers of Petitions

- Must sign their own signature, printed name, and physical residence, no P.O. Boxes.
- Cannot sign for more than one candidate in the same office, unless multiple seats available.

Write-In Candidates

EC § 8600-8605

A write-in candidate is a candidate whose name does not appear on the ballot. Voters are able to vote for this candidate by writing the candidate's name in the write-in section.

Write-in candidate filing period is **January 6 – February 18**.

All potential write-in candidates must complete the same forms required by regular candidates; however, they will not pay a filing fee or be able to submit a candidate statement of qualifications. Once all documents are submitted and requirements are met they become a qualified write-in candidate. Only votes for qualified write-in candidates will be tabulated.

Ballot Name

EC § 13104, 13106

Candidates have options of how their name appears on the ballot. Guidelines include:

- Full legal name; first, middle, and last name; or first initial and last name.
- A familiar short version of the first name; “Bill” for William, or “Sue” for Susan may be used in place of first name, without parentheses or quotation marks.
- A nickname may be included but must be in parentheses () or quotation marks “”.
- No titles or degrees in the ballot name.
- No use or change in legal name unless the change was made by marriage or by decree of a court.

Ballot Designation

EC § 13107-13107.5, California Administrative Code § 20710-20719, 2017 Senate Bill 235

The ballot designation is a word or phrase that is printed below the candidate’s name on the ballot. This phrase states the candidate’s **current occupation** or **incumbent status**.

A ballot designation is optional; however, should a candidate choose to have one, the candidate is required to complete a ballot designation worksheet that states their choice of ballot designation, lists alternatives, and provides references.

Ballot designation options:

Incumbent —Candidate was elected to that office by a vote of the people or was appointed in lieu of election and seeking re-election to the same office.

Appointed Incumbent —Candidate appointed to the office and seeking election to that same office.

Elected Office Title —Candidate elected to that office and holds the office at the time nomination papers are filed. “Appointed” may also be used with title.

Principal Occupation — Three (3) word maximum to describe profession, vocation, or occupation.

Upon checking ballot designation, if the elections official finds the designation to be in violation of any of the restrictions, the office will notify the candidate. If a first or second alternative is not provided within the time allowed, no designation will appear on the ballot.

Candidate Statement

GC § 85601, EC § 9, 13307, 13307.5, 13308, 13311

Filing a candidate statement is optional and is designed to allow candidates to share education, experience, and qualifications with voters. The deadline to file a Candidate statement is **December 6**.

Office	Word Max.	Office to Submit	FPPC 501 Form
U.S. Representative in Congress, District 1	250 words	County	No
State Senate, District 1	250 words	County	Yes
State Assembly, District 1	250 words	County	Yes
County Office	200 words	County	Yes

Statewide candidates interested in submitting a statement must contact the California Secretary of State. These statements are placed in the State voter guide for statewide distribution.

Candidate statements require payment of an estimated fee. This fee varies based on the distribution option and the actual cost to distribute the statement. Statements can be printed and included with voter information pamphlets and/or made available on the county elections website. Refunds or invoices may be issued after the election once the final costs are determined.

Office	Printed/Electronic Cost	Electronic Only Cost
U.S. Congress, District 1	\$ 1500.00	N/A
State Senate, District 1	\$ 1500.00	N/A
State Assembly, District 1	\$ 1500.00	N/A
County Office	\$ 300.00	\$ 150.00

Submit candidate statements electronically via e-mail or data disc to sbryant@co.shasta.ca.us.

Statements submitted on paper are charged an additional \$33.

The elections office will not accept the statement if it exceeds the word count. If the statement exceeds the word limit, the statement must be changed to meet the word limit before being filed.

Guidelines for Statements

EC § 13300-13317, GC § 85601

Word Limit

- Do not exceed the word limit.
- If statement exceeds the word count it will not be accepted for filing until it meets the requirements.

Formatting and Style

- Proofread: errors must be corrected before you file as statements are printed exactly as received.
- Must be in first person essay format in the candidate's own words.
- Must use proper capitalization and punctuation.
- Double spaced, block paragraph style, and no indentations.
- No lists or outlines.

Rules & Etiquette

- Must not contain any obscene or profane language, statements, or insinuations.
- Must not mislead voters.
 - Cannot contain any false, slanderous, or malicious statements.
 - Intent to mislead the voters is punishable by a fine not to exceed \$1,000.
- Statements for cannot include any party affiliation, membership, or activity in partisan political organizations.
- Must not refer to other candidates or their qualifications, character, or activities.

Endorsements

- Candidates wishing to site endorsements on their statement must have a Permission Slip of Endorsement form completed by the individual or organization. Forms are available upon request.

Deadline

- Deadline for candidate statements is **December 6**.
- Statements may be withdrawn by notifying the elections office in writing by 5pm on **December 9**.

Public Review

- Statements remain confidential until **December 9**. Once the filing period has closed, a 10-day public examination period allows documents to be reviewed and copies purchased.

Word Count Rules

EC § 9

Not included in the word count

- The heading and signature block.
- Punctuation marks. (Symbols such as & and # are not punctuation and are counted as one word.)

One word

- Dictionary words and regular hyphenated words appearing in any general dictionary.
- Geographical names of cities, states, and counties.
- Abbreviations: PTA, U.S.M.C., A.M., pm.
- Telephone/fax numbers: 555-1234 or 530-555-1234.
- Internet address: www.elections.co.shasta.ca.us.
- Dates with all digits together: 04/08/1998.
- Numbers: 1, 10, 100, etc.
 - Numeric combinations: 1973, 18 1/2, 1971-73, 5%.
- Monetary amounts when dollar sign is used with figures: \$1,000.
- Symbols.

Two words

- Dates with words and digits: April 8, 2012.
- Combination of a number and a word: \$4 million; 30 percent.

Indigent Candidate

EC § 13307

Candidates who believe they are indigent must meet California guidelines regarding poverty level. Statement of Financial Worth forms are available at the elections office and will be furnished upon request. The Statement of Financial Worth is a public record and is available for review.

If it is determined that the candidate is not indigent, the candidate shall, within 3 days of notification by the elections office, be required to withdraw the candidate's statement or pay the requisite estimated costs. The elections office is not obligated to print and mail the statement if payment is not received.

If the candidate is found to be indigent, the elections office shall print and mail the statement without advanced payment. Notwithstanding the above, the candidate will be billed and expected to pay the cost of the candidate statement after the election.

Campaign Finance

Federal Election Commission

Code of Federal Regulations, Title 11, Chapter 1

The Federal Election Commission (FEC) regulates and oversees campaign finance for Federal Offices.

It is the responsibility of the federal candidate and/or committee to be aware of and to file required forms in a correct and timely manner. For additional information, requirements, and assistance contact the Federal Election Commission (FEC) at 800-424-9530 or online at www.fec.gov.

FEC Forms

FEC Form 1 – Statement of Organization

- Filed by designated committee within 10 days of filing FEC Form 2.
- Committee will continue to report receipts and disbursements on a regular basis.

FEC Form 2 – Statement of Candidacy

- Filed within 15 days of candidate reaching contributions or distributions of \$5,000 designating a principal campaign committee.

Fair Political Practices Commission

GC § 81000, 87200

The Fair Political Practices Commission (FPPC) regulates campaign finance for the State of California.

It is the responsibility of state and local candidates and/or committees to be aware of and to file required statements in a correct and timely manner. For filing requirements, additional information, and assistance with filing questions contact the Fair Political Practices Commission (FPPC) at 866-275-3772 or online at www.fppc.ca.gov.

Statement of Economic Interests – Form 700

Statement of Economic Interest forms are required by every candidate running for local elective office. This statement reveals income, investments, interests in real property, and business positions; includes any financial interests held on the date of filing your declaration of candidacy and during the previous 12 months.

Common Campaign Finance Forms

Form 501 - Candidate Intention Statement

- File before any money from personal funds is collected or spent.
- A new form must be filed for each election.
- If a candidate does not accept the set limits they cannot submit a Statement of Qualifications.

Form 470 - Officeholder and Candidate Campaign Statement-Short Form

- File if candidate does not anticipate raising or spending \$2,000 or more.
- Payments from personal funds do not count toward the \$2,000 threshold.

Form 470 Supplement-Short Form

- File if candidate filed a Form 470 – Short Form and later reaches the \$2,000 threshold.

Form 410-Statement of Organization

- Within 10 days of receiving \$2,000 or more.
- Send original Form 410 to the Secretary of State and file one copy with the local elections office.
- File once a Form 470 Supplement is filed.

Form 460-Recipient Committee Campaign Statement Long Form

- File to report campaign finance activity: contributions and expenditures.
 - Itemize expenditures of \$500 or more made by the agent or consultant.
 - Contributions of \$100 or more: disclose the contributor's name, address, occupation, and employer.
 - Maintain detailed records of each \$25 or more raised or spent.
 - Use campaign funds only for political, legislative, or governmental purposes, not for personal use.

Form 497 - Late Contribution Report

- File within 24 hours of receiving contribution(s) of \$1,000 or more from a single source total, during the 90 days before an election.

Voter Information

EC § 2183, 2184, CA Admin Code § 19003

Voter registration information is available for purchase. Request voter information by submitting an application, a copy of the applicant's ID, and appropriate fees to the elections office.

Use of this information shall only include direct election campaigning, 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, or reproduced. Written authorization to do so must be requested from the Secretary of State or the Shasta County Registrar of Voters.
- Use of this information for commercial purposes and solicitations is prohibited. This includes contributions or services for any purpose other than on behalf of a candidate, ballot measure, or political party.

Political Advertising Standards

Any paid political advertisement referring to an election or any candidate for state or local elective office, the words "Paid Political/Advertisement" must appear.

Mailings

GC § 82041.5, 82048.3, 84305, and 89001

Mass Mailing

A mass mailing is two hundred (200) or more similar unrequested pieces of mail sent by an officeholder, candidate, or committee in a calendar month. If two or more officeholders, candidates, or committees send a mass mailing, they must identify at least one on the outside of the mailing and all on the inside.

Any candidates planning a mass mailing are advised to contact the post office for the most current postal criteria and regulations.

Slate Mailer

A slate mailer is a mass mailing supporting or opposing four or more candidates or ballot measures. If you have any questions regarding slate mailer organizations, please contact the FPPC.

Campaign Signs

California Department of Transportation

California State Outdoor Advertising Act § 5405.3

Signs may be placed no sooner than 90 days prior to the scheduled election and must be removed within 10 days after that election.

When posting temporary political signs along state roads, it is necessary to complete and submit a Statement of Responsibility to the Department of Transportation.

<http://www.dot.ca.gov/trafficops/oda/docs/Political2.pdf>

Shasta County Public Works

California Streets and Highways Code § 1480.5

Placement of advertising signs on county roads require a permit issued by the Road Commissioner (225-5661.) Any sign placed without a permit is a public nuisance and will be removed at the expense of the installer.

City of Redding

Redding Municipal Code § 6.36.030 – Handbill Posting.

Redding Municipal Code § 18.42.040 (I) Political and Campaign Signs.

Signs may be placed no sooner than 90 days prior to the scheduled election and removed within 15 days after that election.

City of Anderson

Anderson Municipal Code Section 17.44

Shasta Lake City

No existing ordinance; refer to county regulations.

Electioneering

EC § 18541

No person or signage, within 100 feet of a polling place or election official's office on Election Day or any time that a voter may be casting a ballot shall:

- Display a candidate's name, likeness, or logo.
- Display a ballot measure's number, title, subject, or logo.
- Display buttons, hats, pencils, pens, shirts, signs, or stickers containing reference to current election candidate or measure.
- Photograph, video tape, or otherwise record a voter entering or exiting the polling place.
- Dissemination of audible reference to current election candidate or measure.
- Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- Place a sign relating to a voter's qualifications, or speak to a voter on the subject of his or her qualifications, except as provided in Section 14240.
- Circulate an initiative, referendum, recall, or nomination petition.

Exit Polls

Secretary of State Opinion 1992

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

Poll Watchers

Poll watchers, also called observers, are permitted at the polling place as long as they obey the law and election procedures without impeding, interfering, or interrupting the normal process of voting and counting. Persons observing the polls may:

- Inspect the Roster of Voters.
- Inspect the Public Alpha Index updated regularly by the precinct workers. The index may not be removed from the polling place.
- Observe all activities at the polling place including activities after the polls close.

Post-Election

EC 3017, 14310, 15342

The results of vote by mail ballots received up to Election Day are counted and released shortly after 8 p.m. on Election Day to our website; www.elections.co.shasta.ca.us.

Polling place ballot results are released throughout the rest of the evening on Election Day as more ballots are tallied.

Election Day results remain unofficial because there are still ballots to be processed. Election results are only official after the official canvass is completed.

Official Canvass

California law provides 28 days after an Election to complete and certify the results. The canvass will begin no later than **Thursday, March 5**.

The day after an election there are still countywide ballots remaining to be processed and counted. These uncounted ballots may leave some close races undecided and the results unofficial for days or even weeks.

Categories of ballots that are processed during the Official Canvass:

Vote by mail ballots turned in on Election Day

Vote by mail ballots are dropped off at the polling places or ballots drop boxes on Election Day. These ballots must be sorted and the voter's signature verified before they are counted.

Write-In Ballots

Each ballot containing a write-in vote must be individually reviewed. The results of vote tallies for write-in candidates are not available until the conclusion of the official canvass.

Provisional Ballots

Provisional ballots must be individually researched and verified at the Elections Office before ballots are counted or rejected in accordance with election laws.

Damaged Ballots

Some ballots experience damage during mailing, transport, or tally. These ballots are manually reviewed by multiple review teams. These teams duplicate the ballot exactly like the damaged ballot. The duplicated ballot is tallied and included in official count.

Elections Contacts

Business Entity	Website	Phone
The White House	www.whitehouse.gov	(202) 456-1111
Federal Election Commission	www.fec.gov	(800) 424-9530
California Secretary of State	www.sos.ca.gov	(916) 653-6814 (916) 657-2166 (916) 653-6224
Fair Political Practices Commission (FPPC)	www.fppc.ca.gov	(866) 275-3772 (866) 275-3772 (800) 561-1861
California Attorney General	https://oag.ca.gov/	(800) 952-5225
California Franchise Tax Board	www.ftb.ca.gov	(800) 852-5711
Republican Central Committee	www.shastagop.org	(530) 243-6433
Democratic Central Committee	www.shastademocrats.org	(530) 347-5382
Green Central Committee	www.cagreens.org	(530) 242-6105
Shasta County Registrar of Voters	www.elections.co.shasta.ca.us	(530) 225-5730 (711) or (800) 735-2922
Shasta County District Attorney	www.da.co.shasta.ca.us	(530) 245-6300
Shasta County Office of Education	www.shastacoe.org	(530) 225-0200
Shasta County Courts	www.shastacourts.com	(530) 245-6789
Shasta County Clerk of the Board	www.co.shasta.ca.us	(530) 225-5550
Shasta County Road Commissioner	www.co.shasta.ca.us	(530) 225-5661
City of Redding	www.cityofredding.org	(530) 225-4050
City of Anderson	www.ci.anderson.ca.us	(530) 229-1370
City of Shasta Lake	www.cityofshastalake.org	(530) 225-8990