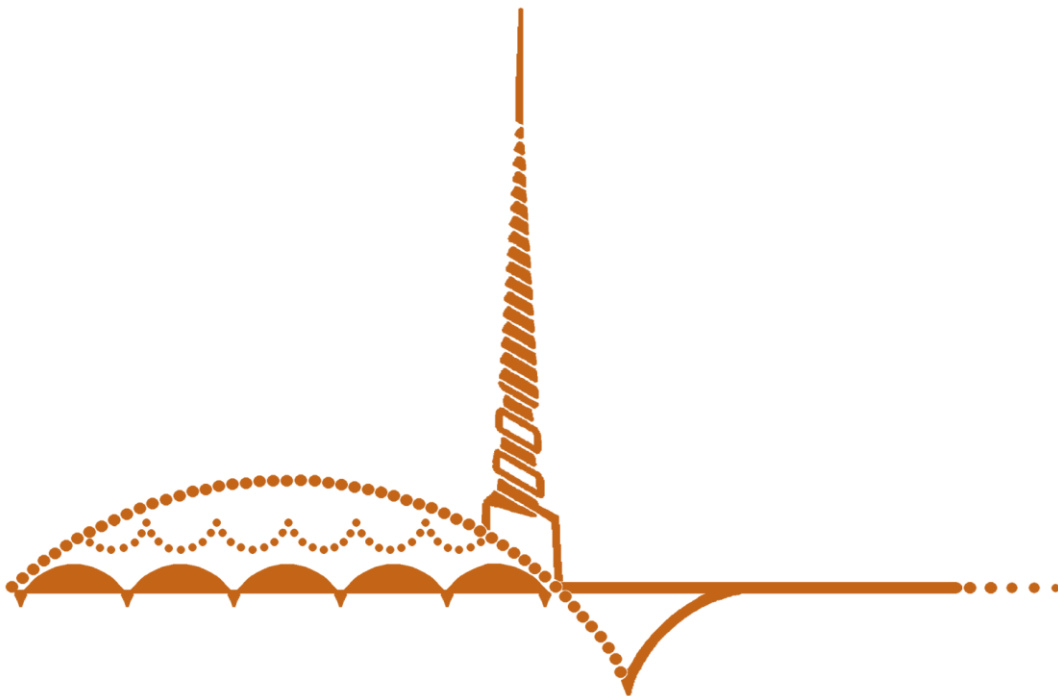


Candidate Guide

**Uniform District Election
November 3, 2015**



Marin County Elections Office

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

Common questions & answers...

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

Candidates can pick-up nomination papers beginning July 13 thru August 7, 2015.

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 Application 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 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?*

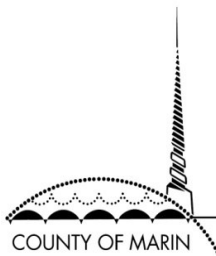
Yes there are rules. Whether flyers, yard signs, or internet ads, make sure you're aware of all campaign finance rules. These rules and all other campaign finance information are in the FPPC finance manuals on their website: www.fppc.ca.gov.

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.

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

Our website 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.

March 2015

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 3, 2015 Uniform District Election. You can also find more election information at our website: www.marinvotes.org, by going to *Featured Links* and clicking on *How Do I?*

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,

Lynda Roberts
Registrar of Voters

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

Table of Contents

Important Dates for the Next Election	1-2
Offices Open for Nomination	3-5
Candidate Nomination Papers	
Declaration of Candidacy Form	6
Statement of Economic Interests Form 700	7
Nomination Petition (sponsor signatures)	7
Ballot Designation Requirements	7-8
Candidate Statement Requirements	9
Candidate Statement Fees	10-11
Campaign Finance Statements	12-14
What all campaigns need to know...	
Advertising & Mailers	15
Political Signs	15
Electioneering	15
Information about taking office	16
Appendix	
How to Count Words	
Ballot Designation Worksheet sample	
Declaration of Candidacy Form sample	

Important Dates

for the November 3, 2015 Election

of days before
election ↓

July 13, 2015 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>
August 7, 2015 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
Aug 8 thru Aug 17, 2015 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.
Aug 8 thru Aug 12, 2015 Extended nomination period begins	87 - 83	This nomination period will open if an incumbent does not file by the August 7 th deadline. <i>Incumbents may not file during this period.</i>
Aug 13 thru Aug 22, 2015 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, and • File a <i>Writ of Mandate</i> in Superior Court.
August 13, 2015 Random alphabet drawing	82	The Secretary of State conducts a random drawing to decide the order of candidate names on the ballot.
September 4, 2015 Overseas & Military Ballots	60	Marin County Elections Office starts mailing ballots to overseas and military voters.
Sept 8 thru Oct 20, 2015 Write-in candidates <i>(period begins Labor Day)</i>	57 - 14	Write-In Candidates pick up and file your papers at the Marin County Election Office. <i>City Council Write-In Candidates must pick up and file papers with their respective City Clerk's office.</i>
September 24, 2015 Sample Ballot Mailing	40	Marin County Elections Office starts mailing Voter Information Pamphlets to all registered voters in the county.
September 24, 2015 Campaign finance	40	Candidates must file at least 1 campaign finance statement by this date regardless of their level of activity.

Important Dates

for the November 3, 2015 Election

of days before
election ↓

October 5, 2015 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.
October 19, 2015 Voter Registration deadline	15	This is the last day to register to vote in this election. Voter registration forms received by mail must be postmarked by this date.
October 22, 2015 Campaign finance		Candidates who have campaign finance committees must report all financial activity from the date of their last statement through 10/17/15.
October 27, 2015 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, November 3, 2015.
November 3, 2015 Election Day	0	Marin County Elections Office and the polls are open 7 a.m. – 8 p.m.
November 16, 2015 Manual Tally	+13	At 9 a.m., Marin County Elections Office randomly selects 1% of the precincts to count votes by hand (manual tally).
December 3, 2015 Election certification	+30	The deadline for the Marin County Elections Office to certify the county's election results.

Offices Open for Nomination

for the November 3, 2015 Election

The number that follows the name of the jurisdiction is the number of seats available for nomination. All seats listed here are 4-year terms, also known as full terms. A short term due to the vacancy of an existing incumbent is not listed on this page but will be made available at a later date.

SCHOOL DISTRICTS – *Governing Board Members/Trustees*

County Board of Education: *One seat each for Trustee Areas No. 1, No. 2, No. 4, No. 7*

Dixie School District: *Two*

Kentfield School District: *Two*

Laguna Joint School District: *One ***

Lagunitas School District: *Two*

Larkspur-Corte Madera School District: *Two*

Lincoln School District: *One*

Marin Community College District: *Four*

Mill Valley School District: *Two*

Nicasio School District: *One*

Novato Unified School District: *Four*

Reed Union School District: *Two*

Ross School District: *Two*

Ross Valley School District: *Three*

San Rafael School District: *Three **

Tamalpais Union High School District: *Two*

Union Joint School District: *One ***

Shoreline Unified School District: *One for Trustee Area 1; One for Trustee Area 2; Two for Trustee Area 3*

** Nomination papers issued by City Clerk*

*** Nomination papers issued from candidate's county of residence (Marin or Sonoma)*

School District Qualifications:

- *Candidates must be a registered voter in the district who is not disqualified by the Constitution or laws of the state from holding a public office. (Education Code §35107)*
- *A Board of Education candidate must be an elector of the trustee area which he or she represents and shall be elected by the electors of the trustee area. (Education Code §1000)*
- *Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools or any member of his or her staff, or any employee of a school district that is within the jurisdiction of the county board of education. (Education Code 1006)*

CITY/TOWN ELECTIONS - *Nomination papers issued by City/Town Clerk*

City of Larkspur: *Two council members*

City of Mill Valley: *Three council members*

City of Novato: *Three council members*

City of San Rafael: *Two council members; One mayor; One city clerk; One city attorney*

Town of Corte Madera: *Two council members*

Town of Tiburon: *Two council members*

Town of Fairfax: *Two council members; One town clerk; One town treasurer*

Town of San Anselmo: *Two council members; One town clerk; One town treasurer*

Offices Open for Nomination

for the November 3, 2015 Election

The number that follows the name of the jurisdiction is the number of seats available for nomination. All seats listed here are 4-year terms, also known as full terms. A short term due to the vacancy of an existing incumbent is not listed on this page but will be made available at a later date.

COMMUNITY SERVICE DISTRICTS - *Directors*

Bel Marin Keys CSD: *Three*

Marin City CSD: *Two*

Marinwood CSD: *Three*

Muir Beach CSD: *Two*

Tamalpais CSD: *Three*

Tomaes Village CSD: *Two*

FIRE PROTECTION DISTRICTS - *Directors*

Kentfield Fire District: *Two*

Novato Fire District: *Three*

Sleepy Hollow Fire District: *Two*

Southern Marin Fire District: *Three*

Stinson Beach Fire District: *Three*

Tiburon Fire District: *Two*

SANITARY DISTRICTS - *Directors*

Alto Sanitary District: *Three*

Homestead Valley Sanitary District: *Three*

Las Gallinas Valley Sanitary District: *Two*

Novato Sanitary District: *Two*

Richardson Bay Sanitary District: *Two*

Sausalito-Marín City Sanitary District: *Two*

Sanitary District No. 5 - Tiburon: *Three*

OTHER DISTRICTS - *Directors*

Bolinas Community Public Utility District: *Two*

Inverness Public Utility District: *Three*

North Marin Water District: *Three*

Special District Qualifications:

- *Candidates must be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the candidate. (Election Code §201)*
- *Any additional qualifications determined by the principal act of the district.*

Addendum
November 3, 2015 Election
Short Term Offices Open for Nomination – 2 Year Term
Seats were not previously included in the Candidate Guide.

SCHOOL DISTRICTS

Short Term Seats

Laguna Joint School District	1
Larkspur-Corte Madera School District	1
Tamalpais Union High School District	1

COMMUNITY SERVICE DISTRICTS

Short Term Seats

Muir Beach CSD	1
Tomales Village CSD	1

FIRE PROTECTION DISTRICTS

Short Term Seats

Kentfield Fire District	1
Novato Fire District	1

SANITARY DISTRICTS

Short Term Seats

Novato Sanitary District	1
Richardson Bay Sanitary District	2
Sanitary District No. 5 – Tiburon	1

PUBLIC UTILITY DISTRICTS

Short Term Seats

Inverness Public Utility District	1
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Candidate Nomination Papers

You must file your nomination papers by the specified deadlines.

Our office will provide or explain how to find the following forms:

- Declaration of Candidacy form
- Statement of Economic Interests, Form 700
- Nomination Petition with the required number of sponsor signatures if required for office.
- Ballot Designation Worksheet (if requesting a designation)
- Candidate's Statement (optional to file)
- Campaign Finance Statements

Declaration of Candidacy Form

When and where to pick up your form

The Declaration of Candidacy form is available starting **July 13, 2015** 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.

Deadline to file your form

The deadline to file all of your papers is: **August 7, 2015, no later than 5 p.m.** If you are running for an office with an extended nomination period the deadline to file will be **August 12, 2015.**

Note: Candidates may **not file** nomination forms for more than one term of office for the same district, or for more than one district or municipal office at the same election.¹

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.²
- Titles and degrees cannot be listed with the candidate's name on the ballot.

¹ E.C. §§ 10510(b), 10220.5

² A.G. Ops 50-87, 5/27/80

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.

Nomination Petition

City and Towns are the only offices requiring sponsor signatures for candidate nomination. Contact your City or Town Clerk for details and forms.

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**³ 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.⁴

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.

³ E.C. §§ 13107.3; CA Admin. Code – Elections §§ 20710-20719

⁴ E.C. §§ 13107

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.

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*. The following page contains the cost of a statement for each district.

- 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 Aug. 7th**. If you are running for an office with an extended nomination period, the deadline is **5 p.m. on Aug 12th**.
- 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 the Appendix section of this book.

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.	

~NEW~ Electronic version of your candidate statement

A Word version of your candidate statement is now required. It must be emailed to the Election Office by the date requested when you file your nomination papers, and must be an exact version of the required hard copy of your statement. Variations will not be accepted.

Candidate Statement Fees

The costs of candidate statements printed in the County Voter Information Pamphlet are listed below. If you want your statement translated into Spanish, your fee is doubled and a translation fee is added. The fees are based on typesetting, printing, mailing expenses, and the number of registered voters in specific districts based on the report to the Secretary of State of 2/11/15.

<u>SCHOOL DISTRICTS</u>	<i>English</i>	<i>English & Spanish</i>	<i># of registered voters</i>
Dixie School District	\$245	\$590	13,028
Kentfield School District	\$205	\$510	7,542
Laguna Joint School District	\$150	\$400	112
Lagunitas School District	\$167	\$434	2,504
Larkspur-Corte Madera School District	\$215	\$530	8,865
Lincoln School District	\$150	\$400	72
Marin Community College District	\$1,230	\$2,560	144,426
Mill Valley School District	\$295	\$690	19,681
Nicasio School District	\$150	\$400	408
Novato Unified School District	\$393	\$886	32,658
Reed Union School District	\$212	\$524	8,588
Ross School District	\$162	\$424	1,816
Ross Valley School District	\$267	\$634	15,829
San Rafael School District	\$418	\$936	35,941
Tamalpais Union High School District	\$700	\$1,500	73,519
Union Joint School District	\$150	\$400	37
County Board of Education			
Trustee Area No. 1	\$298	\$696	19,991
Trustee Area No. 2	\$245	\$590	12,869
Trustee Area No. 4	\$330	\$760	24,295
Trustee Area No. 7	\$295	\$690	19,488
Shoreline Unified School District			
Trustee Area No. 1	\$160	\$420	1,685
Trustee Area No. 2	\$150	\$400	367
Trustee Area No. 3	\$150	\$400	256

~continued on next page~

<u>CITIES/TOWNS</u>	<i>English</i>	<i>English & Spanish</i>	<i># of registered voters</i>
Corte Madera	\$190	\$480	5,697
Fairfax	\$185	\$470	5,128
Larkspur	\$207	\$514	7,863
Mill Valley	\$217	\$534	9,191
Novato	\$358	\$816	28,055
San Anselmo	\$210	\$520	8,163
San Rafael	\$355	\$810	27,584
Tiburon	\$190	\$480	5,658

<u>SPECIAL DISTRICTS</u>	<i>English</i>	<i>English & Spanish</i>	<i># of registered voters</i>
Bel Marin Keys CSD	\$155	\$410	1,099
Marin City CSD	\$158	\$416	1,344
Marinwood CSD	\$170	\$440	3,062
Muir Beach CSD	\$150	\$400	256
Tamalpais CSD	\$177	\$454	3,889
Tomales Village CSD	\$150	\$400	122
Kentfield Fire District	\$180	\$460	4,166
Novato Fire District	\$393	\$886	32,692
Sleepy Hollow Fire District	\$160	\$420	1,627
Southern Marin Fire District	\$270	\$640	16,348
Stinson Beach Fire District	\$150	\$400	452
Tiburon Fire District	\$183	\$466	4,695
Bolinas Public Utility District	\$155	\$410	806
Inverness Public Utility District	\$152	\$404	499
Alto Sanitary District	\$153	\$406	650
Homestead Valley Sanitary District	\$160	\$420	1,674
Las Gallinas Valley Sanitary District	\$278	\$656	17,380
Novato Sanitary District	\$377	\$754	30,544
Richardson Bay Sanitary District	\$190	\$480	5,641
Sausalito-Marín City Sanitary District	\$200	\$500	6,752
Sanitary District No. 5 Tiburon	\$177	\$454	3,897
North Marin Water District	\$405	\$910	34,412

If the contest you've applied for does not go on the ballot due to a lack of candidates, your statement will not be printed in the voter pamphlet and your check will be returned.

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.
- All committees are required to pay an annual fee of \$50 payable to the Secretary of State. To avoid paying another annual fee for the following year, close your committee by Dec. 31st.

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

Reporting Deadlines for Local Candidates

Period Reported	Use this form	Deadline
thru – June 30, 2015	460 Semi-Annual	July 31, 2015
July 1 – Sept. 19	460 Pre-election	Sept. 24, 2015
Aug. 6 – Nov. 3	497 Late Contribution Report <i>(for \$1000 or more from a single source)</i>	Within 24 hours
Sept. 20 – Oct. 17	460 Pre-election	Oct. 22, 2015
Oct. 18 – Dec. 31	460 Semi-Annual	Feb. 1, 2016

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 at 415-473-6437.

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.⁵ 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.⁶ 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.

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. A \$50 annual fee payable to the Secretary of State is required. Please refer to Manual 2 for more information.

⁵ Government Code § 91013

⁶ Government Code § 91003

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 \$1000 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
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

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

Candidates for **federal** offices must contact:

Federal Election Commission:
800-424-9530, or 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...

Candidates and committees must follow the rules for **Advertisements, Signs, & Electioneering**.

Advertising & 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 State, County, and Municipal rules.

County rules about posting signs in unincorporated areas of the County:

County Code 22.60.030: “One sign not exceeding 12 square feet located by an individual on their own residence or place of business or on some part of the property provided the sign is displayed **not more than 45 days** prior to, or more than ten days after, the conclusion of the political campaign to which it relates.”

For violations of this ordinance, contact the County Planning Department at 415-473-6269 for information about how to file a complaint.

Municipal rules about posting signs within city limits. 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

State rules about posting signs on State owned property, 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:⁷

- 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.

⁷ E.C. § 18370

Information about taking office

When does an elected official take office?

School & Special District nominees elected to full terms, including those that are appointed in-lieu of an election, will take office on December 4, 2015.⁸

If a nominee is appointed in-lieu of an election to a seat that is vacant, the nominee will take office at the next regular district board member meeting following the 'appointment in-lieu' certification by early September. Candidates should contact their district office for further information.

Before taking office, all elected candidates must take the oath of office after the election results are certified. The November 2015 election will be certified no later than December 3, 2015.

Elected candidates for City and Town offices must contact the City/Town Clerk for the procedures of taking office.

⁸ Election Code § 10515 & § 10554

*APPENDIX *

How to Count Words

Candidate statements 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.
Any descriptive date	7/21/89, or July 4, 2015
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
Official jurisdiction names including State, County, City or District	Brooklyn High School District, New Jersey, County of Marin, Palos Verdes
Hyphenated words listed in a standard U.S. dictionary	Attorney-at-law, ex-president
Measure designation	Measure A
Proper nouns used to denote a specific person, place, or thing	Bay Area, Carnegie Hall, Sacramento River Delta, Levi Stadium, George Washington
Items NOT counted as 1 word:	Examples
Numbers that are spelled will be counted as a separate word	one hundred = 2 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.”	

Refer to Election Code §9 for word count regulations.

APPENDIX * Ballot Designation Worksheet *SAMPLE

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: _____

1st Alternative: _____

2nd 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

SAMPLE

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:

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* * SAMPLE

Official Filing Form

LYNDA ROBERTS
Registrar of Voters

County Elections Official

By: _____

Date Issued: _____

Declaration
Of Candidacy

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:

<hr/> Print Your Name for Use on the Ballot	Candidate initials if preferring no designation:
<hr/> Print Designation Requested	
<p>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.)</p>	

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

SAMPLE

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