

**June 2, 2015 City of
Mt Shasta
Special Election**

CANDIDATE GUIDEBOOK

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QUESTIONS TO ASK YOURSELF BEFORE RUNNING FOR OFFICE

- Do you meet the qualifications for the office you are running for?
- Are you familiar with the reporting requirements for campaign spending?
- Are you willing to complete a Statement of Economic Interests, Form 700?
- How do you want your name to appear on the ballot?
- What designation, if any, do you want printed on the ballot by your name?
- Do you want a Statement of Qualifications printed in the sample ballot?



Important Dates
City of Mt Shasta Special Election
June 2, 2015

Prepared by: Colleen Setzer, Siskiyou County Clerk

Note: "E-" refers to the number of days before the election.

Date 2015	Activity
Feb 9 – Mar 6 E-113 to E-88	Declaration of Candidacy filing period. Nomination Papers will be available at the Mt. Shasta City Clerk’s Office, 305 N. Mt. Shasta Blvd, during this time frame.
Mar 12 at 11 am E-82	Randomized alpha draw to determine the order in which candidate names for each office will be printed on the ballot.
Apr 6 – May 19 E-57 to E-14	Write-In Declaration of Candidacy filing period. Nomination papers for write in candidates will be available at the Mt. Shasta City Clerk’s Office, 305 N. Mt. Shasta Blvd, during this time frame.
April 3 E-60	First day to mail vote-by-mail ballots to military/overseas voters.
Apr 23 – May 12 E-40 to E-21	Sample ballot booklets will be mailed during this time frame.
May 4 – May 26 E-29 to E-7	Vote-by-mail ballots available. County Clerk’s Office will mail ballots out during this time period.
May 18 E-15	Last day to register to vote for the special election.
May 27 – Jun 2 E-6 to E-0	Vote-by-mail ballots available in the County Clerk’s Office only.
June 2 E-0	Election Day. Polls are open from 7 a.m. - 8 p.m. for voters voting at the polls. Vote-by-mail ballots must be turned into the Clerk’s Office or a polling place no later than 8 p.m. on Election Day or ballots must be postmarked on or before Election Day and received in the Clerk’s Office within three days following the election.
June 3 E+1	Counting of vote-by-mail ballots received at the polls on election day.
June 4 E+2	Official Canvass begins, including counting provisional ballots.
June 26	Last day for the County Clerk’s Office to certify the election results.

Office Up for Election		
<i>This office serves the remainder of a four-year term, to expire in November 2018</i>		
Office	Incumbent	Qualifications
Member, City Council	n/a - Vacant	U.S. citizen, registered voter of the city.

CONVICTION OF CRIMES

California Elections Code § 20

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

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

Government Code §1021

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

See *Appendix A* for general qualifications to run and hold office.

NUMBER OF SIGNATURES REQUIRED ON NOMINATION DOCUMENTS

OFFICE	REQUIRED NUMBER OF SIGNATURES ON NOMINATION DOCUMENTS
Member, City Council	20 - 30

NOMINATION/DECLARATION OF CANDIDACY

This process is mandatory for all candidates.

Time frame: February 9, 2015 – March 6, 2015

Candidate Paperwork

When you file to run for office, there are several forms that you will be required to fill out. An explanation of the forms follows:

- CANDIDATE APPLICATION – internal form used by the Clerk’s Office; includes your contact information.
- NOMINATION PAPER – to obtain signatures to nominate you as a candidate for the office you are seeking.
- DECLARATION OF CANDIDACY – issued after nomination signatures are verified. **This form must be completed personally by the candidate in the County Clerk’s Office.**
- STATEMENT OF ECONOMIC INTERESTS FORM 700 – See *Appendix C* at back of this guidebook for further information relating to the Form 700.
- BALLOT DESIGNATION WORKSHEET - details specific criteria for allowable ballot designations.
- CODE OF FAIR CAMPAIGN PRACTICES - **This form is optional.** By signing it, you declare that you will abide by the Fair Campaign Practices Code, as defined by California Elections Code Sections 20400 through 20444.
- CANDIDATE STATEMENT AGREEMENT/ACKNOWLEDGMENT-provides information about filing a Candidate Statement of Qualifications.

In addition to the aforementioned paperwork, the California Fair Political Practices Commission (FPPC) requires certain paperwork to be filed. Refer to the FPPC Manual 2 (available on the FPPC website at www.fppc.ca.gov) for information regarding the filing requirements for the following forms:

- FORM 501 CANDIDATE INTENTION STATEMENT
- FORM 410 STATEMENT OF ORGANIZATION
- FORM 460 CONSOLIDATED CAMPAIGN DISCLOSURE
- FORM 470 OFFICEHOLDER/CANDIDATE CAMPAIGN STATEMENT

Where Do I Go to Get Candidate Papers?

For the city office, obtain candidate paperwork from the City Clerk's Office.

How Can I Get Candidate Papers from the City Clerk?

- By appearing in person at the Mt. Shasta City Hall during normal business hours. NOTE: In certain situations, the candidate can provide written authorization for a third-party to pick up the paperwork. The written authorization must include the date, your name, your residence/physical address, the specific office you are seeking, the name of the person who you are authorizing to pick up the papers on your behalf and your signature.

Where do I file my completed candidate papers?

- After obtaining nomination signatures, file your paperwork in the Siskiyou County Clerk's Office, 510 N. Main Street, Yreka; during normal business hours, Monday – Friday; 9am – 12 pm and 1pm – 4pm.

How Long Will It Take to Complete the Candidate Papers in the Clerk's Office?

- Plan to spend between 30 – 45 minutes in the Clerk's Office to complete the candidate filing process.

WRITE-IN CANDIDACY INFORMATION

Time Frame: April 6, 2015 – May 19, 2015

Votes are tabulated for qualified write-in candidates only. To be a qualified write-in candidate, you must file all required paperwork, including a Declaration of Write-In Candidacy. You can obtain the paperwork for write-in candidacy from the City Clerk's Office and file the completed paperwork in the County Clerk's Office.

Please note that if the office you are running for will not appear on the ballot pursuant to California Elections Code § 10229, the process to file as a write-in candidate is not applicable.

BALLOT DESIGNATION

Optional

Must be included on Declaration of Candidacy

A ballot designation appears on the ballot immediately under the candidate's name and is optional. Simply, it designates either the current principal profession, vocation, or occupation of the candidate. Guidelines for ballot designations are set by the California Elections Code. (See guidelines in Appendix B.)

If the Clerk's Office finds the designation to be noncompliant with the guidelines, the candidate will be asked to change his/her designation. The Clerk's Office will attempt to reach the candidate by phone and if unsuccessful, will contact the candidate via mail. The candidate has three days from receiving written notification to contact the Clerk's Office and change the designation. In the event the candidate fails to provide an alternate designation, no designation will be printed on the ballot.

No changes to a ballot designation can be made after the final date for filing nomination documents, except when specifically requested to do so by the elections official.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Optional

Must be paid for at the time the Declaration of Candidacy is filed

The statement of qualifications is a brief description of the candidate's education and qualifications expressed by the candidate and paid for by the candidate. The statement is printed in the voter information pamphlet section of the Sample Ballot.

- The Clerk's Office will print statements as submitted, including grammatical and typographical errors.
- A statement is limited in length to 200 words.
- The statement must be paid for when the candidate files his/her Declaration of Candidacy and submitted to the Clerk's Office by the filing deadline, March 6, 2015.
- The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 4:00 p.m. of the next working day after the close of the nomination period. A candidate must personally appear in the County Clerk's Office to withdraw the statement.

Pursuant to *Elections Code Section 13311*, all candidate statements will remain confidential until after the filing deadline. After the filing deadline, copies of all candidate statements will be available for public inspection at the County Clerk's Office 10 days prior to being submitted for printing, in conformance with *Elections Code Section 13311*. The public viewing period for Candidate Statements is March 9, 2015 – March 20, 2015.

REQUIREMENTS FOR SUBMITTING CANDIDATE'S STATEMENT OF QUALIFICATIONS

Statements must be submitted with the following headings and be in the first person point-of-view:

Title of the Office Sought:
Name:
Age:
Education and Qualifications:
Original Signature of Candidate:

EXAMPLE OF CANDIDATE'S STATEMENT OF QUALIFICATIONS:

Title of Office Sought: Jackson Unified School District Trustee
Name: Jonathan Doe
Age: 50
Education and Qualifications:

I am running for Trustee of the Jackson Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Jackson High School in 1982. I currently have three children attending school in the district.

I own and operate my own small business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials, I am convinced we can offer quality education to all students within the district.

I have been active in the PTA, served on the School Volunteers committee and am an active member of the All-Faith Church. I have served as a Troop Leader for the Boy Scouts, and am a volunteer with the local animal shelter.

I am looking forward to serving on the school board.

Thank you for your vote.

Signed: *Jon Doe*

Candidates must:

- Submit a hard copy of the statement containing the candidate's signature.
- Submit an electronic version of the statement. The electronic version must be submitted in WORD format (PDF not acceptable) via email to colleen@sisgvotes.org or on disc.

Handwritten statements will not be accepted.

If the statement is not submitted in an electronic format, there is a \$25.00 typesetting charge that will be assessed to the candidate and collected at the same time as the fee for the candidate's statement.

The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

WORD COUNT GUIDELINES:

1. The title of the office, name, age, and the signature are not included in the word count - only the text is counted.
2. Punctuation is not counted.
3. Each word shall be counted as one word except as specified in this section.
4. All geographical names shall be considered as one word; for example, "County of Siskiyou" shall be counted as one word.
5. Each abbreviation for a word, phrase, or expression shall be counted as one word (e.g. S.C.S.O.)
6. Hyphenated words that appear in any generally available standard dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
7. Dates consisting of a combination of words and digits shall be counted as two words (e.g. June 3, 2014). Dates consisting only of a combination of digits shall be counted as one word (e.g. 6/3/14).
8. Digital numbers (e.g. 100) shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. (e.g. "one" shall be counted as one word whereas "one hundred" shall be counted as two words.
9. Telephone numbers shall be counted as one word.
10. Internet web site addresses shall be counted as one word.

Words in ALL CAPITALS, *italics*, underlines, **boldface type**, *****bullets*****, are prohibited.

COST OF THE CANDIDATE'S STATEMENT

The cost of the candidate statement is \$200.00. NOTE: A candidate who alleges to be indigent and unable to pay the deposit in advance should request specific information for filing as an indigent.

CAMPAIGN FINANCING/REPORTING REQUIREMENTS

It is the candidate's responsibility to be familiar with state law regarding campaign financing and reporting requirements. Further information and help is available from the California Fair Political Practices Commission:

www.fppc.ca.gov; 1-866-ASK-FPPC (1-866-275-3772); Monday through Thursday;
9:00am - 11:30am

ELECTIONEERING

Electioneering is campaigning, talking to voters, holding signs, wearing political buttons, hats, etc.; and is not allowed within 100 feet of the entrance of a polling location on Election Day. Electioneering is also prohibited at the County Clerk's Office.

Examples of Electioneering:

- Circulating any type of petition.
- Soliciting a vote or speaking to voter on the subject of marking his/her ballot.
- Placing a sign relating to a candidate's qualifications or speaking to a voter on the subject of the candidate's qualifications.

POLITICAL ADVERTISEMENTS

POLITICAL SIGNS

The placement of campaign signs within the city limits is regulated by each respective city. Please check with the Mt. Shasta City Clerk's Office, 305 N. Mt. Shasta Blvd, Mt. Shasta, for any local regulations regarding campaign signs.

POLITICAL SIGNS WITHIN THE UNINCORPORATED AREA OF THE COUNTY

The Siskiyou County Board of Supervisors has adopted a sign ordinance (Ordinance 06-10). This ordinance applies only to political signs placed in the unincorporated area of the county only.

The portion of the ordinance regarding political signs follows:

Sec. 10-6.5812. Temporary signs.

There shall be permitted in all zoning districts, without a *sign* permit, temporary signs, provided:

(a) Temporary signs include political signs, real estate signs, garage sale signs, yard sale signs and signs of a similar nature.

(b) Such signs may be pole signs, wall signs, window signs or freestanding signs.

(c) Such *sign* shall not exceed nine (9) square feet in size, except that a political *sign* shall not exceed thirty-two (32) square feet in size.

(d) If the message on the *sign* is commercial in nature there shall be no more than one such *sign* per street frontage.

(e) If the message on the *sign* is commercial in nature, it must be limited to products sold or services provided on the premises. Off-site advertising commercial products or services will not be permitted. This limitation does not apply to noncommercial messages.

(f) Such signs shall be removed within fifteen (15) days after the sale, election or other event, which is the subject of the *sign*, has occurred. (§ 3, Ord. 01-08, eff. April 19, 2001, as amended by § 1, Ord. 01-12, eff. July 12, 2001 and § I, Ord. 06-10, eff. October 19, 2006)

10-6.5812

NEWSPAPERS:

California Elections Code Section 20008

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

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

For Political Advertising Disclaimers visit

www.fppc.ca.gov/charts/PoliticalAdvertisingDisclaimers.pdf

CAMPAIGN LITERATURE

SIMULATED BALLOT REQUIREMENTS

California Elections Code § 20009

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

NOTICE TO VOTERS (Required by Law)

This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State. This is an unofficial, marked ballot prepared by *(Insert name and address of the person or organization responsible for preparation thereof)*.

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

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

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

MASS MAILING

CA Government Code §84305

(a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in-lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

Section 84305.5

(a) No slate mailer organization or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless: (1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on every insert included with each piece of slate mail in no less than 8-point roman type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measure is a matter of public record with the Secretary of State's Political Reform Division. (2) At the top of each side or surface of a slate mailer or at the top of each side or surface of a postcard or other self-mailer, there is a notice in at least 8-point roman boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

NOTICE TO VOTERS - THIS DOCUMENT WAS PREPARED BY (name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. All candidates and ballot measures designated by \$\$\$ have paid for their listing in this mailer. A listing in this mailer does not necessarily imply endorsement of other candidates or | measures listed in this mailer.

(3) Any reference to a ballot measure that has paid to be included on the slate mailer shall also comply with the provisions of Section 84503 et seq.

(4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by \$\$\$\$. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by \$\$\$\$. The \$\$\$ required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position advocated to which the \$\$\$ designation applies except that in no case shall the \$\$\$ be required to be larger than 10-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

(5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point roman type which shall be in a color or print that contrasts with the background so as to be easily legible. The

designation shall not be required in the case of candidates for nonpartisan office. (b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of Section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the \$\$\$ designation. The payment shall also be deemed to constitute authorization to appear in the mailer. (c) A slate mailer that complies with this section shall be deemed to satisfy the requirements of Sections 20003 and 20004 of the Elections Code.

Section 84305.6

In addition to the requirements of Section 84305.5, a slate mailer organization or committee primarily formed to support or oppose one or more ballot measures may not send a slate mailer unless any recommendation in the slate mailer to support or oppose a ballot measure or to support a candidate that is different from the official recommendation to support or oppose by the political party that the mailer appears by representation or indicia to represent is accompanied, immediately below the ballot measure or candidate recommendation in the slate mailer, in no less than nine-point roman boldface type in a color or print that contrasts with the background so as to be easily legible, the following notice: "THIS IS NOT THE OFFICIAL POSITION OF THE (political party that the mailer appears by representation or indicia to represent) PARTY."

CAMPAIGN/ELECTION COMPLAINTS

The Siskiyou County Clerk's Office is not an enforcement agency and is therefore unable to investigate any alleged violations. In response to the many inquiries the Clerk's Office receives regarding possible election law violations or fraud, the following list of resources is provided:

Issues regarding political signs:

Contact your local law enforcement agency.

False or misleading campaign materials:

It is recommended to seek private counsel as these issues must be dealt with in court.

Violations of the Political Reform Act:

California Fair Political Practices Commission (FPPC), telephone 800-561-1861

Election Fraud:

California Secretary of State's Office, telephone 916-657-2166

Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act:

California State Attorney General, telephone 800-952-5225

Unlawful Federal campaigns:

Federal Election Commission, telephone 800-424-9530

ELECTION DAY INFORMATION

Polls will be open on Election Day from 7a.m. to 8p.m. at the Mt. Shasta Community Building. As an official polling place, the County Clerk's Office will also open on Election Day from 7 a.m. until 8 p.m., to accept and issue ballots.

The County Clerk's office will remain open after 8 p.m., for the purpose of reporting election results and to accept the return of supplies from the precincts. All activities that take place in the County Clerk's office are open to the public.

COUNTING VOTE-BY-MAIL BALLOTS

Under California law the County Clerk's Office can begin to process the vote-by-mail ballots up to seven working days before Election Day; however, results cannot be tallied nor released until after the close of the polls on Election Night.

ELECTION RESULTS

After the close of the polls on Election Night, initial results from the vote-by-mail ballots will be released shortly after 8 p.m. Results will be updated upon receipt of the precinct supplies.

Results will be posted on the County Clerk's web page, www.sisqvotes.org. They will also be available via phone by calling the County Clerk's Office at 842-8084.

Keep in mind that the results on election night are not the final results. After Election Day itself, the Clerk's Office continues to count vote-by-mail ballots, provisional ballots, and votes cast for qualified write-in candidates. During the counting process, the Clerk's Office will provide regular updates of the Election results. Once all of the ballots have been counted and the canvas completed, the County Clerk will certify the results and notify the City Clerk.

APPENDIX A
GENERAL QUALIFICATIONS TO RUN AND HOLD OFFICE

1. The Declaration of Candidacy which each candidate must file states that the candidate meets the statutory and constitutional qualifications for office (including, but not limited to, citizenship, residence, and party affiliation, if required) and that the candidate will accept the nomination and not withdraw if nominated. *Elections Code Section 8040*
2. A person must be a registered voter of the county or district and eligible to vote for the office at the time nomination papers are issued or at the time of appointment to the office. *Government Code Section 24001. Elections Code Section 201*
3. A person must be 18 years of age and a citizen of the state at the time of election or appointment. *Government Code Section 1020*
4. Successful candidates must qualify for office by taking the oath of office and be able to be bonded in the amounts provided for by statute, by the Board of Supervisors, and/or by judges of the Superior Court, *CA Constitution, Art. XX, Sec. 3; Government Code Section 1450, 1458*
5. A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. *Government Code Section 1021*

CONVICTION OF CRIMES

California Elections Code § 20

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

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

APPENDIX B
BALLOT DESIGNATION INFORMATION

For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

13107.

(a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:

(1) It would mislead the voter.

(2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(c) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).

(2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

(d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

(e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

For your reference, Elections Code section 13107.3 is reproduced below:

13107.3.

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

13107.5.

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, 2 CCR 20711 is reproduced below:

20711. *Ballot Designation Worksheet.*

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code Section 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

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

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

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

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

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

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

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

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

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

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

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

**APPENDIX C
STATEMENT OF ECONOMIC INTERESTS, FORM 700
CITY OFFICES**

Filing Your Statement of Economic Interest Form 700

Requirement to file

The office you are running for is included in California Government Code Section 87200; therefore you must file full disclosure Statement of Economic Interests Form 700.

When to file

- **Candidate Statement** – You must file a full disclosure Form 700 when you file your Declaration of Candidacy at the County Clerk’s Office.
- **Assuming Office - within 30 days of taking office.** You will receive a Form 700 from the City Clerk’s Office.
- **Annual Filing – by April 1st of each year.** This filing is for the previous calendar year. This form will be provided to you by your city clerk.
- **Leaving Office - within 30 days of leaving office.** If you resign your position the City Clerk’s Office will send you a leaving office form once your letter of resignation is received in our office. If your term of office ends and you do not continue to hold office, the City Clerk’s Office will send you a leaving office form.

Please note that regardless of whether you receive a Form 700 to complete from the City Clerk’s Office or not, it is your individual responsibility to file timely. The County Clerk suggests that upon taking office, you mark your calendar to insure timely filing. The Form 700 is available from your City Clerk’s Office, on the web at www.fppc.ca.gov

APPENDIX D
CAMPAIGN LITERATURE REQUIREMENTS

In compliance with California Elections Code §16, the following is provided:

CA Government Code §84305

84305.

(a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

(Amended by Stats. 1989, Ch. 764, Sec. 1. Note: This section was added on June 4, 1974, by initiative Prop. 9.)

84305.5.

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

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

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

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

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

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

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

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

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

(Repealed and added by Stats. 2004, Ch. 478, Sec. 9. Effective September 10, 2004.)

84305.7.

(a) If a slate mailer organization sends a slate mailer or other mass mailing that displays a logo, insignia, emblem, or trademark that is identical or substantially similar to the logo, insignia, emblem, or trademark of a governmental agency, and that would reasonably be understood to imply the participation or endorsement of that governmental agency, the slate mailer organization shall obtain the express written consent of the governmental agency associated with the logo, insignia, emblem, or trademark prior to using the logo, insignia, emblem, or trademark in the slate mailer or other mass mailing.

(b) If a slate mailer organization sends a slate mailer or other mass mailing that displays a logo, insignia, emblem, or trademark that is identical or substantially similar to the logo, insignia, emblem, or trademark of a nongovernmental organization that represents law enforcement, firefighting, emergency medical, or other public safety personnel, and that would reasonably be understood to imply the participation or endorsement of that nongovernmental organization, the slate mailer organization shall obtain the express written consent of the nongovernmental organization associated with the logo, insignia, emblem, or trademark prior to using the logo, insignia, emblem, or trademark in the slate mailer or other mass mailing.

(c) If a slate mailer organization sends a slate mailer or other mass mailing that identifies itself or its source material as representing a nongovernmental organization with a name that includes the term "peace officer," "reserve officer," "deputy," "deputy sheriff," "sheriff," "police," "highway patrol," "California Highway Patrol," "law enforcement," "firefighter," "fire marshal," "paramedic," "emergency medical technician," "public safety," or any other term that would reasonably be understood to imply that the organization is composed of, or affiliated with, law enforcement, firefighting, emergency medical, or other public safety personnel, the slate mailer or mass mailing shall disclose on the outside of each piece of mail and on at least one of the inserts included with each piece of mail in no less than 12-point roman type, which shall be in a color or print that contrasts with the background so as to be easily legible, the total number of members in the organization identified in the slate mailer or mass mailing.

(Added by Stats. 2012, Ch. 865, Sec. 2. Effective January 1, 2013.)

**APPENDIX E
RESOURCE DIRECTORY**

SISKIYOU COUNTY CLERK'S OFFICE

www.sisqvotes.org
(530) 842-8084
Fax (530) 841-4110
510 N. Main Street, Yreka, CA 96097

FAIR POLITICAL PRACTICES COMMISSION

www.fppc.ca.gov
428 J Street, Ste. 450
P. O. Box 807
Sacramento, CA 95812-0807

FPPC Technical Assistance Division- toll-free (866) 275-3772

Fax (916) 322-0886

FPPC Legal Division (916) 322-5901,

FPPC Enforcement Division (800) 561-1861

Contact the Technical Assistance Division for information concerning Campaign Disclosure and Conflict of Interest Disclosure.

Contact the Legal Division for information concerning Conflict of Interest disqualification and proper use of campaign funds.

Contact the Enforcement Division for information concerning how to file a complaint under the Political Reform Act.

STATE FRANCHISE TAX BOARD

www.ftb.ca.gov

(800) 852-5711 or (800) 338-0505

Contact the Franchise Tax Board for information concerning Committee tax status, tax deductible contributions, charitable non-profit groups or any other tax-related question.

SECRETARY OF STATE

www.sos.ca.gov

Political Reform Division (916) 653-6224 Fax (916) 653-5045

E-Mail - PoliticalReform@sos.ca.gov

Contact the Political Reform Division for information concerning Forms 501, Form 502 or Form 410, political reform, and Campaign Committee ID numbers.

Elections Division (916) 657-2166 or toll free 1-800-833-8683

E-Mail - Elections@sos.ca.gov

FEDERAL ELECTIONS COMMISSION

www.fec.gov

Contact the Federal Elections Commission for information concerning Federal Campaign Disclosure requirements or contributions from national banks, national corporations and foreign nationals.

APPENDIX F

Purchasing Voter Information

Fee: \$16.00

Voter information is available for governmental/political use. A completed application is required. The application is available online at www.sisqvotes.org or at the County Clerk's Office. Due to workload conditions, it can take up to two weeks to process your request.

File information is available in electronic format only, and the cost is \$16.00.

Note: The County Clerk's Office does not accept credit cards.

