

Election Calendar & Candidate's Guide

Various Special Districts

November 7, 2017

General District Election



Prepared by:

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Standards of Conduct

My Personal Pledge to Freedom, Democracy and My Profession:

I uphold the Constitution of the United States and the laws, policies and court decisions of federal, state and local jurisdictions;

I commit to excellence and competence by maintaining the highest level of knowledge and expertise in the elections process through continuing education and self-evaluation;

I am accountable for maintaining public confidence in honest and impartial elections which I conduct in a fair, efficient and accurate manner;

I dignify voters by providing equal opportunity to participate in the democratic process;

I am responsible for just and equitable treatment of the general public, elected officials and members of my profession;

I manifest a positive role in community relations by being accessible and receptive to both individuals and groups;

I have the courage and stamina to protect the public's interest from manipulation for personal or partisan gain while respecting the rights of all;

I am flexible and innovative within the framework of the law in carrying out my duties on behalf of the public's interest;

I conduct all fiscal responsibilities with wisdom and integrity, and I am accountable for all funds and resources committed to my charge;

I maintain a productive and efficient operation through a well-managed elections environment;

I endeavor to maintain the highest level of integrity in performing all duties of my profession.

Yours truly,

Candace J. Grubbs
County Clerk-Recorder/Registrar of Voters
Certified Elections Registration Administrator

This calendar and candidate guide was developed in an effort to provide general information regarding running for elective office. It is for general information only and does not have the force and effect of law, regulation or rule. In the case of conflict, the law, regulation or rule will apply. It is distributed with the understanding that the County Clerk-Recorder/Registrar of Voters is not rendering legal advice and, therefore, this calendar is not to be a substitute for legal counsel for the individual, organization or committee using it. Persons using this calendar must bear full responsibility to make their own determinations as to all legal standards and duties. For information regarding municipal offices, please contact your City/Town Clerk's Office.

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Election Calendar

November 7, 2017 General District Election

Following the date, E will appear along with the number of days prior to (-) or after (+) Election Day

The code sections listed with EC refers to the California Elections Code, and GC refers to the California Government Code. Dates with an Asterisk (*) indicates the deadline falls on a Saturday, Sunday, or a holiday; in most cases, the deadline will move forward to the next business day.

<p>May 1 E-190</p>	<p>Correspond with Districts holding November Election The Butte County Clerk-Recorder-Elections Division shall correspond with each district holding an election in November regarding offices to be filled and boundary line changes and the deadline to file "Notice of Elective Offices to be Filled and Transmittal of Map".</p> <p style="text-align: right;">Date set by County Elections Official</p>
<p>June 2 E-151</p>	<p>Special Districts Deliver Notice to County Clerk of Elective Offices to be Filled Last day for districts to complete and file the Notice to County Clerk of Elective Offices to be Filled and Transmittal of Map and/or Measure(s).</p> <p style="text-align: right;">EC 10509, 10522</p>
<p>June 9 E-105</p>	<p>Early Date for Submission of Resolution Requesting Consolidation of Local Measure Last day for any Special District to submit resolution calling for consolidation of local measure to be placed on ballot.</p> <p style="text-align: right;">EC 10401, 10403, 10403.5, 13247</p>
<p>June 13 E-147</p>	<p>Agenda Transmittal – Board of Supervisors Meeting – June 27, 2017 Last day for the County Clerk-Recorder/Registrar of Voters to prepare and submit agenda transmittal to the Board of Supervisors for the June 27, 2017 Board Meeting.</p> <p style="text-align: right;">Date set by Clerk of the Board of Supervisors</p>
<p>June 30 E-130</p>	<p>Local Agency Boundary Changes Last day for Local Agency Formation Commission to record annexation and said changes to be effective for the upcoming election.</p> <p style="text-align: right;">EC 12262</p>
<p>July 4</p>	<p>Office Closed - County Holiday (Independence Day)</p>
<p>July 10 to August 9 E-120 to E-90</p>	<p>Notice of Election The County Elections Official shall publish one time, in a newspaper of general circulation a notice containing the election date; offices subject to election; qualifications for running for said office; location where forms may be obtained and filed. The notice shall include appointment to elective office may be made pursuant to EC 10515 in the event there are no nominees or an insufficient number of nominees.</p> <p style="text-align: right;">EC 12112</p> <p>The County Elections Official shall forward a copy of the published notice to each district secretary to post in the district office.</p> <p style="text-align: right;">EC 12113</p>

<p>July 17 to August 11 E-113 to E-88</p>	<p>Candidate Filing Period</p> <p>Declaration of Candidacy Candidates may obtain and file the Declaration of Candidacy. Forms are obtained and filed at the Butte County Clerk-Recorder-Elections Division. EC 10510(a)</p> <p>Candidate Statement of Qualifications Candidates may file a Candidate Statement of Qualifications to be printed in the Voter Information Booklet. The cost to print the 200 word statement is \$400. The statement may be withdrawn, but not changed, up to 5pm of the next working day after the close of the candidate filing period. Refer to the Candidate Guide for details. EC 13307(a)(1)(2)(3)</p> <p>Statements of Economic Interests (Form 700) Candidates are required to file a Form 700. The statements must disclose the candidate's investments, interests in real property, and any income received during the preceding 12 months. These statements are public record. GC 87300 et seq</p> <p>Campaign Finance Statements The Political Reform Act requires candidates and committees to file campaign statements by specified deadlines disclosing contributions received and expenditures made. These documents are public and may be audited by the Fair Political Practices Commission (FPPC) to ensure that voters are fully informed and improper practices prohibited. It is the responsibility of candidates and committees to understand the rules regulating their campaigns. Refer to the Candidate Guide for details.</p>
<p>July 21 E-109</p>	<p>Final Date for Submission of Resolution Requesting Consolidation of Local Measure Last day for any Special District to submit resolution calling for consolidation of local measure to be placed on ballot. EC 10401, 10403, 10403.5, 13247</p>
<p>July 25 E-105</p>	<p>Agenda Transmittal – Board of Supervisors Meeting – August 8, 2017 Last day for the County Clerk-Recorder/Registrar of Voters to prepare and submit agenda transmittal to the Board of Supervisors for the August 8, 2017 Board Meeting. Date set by the Clerk of the Board of Supervisors</p>
<p>August 8 E-91</p>	<p>Ballot Measures - Notice of Election Submission Deadline 3pm deadline for the Butte County Clerk-Recorder Elections Division to prepare and submit Notice of Election and Notice of Date for Submitting Arguments for any County, School or Special District ballot measure to be printed in a newspaper of general circulation. The legal notice shall be published no later than Friday, August 8th (E-88). Date required by County Clerk-Recorder/Registrar of Voters EC 9162, 9163, 9315, 9316, 9501, 9502</p>

<p>August 9 to November 7 E-90 to E</p>	<p>24-Hour Contribution Reports Any contributions received from a single source during this time that total in aggregate of \$1,000 or more are required to be reported within 24 hours.</p> <p>Reports may be filed by fax, guaranteed overnight delivery, or personal delivery. Butte County has online campaign disclosure filing system and reports may be filed electronically.</p> <p style="text-align: right;">GC 84203, 84220, 85204</p>
<p>August 11 E-88</p>	<p>Candidate Filing Period 5pm Filing Deadline Deadline to obtain and file the Declaration of Candidacy, Candidate Statements of Qualifications and Statements of Economic Interests (Form 700). EC 10510(a), 13307, GC 87201</p>
<p>August 11 E-88</p>	<p>Ballot Measures – Letter Assignment Letter designation assignments for each local measure will be made. EC 13116</p>
<p>August 11 E-88</p>	<p>Notification of Mailed Ballot Precinct If there are less than 250 persons registered to vote in a precinct, the Elections Official may furnish each voter with a vote by mail ballot and a notice that there will be no polling place for the election. EC 3005</p>
<p>August 12 to August 16 E-87 to E-83</p>	<p>Candidate Filing Extension If the incumbent does not file by 5pm on August 11th, there is a 5 day filing extension for any candidate other than the incumbent to file and run for office. EC 10516</p>
<p>August 16 E-83</p>	<p>Candidate Filing - Insufficient Number of Nominees The County Clerk-Recorder/Registrar of Voters shall prepare a Certificate of Facts to submit to the Board of Supervisors the name(s) of persons who have filed the necessary documents during the candidate filing period to be declared elected in lieu of election.</p> <p>If there are no candidates who file for office, the County Clerk-Recorder/Registrar of Voters shall prepare a Certificate of Facts to submit to the Board of Supervisors that provides the number of positions and district name so an appointment may be made to fill the vacancy. EC 10515</p>
<p>August 16 E-83</p>	<p>Ballot Measures – Amendment or Withdrawal When a governing body places a measure on the ballot, the resolution shall not be amended or withdrawn after the 83rd day prior to the election. The order of election shall be amended or withdrawn upon the filing of a resolution by the legislative body stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the election official not later than this date. EC 9605</p>

<p>August 17 E-82</p>	<p>Random Alphabet Drawing The Secretary of State shall conduct a random alphabet drawing to determine the order in which candidates will appear on the ballot. EC 13112(F)</p>
<p>August 18 E-81</p>	<p>Ballot Measures – Argument Deadline 5pm filing deadline to file arguments for or against any local measure appearing the ballot. Arguments shall not exceed 300 words in length and shall be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Butte County Clerk-Recorder-Elections Division. Date set by County Clerk-Recorder/Registrar of Voters EC 9162 - 9166, 9315, 9316,9502, 9503, 9600</p>
<p>August 18 E-81</p>	<p>Ballot Measures - Tax Rate Statement or Fiscal Impact Report 5pm filing deadline for Tax Rate Statement or Fiscal Impact Report to be submitted to Butte County Clerk-Recorder-Elections Division. The statement shall not exceed 500 words and shall be printed in the Sample Ballot/Voter Information Booklet. Date set by County Clerk-Recorder/Registrar of Voters EC 9160, 9400 et seq. other statutes may apply</p>
<p>August 18 E-81</p>	<p>Ballot Measures - Impartial Analysis 5pm filing deadline for County Counsel to transmit an Impartial Analysis of each county, community college, school or special district local ballot measure appearing on the ballot, showing the effect on existing law and the operation of the measure. The impartial analysis shall not exceed 500 words and shall be printed in the Ballot Sample Ballot/Voter Information Booklet. EC 9160, 9313, 9500</p>
<p>August 22 E-77</p>	<p>Agenda Transmittal – Insufficient Nominees Board of Supervisors Meeting – September 12, 2017 Last day for the County Clerk-Recorder/Registrar of Voters to prepare Certificate of Facts and submit agenda transmittal to the Board of Supervisors for the September 12, 2017 Board Meeting. Date Required by County Elections Official</p>
<p>August 25 E-74</p>	<p>Local Ballot Measures - Rebuttal Argument Filing Deadline 5pm filing deadline to file rebuttal arguments. If an argument in favor or and an argument against any measure have been filed, the opposing author(s) may, if desired file a rebuttal argument. Arguments shall not exceed 250 words in length and shall be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Butte County Clerk-Recorder-Elections Division. EC 9167, 9317, 9504, 9600</p>
<p>August 31 E-68</p>	<p>Certified List of Candidates The Butte County Clerk-Recorder/Registrar of Voters shall prepare and the Secretary of State shall transmit the certified list of candidate names to the county. Date Required by County Clerk-Recorder/Registrar of Voters EC 8120 – 8125, 8148, 8149</p>
<p>September 4</p>	<p>Office Closed - County Holiday (Labor Day)</p>

<p>September 8 E-60</p>	<p>Military and Overseas Voters Registration & Voting Program The first day County Clerk-Recorder/Registrar of Voters may process applications for military and overseas voters' ballots. Any applications received prior to this date shall be kept and processed on or after this date. If the applicant is not a resident of the county in which they have applied, the application will be forwarded to the proper county. EC 300(b), 3101, et seq</p>
<p>September 14 to October 24 E-57 to E-14</p>	<p>Write-In Candidate Filing Period where a write-in candidate must obtain and file a statement of write-in candidacy with the County Clerk-Recorder/Registrar of Voters. EC 8601</p>
<p>September 14 E-54</p>	<p>Voter Registration List (54 Day) Upon request in writing from a Candidate, Campaign, Ballot Measure Committee, Member of Congress, Member of the Legislature or a Party Central Committee or County Council, the County Elections Official shall prepare a copy of the list of registered voters at a cost of \$.50 per thousand names. EC 2184, 2185</p>
<p>September 23 E-45</p>	<p>Military and Overseas Voters Registration & Voting - Deadline to Transmit Ballot Packet Last day to transmit a ballot to a military or overseas voter who has made a request on or before this date. If an application is received after this date, the ballot is sent as soon as possible. 52 U.S.C. section 20302 (MOVE Act) EC 3114</p>
<p>September 28 E-40</p>	<p>Campaign Finance – 1st Pre-Election Statement 5pm Filing Deadline Last day to file 1st pre-election campaign disclosure statement for candidates and committees participating in the election. Period covered: 07/01/17 to 09/23/17. Statements may be filed electronically using the electronic campaign disclosure filing system (Netfile), in person at the Butte County Clerk-Recorder Elections Division or first class mail. GC 84200.8</p>
<p>September 28 E-40</p>	<p>Inmate Registration & Voting Program Contact is made with the Butte County Sheriff's office to set up inmate registration and voting services. Voter registration cards and vote by mail applications are provided to the Sheriff's office with special instructions for the Utility Officer. Date set by County Clerk-Recorder/Registrar of Voters</p>
<p>September 28 to October 28 E-40 to E-10</p>	<p>Sample Ballot Booklets Mailing During this period, voters receive their sample ballot booklet in the mail. The booklet shall also contain polling place location and the polling place accessibility to disabled citizens. EC 13300, 13304</p>

<p>October 9 to October 31 E-29 to E-7</p>	<p>Official Vote by Mail Ballots 29 days before the election is the first day vote by mail ballots are available for this election. Any registered voter may apply for a vote by mail ballot. Ballots shall be obtained from the Butte County Clerk-Recorder Elections Division either in person, via authorized representative or request by mail.</p> <p>Voters who have requested to receive a ballot in the mail or who are in a mailed ballot precinct will be mailed a ballot on this date. They must allow 2 to 10 business days to receive their ballot in the mail.</p> <p style="text-align: right;">EC 3001, 3003, 3006, 3009, 3017</p>
<p>October 9 E-29</p>	<p>Polling Places & Precinct Boards At least 29 days prior to the election, the County Clerk-Recorder/Registrar of Voters shall establish precincts, define precinct boundaries, designate polling places for each precinct, and appoint precinct board members.</p> <p style="text-align: right;">EC 12286</p>
<p>October 23 E-15</p>	<p>Last Day to Register to Vote 15 days before each election, there is a close of registration. This is the last day to register to vote in this election. A person who has moved, changed his or her name, must re-register by this date.</p> <p style="text-align: right;">EC 2102, 2107, 2115, 2116, 2152</p>
<p>October 23 E-14</p>	<p>Write-In Candidacy 5pm Filing Deadline Last day for a write-in candidate to file Statement of Write-In Candidacy and Nomination Paper at the Butte County Clerk-Recorder Elections Division</p> <p style="text-align: right;">EC 8601</p>
<p>October 24 10 Business Days Prior</p>	<p>Vote by Mail Ballots Processing First day the Butte County Clerk-Recorder Elections Division will begin to process (open, prepare and tabulate) vote by mail ballots. No results of ballot tabulation may be released until the polls close on Election Day.</p> <p style="text-align: right;">EC 15101</p>
<p>October 25 E-13</p>	<p>Notice of One Percent Manual Tally The County Clerk-Recorder/Registrar of Voters to submit a notice for legal publication specifying the date precincts will be selected and the date the one percent manual tally will commence. Official notice will be posted in the lobby.</p> <p style="text-align: right;">EC 15360</p>
<p>October 25 E-13</p>	<p>Notice of Polling Places The County Clerk-Recorder/Registrar of Voters shall submit a notice for legal publication specifying the Polling Place Locations throughout Butte County.</p> <p style="text-align: right;">EC 12105</p>
<p>October 25 E-13</p>	<p>Notice to Count Ballots at Central Location The County Clerk-Recorder/Registrar of Voters shall submit a notice for legal publication specifying the public place to be used for Central Location for ballot tabulation.</p> <p style="text-align: right;">EC 12109</p>

<p>October 26 E-12</p>	<p>Campaign Finance – 2nd Pre-Election Statement 5pm Filing Deadline Last day to file 2nd pre-election campaign disclosure statement for candidates and committees participating in the election. Period covered: 09/24/17 to 10/21/17.</p> <p>Statements may be filed electronically using the electronic campaign disclosure filing system (Netfile), in person at the Butte County Clerk-Recorder Elections Division or guaranteed overnight delivery.</p> <p style="text-align: right;">GC 84200.8</p>
<p>October 27 E-11</p>	<p>Certified List of Write-In Candidates The Butte County Clerk-Recorder/Registrar of Voters shall prepare certified list of local write-in candidates. Date Required by County Clerk-Recorder/Registrar of Voters</p>
<p>October 30 E-7</p>	<p>Vote by Mail Ballots - Mailing Deadline Last day the Butte County Clerk-Recorder Elections Division can mail a ballot to the voter.</p> <p style="text-align: right;">EC 3001</p>
<p>October 30 E-7</p>	<p>Vote Count Program to Secretary of State County Elections Official to complete logic and accuracy testing, certify vote count program and submit a copy to the Secretary of State's Office.</p> <p style="text-align: right;">EC 15000, 15001</p>
<p>October 30 to November 7 E-7 to E</p>	<p>Vote by Mail Ballots – Late Conditions A voter may apply for and receive a vote by mail ballot by appearing in person at the Butte County Clerk-Recorder Elections Division. Voters unable to request a ballot in person may designate, in writing, any person as an authorized representative to obtain and return the vote by mail ballot on their behalf.</p> <p style="text-align: right;">EC 3021</p>
<p>November 4 E-3</p>	<p>Saturday Voting The Butte County Clerk-Recorder Elections Division will be open from 9am to 4pm. Butte County Clerk-Recorder-Elections Division Office Policy</p>
<p>November 7 E</p>	<p>ELECTION DAY The Butte County Clerk-Recorder Elections Division will be open from 7:00am to 8:00pm.</p> <p style="text-align: right;">EC 14212, 15150, 15151</p>
<p>November 7 E</p>	<p>Semi-Unofficial Election Results on Election Night On election night, the Butte County Clerk-Recorder Elections Division will release the Semi-Unofficial Election Results after 8:00 PM. View results on website: http://Buttevotes.net Call 538-7761 or 800-894-7761 within Butte County.</p>
<p>November 8 to December 7 E+1 to E+30</p>	<p>Official Canvass and Certification of Final Election Results The official canvass will begin on 11-08-17, and be completed by 12-07-17. The Butte County Clerk-Recorder will certify the election results, and submit certification to the Board of Supervisors.</p> <p style="text-align: right;">EC 335.5, 15301, 15302, 15304, 15320, 15340 et al, 15360, 15370, 15371, 15374, 15400, 15401</p>

<p>November 8 to November 10 E+1 to E+3</p>	<p>Vote by Mail Ballots Postmarked by Election Day State law allows the Butte County Clerk-Recorder Elections Division to receive and process any ballot return envelope that has been postmarked by the United States Postal Service or time stamped by a bona fide private mail delivery company by Election Day and received within 3 days of the election. EC 3020</p>
<p>November 9 E+2</p>	<p>Randomiz Drawing of One Percent Manual Tally Precincts 9am randomized drawing of precincts to be tallied for the One Percent Manual Tally portion of official canvassing process. EC 15360</p>
<p>November 14 E+7</p>	<p>One Percent Manual Tally The One Percent Manual Tally will commence and continue until completed. EC 15360</p>
<p>November 15 E+8</p>	<p>Vote by Mail Ballots – No Signature “Cure” Period Voters who failed to sign their envelope have until this date to return their “no signature notice” and have their ballot be counted in this election. EC 3019</p>
<p>December 1 E+24</p>	<p>Assuming Office – Special Districts Legal date for Directors elected or appointed at the General Election to take office at Noon on this date. Directors must execute the Oath of Office and any bond required by the principal act. EC 10554 The Butte County Clerk-Recorder Elections Division shall prepare and deliver to each person elected a certificate of election, signed and authenticated by the County Clerk-Recorder/Registrar of Voters EC 15401</p>
<p>December 7 E+30</p>	<p>Certified Results Transmitted to Districts The County Clerk-Recorder/Registrar of Voters shall notify the District Secretary in each Special District the results of the election. A copy of the Statement of Votes Cast shall be provided to each district where candidates appeared on the ballot and a copy of the certificate of facts to those districts where candidates did not appear on the ballot. EC 15372</p>

Elected Offices Up For Election - November 7, 2017

Office	Number to be Elected	Incumbent
Berry Creek Community Services District	4	Susan Barrett Brady J. Hostetter Phillip Nycum Vacant*
Buzztail Community Services District	3	Ron Haberman James McCrossin** Matt Wallen
Richardson Springs Community Services District	3	Craig Anderson Patrick Danielsen David Lee Grigg
Richvale Sanitary District	2	Thomas R. Warner Dennis Thengvall

Footnotes: _____

Candidates seeking office must know the term of office. Generally terms are 4 years for most local public offices other than short term offices which are 2 years.

* Position does not currently have an incumbent. Office subject to election for 2 year short term.

** Incumbent appointed to vacancy in district. Office subject to election for 2 year short term.

Common Qualifications for Elected Office

The following qualifications are required of any candidate seeking election to public office:

Elections Code section 201

No person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued or at the time of the person's appointment.

Government Code section 24001

Except as otherwise provided in sections 27550.1 and 27641.1 or in this section, or in section 21123 or 34711 of the Water Code, as defined in paragraph (8) of subdivision (b) of section 10500 of the Elections Code, a person is not eligible to a district office, unless he or she is a registered voter of the district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the appointment. The board of supervisors or any other legally constituted appointing authority for the district may, if it finds that the best interests of the district will be served, waive the requirements of this section for an appointed district office.

Elections Code section 20. Persons convicted of a felony

(a) A person shall not be considered a candidate for, and is not eligible to be elected to, a local elective office if the person has been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

(b) For purposes of this section, "conviction of a felony" includes a conviction of a felony in this state and a conviction under the laws of any other state, the United States, or any foreign government or country of a crime that, if committed in this state, would be a felony, and for which the person has not received a pardon from the Governor of this state, the governor or other officer authorized to grant pardons in another state, the President of the United States, or the officer of the foreign government or country authorized to grant pardons in that foreign jurisdiction.

California Government Code sections 1021—1031. Persons convicted of crimes under the California Law and Constitution

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State.

California Government Code section 275.2. Political rights and duties

Notwithstanding any other provision of law, a public officer who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his official duties, and a candidate for nomination or election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his activities as a candidate. **Note:** In addition to the general qualifications candidates must meet specific qualifications as stated on the following pages.

California Government Code section 91002

No person convicted of a misdemeanor under this title shall be a candidate for any elective office or act as a lobbyist for a period of four years following the date of the conviction unless the court at the time of sentencing specifically determines that this provision shall not be applicable. A plea of nolo contendere shall be deemed a conviction for purposes of this section. Any person violating this section is guilty of a felony.

Specific Qualifications and Term of Office

Berry Creek Community Service District	
Term of Office	4 years
Number of Positions	3 Directors
Term Begins	December 1, 2017
Qualifications	<p><u>California Government Code section 61040 (b)</u> No person shall be a candidate for the board of directors unless he or she is a voter of the district or the proposed district. No person shall be a candidate for the board of directors that is elected by divisions or from divisions unless he or she is a voter of that division or proposed division.</p>

Buzztail Community Services District Short Term	
Term of Office	2 years
Number of Positions	1 Director
Term Begins	December 1, 2017
Qualifications	<p><u>California Government Code section 61040 (b)</u> No person shall be a candidate for the board of directors unless he or she is a voter of the district or the proposed district. No person shall be a candidate for the board of directors that is elected by divisions or from divisions unless he or she is a voter of that division or proposed division.</p>

Buzztail Community Services District Full Term	
Term of Office	4 years
Number of Positions	2 Directors
Term Begins	December 1, 2017
Qualifications	<p><u>California Government Code section 61040 (b)</u> No person shall be a candidate for the board of directors unless he or she is a voter of the district or the proposed district. No person shall be a candidate for the board of directors that is elected by divisions or from divisions unless he or she is a voter of that division or proposed division.</p>

Specific Qualifications and Term of Office (Continued)

Richardson Springs Community Services District	
Term of Office	4 years
Number of Positions	3 Directors
Term Begins	December 1, 2017
Qualifications	<p><u>California Government Code section 61040 (b)</u> No person shall be a candidate for the board of directors unless he or she is a voter of the district or the proposed district. No person shall be a candidate for the board of directors that is elected by divisions or from divisions unless he or she is a voter of that division or proposed division.</p>

Richvale Sanitary District	
Term of Office	4 years
Number of Positions	2 Directors
Term Begins	December 1, 2017
Qualifications	<p><u>California Health and Safety Code section 6464</u> At an election there shall be elected an assessor and the members of the board who shall be resident electors of the district.</p>

Footnotes: _____

Candidates seeking office must know the term of office. Generally terms are 4 years for most local public offices. In cases where there is a “short term”, the term is 2 years.

Filing Dates and Deadlines

July 17 to August 11	Candidate filing period
August 12 to August 16	Candidate filing period extension period
August 17	Random Alphabet Drawing
August 31	Certified list of local candidates from Butte County Elections Office

Nomination Requirements

Documents - All documents are available from the County. Official forms prepared or issued by the County can be used. Candidates will be given instructions on how to complete the necessary documents to be filed during the nomination process.

Candidate Public Contact Information Release

All candidates are required to complete the Candidate Public Contact Information Worksheet during the candidate filing process. The purpose of this worksheet is to provide the public and media with contact information on how to reach you during the campaign.

The key elements to consider are:

1. Candidate Name on Ballot. Refer to section “Candidate’s Name on Ballot” in this guide.
2. Phonetic name pronunciation. This is very important as each election we produce an audio ballot for visually impaired voters. We need to know how to phonetically pronounce your name so an accurate audio recording can be produced.
3. Contact information that you would like made public. Please be aware this will be posted on our website and made available to media.

Declaration of Candidacy

The Declaration of Candidacy is an official nomination document that is required to place the candidate’s name on the ballot. The candidate must execute their Declaration of Candidacy in the Butte County Clerk-Recorder Elections Division. (Elections Code section 10510(a))

All candidates must file a Ballot Designation Worksheet. Refer to “Ballot Designation Worksheet” and “Ballot Designation Regulations” in this guide.

Candidates must consider how they wish their name to appear on the ballot. Refer to “Candidate’s Name on Ballot” in this guide.

Candidate's Name on Ballot

The **ballot name** is the way you want your name to appear on the ballot.

It may be designated as follows:

- First, middle, and last name;
- Initials only and last name;
- A nickname may be included but must be in quotation marks “ ”;
A familiar or common short version of the first name such as “Bill” for William or “Becky” for Rebecca, etc.

A candidate may use a nickname in addition to his legal name provided his candidacy has been declared under such name on the declaration of candidacy. (A.G. Ops. 50-87, 5/27/80)

The candidate's name as shown on the Declaration of Candidacy is how it will appear on the ballot; it cannot be changed after the document is filed. (Elections Code sections 10513, 10602)

No title or degree

No title or degree such as “Miss”, “Mrs.”, “Mr.”, “Dr.”, “Ph.D”, shall appear with the candidate's name. (Elections Code section 13106)

Candidate change of name

If a candidate changes his or her name within one year of any election, the new name shall not appear upon the ballot unless the change was made by either of the following:

- (a) Marriage.
- (b) Decree of any court of competent jurisdiction. (Elections Code section 13104)

Printing of candidate's name

The names of the candidates shall be printed on the ballot, without indentation, in roman capital, boldface type not smaller than eight-point. (Elections Code section 13211)

Candidates with same name

The following rules apply when a person who is a candidate for any office believes that another person with a name that is so similar that it may be confused with his or her name has filed or will file a nomination paper for the same office:

(a) The candidate may, at the time of filing his or her nomination paper, or within five days after the time for filing nomination papers has expired, file with the elections official a statement that shall be in substance as follows:

“I _____, believe that another person, whose name is so similar to mine that it may be confused with mine, has filed or will file a nomination paper for the same office for which I have filed a nomination paper, and I therefore request and direct that the elections official assign a number to each candidate with a similar name to be printed on the ballot as a distinguishing mark.

Name
Candidate for the office
of _____

(b) The distinguishing mark shall be a number, commencing with the number “1” and continuing in numerical sequence until each candidate with a similar name has been assigned a distinguishing number, and shall be printed at the right of the name on the ballot.

(c) The first candidate who filed his or her nomination papers shall have the number “1” and each subsequent candidate, based on the time of filing his or her nomination papers, shall be assigned the next number in numerical sequence.

(d) In addition to the designated numbers that the elections official shall place on the ballot when the above conditions are met, he or she shall place on the ballot, immediately preceding the names of the candidates to be voted upon, the following warning:

“Warning! There are two (or applicable number) candidates for this office with identical names.”

This warning shall also be included, in a prominent manner, on any sample ballot, ballot pamphlet, or other mailing sent by the elections official, prior to the election, to persons eligible to vote for this office.

(a) To determine the order on the ballot for the candidates with similar names, the elections official shall conduct a drawing of the numbers assigned to the candidates in a similar manner as provided for in Section 13112. (Elections Code section 13118)

Order of Names on the Ballot

Elections Code section 13109 specifies the order of precedence of offices on the ballot. The order in which candidates’ names shall be placed on the ballot is specified in Elections Code section 13111 and 13112.

Rules for printing candidates on ballot

Candidates for each office shall be printed on the ballot in accordance with the following rules (Elections Code section 13111):

Random alphabet drawing

The Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet. The procedure shall be as follows:

(a) Each letter of the alphabet shall be written on a separate slip of paper, each of which shall be folded and inserted into a capsule. Each capsule shall be opaque and of uniform weight, color, size, shape, and texture. The capsules shall be placed in a container, which shall be shaken vigorously in order to mix the capsules thoroughly. The container then shall be opened and the capsules removed at random one at a time. As each is removed, it shall be opened and the letter on the slip of paper read aloud and written down. The resulting random order of letters constitutes the randomized alphabet, which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letters M and R were drawn in the randomized alphabet drawing.

(b) (1) There shall be six drawings, three in each even-numbered year and three in each odd-numbered year. Each drawing shall be held at 11 a.m. on the date specified in this subdivision. The results of each drawing shall be mailed immediately to each county elections official responsible for conducting an election to which the drawing is applicable, who shall use it in determining the order on the ballot of the names of the candidates for office.

(F) The sixth drawing shall take place on the 82nd day before the first Tuesday after the first Monday in November of the odd-numbered year, and shall apply to all candidates on the ballot in the elections held on that date.

Ballot Designation Worksheet

Every candidate must complete a Ballot Designation Worksheet, which must be completely filled out. The Ballot Designation Worksheet supports your use of the occupational designation provided on your declaration of candidacy. The Ballot Designation Worksheet must be filed at the same time you file your declaration of candidacy.

If you fail to file the Ballot Designation Worksheet, no ballot designation shall appear under your name on the ballot (Elections Code section 13107.3)

Ballot Designation Guidelines

Ballot Designation Requirements

A ballot designation can be no more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. (Elections Code section 13107(a)(3))

All California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word. (Elections Code section 13107(a)(3))

Selecting Ballot Designation

The ballot designation describes the current profession, vocation, occupation or incumbency status of the candidate that will appear under the candidate's name.

Ballot Designations:

1. The listing of a designation on the ballot is optional.
2. A Ballot Designation Worksheet must be completed and filed at the time the Declaration of Candidacy is executed.
3. Ballot designations cannot be changed after the final date to file nomination documents.

Only one of the following categories is allowed:

1. **Elective Office Title:** Words describing an elective office title may be used IF the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.
Example A: Governing Board Member
Example B: Governing Board Member, XYZ School District
2. **Incumbent:** The word Incumbent may be used IF the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election. (Elections Code section 13107(a)(2))
3. **Appointed Incumbent:** The words Appointed Incumbent must be used IF the candidate was appointed to the office and is seeking election to that office.

Exception: Candidates appointed to office in lieu of an election do not have to use the word appointed. (Elections Code section 13107(a)(4))

4. **Principal Occupation:** No more than three words can be used to describe the current principal professions, vocations or occupations of the candidate, or the principal professions, vocations or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

5. **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation engaged in, or of service for, or on behalf of, without profiting monetarily, one or more of the following:
- A charitable, educational, or religious organization as defined by the U.S. Code section 501(c)(3);
 - A governmental agency; or
 - An educational institution.

The vocation or occupation is subject to the following conditions:

- A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
 - A candidate may not use the designation of "Community Volunteer" in combination with any other principal profession, vocation or occupation.
 - A candidate is not engaged concurrently in another principal profession, vocation or occupation.
6. **No Ballot Designation:** If no ballot designation is requested, write the words "No Ballot Designation". You will be required to initial on the line next to the ballot designation on the Declaration of Candidacy to acknowledge that you are requesting no designation to be printed next to your name.

(Elections Code section 13107 et seq.)

For more detailed information regarding ballot designations, refer to "Ballot Designation Regulations" section in this guidebook.

Ballot Designation Rejection

If, upon checking the ballot designation worksheet, the elections official finds the designation to be a violation of any of the restrictions set forth in the Ballot Designation Regulations, they shall notify the candidate by certified mail return receipt requested. (Elections Code section 13107(c))

The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date the notice is received, appear at the Butte County Elections Office and provide a ballot designation that complies with the Ballot Designation Regulations. (Elections Code section 13107(c)(1))

Failure of a candidate to respond in the timeframe provided will mean no ballot designation shall be printed on the ballot. (Elections Code section 13107(c)(2))

Ballot Designation Regulations

California Code of Regulations

Title 2. Administration

Division 7. Secretary of State

Chapter 7. Ballot Designations

Section 20710. General Provisions.

- (a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.
- (b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code section 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
- (c) Candidates are not required to use a ballot designation pursuant to Elections Code section 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.
- (d) Pursuant to Elections Code section 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code section 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.
- (e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.
- (f) Whenever, the word "should" is used in this Chapter, it is recommended, not mandatory.

Section 20711. Ballot Designation Worksheet.

- (a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code section 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
- (b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.
- (c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:
- (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
 - (2) A designation of the office for which the candidate is seeking election;
 - (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
 - (4) The proposed ballot designation submitted by the candidate;
 - (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
 - (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
 - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation

pursuant to Elections Code section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code section 13107, subdivision (a)(3), the candidate shall indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at section 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code section 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code section 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

Section 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code section 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code section 13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code section 13107, subdivision (a)(1).

(d) Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," "City of Orange Mayor Pro Tem," and the like, are not elective offices described in Elections Code section 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code section 13107, subdivision (a)(1). They may, however, subject to the three-word limit, be considered under the provisions of section 13107(a)(3). Examples of acceptable ballot designations under this section include, but are not limited to, "Assembly Minority Leader," "California Assembly Speaker," and "Mayor Pro Tem."

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are

improper, as such positions do not constitute elective county or state offices as specified in Elections Code section 13107, subdivision (a)(1).

Section 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code section 13107, Subdivision (a)(2).

Proposed ballot designations submitted pursuant to Elections Code section 13107, subdivision (a)(2), shall be subject to the following provisions:

- (a) A proposed ballot designation submitted pursuant to Elections Code section 13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code section 13107, subdivision (a)(2).
- (b) The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code section 13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent."
- (c) The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code section 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Section 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code section 13107, Subdivision (a)(3).

Proposed ballot designations submitted pursuant to Elections Code section 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code section 13107, subdivision (a)(3), are defined as follows:

(1) "Profession" means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code section 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code section 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code section 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code section 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code section 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code section 13107 and the regulations in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code section 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code section 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three-word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language, which was published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as that term is used in Elections Code section 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of . . .," "County of . . .," or "City and County of . . ." Examples of geographical names considered to be one word include Tehama County, Los Angeles County or County of Sacramento. Examples of designations containing a special district or political subdivision that are not geographical names include "Butte County Rural Fire District Captain," "Huntington Beach Unified School District President," or "South Bay Irrigation District Director."

(4) An acronym shall be counted as one word.

(g) A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so pursuant to Elections Code section 13107(a)(3), but that ballot designation shall be limited to no more than three words. Examples of acceptable designations under this section include "State Senator/Rancher," "California Assemblywoman/Attorney," "County Supervisor/Teacher," and "State Controller/Businessman." Examples of unacceptable designations under this section include "Assemblyman, 57th District/Educator," "California State Senator/Architect," "Placer County Supervisor/Business Owner," and "Member, Board of Equalization/Banker."

Section 20714.5. "Community Volunteer."

(a) "Community Volunteer" means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

- (1) A charitable, educational, or religious organization as defined by the United States Internal Revenue Code section 501(c)(3);
- (2) A governmental agency; or
- (3) An educational institution.

(b) The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate within the meaning of subdivisions (a) and (b) of section 20714 of this Chapter.

Section 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code section 13107, Subdivision (a)(4).

(a) Pursuant to Elections Code section 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase "appointed incumbent" if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

(b) Pursuant to Elections Code section 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word "appointed" in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word "appointed."

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code section 13107, subdivision (a)(4).

Section 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with Elections Code section 13107, subdivision (a); is prohibited pursuant to Elections Code section 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code section 13107, subdivision (a)(3):

- (1) Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work (except as set forth in section 20714.5 of this Chapter), and matters pursued as an amateur.
- (2) Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated, except as set forth in section 20714.5 of this Chapter. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.
- (3) Statuses: A status is a state, condition, social position or legal relation of the candidate to

another person, persons or the community as a whole. A status is generic in nature and generally fails to identify the specific manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code section 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to sections 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

(e) Pursuant to Elections Code section 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "senior," "emeritus," "specialist," "magnate," "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code section 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code section 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h) (1) Subject to the provisions of Elections Code section 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.

(2) In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

(A) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;

(B) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;

(C) The candidate has reached at least the age of 55 years;

(D) The candidate voluntarily left his or her last professional, vocational or occupational position; and,

(E) The candidate's retirement benefits are providing him or her with a principal source of income.

(3) If a candidate is requesting a ballot designation that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily

removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word “retired” in his or her ballot designation.

(4) A candidate may not use the word “retired” in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.

(i) Pursuant to Elections Code section 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code section 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., “Rabbi,” “Pastor,” “Minister,” “Priest,” “Bishop,” “Deacon,” “Monk,” “Nun,” “Imam,” etc.).

(k) Pursuant to Elections Code section 13107, subdivision (b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Section 20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet required to be filed with the Secretary of State pursuant to Elections Code section 13107.3 and section 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials in and the rendering of a final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code section 13107 and this Chapter.

Section 20718. Communication of Decisions Regarding Ballot Designations.

(a) If a candidate's proposed ballot designation has been rejected, an official copy of the decision of the Secretary of State will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit a copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission or e-mail to the facsimile number or e-mail address listed on the candidate's Ballot Designation Worksheet.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of

the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Section 20719. Service of Legal Process Regarding Ballot Designations.

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

(d) The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Elections Code section 15375, except for a candidate for judge of the superior court.

Code of Fair Campaign Practices

At the time an individual is issued any paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a form and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary. (Elections Code section 20440)

The text of the code shall read as follows:

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 untrammled 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 that merit this 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 a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in section 12940 of the Government Code.

(4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that 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 that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that 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.”

Office Sought:

Election:

Candidate's Name:

Signature:

Date:

Voluntary Subscription

In no event shall a candidate for public office be required to subscribe to or endorse the code. (Elections Code section 20444)

Public Record

Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection. (Elections Code section 20443)

Secretary of State to Supply 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. (Elections Code section 20441)

Retention of Code of Fair Campaign Practices Forms

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. (Elections Code section 20442)

Candidate Statement of Qualifications Guidelines

The statement is optional and, contains the candidate's name and a description of his or her education and qualifications. The age and occupation of the candidate is optional. The occupation may be more descriptive than the ballot designation and has no limit to the number of words that can be used. **The text of the statement shall not exceed 200 words.** See section on "Word Count Guidelines" in this guide.

No Reference to another Candidate

The Candidate Statement of Qualifications is be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. (Elections Code section 13308)

False Statements; Penalty

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000). (Elections Code section 18351)

Payment Required

The local agency will determine the cost of printing the statement. Printing costs are based on the printing cost from the last election. The candidate is required to provide a check made payable to Butte County Elections for the cost provided below. (Elections Code section 13307(c))

District Name	Cost
Berry Creek Community Services District	\$400.00
Buzztail Community Services District	\$400.00
Richardson Springs Community Services District	\$400.00
Richvale Sanitary District	\$400.00

Submission of Statement for Filing

- Your statement must be type written.
- Keep a 2" clear space in the top margin for file stamping.
- The text of the statement shall not exceed 200 words. Word count guidelines are printed in the candidate guide.
- Use block paragraph style with spacing between paragraphs. Do not use more than 3-4 paragraphs.
- Do not use bold type, bullets, symbols, signs, tables, lists, or any unusual spacing or punctuation.
- All CAPS, italics and underlines may be used sparingly.

- The statement shall be written in the first person and shall be limited to the candidate's own personal background, education and qualifications. It shall not make reference to other candidates; their qualifications, character or activities.
- Do not make reference to any political party; membership or activity in any political organization.
- Statements shall not, in any way, make false comments or remarks intending to mislead the voter. They may not contain any demonstrably false, slanderous or libelous statements or contain any obscene or profane language.
- The statement may be printed on the form provided, or on a separate sheet attached to the form.

Confidentiality

Notwithstanding the California Public Records Act (Chapter 3.5 (commencing with section 6250) of Division 7 of Title 1 of the Government Code), Candidate Statements of Qualifications shall remain confidential until the expiration of the filing deadline. (Elections Code section 13311)

Withdrawal of the Statement

The statement may be withdrawn, but not changed, until 5 p.m. of the next working day after the close of the nomination period. (Elections Code section 13307(a)(3))

Public Examination and Challenges

(a) The elections official shall make a copy of the material available for public examination for a period of 10 calendar days immediately following the filing deadline for submission of those documents. Any person may obtain a copy of the candidate's statements for use outside of the elections official's office. The elections official may charge a fee to any person obtaining a copy of the material.

(b) (1) During the 10-calendar-day public examination period, any voter of the jurisdiction in which the election is being held, or the elections official, may seek a writ of mandate or an injunction requiring any or all of the material in the candidates statements to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar-day public examination period.

(2) A peremptory writ of mandate or an injunction shall issue only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of this chapter, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

(3) The elections official shall be named as respondent and the candidate who authored the material in question shall be named as the real party in interest.

(Elections Code section 13313)

Word Count Guidelines

Counting of words, for purposes of this code, shall be as follows:

Punctuation	Not Counted
Dictionary Words	Counted; one word
Examples: "I", "a", "the", "and", "an"	
Abbreviations.....	Counted, one word
Examples: "CSUC", "USAF"	
All Geographical Names*.....	Counted, one word
Examples: "County of Butte", "City and County of San Francisco", "City of Oroville"	
Proper District Names.....	Counted, per word*
Examples: South Feather Water and Power Agency Chico Unified School District	
Numbers	
Digits (1, 10, 100 etc.)	Counted, one word
Spelled Out (one, ten, one hundred, etc.).....	Counted, per word
Dates	
All Digits (6/5/2012).....	Counted, one word
Words and Digits (June 5, 2012)	Counted, two words
Monetary Amounts (if the \$ sign is used with figure - \$1,000.00)	Counted, one word
Hyphenated Words.....	Counted, per word
If word appears in a 10 year old or newer standard dictionary	Counted, one word
Note: Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.	
Telephone Numbers	Counted, one word
Internet Website addresses	Counted, one word

This section shall not apply to counting words for ballot designations under Elections Code section 13107.

(Elections Code section 9)

* All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. However, any areas that have political boundaries with an elected or appointed board are also considered geographical areas by the Butte County Elections Office.

Alleged Indigency; Procedures

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.

The statement of financial worth shall be submitted by the candidate together with his or her candidate statement in accordance with the deadline specified in Elections Code 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.

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.

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.

If the local agency determines that the candidate is indigent, the local agency shall print and mail the statement.

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. (Elections Code section 13309)

Sample Ballot Booklet Format and Style

Each voter's pamphlet prepared pursuant to Elections Code section 13307 shall contain a statement in the heading of the first page in heavy-faced gothic type, not smaller than 10-point, that: (a), the pamphlet does not contain a complete list of candidates and that a complete list of candidates appears on the sample ballot (if any candidate is not listed in the pamphlet), and that (b), each candidate's statement in the pamphlet is volunteered by the candidate, and (if printed at the candidate's expense) is printed at his or her expense. (Elections Code section 13312)

The Candidate Statement of Qualifications will be typeset in Helvetica font in 10 point size. The Statement will be printed in uniform type, style and spacing. Block paragraph style will be used.

Order of Statements in Sample Ballot Booklet

First, statements are organized by the order of the offices to appear on the ballot. (Elections Code section 13109)

Thereafter, statements are organized by the randomized alphabet drawing. Refer to "Order of Names on the Ballot" in this guide.

Candidate Filing Extension Period

The Incumbent shall be the candidate who is running for the same office which he or she holds, and who is running for reelection in a district that has the same identical boundaries as the district from which he or she was last elected. (Elections Code section 13108).

Extension of filing period when incumbent fails to file-special districts

Notwithstanding any other provision of law, in any district or agency election, if a declaration of candidacy for an incumbent elective officer of a district is not filed by 5 p.m. on the 88th day before the general district election, any person other than the person who was the incumbent on the 88th day shall have until 5 p.m. on the 83rd day before the election to file a declaration of candidacy for the elective office.

This section is not applicable where there is no incumbent to be elected. If this section is applicable, notwithstanding section 10510, a candidate may withdraw his or her declaration of candidacy until 5 p.m. on the 83rd day before the general election. (Elections Code section 10516)

Statement of Economic Interests - Form 700

Who Must File

Government Code section 87200. This article is applicable to elected state officers, judges and commissioners of courts of the judicial branch of government, members of the Public Utilities Commission, members of the State Energy Resources Conservation and Development Commission, members of the Fair Political Practices Commission, members of the California Coastal Commission, members of the High-Speed Rail Authority, members of planning commissions, members of the board of supervisors, district attorneys, county counsels, county treasurers, and chief administrative officers of counties, mayors, city managers, city attorneys, city treasurers, chief administrative officers and members of city councils of cities, and other public officials who manage public investments, and to candidates for any of these offices at any election.

Government Code section 87201. Every candidate for an office specified in section 87200 other than a justice of an appellate court or the Supreme Court shall file no later than the final filing date of a declaration of candidacy, a statement disclosing his or her investments, his or her interests in real property, and any income received during the immediately preceding 12 months.

This statement shall not be required if the candidate has filed, within 60 days prior to the filing of his or her declaration of candidacy, a statement for the same jurisdiction pursuant to section 87202 or 87203.

Government Code section 87202. (a) Every person who is elected to an office specified in section 87200 shall, within 30 days after assuming the office, file a statement disclosing his or her investments and his or her interests in real property held on the date of assuming office, and income received during the 12 months before assuming office. Every person who is appointed or nominated to an office specified in section 87200 shall file such a statement not more than 30 days after assuming office, provided, however, that a person appointed or nominated to such an office who is subject to confirmation by the Commission on Judicial Appointments or the State Senate shall file such a statement no more than 10 days after the appointment or nomination.

The statement shall not be required if the person has filed, within 60 days prior to assuming office, a statement for the same jurisdiction pursuant to section 87203.

(b) Every elected state officer who assumes office during the month of December or January shall file a statement pursuant to section 87203 instead of this section, except that:

(1) The period covered for reporting investments and interests in real property shall begin on the date the person filed his or her declarations of candidacy.

(2) The period covered for reporting income shall begin 12 months prior to the date the person assumed office.

What Must be Disclosed

Government Code section 87203. Every person who holds an office specified in section 87200 shall, each year at a time specified by commission regulations, file a statement disclosing his investments, his interests in real property and his income during the period since the previous statement filed under this section or section 87202. The statement shall include any investments and interest in real property held at any time during the period covered by the statement, whether or not they are still held at the time of filing.

Government Code section 87300. Every agency shall adopt and promulgate a Conflict of Interest Code pursuant to the provisions of this article. A Conflict of Interest Code shall have the force of law and any violation of a Conflict of Interest Code by a designated employee shall be deemed a violation of this chapter.

Government Code section 87302.3. (a) Every candidate for an elective office that is designated in a conflict of interest code shall file a statement disclosing his or her investments, business positions, interests in real property, and income received during the immediately preceding 12 months, as enumerated in the disclosure requirements for that position. The statement shall be filed with the election official with whom the candidate's declaration of candidacy or other nomination documents to appear on the ballot are required to be filed and shall be filed no later than the final filing date for the declaration or nomination documents.

(b) This section does not apply to either of the following:

(1) A candidate for an elective office designated in a conflict of interest code who has filed an initial, assuming office, or annual statement pursuant to that conflict of interest code within 60 days before the deadline specified in subdivision (a).

(2) A candidate for an elective office who has filed a statement for the office pursuant to section 87302.6 within 60 days before the deadline specified in subdivision (a).

Statements are a Public Record

Government Code section 81008. (a) Every report and statement filed pursuant to this title is a public record open for public inspection and reproduction during regular business hours, commencing as soon as practicable, but in any event not later than the second business day following the day on which it was received. No conditions whatsoever shall be imposed upon persons desiring to inspect or reproduce reports and statements filed under this title, nor shall any information or identification be required from these persons. Copies shall be provided at a charge not to exceed ten cents (\$.10) per page. In addition, the filing officer may charge a retrieval fee not to exceed five dollars (\$5) per request for copies of reports and statements which are five or more years old. A request for more than one report or statement or report and statement at the same time shall be considered a single request.

(b) Campaign statements shall be open for public inspection and reproduction from 9:00 a.m. to 5:00 p.m. on the Saturday preceding a statewide primary or statewide general election in the offices of the Secretary of State, Registrar-Recorder of Los Angeles County, Registrar of Voters of San Diego County, and Registrar of Voters of the City and County of San Francisco.

Penalties for Failure to File

Government Code section 91013. (a) If any person files an original statement or report after any deadline imposed by this act, he or she shall, in addition to any other penalties or remedies established by this act, be liable in the amount of ten dollars (\$10) per day after the deadline until the statement or

report is filed, to the officer with whom the statement or report is required to be filed. Liability need not be enforced by the filing officer if on an impartial basis he or she determines that the late filing was not willful and that enforcement of the liability will not further the purposes of the act, except that no liability shall be waived if a statement or report is not filed within 30 days for a statement of economic interest, other than a candidate's statement filed pursuant to section 87201, five days for a campaign statement required to be filed 12 days before an election, and 10 days for all other statements or reports, after the filing officer has sent specific written notice of the filing requirement.

(b) If any person files a copy of a statement or report after any deadline imposed by this act, he or she shall, in addition to any other penalties or remedies established by this chapter, be liable in the amount of ten dollars (\$10) per day, starting 10 days, or five days in the case of a campaign statement required to be filed 12 days before an election, after the officer has sent specific written notice of the filing requirement and until the statement is filed.

(c) The officer shall deposit any funds received under this section into the general fund of the jurisdiction of which he or she is an officer. No liability under this section shall exceed the cumulative amount stated in the late statement or report, or one hundred dollars (\$100), whichever is greater.

Forms Available

Candidates who must file statements of economic interests may obtain forms (Form 700) by visiting the Fair Political Practices Commission website at www.fppc.ca.gov. If Internet access is unavailable, forms may also be obtained from the Butte County Elections Office.

The Form 700 must be filed with the County Elections Official no later than the last day to file the Declaration of Candidacy.

Incumbent Statement Filing

All candidates are required to complete a Statement of Economic Interests (Form 700) and mark the box "candidate".

Incumbent State, local and judicial candidates will be notified that they may file their annual statement on or within 60 days prior to the date of filing their Declaration of Candidacy and will not be required to file a statement as a candidate.

If an incumbent does not file their Statement of Economic Interests (Form 700) prior to filing their Declaration of Candidacy, they will be required to complete a statement with the "candidate" box marked.

Campaign Disclosure Requirements

General Information

The Political Reform Act of 1974 requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state and local ballot measures who control a ballot measure committee, committees supporting or opposing state and local candidates, and all measure and petition circulation committees, to file campaign disclosure statements disclosing contributions received and expenditures made.

It is the responsibility of the candidate and/or committee to be aware of and to file the required campaign disclosure statements in a correct and timely manner. Filing by the deadline is the responsibility of the candidate and/or committee. If a candidate and/or committee fail to file within the specified deadlines, a reminder late notice will be sent. Refer to "Campaign Disclosure Filing Schedule" in this guidebook.

Candidate and Treasurer Tool Kit

The Fair Political Practices Commission (FPPC) has created a candidate/treasurer tool kit in their website <http://www.fppc.ca.gov>.

The tool kit contains electronic resources, laws and regulations related to filling out and filing the Form 700 Statement of Economic Interests and Campaign Finance Reports. It is strongly recommended that all candidates use these resources.

Electronic Filing – Campaign Disclosure Statements

Butte County has adopted an electronic filing campaign disclosure ordinance. This means that candidates may submit their campaign disclosure statements electronically, through the Netfile campaign disclosure system. Statements submitted on paper will still be accepted via the mail or in person at the Butte County Clerk-Recorder Elections Division.

Candidates are highly encouraged to utilize the Netfile electronic system. Butte County Clerk-Recorder Elections Division will provide account information to access the system from the convenience of a home computer and it is accessible 24/7, 365 days a year. The system assists candidates by helping track contributions received, expenditures made, loans received, unpaid bills and more. The system performs an audit of data entered and notifies the candidate of any errors that need to be corrected prior to filing. This helps to avoid the need to file amended statements. The following forms must be filed as a hard copy. Form 501 & 410.

Campaign Disclosure Packet

All candidates for local office will be provided a campaign disclosure packet.

Where to Obtain Campaign Disclosure Forms

Forms are available from the Fair Political Practices Commission (FPPC) website at: www.fppc.ca.gov or at the Butte County Clerk-Recorder Elections Division.

Before accepting any contributions or making expenditures toward a campaign, it is vital that a candidate and/or committee obtain the correct forms required by law for reporting campaign contributions and expenditures. **Failure to file could lead to fines and/or civil or criminal penalties.**

Free Candidate/Treasurer Workshops

Candidates and their Treasurers are strongly urged to sign up and attend a free candidate/treasurer workshop offered by the Fair Political Practices Commission. These workshops are web based training and provide useful information. Sign up today on the FPPC website: <http://www.fppc.ca.gov/index.php?id=359>

Filing Deadlines

Refer to "Campaign Disclosure Filing Schedule" in this guide.

Campaign Disclosure Information Manuals

It is vital that candidates review the "Campaign Disclosure Manual" pertaining to the type of office they are seeking. These manuals are provided by the Fair Political Practices Commission and will have important information regarding who is required to file, when they are required to file, where to file and which forms to use. These manuals also cover what information is required to be disclosed and how to report that disclosure on the forms. These manuals are available on the Fair Political Practices Commission website at www.fppc.ca.gov.

Potential Penalties for Failure to Comply

Government Code section 91000. (a) Any person who knowingly or willfully violates any provision of this title is guilty of a misdemeanor.

(b) In addition to other penalties provided by law, a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person failed to report properly or unlawfully contributed, expended, gave or received may be imposed upon conviction for each violation.

(c) Prosecution for violation of this title must be commenced within four years after the date on which the violation occurred.

Government Code section 91013. (a) **If any person files an original statement or report after any deadline imposed by this act, he or she shall, in addition to any other penalties or remedies established by this act, be liable in the amount of ten dollars (\$10) per day after the deadline until the statement or report is filed,** to the officer with whom the statement or report is required to be filed. Liability need not be enforced by the filing officer if on an impartial basis he or she determines that the late filing was not willful and that enforcement of the liability will not further the purposes of the act, except that no liability shall be waived if a statement or report is not filed within 30 days for a statement of economic interest, other than a candidate's statement filed pursuant to section 87201, five days for a campaign statement required to be filed 12 days before an election, and 10 days for all other statements or reports, after the filing officer has sent specific written notice of the filing requirement.

(b) If any person files a copy of a statement or report after any deadline imposed by this act, he or she shall, in addition to any other penalties or remedies established by this chapter, be liable in the amount of ten dollars (\$10) per day, starting 10 days, or five days in the case of a campaign statement required to be filed 12 days before an election, after the officer has sent specific written notice of the filing requirement and until the statement is filed.

(c) The officer shall deposit any funds received under this section into the general fund of the jurisdiction of which he or she is an officer. No liability under this section shall exceed the cumulative amount stated in the late statement or report, or one hundred dollars (\$100), whichever is greater.

Campaign Disclosure Forms

Form 501–Candidate Intention Statement

Prior to the solicitation or receipt of any contribution or loan; or before an expenditure is made from personal funds on behalf of your candidacy, an individual who intends to be a candidate for an elective office, shall file with the Elections Official an original statement, signed under penalty of perjury, of intention to be a candidate for a specific office. (Government Code section 85200)

A separate campaign bank account is required for campaigns that are self-funded by the candidate. The only exception is a candidate who will not receive contributions or make personal expenditures of less than \$1,000. The filing and candidate statement of qualification fees are not included in calculating the \$1,000. Any candidate who must open a campaign bank account is required to file the Form 410 – Statement of Organization.

This must be made as a paper filing.

Form 410–Statement of Organization

Candidates who open campaign bank accounts must file the Form 410 – Statement of Organization. This form must be filed within 10 days of receiving \$1000 in contributions.

The Secretary of State shall charge each committee that is required to file a statement of organization (Form 410) a fee of fifty dollars (\$50) per year until the committee is terminated. The fee shall be paid no later than 15 days after filing its statement of organization; or no later than January 15 of each year, whichever occurs first.

If a committee files a statement of organization in the final three months of a calendar year, it is not subject to the annual fee for the following calendar year.

Failure to pay the fee timely will be subject to a penalty equal to three times the amount of the fee. (Government Code section 84101.5)

A committee shall file the original statement of organization with the Secretary of State and shall also file a copy with the Local Elections Office. The original and copy of the statement of organization shall be filed within 10 days after the committee has qualified as a committee.

The Secretary of State shall assign a number to each committee that files a statement of organization and shall notify the committee of the number and send a copy to the county elections official. (Government Code section 84101)

This must be made as a paper filing.

Form 470–Officeholder and Candidate Campaign Statement - Short Form

Candidates or officeholders who receive contributions of less than one thousand dollars (\$1,000), and who make expenditures of less than one thousand dollars (\$1,000), in a calendar year may file a Form 470. In calculating whether one thousand dollars (\$1,000) in expenditures have been made, payments for a filing fee or for a statement of qualification shall not be included if these payments have been made from the candidate's personal funds.

A candidate or officeholder who has filed a Form 470 and receives contributions or makes expenditures totaling one thousand dollars (\$1,000) or more in a calendar year, shall send written notification to the Secretary of State, the local filing officer, and each candidate contending for the same office within 48 hours of receiving or expending a total of one thousand dollars (\$1,000). The written notification shall revoke the previously filed short form statement. (Government Code section 84206)

Note: The candidate or officeholder must refer to “Form 410–Statement of Organization” in this guidebook.

The candidate or officeholder must file the Form 470 no later than the filing deadline for the 1st pre-election campaign disclosure statement. Refer to “Campaign Disclosure Filing Schedule” in this guidebook.

Form 460–Recipient Committee Campaign Statement

Any committee that has filed a Form 410–Statement of Organization and has a candidate controlled committee or a ballot measure committee may use the Form 460–Recipient Committee Campaign Statement to report their campaign activity during the reporting periods. (Government Code section 84211)

Form 497-Late Contribution Report

A contribution, including a loan, that totals in the aggregate one thousand dollars (\$1,000) or more and is made to or received within 90 days before the date of the election. (Government Code section 82036)

Form 496–Late Independent Expenditure Report

An independent expenditure that totals one thousand dollars (\$1,000) or more and is made for or against a specific candidate or measure involved in an election within 90 days before the date of the election. (Government Code section 82036.5)

Auditing

The Franchise Tax Board shall make audits and field investigations with respect to the following:

(a) Reports and statements filed with the Secretary of State under Chapter 4 (commencing with section 84100), Chapter 5 (commencing with section 85100), and Chapter 6 (commencing with section 86100).

(b) Local candidates and their controlled committees selected for audit pursuant to subdivision (i) of section 90001. (Government Code section 90000)

Campaign Disclosure Filing Schedule

November 7, 2017 General District Election

Candidates and Controlled Committees for Local Office

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
July 31, 2017 <i>Semi-Annual</i>	* – 6/30/17	460	<ul style="list-style-type: none"> All committees must file Form 460.
Within 24 Hours <i>Contribution Reports</i>	8/9/17 – 11/7/17	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or measure being voted upon November 7, 2017. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sept 28, 2017 <i>1st Pre-Election</i>	7/1/17 – 9/23/17	460 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 26, 2017 <i>2nd Pre-Election</i>	9/24/17 – 10/21/17	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery, guaranteed overnight service or online, if available.
Jan 31, 2018 <i>Semi-Annual</i>	10/22/17 -- 12/31/17	460	<ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2017.

Additional Notes:

- **Local Ordinance:** Always check on whether additional local rules apply.
- ***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.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions
- **Form 460:** Candidates who have raised or spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised or spent.
- **Form 470:** Candidates who do not have an open committee and do not raise or spend \$2,000 or more may file Form 470 on or before September 28, 2016. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov. Click on Learn, then Campaign Rules.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See Campaign Disclosure Manual 2 for additional information.

- **Independent Expenditures:** Committees making independent expenditures to support or oppose candidates or ballot measures also file:
 - 462: A verification form must be e-mailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
 - 496: This form is due within 24 hours when made in a 90-day period of the election. Refer to the candidate or ballot measure election filing schedule.

Questions:

Please contact the Fair Political Practices Commission.

e-mail advice: advice@fppc.ca.gov

toll-free advice line: 1-866-ASK-FPPC (Monday-Thursday 9:00-11:30am and 1:30-3:30pm)

website: <http://www.fppc.ca.gov>

Write In Candidacy

Filing Requirements; Statement

Every person who desires to be a write-in candidate and have his or her name as written on the ballot of an election counted for a particular office shall file:

(a) A statement of write-in candidacy that contains the following information:

- (1) Candidate's name.
- (2) Residence address.
- (3) A declaration stating that he or she is a write-in candidate.
- (4) The title of the office for which he or she is running.
- (5) The date of the election.

(Elections Code section 8600)

Filing Deadline

The statement and nomination papers shall be available on the 57th day prior to the election for which the candidate is filing as a write-in candidate, and shall be delivered to the elections official responsible for the conduct of the election no later than the 14th day prior to the election. (Elections Code section 8601)

Filing Fees

No fee or charge shall be required of a write-in candidate except in the case of a candidate for city office, as provided in section 10228. (Elections Code section 8604)

Write-Ins Not Counted

Notwithstanding any other provision of law, a person may not be a write-in candidate at the general election for a voter-nominated office.

(Elections Code section 8606)

Campaign Literature Requirements

Campaign advertising or communication definition

“Campaign advertising or communication” means a communication authorized by a candidate or a candidate’s controlled committee, as defined in section 82016 of the Government Code, or by a committee making independent expenditures, as defined in section 82031 of the Government Code, or by a committee formed primarily to support or oppose a ballot measure, as defined in section 82047.5 of the Government Code, for the purpose of advocating the election or defeat of a qualified candidate or ballot measure through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type of general, public, political advertising.

Mass mailing

Government Code section 82041.5. “Mass mailing” means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.

Mass mailing requirements

Government Code section 84305. (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization’s address is a matter of public record with the Secretary of State. (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail. (c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

Mass mailing prohibitions

Government Code section 89001. No newsletter or other mass mailing shall be sent at public expense.

Mass mailing penal provisions

Elections Code section 18303. Every person who violates section 84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with section 91000) of Title 9 of the Government Code.

Political advertisement requirements

Elections Code section 20008. Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words “Paid Political Advertisement.” The words shall be set apart from any other printed matter.

As used in this section “paid political advertisement” shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

Political advertisement; penalty

Penal Code section 115.2. (a) No person shall publish or cause to be published, with actual knowledge, and intent to deceive, any campaign advertisement containing false or fraudulent depictions, or false or fraudulent representations, of official public documents or purported official public documents. (b) For purposes of this section, “campaign advertisement” means any communication directed to voters by means of a mass mailing as defined in section 82041.5 of the Government Code, a paid newspaper

advertisement, an outdoor advertisement, or any other printed matter, if the expenditures for that communication are required to be reported by Chapter 4 (commencing with section 84100) of Title 9 of the Government Code.

(c) Any violation of this section is a misdemeanor punishable by imprisonment in the county jail, or by a fine not to exceed fifty thousand dollars (\$50,000), or both.

Slate mailers

Government Code section 82048.3. "Slate mailer" means a mass mailing which supports or opposes a total of four or more candidates or ballot measures.

Government Code section 82048.4. (a) "Slate mailer organization" means, except as provided in subdivision (b), any person who, directly or indirectly, does all of the following:

(1) Is involved in the production of one or more slate mailers and exercises control over the selection of the candidates and measures to be supported or opposed in the slate mailers.

(2) Receives or is promised payments totaling five hundred dollars (\$500) or more in a calendar year for the production of one or more slate mailers.

(b) Notwithstanding subdivision (a), a slate mailer organization shall not include any of the following:

(1) A candidate or officeholder or a candidate's or officeholder's controlled committee.

(2) An official committee of any political party.

(3) A legislative caucus committee.

(4) A committee primarily formed to support or oppose a candidate, officeholder, or ballot measure.

(c) The production and distribution of slate mailers by a slate mailer organization shall not be considered making contributions or expenditures for purposes of subdivision (b) or (c) of section 82013. If a slate mailer organization makes contributions or expenditures other than by producing or distributing slate mailers, and it reports those contributions and expenditures pursuant to sections 84218 and 84219, no additional campaign reports shall be required of the slate mailer organization pursuant to section 84200 or 84200.5.

Government Code section 84305.5. (a) No slate mailer organization or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:

(1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of slate mail in no less than 8-point roman type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measure is a matter of public record with the Secretary of State's Political Reform Division.

(2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point roman boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

NOTICE TO VOTERS

THIS DOCUMENT WAS PREPARED BY (name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. Appearance in this mailer does not necessarily imply endorsement of others appearing in this mailer, nor does it imply endorsement of, or opposition to, any issues set forth in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an *.

(3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.

(4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by an *. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by an *.

The * required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position advocated to which the * designation applies except that in no case shall the * be required to be larger than 10-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

(5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point roman type which shall be in a color or print that contrasts with the background so as to be easily legible. The designation shall not be required in the case of candidates for nonpartisan office.

(b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the * designation. The payment shall also be deemed to constitute authorization to appear in the mailer.

Simulated ballot requirements

Elections Code section 20009. (a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

<p>“NOTICE TO VOTERS “(Required by Law) “This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State. “This is an unofficial, marked ballot prepared by ____ (insert name and address of the person or organization responsible for preparation thereof).”</p>
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Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

Printing of simulated sample ballots

Elections Code section 18301. In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor.

Truth In Endorsements Law

Elections Code section 20000 et.seq. provides additional information regarding restrictions on endorsements, representation requirements, etc. A link is available for viewing the Elections Code Online on the Butte County Clerk-Recorder website: <http://buttevotes.net>, or a copy of the applicable pages may be purchased in the Butte County Clerk-Recorder Elections Division for the standard copy fee.

Outdoor Political Signs

General Information

Nothing in this chapter, including, but not limited to, section 5405, shall prohibit the placing of temporary political signs, unless a federal agency determines that such placement would violate federal regulations. However, no such sign shall be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

A temporary political sign is a sign which:

- (a) Encourages a particular vote in a scheduled election.
- (b) Is placed not sooner than 90 days prior to the scheduled 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 temporary political sign and who will reimburse the department for any cost incurred to remove it.

(Business and Professions Code section 5405.3)

State Department of Transportation (CalTrans) Guidelines

Each candidate will be furnished with a copy of the State Outdoor Political Advertising Guidelines and Statement of Responsibility. For questions contact: (916) 651-9327.

Local Ordinances/Regulations

County of Butte:

Butte County Code Chapter 24, Division 10 section 101

"It is unlawful for any person to place or maintain any encroachment on any portion of the right-of-way of any County highway without having first obtained an encroachment permit therefore, or in violation of any of the provisions or conditions of the permit or of this chapter. (Ord. No. 3907, section 1, 3-1-2005)". (Encroachment refers to signs, billboards, etc.)

Additionally, Butte County Code Chapter 24, Division 10 section 108

"Political Signs:

1. Signs shall be installed no earlier than 90 days prior to the election and removed no later than 7 days following the election.
2. Signs shall be prohibited within the public right-of-way."