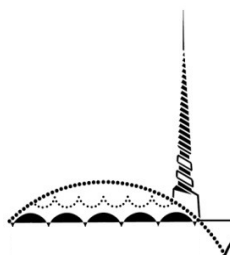


Candidate Guide



**Uniform District Election
November 5, 2013**



Marin County Elections Office

Marin Civic Center ★ 3501 Civic Center Drive, Room 121 ★ San Rafael, CA 94903 ★ (415) 473-6456 ★ www.marinvotes.org

Three basic steps to becoming a candidate....

- 1) Fill out the Candidate Information Form. This form is on our website and at the Elections office. You can fill out this form before coming to our office to receive your candidate papers (***City Council candidates contact your City Clerk***).
- 2) Pick-up your candidate papers at the Elections office. (***City Council candidates pick-up papers at their City Clerk's office***).
- 3) File your completed documents by the deadline. (***Check the Important Dates section of this manual***).

Common questions & answers...

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

You can pick-up your nomination papers beginning July 15 through August 9.

2) Do I have to come in person to your office to pick-up my papers?

Yes, but if you're unable to come in person please see page 5 of this manual for instructions.

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.

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

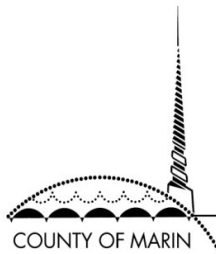
It depends on the jurisdiction of the office you're seeking. This manual provides this information for you.

6) What is a candidate's statement?

It is your Statement of Qualifications, and is published in the sample ballot. It's optional, but it's a way to let the voters in your district know about you. This manual has information about the format and costs 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.



ELECTIONS DEPARTMENT

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

April 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 November 5, 2013 Uniform District Election. You can also find more election information at our website: 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 November 5, 2013 Uniform District 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 November 5, 2013 Election

of days before
election ↓

July 15, 2013 Nomination period opens	113	School District and Special District candidates must pick up nomination packets at the Marin County Elections Office. City and Town Council candidates must pick up and file papers at their City Clerk's office. (Some cities charge a fee.)
August 9, 2013 Nomination period closes	88	Deadline for all candidates and incumbents to: <ul style="list-style-type: none"> • File all required and optional documents, or • Withdraw as a candidate
August 10-19, 2013 Public review of candidate statements	87- 78	During this period, voters can: <ul style="list-style-type: none"> • Get copies of any candidate statement, and • File a <i>Writ of Mandate</i> in Superior Court to make a candidate correct or delete his/her candidate statement.
August 14, 2013 Extended nomination period	83	If an incumbent does not file by the August 9, 2013 deadline, a candidate for the incumbent's office may file or withdraw as a candidate by this date.
August 15-24, 2013 Public review of candidate statements filed in extended nomination period	82- 73	During this period, voters can: <ul style="list-style-type: none"> • Get copies of any candidate statement filed during this extended period, and • File a Writ of Mandate in Superior Court to make a candidate correct or delete his/her candidate statement filed during this period.
August 15, 2013 Random alphabet drawing	82	At 11 a.m., the Secretary of State does a random drawing to decide the order of candidate names on the ballot. If more than 1 candidate's last name starts with the same letter, the next letters of the last name will decide the order.
September 6, 2013 Overseas & Military Ballots	60	Marin County's Elections Office starts mailing overseas and military voters' ballots.
Sep. 9 – Oct. 22, 2013 Write-in candidates	57-14	<ul style="list-style-type: none"> • City Council Write-In Candidates: Pick up and file your papers at your City Clerk's Office. • School and special district Write-In Candidates: Pick up and file your papers at Marin County's Elections Office.

of days before
election ↓

September 26, 2013 Sample Ballot Mailing	40	Marin County Elections Office starts mailing Voter Information Pamphlets to all registered voters in the county.
September 26, 2013 Campaign finance		Candidates must file at least 1 campaign finance statement by this date. Candidates who have campaign finance committees must report all financial activity from the date of their last statement through 9/30/13.
October 7, 2013 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 get and vote a ballot at the Elections Office, starting this date.
October 21, 2013 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.
October 24, 2103 Campaign finance		Candidates who have campaign finance committees must report all financial activity from the date of their last statement through 10/19/13.
October 29, 2013 Deadline to apply for vote-by-mail ballots by mail	7	This is the last day the Elections Office can receive vote-by-mail applications sent by U.S. Mail. Voters who miss this deadline can pick up a vote-by-mail ballot at the Elections Office until 8:00 pm, November 5, 2013. Beginning 7 days before the election, voters who are unable to get to the elections office can authorize someone to pick up and return their ballots to the Elections Office or to any polling place on election day.
November 5, 2013 Election Day		Marin County Elections Office and the polls are open 7 a.m. – 8 p.m.
November 14, 2013 Manual Tally	+9	At 9 a.m., Marin County Elections Office randomly selects 1% of the precincts to count votes by hand (manual tally).
December 3, 2013 Election certification	+28	Marin County Elections Office must certify the county's election results by this date.

Offices Open for Nomination

For the November 5, 2013 Election

School Districts

The following School District offices are open for nomination. Candidates must live in and be registered to vote in the district. They must also meet state law and constitutional requirements.¹

School Districts	Open Seats	
	Full Term	Short Term
County Board of Education...		
Trustee Area No. 3	1	
Trustee Area No. 5	1	
Trustee Area No. 6	1	
Dixie School	3	
Kentfield School	3	
Laguna Joint School ***	2	
Lagunitas School	3	
Larkspur/Corte Madera School	3	
Lincoln School	2	
Marin Community College	3	
Mill Valley School	3	
Nicasio School	2	
Novato Unified School	3	
Reed Union School	3	
Ross School	3	
Ross Valley School	2	
San Rafael School **	2	
Shoreline Unified School...		
Trustee Area No. 1	2	
Trustee Area No. 2	1	
Tamalpais Union High School	3	
Union Joint School ***	2	

** Pick up and file papers with the City Clerk.

*** Pick up and file papers from the county elections office where you live.

Special Districts

The following Special District offices are open for nomination. Candidates must be registered to vote in the district.²

Special Districts	Open Seats	
	Full Term	Short Term
Bel Marin Keys Community Services	2	
Marin City Community Services	3	
Marinwood Community Services	2	1
Muir Beach Community Services	3	
Tamalpais Community Services	2	
Tomales Community Services	3	1
Kentfield Fire Protection	3	
Novato Fire Protection	2	
Sleepy Hollow Fire Protection	1	
Southern Marin Fire Protection	4	2
Stinson Beach Fire Protection	2	
Tiburon Fire Protection **	3	
Bolinas Community Public Utility	3	
Inverness Public Utility	2	1
Alto Sanitary	2	
Homestead Valley Sanitary	2	
Las Gallinas Valley Sanitary	3	
Novato Sanitary	3	
Richardson Bay Sanitary	3	
Sausalito/Marin City Sanitary	3	
Sanitary No. 5 – Tiburon	2	1
North Marin Water ****	2	

**** Sonoma candidates must file in Marin County.

¹ Ed. Code § 35107

² Gov. Code § 24001

City and Town Council Members

The following cities and towns have Council Member seats open for nomination. Candidates must be registered to vote in the incorporated city district.³ Candidates pick up and file their papers with the Clerk of the City or Town where they live. Some towns and cities charge a filing fee.

Cities / Towns	Open Seats	
	Full Term	Short Term
Corte Madera	3	
Fairfax	3	1
Larkspur	3	
Mill Valley	2	
Novato	2	
San Anselmo	3	1
San Rafael	2	
Tiburon	3	

³ Gov. Code § 36502

Candidate Nomination Papers

Candidates must file these forms by the deadline:

- Declaration of Candidacy form
- Signature pages with at least 20 sponsor signatures (if required by your jurisdiction)
- Ballot Designation Worksheet (if requesting a designation)
- Candidate's Statement (optional to file)
- Statement of Economic Interests, Form 700
- Campaign Finance Statements

Declaration of Candidacy Form

When and where to pick up your form

The Declaration of Candidacy form is available starting **July 15, 2013**. A sample of this form is in the Appendix section of this manual.

Councilmember candidates pick up and file this form and other required papers **in person** at the Clerk's Office in the City or Town where they live.

Candidates for all other offices pick up and file this form and other required papers **in person** at the Marin County Elections Office.

If you cannot pick up or file 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 August 9, 2013, 5 p.m. deadline.

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

Deadline to file your form

Unless you are running for an office with an extended nomination period, the deadline to file all of your papers is: **August 9, 2013, 5 p.m.**

Can I use a nickname on my Declaration of Candidacy form?

Yes. 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.⁴

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 office at a time.⁵

⁴ A.G. Ops 50-87, 5/27/80

⁵ E.C. §§ 8003(b), 10510(b), 10220.5

Ballot Designations

You may have up to **3 words** that describe your current occupation or incumbency status placed on the ballot. These words are called your *ballot designation*. To request a ballot designation, you must fill out a *Ballot Designation Worksheet*⁶ (sample in the Appendix section), and file it with your other 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.

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

You may list more than one occupation or vocation if you do not use more than 3 words and you 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 or occupation for at least 5 years, 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.

Titles and degrees cannot be listed with the candidate’s name on the ballot.⁷

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.

⁶ E.C. §§ 13107. 13107(a)(3) and (c)(1)(2), 13107.3; Admin. Code §§ 20710-20719

⁷ E.C. § 13106

If you are an appointed incumbent (except to a judicial office), 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

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

Candidates are allowed to file a statement that gives more information about their education and qualifications. This statement will be printed in the *Voter Information Pamphlet*.

Deadline to file your statement

File your statement along with your other candidate papers. Unless you are running for an office with an extended nomination period, the deadline is: **August 9, 2013, 5 p.m.**⁸

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 contact each county and follow both counties' procedures.

How to Submit Your Statement

You may type your statement on the *Candidate Statement* form provided with your other candidate papers. Or you can type and print your form on a separate piece of paper and attach it to that form. You must sign your statement.

If you provide a statement, review it **carefully** before you file it. After you file it, you are **not** allowed to correct typos or mistakes. You can only ask to correct typesetter errors. If you do not want your statement printed as is, your only option is to withdraw it. The deadline to withdraw it is: August 10, 2013 by 4:30 p.m.⁹ If you withdraw the statement, we will refund your fee.

Formatting requirements

Submit your statement in **hard copy**, following these rules:

- Single-spaced in 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
- 200 words maximum for non-partisan offices
- 250 words maximum for partisan state and congressional offices

If you do not follow these rules, we will reformat your text to meet California's legal requirements. We **cannot** correct any typos or other errors the candidate may have made.

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

SAMPLE FORMAT	
STATEMENT OF CANDIDATE FOR MEMBER, CITY COUNCIL	
Greatest City	
JANE DOE	AGE: 21
Occupation: Manager	
Education and Qualifications:	
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.	

⁸ If you filed during the extended nomination period, the deadline is: August 14, 2013 by 5 p.m.

⁹ If you filed during the extended nomination period, the deadline is: August 14, 2013 by 5 p.m.

Content requirements

Only include information about your education, experience and other qualifications. Do not include information about any other candidate, your party affiliation, membership, or activity in any political party organizations.

Fees

All candidates must pay a fee to have their statement printed in the voter's sample ballot. If you want your statement translated to Spanish, your fee is doubled plus a translation fee. The fees are based on the number of district voters and vary accordingly. See the Fee Schedule on page 15.

If you are a candidate for a State Senate and Assembly office, and you want your statement printed in the State pamphlet and/or sample ballot, you must first accept campaign-spending limits. To do that file [Form 501](#) (*Candidate Statement of Intention*) with the Secretary of State's Political Reform Division.¹⁰

Statement of Economic Interests, Form 700

You must file *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.

Campaign Finance Statements

Basic Rules for All Candidates

- 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. Do not mix your personal and campaign funds.
- 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 contribution is 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. See your manuals for more information.

¹⁰ Gov. Code § 85601

Reporting Deadlines

If you file late, you may be **fin**ed. You may also face penalties from the state's Fair Political Practices Commission. Here are the deadlines for local candidates and their committees:

Period Reported	Use this form	Deadline
Jan 1 – June 30	460 Semi-Annual	July 31, 2013
July 1 – Sept 21	460 Pre-election	Sept 26, 2013
Sept 22 – Oct 19	460 Pre-election	Oct 24, 2013
Aug 7 – Nov 5	497 Late Contribution Report <i>(for \$1000 or more from a single source)</i>	Within 24 hours
Oct 20 – Dec 31	460 Semi-Annual	Jan 31, 2014

New! Candidate finance statements can be **e-filed**. E-filing is free, it will save 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 of that right. State law gives this county the authority to fine candidates and committees that file late.¹¹

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.¹² Marin County Elections Office does not investigate or prosecute violations, except for civil actions to collect fines owed.

¹¹ Government Code § 91013

¹² Government Code § 91003

Questions?

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

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

Dan Miller: danmiller@marincounty.org
3501 Civic Center Dr, Room 121, San Rafael, CA 94903
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
www.fppc.ca.gov

Secretary of State, Political Reform Division
1500 11TH Street, Room 495
Sacramento, CA 95814
Tel. 916-653-6224
www.ss.ca.gov/elections

Candidates for **federal** offices must contact:

Federal Election Commission:
800-424-9530
www.fec.gov

You can find more information and manuals at the Fair Political Practices Commission (FPPC) website: 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

Advertising

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:¹³

- 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.

¹³ E.C. § 18370

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.

Items counted as 1 word:	Examples
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 th
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
Items NOT counted as 1 word:	Examples
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	
Items NOT counted:	
Punctuation marks	? “ ” ! .
We do not count the words “Education and Qualifications” on a Candidate Statement. We do not count the words that appear before “Education and Qualifications.”	

Note: _____

Candidate's Costs...

...for the November 5, 2013 Election

The costs for these items are listed on the next page:

- Candidate Statements (based on a 200-word statement)
- Precinct maps
- CDs of voter files with information about voters by jurisdiction

The costs of the Candidate Statements listed on the next page are estimates and are subject to change as the number of voters in each district changes. The exact cost will be known at the start of candidate filing on July 15, 2013.

Filing Fees may be required...

...depending on the jurisdiction of the office you're seeking. Contact the Elections office, or the City/Town Clerk's office for Council Candidates, to find out if you're required to pay a filing fee.

Candidate Statement Fees

School Districts	Estimated # of Voters	English only	English & Spanish
County Board of Education			
Trustee Area No. 3	22,805	\$319	\$738
Trustee Area No. 5	24,284	\$330	\$760
Trustee Area No. 6	25,718	\$341	\$782
Dixie School	13,818	\$252	\$604
Kentfield School	8,103	\$209	\$518
Laguna Joint School ***	123	\$149	\$398
Lagunitas School	2,691	\$168	\$436
Larkspur/Corte Madera School	9,300	\$218	\$536
Lincoln School	69	\$149	\$398
Marin Community College	154,251	\$1,305	\$2,710
Mill Valley School	21,170	\$307	\$714
Nicasio School	451	\$151	\$402
Novato Unified School	34,519	\$407	\$914
Reed Union School	9,273	\$218	\$536
Ross School	1,926	\$162	\$424
Ross Valley School	16,683	\$273	\$646
San Rafael School	38,477	\$437	\$974
Shoreline Unified School	2,541	\$167	\$434
Trustee Area No. 1			
Trustee Area No. 2			
Tamalpais Union High School	78,704	\$738	\$1,576
Union Joint School ***	40	\$148	\$396

Special Districts	Estimated # of Voters	English only	English &
Bel Marin Keys Community Services	1,126	\$156	\$412
Marin City Community Services	1,477	\$159	\$418
Marinwood Community Services	3,176	\$172	\$444
Muir Beach Community Services	288	\$150	\$400
Tamalpais Community Services	4,160	\$179	\$458
Tomales Community Services	138	\$149	\$398
Kentfield Fire Protection	4,526	\$182	\$464
Novato Fire Protection	34,553	\$407	\$914
Sleepy Hollow Fire Protection	1,729	\$161	\$422
Southern Marin Fire Protection	17,804	\$282	\$664
Stinson Beach Fire Protection	493	\$152	\$404
Tiburon Fire Protection **	5,052	\$186	\$472
Bolinas Community Public Utility	859	\$154	\$408
Inverness Public Utility	532	\$152	\$404
Alto Sanitary	693	\$153	\$406
Homestead Valley Sanitary	1,812	\$162	\$424
Las Gallinas Valley Sanitary	18,386	\$286	\$672
Novato Sanitary	32,285	\$390	\$880
Richardson Bay Sanitary	6,171	\$194	\$488
Sausalito/Marin City Sanitary	7,421	\$204	\$508
Sanitary No. 5 – Tiburon **	4,232	\$180	\$460
North Marin Water ***	36,413	\$421	\$942

** District pays for Candidates' Statement of Qualifications.

*** Shared district with Sonoma County.

Cities / Towns	Estimated # of Voters	English only	English & Spanish
Corte Madera	6,047	\$193	\$486
Fairfax	5,440	\$189	\$478
Larkspur	8,297	\$210	\$520
Mill Valley	9,827	\$222	\$544
Novato	29,694	\$371	\$842
San Anselmo	8,574	\$212	\$524
San Rafael	29,592	\$370	\$840
Tiburon	6,051	\$193	\$486

Other Costs	Estimated cost	Description
Precinct Maps	\$15 per map	Size: 36" x 48" each.
	\$60 for 4 maps	The 4-map set covers the whole county.
Voter Files (CDs)	\$72 –County	(>100,000 voters)
	\$48 –Medium jurisdiction	(50,001–100,000 voters)
	\$24 –Small jurisdiction	(<50,001 voters)

Information about taking office

What happens if there are not enough candidates to fill a district's open seats?

For **special districts**...

If the number of candidates is equal to the number of open offices in that district, there will be no election. The Board of Supervisors will appoint the candidates at a County Board meeting.

If there are fewer candidates than open offices in that district, there will be no election. The Board of Supervisors will appoint any qualified person(s) at a County Board meeting held prior to the Monday before the first Friday in December. The appointed people will take office at the district's next board meeting.¹⁴

For **school districts**...

If the number of candidates is equal to the number of open offices in that district, there will be no election. The School Board will appoint the candidates at the district's next board meeting.

If there are fewer candidates than open offices in that district, there will be no election. The School Board will appoint any qualified person(s) at a School Board meeting, which must be held before the election. The appointed people will take office at the district's next board meeting.¹⁵

When does an elected official take office?

Before taking office, all elected candidates must wait until the election results are certified, then take an oath of office. The November 5, 2013 election will be certified by December 3, 2013.

City or Town **Council Members** take office at the next regularly scheduled council meeting after the election results are certified.¹⁶

School District and **Special District** candidates take office on/by December 6, 2013, at 12 noon. The Elections Department will prepare and send the oaths to the Districts, who will arrange to have the oaths administered on or before that date.¹⁷

¹⁴ E.C. § 10515

¹⁵ Ed. Code §§ 5328, 5328.5

¹⁶ E.C. § 10263(b)

¹⁷ E.C. § 10554, Ed. Code 5017

*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 Name: _____

Office: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

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: _____

First Alternative: _____

Second 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).

Justification for use of proposed ballot designation: _____

Candidate’s Signature _____

Date _____

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?
- Use only the word “Incumbent” for an elective office (other than Superior Court Judge) to which you were appointed?
- Use more than three total words for your principal professions, vocations or occupations?
- Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent?
- Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation?
- Abbreviate the word “retired”?
- Place the word “retired” after the words it modifies? Example: Accountant, retired
- Use any word or prefix (except “retired”) such as “former” or “ex-” to refer to a former profession, vocation or occupation?
- Use the word “retired” along with a current profession, vocation, or occupation?
Example: Retired Firefighter/Teacher
- Use the name of a political party or political body?
- Refer to a racial, religious, or ethnic group?
- Refer to any activity prohibited by law?

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

Candidate’s Signature _____ Date _____

APPENDIX

Declaration Of Candidacy

ELAINE GINNOLD
Registrar of Voters

County Elections Official

By: _____

Date Issued: _____

For **NON-PARTISAN** Offices
(Elections Code §§ 200, 8002.5,
8020, 8040, 8121, 13105)

County Elections Official

By: _____

I hereby declare myself a candidate for nomination to the office of «OfficeTitle», «BallotSubHdg», to be voted for at the «ElectionDesc» to be held on «ElectionDate», and declare the following to be true:

My name is _____ «CandFullName» _____.

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.)

Mailing Address: «MailAddr1» _____

«MailAddr2» _____

City State Zip Code

Residence Address: «ResidenceAddr1» _____

(Required) «ResidenceAddr2» _____

City State Zip Code

Business Address: _____

City State Zip Code

Telephone: «Phone» «AltPhone»

Area Code Daytime Area Code Evening

FAX and E-mail: «FaxNo» «EmailAddress»

Area Code FAX E-mail

Website: «WebAddress» _____

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): _____.

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

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 § 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