

IMPORTANT CHANGE!!

Due to the current COVID-19 situation, all candidate filing will be done by appointment only. Please email elections@countyofnapa.org or call 707-299-1470 to make an appointment and start the candidate filing process.

See page 1 for more information.

2020

County of Napa Candidate Information Guide November 3, 2020 General Election



Napa County Election Division

1127 1st St, Ste E

Napa, CA 94559

707-253-4321

Toll Free 1-800-494-8356

elections@countyofnapa.org

Table of Contents

Introduction Letter	1
Important Contact Information	2
Important Dates	3
Filing Deadlines for Campaign Disclosure Statements	4
Office Information	5
Qualifications & Requirements	8
Napa County Regional Park & Open Space District	8
Board of Education/ Napa Valley College Board/Unified School Districts	10
Water District Governing Board Members	12
Summary Information	14
Napa County Regional Park & Open Space District	14
Board of Education/Napa Valley College Board/Unified School Districts	15
Water District Governing Board Members	16
Ballot Designation	17
Candidate Statement of Qualifications	20
General Information	20
Cost	21
Filing Information	22
Word Count Standards	22
Examples	22
Code of Fair Campaign Practices	24
Campaign Disclosure Information	25
Campaign Disclosure Requirements	25
Campaign Disclosure Form Explanations	25
Candidate Intention Form 501 Requirements	25
Officeholder and Candidate Campaign Statement 470 (Short Form)	26
Statement of Organization Form 410	27
Recipient Committee Campaign Statement Form 460	27
Political Sign Information	29
Campaign Literature	30
Frequently Asked Questions	32
Voter Registration & Election Data Files	33
Fee Schedule for Election Services	34
Application for Voter Registration Information	35

Introduction Letter

This handbook has been prepared to assist candidates, committees and members of the news media in preparing for the upcoming 2020 General Election. This handbook is not intended to be all encompassing, but merely summarizes major provisions related to candidates and committees involved in elections in the County of Napa and the State of California.

While the staff has attempted to be as informative as possible in compiling this information, and we appreciate the opportunity to address your questions not answered in this handbook, the law prohibits employees from answering questions of a legal nature. This handbook is not intended as a substitute for legal counsel. For your protection, we strongly urge you to consult an attorney.

The Napa County Election Division is open 8:00 a.m. – 5:00 p.m., Monday through Friday, excluding holidays. For further information or more detailed explanations, please contact the office by calling (707) 253-4321 or Toll Free at 1-888-494-8356 or by e-mail at elections@countyofnapa.org.

Candidate Filing during COVID-19

In order to comply with the current COVID-19 guidelines, all candidates must make an appointment for candidate filing. Appointments can be made by calling 707-299-1470 or email elections@countyofnapa.org. Once an appointment is set, the candidate will be sent a meeting notice via email with instructions for their appointment. All appointments will be made during the nomination period for that particular office.

The candidate will receive an email with the Preliminary Information Form; this form will also be available on the website www.countyofnapa.org/elections. The candidate must complete the Preliminary Information Form and return it to the Election Division via email. Once the candidate returns the Preliminary Information Form, another email will be sent containing all necessary candidate forms. All forms must be completed prior to the appointment.

A candidate may electronically submit their completed documents to the Election Division so that a staff member may begin the review and verification process as soon as is practicable. However, in order to be considered a qualified candidate for the office in which they seek, the completed documents with original signatures must be received by the Election Division at the scheduled appointment time.

If a candidate does not submit all required documents at the time of their scheduled appointment, they will only have until the close of nomination for that office to do so. If the forms are not completed by that time the candidate will not be qualified for that office.

Important Contact Information

Napa County Election Division – 1127 1st St, Suite E, Napa, Ca 94559

Phone..... (707) 253-4321
Fax..... (707) 253-4390
Toll Free..... (888) 494-8356
E-mail..... elections@countyofnapa.org

Secretary of State – 1500 11th St, 5th Floor, Sacramento, Ca 95814

Election Division E-mail..... election@sos.ca.gov
Political Reform Division E-mail..... politicalreform@sos.ca.gov
Phone..... (916) 657-2166
Fax..... (916) 653-3214
Web..... www.sos.ca.gov

Fair Political Practices Commission – 1102 Q St, Suite 3000, Sacramento, Ca 95811

Web..... www.fppc.ca.gov

Technical Assistance Division (Campaign Disclosure, State Contribution Limits, Conflicts of Interest Disclosure)

Phone..... (866) 275-3772
Fax..... (916) 322-3711

Legal Division (Conflict of Interest Disqualifications, Use of Campaign Funds)

Phone..... (866) 275-3772

Enforcement Division (File Complaint under Political Reform Act)

Phone..... (800) 561-1861

State Franchise Tax Board

Phone..... (800) 852-5711
Web..... www.ftb.ca.gov
Automated Phone Information..... (800) 338-0505

City of Napa

Phone..... (707) 258-7870
Fax..... (707) 257-9534

City of St Helena

Phone..... (707) 967-2792
Fax..... (707) 963-7748

City of Calistoga

Phone..... (707) 942-2807
Fax..... (707) 942-0732

City of American Canyon

Phone..... (707) 647-4352
Fax..... (707) 642-1249

Town of Yountville

Phone..... (707) 948-2612
Fax..... (707) 944-6919

Sonoma County Election Division

Phone..... (707) 565-6800
Fax..... (707) 565-6843
Toll Free..... (800) 750-8683
Web..... www.sonoma-county.org/regvoter

Other Helpful Connections

Internal Revenue Services..... www.irs.gov
Federal Election Commission..... www.fec.gov
California Law..... www.leginfo.ca.gov

Important Dates

July 13, 2020 – August 7, 2020 (E-113 – E-88)	Nomination Period All Filing Fees, Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies are due at this time. (The non-refundable filing fee is payable to the Registrar of Voters, and must be paid at the time the candidate obtains the nomination forms.)
August 7, 2020 – August 17, 2020 (E-88 – E-78)	Petition Circulation Period to Place Contest on Ballot Petition can be circulated to place a judicial contest(s) on ballot to allow write-ins. 100 signatures needed to file.
August 8, 2020 – August 12, 2020 (E-87 – E-83)	Nomination Extension Period Nomination filing extended ONLY to non-incumbent if the incumbent does not file Nomination Papers by August 7, 2020
August 13, 2020 (E-82)	Random Alpha Randomized Alphabet drawing done by the Secretary of State to determine the order of candidates on the ballot.
September 7, 2020 – October 20, 2020 (E-57 – E-14)	Write-in Period Nomination Petitions to become a qualified write-in candidate shall be filed during this period.
October 5, 2020 (E-29)	Vote by Mail Period Starts This is the first day that Vote by Mail Ballots can be mailed to voters.
October 19, 2020 (E-15)	15 Day Close This is the last day a voter can register to vote and receive a ballot by mail. All voters that register after this date will need to go to the Election Office or a Vote Center to receive a ballot.
November 3, 2020	Election Day

Filing Deadlines for Campaign Disclosure Statements

Deadline	Period	Form	Notes
Jul 31, 2020 <i>Semi-Annual</i>	* – 6/30/20	460	<ul style="list-style-type: none"> All committees must file Form 460.
Within 24 Hours <i>Contribution Reports</i>	8/5/20 – 11/3/20	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 another candidate or measure being voted upon November 3, 2020. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sep 24, 2020 <i>1st Pre-Election</i>	7/1/20 – 9/19/20	460 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 22, 2020 <i>2nd Pre-Election</i>	9/20/20 – 10/17/20	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery or guaranteed overnight service or online, if available.
Feb 1, 2021 <i>Semi-Annual</i>	10/18/20 – 12/31/20	460	<ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2020.

- *** 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:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to 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. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee must file Form 470 on or before September 24, 2020. 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.
- **Public Documents:** All forms are public documents.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - 462: This verification form must be e-mailed to the FPPC within 10 days.
 - 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.

Office Information

Office	Officeholder	Sponsors' Signatures	Seats Available	Special Information
Regional Park & Open Space District				<ul style="list-style-type: none"> • Must live within the Ward to run • Voted on by Ward
Ward 2.....	Tony Norris.....	50 - 70.....	1 Seat.....	
Ward 3.....	Brent Randol.....	50 - 70.....	1 Seat.....	
Ward 4.....	David Finigan.....	50 - 70.....	1 Seat.....	
Napa Valley College Board				<ul style="list-style-type: none"> • Must live within the Area to run • Voted on by Area
4 Year Term				
Area 1.....	Jennifer Baker.....	N/A.....	1 Seat.....	
Area 6.....	Rosaura Segura.....	N/A.....	1 Seat.....	
Area 7.....	Rafael Rios.....	N/A.....	1 Seat.....	
Napa County Board of Education				<ul style="list-style-type: none"> • Must live within the Area to run • Voted on by Area
4 Year Term				
Area 3	Betsinda Biederman....	N/A.....	1 Seat.....	
Area 5.....	Steven Orndorf.....	N/A.....	1 Seat.....	
Area 6.....	James Haslip.....	N/A.....	1 Seat.....	
Area 7.....	Jennifer Kresge.....	N/A.....	1 Seat.....	
Napa Valley Unified School District				<ul style="list-style-type: none"> • Must live within Area to run • Voted on by Area
4 Year Term				
Area 2.....	No Incumbent.....	N/A.....	1 Seat.....	
Area 4.....	Joe Schunk.....	N/A.....	1 Seat.....	
Area 5.....	David Gracia.....	N/A.....	1 Seat.....	
Area 7.....	No Incumbent.....	N/A.....	1 Seat.....	
St Helena Unified School District				<ul style="list-style-type: none"> • Must live within District to run
4 Year Term At Large District No Areas	Jeannie Kerr Jeffrey Conwell	N/A.....	2 Seats.....	
Calistoga Joint Unified School District				<ul style="list-style-type: none"> • Must live within District to run
4 Year Term At Large District No Areas (Portion in Sonoma County)	Julianne Elkeshen Mark Galindo Matthew Reid	N/A.....	3 Seats.....	

Office	Officeholder	Sponsors' Signatures	Seats Available	Special Information
Howell Mountain Elementary School District At Large District No Areas 4 Year Term	Lisa Welborn Wendy Yorgensen Ryan Hackett	N/A.....	3 Seats.....	<ul style="list-style-type: none"> • Must live within District to run
2 Year Term	Duane White Cynthia Gosling		2 Seats.....	
Pope Valley Union School District 4 Year Term At Large District No Areas	Paul Kimsey David Daniels Claudia Ramirez	N/A.....	3 Seats.....	<ul style="list-style-type: none"> • Must live within District to run
Solano County Board of Education 4 Year Term Area 2	Monica Brown.....	N/A.....	1 Seat.....	<ul style="list-style-type: none"> • Must live within the Area to run • Voted on by Area
Fairfield-Suisun Unified School District 4 Year Term Area 3	Judi Honeychirch.....	N/A.....	1 Seat.....	<ul style="list-style-type: none"> • Must live within the Area to run • Voted on by Area
Los Carneros Water District At Large District No Areas 4 Year Term	Matt Wilkinson Robert Jones Cassandra Walker	N/A.....	3 Seats.....	<ul style="list-style-type: none"> • Must be landowner or landowner representative to run • Voted on by Landowner
2 Year Term	Jim Lincoln Laura Deyermond		2 Seats.....	
Circle Oaks Water District At Large District No Areas 4 Year Term	Jed Welsh Christy Vough Ron Tamarisk	N/A.....	3 Seats.....	<ul style="list-style-type: none"> • Must live within District to run
2 Year Term	Leslie Ellison Michelle Montgomery		2 Seats.....	

Office	Officeholder	Sponsors' Signatures	Seats Available	Special Information
Congress Valley Water District At Large District No Areas 4 Year Term	Renate Sicard Ronald Cavanagh		2 Seats.....	<ul style="list-style-type: none"> • Must live within District to run
2 Year Term	Richard Nominni Erik Erickson Peter Eldridge	N/A.....	3 Seats.....	
Spanish Flat Water District At Large District No Areas 4 Year Term			2 Seats.....	<ul style="list-style-type: none"> • Must live within District to run
2 Year Term		N/A.....	3 Seats.....	

Qualifications & Requirements

Napa County Regional Park & Open Space District

Director Ward 2

Director Ward 3

Director Ward 4

TERM OF OFFICE

Napa County Regional Park & Open District Ward Directors serve a 4-year term beginning December 7, 2020.

QUALIFICATIONS

A District Director shall:

- be 18 years of age or older; and
- be a citizen; and
- be a registered voter; and
- be a resident of the Ward; and
- not be disqualified by the Constitution or laws of the state from holding a civil office.

FILING REQUIREMENTS

CANDIDATE INTENTION STATEMENT (Form 501) ▶ Each candidate for state or local office must file this form prior to solicitation or receipt of any contribution, loans, or expenditure of any personal funds used for the election. You must file a separate Form 501 for each election, including reelection to the same office. Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or statement of qualifications in the ballot pamphlet.

NOMINATION PETITIONS ▶ Each candidate is required to file a Nomination Petition between July 13, 2020 and August 7, 2020, containing at least 50 and no more than 70 signatures of registered voters in the jurisdiction. Each section of the Nomination Petition shall be delivered to the county elections official, no later than the close of business on August 7, 2020.

BALLOT DESIGNATION WORKSHEET ▶ Each candidate who submits a Ballot Designation shall file a Ballot Designation Worksheet that supports the use of that Ballot Designation by the candidate. The Ballot Designation Worksheet shall be filed with the elections official at the same time that the candidate files his/her Declaration of Candidacy. The Ballot Designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between July 13, 2020 and August 7, 2020. The Declaration of Candidacy shall be obtained from the office of the county elections official. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration of Candidacy from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration of Candidacy must be properly executed and delivered to the county elections official from whom it was obtained no later than the close of business on August 7, 2020. If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 7, 2020, any other person, if otherwise qualified, other than the incumbent, may file a Declaration of Candidacy no later than the close of business on August 12, 2020.

STATEMENT OF QUALIFICATIONS—OPTIONAL ▶ Each candidate for local office may submit a Statement of Qualifications to be printed in the Voter Information portion of the Sample Ballot Booklet. Statements must be filed no later than the Declaration of Candidacy. Once filed, statements shall not be changed (except as specifically required by the elections official). The Statement of Qualifications may be withdrawn at the candidate’s request no later than close of business of the next working day after the close of the nomination period. Statements of Qualifications are confidential until the close of the nomination period for that particular office and then become public documents.

See pages 20-22 for guidelines and fees associated with the candidate statement.

STATEMENT OF ECONOMIC INTERESTS (Form 700) ▶ (Please refer to www.fppc.ca.gov)

Each candidate must file a Statement of Economic Interests at the time of filing his or her Declaration of Candidacy unless such a statement was filed within 60 days prior to the filing of a Declaration of Candidacy. (Please provide a copy to the Election Division at the time of filing.)

VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES—OPTIONAL ▶ At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

CAMPAIGN COMMITTEE FILING OBLIGATIONS

See Campaign Disclosure Requirements starting on page 25 of this guide or the appropriate F.P.P.C. Manual found on the Fair Political Practices Commission website.

Board of Education/ Napa Valley College Board/Unified School Districts

Napa County Board of Education Areas 3, 5, 6 & 7
Napa Valley College Board Areas 1, 6 & 7
Napa Valley Unified School District Areas 2, 4, 5 & 7
St Helena Unified School District (2 Seats)
Calistoga Joint Unified School District (3 Seats)
Howell Mountain Elementary School District (5 Seats)
Pope Valley Union School District (3 Seats)
Solano County Board of Education Area 2
Fairfield-Suisun Unified School District Area 3

TERM OF OFFICE

Board members serve a 4-year term unless otherwise stated.

Napa County Board of Education – Term begins November 27, 2020

Napa Valley College – Term begins December 4, 2020

Napa Valley Unified School District– Term begins December 4, 2020

St Helena Unified School District – Term begins December 4, 2020

Calistoga Joint Unified School District – Term begins December 4, 2020

Howell Mountain Elementary School District– Term begins December 4, 2020

Pope Valley Union School District – Term begins December 4, 2020

Solano County Board of Education – Term begins November 27, 2020

Fairfield-Suisun Unified School District– Term begins December 4, 2020

QUALIFICATIONS

A District Director shall:

- be 18 years of age or older; and
- be a citizen; and
- be a registered voter; and
- be a resident of the District; and
 - Board of Education candidates must live within the Area for which he/she is running. This office is elected by Area.
 - Napa Valley College Board candidates must live within the Area for which he/she is running. This office is elected by Area.
 - Napa Valley Unified School District candidates must live within the Area for which he/she is running. This office is elected by Area.
 - All other School District candidates must live within the district for which he/she is running. These offices are voted on by District.
- not be disqualified by the Constitution or laws of the state from holding a civil office.

FILING REQUIREMENTS

CANDIDATE INTENTION STATEMENT (Form 501) ▶ Each candidate for state or local office must file this form prior to solicitation or receipt of any contribution, loans, or expenditure of any personal funds used for the election. You must file a separate Form 501 for each election, including reelection to the same office. Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or statement of qualifications in the ballot pamphlet.

BALLOT DESIGNATION WORKSHEET ▶ Each candidate shall file a Ballot Designation Worksheet that supports the use of that Ballot Designation by the candidate. The Ballot Designation Worksheet shall be filed with the elections official at the same time that the candidate files his/her Declaration of Candidacy. The Ballot Designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between July 13, 2020 and August 7, 2020. The Declaration of Candidacy shall be obtained from the office of the county elections official. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration of Candidacy from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration of Candidacy must be properly executed and delivered to the county elections official from whom it was obtained no later than the close of business on August 7, 2020. If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 7, 2020, any other person, if otherwise qualified, other than the incumbent, may file a Declaration of Candidacy no later than the close of business on August 12, 2020.

STATEMENT OF QUALIFICATIONS—OPTIONAL ▶ Each candidate for local office may submit a Statement of Qualifications to be printed in the Voter Information portion of the Sample Ballot Booklet. Statements must be filed no later than the Declaration of Candidacy. Once filed, statements shall not be changed (except as specifically required by the elections official). The Statement of Qualifications may be withdrawn at the candidate’s request no later than close of business of the next working day after the close of the nomination period. Statements of Qualifications are confidential until the close of the nomination period for that particular office and then become public documents.
See pages 20-22 for guidelines and fees associated with the candidate statement.

For the offices that have a portion in Sonoma County (see page 5 for this information) a separate Statement of Qualifications may be filed with Sonoma County. Contact Sonoma County for more information on fees and deadlines.

Sonoma County Election Division - Phone..... (707) 565-6800

STATEMENT OF ECONOMIC INTERESTS (Form 700) ▶ (Please refer to www.fppc.ca.gov)
Each candidate must file a Statement of Economic Interests at the time of filing his or her Declaration of Candidacy unless such a statement was filed within 60 days prior to the filing of a Declaration of Candidacy. (Please provide a copy to the Election Division at the time of filing.)

VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES—OPTIONAL ▶ At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

CAMPAIGN COMMITTEE FILING OBLIGATIONS

See Campaign Disclosure Requirements starting on page 25 of this guide or the appropriate F.P.P.C. Manual found on the Fair Political Practices Commission website.

Water District Governing Board Members

Circle Oaks Water District – 5 Seats
Congress Valley Water District – 5 Seats
Spanish Flat Water District – 5 Seats
Los Carneros Water District – 5 Seats

TERM OF OFFICE

Elected Board Members serve a 4-year term (unless otherwise stated) beginning December 1, 2020.

QUALIFICATIONS

A District Director for **Circle Oaks Water District, Congress Valley Water District and Spanish Flat Water District** shall:

- be a registered voter within the district; and
- be 18 years of age or older; and
- be a citizen; and
- be a resident of the district; and
- not be disqualified by the Constitution or laws of the state from holding a civil office.

A District Director for **Los Carneros Water District** shall:

- be a landowner within the district, be a legal representative of a holder of title to land within the district in accordance with Section 34030 or be a representative designated by a holder of title to land within the district, if the holder has filed with the district written evidence of that designation; and
- be 18 years of age or older; and
- be a citizen; and
- be a resident of the district; and
- not be disqualified by the Constitution or laws of the state from holding a civil office.

FILING REQUIREMENTS

CANDIDATE INTENTION STATEMENT (Form 501) ▶ Each candidate for state or local office must file this form prior to solicitation or receipt of any contribution, loans, or expenditure of any personal funds used for the election. You must file a separate Form 501 for each election, including reelection to the same office. Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or statement of qualifications in the ballot pamphlet

BALLOT DESIGNATION WORKSHEET ▶ Each candidate shall file a Ballot Designation Worksheet that supports the use of that Ballot Designation by the candidate. The Ballot Designation Worksheet shall be filed with the elections official at the same time that the candidate files his/her Declaration of Candidacy. The Ballot Designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between July 13, 2020 and August 7, 2020. The Declaration of Candidacy shall be obtained from the office of the county elections official. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration of Candidacy from the county elections official and deliver it to the candidate. Such written

statement shall state that the candidate is aware the Declaration of Candidacy must be properly executed and delivered to the county elections official from whom it was obtained no later than the close of business on August 7, 2020. If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 7, 2020, any other person, if otherwise qualified, other than the incumbent, may file a Declaration of Candidacy no later than the close of business on August 12, 2020.

STATEMENT OF QUALIFICATIONS—OPTIONAL ▶ Each candidate for local office may submit a Statement of Qualifications to be printed in the Voter Information portion of the Sample Ballot Booklet. Statements must be filed no later than the Declaration of Candidacy. Once filed, statements shall not be changed (except as specifically required by the elections official). The Statement of Qualifications may be withdrawn at the candidate’s request no later than close of business of the next working day after the close of the nomination period. Statements of Qualifications are confidential until the close of the nomination period for that particular office and then become public documents.

See pages 20-22 for guidelines and fees associated with the candidate statement.

STATEMENT OF ECONOMIC INTERESTS (Form 700) ▶ (Please refer to www.fppc.ca.gov)

Each candidate must file a Statement of Economic Interests at the time of filing his or her Declaration of Candidacy unless such a statement was filed within 60 days prior to the filing of a Declaration of Candidacy. (Please provide a copy to the Election Division at the time of filing.)

VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES—OPTIONAL ▶ At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

CAMPAIGN COMMITTEE FILING OBLIGATIONS

See Campaign Disclosure Requirements starting on page 25 of this guide or the appropriate F.P.P.C. Manual found on the Fair Political Practices Commission website.

Summary Information

Napa County Regional Park & Open Space District

Directors Ward 2, 3 & 4

IMPORTANT!!!

	FILING FEES	N/A
	NOMINATION SIGNATURES	50-70
	STATEMENT OF QUALIFICATIONS	See page 21 of this guide for cost per district
	FILING PERIODS	
	■ 07/13/20 – 08/07/20	All Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies are due during this period.
	■ 08/08/20 – 08/12/20	Extension Period for filing all Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies ONLY to non-incumbent if the incumbents does not file Nomination Papers by August 7, 2020
	ALL CANDIDATES MUST FILE:	
	1. Nomination Petition	
	2. Declaration of Candidacy	
	3. Statement of Economic Interests (Form 700)	
	4. Campaign Statement Forms (501, 470)	

Board of Education/Napa Valley College Board/Unified School Districts

Board of Education Areas 3, 5, 6 & 7
Napa Valley College Board Areas 1, 6 & 7
Napa Valley Unified School District Areas 2, 4, 5 & 7
St Helena Unified School District
Calistoga Joint Unified School District
Howell Mountain Elementary School District
Pope Valley Union School District
Solano County Board of Education Area 2
Fairfield-Suisun Unified School District Area 3

IMPORTANT!!!

	FILING FEES	N/A
	NOMINATION SIGNATURES	N/A
	STATEMENT OF QUALIFICATIONS	See page 21 of this guide for cost per district
	FILING PERIODS	
	■ 07/13/20 – 08/07/20	All Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies are due during this period.
	■ 08/08/20 – 08/12/20	Extension Period for filing all Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies ONLY to non-incumbent if the incumbents does not file Nomination Papers by August 7, 2020
	ALL CANDIDATES MUST FILE:	
	1. Declaration of Candidacy	
	2. Statement of Economic Interests (Form 700)	
	3. Campaign Statement Forms (501, 470/460)	

Water District Governing Board Members

Circle Oaks Water District
Congress Valley Water District
Spanish Flat Water District
Los Carneros Water District

IMPORTANT!!!



NOMINATION SIGNATURES

Not required for this office



STATEMENT OF QUALIFICATIONS

See page 21 of this guide for cost per district



FILING PERIODS

■ 07/13/20 – 08/07/20

All Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies are due during this period.

■ 08/08/20 – 08/12/20

Extension Period for filing all Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies ONLY to non-incumbent if the incumbents does not file Nomination Papers by August 7, 2020



ALL CANDIDATES MUST FILE:

1. Declaration of Candidacy
2. Statement of Economic Interests (Form 700)
3. Campaign Statement Forms (501, 410, 460/470)

Ballot Designation

The Ballot Designation is a word, or a group of not more than **three (3)** words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation 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.

Election Code Section 13107, states the following:

- a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:
 - (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.
 - (2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.
 - (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
 - (4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of the Election Code.
- b) Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:
 - (1) It would mislead the voter.
 - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
 - (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
 - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - (6) It uses a word or words referring to a racial, religious, or ethnic group.
 - (7) It refers to any activity prohibited by law.

- c) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.
- (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).
 - (2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

Elections Code 13107.5 (in regards to using "community volunteer") states the following:

- a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section **13107**, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
 - (1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
 - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
 - (3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.
- b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

Acceptable Designations

- Elected officials may use his/her elected title even if that title exceeds the three-word limitation, example "Assessor-Recorder-County Clerk."
- If an elected official opts to include another profession, vocation, or occupation with the elective office, the designation must satisfy the three-word limitation, example "Legislator/Businessman," "Physician/Senator."
- A principal profession, vocation, or occupation is the primary job or work one does which is the means of livelihood or production of income, as opposed to a hobby. Some persons may work at more than one profession or vocation. Exceptions may apply for persons retired or unemployed by choice or by circumstance.
- A candidate may use either his or her current principal profession or one that he or she has held within the last calendar year.
- Organization names must be replaced with generic references. For example, "President, Apple Computers" should be replaced with "President, Computer Company."
- "Community Volunteer" shall be a valid principal vocation if not in violation of the restrictions set forth above.

Unacceptable Designations

- A political party central committee designation is not a principal profession nor is it an elected county or state office.
- Multiple designations are **usually** acceptable, provided that the three-word limitation is met. **An impermissible** designation would be “Member of the Senate/Rancher.”
- A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation, or occupation designation.
- Ballot designations suggesting an evaluation of a candidate such as: “Best _____,” “Prominent _____,” “Advocate,” “Anti.” Anything conveying a philosophy, or words connoting a status such as “parent,” “taxpayer,” “citizen,” “patriot,” “renter,” and “presidential appointee.”
- Commercial or proper names such as “IBM president,” “Director, Health Services,” “Sierra Club Secretary.” Generic descriptions of specific jobs should be substituted; for example, “Computer Corporation President,” “State Agency Director,” or “Nonprofit Organization Secretary.”
- “Democratic Party Chair,” “Republican Central Committee Member,” “Latino Notary,” “Mormon Physician” and “Caucasian Policeman” are all examples of impermissible designations.

Word Count Examples

“Certified Public Accountant”	3 words; acceptable
“CPA/Attorney”	2 words; acceptable
“Member, California State Senate”	4 words; acceptable
“Chief Deputy Public Defender”	4 words; unacceptable
“Businessman-Social Planning Consultant”	4 words; unacceptable

Candidate Statement of Qualifications

General Information

- The Statement of Qualifications is optional and, unless otherwise determined by the governing body, printed at the expense of the candidate. All candidates are required to pay the cost of the statement at the time of filing unless the governing body for which they are running has informed the Registrar of Voters in writing that the agency will cover the cost.
- Napa County is currently a bilingual county. All statements must be printed in English and Spanish. You will be charged for one English statement, one Spanish statement and one translation fee at the time of filing your Statement of Qualifications. Each additional language will be subject to separate statement and translation fees.
- The fee for the English & Spanish Statement of Qualifications is:
 - \$245.00 minimum flat fee for each (English and Spanish) statement. This fee covers typesetting and, page set-up; plus
 - \$8.00 per 1,000 voters, or portion thereof, within each subdivision for each (English and Spanish) statement. This fee covers administrative services and printing costs; plus
 - \$150 for the translation to Spanish
- The fee for Statements of Qualifications in one or more additional languages is:
 - \$245.00 minimum flat fee (per additional statement); plus
 - \$8.00 per 1,000 voters (per additional statement); plus
 - \$150 for translation (per additional statement)
- The body of the Statement of Qualifications (not including name, age and occupation) shall not exceed 200 words. Words shall be counted pursuant to Elections Code §9. (See Page 22)
- The Statement of Qualifications must be typewritten and single-spaced in a block paragraph style. Words in all capitals, indentions, italics, underlines, and use of stars, dots, etc., are prohibited. Lists and enumerations will be wrapped as a single paragraph. Multiple single sentence paragraphs that do not fit in the space will be wrapped. Indented text, if submitted, will be run together as a sentence. The elections official is not responsible for the correct typesetting of the Statement of Qualifications that must be reconfigured to comply with these guidelines.
- The Statement of Qualifications shall be written in the first person (e.g., "I am running..." not "She is running..." or "Jane Doe is running...").
- The Statement of Qualifications shall be limited to a recitation of the candidate's personal background and qualifications and shall not make reference to other candidates for office or to another candidate's qualifications, character or activities.
- Each Statement of Qualifications shall be accompanied by a declaration executed under penalty of perjury, declaring that the information contained therein is true and correct.
- The Statement of Qualifications will be printed in random alphabet order unless repositioned due to space considerations. Statements of Qualifications do not rotate to reflect ballot order.
- Please submit an electronic version via e-mail to jennie.keener@countyofnapa.org and please CC elections@countyofnapa.org
- Elections Code 13307(c) states the following:
 - (c) The local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number

of candidates filing statements. Accordingly, the local agency is not bound by the estimate and may on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the local agency may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the local agency which, or the elections official who, collected the estimated cost shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

Cost

The fee for the English and Spanish Statements of Qualifications are shown for each subdivision represented in the November 6, 2018 election. The fee **must** be paid when filing the Declaration of Candidacy/Nomination Papers. (Fees subject to change per EC 13307 see page 20.)

This fee is based on:

- \$245 for the English Statement
- + \$8 per 1,000 voters for the English Statement
- + \$245 for the Spanish Statement
- + \$8 per 1,000 voters for the Spanish Statement
- +\$150 for translation to Spanish

For the offices that have a portion in Sonoma County (see page 5 for this information) a separate Statement of Qualifications may be filed with Sonoma County. Please contact Sonoma County for more information on the fees and deadlines for printing a statement in their county.

Board of Education

Area 3.....	\$848.00
Area 5.....	\$832.00
Area 6.....	\$848.00
Area 7.....	\$816.00

Napa Valley College Board

Area 1.....	\$832.00
Area 6.....	\$848.00
Area 7.....	\$816.00

Napa Valley Unified School District

Area 2.....	\$800.00
Area 4.....	\$800.00
Area 5.....	\$784.00
Area 7.....	\$832.00

St Helena Unified School District (District to Cover Cost).....\$736.00

Calistoga Joint Unified School District.....\$704.00

Howell Mountain Elementary School District.....\$672.00

Pope Valley Union School District (District to Cover Cost).....\$656.00

Napa County Regional Park & Open Space District

Ward 2.....	\$928.00
Ward 3.....	\$896.00
Ward 4.....	\$896.00

Solano County Board of Education

Area 2.....	\$656.00
-------------	----------

Fairfield-Suisun Unified School District

Area 3.....	\$656.00
-------------	----------

Circle Oaks Water District.....	\$656.00
Spanish Flat Water District.....	\$656.00
Congress Valley Water District.....	\$656.00
Los Carneros Water District.....	\$656.00

Filing Information

- The Statement of Qualifications shall be filed with the county elections official before or at the time the Declaration of Candidacy is filed, or in the case of a run-off election no later than August 10, 2018.
- Occupation may be more descriptive than, and different from, the ballot designation.
- If the “Occupation” and “Age” fields are left blank on the Statement of Qualifications form they will be left blank when printed in the Sample Ballot Booklet.
- The Statement of Qualifications may be withdrawn at the candidate’s request no later than the close of business of the next regular business day following the close of the nomination period for such office.
- The Statement of Qualifications shall remain confidential until the expiration of the nomination period for the office.
- The Statement of Qualifications is subject to examination and challenge by any voter of the jurisdiction (Elections Code §13313) for a period of 10 calendar days following the close of the nomination period for each office.

Word Count Standards

Election Code 9 states the following:

- 1) Punctuation is not counted.
- 2) Each word shall be counted as one word except as specified in this section.
- 3) All proper nouns, including geographical names, shall be considered as one word; for example, “City and County of San Francisco” shall be counted as one word.
- 4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
- 5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the last 10 calendar years immediately preceding the election for which the words are counted, shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
- 6) Dates shall be counted as one word.
- 7) Any numbers consisting of a digit or digits shall be considered as one word. Any numbers which are spelled, such as “one,” shall be considered as a separate word or words. “One” shall be counted as one word whereas “one hundred” shall be counted as two words. “100” shall be counted as one word.
- 8) Telephone numbers shall be counted as one word.
- 9) Internet web site addresses shall be counted as one word.

Examples

The following examples are for computing the word count for the candidate statements. The title, occupation and age are NOT included in the word count, only the text of the statement is counted. The Registrar of Voters will make final determination of the word count.

Punctuation.....	NOT COUNTED
Dictionary Words.....	ONE WORD
Examples: “l”, “the”, “and”	
Abbreviations/Acronyms.....	ONE WORD
Examples: NVUSD or NVC or SHUSD or CJUSD – 1 word	
Napa Valley College – 1 words	

- Pronouns.....ONE WORD
 - Examples: City and County of San Francisco – 1 Word
 - City of St Helena – 1 Word
- Numbers/Numerical Combinations/E-mail
 - Digits(1, 10, 100, etc.).....ONE WORD
 - Spelled out (one, ten or one hundred).....ONE FOR EACH WORD
 - 50%, ½, etc.....ONE WORD
 - Internet/E-mail address.....ONE WORD
- Characters used in place of word or number (& or #).....ONE WORD
- Hyphenated words founds in any generally available dictionary printed in the U.S. in the last 10 calendar years.
 - Examples: mother-in-law – 1 Word
 - economy-dependent – 2 Words

The Statement of Qualifications must be typewritten in upper and lower case, with paragraphs clearly marked. The Statement of Qualifications must be submitted with the appropriate form. Any Statement of Qualifications submitted in a format other than block paragraph will be reformatted as described on page 20.

PLEASE PROOFREAD YOUR STATEMENT. This office will not be responsible for the accurate printing of any re-formatted statement or handwritten statement, nor will it correct any misspellings or errors in grammar or punctuation. ALL CAPITALS, *italics*, underlines, **boldface**, stars***, dots..., etc., are prohibited.

Code of Fair Campaign Practices

Provisions of the Code of Fair Campaign Practices

As found In Chapter 5 of Division 20 of the
California Elections Code

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

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

Article 2. Definitions

20420. As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

20441. The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. In no event shall a candidate for public office be required to subscribe to or endorse the code.

Campaign Disclosure Information

Campaign Disclosure Requirements

The purpose of California's Political Reform Act (Act) is to ensure that disclosure of political payments is accurate, timely, and made in a transparent manner. Clear and accurate disclosure is essential for making voters aware of who is paying for political messages so they may evaluate the content and make informed decisions when voting.

Examples of required information required on campaign statements:

- Contributions received (includes monetary and non-monetary contributions loans received and enforceable promises).
- Expenditures made (including loans).
- Unpaid bills.
- Any miscellaneous increases to cash, such as bank interest.
- Detailed itemization for contributions received from a single source totaling \$100 or more in a calendar year.
- Expenditures of \$100 or more.
- Accrued expenses of \$100 or more.

Candidates should familiarize themselves thoroughly with the campaign disclosure information manuals and carefully note filing deadlines. Financial forms and manuals are available for download from the F.P.P.C. website www.fppc.ca.gov.

Campaign Disclosure Form Explanations

Candidate Intention Form 501 Requirements

Who Files:

A candidate for state or local office must file this form for each election, including reelection to the same office. Exception: Candidates for county central committees that do not raise or spend \$2,000 or more in a calendar year.

When to File:

File the Form 501 before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered. Ensure campaign deadlines are met. Go to www.fppc.ca.gov for most campaign disclosure filing schedules or check with your local filing officer.

Where to file:

State Candidates: Secretary of State
Political Reform Division
1500 11th Street Room #495
Sacramento, CA 95814

Local Candidates: Napa County Election Division
1127 1st St, Suite E
Napa, CA 94559

The Form 501 is available at your Napa County Election Division, and all Campaign Disclosure Forms are available on the F.P.P.C. website (www.fppc.ca.gov).

Officeholder and Candidate Campaign Statement 470 (Short Form)

Who Uses Form 470:

Form 470 is for use by officeholders and candidates who:

- do not have a controlled committee;
- do not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and
- do not anticipate spending \$2,000 or more during the calendar year.

Officeholders and candidates who have a controlled committee or who have raised or spent \$2,000, file the Recipient Committee Statement – Form 460.

Exceptions:

The following individuals seeking or holding office are not required to file campaign disclosure statements (Form 470 or Form 460):

- candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year;
- officeholders whose salaries are less than \$200 per month and judicial candidates who have not made or received contributions or made expenditures during non-election years; and
- judges who do not receive contributions and who make personal expenditures of less than \$1,000 or more in non-election years.

Period Covered:

The period covered is always the calendar year (January 1 through December 31).

When to File:

If the Form 470 is filed in connection with an election, or on or before the filing deadline for the first campaign statement required for the calendar year, no additional campaign statements need to be filed for that calendar year as long as total contributions received remain less than \$2,000 and total expenditures made remain less than \$2,000. In most cases, July 31 is the filing deadline for the first campaign statement required to be filed by officeholders and candidates not being voted upon. The Form 470 is filed in connection with an election if it is filed with the declaration of candidacy, or as a first pre-election statement in connection with an election, covering the year of the election. If, after filing Form 470, receipts or expenditures reach \$2,000 or more, see the attached Form 470 Supplement for important reporting requirements.

\$2,000 Threshold:

To determine if \$2,000 has been raised or spent, or will be raised or spent, the candidate's personal funds for the filing fee or statement of qualifications are excluded. A campaign bank account must be established if the candidate receives contributions from other persons.

Where to File:

Local Elections:

- Elected officers and candidates for local multicounty agencies file an original and one copy with the elections official for the county with the largest number of registered voters in the district and one copy with the candidate's county of domicile.
- Elected county officeholders and candidates for county offices file an original and one copy with the elections official for that county.
- Elected city officeholders and candidates for city offices file an original and one copy with the city clerk.

Statement of Organization Form 410

Who Files

Recipient Committee: Persons (including an officeholder or candidate), organizations, groups, or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections. They must register with the Secretary of State and report all receipts and expenditures. "Contributions" include monetary payments, loans and non-monetary goods and services received or made for a political purpose.

Candidate: The personal funds of a candidate or officeholder used to seek or hold elective office are contributions and count toward qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the ballot pamphlet do not count toward the \$2,000 threshold.

When to file:

File this form within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late.

For early submissions, mark the "not yet qualified" box. The \$50 fee is requested at this time but is not legally required until the committee qualification threshold has been met.

Where to File

All Committees: Form 410 with original ink signature(s)
Secretary of State Political Reform Division
1500 11th Street, Rm 495
Sacramento, CA 95814

County & City Committees:

Also file a copy with the local filing officer who will receive the original campaign statements.

Recipient Committee Campaign Statement Form 460

The Form 460 is for use by all recipient committees, including:

Candidates, Officeholders and Their Controlled Committees: A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office. The Form 460 is also required if \$2,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

Primarily Formed Candidate/Officeholder Committees: A person, entity, or organization that receives contributions totaling \$2,000 or more during a calendar year to support or oppose a single candidate or officeholder, or two or more candidates or officeholders who are being voted upon in the same city, county, or multi-county election. This type of committee is not controlled by the candidate(s) or officeholder(s).

General Purpose Committees: A person, entity, or organization that receives contributions totaling \$2,000 or more during a calendar year to support or oppose various candidates and measures (e.g., political parties, political action committees).

Use the Form 460 to file any of the following:

- Pre-election Statement
- Semi-annual Statement
- Quarterly Statement
- Special Odd-Year Report
- Termination Statement
- Amendment to a previously filed statement

Contribution Limits:

Candidates for elective state office are subject to state contribution limits. Contributions received by committees for the purpose of making contributions to candidates for elective state office are also subject to limits. A chart identifying the limits is located at www.fppc.ca.gov. In addition, local candidates may be subject to contribution limits imposed by local ordinance. Questions concerning local limits should be addressed to election officials in the local jurisdiction.

Where to File:

In general, state committees file with the Secretary of State and local committees file with the filing officer of the local jurisdiction.

Local Committees:

- Elected officers and candidates for local agencies that have jurisdiction in two or more counties and committees that support or oppose candidates or local measures being voted on in one of these jurisdictions, file an original and one copy with the election official for the county with the largest number of registered voters in the district and one copy with their county of domicile.
- Elected county officeholders and candidates for county offices, and committees that support or oppose candidates or ballot measures being voted on within a single county, file an original and one copy with the election official for that county.
- Elected city officeholders and candidates for city offices, and committees that support or oppose candidates and ballot measures in a single city, file an original and one copy with the city clerk.

Political Sign Information

The placement of political signs is subject to regulation by the state, county or city. This information is correct to the best of our knowledge. Please contact the appropriate agency regarding regulations and permits.

STATE - Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway". State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. Signs placed near highways are subject to regulation under the State Outdoor Advertising Act. A Statement of Responsibility form must be completed and sent to the appropriate office.

DIVISION OF TRAFFIC OPERATIONS

Outdoor Advertising Branch
1120 N Street, Mail Station 36
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001
Web <http://www.dot.ca.gov/trafficops/oda/>
Phone 1-(916)-654-6473
Email - ODA@dot.ca.gov
Link to Statement of Responsibility
<http://www.dot.ca.gov/trafficops/oda/docs/Political2.pdf>

COUNTY - Political signs are handled in the same manner as outdoor advertising signs and are permitted in those zones allowing such uses with limitations on height, size and spacing.

Link to Napa County Code Regarding Political Signs
https://library.municode.com/ca/napa_county/codes/code_of_ordinances?nodeId=TIT18ZO_CH18.116SI_18.116.02OSIALWIPE

CITY - Consult the specific city for information concerning their local sign laws.

- American Canyon:** 4381 Broadway Street, Suite 201
Phone: 647-4352
Code - 19.23.040 Regulation of political signs
Code Web Link: <http://qcode.us/codes/americancanyon/>
- Calistoga:** 1232 Washington Street
Phone: 942-2807
Code - 17.58.040 Signs allowed without a permit
Code Web Link: <http://www.codepublishing.com/CA/Calistoga/>
- Napa:** 955 School Street
Phone: 257-9646
Code - 15.56.110 Special signs
Code Web Link: <http://qcode.us/codes/napa/>
- St. Helena:** 1480 Main Street
Phone: 967-2659
Code Web Link: <http://www.codepublishing.com/CA/StHelena/#!/StHelena17/StHelena17148.html#17.148.090>
- Yountville:** 6550 Yount Street
Phone: 944-8851
Code - 17.92.040 Permitted signs
Code Web Link: <http://www.townofyountville.com/town-council/municipal-code>

Campaign Literature

Mass Mailing

Government Code – 82041.5

“Mass mailing” means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.

NOTE: If you are planning any type of mass mailing, please contact the post office in advance for specific postal regulations. For any further regulations regarding mass mailing please refer to www.fppc.ca.gov.

Mass Mailing Requirements

Government Code – 84305

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate’s, candidate controlled committee established for an elective office for the controlling candidate’s, or political party committee’s address is a matter of public record with the Secretary of State. (2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee’s address is a matter of public record with the Secretary of State.

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

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing. (2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

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

(e) For purposes of this section, the following terms have the following meaning: (1) “Mass electronic mailing” means sending more than two hundred substantially similar pieces of electronic mail within a calendar month. (2) “Sender” means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84217, inclusive. (3) To “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

Mass Mailing Prohibitions

Government Code – 89001

No newsletter or other mass mailing shall be sent at public expense.

Political Advertising Requirements — Newspapers

Election Code – 20008

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

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

Electioneering Near Polling Place

Election Code – 18370

No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official’s office:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (c) Place a sign relating to voters’ qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering as defined by Section 319.5.

As used in this section, “100 feet of a polling place, a satellite location under Section 3018, or an elections official’s office” means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

Frequently Asked Questions

Q. What are your office hours?

A. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. Due to the current COVID-19 guidelines, all office visits are by appointment only at this time.

Q. What if I change my mind about being a candidate after filing nomination papers?

A. Once a candidate has filed a Declaration of Candidacy and the filing period has come to an end, he or she is not permitted to officially withdraw, and the name of the candidate will appear on the ballot. No candidate nominated at any Primary Election may withdraw as a candidate at the ensuing General Election (except as permitted by statute).

Q. What happens if some of the signatures I obtain on my nomination papers are not registered voters, or do not live within the district I seek to represent?

A. The Election Division must certify the signatures on nomination papers. If during the verification process a signature is found to be invalid it will be marked as such. The Election Staff will continue checking all remaining signatures until the requirement is fulfilled. If you have an inadequate amount of qualified signatures once all signatures have been checked, you will be given the opportunity to collect supplemental signatures.

If you wait until the last day to file your sponsors' signatures, and if for any reason signatures are insufficient, you will not qualify to be a candidate. If you file early, there will be time to verify the submitted signatures and notify you of any insufficiencies, and you may have the opportunity to submit supplemental signatures before the filing deadline.

Q. May I make any changes to the wording/spelling or request additional translations to my Statement of Qualification after submission?

A. No, you may not. Check your Statement of Qualifications carefully before submitting and be sure to request all translations at the time of filing the statement.

Q. If I submit a Statement of Qualifications and I change my mind may I withdraw the statement?

A. The Statement of Qualifications may be withdrawn at the candidate's request no later than close of business of the next working day after the close of the nomination period.

Q. May my spouse, friend, or campaign manager pick up nomination papers for me?

A. Yes, but only if the candidate provides a signed letter stating specific authorization.

Q. May my spouse, friend or campaign manager file my nomination documents or can I mail them?

A. Election Law does not specifically prohibit another person from filing nomination papers for a candidate; however, candidates are urged to file in person. The oath, which is part of the Declaration of Candidacy, must be administered by an election official, or a notary public. It is much easier for a candidate to file in person and have the oath administered at the time he or she files. Also, if through an oversight the nomination papers are incomplete, the problem can easily be rectified when a candidate files in person.

Q. I am unable to complete and file my campaign disclosure statement by the filing deadline, may I obtain an extension?

A. No. There is no provision in the Political Reform Act, which permits any filing officer to extend a filing deadline. Statements that are filed late are subject to a fine of \$10.00 per day until the statement is filed.

Voter Registration & Election Data Files

The California Administrative Code, Title 2, Division 7, Article 1, Section 19003, specifies permissible uses for any data obtained from voter registration files. Permissible usage includes direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature. Data obtained from voter registration or election files may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so from the Secretary of State or the Registrar of Voters. Prohibited usage included commercial purposes and solicitations of contributions or services for any purpose other than on behalf of a candidate or political party, or in support of or opposition to a ballot measure.

Napa County is an all Vote by Mail County. Registered voter will begin receiving ballots 29 days before Election Day. Voters who register in Napa County for the first time after that date and up to 15 days prior to Election Day will be sent a ballot via mail. Voters who register after that date will have to go to the Election Division Office or a Vote Center to receive a ballot. Voters will be able to register and receive a ballot up to Election Day.

Walking Lists (Indexes)

A walking list is a physical report of registered voters by precinct. Within each list, the voters are listed by precinct, street name and house number. The list also contains political affiliation, phone number (if available) and vote by mail status (if applicable).

Prior to the production of any walking list, an "Application to Purchase or View Voter Registration Information" must be submitted by the applicant and approved by the Election Division.

Voter Files

As with walking lists, CD's containing files are available for election purposes only. In order to purchase walking lists or CD's you must complete an application, which provides us with very explicit information as to the usage of the data. A selection of various voter and district information can be produced. Please ask the Election Division if there is a specific list that you are interested in. Time to produce the data depends on Election Office schedule but can usually be produced within 1 to 3 working days.

Fee Schedule for Election Services

<u>Service</u>	<u>Charge</u>
Photo Copies	\$0.50 per page for the first 5 pages \$0.10 per page for every page thereafter
Photos Copies of Campaign Filings (Controlled by FPPC)	\$0.10 per page
Copies of the Official Canvas	\$0.50 per page for the first 5 pages \$0.10 per page for every page thereafter
Non-Certified Copy of Registration To the Voter To Other Entity	\$0.50 \$1.00
Certified Copies	\$5.00
Research Fee	\$37.50 per 1/2 Hour
Voter Extracts, Indexes, Walking Lists, etc.	\$0.50 per 1,000 names Plus \$15.00 per computer disk if so requested
Vote By Mail Extracts (Deposit required for daily lists during election cycle)	\$0.50 per 1,000 names
Mailing Charges Large Packages (This does not include postage)	\$15.00 per package
Small Packages (This includes postage)	\$4.00 per package
Precinct Maps	\$5.00
Notice of Intent to Circulate Filing Fee	\$200.00
Signature Checking Fee for Other Entities	Minimum of \$13.00 for up to 20 signatures \$0.65 for each additional signature



A Tradition of Stewardship
A Commitment to Service

Assessor-Recorder-County Clerk
Election Division
1127 1st St, Suite E
Napa, Ca 94559

(707) 253-4321
Fax (707) 253-4390

JOHN TUTEUR
REGISTRAR OF VOTERS

Application for Voter Registration Information

Pursuant to Elections Code Sections 2187, 2188 and 2194, voter registration information is available to persons or groups for election, scholarly, journalistic, political or governmental purposes as determined by the Secretary of State. All requests to view, to purchase or to use voter registration information must be accompanied by a written application.

PLEASE PRINT IN BLUE OR BLACK INK OR TYPE

Name: _____
First Name Middle Initial Last Name

Driver's License Number: _____ **State:** _____ **Expiration:** _____

If mailing the application, please provide a copy of your DL or ID card.

Residence Address: _____
House Number and Street
()
Phone Number City State Zip

If no postal address,
give postal mailing
address and
describe location of

_____ Mailing Address
_____ Email Address

Business Address: _____
House Number and Street
()
Phone Number City State Zip

If no postal address,
give postal mailing
address and
describe location of

_____ Mailing Address
_____ Email Address

If this application is on behalf of any person or persons other than the applicant, this section must be completed.

Business Address: _____
Name of person or group requesting voter information
_____ Number and Street
()
Phone Number City State Zip
_____ Name of person authorizing or requesting this application

THIS SECTION MUST BE COMPLETED

Specific Information Requested: _____
Intended Use of Voter
Registration Information: _____

"The aforementioned voter registration information set forth in affidavits of registration or derived from computer terminals, electronic data processing tapes or disks, printed labels and/or computer-printed listings will be used only for election, scholarly, journalistic, political or governmental purposes as determined by the Secretary of State. The information (or a portion or copy thereof) will not be sold, leased, loaned or given to any person, organization or agency, without first receiving written authorization to do so from the Secretary of State or the county elections official. I certify, under penalty of perjury, that all information on this form is true and correct under the laws of the State of California."

Printed Name

Signature

Date

Place of Signing