

County of Sacramento Voter Registration and Elections

Candidate Guide
November 7, 2023 Special General Election





COUNTY OF SACRAMENTO

VOTER REGISTRATION AND ELECTIONS

CANDIDATE GUIDE

The 2023 Candidate's Guide for the November 7, 2023 Special General Election is intended to provide general information for candidates and committees, and does not have the force or effect of law, regulation or rule. It is distributed with the understanding that the Voter Registration and Elections office of the County of Sacramento is not rendering legal advice. Therefore, the guide is not a substitute for legal counsel for the individual, organization or candidate using it.

The Voter Registration and Elections office strongly recommends that any prospective candidate obtain legal advice to assist in complying with applicable California laws, including California Elections Code and California Government Code.

This guide is intended to help you understand your responsibilities and resources. We recommend that you review this guide for valuable information on how to complete the required forms.

In addition to this candidate guide our website contains useful information which includes an election calendar, fillable forms including the ballot designation worksheet and candidate statement worksheet along with information on how to request a voter file.

You may access our website at www.elections.saccounty.gov. You may also contact the candidate filing division where our friendly staff is ready to answer your questions and provide assistance at (916) 875-6276.

7000 65th Street, Suite A, Sacramento, CA 95823

P (916) 875-6276 **F** (916) 854-9567 **email** voters-campaignservices@saccounty.gov

web www.elections.saccounty.gov

DIRECTIONS

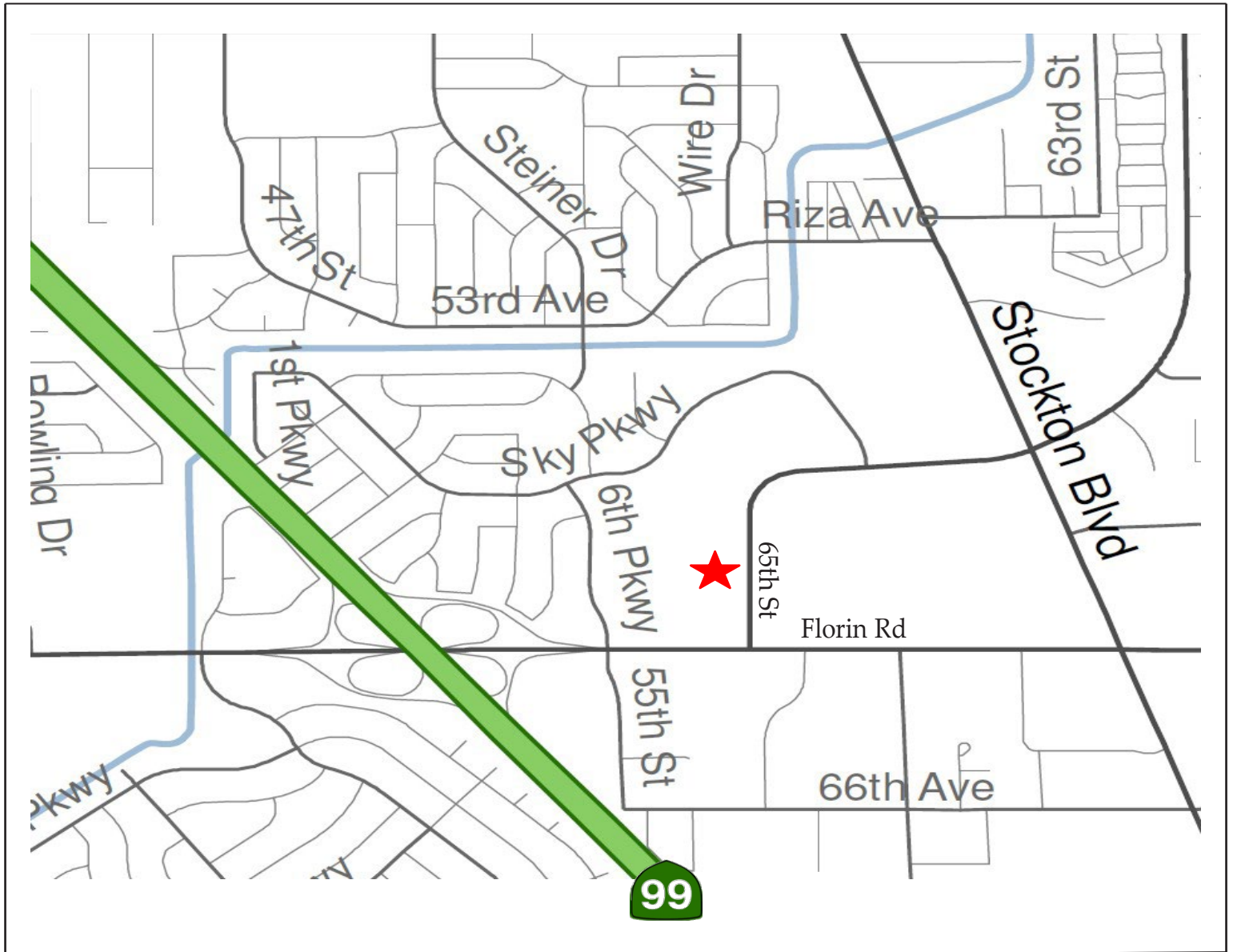
**Sacramento County Voter Registration and
Elections 7000 65th Street, Suite A
Sacramento, CA 95823**

From CA-99 North:

**Follow CA-99 N to Florin Rd
Take exit 293A for Florin Rd East
Turn left onto 65th Street
Turn left into parking lot**

From CA-99 South:

**Follow CA-99 S to Florin Rd
Take exit 293A for Florin Rd East
Turn left onto 65th Street
Turn left into parking lot**



CONTACT INFORMATION

Address: 7000 65th Street, Suite A
Sacramento, CA 95823

Email: voters-campaignservices@saccounty.gov

Website: elections.saccounty.gov

Telephone Numbers

Candidate Filing	(916) 875-6276
General Information	(916) 875-6451
Vote-by-Mail Information	(916) 875-6155
Election Officers	(916) 875-6100
Mapping Information	(916) 875-6248
Obtaining Election Night Returns	(916) 875-6451
California Relay Service Text	1-866-660-4288
California Relay Service Voice	1-866-461-4288
Toll Free Number	1-800-762-8019

Additional Information

Campaign Disclosure Online Filing and Viewing https://ssl.netfile.com/static/agency/sco/index.html	(916) 875-6276
Fair Political Practices Commission www.fppc.ca.gov	(916) 322-5660 (866) 275-3772
California Secretary of State www.sos.ca.gov	(916) 653-6814

TABLE OF CONTENTS

Important Information	1
Candidate Calendar	2 – 4
Contests on Ballot and Candidate Statement Cost	5
Nomination Documents	
• Ballot Designation Worksheet	6 – 11
• Declaration of Candidacy	12 – 14
• Character Based Name	15
• Candidate Statement Information	16 – 22
• Code of Fair Campaign Practices	23 – 24
• Statement of Economic Interests (Form 700)	25 – 26
Write-In Candidacy	27
Campaign Finance Information	28 – 33
Ballot Order and Rotation	34
Election Activities	35
Political Signs	36

IMPORTANT INFORMATION

CANDIDATE FILING APPOINTMENTS

Candidates may schedule a candidate filing appointment by visiting our website at www.elections.saccounty.gov or by calling our office at (916) 875-6276. Walk-in appointments will be accommodated from 8 a.m. to 5 p.m., Monday through Friday, excluding holidays. Candidates choosing to walk-in should allow at least 50 minutes for the appointment.

CANDIDATE FILING CHECKLIST

Candidate filing forms including instructions on how to complete your candidate filing packet are available for download at: <https://elections.saccounty.gov/CampaignServices/Pages/Election-Documents.aspx>

DOCUMENT	REQUIREMENT	FILING PERIOD
Ballot Designation Worksheet	Optional (<i>required if requesting a Ballot Designation</i>)	July 17 (E-113) through August 11, 2023 (E-88)
Candidate Statement Form	Cover Sheet Required	
Code of Fair Campaign Practices	Optional	
Statement of Economic Interests (Form 700)	Required	
Declaration of Candidacy	Required	

QUALIFICATIONS FOR SCHOOL DISTRICT OFFICES

Candidates for School District offices must be:

- A registered voter of the trustee area within the district
- An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. Elections Code § 35107



COUNTY OF SACRAMENTO

VOTER REGISTRATION AND ELECTIONS

ABBREVIATED CALENDAR

NOVEMBER 7, 2023 SPECIAL GENERAL ELECTION

07/17 – 08/11 E-113 – E-88	<u>Nomination Period</u> During this period, candidates must file Declaration of Candidacy, nomination papers, and candidate statements.	EC §§	10407 10510
07/31 Fixed Date	<u>Campaign Disclosure Statements</u> Last day to file Semi-Annual campaign statement.	GOV §	84200
08/11 E-88	<u>Candidate Withdrawal</u> No candidate who has filed a Declaration of Candidacy for the special election may withdraw as a candidate, after 5 p.m. on this date.	EC §§	10510 10603
08/14 E-85	<u>Candidate Statement Withdrawal</u> Last day for a candidate to withdraw their Candidate Statement. This must be done in writing.	EC §	13307(3)
08/14* – 08/21 E-87 – E-78	<u>Public Examination Period</u> 10-Calendar day review period for Candidate Statements. During this 10-Calendar day review period, any person may seek a Writ of Mandate or injunction requiring any or all of the material in the candidate statement to be amended or deleted. All Writs of Mandate must be filed no later than the end of the 10-Calendar day public examination period.	EC §	13313
08/17 E-82	<u>Randomized Alphabet Drawing</u> Randomized Alphabet Drawing to be held by Secretary of State to determine the order of candidates on the ballot. This is held at 11:00 a.m.	EC §	13112
08/31 E-68	<u>Last Day to Challenge Ballot Designation</u>		
09/04	<u>County Holiday</u> The Registrar of Voters office will be closed.	SCC §	2.78.710
09/11 – 10/24 E-57 – E-14	<u>Write-In Period</u> A name written on a ballot will not be counted unless the person has filed during this period a statement of write-in candidacy stating that he or she is a write-in candidate for the election.	EC §§	8600 8601 8606

*Start date, End date or Deadline falls on a weekend or holiday. The date listed is the next business day.



COUNTY OF SACRAMENTO

VOTER REGISTRATION AND ELECTIONS

ABBREVIATED CALENDAR

NOVEMBER 7, 2023 SPECIAL ELECTION

09/28 E-40	<u>Campaign Disclosure Statements</u> Last day to file 1 st Pre-election campaign statement.	GOV §	84200.5
10/09 29 th day before election	<u>Process Vote by Mail Ballots</u> Registrar of Voters to begin processing Vote by Mail ballots on the 29 th day before the election	EC §	15101
10/09 E-29	<u>Vote by Mail Voting</u> Ballots are mailed to all voters.	EC §	4005(a)(8)(A)
10/09 E-29	<u>Ballot Drop Box Locations</u> All ballot drop box locations open this day through Election Day.	EC §	4005(a)(1)(B)
10/09	<u>County Holiday</u> The Registrar of Voters office will be closed.	SCC §	2.78.710
09/28 – 10/17 E-40 -E-21	<u>County Voter Information Guide Mailings</u> Deadline to mail County Voter Information Guide to every registered voter who is registered at least 29 days before the election, unless the voter has opted to receive the guide electronically via email or by access of the county's internet website.	EC §	13303
10/23 E-15	<u>Deadline to Register</u> Deadline to Register to vote. In Sacramento County, you can still register to vote or update your registration at our office or Vote Center location in the County through Election Day.	EC §§	2102 2170 2171
10/26 E-12	<u>Campaign Disclosure Statements</u> Last day to file 2 nd Pre-election campaign statement.	GOV §	84200.5
10/28 E-10	<u>Vote Center</u> Vote Center opens on this date.	EC §	4005(a)(4)(A)

*Start date, End date or Deadline falls on a weekend or holiday. The date listed is the next business day.



COUNTY OF SACRAMENTO

VOTER REGISTRATION AND ELECTIONS

ABBREVIATED CALENDAR

NOVEMBER 7, 2023 SPECIAL ELECTION

11/07 E	<u>Election Day</u> Vote Center open from 7:00 am - 8:00 pm. All ballots mailed must be postmarked on or before today to count in this election.	EC	§§	1000 4005(a)(3)(A)
11/10	<u>County Holiday</u> The Registrar of Voters office will be closed.	SCC	§	2.78.710
12/07 E+30	<u>Official Canvass</u> Completion of canvass.	EC	§	15372
01/31/24 Fixed Date	<u>Campaign Disclosure Statements</u> Last day to file Semi-Annual campaign statement.	GOV	§	84200

*Start date, End date or Deadline falls on a weekend or holiday. The date listed is the next business day.

CONTEST ON BALLOT

To run for office, candidates must submit paperwork for candidacy to the county elections office with jurisdiction over that office. All of the forms that are part of the candidate filing process are described in the following section.

Availability

Nomination documents may be obtained from the county elections official between July 17, 2023 (E-113) through August 11, 2023 (E-88).

Candidates must file all of their completed paperwork with our office before the close of the nomination period at 5:00 p.m. on August 11, 2023 (E-88).

Letter of Authorization

A candidate may designate a specific person to obtain and/or file nomination documents on behalf of the candidate. A letter of authorization form can be found on our website and must be properly completed and signed prior to either obtaining or filing the nomination papers for a candidate. The filed letter of authorization shall be retained by the elections official.

Positions Up for Election

Office	Position	No. To Be Elected
Schools		
San Juan Unified School District, Area 7	Governing Board Member	1
Natomas Unified School District, Area 4	Governing Board Member	1

CANDIDATE STATEMENT COST

Candidate Statement Information

Office	Cost	Shared District	Word / Paragraph Limit
School			
San Juan Unified School District, Area 7	\$700.00	No	200 words 5 paragraphs
Natomas Unified School District, Area 4	\$500.00	No	200 words 5 paragraphs

BALLOT DESIGNATION

There are specific laws and regulations that govern whether or not a ballot designation is acceptable or unacceptable for printing on the ballot. These rules are outlined in California Elections Code §§13107, 13107.3, 13107.5 and California Administrative Code §§ 20710-20719.

The purpose of the Ballot Designation Worksheet is for the candidate to give information to substantiate their Ballot Designation. It must be completed in its entirety. The candidate signs this worksheet under penalty of perjury that the Ballot Designation and the provided back-up information are accurate.

SELECTING YOUR BALLOT DESIGNATION

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

GENERAL GUIDELINES FOR ACCEPTABLE BALLOT DESIGNATIONS

Words that designate the candidate's elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which they were elected by vote of the people or appointed. There is no word limit for the official title of the office.

Example:

- **Board Member, Los Rios Community College District**
- **Mayor**
- **City Clerk**
- **Assemblymember**

Words that designate the candidate's principle profession, vocation, or occupation in three words or less. The candidate's involvement with this activity must involve a substantial amount of time and effort and is the candidate's primary or main profession, vocation or occupation.

Example:

- **Educator** (the use of "educator" will require proof of credentials)
- **School Teacher** (the use of "teacher" will require proof of credentials)
- **Attorney** (profession/occupation)
- **Small Business Owner** (provide documentation)
- **Homemaker** (vocation)
- **Community Volunteer** (must stand alone; documentation may be required)

BALLOT DESIGNATION

(BALLOT DESIGNATION RULES AND REGULATIONS CONTINUED)

Ballot Designation Basic Test	Answer	Ballot Designation Basic Test	Answer
Is it true?	Yes	Is it generic?	Yes
Is it factually accurate?	Yes	Is it neutral?	Yes
Does it mislead?	No	Is this how the candidate makes a living?	Yes

General Guidelines for Unacceptable Ballot Designations

Candidate may not use a designation that would mislead voters and suggest an evaluation of the candidate such as "outstanding" or "expert". Words that use a prior status such as "former" or "ex" will not be accepted. Words that use the name of a political party, refers to racial, religious or ethnic groups are also unacceptable.

Example:

- **Expert Mechanic** (uses an adjective that is an evaluation of the candidate)
- **Former Pilot** (uses "former" which is a status may use "retired" instead)
- **Catholic Priest** (makes reference to a specific denomination or religious group)

A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status fails to identify with a specific means by which the candidate earns their livelihood or spends the substantial majority of their time.

Examples of unacceptable status include:

- **Concerned Citizen**
- **Taxpayer**
- **Philanthropist**
- **Veteran**
- **Neighborhood Community Leader**
- **Husband**

BALLOT DESIGNATION

(BALLOT DESIGNATION RULES AND REGULATIONS CONTINUED)

No Ballot Designation Requested

A ballot designation is optional. If no ballot designation is requested, a Ballot Designation Worksheet is not required. In the event a candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot.

It is not the responsibility of the Registrar of Voters' staff to investigate if the facts indicated by the candidate are valid. The Ballot Designation Worksheet is used as back-up for the Ballot Designation in the event the Ballot Designation is challenged.

Reviewing the Ballot Designation

In reviewing the nomination documents, the Registrar of Voters' staff will verify that the Ballot Designation, submitted by local candidates, meet the basic restrictions set forth in this section, such as the three-word limitation and the use of "Incumbent" for local offices. If the designation is found 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.

Use of the words "Advocate"

The use of "Advocate" may only be used if this is the candidate's official job title. Documentation is required.

The use of the word "Retired"

The word "retired" may be allowed, if the candidate has not had another or more recent occupation. It must precede the word(s), which it modifies and may not be abbreviated. "Retired Policeman" is acceptable but "Policeman, Retired" is not. Retired is defined as having given up one's work, business, career, etc.

Changing the Ballot Designation

No ballot 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 to change an unacceptable designation or because of a challenge or writ of court.

Challenging the Ballot Designation

Challenging a ballot designation must be done by filing a Writ of Mandate with the Superior Court no later than Thursday, August 31, 2023 (E-68).



California Secretary of State
BALLOT DESIGNATION WORKSHEET

November 7, 2023 Special General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

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 DOCUMENT.**

Candidate
Information

1

Candidate Name: John Smith Gender (optional, for translation use only): Male

Office: Westwood School District Email: johnsmith@aol.com

Home Address: 1234 Happy Lane, Sacramento, CA 95823

Mailing Address: PO Box 1234, Sacramento, CA 95823

Business Address: N/A

Phone Number(s) Business: (916)555-5555 Home/Mobile: (530)555-5555 Fax: N/A

Attorney
Information

2

Attorney Name (or other person authorized to act on your behalf): N/A

Address: N/A

Phone Number(s) Business: N/A Mobile: N/A Fax: N/A

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/")].
- (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 the same office or to some other office.

Proposed
Ballot
Designation(s)

3

Proposed Ballot Designation(s): Civil Engineer

Alternate Ballot Designation(s) 1:

Alternate Ballot Designation(s) 2:

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

November 7, 2023 Special General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711) **Page 2**

If your proposed ballot designation contains **one or more slashes ("/")** separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.

**Justification
for use of
Proposed
Ballot
Designation(s)**
If you are
proposing
alternate ballot
designations,
please provide
justification for
use of those on
Page 3.

4

Justification for use of 1st PVO:

I am currently employed as a civil engineer designing work and civil improvement plans for commercial sites and infrastructure.

Current or most recent job title: **Civil Engineer** Start/End Dates: **05/01/2001**

Employer Name or Business: **CJMA Civil Inc.**

Person who can verify this information:

Name: **Jane Smith** Phone Number(s): **(916)555-5555** Email: **johnsmith@aol.cm**

Justification for use of 2nd PVO:

N/A

Current or most recent job title: **N/A** Start/End Dates: **N/A**

Employer Name or Business: **N/A**

Person who can verify this information:

Name: **N/A** Phone Number(s): **N/A** Email: **N/A**

Justification for use of 3rd PVO:

N/A

Current or most recent job title: **N/A** Start/End Dates: **N/A**

Employer Name or Business: **N/A**

Person who can verify this information:

Name: **N/A** Phone Number(s): **N/A** Email: **N/A**

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- | | | |
|--|---|-------------------|
| 1) Use only a portion of the title of your current elected office? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |
| 2) Non-judicial candidates: Use only the word "Incumbent" for an elective office to which you were appointed? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |
| 3) Use more than three total words for your principal professions, vocations, or occupations? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |
| 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |
| 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |
| 6) Abbreviate the word "retired"? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |
| 7) Place the word "retired" after the words it modifies? Example: Accountant, retired | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |
| 8) Use a word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation, or occupation? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |
| 9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |
| 10) Use the name of a political party or political body? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |
| 11) Refer to a racial, religious, or ethnic group? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |
| 12) Refer to any activity prohibited by law? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>JS</u> |

If the answer to any of these questions is "yes," your proposed ballot designation is likely to be rejected.

X

John Smith

07 | 01 | 2023

Candidate's Signature

Date Signed:

Month

Day

Year

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish to consult CCR, title 2, sections, 20712-20719 (found at www.sos.ca.gov).



California Secretary of State
BALLOT DESIGNATION WORKSHEET

November 7, 2023 Special General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

Page 3

JS

COMPLETE THIS PAGE ONLY IF one or more **Alternate Ballot Designation(s)** are provided. If this page is not applicable, **please initial:** _____.

Justification for
Alternate Ballot
Designation(s) 1

A

Justification for use of 1st PVO:

N/A

Current or most recent job title: N/A

Start/End Dates: N/A

Employer Name or Business: N/A

Person who can verify this information: N/A

Name: N/A

Phone Number(s): N/A

Email: N/A

Justification for use of 2nd PVO:

Current or most recent job title: N/A

Start/End Dates: N/A

Employer Name or Business:

Person who can verify this information: N/A

Name: N/A

Phone Number(s): N/A

Email: N/A

Justification for use of 3rd PVO:

Current or most recent job title: N/A

Start/End Dates: N/A

Employer Name or Business:

Person who can verify this information: N/A

Name: N/A

Phone Number(s): N/A

Email: N/A

Justification for
Alternate Ballot
Designation(s) 2

B

Justification for use of 1st PVO:

Current or most recent job title: N/A

Start/End Dates: N/A

Employer Name or Business:

Person who can verify this information: N/A

Name: N/A

Phone Number(s): N/A

Email: N/A

Justification for use of 2nd PVO:

Current or most recent job title: N/A

Start/End Dates: N/A

Employer Name or Business:

Person who can verify this information:

Name: N/A

Phone Number(s): N/A

Email: N/A

Justification for use of 3rd PVO:

Current or most recent job title: N/A

Start/End Dates: N/A

Employer Name or Business:

Person who can verify this information: N/A

Name: N/A

Phone Number(s): N/A

Email: N/A

DECLARATION OF CANDIDACY

Declaration of Candidacy (Mandatory)

The Declaration of Candidacy shall be obtained from the elections official of the county in which the candidate resides and is a registered voter.

The Declaration of Candidacy is also the document on which the candidate indicates how the candidate wants their name to appear on the ballot and what Ballot Designation they desire, if any. It also contains the Oath of Office. Once filed, the Declaration of Office is public information and can be viewed upon request.

Name on Ballot

The Declaration of Candidacy must be filed with the Ballot Designation Form and all other candidate nomination documents.

The name for use on the ballot should be recognizable as the name under which candidate is registered. A nickname may be included but must be in quotation marks “ ”; or parenthesis ().

Richard "Doc" Jones
John (Paul) Smith

The name for use on the ballot may also be a familiar or common short version of the first name and would not require quotation marks.

“Bill” for William or
“Becky” for Rebecca

Hyphenated Names

Names such as "Adams-Smith," are alphabetized by the leading name which would be "Adams" in the example below.

Example: Martha Adams-Smith
First Name Middle Name (Optional) Last Name

In the absence of a hyphen, alphabetizing will occur by the final name which would be "Smith" in the example below.

Example: Martha Adams Smith
First Name Middle Name (Optional) Last Name

No Title or Degree

No title or degree such as “Miss”, “Mrs.”, “Mr.”, “Dr.”, “Ph.D”, shall appear on the same line on a ballot as a candidate’s name, either before or after the candidate’s name. (Elections Code § 13106)

Withdrawal of Candidacy

No candidate shall withdraw their Declaration of Candidacy after 5:00 p.m. on the 88th day.
Elections Code § 10224

DECLARATION OF CANDIDACY

INSTRUCTIONS FOR COMPLETING THE DECLARATION OF CANDIDACY (FRONT PORTION OF THE DECLARATION OF CANDIDACY)

Section 1:

Candidate prints name and office sought.

Section 2:

Candidate prints their name for use on the ballot as well as the candidate's Ballot Designation.

If no ballot designation is preferred then Candidate will check the red box.

If using a character-based name, candidate places a check mark next to that option.

Section 3:

The residence address field is required. Please write N/A on any additional lines that you do not wish to complete in this section.

If candidate does not select an address for publishing then the first listed address will be published.

County of Sacramento DECLARATION OF CANDIDACY (Elections Code §§ 20, 200, 10602, Education Code 5018)	
For County Elections USE ONLY	<div><div>Official Filing Form</div><div>County Elections Official By: _____ Date Issued: _____</div></div> <div>Filed in County of: <u>Sacramento</u> County Elections Official By: _____ Date Received: _____</div>
Candidate Name, Office, and Political Party Preference	<p>I hereby declare myself a candidate for the nomination to the office of <u>Title of Office</u>, to be voted for at the Special Election to be held on November 7, 2023 and declare the following to be true: My name is</p> <p>1 <u>First Name</u> <u>Middle/Initial</u> <u>Last Name</u></p> <p>I am a registered voter; if elected I will qualify and serve to the best of my ability, and I request my name be placed on the official ballots of the _____ district, for the Special General Election to be held on the November 7, 2023.</p>
Ballot Information Name and ballot designation to appear on the ballot	<p>IMPORTANT NOTE: A ballot designation is optional. If one is requested, a completed BALLOT DESIGNATION WORKSHEET must be submitted. If no ballot designation is requested, write "NONE" and initial in the box. (Elections Code §§ 13107, 13107.3)</p> <p>I request my name and ballot designation to appear on the ballot as follows:</p> <p>2 <u>First Name</u> <u>Middle/Initial (optional)</u> <u>Last Name</u></p> <p>Print Your Name for Use on the Ballot</p> <p>Print Ballot Designation Requested</p> <p><input type="checkbox"/> I have a character-based name I would like to use instead of a phonetic transliteration. (Please complete Character-Based Name Form.)</p> <p><input type="checkbox"/> Candidate initials box if NO ballot designation is preferred.</p>
<p>IMPORTANT NOTE: The County Elections Official will publish one of the addresses below in the Candidate Report available on our website.</p> <p>! Please check the appropriate box to indicate which address you wish to be used for publishing purposes.</p> <p>! If NO BOX IS CHECKED, the first address listed and provided below will be published.</p> <p>! If a day telephone number, Fax number, email address, or website is provided, that information will also be published.</p>	
Addresses, Telephone, Fax, Email, and Website	<p>3 Publish <input type="checkbox"/> → Mailing Address: _____ Apt or Unit #: _____ City: _____ State: _____ Zip Code: _____</p> <p>Publish <input type="checkbox"/> → Residence Address (Required): _____ Apt or Unit #: _____ City: _____ State: _____ Zip Code: _____</p> <p>Publish <input type="checkbox"/> → Business Address: _____ Apt or Unit #: _____ City: _____ State: _____ Zip Code: _____</p> <p>Telephone Numbers: Day: _____ Evening: _____ Fax: _____ Email: _____ Website: _____</p>
<p>IMPORTANT: Reverse Side of Page Must Be Completed</p>	

DECLARATION OF CANDIDACY

INSTRUCTIONS FOR COMPLETING THE DECLARATION OF CANDIDACY

Section 4:

If you are an incumbent, you must place the name of the current office held on this line.

All candidates are required to sign in the red box.

Section 5:

The Oath of Office will be administered by the Elections Official in the Elections Office and signed by the candidate.

Section 6:

This section must be completed by an Elections Official.

If the Oath of Office is administered by a Notary Public, then the candidate and Notary will sign this section. Notary must then place their seal on the form.

Qualifications

4

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

X

Signature of Candidate

Oath of Office

6

I, _____, 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.

X

Signature of Candidate

Notary

7

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

Signature _____

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 that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)


CHARACTER BASED NAMES

Elections Code § 13211.7 requires that any ballot providing a translation of a candidate's name, in jurisdictions required to provide translated ballot materials, contain a phonetic transliteration of the candidate's name unless certain conditions are met and as specified:

- Permits a candidate who has a character-based name by birth, which can be verified by birth certificate or other valid identification, to use that name on the ballot instead of a phonetic transliteration.
- Permits a candidate who does not have a character-based name by birth, but who identifies by a particular character-based name and can demonstrate that the candidate has been known and identified within the public sphere by that name over the past two years, to use that name instead of phonetic transliteration.

Candidates with a character-based name will be required to fill out a Character-Based Name Form, similar to the one below, and submit supporting documents.

Translations in Sacramento County apply to character-based language names in Chinese.

Candidate Name, Character-based name, and Office	1	Candidate Name:	
		Character-based Name:	
		Office:	
Character-based name Attach supporting documents	2	Check at least one box below and attach supporting documents	
		<input type="checkbox"/> I would like to use a character-based name given by birth (please provide a birth certificate or valid identification for verification). <i>Attach supporting documentation and provide a description:</i>	
		<input type="checkbox"/> I do not have a character-based name by birth, but I identify by a particular character-based name (please provide proof you have been known and identified within the public by that character-based name for the past two years). <i>Attach supporting documentation and provide a description:</i>	
		Dated this _____ day of _____, 20____	<div style="border: 2px solid red; padding: 5px; display: inline-block;">  </div>
			Signature of Candidate

CANDIDATE STATEMENT INFORMATION

Each candidate for nonpartisan elective office may prepare an optional candidate statement at their own expense. The candidate statement is designated to acquaint voters with a candidate's qualifications for the office they seeking. The candidate statement is included in the County Voter Information Guide, and will be mailed to all registered voters eligible to vote for that particular candidate.

All candidates, regardless of whether or not they choose to publish a candidate statement, are required to complete and file a candidate statement form.

When to File

The candidate statement must be filed at the time the Declaration of Candidacy and all other candidate documents are filed.

Where to Pay

All candidate statement fees are paid at the Voter Registration and Elections office. Fees must be paid at the time the statement is filed. Please make your check or money order payable to the County of Sacramento.

Where to File

Candidate statements to be printed in the County Voter Information Guide must be filed in person at the Voter Registration and Elections office.

Confidentiality of Statements

Notwithstanding any other provisions of law, candidate statements filed shall remain confidential until the close of the nomination period for the office sought.

Withdrawal of Statement

The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. on the next business day after the close of the nomination period. Any request for withdrawing a candidate statement must be done in writing and signed by the candidate. A new statement cannot be filed to replace a withdrawn statement. In the event there is no opposition for a particular contest, candidates may withdraw their candidate statement. Elections Code § 13307(3)

Public Examination

Candidate statements are available to view and/or copies purchased after the deadline for filing has passed. Elections Code § 13313 allows for a 10-calendar day public examination period of all candidate statements prior to submittal for printing in the County Voter Information Guide. During this period, the Elections Official, or any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or an injunction requiring any or all of the material in the candidate statements to be amended or deleted.

CANDIDATE STATEMENT REQUIREMENTS

Check your statement for errors in spelling, punctuation and grammar. No responsibility or liability is assumed by Sacramento County Voter Registration and Elections for errors in spelling, punctuation or grammar, etc.; the statement is entirely the candidate's responsibility.

Candidate Statement Form

The Candidate Statement Form is available on our website and must be completed prior to filing. On this form, candidates will indicate whether or not they elect to file a candidate statement and will submit the printed text of the statement if they choose to file one. While the form provided is not mandatory, our office highly recommends that you use it as a template for your Candidate Statement if you want your statement published in our County Voter Information Guide.

Restrictions

The candidate statement shall not include the political party affiliation of the candidate nor membership or activity in partisan political organizations. Candidate photographs are not permitted.

Candidate statements should be about the candidate's own personal background and qualifications and shall not in any way make reference to other candidates or their qualifications, character or activities. Moreover, no statement shall contain any demonstrably false, slanderous or libelous statements or any obscene or profane language. Elections Code §13308

Maximum Amount of Words and Paragraphs

Your candidate statement shall not exceed 200 words and 5 paragraphs. If your statement exceeds the maximum amount of words, the elections official will remove words starting at the end of the statement until the word count is correct. If your statement exceeds the maximum amount of paragraphs, the elections official will combine paragraphs starting at the end of the statement until the paragraph count is correct.

Permission

If you use someone else's name in your statement, you must file with your statement, an original letter from them stating they are giving you permission to use their name in this manner. Letters must be signed and dated.

Endorsements

Statements containing endorsements must be accompanied by a written authorization letter(s) from the person(s) and/or organization(s) offering the endorsement at the time your statement is submitted. Letters must be signed and dated.

- **Example A:** "...I am endorsed by County Supervisor John Doe, Senator Jane Smith and the Sacramento League of Women Voters."

In Example A, the elections office would require an email, facsimile or copy of the letter of endorsement from Supervisor Doe, Senator Smith and the Sacramento League of Women Voters to allow these endorsements to be printed.

- **Example B:** "...I am endorsed by Police, Firefighters, nurses and teachers throughout Sacramento County."

In Example B, the elections office would not require verification of the endorsement because the statement does not identify a specific individual or organization.

CANDIDATE STATEMENT GUIDELINES

Candidates are required to type their candidate statement. Your candidate statement will be printed as submitted and in the format prescribed by Elections Code § 13307. Candidate statements that are not in compliance with the requirements and format as described in the Candidate Guide will be reformatted and set in uniform type by the elections official.

Notice to Candidates

The format of your statement may need to be changed by the elections official to accommodate the printing requirements of the County Voter Information Guide.

Contents

The candidate statement may contain the name, occupation of the candidate, and a brief description. The statement should not exceed the amount of maximum words and paragraphs for that office. The candidate statement is a statement of the candidate's qualifications and may include the candidate's education. The candidate statement must be written in the first person.

Example: "My name is John Smith and I have lived in Sacramento for 40 years. I am a successful business owner, and community volunteer."

Format

The statement should be typewritten on the template provided by our office, double-spaced and left justified in standard paragraph style. Any candidate statement that is not in conformance with the guidelines will need to be retyped by the candidate or their authorized representative using the computer in our lobby. The format shall conform to the following guidelines:

DO NOT USE:

- Bullets, stars or asterisks
- Bolding
- Italics
- Underlining
- All capital letters (with the exception of acronyms or abbreviations)
- Tables
- Lists (a number of connected items or names written or printed consecutively, typically one below the other)

CANDIDATE STATEMENT COUNTING OF WORDS

These are the guidelines utilized by the elections official in determining the number of words submitted on any document (such as the candidate statement) whose content is limited by statute. Elections Code § 9

Punctuation: Punctuation is not counted.

Proper Nouns: All proper nouns shall be considered as one word.
Example A: John Smith = one word

Geographical Names: All geographical names shall be counted as one word. Areas that have political boundaries with an elected or appointed board are considered geographic areas by this office.
Example A: County of Sacramento = one word
Example B: Twin Rivers Unified School District = one word

Abbreviations: Each abbreviation for a word, phrase, or expression shall be counted as one word.
Example A: PTA = one word

Hyphenations: Hyphenated words that appear in any generally available standard reference dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words.
Example A: Re-election = one word
Example B: Re-elect = two words

Dates: Numbers shall be counted as one word. Dates shall be counted as one word
Example A: 01/01/2016 = one word
Example B: January 1, 2020 = one word

Numbers: Any number consisting of a digit or digits shall be counted as one word. Any number which is spelled shall be considered as a separate word or words.
Example A: One = one word
Example A: One hundred = two words
Example A: 100 = one word

Telephone Numbers: Telephone numbers shall be counted as one word.
Example A: (916) 555-5555 = one word

Internet Websites: Internet websites shall be counted as one word.
Example A: tsmithpp@gmail.com = one word

Email Addresses: Email addresses shall be counted as one word.
Example A: www.tsmithpp.voteforme.com = one word

CANDIDATE STATEMENT REQUIREMENTS

The following checklist is provided to assist candidates with identifying errors that may prevent a statement from being printed as intended in the County Voter Information Guide:

- | | | |
|-----|--|--|
| 1. | Is your statement typed on the form provided by the elections office? | <input type="radio"/> Yes <input type="radio"/> No |
| 2. | Is your statement written in the first person? | <input type="radio"/> Yes <input type="radio"/> No |
| 3. | Does your statement contain equal to or less than the maximum amount of words and paragraphs as permitted? | <input type="radio"/> Yes <input type="radio"/> No |
| 4. | Is your statement free of unusual spacing? | <input type="radio"/> Yes <input type="radio"/> No |
| 5. | Is your statement free of any formatting requiring indentation? | <input type="radio"/> Yes <input type="radio"/> No |
| 6. | Is your statement free of bullets, stars, asterisks, bolding, italics, underlining, tables, and/or lists? | <input type="radio"/> Yes <input type="radio"/> No |
| 7. | Is your statement free of references, direct or implied, to any other candidate or officeholder, including their qualifications, character, or activities? | <input type="radio"/> Yes <input type="radio"/> No |
| 8. | Is your statement free of any reference to your political affiliation or partisan political activity? | <input type="radio"/> Yes <input type="radio"/> No |
| 9. | Is your statement free of any false information or information that may be deemed as slanderous or libelous? | <input type="radio"/> Yes <input type="radio"/> No |
| 10. | Is your statement limited to your own personal background, education, qualifications, and platform upon which you will run? | <input type="radio"/> Yes <input type="radio"/> No |
| 11. | If your statement contains endorsements, do you have documentation to present from the individual(s) or specific organization(s) endorsing you? | <input type="radio"/> Yes <input type="radio"/> No |
| 12. | If your statement references another person's name, do you have documentation to present from the individual(s) stating they gave you permission to use their name in this manner? | <input type="radio"/> Yes <input type="radio"/> No |

If you answered "No" to any of the questions above, your candidate statement may contain content that is prohibited by California Elections Code or election official's policy.



COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS

Candidate Statement Cover Sheet

Election Date: _____

Name of Candidate

Office Sought and District Number, if applicable

Estimated Cost of Statement \$ _____

☐ Full Term

☐ Short Term

Information to Candidates: Your statement may contain your name, and occupation and a brief description of your qualifications and education. Candidates are required to type their statements. Your statement will be printed exactly as submitted, and in the format prescribed by Elections Code §13307. Statements that are not in compliance with the requirements and format as described in the Candidate Guide will be reformatted and set in uniform type by the Elections Official.

Content:

- Be accurate. Statements will be printed as submitted. Spelling, punctuation and grammatical errors will not be corrected by the Elections office; therefore, all statements should be carefully checked before submission.
- Elections Code §13308 restricts any candidate statement to a recitation of the candidate's own personal background and qualifications and prohibits any reference to other candidates for the office sought or to another candidate's qualifications, character, or activities.
- Only a cursory review of the candidate's statement will be done at the time of filing to ensure that the statement is acceptable in content and formatting. If a candidate statement is filed that is not in compliance with the Elections Code, the Elections Official may strike any language not in compliance.

Word/Paragraph Count:

- Candidates for Superior Court Judge, County Offices, Special Districts, School Districts and Cities are limited to 200 words and 5 paragraphs.
- Candidates for U.S. Representative in Congress, State Senator and Member of the State Assembly are limited to 250 words and 6 paragraphs.
- Candidates for Sacramento County Board of Education are limited to 400 words and 8 paragraphs.

Size and Format:

- Statements will be printed in type of uniform size and weight, and with uniform spacing.
- Statements must be submitted left justified and block format. No indentations are permitted.
- Statements will be printed in Arial font.

Endorsements:

- Statements containing endorsements must be accompanied by written authorization letter(s) from the person(s) and/or organization(s) offering the endorsement at the time your statement is submitted. Letters must be signed and dated. An email can be submitted with authorization, must contain the endorser's email signature, and must be submitted within 24 hours of receipt of the candidate statement.

Permission:

- If you use someone else's name in your statement, you must file with your statement an original letter from them stating that they are giving you permission to use their name in this manner. Letters must be signed and dated.
- If someone else files your statement, you must file with your statement an original Letter of Authorization stating that you give that person permission to submit your statement and make any changes needed. Letters must be signed and dated by the candidate.

Submittal:

- Candidate statements must be typed using the template provided on the following page.
- The statement and permission(s) must be filed at the time you file your Declaration of Candidacy. EC §13307 (a)(2)
- Once the statement has been filed, it may not be changed by the candidate.

Public Examination:

- Elections Code §13313 allows for a ten-day public examination period of all candidate statements prior to submittal for printing in the County Voter Information Guide. During this period, the Elections Official, or any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or an injunction requiring any or all the material in the candidate statement to be amended or deleted.

☐ YES, I will file a candidate statement – type your statement on the template provided.

☐ In the event there is no opposition for this contest, I wish to withdraw this candidate statement. (optional)

☐ NO, I will not file a candidate statement.

Date: _____ Signature of Candidate: _____

COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS
Candidate Statement Form

- **INSTRUCTIONS TO CANDIDATES:** Use the template below to prepare your candidate statement. When finished, print both pages to file your statement.
- The information in the "TYPE NAME" and "OCCUPATION" fields below will be printed in the candidate statement area of the County Voter Information Guide exactly as it appears below.
- The "OCCUPATION" field in the candidate statement is optional and not restricted in the same manner as the ballot designation that appears underneath the candidate's name on the Official Ballot, therefore it may be different than the candidate's ballot designation.
- If a candidate does not list an occupation on the candidate statement form that field will appear blank in the County Voter Information Guide.

TYPE NAME: _____

OFFICE SOUGHT AND DISTRICT NUMBER, IF APPLICABLE _____

OCCUPATION: _____

QUALIFICATIONS: _____

SAMPLE

I have prepared the above candidate statement (pursuant to Elections Code §13307) that is to be printed in the County Voter Information Guide and mailed to each registered voter who is eligible to vote for me. I understand that Sacramento County is mandated under the Voting Rights Act to provide materials and information in English, Spanish, Chinese, and Vietnamese. I understand that the amount written on the previous page is an estimated cost to print in English, Spanish, Chinese and Vietnamese. There is no refund in the event of County Voter Information Guide delivery delays.

Date: _____ Signature of Candidate: _____

OPTIONAL
USE
ONLY

Amount Paid: _____

Check No.: _____

Receipt No.: _____

☐ Copy of Check in File

☐ Copy of Receipt in File

1st ✓ 2nd ✓

Number of Paragraphs: _____

Number of Words: _____

Endorsements included?

☐ Yes ☐ No

If yes, are endorsements attached? ☐ Yes

CODE OF FAIR CAMPAIGN PRACTICES

Purpose

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to discuss issues instead of untruths or distortions.

Code of Fair Campaign Practices Form

The Code of Fair Campaign Practices Form is an optional form that will be provided during the nomination period.

Voluntary

In no event shall a candidate for public office be required to subscribe to or endorse the code.

When to File

File the form with your other nomination paperwork. You may file this form at a later date. The elections office will accept it any time up to Election Day.

Public Record

All Code of Fair Campaign Practices forms filed by candidates will be available for public inspection at the elections office until 30 days after the election. Every code subscribed to by a candidate for public office is a public record open for public inspection.

**The provisions of the code and a sample copy of the form are provided
on the following page for your information.**



California Secretary of State
CODE OF FAIR CAMPAIGN PRACTICES
(Elections Code § 20440)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

John Smith

Print Name

mm/dd/yy

Date

John Smith

Signature

Title of Office, District or Area, if applicable

Office

STATEMENT OF ECONOMIC INTERESTS (FORM 700)

This form is used for disclosure of certain personal financial interests under the Political Reform Act's conflict of interest rules. All information required to be disclosed per the Conflict of Interest Code for the office sought during the 12 months prior to the nomination deadline must be reported.

Every candidate is required to file a Statement of Economic Interests (Form 700). A statement is not required if the candidate filed a statement for the same jurisdiction within 60 days before filing a Declaration of Candidacy.

What is Disclosed

The candidate's investments, interests in real property and any income received during the immediately preceding 12 months.

When to File

The Form 700 is to be completed and filed prior to the deadline to file a Declaration of Candidacy.

Where to File

The original Form 700 is filed with the elections office.

For technical questions regarding completion of the Form 700, please contact:

Fair Political Practices Commission

1102 Q Street, Suite 3000

Sacramento, CA 95811

(866) 275-3772

advice@fppc.ca.gov

www.fppc.ca.gov

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Date Initial Filing Received
Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

☐ State

☐ Judge, Retired Judge, Pro Tem Judge, or Court Commissioner
(Statewide Jurisdiction)

☐ Multi-County

☐ County of

☐ City of

☐ Other

3. Type of Statement (Check at least one box)

☐ **Annual:** The period covered is January 1, 2022, through
December 31, 2022.

-or-

The period covered is ____/____/____, through
December 31, 2022.

☐ **Leaving Office:** Date Left ____/____/____
(Check one circle.)

☐ The period covered is January 1, 2022, through the date of
leaving office.

-or-

☐ The period covered is ____/____/____, through
the date of leaving office.

☐ **Assuming Office:** Date assumed ____/____/____

☐ **Candidate:** Date of Election ____ and office sought, if different than Part 1: ____

4. Schedule Summary (required)

► Total number of pages including this cover page: ____

Schedules attached

☐ **Schedule A-1 - Investments** – schedule attached

☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached

☐ **Schedule A-2 - Investments** – schedule attached

☐ **Schedule D - Income – Gifts** – schedule attached

☐ **Schedule B - Real Property** – schedule attached

☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or- ☐ **None** - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed paper statement with your filing official.)

WRITE-IN CANDIDACY

The Statement of Write-In Candidacy form and Nomination Papers shall be available from the Registrar of Voters' office beginning September 11, 2023 through October 24, 2023.

Every person who desires to be a write-in candidate of an election and counted for a particular office shall file a statement of write-in candidacy that contains the following information. Elections Code § 8600

- Candidate's name
- Residence address
- A declaration stating that they are a write-in candidate
- The title of the office for which they are running for
- The date of the election

Filing Fees

No fee shall be required of a write-in candidate.

Candidate Statement

Write-in candidates may not file a candidate statement.

Ballot Designation

Write-in candidates may not file a Ballot Designation Worksheet.

Qualified Write-Ins

The California Administrative Code, Title 2, Division 7, Article 7, §§ 20100 - 20105, specifies the requirements for the counting of write-in votes.

CAMPAIGN DISCLOSURE FORMS

The statutory requirements of the Political Reform Act are now contained in Government Code § 81000 et seq. Information and assistance relating to campaign reporting obligations under the Political Reform Act may be obtained from the elections office or from the Fair Political Practices Commission.

Candidate/Committee Filing Responsibilities

All candidates are required to file campaign disclosure statements.

It is the responsibility of the candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner.

Where to File

The location in which disclosure statements are to be filed depends entirely upon the office that the candidate is seeking or the jurisdiction in which the committee is active.

When to File

Refer to the FPPC Filing Schedule deadlines on the following 2 pages.

Electronic Filing for Local Candidates/Committees

Sacramento County Voter Registration and Elections requires all candidates and committees that receive contributions or make expenditures totaling more than \$1,000 in a calendar year, to electronically file campaign statements. The County, in partnership with NetFile, now has a web-based data entry filing system that allows candidates and committees to electronically create and submit campaign disclosure statements.

Visit www.elections.sacounty.gov and click on the Candidate and Campaign Services tab, then Campaign Finance Information.

For technical questions contact FPPC.

Fair Political Practices Commission
1102 Q Street, Suite 3000
Sacramento CA 95811
(866) 275-3772
advice@fppc.ca.gov

Fair Political Practices Commission

Filing Schedule for Candidates and Controlled Committees for Local Office Who Will be Voted Upon at the November 7, 2023 Election

Deadline	Period	Form	Notes
July 31, 2023 <i>Semi-Annual</i>	* – 06/30/23	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below). Form 470: Candidates who filed candidacy papers on or before June 30, who do not have open committees, and who will not raise or spend \$2,000 or more in 2023, file Form 470.
Within 24 Hours <i>Contribution Reports</i>	8/9/23 – 11/7/23	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon on November 7, 2023. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sept 28, 2023 <i>1st Pre-Election</i>	7/1/23 – 9/23/23	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 26, 2023 <i>2nd Pre-Election</i>	9/24/23 – 10/21/23	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2024 <i>Semi-Annual</i>	10/22/23 – 12/31/23	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before Dec 31, 2023.

Additional Notes:

- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report ([Form 496](#)). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** Unless otherwise noted, all paper filings may be filed by first class mail. A paper copy of a statement may not be required if a local agency requires online filing under a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. [Form 410](#) (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.

www.fppc.ca.gov

Email Advice:
advice@fppc.ca.gov

Phone Advice:
1-866-ASK-FPPC

Campaign Filing Schedule

01 Local Candidate 2023 – 061522

Page 1 of 2

Fair Political Practices Commission

- **Form 470 (2021):** Non-incumbent candidates who raised or spent less than \$2,000 during 2021 and did not have an open committee must file Form 470 by January 31, 2021.
- **Form 470 (2022):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2022 and do not have an open committee may file Form 470 on or before April 28, 2022. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
 - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days. Once the California Access Replacement System (CARS) system is live, this report will be eliminated, and the information captured on other reports.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit fppc.ca.gov/ > Learn > Campaign Rules.

BASIC FILING GUIDELINES

Form 501 - Candidate Intention Statement

Who: All Candidates

When: Before raising or spending any money, including personal funds

Where: Local filing officer

**Raise or Spend
UNDER \$2,000**

**Raise or Spend
OVER \$2,000**

Form 470 - Campaign Statement Short Form

Who: Candidates who do not intend to raise or spend \$2,000 or more for their campaign, and do not have an open committee

When: Anytime, but no later than the date the first pre-election statement is due. The statement covers the entire year

Where: Local filing officer

Form 410 - Statement of Organization

Who: Candidates and organizations who raise or spend \$2,000 or more

When: Anytime, but required to be filed within 10 days of reaching \$2,000 in contributions or expenditures (or within 24 hours if \$2,000 is reached in the final 16 days before Election Day)

Where: Original and copy to Secretary of State, one copy to the local filing officer

Form 470 - Supplemental

Who: Candidate who filed Form 470, but subsequently raised or spent \$2,000 or more for their campaign

When: Within 48 hours of raising or spending \$2,000 or more

Where: Secretary of State, local filing officer and with each candidate seeking the same office

Form 460 - Campaign Statement

Who: All campaign committees formed by filing a Form 410 and who have raised/spent \$2,000 or more

When: Must be filed according to the applicable schedules. Refer to the previous pages for filing schedule

Where: Original and one copy to the local filing officer

CAMPAIGN DISCLOSURE FORMS

Form 410 - Statement of Organization

- What:** This form is used when any individual, officeholder, candidate, group of individuals, organization, or any other entity receives contributions totaling \$2,000 or more during a calendar year.
The name for all local committees established for an election held after January 1, 2009, must include the candidate's name, office sought and year of the election as part of the committee name. Example: "Smith for Name of District 20xx".
Also, there will be a fee of \$50 payable to the Secretary of State upon filing of the form 410.
- When:** The initial 410 Form can be filed prior to raising or spending \$2,000 and then amended within 10 days of reaching the \$2,000 threshold. The Secretary of State will issue the identification number for your campaign committee. Form 410 is filed with the Secretary of State in order to create a committee, to amend any information, and to terminate a committee.
- Where:** The original and one copy with the Secretary of State's Political Reform Division and one copy with the County Elections Official.
- Who:** All candidates who receive or spend \$2,000 or more on their campaign.

Form 460 - Recipient Committee Campaign Statement

- What:** This form is used when any individual, officeholder, candidate, group of individuals, organization, or any other entity receives contributions totaling \$2,000 or more during a calendar year. The form identifies the name of the committee and provides public information regarding the committee's purpose.
Local candidates file this form with the County Elections Official only (not the Secretary of State)
- When:** Must be filed according to the applicable schedules.
- Where:** The original with the County Elections Official.
- Who:** All candidates who have filed Form 410 and have raised or spent \$2,000 or more in a calendar year.

Form 470 - Candidate Campaign Statement (short form)

- What:** This form is used when a candidate does not have a controlled committee and does not anticipate raising or spending \$2,000 or more in a calendar year.
Candidates who initially file the Form 470 and subsequently receive contributions or expenditures totaling \$2,000 or more are required to file a Form 470 supplement within 48 hours of reaching the \$2,000 limit.
- When:** Must be filed no later than the deadline for the first required campaign disclosure statement.
- Where:** The original with the County Elections Official.
- Who:** All candidates who do not plan on spending or raising more than \$2,000 on their campaign in a calendar year.

CAMPAIGN DISCLOSURE FORMS

Form 496 - 24-hour Independent Expenditure Report

What: This form is used when local committees make an independent expenditure that total \$1,000 or more in the 90 days before an election.
Local candidates file this form with the County Elections Official only (not the Secretary of State)

When: Must be filed within 24 hours from making the expenditure(s) of \$1,000 or more.

Where: The form must be filed with the County Elections Official by fax, guaranteed overnight delivery, personal delivery, email or electronic submission.

Who: All candidates who make an expenditure of \$1,000 or more in the 90 days before an election.

Form 497 - 24-hour Contribution Report

What: This form is used when local committees make or receive contributions that total in the aggregate \$1,000 or more in the 90 days before an election.
Local candidates file this form with the County Elections Official only (not the Secretary of State)

When: Must be filed within 24 hours from the receipt of \$1,000 or more in aggregate from a single source or if you contribute \$1,000 or more to another candidate or committee.
If a non-monetary contribution is received in excess of \$1,000, the filing deadline is extended to 48 hours from receipt.

Where: The form must be filed with the County Elections Official by fax, guaranteed overnight delivery, personal delivery, email or electronic submission.

Who: All candidates who give or receive \$1,000 or more to or from a single source in the 90 days before an election.

Form 501 - Candidate Intention Statement

What: This form is used for declaring the formation of a financial campaign.

When: Form 501 must be filed prior to the solicitation or receipt of any contribution or expenditure, including any personal funds, used for the election. A new form 501 must be filed for each election even if a candidate is running for re-election.

Where: Local candidates file this form with the County Elections Official.

Who: All candidates who intend to raise or spend money on behalf of their campaign.

BALLOT ORDER AND ROTATION

Randomized Alphabet Drawing

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

Time/Date of Random Alphabet Drawing

A drawing will take place on August 17, 2023, at 11:00 a.m., at the Secretary of State's office.

The results will be posted on our website following the drawing at: www.elections.saccounty.gov

Rules for Candidate Rotations in Sacramento County:

Office	Rotation Rules
Offices <u>not</u> Countywide	Candidates do not rotate. State Random Alphabet is applied.

ELECTION ACTIVITIES

Ballot Return

After the vote centers close on election night, election activities focus on completing necessary procedures including delivering the voted ballots and supplies to our office.

Election Results

Election results for Sacramento County will be available after the close of polls on Election Day, to candidates and the public on the department's website at www.elections.saccounty.gov.

Tallying of Votes

Sacramento County uses a central location for tallying votes. All ballots are tabulated in the Registrar of Voters' office located at 7000 65th Street, Suite A, Sacramento 95823. The tabulation is open to public viewing.

Semiofficial Election Results

Following election night, updated semiofficial results will be posted periodically, both at the elections office and on our website. The schedule of the release of semiofficial results can be obtained by calling (916) 875-6451 or by visiting our website: www.elections.saccounty.gov

Completion of Official Canvass

A certified statement of election results must be completed within 30 days of the election.

Recounts and Challenges

Following the completion of the official canvass, any voter may, within 5 days, file with the Registrar of Voters a written request for a recount of the votes cast. Elections Code § 15621(a)

Any voter or campaign committee requesting a recount is required to deposit the costs for recount each day before the counting board commences recount activity. The request may specify the order in which the precincts shall be recounted, and the method of recount. All recount activity shall be conducted publicly.

If the recount reverses the results of the official canvass, all deposits shall be returned. If the results are not reversed, the requestor shall be entitled to a return of funds in excess of the actual costs of conducting the recount. The requestor may terminate the recount at any time.

Elections Code §§ 15620, 15621, 15624, 15627

Elections Code § 15640 addresses court-ordered recounts, grounds and probable cause, etc.

POLITICAL SIGNS

Section 5405.3 State Outdoor Advertising Act

The State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. Should you have any questions, comments or need additional information, please call (916) 654-6473.

You can find the Statement of Responsibility for Temporary Political Signs our website at www.elections.saccounty.gov.

Sacramento County Zoning Regulations

Section 335-03 of the Sacramento County Zoning Code specifies the regulations concerning political signs. More information can be found by visiting www.code-enforcement.saccountygov/Pages/Signs.aspx or by contacting the Planning Division of the Department of Community Development.

To file a complaint regarding political signs, call 3-1-1 or (916) 875-4311, or file an online report at www.311.saccounty.gov

SERVICES AVAILABLE

Items available for purchase include:

- Voter Files
- Walking Lists
- Voting Activity Status Report (formerly the Vote By Mail Subscription)
- Precinct Lists
- Maps

To obtain voter files, walking lists, voting activity status reports and precinct lists please visit our website and submit the [Application to Access Voter Registration](#) Information either in person or by mail. Emailed applications for voter data will not be accepted. Our office will contact you for payment once your request has been approved.

The [Map Request application](#) is available on our website. Only Map Request applications will be accepted via email.

Notice to Candidates

The Vote Center no longer includes the printed Street Index. However, you may order a Voting Activity Status Report (Election Day Only), and receive these updates electronically, free of charge.

<http://www.elections.saccountygov/Documents/Election-Day-Voting-Activity-Status-Report.pdf>

2023

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						