

**YOLO COUNTY
CANDIDATES
INFORMATION GUIDE**

NOVEMBER 6, 2018



The Elections Office is open
8:00 a.m. to 5:00 p.m.
Monday – Friday excluding holidays
and is open during lunch hour.

Our Office is located at:
625 Court Street, Room B05
Woodland, CA 95695

Mailing Address:
P.O. Box 1820
Woodland, CA 95776

(530) 666-8133
(530) 666-8123 Fax
(800) 649-9943

www.yoloelections.org

Abbreviated Election Calendar
For the General Election - November 6, 2018

7/16 – 8/10/18
(E-113 -- E-88)

Declaration of Candidacy Period

During this period, persons interested may file their declaration of candidacy for the November 6th election. *EC §8020, 10603*

7/31/18
(E-98)

Change of Candidate's Ballot Designation

The last day that any candidate may request in writing a different ballot designation than that used at the primary election. This request must be made to **both** the Secretary of State and the county elections official.

EC §13107(h)

7/31/18

Campaign Statement – Semi-Annual

The last day to file semi-annual campaign statements for candidates and committees. *GC §84200, 84218*

8/10/18
(E-88)

Measure Arguments, Impartial Analysis, Due

Last day for proponents to file arguments for or against any local measure(s); also deadline to submit impartial analysis prepared by county or city counsels. *EC §9160, 9163, 9280, 9282*

8/10/18
(E-88)

Candidate Withdrawal

No candidate who has filed a Declaration of Candidacy may withdraw after this date. *EC §10224, 10510, 8801*

8/13* – 8/15/18
(E-87 -- E-83)

Declaration of Candidacy EXTENSION Period

Extension period for persons other than the incumbent interested in declaring their candidacy. *EC §8024, 10604, 10225(a)*

8/16/18
(E-82)

Random Alphabet Drawing

On this day the random alphabet drawing will be conducted to determine name orders on the ballot. *EC § 13111, 13112*

8/20/18
(E-78)

Rebuttals Deadline

Last day to submit rebuttal arguments for or against a local measure to the County Clerk by 5 p.m. City measures are submitted to the City Clerk.

EC §9167(a), 9285

9/10 - 10/23/18
(E-57 -- E-14)

Statement of Write-in Candidacy and Nomination Papers

During this period, all write-in candidates must file their statement of write-in candidacy and nomination papers with the county elections official. *EC §8601, 8604, 8650-8652.*

9/27/18
(E-40)

First Pre-Election Statement

The last day to file campaign statements for candidates and committees for the period ending September 27, 2018. *GC §84200.5*

10/8-10/30/18
(E-29 -- E-7)

Absentee Application Period

Any registered voter may apply to the county elections official for an absent voter's ballot. *EC §3001*

10/22/18
(E-15)

Close of Registration

The last day for any U.S. citizen to register to vote for the general election. *EC §2102*

10/25/18
(E-12)

Second Pre-Election Statement

The last day to file campaign statements for candidates and committees for the period ending October 25, 2018.

GC §84200.5

11/6/18

ELECTION DAY

**Offices for the upcoming General
Election to be held on November 6, 2018**

OFFICES

CITY OF WEST SACRAMENTO

Mayor, *(Vote for 1)*
Member, City Council *(Vote for 2)*

CITY OF WOODLAND

Member, City Council
Trustee Area 1 *(Vote for 1)*
Trustee Area 3 *(Vote for 1)*

**YOLO COUNTY BOARD OF
EDUCATION**

Governing Board Member
Trustee Area 1 *(Vote for 1)*
Trustee Area 2 *(Vote for 1)*
Trustee Area 5 *(Vote for 1)*

**DAVIS JOINT UNIFIED SCHOOL
DISTRICT *(At Large)***

Governing Board Member *(Vote for 3)*

ESPARTO UNIFIED SCHOOL DISTRICT

Governing Board Member
Trustee Area 3 *(Vote for 1)*
Trustee Area 4 *(Vote for 1)*
Trustee Area 5 *(Vote for 1)*

**PIERCE JOINT UNIFIED SCHOOL
DISTRICT *(Colusa County Lead County)***

Governing Board Member *(Vote for 2)*

**RIVER DELTA UNIFIED SCHOOL
DISTRICT *(Sacramento County Lead
County)***

Governing Board Member
Trustee Area 5 *(Vote for 1)*

**WASHINGTON UNIFIED SCHOOL
DISTRICT *(At Large)***

Governing Board Member *(Vote for 2)*
Governing Board Member *(Vote for 1)*
short term

**WINTERS JOINT UNIFIED SCHOOL
DISTRICT**

Governing Board Member
Trustee Area 2 *(Vote for 1)*
Trustee Area 3 *(Vote for 1)*
Trustee Area 4 *(Vote for 1)*

**WOODLAND JOINT UNIFIED SCHOOL
DISTRICT**

Governing Board Member
Trustee Area 1 *(Vote for 1)*
Trustee Area 2 *(Vote for 1)*
Trustee Area 5 *(Vote for 1) (short term)*
Trustee Area 6 *(Vote for 1)*
Trustee Area 7 *(Vote for 1)*

**YUBA COMMUNITY COLLEGE
DISTRICT**

Governing Board Member
Trustee Area 5 *(Vote for 1)*

Qualifications for Office

Candidates must be registered voters: "Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person's appointment." *EC §201*

Candidates must be 18 or older and a citizen: "A person is incapable of holding a civil office if at the time of his election or appointment he is not 18 years of age and a citizen of the State." *GC §1020*

A person is not eligible to a county or (resident voter) district office, unless he/she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment.

"If, during his or her term of office, he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant." *GC §36502(a)*

Declaration of Candidacy

Completed nomination documents must be in the office of Elections no later than 5 p.m. on August 10th, the last day of the nomination period.

Information on nomination documents is a matter of public record and will be given to the news media and other persons upon request. *GC § 6252, 6253*

Every candidate must file a Declaration of Candidacy.

If the incumbent fails to return his or her Declaration of Candidacy by the last day prescribed for the close of the nomination period [5:00 p.m. August 10, 2018] the nomination period will be extended for five days. During this extended period, persons other than the incumbent may file a Declaration of Candidacy.

The extension of the nomination period is not applicable where there is not an incumbent eligible to be re-elected. The period for nomination will be extended to August 15th, 2018 *EC § 8024; GC §24000*

Execution and Return of Declaration of Candidacy

After all information has been declared on the Declaration of Candidacy, the candidate must sign the Declaration before an authorized official, such as an elections official.

The executed Declaration of Candidacy must be filed in the office Elections Office no later than August 10th by 5 p.m. *EC §8028*

Candidate's Name on Ballot

In filling out the Declaration of Candidacy, the candidate must decide how his or her name should appear on the ballot. This should be recognizable as the name under which the candidate is registered; though the two need not be identical. (Example: a candidate registered as "James William Smith" may use such variations as "James W. Smith", "Jim Smith", "J. William "Bud" Smith".) The law prohibits the use of a title or a degree on the same line of the ballot as the candidate's name. If a name change has occurred within one year of any election, the new name may not be used on the ballot unless the change was made by marriage or by court decree.

EC §13104, 13106

Designation under Name on Ballot

The candidate may also state the designation, if any, to be used under his or her name on the ballot. Elections Code section 13107, provides that the candidate may use 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 papers to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior, municipal, or judge.
- (2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of superior, municipal, or judge, was appointed to that office.
- (3) No more than three words designating the principal profession, vocation, or occupation of the candidate. For purposes of this section, all California geographical names shall be considered one word.
- (4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed". However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326, 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of the Elections Code."

No Ballot Designation

A candidate who does not want a ballot designation may indicate this in the space provided for ballot designation on the Declaration of Candidacy, or the space may be left blank. If no designation appears on the Declaration when filed, it will be assumed that none is desired.

Restrictions on Ballot Designation

Elections Code 13107 (e) prohibits any designation which:

- (1) Would mislead the voter.
- (2) Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous or eminent.
- (3) Abbreviates the word "retired" or places it following any word or words which it modifies.
- (4) Uses a word or prefix, such as "former" or "ex-", which means a prior status. The only exception is the use of the word "retired".
- (5) Uses the name of any political party, whether or not it has qualified for the ballot.
- (6) Uses a word or words referring to a racial, religious or ethnic group.
- (7) Refers to any activity prohibited by law.

If, upon checking the nomination documents, 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 appearing on the candidate's nomination documents.

The candidate shall, 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.

In all cases words so used shall be printed in 8-point roman uppercase and lowercase type except that if the designation selected is so long that it would conflict with the space requirements of Elections Code Section 13207 and 13211, the elections official shall use a type size for the designation for each candidate for office sufficiently smaller to meet these requirements. *EC §13107(f)*.

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. *EC §13106*.

Change of Ballot Designation

No ballot designation given by a candidate shall be changed after the final date for filing nomination documents, except specifically requested by the Elections Official or the Office

of the Secretary of State because the designation requested **is not** acceptable under Elections Code Section 13107(e).

Ballot designation of “Community Volunteer”

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

For further information on the candidate ballot designation contact an elections official at (530) 666-8133.

Candidate's Statement

What Is the Candidate's Statement?

The Candidate's Statement (also known as "Statement of Qualifications") is a statement of the candidate's background and education prepared by the candidate on a form issued along with the nomination documents. The Elections Official mails to each voter of the jurisdiction a sample ballot that may contain the optional candidate statement.

EC §13307

The Statement may include the name, age and occupation of the candidate and a brief description of no more than **200** words for school candidates; this limit also applies to city council and mayor candidates.

The statement should be based on the candidate's education and qualifications solely expressed by the candidate.

Filing The Candidate's Statement

A candidate who wishes to have a Candidate's Statement must submit it at the time the completed nomination documents are returned to the Elections Official for filing. It will not be accepted after the close of the nomination period. *EC §13307*

The Candidate Statement must be submitted in hard copy, with an original signature, as well as an electronic (.doc) copy.

Withdrawal of The Candidate's Statement

The statement may not be changed after it is submitted. It may, however, be withdrawn any time during the nomination period up to 5 p.m. of the first working day after the close of the nomination period. The request must be in writing for a full refund. *EC §13307 (a)(3)*

Public Examination of Candidate's 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 County Clerk's office before the statement is printed. During this period anyone may obtain a copy at cost, and any voter of the jurisdiction 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. *EC §13311, 13313(b)*

Fines for false statements in candidate statement

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1000). *EC §18351*

Cost of Candidate Statement

Candidates are required to pay the cost of the Candidate's Statement. *EC §13307(d)*

NOTE: For districts that encompass other counties it is required that any candidate requesting a candidate statement must pay the full amount for all counties involved in the election.

A candidate who claims "*indigency*" may submit a statement of financial worth to be used by the local agency to determine if he or she is eligible to submit a candidate's statement without payment of the advance deposit. A candidate claiming indigency must agree to release his/her latest income tax statement and may be required to sit for an interview with a county financial officer. Candidates should note that indigency status will excuse them only from payment of the advance deposit; indigents will still be required to pay the full amount pro rata share of cost after the election. *EC §13309*

Payment Candidate Statement

Each candidate is required to pay in advance and in full, the cost of having his or her statement included in the voter's pamphlet at the time the Candidate's Statement is submitted. Payment can be in cash or personal check or money order. Checks are made payable to **Yolo County**.

In the event that a check is returned with insufficient funds a \$25.00 penalty will be imposed and the candidate statement will not be printed unless the candidate delivers the payment with a money order or cashier's check before the close of nomination.

Preparation of The Candidate Statement

All candidate statements are in printed in block paragraphs with extra spacing between paragraphs. This is the printers “House Standard” for candidate statements.

All Statements must be submitted on or attached to the candidate statement form provided. If the statement is prepared on a separate piece of paper, attach the paper to the candidate statement form provided. Be sure to adhere to the following:

The top and bottom portions of the form must be completed in full.

Any supplemental page(s) must bear the signature of the candidate.

Any supplemental page(s) must be numbered (for example “1 of 1” for a single page, or “1 of 2” and “2 of 2” for two pages).

Check statement for errors in spelling, punctuation and grammar. Typographical errors will not be corrected by the elections official or by the printer. No responsibility is assumed for errors in spelling, punctuation or grammar, etc.; the statement is entirely the candidate’s responsibility.

ACCEPTABLE

- Statements to be typewritten
- In a block paragraph style
- Title case and lowercase characters
- Bullets, boxes
- Arrowheads
- Asterisks
- Diamonds

NOT ACCEPTABLE

- Unusual spacing or underlining
- Large or variable font size
- Boldface in the body of the statement
- Party affiliation
- Membership or activity in partisan political organization(s)
- Italics
- All Capital Letters

Notwithstanding the above guidelines, nothing should be deemed to make any statement or author thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing

Word Counting Guidelines

The guidelines listed below are used by the Elections Division for counting words:

1. Name, age and office title (located at the top of the form) are not counted, only the text.
2. Punctuation marks are not counted as words.
3. Geographical names such as cities, counties, towns or states are counted as one (1) word.
Examples: Los Angeles, New York, Yolo County and West Sacramento
4. The words “a”, “I”, “the”, “and”, “an”, are counted as individual words.
5. A monetary amount such as \$1,000.00 is counted as one (1) word.
6. Abbreviations are counted as one (1) word.
Examples: UCLA, PTA, USMC and P.C.S.O.
7. Hyphenated words which appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words.
8. Numeric combinations are counted as one (1) word.
Examples: 1973 13½ 1971-73 5% 8/3/91

Any number, which is 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.
9. Telephone numbers shall be counted as one word.
10. Internet web site addresses shall be counted as one word.
Example: www.yoloelections.org

If the text exceeds the word limit before the statement is filed, the author will be asked to delete or change a sufficient number or words or sentences until the statement is within the required word limit.

Campaign Disclosure: What to File

Government Code §84101, 84206, 84209, 84211

Form 501: Every candidate must file a form 501 before they begin receiving any contributions. The 501 must be filed for each election.

Form 410: Every committee (this may be the candidate alone) shall file a Statement of Organization (Form 410) within 10 days after it has qualified (i.e. received \$2000) as a committee. If a committee qualifies as a committee under subdivision (a) of GC section 82013 before the date of the election in connection with which the committee is required to file pre-election campaign statements, they must file a Statement of Organization within 24 hours after qualifying.

Statewide candidates and officeholders, Supreme Court justices, state ballot measure committees, and other committees that support or oppose state candidates and ballot measures, or that support or oppose candidates and ballot measures in more than one county file campaign reports with the Secretary of State and the elections officials for the counties in which they are domiciled. *(provided by the Fair Political Practices Commission)*

Form 700: Candidate committees must file a Statement of Economic Interest.

Form 460: If campaign activity during their candidacy will involve \$2000 or more, candidates and their candidate-controlled committees file jointly on Form 460. There are two pre-election deadlines for candidates to submit a Form 460.

OR

Form 470: Form 470 applies if a candidate expects that less than \$2000 will be received and spent by the candidate personally or by others on his/her behalf. A single filing of form 470 (preferably at the time the nomination documents are filed) fulfills the campaign disclosure filing requirements for the entire Election period. In determining whether Form 470 is applicable, the candidate may exclude payments for filing fee and Candidate's Statement provided such payments were made from the candidate's personal funds.

NOTE: *A candidate who initially files Form 470 and later finds that actual transactions reach \$2000 or more must then follow the filing schedule, using Form 460, and must include in his/her Form 460 any payments made for filing fee and/or Candidate's Statement.*

Form 497: Within 90 days of the election, all committees must file 24-hour reports of contributions over \$1,000. These may be emailed, faxed, or delivered by hand to our office.

Electioneering

Electioneering within 100 feet of a polling place. Elections Code §18370

No person, on Election Day, or at any time that a voter may be casting a ballot shall, within 100 feet of a polling place or an elections official's office:

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

As used in this section, "100 feet of a polling place" or an elections official's office means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

Electioneering During Absentee Voting. Elections Code §18371

(a) 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 an absentee voter, or do any electioneering while in the residence or in the immediate presence of the voter, and during the time he or she knows the absentee voter is voting.

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

(c) 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.

Political Signs

The placement of political signs is subject to regulation by state, county and/or city.

STATE:

The Division of Right of Way is prepared to answer questions about state regulation of campaign signs. For further information, call (916) 654-6473

COUNTY:

Political signs are handled in the same manner as outdoor advertising signs which are permitted in those zones allowing such uses with limitations on height, size and spacing. For additional information, consult Yolo County Planning Department at 530-666-8775.

CITIES:

Consult the City Clerk in each city for additional information concerning local sign ordinances.

City Davis (530) 757-5648

City of Winters (530) 795-4910

City of Woodland (530) 661-5806

City of West Sacramento (916) 617-4500

Code of Fair Campaign Practices

EC § 20440. Subscription to code is voluntary.

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. Elections Code §20440

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.

The text of the code shall read, as follows:

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Date

Signature