

Candidate Guide

Introduction

This Elections Guide is intended to be a general purpose resource for the **August 30, 2011, Scotia Community Services District Formation Election**. We have tried to make it as useful and accurate as possible, but it should not be relied upon in place of the Elections and/or Government Codes for statutory guidance.

Candidates and others interested in the process of running for office or getting a measure on the ballot should make use of online resources from the Secretary of State and Fair Political Practices Commission (FPPC):

www.ss.ca.gov

The California Secretary of State's website is an excellent reference for candidates for partisan offices, including non-partisan voters who want to run for a partisan office.

www.fppc.ca.gov

Creating a campaign committee requires forms and some familiarity with the California Political Reform Act. The FPPC is the ultimate source for information for campaigns and committees.

California Codes can be accessed on the internet at:

www.leginfo.ca.gov/calaw.html

Offices Available
August 30, 2011
Scotia CSD Formation Election

District Board

Five Board Member Positions

2 Year Terms

Election Code 10505 Terms of office; new.

The terms of office of elective officers in all new districts shall be determined as follows:

- (a) If the district is formed in an odd-numbered year, the officers elected at the formation election shall hold office until noon on the first Friday in December of the next-following odd-numbered year, provided officers elected at an election held on the first Tuesday after the first Monday in November shall hold office as provided in subdivision (c).
- (b) If the district is formed in an even-numbered year, the officers elected at the formation election shall hold office until noon on the first Friday in December of the second following odd-numbered year.
- (c) The directors elected at the first general district election held in a district and at a formation election held at the same time as the general district election shall meet as soon as practicable after taking office and classify themselves by lot into two classes, as nearly equal in number as possible, and the terms of office of the class having the greater number shall be four years and the terms of office of the class having the lesser number shall be two years. All other elective officers elected at the election shall hold office for a term of four years or until their successor is elected and qualifies.

Candidate Filing Information

There are no filing fees associated with county special district board offices.

Declaration of Candidacy forms are available and are to be filled out and filed at the

Humboldt County Elections Office
3033 H Street
Eureka, California

Except as provided by Elections Code §8028(b), Declaration of Candidacy forms may not be removed from the Elections Office.

Declaration of Candidacy forms can be filed beginning May 9, 2011, and ending June 3, 2011.

Campaign Financial Statements
Tentative Filing Schedule for Candidates/Committees

SCOTIA CSD FORMATION ELECTION
AUGUST 30, 2011

STATEMENT	PERIOD COVERED	FILING DEADLINE
Semi-Annual Form 460 (if required)	1/1/2011 – 6/30/2011	July 31, 2011
Pre-Election Form 460	7/1/11 – 7/16/11	July 21, 2011
Pre-Election Form 460	7/17/2011 – 8/13/2011	August 18, 2011
Late contribution or independent expenditure of \$1,000 or more Form 497	8/14/2011 – 8/30/2011	Within 24 Hours
Semi-Annual Form 460	8/14/2011 – 12/31/2011	February 1, 2012

All persons who seek local elective offices must file campaign statements. A manual is available from the Fair Political Practices Commission for candidates and committees which explains the various filing obligations. The contact information for the FPPC is:

FPPC
P.O. Box 807
Sacramento, CA 95804-0807
(866) 275-3772
www.fppc.ca.gov

Candidates for County offices file with:
Humboldt County Elections
3033 H Street, Room 20
Eureka, CA 95501
(707) 445-7481
<http://co.humboldt.ca.us/election>

SUMMARY OF FINANCIAL FORMS

Form 501: Candidate Intention. Any candidate for state or local offices in California must file this form with their elections official before soliciting or receiving campaign contributions (including loans and use of personal funds).

Form 410: Statement of Organization. Individuals or groups organizing a committee must file a Form 410 with the Secretary of State and a copy with their Registrar of Voters within 10 Days of receiving \$1,000.

Form 460: Recipient Committee Campaign Statement. For use by **ALL** recipient committees, including Candidates, Officeholders, and their Controlled Committees who raise or spend \$1,000 or more. This form is used for the pre-election and semi-annual disclosure statements.

Form 470: Candidate and Officeholder Campaign Statement – Short Form. Candidates and officeholders who spend less than \$1,000 for the calendar year file Form 470. If Form 470 is filed with the declaration of candidacy, or before the first pre-election filing deadline, no additional campaign statement needs to be filed in connection with the election so long as total receipts and expenditures remain less than \$1,000.

Form 497: Late Contribution Report. A late contribution is a monetary or non monetary contribution, including a loan, that totals \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or ballot measure committee during the 16 days before the election. This must be filed by personal delivery, guaranteed overnight mail, fax or telegram within 24 hours. Regular mail may not be used.

Filing Locations

Humboldt County Registrar of Voters
3033 H Street, Room 20
Eureka, CA 95501
(707) 445-7481
FAX (707) 445-7241

Secretary of State
Political Reform Division
1500 11th Street, 4th Floor
P.O. Box 1467
Sacramento, CA 95812-1467
(916) 653-6224

**For Questions or to Access
Forms On-Line Contact:
Fair Political Practices Commission (FPPC)**

428 J Street, Suite 620
Sacramento, CA 95812-0807
(916) 322-5560

Advice Line: (866) 275-3772

www.fppc.ca.gov

Statements of Economic Interests Form 700

Effective January 1, 2008, **ALL** candidates are required to file a Statement of Economic Interests (FPPC Form 700) with the County Elections Office where they file their Declaration of Candidacy, due to the passage of Senate Bill 512. These forms are due no later than the final filing date for the Declaration of Candidacy.

Form 700 is part of the Declaration of Candidacy packet that is available at the elections office. It can also be found, along with complete instructions, online at www.fppc.ca.gov.

Exception: If an incumbent files an annual statement within 60 days prior to filing the declaration of candidacy, a candidate statement of economic interest is not required.

Candidate Statements

County Officers – Nonpartisan Elections Code §§ 13307-13309

Each candidate for local, nonpartisan elective office may prepare a candidate's statement on an appropriate form provided by the County Elections Office. The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words** of the candidate's education and qualifications.

The statement **shall not** include any of the following:

- Party affiliation of the candidate
- Membership activity in partisan political organizations
- Reference to other candidates for office or to another candidate's qualifications
- Typographic accents, such as:
 - Underlining
 - Bold Lettering**
 - Italics*
 - Bullets

Statements must be filed by the close of the nomination period which is June 3, 2011, at 5:00 p.m. The statement may be **withdrawn, but not changed**, during the nomination period and until 5:00 p.m. of the next working day after the close of the nomination period. The candidate statement should be typed in the format provided by the Elections Office. Handwritten statements will not be accepted for publication. If you submit your statement on a CD or DVD, using Microsoft Word format, attach a printed copy of your statement to the form provided and submit it with the CD or DVD. **The electronic and hard copies must match. Proofread your statement carefully BEFORE submitting it. Statements will be printed as submitted.** Errors in spelling, punctuation, grammar, or intent **WILL NOT BE CORRECTED**. If the electronic and hard copies do not match, the Elections Office will choose the version to be printed.

For this particular election, there is no charge to the candidate for a candidate Statement.

Ballot Designations

The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the principal profession, vocation, or occupation of the candidate.

Elections Code Sections 13107, 13107.3 (Statutes of 2010) and 13107.5 governs the ballot designation that a candidate may use. All candidates (except candidates for Justice of the State Supreme Court or Court of Appeal) may choose a ballot designation to appear immediately under their name on the ballot. Each candidate who submits a ballot designation shall file, in addition to the nomination documents filed pursuant to §8020, a ballot designation worksheet that supports the use of that ballot designation by the candidate. The Ballot Designation Worksheet is obtained from the Elections Department.

The ballot designation must be chosen from one of the four categories below:

- 1) **Elective Office:** 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) **Incumbent:** 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) **3-word Profession/Occupation/Vocation:** 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.
 - a. **"Profession"** means a field of employment requiring special education or skill and requiring knowledge of a particular discipline.
Examples of acceptable designations: Attorney, Physician, Accountant, Architect, and Teacher
 - b. **"Vocation"** means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time.
Examples of acceptable designations: Minister, Priest, Mother, Father, Homemaker, Dependent Care Provider, Carpenter, Plumber, Electrician, and Cabinetmaker
 - c. **"Occupation"** means the employment in which one regularly engages or follows as the means of making a livelihood.
Examples of acceptable designations: Rancher, Restaurateur, Retail Salesperson, Manual Laborer, Construction Worker, Computer Manufacturing Executive, Military Pilot, Secretary, and Police Officer
- 4) **Appointed Incumbent:** The phrase "appointed incumbent" may be used if:
 - a. The candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for the election to the same office, or,
 - b. 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.

Community Volunteer: 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.

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

Titles or Degrees Prohibited: No title or degree shall appear on the same line on a ballot as a candidate’s name, either before or after the candidate’s name, in the case of any election to any office. (Elections Code §13106)

Unacceptable Designations: Pursuant to Elections Code §13107(b), neither the Secretary of State nor any other election 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.

Rejected Ballot Designations: If, after checking the Declaration of Candidacy and the Ballot Designation Worksheet, the election official finds the designation to be in violation of any of the restrictions set forth in §13107, 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.

The candidate shall, within three (3) days, excluding Saturday and Sunday, and state holidays, from the date of receipt of the notice, appear before the election officer 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).

In the event the candidate fails to provide an alternate designation within the three-day period, no designation shall appear after the candidate’s name.

Ballot Designation Worksheet: A ballot designation worksheet must be completed at the time of filing. Election Code 13107.3 states:

- (a) Each candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file, in addition to the nomination documents filed pursuant to Section 8020, 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.