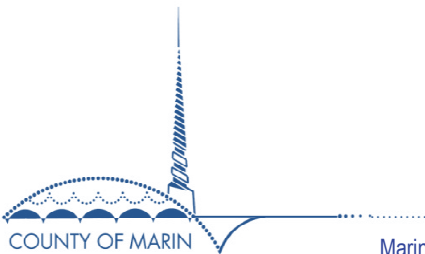


# Candidate Guide



**Statewide Direct Primary Election  
June 3, 2014**



**Marin County Elections Office**

Marin Civic Center ♦ 3501 Civic Center Drive, Room 121 ♦ San Rafael, CA 94903 ♦ (415) 473-6456 ♦ [www.marinvotes.org](http://www.marinvotes.org)

## Common questions & answers...

### **1) *When can I come in to get my nomination papers?***

The Signatures-In-Lieu of Filing Fees period for County, State, and Judicial candidates begins Dec. 27, 2013. All candidates can pick-up nomination papers beginning Feb. 10<sup>th</sup> through March 7<sup>th</sup>.

### **2) *Can I get my documents for the City Council election from the County office?***

No, you must contact the City/Town clerk for nomination documents, manuals, and filing information. *This manual may be used by Council candidates as a general reference guide only.*

### **3) *Can I make an appointment to discuss the nomination process and/or file my papers?***

Yes. Although it's not required, appointments are a good idea especially if you're new to the process. Call 415-473-6437 to schedule an appointment.

### **4) *Are there forms that I can fill out before coming to your office?***

Yes, you can fill out the Candidate's Information Form and send it to the Elections office. When we receive your form we will prepare your personalized documents so they'll be ready when you come to this office. This and other forms you can fill out beforehand are on our website at [www.marinvotes.org](http://www.marinvotes.org).

### **5) *Do I need to collect signatures or pay a filling fee for my candidacy?***

It depends on the jurisdiction of the office you're seeking. This manual provides the information for you.

### **6) *What is a candidate's statement?***

It's an optional way to let the voters in your district know about you. You can write a 200 word statement that is published in our sample ballot booklet. This manual has information about the cost and format of the candidate statements.

### **7) *I want to pass around a small amount of flyers for my candidacy. Are there rules about this?***

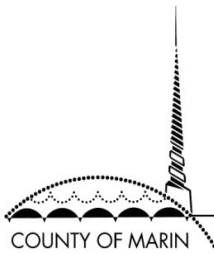
Yes there are rules. Whether flyers, yard signs, or internet ads, make sure you're aware of all campaign finance rules. These rules and all other campaign finance information are in the FPPC finance manuals on their website: [www.fppc.ca.gov](http://www.fppc.ca.gov).

### **8) *Are there special campaign finance rules for State candidates?***

There are special finance rules and filing obligations for state and judicial candidates. This information is in FPPC Manual 1 and is published on the FPPC website: [www.fppc.ca.gov](http://www.fppc.ca.gov).

### **9) *How do I know who has filed for office?***

Our website [www.marinvotes.org](http://www.marinvotes.org), will have a candidate list that will be updated daily with the names of candidates who have filed for a specific office.



## ELECTIONS DEPARTMENT

Providing a responsive, transparent, and professional approach to conducting elections.

December 2013

Dear Candidate,

Congratulations on becoming a candidate for public office.

This guide gives you information about candidate forms, fees, requirements, and deadlines for the June 3, 2014 Statewide Direct Primary Election. You can also find more election information at our website: [www.marinvotes.org](http://www.marinvotes.org).

The nomination process can be complicated and the filing deadlines are rigid. It's a good idea to file your candidate paperwork early. Otherwise, you may not have enough time to correct any mistakes before the deadline.

If you have questions about your candidacy or the information in this guide, please call Dan Miller at 415-473-6437.

Sincerely,

Elaine Ginnold  
Registrar of Voter

**Important!** The Candidates' Guidelines Booklet for the June 3, 2014 Statewide Direct Primary Election provides general information about the nomination and election of candidates. It does not have the force and effect of law, regulation, or rule.

The Registrar of Voters does not provide legal advice and this Booklet is not intended to provide legal advice. Any person, organization or candidate using this Booklet may not rely on it as a substitute to seeking legal counsel. Statutes and regulations change and are updated on a frequent basis and therefore, the guidelines provided in this Booklet may not reflect the most current state of the law.

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# Important Dates

for the June 3, 2014 Election

# of days before  
election ↓

<b>Dec 27 thru Feb 5, 2014</b> <b>Superior Court offices</b> Signature-In-Lieu of Filing Fee Period	158 - 118	This Signature-In-Lieu filing period deadline applies to Superior Court offices only.
<b>Dec 27 thru Feb 20, 2014</b> <b>State &amp; County Offices</b> Signature-In-Lieu of Filing Fee Period	158 - 103	This Signature-In-Lieu deadline applies to all State, Federal, and County candidates required to pay a filing fee.
<b>Jan 27 thru Feb 5, 2014</b> <b>Superior Court offices</b> Declaration of Intention	127 – 118	All judicial candidates including incumbent judges, must file a Declaration of Intention no later than Feb. 5 <sup>th</sup> . <b>EC §8023</b> Candidates for Superior Court offices must also pay the filing fee when the Declaration of Intention is filed.
<b>Feb 6 thru Feb 10, 2014</b> <b>Superior Court offices</b> Declaration of Intention Extension period	117 - 113	Extension period applies only if an incumbent Superior Court Judge does not file the Declaration of Intention by Feb 5. Incumbent judges may not file during this period. <b>EC§ 8023(b)</b>
<b>February 10, 2014</b> Nomination period opens for all candidates	113	Candidates must pick up nomination documents at the Marin County Elections Office. <i>City and Town Council candidates must pick up and file nomination documents at their City Clerk's office. (Some cities charge a filing fee.)</i>
<b>March 7, 2014</b> Nomination period closes	88	Deadline for all candidates and incumbents to: <ul style="list-style-type: none"> <li>• File all required <b>and</b> optional documents, or</li> <li>• withdraw as a candidate</li> </ul>
<b>Mar 8 thru March 17, 2014</b> Public review of candidate statements	87- 78	During this period, voters can: <ul style="list-style-type: none"> <li>• Get copies of any candidate statement, and</li> <li>• File a <i>Writ of Mandate</i> in Superior Court.</li> </ul>
<b>March 8 thru Mar 12, 2014</b> Extended nomination period begins	87 – 83	This nomination period will open if an incumbent does <b>not</b> file by the March 7th deadline. Incumbents may not file during this period
<b>Mar 13 thru March 22, 2014</b> Public review of candidate statements filed in extended nomination period	82 - 73	During this period, voters can: <ul style="list-style-type: none"> <li>• Get copies of any candidate statement, and</li> <li>• File a <i>Writ of Mandate</i> in Superior Court.</li> </ul>

# of days before  
election ↓

<b>March 13, 2014</b> Random alphabet drawing	82	The Secretary of State conducts a random drawing to decide the order of candidate names on the ballot. The Registrar of Voters draws the random alphabet for State Assembly and State Senate candidates for the Marin County ballot.
<b>March 24, 2014</b> Campaign finance	71	Candidates must file at least 1 campaign finance statement by this date regardless of their level of activity.
<b>April 4, 2014</b> Overseas & Military Ballots	60	Marin County's Elections Office starts mailing ballots to overseas and military voters.
<b>Apr 7 thru May 20, 2014</b> Write-in candidates	57 - 14	<ul style="list-style-type: none"> <li>• Write-In Candidates pick up and file your papers at Marin County's Elections Office.</li> <li>• City Council Write-In Candidates: Pick up and file your papers at your City Clerk's Office.</li> </ul>
<b>April 24, 2014</b> Sample Ballot Mailing	40	Marin County Elections Office starts mailing Voter Information Pamphlets to all registered voters in the county.
<b>May 5, 2014</b> Vote-by-Mail ballots	29	Marin County Elections Office starts mailing vote-by-mail ballots to all vote-by-mail voters in the county. Any Marin County voter may apply for a ballot and vote at the Elections Office starting this date.
<b>May 19, 2014</b> Voter Registration deadline	15	This is the last day to register to vote for this election. Voter registration forms received by mail must be postmarked by this date.
<b>May 22, 2014</b> Campaign finance	12	Candidates who have campaign finance committees must report all financial activity from the date of their last statement through 5/17/14.
<b>May 27, 2014</b> Deadline to apply for vote-by-mail ballots by mail	7	This is the last day that voters can apply for a vote-by-mail ballot by U.S. Mail or fax. Voters who miss this deadline can pick up a vote-by-mail ballot at the Elections Office until 8:00 pm, June 3, 2014.
<b>June 3, 2014</b> Election Day		Marin County Elections Office and the polls are open 7 a.m. – 8 p.m.
<b>June 16, 2014</b> Manual Tally	+13	At 9 a.m., Marin County Elections Office randomly selects 1% of the precincts to count votes by hand (manual tally).
<b>July 1, 2014</b> Election certification	+28	The deadline for the Marin County Elections Office to certify the county's election results.

# Offices Open for Nomination

for the June 3, 2014 Election

	term of office	Qualifications:
<b>Federal</b>		
<b>US Representative in Congress 2<sup>nd</sup> District</b>	2 year	<ul style="list-style-type: none"> <li>• Must be at least 25 years of age,</li> <li>• a U.S. citizen for seven years,</li> <li>• and a resident of California on January 3, 2015, the date he or she would be sworn into office if elected. <i>U.S. Const., art. I, § 2, 20th Amend.</i></li> </ul>
<b>State</b>		
<b>State Senator 2<sup>nd</sup> Dist.</b>	4 year	<ul style="list-style-type: none"> <li>• be a U.S. citizen. <i>Cal. Const., art. IV, § 2(c)</i></li> <li>• be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. <i>EC §201</i></li> </ul>
<b>State Assembly 10<sup>th</sup> Dist.</b>	2 year	<ul style="list-style-type: none"> <li>• not have been convicted of a felony pursuant to: <i>EC§20</i></li> <li>• adhere to term limit rules pursuant to: <i>Cal. Const., art. IV, § 2</i></li> </ul>
<b>State Constitutional</b>		
<b>Governor</b>	4 year	<ul style="list-style-type: none"> <li>• be a U.S. citizen. <i>Cal. Const., art. V, §§ 21 &amp; 9</i></li> <li>• be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. <i>EC § 201</i></li> </ul>
<b>Lieutenant Governor</b>	4 year	<ul style="list-style-type: none"> <li>• not have been convicted of a felony pursuant to: <i>EC§20</i></li> </ul>
<b>Secretary of State</b>	4 year	<ul style="list-style-type: none"> <li>• not have served two terms in the office sought since November 6, 1990. <i>Cal. Const., art. V, §§ 2 &amp; 11</i></li> </ul>
<b>State Controller</b>	4 year	
<b>State Treasurer</b>	4 year	
<b>State Board of Equalization District 1</b>	4 year	<ul style="list-style-type: none"> <li>• be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. <i>EC §201</i></li> <li>• not have been convicted of a felony pursuant to: <i>EC§20</i></li> <li>• not have served two terms as a Member of the State Board of Equalization since November 6, 1990. <i>Cal. Const., art. XIII, §17</i></li> </ul>
<b>State Insurance Commissioner</b>	4 year	<ul style="list-style-type: none"> <li>• be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. <i>EC §201</i></li> <li>• not have been convicted of a felony pursuant to: <i>EC§20</i></li> <li>• during tenure of office, not be an officer, agent, or employee of an insurer or directly or indirectly interested in any insurer or licensee under the California Insurance Code, except (1) as a policyholder, or (2) by virtue of relationship by blood or marriage to any person interested in any insurer or licensee. <i>Ins. Code § 12901</i></li> <li>• not have served two four-year terms in the office sought. <i>Ins. Code § 12900(a)</i></li> </ul>

	term of office	Qualifications:
<b>State Constitutional</b>		
<b>State Attorney General</b>	4 year	<ul style="list-style-type: none"> <li>• be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. <b>EC §201</b></li> <li>• have been admitted to practice before the California Supreme Court for a period of at least five years immediately preceding his or her election to the office. <b>Gov. Code § 12503</b></li> <li>• not have been convicted of a felony pursuant to: <b>EC§20</b></li> <li>• not have served two terms in the office sought since November 6, 1990. <b>Cal. Const., art. V, § 11</b></li> </ul>
<b>Superintendent of Public Instruction (Non-Partisan Office)</b>	4 Year	<ul style="list-style-type: none"> <li>• be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. <b>EC §201</b></li> <li>• not have been convicted of a felony pursuant to: <b>EC§20</b></li> <li>• not have served two terms in the office sought since November 6, 1990. <b>Cal. Const., art. IX, § 2</b></li> </ul>
<b>Superior Court</b>		
<b>Verna Adams</b> <i>Office No. 1</i> <b>Terrence Boren</b> <i>Office No. 2</i> <b>Mark Talamantes</b> <i>Office No. 4</i> <b>Bev Wood</b> <i>Office No. 5</i>	6 year	<ul style="list-style-type: none"> <li>• member of the State Bar or served as Judge of a court of record in this state for the preceding 10 years. <b>Cal. Const. art. VI, §15</b></li> </ul>
<b>County Offices</b>		
<b>Board of Supervisor Dist 1</b>	4 year	<ul style="list-style-type: none"> <li>• must be a registered voter of the district which he/she seeks to represent for at least 30 days preceding the deadline for filing nomination documents for the office, and shall reside in the district during his/her incumbency. <b>Govt. Code §25041</b></li> </ul>
<b>Board of Supervisor Dist 5</b>	4 year	
<b>Assessor-Recorder-County Clerk</b>	4 year	<ul style="list-style-type: none"> <li>• must be a registered voter of the county in which the duties of the office are to be exercised at the time that nomination papers are issued. <b>Govt Code § 24001</b></li> <li>• must hold a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code, or acquires a temporary appraiser's certificate from the State Board of Equalization no later than 30 days after taking office. <b>Govt Code 24002.5</b></li> </ul>
<b>District Attorney</b>	4 year	<ul style="list-style-type: none"> <li>• must be a registered voter of the county in which the duties of the office are to be exercised at the time that nomination papers are issued. <b>Govt Code § 24001</b></li> <li>• must have been admitted to practice in the Supreme Court of the State. <b>Gov't Code § 24002.</b></li> </ul>
<b>County Superintendent of Schools</b>	4 year	<ul style="list-style-type: none"> <li>• must be a registered voter of the county in which the duties of the office are to be exercised at the time that nomination papers are issued. <b>Govt Code § 24001</b></li> <li>• no person shall hereafter be elected or appointed to office as county superintendent of schools of any county who does not possess a valid credential issued by the State Board of Education. <b>Ed Code §1206</b></li> </ul>



	<b>term of office</b>	<b>Qualifications:</b>
<b>County Offices</b>		
<b>Sheriff-Coroner</b>	4 year	<ul style="list-style-type: none"> <li>• must be a registered voter of the county in which the duties of the office are to be exercised at the time that nomination papers are issued. <b>Govt Code § 24001</b></li> </ul> <p><b>Must meet one of the following criteria:</b></p> <ul style="list-style-type: none"> <li>• an active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training; or</li> <li>• one year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a master's degree from an accredited college or university; or</li> <li>• two years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a bachelor's degree from an accredited college or university; or</li> <li>• three years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses an associate in arts or associate in science degree, or the equivalent, from an accredited college; or</li> <li>• four years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a high school diploma or the equivalent. <b>Govt Code §24004.3</b></li> </ul>
<b>Special Districts</b>		
<b>Almonte Sanitary District</b>	Two 4 yr terms & One 2 yr term	<ul style="list-style-type: none"> <li>• be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. <b>EC §201</b></li> </ul>
<b>Ross Valley Sanitary District No. 1</b>	Three 4 yr terms	<ul style="list-style-type: none"> <li>• be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. <b>EC §201</b></li> </ul>
<b>City/Town Councils</b>		
<b>City of Belvedere</b>	Two 4 yr terms	<ul style="list-style-type: none"> <li>• be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. <b>EC §201</b></li> </ul>
<b>Town of Ross</b>	Two 4 yr terms	<ul style="list-style-type: none"> <li>• be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. <b>EC §201</b></li> </ul>

**City Council candidates!!: please contact your City/Town Clerk for nomination documents, manuals, and filing requirements.**

## Candidate Nomination Papers

You must file your nomination papers by the specified deadlines.

Our office will provide the following forms:

- Declaration of Intention form (judicial office only)
- Statement of Economic Interests, Form 700
- Signatures In Lieu of Filing Fee Petitions (optional)
- Nomination Petition (with the required number of Sponsor Signatures if required for office)
- Declaration of Candidacy form
- Ballot Designation Worksheet (if requesting a designation)
- Candidate's Statement (optional to file)
- Campaign Finance Statements

### Declaration of Intention – Superior Court Candidates only

To be a candidate for Superior Court Judge you must first file the Declaration of Intention. The filing period for this form is **January 27, 2014 through February 5, 2014** unless there is an extension.

- **Nonrefundable filing fees:** When you file your Declaration of Intention you must pay the nonrefundable filing fee and/or submit the full or prorated amount of signatures in lieu.
- **Office number:** You must declare the office number on your Declaration of Intention See page 4 for the office number.
- **If the incumbent fails to file a Declaration of Intention** by Feb. 5<sup>th</sup> deadline, anyone other than the incumbent may file a Declaration of Intention by Feb. 10, 2014.
- **If an incumbent of a judicial office has filed a declaration of intention but** fails to file nomination papers by March 7<sup>th</sup>, the nomination period will extend to March 12<sup>th</sup>. Any qualified person, other than the incumbent may file nomination papers for the office during this period even though he or she has not filed a Declaration of Intention. This candidate must pay the filing fee when his or her nomination papers are issued.

### Statement of Economic Interests, Form 700

This form is a public document requiring candidates to list their personal assets and income. You must file the *Form 700* along with your other candidate papers.

If you are elected or appointed to office, you must file this form with the appropriate filing officer for your jurisdiction within 30 days of taking office, and then annually. The form and instructions are on our website, and the Fair Political Practices website: [www.fppc.ca.gov](http://www.fppc.ca.gov).

## Signatures in Lieu of Filing Fee Petition

If you are a candidate for an office that requires a filing fee, you may gather signatures of registered voters to help lower the cost of the filing fee. The previous page lists filing fees and the value of each signature needed to offset those fees.

### **Filing period:**

- Judicial Candidates December 27, 2013 – February 5, 2014;
- all other candidates December 27, 2013 – February 20, 2014.

Before you can pick up nomination papers you must either file enough signatures in lieu or pay the filing fee. If you don't have enough signatures you can:

- Submit supplemental petitions; and/or
- Pay a pro-rata fee.

### **Filing fees:**

- are nonrefundable, and must be paid before receiving the rest of your candidate documents.
- Filing fees for Non-Partisan offices may be paid by cash, money order, certified, travelers or personal check made payable to Registrar of Voters.
- Filing fees for Partisan and Voter Nominated offices must be paid by check made payable to the Secretary of State.

**Forms:** We will give you enough forms to cover the required amount of signatures.

### **Circulating Signature Petitions:**

- A candidate may serve as the circulator to collect signatures.
- Any registered voter who is a resident of the jurisdiction can sign a petition for any candidate for whom he/she is eligible to vote.
- Signatures gathered from other counties for a multi-county district office must be delivered and processed at the Elections Office in those counties.
- Anyone 18 years or older, regardless of their state of residence, can circulate nominating papers for signatures.

## Nomination Petition/Sponsor signatures

If you are a candidate for federal, state, judicial, or county office you must file nomination petitions with the minimum number of valid sponsor signatures. Those signing your nomination papers must be a registered voter regardless of their political party, and eligible to vote in your contest.

Each signer will:

- provide his/her printed name, signature, residence address, city, on the petition, and
- sign in the presence of the candidate or circulator.

### Other important things to know

- The petition will not be accepted if any information including the circulator's affidavit is not completed in full.
- The Elections office must receive all nomination petitions by the close of the filing period.
- You can use any of the qualified signatures from your 'signature in lieu' petition for your sponsor signatures.
- A candidate may sign his/her own petition.

### Signatures Required on Nomination Petition

	<u>sponsor signatures</u>	<u>filing fees</u>	<u>signature values</u>
U. S. REPRESENTATIVE IN CONGRESS	40 - 60	\$1,740.00	\$0.58
STATE SENATOR	40 - 60	\$952.91	\$0.317636
STATE ASSEMBLY	40 - 60	\$952.91	\$0.635273
GOVERNOR	65 - 100	\$3,479.74	\$0.347974
LIEUTENANT GOVERNOR	65 - 100	\$2,609.80	\$0.26098
STATE CONTROLLER	65 - 100	\$2,783.78	\$0.278378
STATE TREASURER	65 - 100	\$2,783.78	\$0.278378
ATTORNEY GENERAL	65 - 100	\$3,022.54	\$0.302254
SECRETARY OF STATE	65 - 100	\$2,609.80	\$0.26098
STATE INSURANCE COMMISSIONER	65 - 100	\$2,783.78	\$0.278378
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION	65 - 100	\$3,022.54	\$0.302254
STATE BOARD OF EQUALIZATION DISTRICT 1	40 - 60	\$1,304.90	\$0.24998
JUDICIAL OFFICES (SUPERIOR COURT)	20 - 40	\$1,787.89	\$0.2499846
COUNTY BOARD OF SUPERVISORS	20 - 40	\$977.39	\$0.2499718
ASSESSOR-RECORDER-COUNTY CLERK	20 - 40	\$1,683.55	\$0.2500074
DISTRICT ATTORNEY	20 - 40	\$2,028.62	\$0.2499839
SHERIFF-CORONER	20 - 40	\$1,932.11	\$0.2501113
COUNTY SUPERINTENDENT OF SCHOOLS	20 - 40	\$2,094.75	\$0.25

**Please note:** Filing fees are based on salary data from 2013. Due to salary increases taking effect prior to December 27, 2013, the above listed fees will change for some offices. A fee increase notice will be given to candidates at the start of the signature in lieu period.

## Declaration of Candidacy Form

### When and where to pick up your form

The Declaration of Candidacy form is available starting **February 10, 2014** from the Marin County Elections Office. If you cannot pick up or file this form in person, you may **not** file by fax, but you may:

- Use certified mail or a delivery service: Your signature on the Declaration of Candidacy form must be notarized, **or**
- Send an authorized person to pick up and file your form. Give the authorized person a written, dated, and signed authorization that says:
  - The name of the person you authorized to pick up / file your form, and
  - You know that your form must be properly filled out and filed by the deadline.

*Note:* The authorized person may **not** change or correct anything on your nomination papers.

### Voter Nominated Offices

- state constitutional offices, except Superintendent of Public Instruction
- state legislative offices, and
- U.S. congressional offices

If you're a candidate for a voter nominated office you must indicate on your Declaration of Candidacy whether or not you want your party preference to be printed next to your name on the ballot. If you LIST a party preference, that party will be printed after your name on the ballot. If you do not list a party preference, the words "Party Preference: None" will be printed after your name on the ballot.

- If you choose to put your party preference on the Declaration of Candidacy, you must be registered to vote in that party.
- You must also provide a 10-year history of your party registration which will be posted on the Secretary of State's website.
- The party preference or no preference from the Primary Election ballot will be the same for the General Election ballot.

### Deadline to file your form

The deadline to file all of your papers is: **March 7, 2014, no later than 5 p.m.** If you are running for an office with an extended nomination period the deadline to file will be **March 12, 2014.**

*Note:* Candidates may **not file** a Declaration of Candidacy form for more than one term of office for the same district, or for more than one district or municipal office at a time.<sup>1</sup>

### Name on Ballot

- You can write your nickname, along with your legal name on your form. If you do not write your nickname on the Declaration of Candidacy form, you cannot use it later on other candidate papers.<sup>2</sup>
- Titles and degrees cannot be listed with the candidate's name on the ballot.

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<sup>1</sup> E.C. §§ 8003(b), 10510(b), 10220.5

<sup>2</sup> A.G. Ops 50-87, 5/27/80

## Ballot Designation Requirements

The Ballot Designation goes under your name on the ballot.

You are allowed up to **3 words** that describe your current occupation or incumbency status. If you want a ballot designation, you must fill out a **Ballot Designation Worksheet**<sup>3</sup> and file it with the rest of your candidate papers by the deadline.

If you do *not* want a designation, write “NONE” on your *Declaration of Candidacy form* where it asks for your designation. Also put your initials after the word “NONE.”

California state law says that your designation must describe your current profession, vocation, or what you do – or did – for a living during the 12 months before the filing deadline. The words you choose must be generic and neutral. And the words must be accurate, and not misleading.<sup>4</sup>

Here are some examples: High School Teacher, Scientist, Emergency Department Neurologist.

You may list more than one occupation or vocation, but you are limited to 3 words and you must separate them with a slash. Example: *Professor/Mother/Doctor*

*Note:* If you choose words that are very long, they may be printed in a smaller font size.

### Other ballot designation rules...

You may use the words *community volunteer* if:

- You spend most of your time as a community volunteer,
- You do not have another principal occupation or vocation, and
- You do not add any other words to describe another occupation or vocation.

You may use the word *retired* if:

- You are 55 or older and left your last job or vocation voluntarily,
- Before retiring, you worked in your last profession during the previous year, and
- A main source of your income is from a retirement plan or retirement benefits (or you are eligible to receive retirement benefits)

*Note:* You must not abbreviate *retired* or place it after the word(s) it modifies.

### Special rules for incumbents:

If you are an incumbent, you may use:

- Your elected title, even if the title has more than 3 words  
Example: Board Member, ABC School District
- Your elected title *and* your other occupation or vocation, if you use 3 words or less  
Example: Board Member/Teacher
- The word **Incumbent** (without adding any other words) if you are running for the same office you hold now.

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<sup>3</sup> E.C. §§ 13107.3; Admin. Code §§ 20710-20719

<sup>4</sup> E.C. §§ 13107

If you are an appointed incumbent you may use:

- The words **Appointed Incumbent** (without adding any other words) if you are running for the same office you hold now.  
Example: Appointed Incumbent
- The word **Appointed** along with your current office title.  
Example: Appointed Board Member, ABC School District
- Judicial candidates that were appointed to a judicial seat are not required to use **Appointed**, and can use **Incumbent** instead.

### Some words are not allowed

If you choose words that the law does not allow, the Elections Office will notify you. If you do not provide an acceptable alternative designation by the deadline, no ballot designation will be listed after your name.

Do not use words that...	Examples
Evaluate	Outstanding, leading, expert, virtuous, eminent, best, exalted, prominent, advocate, activist, reformer, pro, anti
Suggest status and do not say your occupation	Taxpayer, patriot, citizen, renter, presidential appointee, husband, wife, scholar, veteran, concerned citizen, activist
Suggest a racial, religious or ethnic group	Asian, Christian, Irish
Suggest a political party	Libertarian, Democrat
Refer to illegal activity	Outlaw, gambler
Suggest previous occupations	Former, ex (You may use retired. See p. 6.)
Name a company, agency or person	Instead of: IBM President, use: Computer Corporation President Instead of: Director, DMV, use: State Agency Director
Mislead	An occasional activity, hobby, or position that takes up little of your time. You may have to give proof to support the accuracy of your designation.

## Candidate Statements

You have the option to file a 200 word candidate statement to be printed in the *Marin County Voter Information Pamphlet*. Congressional, State Senate & Assembly candidates are allowed 250 words.

- Type your statement on a separate piece of paper and attach it to the *Candidate Statement* form provided with your other candidate papers. You must sign your statement.
- File your statement along with your other candidate papers by **5 p.m. on March 7<sup>th</sup>**. If you are running for an office with an extended nomination period, the deadline is **5 p.m. on March 12<sup>th</sup>**.
- If the office you are running for covers more than 1 county, you have the option to print your statement in both counties. To do that, you must file your statement in each county and follow both counties' procedures.
- The deadline to withdraw your statement is by the close of business of the next working day after the close of the nomination period. You'll be refunded the cost of the statement.
- Review your statement **carefully** before you file. You are **not** allowed to correct typos or mistakes so be sure to proofread prior to filing it.
- If you want to change your statement after filing it, your only option is to withdraw as a candidate, and completely re-file as a candidate.

### Content requirements

Your candidate statement can include information about your education, experience and other qualifications. It may not include information about any other candidate, your party affiliation, membership, or activity in any political party organizations.

### Formatting requirements

Submit your statement in **hard copy**. We will reformat your text to meet California's legal requirements listed below. We **cannot** correct typos or other errors the candidate may have made.

- Single-spaced in no more than 4 block paragraphs (no indents)
- No ALL CAPS (use upper and lower case)
- No italics, no bold, no underlining, no highlights
- No extra exclamation points
- No bullets or lists (we will wrap text)
- 200 words maximum for non-partisan offices
- 250 words maximum for assembly, senate, and congressional offices

For more information on how we count words, see page 13.

<b>SAMPLE FORMAT</b>	
<b>STATEMENT OF CANDIDATE FOR MEMBER, CITY COUNCIL</b>	
Greatest City	
<b>JANE DOE</b>	<b>AGE: 21</b>
<b>Occupation: Manager</b>	
<b>Education and Qualifications:</b>	
I can bring to the office a diversity of viewpoints and experience. Born and raised in the San Francisco area, with my family still farming, I can appreciate the concerns of the environmentalists. On the other hand, having been in business since my undergraduate days at college, and with my experience in the rental and real estate field, I appreciate the practical housing choices and frustrations with high rental cost.	
As a Member of the City Council, I would balance the narrow spectrum of views that have dominated the Council the past four years. I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight.	



## Statement Fees

All candidates must pay a fee to have their statement printed in the County Voter Information Pamphlet. If you want your statement translated into Spanish, your fee is doubled and a translation fee is added. The fees are based on the number of district voters, typesetting, printing, and mailing expenses and may vary accordingly.

*Costs are estimated and subject to change*

<b>County Board of Supervisors</b>	<b>Estimated # of Jurisdiction Voters</b>	<b>English printing only</b>	<b>English &amp; Spanish printing</b>
District 1	31,196	\$382	\$864
District 5	28,532	\$362	\$824
<b>County-wide contests</b>			
All offices with 200 word count	151,407	\$1284	\$2668
All offices with 250 word count	151,407	\$1587	\$3275
<b>Special Districts</b>			
Almonte Sanitary District	1,116	\$156	\$412
Ross Valley Sanitary Dist. #1	30,144	\$374	\$848
<b>City/Town Councils</b>			
City of Belvedere	1,497	\$159	\$418
Town of Ross	1,628	\$160	\$420

## State Offices and Voluntary Expenditure Ceilings

State Senate and Assembly candidates who want to purchase space for a 250 word statement in the County Voter Information Pamphlet must accept the voluntary expenditure limits listed in the chart below by filing the [Form 501](#) (Candidate Statement of Intention) with the Secretary of State.<sup>5</sup>

### Expenditure Limits for State Assembly and State Senate Candidates

<b>Office</b>	<b>Primary/Special Election</b>	<b>General/Special Runoff Election</b>
State Assembly	\$520,000	\$909,000
State Senate	\$780,000	\$1,169,000

**U S House of Representatives:** candidates may purchase space for a 250-word statement in the voter information portion of the county pamphlet. This office is not affected by the State's expenditure ceiling however you must contact the FEC for all campaign finance rules, regulations, and reporting.

<sup>5</sup> Government Code § 85601

## Campaign Finance Statements

### Basic Rules for All Candidate Committees

- All campaign finance reports are considered **public** and may be posted online.
- Deposit all campaign funds in a separate bank account that is only for the campaign. You cannot add contributed funds to personal accounts.
- Do not use the same bank account, committee, or committee name that you used in a previous election if you are running for a different office.
- Open a campaign finance committee at any time using a Form 410. You must open a committee once you raise or spend \$1000 for your campaign.
- Record all contributions and expenses of \$25 or more. (Your FPPC Manual offers guidelines for recordkeeping.)
- Document any donation worth \$100 or more, including cash, loans, and in-kind contributions, including the contributor's name, address, occupation, and employer.
- Do **not** use your campaign funds for non-campaign expenses or to make independent expenditures to support or oppose other candidates.
- If you receive \$1000 or more from a single source in the last **90** days before the election, you must disclose it within 24 hours, even if the contributions are from your personal funds. This includes separate contributions from the same source that add up to \$1000 or more.
- Not all Marin County cities and districts have the same campaign contribution limits. To know the limits for your office, contact the local official.

**Important!** Your campaign finance reporting requirements do not end with the election. Be prepared to continuously file reports until you close your committee.

### Federal Offices

If you're running for a federal office (U.S. House of Representatives) you're required to register and file financial activity reports with the **Federal Election Commission**. Federal campaign committees do not file reports with the California Secretary of State or the County of Marin.

### State Offices

If you're a candidate for a State office (such as Governor or State Assembly) you are required to register with the California Secretary of State and file financial activity reports. Candidates and committees who raise or spend more than \$25,000 must electronically file their reports; those who spend or raise less than \$25,000 may file paper reports.

- **Contribution Limits to State Candidates Per Election from Individuals, Business Entities, PAC's**
  - \$4100 for Senate and Assembly
  - \$27,200 for Governor
  - \$6,800 for all other State offices
- **Voluntary Expenditure Ceilings for State Candidates during the Primary election.**
  - The amounts vary by office, and differ for the June and November elections. Visit the FPPC website to find out what the limits are.
  - You must file the Candidate Intention Statement (Form 501) to accept the voluntary expenditure ceiling established for each election.

## Reporting Deadlines for State & Local Candidates

Period Reported	Use this form	Deadline
thru – December 31	460 Semi-Annual	Jan 31, 2014
January 1 – March 17	460 Pre-election	March 24, 2014
March 18 – May 17	460 Pre-election	May 22, 2014
March 5 – June 2	497 Late Contribution Report (for \$1000 or more from a single source)	Within 24 hours
May 18 – June 30	460 Semi-Annual	July 31, 2014

**E-filing!** Local Candidate finance statements can be **e-filed**. It's free, saves time, and you won't have to provide signatures or hard copies. For more information contact the Elections Department.

### Fines and Penalties

The public has the right to see candidates' current financial reports. Candidates who file late deny the public that right. State law gives counties the authority to fine candidates and committees that file late.<sup>6</sup> If you file late, you may be **fined**. You may also face penalties from the state's Fair Political Practices Commission

The fines levied by the Marin County Elections Department are \$10 per day for each day past the deadline until the required report is filed. If the fines are not paid, the Elections office may file a civil action against the candidate/committee for the amount owed. If the reports are not filed, the Elections office will report the candidate/committee to the Enforcement Division of the Fair Political Practices Commission.

The filing officer for Marin County Elections Department is allowed to waive a fine if he finds that the late filing was not intentional or the report was filed before the waiver of liability period ends.

### Reporting Violations

If a committee or candidate has violated any campaign disclosure requirement, any person in the affected jurisdiction may file an action or ask for an injunction.<sup>7</sup> Marin County Elections Office will not investigate or prosecute violations, except for civil actions to collect fines owed.

### Candidate Campaign Finance Forms

The following is a list of forms used by most local candidates. Other reports may be required depending on the committee's activity. Please refer to FPPC Manual 2 for more information.

#### **Form 501 – Statement of Intent**

Candidates for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of personal funds used for the election. Exception: This form is not required if you will not solicit or receive contributions from other persons, and the only expenditures will be from your personal funds used for the filing fee and statement of qualification in the sample ballot. Candidates who file a Form 501 must establish a separate bank account with a financial institution in California, if they accept contributions. Refer to FPPC Manual 2 for more information.

<sup>6</sup> Government Code § 91013

<sup>7</sup> Government Code § 91003

### ***Form 470 – Campaign Statement***

All candidates who have filed a Form 501 must file at least one campaign statement before the election. Candidates may file the Form 470 if they do not have a controlled committee, do not anticipate receiving contributions totaling \$1000 or more during the calendar year, and do not anticipate spending \$1000 or more during the calendar year. The Form 470 is filed once, by the first pre-election due date. If the \$1000 threshold is achieved, candidates must file the Form 470 Supplement, and establish a campaign committee. Please refer to Manual 2 for more information.

### ***Form 410 – Statement of Organization***

Candidates must use Form 410 to establish a campaign committee, no later than within 10 days after the committee has spent or received \$1000 or more. Form 410 is also used to amend changes to the committee, and termination of the committee. By establishing a committee, candidates are required to file periodic campaign statements until the committee is closed. All committees must file the Form 410 with the Secretary of State and their local filing agency. Please refer to Manual 2 for more information.

### ***Form 460 – Recipient Committee Campaign Statement***

Candidate controlled committees are required to use Form 460 to report all campaign activity during scheduled semi-annual and pre-election periods. Statements must be completed fully and accurately, and filed on time per the filing schedule. Please refer to Manual 2 for more information.

### ***Form 497 – Late Contribution Report***

A Late Contribution Report must be filed if a committee controlled by the candidate receives a contribution (including aggregated amounts) from a single source, or makes contributions, totaling \$1,000 or more to a candidate or primarily formed committee during the **90** days prior to the candidate's election.

## **Questions?**

Campaign finance reporting and fund-raising laws change frequently, so make sure you understand your requirements.

If you are a **local** candidate, see the FPPC *Manual 2* or contact:

Dan Miller: [danmiller@marincounty.org](mailto:danmiller@marincounty.org)  
Tel. 415-473-6437 – Fax: 415-473-6447

Candidates for **state** offices may consult the FPPC *Manual 1* or contact:

Fair Political Practices Commission (FPPC)  
428 J Street, Suite 620, Sacramento, CA 95814  
Tel. 866-275-3772, or [www.fppc.ca.gov](http://www.fppc.ca.gov)

Secretary of State, Political Reform Division  
1500 11<sup>TH</sup> Street, Room 495, Sacramento, CA 95814  
Tel. 916-653-6224, or [www.ss.ca.gov/elections](http://www.ss.ca.gov/elections)

Candidates for **federal** offices must contact:

Federal Election Commission:  
800-424-9530, or [www.fec.gov](http://www.fec.gov)

You can find more information and manuals at the Fair Political Practices Commission (FPPC) website: [www.fppc.ca.gov](http://www.fppc.ca.gov).

# What all campaigns need to know...

The candidates and committees must follow strict rules. This section explains the rules for:

- Advertisements
- Signs
- Electioneering

## Advertisings & Mailers – disclaimers required

New state regulations require candidate committees to add disclaimers to most advertisements and communications including electronic media. “Paid for by *committee name*” is the basic disclaimer required by law on most campaign communications sent by a *committee*. Information about political advertising, communications and mass mailings can be found on the FPPC website or the FPPC Manuals.

## Political Signs

Before placing any political sign, make sure you understand the state, county, and city rules.

For questions about the **county rules**:

- See County Code 22.60.030, and
- Contact the Planning Department (Land Use Public and Private Property): 473-6269

To know a **city’s rules**, contact the people listed below. (Each city may have different rules.)

Belvedere	City Clerk	435-8908
Corte Madera	Planning Director	927-5064
Fairfax	Senior Planner	453-1584
Larkspur	City Clerk	927-5110
Mill Valley	Deputy City Clerk	388-4033, ext. 102
Novato	City Clerk	899-8900
Ross	Town Clerk	453-1453
San Anselmo	Administrative Services	258-4652
San Rafael	Public Works	485-3355
Sausalito	City Clerk	289-4100
Tiburon	Planning Department	435-7390

For questions about **state rules**, contact the Department of Transportation, Outdoor Advertising Program: (916) 654-5327

## Electioneering

It is a misdemeanor to do any of these things within *100 feet* of the poll entrance:<sup>8</sup>

- Pass around petitions.
- Try to influence how a voter votes.
- Put up signs about voter qualifications.
- Talk to voters about their qualifications to vote.
- Photograph, film, or record a voter as s/he goes into or leaves a polling place.

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<sup>8</sup> E.C. § 18370

## Information about taking office

### When does an elected official take office?

Before taking office, all elected candidates must take the oath of office after the election results are certified. The June 2014 election will be certified by July 1, 2014.

**Federal Office: U.S. Congress** will take office on January 3, 2015.<sup>9</sup>

**State Senate & State Assembly** will take office on December 1, 2014.<sup>10</sup>

**All other State Offices** will take office on January 5, 2015.<sup>11</sup>

**Superior Court Judges** will take office on January 5, 2015.<sup>12</sup>

**All County elected officials** take office on January 5, 2015.<sup>13</sup>

**Sanitary District** nominees take office at the first meeting of the board following the entry of the statement of the result on the records of the board of supervisors.<sup>14</sup>

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<sup>9</sup> US Constitution ,Article I, § 2, 20<sup>th</sup> Amend., §1

<sup>10</sup> CA Constitution, Article IV, § 2(a)(1) & (3)

<sup>11</sup> CA Constitution, Article V, § 2 & 11

<sup>12</sup> CA Constitution, Article VI, § 16c

<sup>13</sup> Gov. Code § 24200

<sup>14</sup> Health & Safety Code § 6580.1

**\*APPENDIX \***

**How to Count Words**

Candidate statements and ballot measure-related text are limited to a certain number of words. The rules below explain how we count words. These rules are based on California law, and cannot be changed.

Before you file your material, count the words carefully. If you have too many words, we will ask you to revise your text.

<b>Items counted as 1 word:</b>	<b>Examples</b>
Symbols	& # %
Abbreviations & acronyms	Dist., UCLA, U.S.M.C.
Dates written in numerals <i>only</i>	7/21/89
Numbers written in numerals only, including telephone numbers	0, 12, 1,000,000, 415-473-6456
Numerals and letters or symbols that form a single word	100s \$1000 10¢ 12 <sup>th</sup>
Website & e-mail addresses	www.marinvotes.org, elections@marincounty.org
Names of states, counties, cities or towns	New Jersey, County of Marin, Palos Verdes
Hyphenated words listed in a standard U.S. dictionary	Attorney-at-law, ex-president
<b>Items NOT counted as 1 word:</b>	<b>Examples</b>
Dates expressed in words and numerals	July 23, 1999 = 2 words
Names of people	Mary Jane Russell = 3 words
Regional descriptors that do not name a <i>specific</i> state, city, county, or district	Bay Area = 2 words, Marin General Hospital = 3 words
Hyphenated words that are <i>not</i> listed in a standard U.S. dictionary published within the 10 years before the date of the election	
<b>Items NOT counted:</b>	
Punctuation marks	? “ ” ! .
We do <b>not</b> count the words “Education and Qualifications” on a Candidate Statement. We do <b>not</b> count the words that appear before “Education and Qualifications.”	

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **\*APPENDIX \* Ballot Designation Worksheet**

Pursuant to California Elections Code Section 13107.3 and Section 20711 of the California Code of Regulations, this entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write N/A in the space provided. Otherwise the information **MUST** be provided. Upon filing, this worksheet will be a public record.

Candidate Information

Candidate Name: \_\_\_\_\_

Office: \_\_\_\_\_

Home Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s) Business: \_\_\_\_\_ Home/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Attorney Information

Attorney Name (or other person authorized to act in your behalf): \_\_\_\_\_

Address: \_\_\_\_\_

Home Address: \_\_\_\_\_ E-Mail \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s) Business: \_\_\_\_\_ Home/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Proposed Ballot Designation: \_\_\_\_\_

1<sup>st</sup> Alternative: \_\_\_\_\_

2<sup>nd</sup> Alternative: \_\_\_\_\_

You may select as your ballot designation:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a “/”]
- (b) The full title of the public office you currently occupy and to which you were elected
- (c) “Appointed [full title of public office]” if you currently serve by appointment in an elective public office and are seeking election to a different office
- (d) “Incumbent” if you were elected (or, if you are a Superior Court Judge, appointed) to your current public office and seek election to a new term
- (e) “Appointed Incumbent” if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

If your proposed ballot designation includes the word “volunteer,” indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation “community volunteer” if



you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use “community volunteer” together with another designation.

**Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details.** For your reference, attached are Elections Code Sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) Section 20711. You may also wish to consult Elections Code Section 11307.5 (“community volunteer”) and 2 CCR Sections 20712 - 20719- (found at [www.sos.ca.gov](http://www.sos.ca.gov)).

Justification for use of proposed ballot designation:

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Current or Most Recent Job Title: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_

Employer Name or Business: \_\_\_\_\_

Person(s) who can verify this information:

Name(s) \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name(s) \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Before signing below, answer the following questions:**

Does your proposed ballot designation:

- Use only a portion of the title of your current elected office? Yes  No
- Use only the word “Incumbent” for an elective office (other than Superior Court Judge) to which you were appointed? Yes  No
- Use more than three total words for your principal professions, vocations or occupations? Yes  No
- Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? Yes  No
- Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes  No
- Abbreviate the word “retired”? Yes  No
- Place the word “retired” after the words it modifies? Example: Accountant, retired Yes  No
- Use any word or prefix (except “retired”) such as “former” or “ex-” to refer to a former profession, vocation or occupation? Yes  No
- Use the word “retired” along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher Yes  No
- Use the name of a political party or political body? Yes  No
- Refer to a racial, religious, or ethnic group? Yes  No
- Refer to any activity prohibited by law? Yes  No

**If the answer to any of these questions is “Yes,” your proposed ballot designation is likely to be rejected.**

Candidate’s Signature \_\_\_\_\_

Date \_\_\_\_\_

\*APPENDIX\*

Official Filing Form

**ELAINE GINNOLD**  
Registrar of Voters

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County Elections Official

By: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Filed in County of \_\_\_\_\_

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County Elections Official

By: \_\_\_\_\_

Date Received: \_\_\_\_\_

(Secretary of State Use Only)

## Declaration of Candidacy

For use in **PRIMARY ELECTIONS** for  
Voter-Nominated and Nonpartisan Offices  
(Elections Code §§ 200, 8002.5, 8020, 8040, 8121, 8140, 13105)

I hereby declare myself a candidate for nomination/election to the office of \_\_\_\_\_,  
to be voted for at the **Primary Election** to be held on **June 3, 2014**, and declare the following to be true:

My name is \_\_\_\_\_.

**I request my name and ballot designation to appear on the ballot as follows:**

_____ Print Your Name for Use on the Ballot	Candidate initials if preferring no designation:
_____ Print Designation Requested	
A ballot designation is optional. If one is requested, a completed BALLOT DESIGNATION worksheet must be submitted. If no ballot designation is requested, write in the word "NONE" and initial in the box. (Elections Code §§ 13107, 13107.3.)	

NOTE: The Secretary of State (SOS) will publish one of the addresses below in the certified list of candidates and on the SOS website. Please check the appropriate box to indicate which address you wish to be used for this purpose. If no box is checked, the first address listed below will be published. If a business telephone, residence telephone, FAX number, e-mail address, or website are provided, that information will also be published.

Mailing Address: \_\_\_\_\_

City State Zip Code

Residence Address: \_\_\_\_\_  
(Required)

City State Zip Code

Business Address: \_\_\_\_\_

City State Zip Code

Telephone: ( ) ( )

Area Code Business Area Code Residence

FAX and E-mail: ( )

Area Code FAX E-mail

Website: \_\_\_\_\_

**Important: Reverse Side of Page Must Be Completed**

I meet the statutory and constitutional qualifications for this office (including, but not limited to, citizenship and residency).  
I am at present an incumbent of the following public office (if any): \_\_\_\_\_

I have not 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, or for being an official interested in contracts, or becoming a vendor or purchaser at sales, or purchasing scrips or other evidences of indebtedness, in which the official has a financial interest.

If nominated/elected, I will accept the nomination/election and not withdraw.

**A candidate for voter-nominated office shall also complete all of the following:**

1. I hereby certify that:

(a) At the time of presentation of this declaration, as shown by my current affidavit of registration, I have disclosed the following political party preference, if any: \_\_\_\_\_

(b) My complete voter registration and party affiliation/preference history, from 2004 through the date of signing this document\* is as follows:

Party Registration	County	Timeframe By Year (e.g., 2004-2005)
_____	_____	2004 - _____
_____	_____	_____ - _____
_____	_____	_____ - _____

\* Please note that only 10 years of party affiliation/preference history will be provided on the Secretary of State's website. Any information provided regarding affiliation/preference history prior to 2004 will not be included.

2. Pursuant to Section 8002.5 of the Elections Code, select one of the following:

\_\_\_\_\_ Party Preference: \_\_\_\_\_ (insert the name of the qualified political party as disclosed upon your affidavit of registration).

\_\_\_\_\_ Party Preference: None (if you have declined to disclose a preference for a qualified political party upon your affidavit of registration).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Candidate

State of California  
County of \_\_\_\_\_ } ss.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public (or other official)

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
County Elections Official

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in his or her possession which is entitled to be filed under the provisions of the Elections Code. (Elections Code 8.18202)

**Oath of Office**

I, \_\_\_\_\_ «CandFullName» do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature of Candidate

State of California  
County of \_\_\_\_\_ «CountyName» } ss.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public (or other official)

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
County Elections Official