IMPORTANT!!

ALL CANDIDATE FILING WILL BE DONE BY APPOINTMENT ONLY.

Please email candidatefiling@countyofnapa.org or call 707-299-1470 to make an appointment and start the candidate filing process.
# 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..................................................................................................................7
  - Napa County Regional Park & Open Space District ..................................................................................7
  - Board of Education/ Napa Valley College Board/Unified School Districts ..................................................9
  - Water District Governing Board Members ............................................................................................11
- Summary Information ..............................................................................................................................13
  - Napa County Regional Park & Open Space District ..................................................................................13
  - Board of Education/Napa Valley College Board/Unified School Districts ..................................................14
  - Water District Governing Board Members ............................................................................................15
- Ballot Designation ..................................................................................................................................16
  - Selecting Your Ballot Designation ...........................................................................................................16
  - General Guidelines for Acceptable Ballot Designations .........................................................................16
  - Incumbents and Appointed Incumbents .....................................................................................................16
  - General Guidelines for Unacceptable Ballot Designations .....................................................................17
  - Ballot Designation Basic Test ................................................................................................................17
  - No Ballot Designation Requested ..........................................................................................................17
  - Reviewing the Ballot Designation ............................................................................................................17
  - Use of the words “Advocate” or “Educator” ............................................................................................18
  - Changing the Ballot Designation ..............................................................................................................18
  - Challenging the Ballot Designation ............................................................................................................18
  - Word Count Examples .............................................................................................................................18
  - Ballot Designation Elections Code Guidelines ..........................................................................................18
- Candidate Statement of Qualifications ......................................................................................................22
  - What is the Candidate Statement? ..........................................................................................................22
  - Filing the Candidate Statement ..............................................................................................................22
  - Confidentiality of Statements ..................................................................................................................22
  - Withdrawal of the Candidate Statement .................................................................................................22
  - Public Examination of the Candidate Statement .....................................................................................22
  - Estimated Cost of Candidate Statement ................................................................................................23
  - Payment for the Candidate Statement ....................................................................................................24
  - Preparation of the Candidate Statement ..................................................................................................24
  - Candidate Statement Order ....................................................................................................................25
  - Examples ................................................................................................................................................25
  - Candidate Statement Code References ................................................................................................25
Introduction Letter

This Candidate Information Guide has been prepared to assist candidates, committees and members of the news media in preparing for the upcoming 2024 Primary Election. This Candidate Information Guide 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 our 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 Candidate Information Guide, the law prohibits employees from answering questions of a legal nature. This Candidate Information Guide 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 candidatefiling@countyofnapa.org.

Candidate Filing Appointments

All candidates must make an appointment for candidate filing. Appointments can be made by calling 707-299-1470 or email candidatefiling@countyofnapa.org. The candidate will be sent a meeting notice via email with instructions for the appointment. All appointments will be made during the nomination period for that particular office. As the filing process progresses, there may be a need for additional appointments.

The candidate will complete the Preliminary Information Form; this form will be available by request or found on the website www.countyofnapa.org/elections. The completed Preliminary Information Form will be returned to the Election Division via email or in person. Candidates may obtain some forms via email in advance, however, Nomination Forms cannot be sent to candidates until the filing fee has been received.

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

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15, 2024 – August 9, 2024</td>
<td><strong>Nomination Period</strong>&lt;br&gt;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.)</td>
</tr>
<tr>
<td>August 9, 2024 – August 14, 2024</td>
<td><strong>Nomination Extension Period</strong>&lt;br&gt;Nomination filing extended ONLY to non-incumbent if the incumbent does not file Nomination Papers by August 9, 2024</td>
</tr>
<tr>
<td>August 15, 2024</td>
<td><strong>Random Alpha</strong>&lt;br&gt;Randomized Alphabet drawing done by the Secretary of State to determine the order of candidates on the ballot.</td>
</tr>
<tr>
<td>September 9, 2024 – October 22, 2024</td>
<td><strong>Write-in Period</strong>&lt;br&gt;Nomination Petitions to become a qualified write-in candidate shall be filed during this period.</td>
</tr>
<tr>
<td>October 7, 2024</td>
<td><strong>Vote by Mail Period Starts</strong>&lt;br&gt;This is the first day that Vote by Mail Ballots can be mailed to voters.</td>
</tr>
<tr>
<td>October 21, 2024</td>
<td><strong>15 Day Close</strong>&lt;br&gt;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.</td>
</tr>
<tr>
<td>November 5, 2024</td>
<td><strong>Election Day</strong></td>
</tr>
</tbody>
</table>
### Filing Deadlines for Campaign Disclosure Statements

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Period</th>
<th>Form</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 31, 2024</td>
<td>6/30/24</td>
<td>460</td>
<td>All committees must file Form 460.</td>
</tr>
<tr>
<td>Semi-Annual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 31, 2024</td>
<td>8/7/24 – 11/5/24</td>
<td>497</td>
<td>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 5, 2024. 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.</td>
</tr>
<tr>
<td>Within 24 Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contribution Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 24, 2024</td>
<td>7/1/24 – 9/21/24</td>
<td>460</td>
<td>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</td>
</tr>
<tr>
<td>1st Pre-Election</td>
<td></td>
<td>470</td>
<td></td>
</tr>
<tr>
<td>Oct 22, 2024</td>
<td>9/22/24 – 10/19/24</td>
<td>460</td>
<td>All committees must file Form 460.</td>
</tr>
<tr>
<td>2nd Pre-Election</td>
<td></td>
<td></td>
<td>File by personal delivery or guaranteed overnight service or online, if available.</td>
</tr>
<tr>
<td>Feb 1, 2024</td>
<td>10/20/24 – 12/31/24</td>
<td>460</td>
<td>All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2024.</td>
</tr>
<tr>
<td>Semi-Annual</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- * 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 26, 2024. If, later during the calendar year, the candidate raises or spends $2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- Independent Expenditures: Committees making independent expenditures totaling $1,000 or more to support or oppose other candidates or ballot measures also file:
  - 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.
- After the Election: Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- Public Documents: All forms are public documents.
### Office Information

<table>
<thead>
<tr>
<th>Office</th>
<th>Officeholder</th>
<th>Sponsors’ Signatures</th>
<th>Seats Available</th>
<th>Special Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regional Park &amp; Open Space District</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2 Year Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ward 1</td>
<td>Brad Wagenknecht</td>
<td>50 – 70...</td>
<td>1 Seat...</td>
<td>• Must live within the Ward to run</td>
</tr>
<tr>
<td><strong>4 Year Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ward 2</td>
<td>Tony Norris</td>
<td>50 – 70...</td>
<td>1 Seat...</td>
<td>• Voted on by Ward</td>
</tr>
<tr>
<td>Ward 3</td>
<td>Patricia Clarey</td>
<td>50 – 70...</td>
<td>1 Seat...</td>
<td></td>
</tr>
<tr>
<td>Ward 4</td>
<td>Nancy Lewis Heliotes</td>
<td>50 – 70...</td>
<td>1 Seat...</td>
<td></td>
</tr>
<tr>
<td><strong>Napa Valley College Board</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4 Year Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area 1</td>
<td>Jennifer Baker</td>
<td>N/A...</td>
<td>1 Seat...</td>
<td>• Must live within the Area to run</td>
</tr>
<tr>
<td>Area 6</td>
<td>Ines Deluna</td>
<td>N/A...</td>
<td>1 Seat...</td>
<td>• Voted on by Area</td>
</tr>
<tr>
<td>Area 7</td>
<td>Rafael Rios</td>
<td>N/A...</td>
<td>1 Seat...</td>
<td></td>
</tr>
<tr>
<td><strong>Napa County Board of Education</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4 Year Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area 3</td>
<td>Betsinda Biederman</td>
<td>N/A...</td>
<td>1 Seat...</td>
<td>• Must live within the Area to run</td>
</tr>
<tr>
<td>Area 5</td>
<td>Gerald Parrott</td>
<td>N/A...</td>
<td>1 Seat...</td>
<td>• Voted on by Area</td>
</tr>
<tr>
<td>Area 6</td>
<td>Jean Donaldson</td>
<td>N/A...</td>
<td>1 Seat...</td>
<td></td>
</tr>
<tr>
<td>Area 7</td>
<td>Jennifer Kresge</td>
<td>N/A...</td>
<td>1 Seat...</td>
<td></td>
</tr>
<tr>
<td><strong>Napa Valley Unified School District</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4 Year Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area 2</td>
<td>Lisa Chu</td>
<td>N/A...</td>
<td>1 Seat...</td>
<td>• Must live within Area to run</td>
</tr>
<tr>
<td>Area 4</td>
<td>Eve Ryser</td>
<td>N/A...</td>
<td>1 Seat...</td>
<td>• Voted on by Area</td>
</tr>
<tr>
<td>Area 5</td>
<td>David Gracia</td>
<td>N/A...</td>
<td>1 Seat...</td>
<td></td>
</tr>
<tr>
<td>Area 7</td>
<td>Julianna Hart</td>
<td>N/A...</td>
<td>1 Seat...</td>
<td></td>
</tr>
<tr>
<td><strong>St Helena Unified School District</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>4 Year Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At Large District No Areas</td>
<td>Jeannie Kerr</td>
<td>N/A...</td>
<td>2 Seats...</td>
<td>• Must live within District to run</td>
</tr>
<tr>
<td></td>
<td>Lisa Pelosi</td>
<td></td>
<td></td>
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<tr>
<td><strong>Calistoga Joint Unified School District</strong></td>
<td></td>
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<tr>
<td><strong>4 Year Term</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At Large District No Areas (Portion in Sonoma County)</td>
<td>Stephanie Rothberg-Allen</td>
<td>N/A...</td>
<td>3 Seats...</td>
<td>• Must live within District to run</td>
</tr>
<tr>
<td></td>
<td>Rudy Gonzalez</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Matthew Reid</td>
<td></td>
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<tr>
<td><strong>Howell Mountain Elementary School District</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>At Large District No Areas</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4 Year Term</strong></td>
<td>Wendy Yorgensen</td>
<td>N/A...</td>
<td>3 Seats...</td>
<td>• Must live within District to run</td>
</tr>
<tr>
<td></td>
<td>Ryan Hackett</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ivana Verduzco</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2 Year Term</strong></td>
<td>Lucas Dexter</td>
<td>N/A...</td>
<td>2 Seats...</td>
<td>• Must live within District to run</td>
</tr>
<tr>
<td></td>
<td>Cynthia Gosling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>Officeholder</td>
<td>Sponsors’ Signatures</td>
<td>Seats Available</td>
<td>Special Information</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------------------------</td>
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<td>----------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Pope Valley Union School District</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>At Large District No Areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4 Year Term</strong></td>
<td>Paul Kimsey</td>
<td>N/A..................</td>
<td>3 Seats......</td>
<td>• Must live within District to run</td>
</tr>
<tr>
<td></td>
<td>David Daniels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Salvador Rios</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2 Year Term</strong></td>
<td>Brian Varner</td>
<td>N/A..................</td>
<td>2 Seats......</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vacancy</td>
<td></td>
<td></td>
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<tr>
<td><strong>Solano County Board of Education</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4 Year Term</strong></td>
<td>Amy Sharp................</td>
<td>N/A..................</td>
<td>1 Seat........</td>
<td>• Must live within the Area to run</td>
</tr>
<tr>
<td><strong>Area 2 ............................................</strong></td>
<td></td>
<td></td>
<td></td>
<td>• Voted on by Area</td>
</tr>
<tr>
<td><strong>Fairfield-Suisun Unified School District</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4 Year Term</strong></td>
<td>Judi Honeychurch.......</td>
<td>N/A..................</td>
<td>1 Seat........</td>
<td>• Must live within the Area to run</td>
</tr>
<tr>
<td><strong>Area 3 ............................................</strong></td>
<td></td>
<td></td>
<td></td>
<td>• Voted on by Area</td>
</tr>
<tr>
<td><strong>Los Carneros Water District</strong></td>
<td>Matt Wilkinson</td>
<td>N/A..................</td>
<td>3 Seats......</td>
<td>• Must be landowner or landowner to run</td>
</tr>
<tr>
<td>At Large District No Areas</td>
<td>Robert Jones</td>
<td></td>
<td></td>
<td>• Voted on by Landowner</td>
</tr>
<tr>
<td></td>
<td>Cassandra Walker</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Circle Oaks Water District</strong></td>
<td>Jed Welsh</td>
<td>N/A..................</td>
<td>3 Seats......</td>
<td>• Must live within District to run</td>
</tr>
<tr>
<td>At Large District No Areas</td>
<td>Melisa Guillen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ron Tamarisk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Congress Valley Water District</strong></td>
<td>Renee Sicard</td>
<td>N/A..................</td>
<td>2 Seats......</td>
<td>• Must live within District to run</td>
</tr>
<tr>
<td>At Large District No Areas</td>
<td>Robin Francis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spanish Flat Water District</strong></td>
<td>Wesley Plunkett</td>
<td>N/A..................</td>
<td>2 Seats......</td>
<td>• Must live within District to run</td>
</tr>
<tr>
<td>At Large District No Areas</td>
<td>Sandra Berta</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4 Year Term</strong></td>
<td>Julia Robinson</td>
<td>N/A..................</td>
<td>3 Seats......</td>
<td>• Must live within District to run</td>
</tr>
<tr>
<td><strong>2 Year Term</strong></td>
<td>Cheryl Bean</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td>Megan Jepson</td>
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</tbody>
</table>
Qualifications & Requirements

Napa County Regional Park & Open Space District

Director Ward 1 (2 Year Term)
Director Ward 2 (4 Year Term)
Director Ward 3 (4 Year Term)
Director Ward 4 (4 Year Term)

TERM OF OFFICE
Napa County Regional Park & Open District Ward Directors serve a 4–year term beginning January 6, 2025

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.

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 their 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.

NOMINATION PETITIONS ▶ Each candidate is required to file a Nomination Petition between July 15, 2024 and August 9, 2024, containing at least 20 and no more than 40 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 9, 2024.

DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between July 15, 2024 and August 9, 2024. 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 9, 2024. If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 9, 2024, any other person, other than the incumbent, may file a Declaration of Candidacy no later than the close of business on August 14, 2024.
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 Voter Information Guide. 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 office and then become public documents. See page 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 29 of this guide or the appropriate F.P.P.C. Manual found on the Fair Political Practices Commission website: www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html.
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 (3 Seats, 4 Year Term – 2 Seats, 2 Year Term)
Pope Valley Union School District (3 Seats, 4 Year Term – 1 Seat, 2 Year Term)
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 29, 2024
- Napa Valley College – Term begins December 6, 2024
- Napa Valley Unified School District – Term begins December 6, 2024
- St Helena Unified School District – Term begins December 6, 2024
- Calistoga Joint Unified School District – Term begins December 6, 2024
- Howell Mountain Elementary School District – Term begins December 6, 2024
- Pope Valley Union School District – Term begins December 6, 2024
- Solano County Board of Education – Term begins November 29, 2024
- Fairfield-Suisun Unified School District – Term begins December 6, 2024

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, Napa Valley College Board, Napa Valley Unified School District, Solano County Board of Education and Fairfield-Suisun 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.
- not be employed by school district.

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 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 their 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 15, 2024, and August 9, 2024. 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 9, 2024. If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 9, 2024, any other person, other than the incumbent, may file a Declaration of Candidacy no later than the close of business on August 14, 2024.

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 Voter Information Guide. 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 office and then become public documents. See page 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 29 of this guide or the appropriate F.P.P.C. Manual found on the Fair Political Practices Commission website: www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html.
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, 2024.

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 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 their 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 15, 2024, and August 9, 2024. 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 9, 2024. If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 9, 2024, any other person, other than the incumbent, may file a Declaration of Candidacy no later than the close of business on August 14, 2024.

**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 Voter Information Guide. 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 office and then become public documents. See page 22 for guidelines and fees associated with the candidate statement.

**STATEMENT OF ECONOMIC INTERESTS (Form 700)**

(Please refer to [www.fppc.ca.gov](http://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 29 of this guide or the appropriate F.P.P.C. Manual found on the Fair Political Practices Commission website: [www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html](http://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html).
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 23 of this guide for cost per district

FILING PERIODS

■ 07/15/24 – 08/09/24 All Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies are due during this period.

■ 08/09/24 – 08/14/24 Extension Period for filing all Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies ONLY to non-incumbent if the incumbent does not file Nomination Papers by August 9, 2024

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!!!

Folder  FILING FEES        N/A

Folder  NOMINATION SIGNATURES        N/A

Folder  STATEMENT OF QUALIFICATIONS        See page 23 of this guide for cost per district

Folder  FILING PERIODS

- 07/15/24 – 08/09/24
  All Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies are due during this period.

- 08/09/24 – 08/14/24
  Extension Period for filing all Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies ONLY to non-incumbent if the incumbent does not file Nomination Papers by August 9, 2024

Folder  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!!!

-Life of Party
-Not required for this office

-STATEMENT OF QUALIFICATIONS
-See page 23 of this guide for cost per district

-FILING PERIODS
-07/15/24 – 08/09/24 All Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies are due during this period.
-08/09/24 – 08/14/24 Extension Period for filing all Nomination Papers, Candidate Statement of Qualifications and Declaration of Candidacies ONLY to non-incumbent if the incumbent does not file Nomination Papers by August 9, 2024

-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

There are specific laws and regulations that govern whether a ballot designation is acceptable or unacceptable for printing on the ballot. These rules are outlined in California Elections Code sections §13107, §13107.3, §13107.5 and California Administrative Code sections §20710-20719.

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

Selecting Your Ballot Designation

The ballot designation is a word, or a group of not more than three (3) words, that describes the current principal profession, vocation, occupation, or incumbency status of the candidate during the calendar year immediately preceding the filing that will appear on the ballot under the candidate’s name.

The listing of a designation on the ballot is OPTIONAL. Ballot designations become public record once the information is filed on the Declaration of Candidacy. Ballot designations cannot be changed once filing is completed.

General Guidelines for Acceptable Ballot Designations

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

Example: Governing Board Member, Napa Valley College District
Mayor
City Clerk
Assemblymember

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

Example: School Teacher (the use of “teacher” applies to credentialed teachers)
Attorney (profession/occupation)
Small Business Owner (three words or less)
Homemaker (vocation)

Incumbents and Appointed Incumbents

The word “incumbent” may be used if the candidate is running for the same office that the candidate holds at the time of filing nomination documents and to which the candidate was elected by vote of the people or appointed. This includes incumbents elected in lieu of an election.

Example: Mr. Smith is running for re-election to the same office. He can use "Incumbent" as his ballot designation because he currently holds that office.

However, per Elections Code section 8168, a candidate for the office of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly shall not choose the word “incumbent” as a designation to appear on the ballot. The candidate can choose a designation of the elective state or federal office which the candidate holds at the time of filing the nomination documents, to which the candidate was elected by vote of the people in accordance with paragraph (1) of subdivision (a) of Elections Code section 13107.
If the candidate was appointed to an office and is filing as a candidate for election to the same office, then that candidate must use the words "appointed incumbent" or "appointed" and the title of the office held.

Example: Mr. Smith was appointed to a vacancy on a board. He is now running for the same office. He can use "Appointed Incumbent" or "Appointed Governing Board Member."

General Guidelines for Unacceptable Ballot Designations

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

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

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

Examples of unacceptable status include:
- Concerned Citizen
- IBM president
- Taxpayer
- Philanthropist
- Veteran
- Democratic Party Chair
- Republican Central Committee Member
- Neighborhood Community Leader
- Husband

Ballot Designation Basic Test

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Is it true?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is it factually accurate?</td>
<td>Yes</td>
</tr>
<tr>
<td>Does it mislead?</td>
<td>No</td>
</tr>
<tr>
<td>Is it generic?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is it neutral?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is it how the candidate makes a living?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

No Ballot Designation Requested

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

Reviewing the Ballot Designation

In reviewing the nomination documents, Election Division staff will verify that the Ballot Designation meets the basic requirements set forth in this section, such as the three-word limitation and the use of “incumbent.” If the designation is found to be in violation of any of the requirements set forth in this section, the elections official will notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate’s nomination documents. The Secretary of State’s office will review and approve all ballot designations for federal and state offices.
The candidate will, within three days from the date of receipt of the notice, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation. If the candidate fails to provide an alternate designation that complies within the three-day period, a designation will not appear after the candidate’s name.

Use of the words “Advocate” or “Educator”

The use of “Advocate” and “Educator” may be used only if this is the candidate’s official job title. Documentation is required.

Changing the Ballot Designation

No ballot designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official to change an unacceptable designation or because of a challenge or writ issued by a court.

The designation will remain the same for all purposes of both Primary and General Elections, unless the candidate requests in writing a different designation, which must occur at least 98 days prior to the General Election. The written request must be accompanied by a Ballot Designation Worksheet.

Challenging the Ballot Designation

Challenging a ballot designation must be done by filing a Writ of Mandate with the Superior Court no later than the end of the 10-calendar-day public examination period, Monday, August 19, 2024 (E-78).

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

Word Count Examples

“Certified Public Accountant” ................................................................. 3 words; acceptable
“CPA/Attorney” ......................................................................................... 2 words; acceptable
“Member, California State Senate” ........................................................... 4 words; acceptable
“Napa County District Attorney” .............................................................. 4 words; acceptable
“Businessman-Social Planning Consultant” ............................................. 4 words; unacceptable

Ballot Designation Elections Code Guidelines

For your reference, the relevant portions of Elections Code sections 8168 and 13107 are reproduced below for ballot designation guidelines. The Ballot Designation Worksheet also contains references to Elections Code sections 13107.3 and 13107.5 and California Code of Regulations 20711.

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, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which the candidate was elected by vote of the people.

(2) The word “incumbent” if the candidate is a candidate for the same office which the candidate holds at the time of filing the nomination papers, and was elected to that office by a vote of the people. A candidate shall not use the word “incumbent” if the candidate was elected to their office in an at-large election and is a candidate in a district-based election.

(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.
The phrase “appointed incumbent” if the candidate holds an 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 the candidate holds and to which the candidate was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

b) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

B) The word “incumbent” if the candidate is a candidate for the same office that the candidate holds at the time of filing the nomination papers.

C) 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.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

B) One of the following ballot designations: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words “City of.”

B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words “County of.”

C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words “City and County.”

D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of the candidate’s principal professions shall use one of the following ballot designations as the candidate’s ballot designation: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

d) 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, including a generally available standard reference dictionary published online, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:
It would mislead the voter.

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

It abbreviates the word “retired” or places it following any word or words which it modifies.

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.”

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

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

It refers to any activity prohibited by law.

f) 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 the candidate 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) or (b).

2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate’s name.

g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

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

i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 13211.

j) If a foreign language translation of a candidate’s designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

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.

California Code of Regulations Code Section §20711

a) In order to facilitate review of a candidate’s proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

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

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
(2) A designation of the office for which the candidate is seeking election;
(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
(4) The proposed ballot designation submitted by the candidate;
(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
   (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
   (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
   (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:
      (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
      (ii) The dates during which the candidate held such position;
      (iii) A description of the work he or she performs in the position;
      (iv) The name of the candidate's business or employer;
      (v) The name and telephone number of a person or persons who could verify such information; and
      (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
   (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

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

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

What is the Candidate Statement?
The Candidate Statement (also known as the “Statement of Qualifications”) is an OPTIONAL statement. Each candidate for nonpartisan elective office and certain party-nominated offices may prepare an optional candidate statement at their own expense. The purpose of the candidate statement is to acquaint voters with a candidate’s qualifications, background, and education. The candidate statement is included in the County Voter Information Guide and will be mailed to all registered voters eligible to vote for that candidate.
The statement may include the name, age and occupation of the candidate, and a brief description limited to 200 words. Words shall be counted pursuant to Elections Code §9 (See Page 25). The statement should be based on the candidate’s education and qualifications solely expressed by the candidate. No references, direct or implied, shall be made to other candidates for that office or to another candidate’s qualifications, character, or activities. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

Filing the Candidate Statement
A candidate who wishes to have a candidate statement must submit it at the time the Declaration of Candidacy is filed with the Elections Official for filing. It will not be accepted after the close of the nomination period. Requests for translated versions must also be made at the time of submission.
The statement must be submitted in hard copy, with an original signature, as well as an electronic copy via email to CandidateFiling@countyofnapa.org.
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.
NOTE: Candidates running in a district involving multiple counties may submit the statement in each county’s voter information guide. Contact each county for their individual costs and requirements.

Confidentiality of Statements
Notwithstanding the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code), the statements filed pursuant to Section 13307 shall remain confidential until the expiration of the filing deadline. EC § 13311

Withdrawal of the Candidate Statement
Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the nomination period and in the event the candidate is running unopposed up to 5:00 p.m. of the next working day after the close of the nomination period. The withdrawal request must be in writing and signed by the candidate. A new statement cannot be filed to replace a withdrawn statement.

Public Examination of the Candidate Statement
The contents of the candidate statement will remain confidential until the time for withdrawing the statement is closed. At that time there will begin a 10-day period for public examination at the Napa County Election Office before the statement is printed. During this period anyone may obtain a copy, and any voter of the jurisdiction

Notice to Candidates
All candidates are required to complete and file a candidate statement form regardless of whether or not they choose to publish.
may seek a writ of mandate or an injunction requiring any or all the material contained therein to be amended or deleted. The Statement will continue to be considered a public record after the examination period is over.

**Estimated Cost of Candidate Statement**

NOTE: Candidates running in a district involving multiple counties may submit the statement in each county’s voter information guide. Contact each county for their individual costs and requirements.

Candidate statement costs are based on the number of registered voters in each district since a county voter information guide is mailed to each active registered voter.

The fee for the English & Spanish Statement of Qualifications is:
- $640.00 minimum flat fee for the English and Spanish statement. This fee covers translation, typesetting, and page set-up; plus
- $16.00 per 1,000 voters, or portion thereof, within each subdivision for the statement. This fee covers administrative services and printing costs.

The fee for Statements of Qualifications in one or more additional languages is:
- $395.00 minimum flat fee (per additional statement); plus
- $8.00 per 1,000 voters, or portion thereof (per additional statement).

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<thead>
<tr>
<th>Name of District</th>
<th>Total Registered Voters as of 5/17/2024</th>
<th>English &amp; Spanish Statement</th>
<th>Cost Per Additional Language</th>
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</thead>
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<tr>
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<td>14,666</td>
<td>$874.66</td>
<td>$512.33</td>
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### Payment for the Candidate Statement

On submission, each candidate is required to pay in advance and in full, the cost of having a statement included in the Napa County Voter Information Guide. Payment can be in cash, personal check, or money order. Checks and money orders are made payable to Napa County Elections.

### Preparation of the Candidate Statement

The candidate statement must be written in the first person. 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, they will be left blank when printed in the County Voter Information Guide. The title, occupation and age are NOT included in the word count, only the text of the statement is counted.

All candidate statements are printed in type of uniform size and shading, and with uniform spacing in block paragraphs with extra spacing between paragraphs. The statement will be reformatted to meet the requirements.

Check the statement for errors in spelling, punctuation, and grammar. Typographical errors will not be corrected by the elections official nor by the printer. No responsibility is assumed for errors in spelling, punctuation, or grammar. The statement is entirely the candidate’s responsibility.

### Notice to Candidates

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

The California Elections Code requires uniformity of appearance of the candidate statements. Each candidate statement will be uniformly printed and allowed the same amount of space in the County Voter Information Guide. The elections official bears no responsibility for the correct typesetting of statements that must be reformatted due to not conforming to the requirements, guidelines or word and paragraph limit as stated in this guide.
Candidate Statement Order

Candidate Statements shall be printed in the County Voter Information Guide in the order determined by the county randomized alphabet drawn in substantially the same manner set forth in Elections Code Section 13112. The names and statements will remain in this order throughout the county voter information guide and do not rotate as names do on the actual ballot.

Examples

The following examples are for computing the word count for the candidate statements. The Registrar of Voters will make final determination of the word count.

Punctuation..................................................................................................................NOT COUNTED

Dictionary Words...............................................................................................................ONE WORD
Examples: “I”, “the”, “and”

Abbreviations/Acronyms...................................................................................................ONE WORD
Examples: NVUSD or NVC or SHUSD or CJUSD – 1 word
Napa Valley College – 1 word

Proper Nouns.....................................................................................................................ONE WORD
Examples: City and County of San Francisco – 1 Word
City of Saint 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 found 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

Candidate Statement Code References

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, including a generally available standard reference dictionary published online, shall be considered 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.

Elections Code 13307 state the following.

a) (5) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate’s statement on an appropriate form provided by the elections official. 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 expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
(6) The statement authorized by this subdivision shall be filed in the office of the elections official when the candidate’s nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. If a runoff election or general election occurs within 88 days of the primary or first election, the statement shall be filed with the elections official by the third day following the governing body’s declaration of the results from the primary or first election.
(7) Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.

b) (1) The elections official shall send to each voter a county voter information guide that contains the written statements of each candidate that is prepared pursuant to subdivision (a). The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.
(2) The elections official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation who is one of the following:
(A) A certified and registered interpreter on the Judicial Council Master List.
(B) An interpreter categorized as “certified” or “professionally qualified” by the Administrative Office of the United States Courts.
(C) From an institution accredited by a regional or national accrediting agency recognized by the United States Secretary of Education.
(D) A current voting member in good standing of the American Translators Association.
(E) A current member in good standing of the American Association of Language Specialists.

c) (1) In addition to the statement prepared pursuant to subdivision (a), if the elections official who is conducting the election permits electronic distribution of a candidate’s statement, the governing body of a local agency may permit each candidate for nonpartisan elective office in the local agency to prepare a candidate’s statement for the purpose of electronic distribution pursuant to this subdivision.
(2) A statement prepared pursuant to this subdivision shall be posted on the Internet Web site of the elections official, and may be included in a voter’s pamphlet that is electronically distributed by the elections official.
pursuant to Section 13300.7, but shall not be included in a voter's pamphlet that is printed and mailed to
voters pursuant to subdivision (b).

(3) A statement that is printed in the voter’s pamphlet and mailed to voters pursuant to subdivision (b) shall
be included with the statement that is prepared and electronically distributed pursuant to this subdivision.

(4) A statement that is prepared and electronically distributed pursuant to this subdivision shall be displayed
in type of uniform size and darkness, and with uniform spacing.

(5) The elections official shall provide a Spanish translation to those candidates who wish to have one, and
shall select a person to provide that translation who is one of the persons listed in paragraph (2) of
subdivision (b).

d) The local agency may estimate the total cost of printing, handling, translating, mailing, and electronically
distributing 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 county voter information guide or electronically
distributed. 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 that, 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.

e) This section shall not be deemed to make any statement, or the authors of any statement, free or exempt
from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for
printing electronic distribution pursuant to this section or contained in the county voter information guide.

f) Before the nominating period opens, the local agency for that election shall determine whether a charge shall
be levied against that candidate for the candidate’s statement sent to each voter and, if authorized pursuant
to subdivision (c), for the electronically distributed candidate’s statement. This decision shall not be revoked
or modified after the seventh day before the opening of the nominating period. A written statement of the
regulations with respect to charges for handling, packaging, mailing, and electronic distribution shall be
provided to each candidate or his or her representative, at the time he or she picks up the nomination papers.

g) For purposes of this section and Section 13310, the board of supervisors is the governing body of judicial
elections.
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 committee that do not raise or spend $2,000 or more in a calendar year are not required to file a Form 501.

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:
Ensure campaign deadlines are met. Go to www.fppc.ca.gov for campaign disclosure filing schedules.

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](http://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.

**Contribution Limits to State and Local Candidates Per Election**

The charts below show the current limits per contributor, per election, for state offices and committees as well as for local candidate committees subject to 85301. (d). The primary, general, special, and special run-off elections are considered separate elections. Contribution limits to candidates apply to each election. Contribution limits to officeholders and other committees apply on a calendar year basis.

Effective January 1, 2021, a state campaign contribution limit will by default apply to city and county candidates when the city or county has not already enacted laws addressing contribution limits on such candidates. In addition to state laws, contribution limits are also imposed in many California cities, counties and districts. Contact your city or county about contribution limits for local offices. Local ordinances are posted on the local campaign ordinances page. All information should be verified with the elections agency within the local jurisdiction.
<table>
<thead>
<tr>
<th>Candidate or Officeholder</th>
<th>Person (individual, business entity, committee/PAC)</th>
<th>Small Contributor Committee</th>
<th>Political Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>City and County Candidates subject to Section 85301 (d)</td>
<td>$5,500</td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
<tr>
<td>Senate and Assembly</td>
<td>$5,500</td>
<td>$10,900</td>
<td>No Limit</td>
</tr>
<tr>
<td>CalPERS/CalSTRS</td>
<td>$5,500</td>
<td>$10,900</td>
<td>No Limit</td>
</tr>
<tr>
<td>Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner, and Board of Equalization</td>
<td>$9,100</td>
<td>$18,200</td>
<td>No Limit</td>
</tr>
<tr>
<td>Governor</td>
<td>$36,400</td>
<td>$36,400</td>
<td>No Limit</td>
</tr>
</tbody>
</table>

Effective January 1, 2021, a state campaign contribution limit will by default apply to city and county candidates when the city or county has not already enacted a contribution limit on such candidates.

**Explanation of Terms used in the Contribution Limits Charts**

**Person** – An individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, limited liability company, association, committee and any other organization or group of persons acting in concert.

**Small Contributor Committee** – Any committee that meets all of the following: 1) has been in existence for at least six months; 2) receives contributions from 100 or more persons; 3) no one person has contributed more than $200 per calendar year; and 4) the committee makes contributions to five or more candidates.

**Political Party Committee** – The state central committee or county central committee of an organization that meets the requirements for recognition as a political party outlined in Section 5100 of the Elections Code.

**Statewide Except the Governor** – The office of Lieutenant Governor, Attorney General, Insurance Commissioner, Controller, Secretary of State, Treasurer, Superintendent of Public Instruction and member of the State Board of Equalization.

**Napa County Code Chapter 2.104.050** – limits a candidate’s loan of their personal funds to their campaign.

A. No candidate for any Countywide office shall personally make loans to their own campaign which have a total outstanding balance at any point in time of more than twenty thousand dollars.

B. No candidate for any District office shall personally make loans to their own campaign which have a total outstanding balance at any point in time of more than ten thousand dollars.

C. Beginning in 2022, the limits provided for in paragraphs A and B of this section may be adjusted biennially in December of every even-numbered year by resolution of the Board of Supervisors to reflect changes in the California Consumer Price Index All Urban Consumers (CPI-U). The adjustments shall be made using the following formula: the loan limit amount in effect as of December 31, 2021, multiplied by the annual CPI-U, divided by the base CPI-U from 2021, rounded to the nearest one hundred dollars.

The full text of the ordinance can be found at the link listed below.
https://library.municode.com/ca/napa_county/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.104CAFI
Political Sign Information

The placement of political signs is subject to regulation by the state, county or municipality. 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 [https://dot.ca.gov/programs/traffic-operations/oda/political-signs](https://dot.ca.gov/programs/traffic-operations/oda/political-signs)
Phone 1-(916)-654-6473
Email - ODA@dot.ca.gov

**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_18.116.020SI#ALWIPE](https://library.municode.com/ca/napa_county/codes/code_of_ordinances?nodeId=TIT18ZO_CH18.116SI_18.116.020SI#ALWIPE)

**Municipality -** Information concerning municipal sign laws.

- **American Canyon:**
  4381 Broadway Street, Suite 201
  Phone: 707-647-4352
  Code - 19.23.040 Regulation of political signs
  Code Web Link: [https://law.cityofamericancanyon.org/](https://law.cityofamericancanyon.org/)

- **Calistoga:**
  1232 Washington Street
  Phone: 707-942-2807
  Code - 17.58.040 Signs allowed without a permit

- **Napa:**
  955 School Street
  Phone: 707-257-9646
  Code - 17.55.120 Special signs

- **Saint Helena:**
  1480 Main Street
  Phone: 707-967-2659
  Code – 17.48.090
  Code Web Link: [http://www.codepublishing.com/CA/StHelena/#!/StHelena17/StHelena17148.html#17.148.090](http://www.codepublishing.com/CA/StHelena/#!/StHelena17/StHelena17148.html#17.148.090)

- **Yountville:**
  6550 Yount Street
  Phone: 707-944-8851
  Code - 17.92.040 Permitted signs
  Code Web Link: [https://library.qcode.us/lib/yountville_ca/pub/municipal_code](https://library.qcode.us/lib/yountville_ca/pub/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

Electioneering within 100 feet of a Polling Place

Election Code – 18370
A person shall not, on election day, or at any time that a voter may be casting a ballot, within the 100-foot limit of a polling place, an elections official’s office, a satellite location, or an official ballot drop box:

1. Circulate an initiative, referendum, recall, or nomination petition or any other petition.
2. Solicit a vote or speak to a voter on the subject of marking their ballot.
3. Place a sign relating to voters’ qualifications or speak to a voter on the subject of the voter’s qualifications except as provided in Section 14240.
4. Do any electioneering as defined by Section 319.5.

As used in this section, “within the 100-foot limit of a polling place, an elections official’s office, a satellite location, or an official ballot drop box” means a distance 100 feet from:

1. The entrance to a building that contains a polling place as defined by Section 338.5, an elections official’s office, or a satellite location specified in Section 3018.
2. An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

A person shall not, on election day, or at any time that a voter may be casting a ballot, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

1. Solicit a vote.
2. Speak to a voter about marking the voter’s ballot.
3. Disseminate visible or audible electioneering information.

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

Electioneering During Vote-by-Mail Voting

Election Code – 18371
No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote-by-mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time they know the vote-by-mail voter is voting.

Any person who knowingly violates this section is guilty of a misdemeanor.

This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.
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. We remain open during the lunch hour.

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, they are not permitted to 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. Election staff will continue checking all remaining signatures until the requirement is fulfilled. 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. If you wait until the last day to file your nomination signatures, and if for any reason signatures are insufficient, you will not qualify to be a candidate.

Q. May I make any changes to the wording/spelling or request additional translations to my Statement of Qualification after submission?
   A. No. 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, but not changed, 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. 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. After that date voters will be able to register and receive a ballot up to 8:00 p.m. on Election Day at the Election Division or a Vote Center.

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 paper walking lists, electronic voter files are available for election purposes only. In order to purchase paper walking lists or electronic voter files 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

<table>
<thead>
<tr>
<th>Service</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Photo Copies</strong></td>
<td>$0.50 per page for the first 5 pages</td>
</tr>
<tr>
<td></td>
<td>$0.10 per page for every page thereafter</td>
</tr>
<tr>
<td><strong>Photos Copies of Campaign Filings</strong></td>
<td></td>
</tr>
<tr>
<td>(Controlled by FPPC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.10 per page</td>
</tr>
<tr>
<td><strong>Copies of the Official Canvas</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.50 per page for the first 5 pages</td>
</tr>
<tr>
<td></td>
<td>$0.10 per page for every page thereafter</td>
</tr>
<tr>
<td><strong>Non-Certified Copy of Registration</strong></td>
<td></td>
</tr>
<tr>
<td>To the Voter</td>
<td>$0.50</td>
</tr>
<tr>
<td>To Other Entity</td>
<td>$1.00</td>
</tr>
<tr>
<td><strong>Certified Copies of Registration</strong></td>
<td>$1.50</td>
</tr>
<tr>
<td><strong>Research Fee</strong></td>
<td>$37.50 per 1/2 Hour</td>
</tr>
<tr>
<td><strong>Voter Extracts, Indexes, Walking Lists, etc.</strong></td>
<td>$0.50 per 1,000 names</td>
</tr>
<tr>
<td><strong>Vote By Mail Extracts</strong></td>
<td>$0.50 per 1,000 names</td>
</tr>
<tr>
<td>(Deposit required for daily lists during election cycle)</td>
<td></td>
</tr>
<tr>
<td><strong>Precinct Maps</strong></td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Intent to Circulate Initiative Filing Fee</strong></td>
<td>$200.00</td>
</tr>
</tbody>
</table>
Obtaining Voter Registration Information

Data requests are fulfilled pursuant to Elections Code §2187, 2188, 2188.5(a) and 2194.

Qualifications
Voter registration information is available to persons or groups for election, scholarly, journalistic, political, or governmental purposes as described by the Secretary of State. Driver’s license numbers, social security numbers, and voters’ signatures cannot be released. Commercial use of voter registration information is prohibited.

All requests to view, purchase, or use voter registration information must be accompanied by a written application and a copy of applicant's driver's license or state issued identification card. The original wet ink signature application must be mailed or dropped off in person.

Processing Time
Requests will be processed in the order in which the application and payment in full is received. Once received, requests can take 2-3 business days to process.

Additional Prohibitions and Requirements
The authorized recipients of the voter registration information are responsible for the security of all data provided through this request. The recipient may not leave the data unsecured or publicly available physically or online. The data may not be transferred or shared outside the United States.

Penalties
Violation of the requirements in the above-referenced Elections Code constitutes a misdemeanor subject to imprisonment and significant fines.

Every person who directly or indirectly obtains voter registration information shall be liable to the State of California for an amount equal to the sum of 50 cents multiplied by the number of registration records used in an unauthorized matter. This sum is in addition to the penalties arising from the misdemeanor.

California Elections Code Section 18109, Government Code Section 6254.4, California Code of Regulations Section 19001-19001.

Formats
The requested data will be provided electronically in the form of plain text, tab-delimited files. The data will be transmitted via secure file transfer server.

Other Data Sets
Other data sets, such as the Precinct-District File and Maps are available; however, they do not contain confidential information and do not require the same qualifications as voter data.
**CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Name of Applicant:</th>
<th>First:</th>
<th>Middle:</th>
<th>Last:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td>Driver’s License/ID:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant’s Address:</td>
<td>City:</td>
<td>State:</td>
<td>Zip:</td>
</tr>
<tr>
<td>Applicant’s Mailing Address, if different:</td>
<td>City:</td>
<td>State:</td>
<td>Zip:</td>
</tr>
</tbody>
</table>

| Name of the beneficiary Candidate, Committee, Organization: |
| Beneficiary Phone Number: |
| Beneficiary Email Address: |
| Beneficiary Business Address: | City: | State: | Zip: |

**QUALIFICATIONS (Signed under penalty of perjury on next page.)**

*What type(s) of organization, committee, business, or group do you represent?*

- [ ] Political Campaign
- [ ] Scholarly
- [ ] Journalistic
- [ ] Record Review
- [ ] Private Vendor
- [ ] Government Agency
- [ ] Political Party Central Committee: [_____]  
- [ ] Other: [_____]  

*For what purpose are you requesting this information?*

- [ ] Data Analysis
- [ ] Phone Bank
- [ ] Mailings
- [ ] Walking Neighborhoods
- [ ] Other: [_____]  

*Your request must include the following:*

**Election:** Information identifying the California candidate(s), California ballot measure(s), or committee(s) for/against any initiative or referendum measure for which legal publication is made. Documentation from candidate/committee stating the applicant is authorized to receive data, if applicable. A copy of applicant's driver's license.  

**Political:** Documentation establishing affiliation with the political organization on the institution's letterhead stating that the applicant is authorized to receive data. A copy of applicant's driver's license.  

**Scholarly:** Letter from the representative of the institution (professor, administrator, etc.) on the institution's letterhead stating that the applicant is authorized to receive data. A copy of applicant's driver's license.  

**Journalistic:** A clear photocopy of press pass or media credential. A copy of applicant's driver's license.  

**Governmental:** Any request from a governmental agency or for use related to a government function.  

**Record Review:** For any person to conduct an audit of voter registration lists for election. A copy of applicant's driver's license.  

**Vendor:** By any vendor to compile and/or organize voter registration information for another person's use consistent with this Article. Documentation from candidate/committee stating the applicant is authorized to receive data. A copy of applicant's driver's license.  

**Political Party Central Committee:** Allotted 1 file at no charge per election and shall be requested by the Committee Chair only. A copy of applicant's driver's license.
Agreement: All information furnished on this application is subject to verification.

Applicant and beneficiary, if applicable, hereby agree that the information set forth in the voter registration information will be used for the approved purposes, consistent with state law, as defined by Elections Code section 2194, this Article, and Government Code section 6254.4.

(Initial here)

Applicant and beneficiary, if applicable, further agree not to sell, lease, loan, or deliver possession of the registration information, or a copy thereof, in any form or format, to any person, organization, or agency except as prescribed in CA Code of Regulation Section 19005.

(Initial here)

Applicant and beneficiary, if applicable, agree to maintain information in a secure and confidential manner using the best practices identified in CA Code of Regulation Section 19010 of this Article, and will notify the Secretary of State immediately of any violation, exposure, and/or breach of voter registration information or suspected violation, exposure, and/or breach of voter registration information and will cooperate with the Secretary of State's office or any investigative agency efforts related to any resulting investigation.

(Initial here)

Applicant and beneficiary, if applicable, agree to pay the State of California, as compensation for any unauthorized use of each individual’s registration information, a penalty as described in CA Code of Regulation Section 19007 of this Article.

(Initial here)

DATA TYPE

DISTRIBUT NAME: ____________________________________________ (All Active Voters in District)

☐ FILTERED BY PARTY, IF ANY: ____________

DATA FORMAT - METHOD

☐ ELECTRONIC VOTER FILE

# of Records Rounded up to nearest 1,000: ____________ X $.50 $ ____________

☐ Multipurpose Voter information with Vote History for last 5 statewide elections X

(MVMJ004 check box for single file)

Number of Files: ____________

☐ Multipurpose Voter Information with Vote History for all elections

(MVMJ004 split into 2 files, no additional charge) Total Cost: $ ____________

☐ Election-specific Vote-By-Mail file

☐ All VBM Voters who have returned a ballot (AVMJ011)

☐ All VBM Voters who have been issued a ballot AND returned a ballot (AVMJ010)

☐ All VBM Voters who have been issued a ballot but have NOT returned it

(AVMJ010 check box for Excludes Returns)

☐ PRINTED VOTER LIST

# of Records Rounded up to nearest 1,000: ________ X $.50 $ ________

☐ Walking List by Precinct (MVMR009) X

☐ Walking List by Precinct w/Vote History (MVMR048) Number of Files: ________

☐ Walking List by District (MVMR010)

☐ Walking List by District w/Vote History (MVMR058) Total Cost: $ ________

☐ PRECINCT DISTRICT FILE

(PDMJ001) No charge for this file Cost: $0

TOTAL COST OF ALL FILES: $ ________

IN ORDER TO REQUEST MULTIPLE FILES ON DIFFERENT DATES, PLEASE ATTACH A CALENDAR SHOWING FILE TYPE AND DATE REQUESTED.
**Paper Precinct Maps**

- **Cost of each set of maps:** $5.00

This is a set of 2 maps which includes the City of Napa on one map and Napa County on the other that can only be picked up in person at the Election Division.

- **Number of Maps requested:** 

  - Total Cost for Maps: $ 

**Total Cost of Files and Maps:** 

**Customer Attestation Under Penalty of Perjury**

I swear under the penalty of perjury, that 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 for allowable election, scholarly, journalistic, political or governmental purposes as described 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. Nor will it be sent out of the United States, made available in any way electronically to persons outside the United States, or made available over the internet.

Print Name: ___________________________ Signature (must be wet ink): ___________________________

Date: ________________

**Processing - Staff Use Only**

- Received by: ___________________________ Date: ________________ Time: ________________

  - Application was received by:
    - [ ] Mail
    - [ ] Application Complete
    - [ ] Copy of Driver's License Included
    - [ ] Letter from Candidate/Proponent Included (If Applicable)
    - [ ] In Person
    - [ ] Application Complete
    - [ ] Copy of Driver’s License Included
    - [ ] Letter from Candidate/Proponent Included (If Applicable)

Paid By:

- [ ] CHECK CHECK #: __________
- [ ] CASH

Total Received: __________