



Candidate Handbook & Resource Guide



**Statewide Direct Primary Election
June 5, 2018**

***Barbara J. Levey**
Registrar of Voters*

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NOTICE

This Candidate Handbook & Resource Guide is provided for general information to assist you in your candidacy. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and should not be substituted for legal counsel.

Please note this office cannot provide advice or determine whether or not a candidate meets the requirements for holding office. Individuals with questions concerning their own or another candidates' qualifications should seek the advice of an attorney regarding the applicable California laws pertaining to candidacy.

Candidates and others using this Handbook & Resource Guide must bear full responsibility to make their own determinations as to all legal requirements.

CODE REFERENCES made in this guide, unless otherwise stated, are to the California Constitution and Statutes. California legal codes referenced in this guide include:

- Business and Professions Code (B&P)
- Education Code (ED)
- Elections Code (EC)
- Government Code (GC)
- Health and Safety Code (H&S)
- Insurance Code (IC)
- Penal Code (PC)
- Revenue and Taxation Code (R&T)

The term E-Dates stands for Election Day. E-Dates have been used throughout this guide to indicate important dates and deadlines. These dates are the number of days prior to or after the election date.

Example: E-88 means 88 days prior to an election. E+28 means 28 days after an election.

Refer to the election calendar for guidance as to what actual date the indicated E-Date falls on.

CONTACT INFORMATION FOR CANDIDATES AND COMMITTEES

FILING OFFICER FOR DISCLOSURES:

MERCED COUNTY
REGISTRAR OF VOTERS
2222 M ST
MERCED, CA 95340
209-385-7541
209-385-7387-FAX
www.mercedelections.org

OTHER RESOURCES:

SECRETARY OF STATE
1500 11TH ST, 5TH FLOOR
SACRAMENTO, CA 95814
916-657-2166
916-653-3214-FAX
916-651-6460 CANDIDATES & ELECTIONS FAX
www.sos.ca.gov

FAIR POLITICAL PRACTICES COMMISSION
428 J ST, SUITE 620
SACRAMENTO, CA 95814
866-275-3772
916-322-6440-FAX
www.fppc.ca.gov

LINK TO CALIFORNIA CODES [http:// www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

QUALIFICATIONS ELECTED COUNTY OFFICIALS

EC § 13 & 13.5 GC § 24000 & 24001

ASSESSOR-COUNTY CLERK-RECORDER

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued.

(1) No person shall exercise the powers and duties of the office of Assessor unless he or she holds a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code.

(2) Notwithstanding subdivision (a), a duly elected or appointed person may exercise the powers and duties of Assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization within 30 days of election or appointment.

(3) This section shall not apply to any person holding the office of Assessor on January 1, 1997.

GC § 24002.5

AUDITOR

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must meet at least one of the following criteria:

(1) The person possesses a valid certificate issued by the California State Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as a certified public accountant or as a public accountant;

(2) The person possesses a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code;

(3) The person possesses a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of sixteen (16) college semester units, or their equivalent, in accounting, auditing, or finance;

(4) The person has served as County Auditor, Chief Deputy County Auditor, or Chief Assistant County Auditor for a continuous period of not less than three years.

These qualifications are in effect only if the Board of Supervisors, by unanimous vote, enacts an ordinance adopting these provisions. Ordinance may be repealed at any time. Continuing education required if elected.

GC § 26945-26946, Merced County Ordinance 2.16.010

COUNTY SUPERINTENDENT OF SCHOOLS

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must also possess a valid credential from the State Board of Education and possess a valid certification document authorizing administrative services or valid elementary or secondary administrative credentials.

ED § 1205-1208

COUNTY SUPERVISOR

A registered voter within the county supervisorial district in which the person seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office of supervisor, and shall reside in the district during their incumbency.

GC § 25041

DISTRICT ATTORNEY

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must be admitted to practice in the State Supreme Court.

GC § 24002

SHERIFF/CORONER

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must meet one of the following criteria:

- (1) an active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training;
- (2) one year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a master's degree from an accredited college or university;
- (3) two years of experience and possess a bachelor's degree from an accredited college or university;
- (4) three years of experience and possess an associate in arts or associate in science degree, or the equivalent, from an accredited college;
- (5) four years of experience and possess a high school diploma or the equivalent. All persons holding the office of Sheriff on Jan.1, 1989 shall be deemed to have met all qualifications required for Sheriff.

[GC § 240004.3](#)

SUPERIOR COURT JUDGE

A registered voter at the time Nomination Papers are issued. A person is ineligible to be a judge of a court of record unless for 10 years immediately preceding selection, the person has been a member of the State Bar or served as a judge of a court of record in this State.

[California Constitution Article VI § 15](#)

TREASURER-TAX COLLECTOR

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must also meet one of the following criteria:

- (1) served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, Treasurer, Tax Collector, Auditor, Auditor-Controller, or the Chief Deputy or an Assistant in those offices;
- (2) possess a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance;
- (3) possess a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant;
- (4) possess a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance;
- (5) possess a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

These qualifications are in effect only if the Board of Supervisors, by unanimous vote, enacts an ordinance adopting these provisions. Ordinance may be repealed at any time. Continuing education required if elected.

[GC § 27000.6, 27000.7, 27000.8, Merced County Ordinance 1587](#)

QUALIFICATIONS ELECTED STATE OFFICIALS

Qualifications for State Offices can be found on Secretary of State's website at the link below:

<http://www.sos.ca.gov/elections/upcoming-elections/statewide-direct-primary-june-5-2018/qualifications-running-office/>

Qualifications are also available upon request in the Registrar of Voters office.

NOMINATION DOCUMENTS & FILING PROCEDURES

WHEN AND WHERE FORMS ARE AVAILABLE

“Any qualified voter in the city or district may sign as many nomination papers as there are positions to be elected. Candidates shall file their nomination papers with the county elections official of the county, not more than 113 nor less than 88 days before the day of election.”

All forms required for nomination and election to all congressional, state, and county offices, shall be furnished by the county elections official.

The forms shall be distributed to all candidates applying for them. The county elections official shall not require a candidate to sign, file or sign and file a declaration of candidacy as a condition of receiving nomination papers.

[EC § 8020, 8041, 8069 & 8101](#)

Notwithstanding Elections Code § 8020 or any other provision of the law, if nomination documents for an incumbent officer of a county or state assembly are not delivered by 5 p.m. on the 88th day before the election, any person other than the person who was the incumbent on the 88th day shall have until 5 p.m. on the 83rd day before the election to file nomination documents for the elective office. [EC § 8022](#)

Filing Fees and Signatures-In-Lieu of Filing Fees [EC § 8104 \(b\)](#) A filing fee of one percent of the annual salary of the office shall be paid to the elections official by each candidate for a judicial office or a county office. The filing fee shall be calculated on the basis of the annual salary for the office on the first day to circulate petitions to gather signatures in lieu of filing fees.

[EC §8105 \(a\)](#) The elections official shall not accept any papers unless the fees are paid at the time, or unless satisfactory evidence is given that the fee has been paid in another county. The elections official transmits the appropriate fees to the Secretary of State along with the declarations of candidacy for filing. All filing fees received by the Secretary of State and county elections officials are nonrefundable. (b) The filing fees for candidates required to file declarations of intention pursuant to [EC § 8023](#) shall be paid at the time the declarations are filed with the county elections official.

[EC § 8106. \(a\)](#) Notwithstanding any other provision of this article, a candidate may submit a petition containing signatures of registered voters in lieu of a filing fee as follows:

1. For the office of California State Assembly, 1,500 signatures.
2. For the office of California State Senate and the United States House of Representatives, 3,000 signatures.
3. For candidates running for statewide office, 10,000 signatures.
4. For all other offices for which a filing fee is required, if the number of registered voters in the district in which he or she seeks nomination is 2,000 or more, a candidate may submit a petition containing four signatures of registered voters for each dollar of the filing fee, or 10 percent of the total of registered voters in the district in which he or she seeks nomination, whichever is less.

Note: Signatures-In-Lieu of filing fees may be used as nomination signatures. Nomination signatures may not be used as Signatures-in-Lieu signatures.

SIGNATURE GATHERING GUIDELINES

(Read before obtaining signatures)

Circulators (whether the candidate or another person) perform the important duty of obtaining signatures of properly registered voters for the In-Lieu Petition and/or Nomination Paper. If the signatures are not obtained properly and in accordance with the law, the candidate's right to be placed on the ballot could be questioned. All candidates should try to obtain the required number of signatures as soon as possible in order for their nomination papers to be returned to the Elections Department for examination and filing or certification to the Secretary of State, as the case may be.

Petition Circulator Information

A person shall not circulate nominating papers unless the person is 18 years of age or older. [EC § 102](#)

Circulators shall meet the requirements of Section 102. Circulators shall be voters in the district or political subdivision in which the candidate is to be voted on and shall serve only in that district or political subdivision. [EC § 8066](#)

A candidate for any office may obtain signatures to and sign his/her own nomination petition or signatures in-lieu petition. His/her signature will be given the same effect as that of any other qualified signer. [EC § 106](#)

Affidavit of Circulator ([EC § 104](#)): All petition circulators must complete, in his/her own hand:

- 1) The printed name of the circulator.
- 2) The residence addresses of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
- 3) The dates between which all the signatures to the petition or paper were obtained.

Each declaration submitted pursuant to this section shall also set forth the following:

- 1) That the circulator circulated that section and witnessed the appended signatures being written.
- 2) That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.
- 3) The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature.

Qualified Signers

Only a person who is an eligible registered voter at the time of signing the petition or paper is entitled to sign it. A signer shall, at the time of signing the petition or paper personally affix his or her signature, printed name and place of residence, including street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. [EC § 100](#)

Nomination Paper: Signers shall be voters in the district or political subdivision in which the candidate is to be voted on. With respect to any candidacy for partisan office, signers shall be voters who disclosed a preference, pursuant to Section 2151, for the party, if any, for which the nomination is proposed. With respect to a candidacy for voter-nominated office, signers need not have disclosed a preference for any party. [EC § 8068](#)

Signature-In-Lieu Petition: Any registered voter may sign an In-Lieu petition for any candidate for whom he or she is eligible to vote.

Applying Signatures-In-Lieu Toward Nomination Signature Requirement

Candidates may apply their in-lieu signatures toward the number of signatures required on their Nomination Paper in accordance with Section 8061. Candidates are required to file a written request with the elections official to apply any valid signatures-in-lieu toward the nomination signature requirement.

Voters May Sign Only One Paper; Exceptions

No signer shall, at the time of signing the petition, have his or her name signed to any other Nomination Paper for any other candidate for the same office. Or, in case there are several places to be filled in the same office, signed to more Nomination Papers for candidates for that office than there are places to be filled. [EC § 8069](#)

Validation of Signatures

The following guidelines will be used when validating signatures on nomination petitions or signature-in-lieu of filing fee petitions.

A signature is **INVALID** if the signer:

- is not registered to vote;
- provides a signature on the petition that does not compare to the signature on the voter's affidavit of registration;
- does not reside in the appropriate district;
- uses a P.O. Box number for residence;
- provides an address that is different from the voter's residence address on the affidavit of registration on record;
- prints his or her name for the signature, unless registered as such;
- lists her name as Mrs. John Jones;
- uses ditto marks for an address;
- authorizes Power of Attorney to sign on his or her behalf.

Required Filing Fees In-Lieu and Nomination Signatures

Fee Calculation pursuant to Elections Code (EC) § 8104

December 14, 2017 February 7, 2018	Salary	Filing Fee 1%	Amount per Signature	In-Lieu Signatures	Nomination Signatures
Assessor/Recorder	\$ 166,337.60	\$ 1,663.37	\$ 0.333333	4,990	20-40
Auditor/Controller	\$ 170,476.80	\$ 1,704.76	\$ 0.333333	5,114	20-40
Treasurer/Tax Collector	\$ 150,737.60	\$ 1,507.37	\$ 0.333333	4,522	20-40
District Attorney	\$ 205,628.80	\$ 2,056.28	\$ 0.333333	6,169	20-40
Sheriff/Coroner	\$ 174,720.00	\$ 1,747.20	\$ 0.333333	5,242	20-40
Superintendent of Schools	\$ 195,179.00	\$ 1,951.79	\$ 0.333333	5,855	20-40
Supervisor District #3	\$ 103,853.36	\$ 1,038.53	\$ 0.333333	3,116	20-40
Supervisor District #5	\$ 103,853.36	\$ 1,038.53	\$ 0.333333	3,116	20-40
Assembly District #21	\$ 107,242.00	\$ 1,072.42	\$ 1.07242	1,000	40-60
Senatorial District #12	\$ 107,242.00	\$ 1,072.42	\$ 0.53621	2,000	40-60
Congressional District #16	\$ 174,000.00	\$ 1,740.00	\$ 0.87	2,000	40-60
Board of Equalization #1	\$ 146,854.00	\$ 1,468.54	\$ 0.333305	4,406	40-60
Superior Court Judges	\$ 200,042.00	\$ 2,000.42	\$ 0.333333	6,001	20-40
<i>Judicial Candidates are required to file a Declaration of Intent by February 7, 2017</i>					
December 14, 2017 February 7, 2018	Salary	Filing Fee 2%	Amount per Signature	In-Lieu Signatures	Nomination Signatures
United States Senator	\$ 174,000.00	\$ 3,480.00	\$ 0.497143	7,000	65-100
Governor	\$ 195,806.00	\$ 3,916.12	\$ 0.559446	7,000	65-100
Lieutenant Governor	\$ 146,854.00	\$ 2,937.08	\$ 0.419583	7,000	65-100
Secretary of State	\$ 146,854.00	\$ 2,937.08	\$ 0.419583	7,000	65-100
Controller	\$ 156,643.00	\$ 3,132.86	\$ 0.447551	7,000	65-100
Treasurer	\$ 156,643.00	\$ 3,132.86	\$ 0.447551	7,000	65-100
Attorney General	\$ 170,080.00	\$ 3,401.60	\$ 0.485943	7,000	65-100
Insurance Commissioner	\$ 156,643.00	\$ 3,132.86	\$ 0.447551	7,000	65-100
Superintendent of Public Instruction	\$ 170,080.00	\$ 3,401.60	\$ 0.485943	7,000	65-100

BALLOT DESIGNATION GUIDELINES

[EC § 13107](#)

SELECTING YOUR BALLOT DESIGNATION -The ballot designation describes the current profession, vocation, occupation or incumbency status of the candidate and will appear on the ballot under the candidate's name.

Ballot designations:

- 1) The listing of a designation on the ballot is OPTIONAL
- 2) Is a public record once the information is filed on the Declaration of Candidacy.
- 3) A ballot designation **cannot** be changed after the final date to file nomination documents, except as specifically requested by the elections official. [EC § 13107 \(d\)](#)

Only one of the following categories is allowed:

a) **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

Example A: Governing Board Member

Example B: Board member, XYZ School District

b) **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

c) **Appointed Incumbent:** The words **Appointed Incumbent** must be used **IF** the candidate was appointed mid-term to the office and is seeking election to the same office. The word Appointed may also be used with the office title.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

Exception: Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

4) **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. [EC § 13107 \(3\)](#)

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.

b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.

c) A candidate is not engaged concurrently in another principal profession, vocation or occupation. [EC § 13107.5](#)

6) **No Occupation Desired:** If no ballot designation is requested, write the word “NONE” and place your initials in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for your ballot designation on the official ballot, will be blank.

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface. [EC § 13107 \(f\)](#)

TRANSLATIONS – Whenever a foreign language translation is required it shall be as short as possible and shall employ abbreviations wherever possible to avoid undue length. [EC § 13107 \(g\)](#)

Restrictions: The rules governing ballot designations can be the subject of confusion. The California Secretary of State’s ballot designation regulations are available upon request.

BALLOT DESIGNATION WORKSHEET – A Ballot Designation Worksheet that supports the use of that ballot designation **is required to be filed** with the Election Official at the same time as the Declaration of Candidacy. If a candidate fails to file a Ballot Designation Worksheet, no designation will appear on the ballot. [EC § 13107.3](#)

REJECTION OF BALLOT DESIGNATION – If the designation is in violation of any of the restrictions set forth in California Elections Code, the candidate will be notified by phone and by registered or certified mail with a return receipt requested, addressed to the mailing address appearing on the candidates’ ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. [EC § 13107 \(c\)](#)

UNACCEPTABLE DESIGNATIONS - Pursuant to [EC § 13107\(b\)](#), the elections official shall not accept a ballot designation if:

- a. It would mislead the voter.
- b. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- c. It abbreviates the word “retired” or places it following any word(s) that it modifies.

Unacceptable:

Ret. Policeman
Policeman, Retired

It uses a word or prefix, such as “former” or “ex-,” which means a prior status.

Unacceptable:

Former Policeman
Ex Policeman

The only exception is the use of the word “retired.”

Acceptable:
Retired Policeman

- d. It includes the name of any political party, whether or not it has qualified for the ballot.
- e. It uses a word or words referring to a racial, religious or ethnic group.
- f. It refers to any activity that is prohibited by law.

GUIDELINES FOR ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

- a. Is it true?
- b. Is it accurate?
- c. Does it mislead?
- d. Is it generic? (This means “IBM” is unacceptable, “Computer Company” is acceptable.)
- e. Is it neutral? (This means not for or against)
- f. Is it how this person makes a living?

Candidates may review their own ballot designation, as well as that of other candidates, in this office during working hours. **(Excluding Saturdays, Sundays and Holidays)** If you have any questions regarding the nomination procedures, please call the Election Division at (209) 385-7541.

FALSE OR MISLEADING INFORMATION TO VOTERS

No candidate shall, in his occupational designation on the ballot, assume a designation that would mislead the voters. [EC § 13107 \(b\) \(1\)](#)

Every candidate is guilty of a misdemeanor who pretends or implies that he/she is an incumbent of a public office or that he/she has acted in the capacity of a public officer when this is not the case. [EC § 18350](#)

Any candidate who knowingly makes a false statement of material fact in a candidate’s statement, with the intent to mislead the voters, is punishable by a fine not to exceed \$1,000. [EC § 18351](#)

Every simulated ballot shall bear a printed notice (see [EC § 20009](#) for details) stating that this is not an official ballot but rather an unofficial marked ballot prepared by (name and address of person or organization responsible); no official seal or insignia may appear on the envelope in which it is contained.

Every person is guilty of a misdemeanor who distributes, or causes to be distributed, literature to voters that includes a designation of a voter’s polling place other than the precinct-polling place listed for the voter in the latest official precinct-polling list at sometime not more than 30 days prior to such distribution. [EC § 18302](#)

FAIR CAMPAIGN PRACTICES

Government Code, Title 9 - Political Reform

Article 1. General Intent

EC § 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

EC § 20420 As used in this chapter, “Code” means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

EC § 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 defined in **GC § 82031**, 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, as shown on the Code of Fair Campaign Practices) of the Government Code, an initial campaign statement on behalf of the committee.

EC § 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.

EC § 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.

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

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

CANDIDATE STATEMENT OF QUALIFICATIONS GUIDELINES FOR BOTH VOTER NOMINATED & NON PARTISAN OFFICES

EC § 9, 13307, 13308, 13312, 18351

The candidate's statement is a **voluntary statement** for candidates seeking Voter Nominated and local Non Partisan elective offices when applicable.

The local agency determines the word limit and who will bear the prorated share of the cost of printing and handling of the candidate's statement for the jurisdiction.

1. CONTENTS

The statement may contain the name, age and occupation of the candidate and a description of the candidate's education, personal background and qualifications.

The name, age and occupation at the top of the candidate statement form are not included in the word count.

Each statement shall be accompanied by a declaration executed under penalty of perjury, declaring that the information contained therein is true and correct.

2. FORMAT AND WORD COUNT

In order to insure uniformity of candidates' statements, the candidate must prepare the statement as follows:

- a. Submit a typed or word processed copy only, of no more than 200 words. Hand written statements are not acceptable.
- b. The statement may include the name, age, and occupation of the candidate and a brief description, of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
- c. In addition to the restrictions set forth above, any candidate's statement submitted pursuant to [EC § 13307](#) shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. [EC § 13308](#)
- d. Submit statement in **block paragraph** form. The statement will be set with **both left and right justified margins**. Multiple single sentence paragraphs that do not fit in the space will be wrapped. Indented text will be run together as a sentence.
- e. Statements shall be written in the first person (e.g. "I am running..." not "She is running..." or "Jane Doe is running...")

- f. Only standard use of capital letters will be accepted. No statement will be printed in "ALL CAPS".
- g. All regularly hyphenated words that appear in any generally available dictionary published within 10 years preceding the election will be counted as one word.
- h. Check the statement for errors in spelling, punctuation, and grammar. No corrections **on the candidate statement** will be allowed after the candidate has filed their nomination documents. [EC § 13307 \(3\)](#)
- i. Statements will be printed in the base random alphabet order used for placement of candidates' names on the official ballot. Statements order does not change.

3. EMAIL CANDIDATE STATEMENT

- a. If the candidate emails their candidates' statements, it **MUST** be emailed to the Elections Department **PRIOR** to filing nomination/declaration of candidacy. The Merced County Election Department will accept candidate statements by email at Elections@co.merced.ca.us
- b. The candidate statement will be prepared for the voter pamphlet upon confirmation that the candidate statement has been paid & filed, based upon the provisions established for the applicable contest.
- c. Absolutely no corrections or changes are allowed after the candidate statement has been officially filed. [EC § 13307 \(3\)](#)

4. PROVISION

In the case where a candidate submits a statement that is not in conformance with guidelines provided, such statement will be reformatted and set in uniform type by the elections official.

5. LIABILITY

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the County Voter Information Guide. [EC § 13307 \(d\), 18351](#)

6. CONFIDENTIALITY

The candidates' statements shall remain confidential until after the expiration of the filing deadline. [EC § 13311](#)

7. WITHDRAWAL

The candidate statement may be withdrawn, **but NOT changed**, until 5:00 p.m. on the next business day after the close of the nomination/filing period for the office sought. [EC § 13307 \(a\) \(3\)](#)

8. EXAMINATION PERIOD

After the deadline for filing nomination papers, anyone may examine any candidate's statement and may purchase copies thereof.

During a 10-calendar day period commencing the day after the close of nomination, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction requiring any or all of the material in a candidates' statement to be amended or deleted. [EC § 13313](#)

9. ESTIMATED COST

The estimates quoted are based on one statement per candidate in English and Spanish.

Candidates are **required** to prepay the estimated cost and will either be billed for the additional cost or refunded any overpayment following the election.

Actual costs may vary substantially, depending on the number of voters in a particular contest.

**WORD COUNT STANDARD
FOR CANDIDATE STATEMENT AND MEASURE ARGUMENTS**
EC § 9

The following are the guidelines for computing the word count for measures and candidate statements.

Dictionary words	one word
Words like: “a”, “the”, “and”, “an”	one word
Abbreviations – UCMERCED , PTA	one word
Abbreviations - U.C.M., P.T.A.	one word
All proper nouns (people, places and things), including geographical names. Examples: County of Merced, Merced Community College District, Merced Unified School District, Bay Regional Park District, Bay Area Rapid Transit District. Merced County Fire Protection District Yosemite National Park Merced High School School Facilities Improvement District No.1 Bay Area	one word
Whole Numbers - Digits (1 - 10 - 100, etc.) Spelled out numbers - One Hundred, Ten Thousand	one word one for each word
Number combinations (1990, 1990-1991, 100%)	one word
Dates	one word
Monetary amounts: If the dollar sign is used with figures - \$1,000 Spelled out (one thousand dollars)	one word three words
Hyphenated words: That appears 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. Online dictionaries do not apply. (Grammar rules do not apply)	one word
Normal punctuation	not counted
Telephone Numbers	one word
Website Addresses (i.e. www.com.etc)	one word
If measure designation (example: Measure “A”) is used in the text	one word

JUNE 5, 2018 STATEWIDE DIRECT PRIMARY ELECTION - CALENDAR OF EVENTS

Below the dates, "E" stands for Election Day, followed by the number of days prior to (-) or after (+) Election Day.

Asterisk (*) dates indicate that the deadline falls on a Saturday, Sunday, or a holiday; in most cases, the deadline will move forward to the next business day.

Dates and events exclusive to candidate filing are posted in blue.

<p>December 14, 2017 February 7, 2018 E-173 to E-118</p>	<p>Petition In Lieu of Filing Fee Period for Superior Court Judge, County Offices & Voter-Nominated Congressional, State Constitutional, State Legislative Offices Between these dates, candidates may obtain forms from the Merced County Elections Office for circulation of petitions to secure signatures to alleviate all or part of the filing fee. The petitions must be filed no later than 5 p.m. February 7th with the Merced County Elections Office. Within 10 days of filing petitions, the candidate will be notified of any deficiency. The candidate may then submit by March 11th a supplemental petition, or pay a pro rata portion of the filing fee to cover the deficiency. EC § 8061, 8105, & 8106</p>
<p>January 2, 2018 E-154</p>	<p>Last Day To Count Registrations Toward the Qualification of a New Political Party The last day any person may register or re-register to vote to declare preference for a political body in order for that body to qualify to participate in the primary election. EC § 5100(b)</p>
<p>January 15, 2018 E-141</p>	<p>County Holiday (Martin Luther King, Jr.) – Office Closed</p>
<p>January 21, 2018* E-135</p>	<p>Report of Voter Registration – 154 Day County Reporting On or before this day, each county elections official shall prepare and send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county and each political subdivision as of January 2, 2018. EC § 2187(a)(c)(d1)</p>
<p>January 21, 2018* E-135</p>	<p>New Political Party Qualification Announcement The last day for the Secretary of State to determine whether a new political party has qualified either by registration or by filing a petition. EC § 5100</p>
<p>January 25, 2018 E-131</p>	<p>Statewide Ballot Propositions Last day for statewide initiative or referendum measures, constitutional amendments, bond measures, or other legislative measures to qualify for the primary election ballot. California Constitution Article II §8(c) & EC § 9040</p>
<p>January 29, 2018 February 7, 2018 E-127 to E-118</p>	<p>Declaration of Intention Period for Superior Court Judge Between these dates, candidates for Judge of the Superior Court must file a Declaration of Intention with the Merced County Elections Office. The nonrefundable filing fee represented by money, petitions in lieu of filing fee, or any prorated combination must be paid at the time of filing the Declaration of Intention. EC § 8023 & 8105</p>
<p>January 31, 2018 E-125</p>	<p>Campaign Disclosure – Semi-Annual Reporting Deadline Last day to file semi-annual campaign disclosure statements, if required, by all candidates and committees for the period ending December 31, 2017. GC § 84200 & 84218</p>

<p>February 8, 2018 February 12, 2018* E-117 to E-113</p>	<p>Declaration of Intention Extension Period for Superior Court Judge If the incumbent Judge fails to file a Declaration of Intention to succeed to the same office by 5 p.m. February 7th, qualified persons other than the incumbent may file such declaration for that office during the extension period. The nonrefundable filing fee represented by money, petitions in lieu of filing fee, or any prorated combination must be paid at the time of filing the Declaration of Intention. EC § 8023(b) & 8105</p>
<p>February 12, 2018 E-113</p>	<p>County Holiday (Lincoln’s Birthday) – Office Closed</p>
<p>February 19, 2018 E-106</p>	<p>County Holiday (Presidents’ Day) – Office Closed</p>
<p>February 12, 2018* March 9, 2018 E-113 to E-88</p>	<p>Candidate Filing Period – Declaration of Candidacy & Nomination Documents During this period, candidates may obtain and file their Declaration of Candidacy and Nomination Documents with the Merced County Elections Office. EC § 8020</p>
<p>February 12, 2018* March 9, 2018 E-113 to E-88</p>	<p>No Candidate May Withdraw No candidate whose declaration of candidacy has been filed for any primary election may withdraw as a candidate at that primary election. EC § 8800</p>
<p>February 12, 2018* March 9, 2018 E-113 to E-88</p>	<p>Candidate Statement of Qualifications Filing Period Between these dates, candidates may prepare a Candidate Statement of Qualifications on a form provided by the Merced County Elections Office to be printed in the Sample Ballot Booklet. The statement shall not exceed 200 words (250 if a state legislative office) and the candidate will be required to pay the predetermined advance payment. The statement shall be filed and advance payment made at the time nomination documents are returned for filing. The statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5 p.m. of the next working day after the close of the nomination period. In addition to the restrictions set forth in §13307, any candidate's statement submitted shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. EC § 13307 & 13308</p>
<p>February 12, 2018* March 9, 2018 E-113 to E-88</p>	<p>Statement of Economic Interests-Form 700 – Candidate Requirement Filing Period Between these dates, all candidates (except candidates for federal office) must file a Statement of Economic Interests-Form 700 disclosing their investments, interests in real property, and any income received during the previous 12 months. Elected incumbents who have a statement on file for the same jurisdiction will not be required to file a Form 700. GC § 87200 et seq.</p>
<p>March 9, 2018 E-88</p>	<p>Candidate Filing – 5 p.m. Deadline Last day for candidates to obtain and file their Declaration of Candidacy, Nomination Documents, Candidate Statements of Qualifications, Statements of Economic Interests-Form 700, by the 5 p.m. deadline. EC § 8020, 10603, & 13307, GC § 87200 et seq</p>

<p>March 9, 2018 E-88</p>	<p>Consolidation of Election - Final Submission of Resolutions Final deadline for local jurisdictions to submit the resolution to consolidate their election with the June 5, 2018 Gubernatorial Primary Election and submit any measure text and a 75 word ballot question. EC § 10403, 10403.5, 10401 & 13247</p>
<p>March 9, 2018 E-88</p>	<p>Ballot Measures – Tax Rate Statement or Fiscal Impact Report – 5 p.m. Deadline Last day to file Tax Rate Statement or Fiscal Impact Report for any local measure appearing on the ballot. EC § 9160, 9400 et seq., and other statutes may apply</p>
<p>March 9, 2018 E-88</p>	<p>Ballot Measures – Impartial Analysis – 5 p.m. Deadline Last day for County Counsel to transmit to the Merced County Elections Office an Impartial Analysis of each county, community college, school or special district ballot measure appearing on the ballot, showing the effect on existing law and the operation of the measure. The impartial analysis shall not exceed 500 words and will be printed in the Ballot Sample/Voter Information Booklet. EC § 9160, 9313, 9500</p>
<p>March 9, 2018 E-88</p>	<p>Jurisdictional Boundary Changes Deadline Last day for jurisdictions consolidating their elections to make boundary changes to file them with the county elections official. EC § 12262</p>
<p>March 9, 2018 E-88</p>	<p>Mailed Ballot Precincts Whenever, on the 88th day before the election, there are 250 or less voters in any precinct, the elections official may designate such precinct as a mailed ballot precinct. Each voter shall be furnished with an official ballot, along with a statement that there will be no polling place for the election. EC § 3005</p>
<p>March 10, 2018 March 14, 2018 E-87 to E-83</p>	<p>Candidate Filing – Extension Period Extension period for anyone other than the incumbent to file a Declaration of Candidacy and Nomination Documents if the incumbent did not file by March 9, 2018. This provision does not apply if there is no incumbent eligible to be elected. EC § 8022 & 8024</p>
<p>March 10, 2018 March 14, 2018 E-87 to E-83</p>	<p>Candidate Filing Extension Period – Judge of the Superior Court If an incumbent of a judicial office dies on or before the last day prescribed for the filing of nomination documents (March 9th), or files a declaration of intention but for any reason fails to file his or her nomination documents by the last day prescribed for the filing of the papers (March 9th), an additional five (5) calendar days shall be allowed for the filing of nomination papers for the office. Any person other than the person who was the incumbent on March 9th may file nomination papers for the office during this extension, regardless of whether that person filed a Declaration of Intention, if otherwise qualified. EC § 8204</p>
<p>March 12, 2018 E-85</p>	<p>Ballot Measures – Letter Assignment Assign a letter designation to each local measure that will appear on the ballot. EC § 13116</p>

<p>March 14, 2018 E-83</p>	<p>Ballot Measures – Amendment or Withdrawal 5 p.m. Deadline Notwithstanding any other provision of law, whenever a legislative body has ordered that a measure or proposal be submitted to the voters of any jurisdiction at a special election, the order shall not be amended or withdrawn after the 83rd day prior to the election. The order of election shall be amended or withdrawn upon the filing of a resolution by the legislative body stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the election official not later than the 83rd day prior to the election. EC § 9605</p>
<p>March 15, 2018 E-82</p>	<p>Candidate Name Placement – Randomized Alphabet Drawing The Secretary of State shall conduct a drawing of the letters of the alphabet to determine the order of the names of the candidates to appear on the ballot. The resulting random order of letters constitutes the alphabet for all offices other than multi-county state legislative offices. In addition, and only if applicable, the candidate’s names will be rotated pursuant to E.C. §13111. For candidates for multi-county state legislative offices, the county elections official shall conduct a randomized alphabet drawing. EC §13112</p>
<p>March 19, 2018 E-78</p>	<p>Ballot Measures – Argument For or Against – 5 p.m. Deadline Last day to file arguments for or against any local measure appearing the ballot. Arguments must be filed in the Merced County Elections Office no later than 5 p.m. on this date. Arguments shall not exceed 300 words in length and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Merced County Elections Office. Each argument shall be titled either “Argument in Favor of Measure...” or “Argument Against Measure....” (letter designation to be filled in after assignment). EC § 9162 - 9166, 9315, 9316, 9502, 9503 & 9600</p>
<p>March 19, 2018 E-78</p>	<p>Judicial Incumbent Only Nominee – Write-In Campaign In any county in which only the incumbent has filed nomination papers for the office of Judge of the Superior Court, his or her name shall not appear on the ballot unless there is filed with the elections official, within 10 days after the final date for filing nomination documents, a petition indicating that a write-in campaign will be conducted for the office and signed by 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures. In addition to filing the petition, any judicial write-in candidate must file, between the 57th day and the 14th day before the election, a Statement of Write-In Candidacy and obtain and file the required nomination paper. EC § 8203, 8600 & 8601</p>
<p>March 26, 2018 E-71</p>	<p>Ballot Measures – Rebuttal Argument – 5 p.m. Deadline If both an argument in favor of and an argument against any measure have been filed, the county elections official shall send copies of each argument to the opposing author(s). The opposing author(s) may, if desired, file rebuttal arguments no later than 5 p.m. on this day. Rebuttal arguments shall not exceed 250 words and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Merced County Elections Office. Each argument shall be titled either “Rebuttal to Argument in Favor of Measure ...” or “Rebuttal to Argument Against Measure ...” (letter designation to be filled in after assignment). EC § 9167, 9317, 9504 & 9600</p>
<p>March 29, 2018 E-68</p>	<p>Certified List of Candidates Deadline Last day for the Secretary of State to transmit the certified list of candidates. EC § 8120 - 8125, 8148 & 8149</p>

<p>April 6, 2018 E-60</p>	<p>Military and Overseas Voters (Vote By Mail Applications) The first day county elections officials may process applications for military and overseas voters' ballots. The application must include the statement that the voter cannot vote an absentee ballot during the normal absentee voting period because of military or other contingencies that preclude normal mail delivery. EC § 300(b) & 3103</p>
<p>April 9, 2018 May 22, 2018 E-57 to E-14</p>	<p>Write-In Candidate Filing Period All non-presidential write-in candidates who desire to have his or her votes counted for a particular office must file a Statement of Write-In Candidacy along with the requisite number of signatures, if any, for such office. Nomination documents for write-in candidacy may be obtained from and delivered to the Merced County Elections Office between the 57th day and 14th day prior to the election. EC § 8601</p>
<p>April 16, 2018 E-50</p>	<p>Report of Voter Registration – 60 Day County Reporting On or before this day, each county elections official shall prepare and send to the Secretary of State a detailed summary of the number of persons registered by party affiliation, by county and each political subdivision as of the 60th day (April 6th). EC § 2187(a)(c)(d)(2)</p>
<p>April 26, 2018 E-40</p>	<p>Campaign Disclosure – Pre-Election Reporting Last day for candidates and committees to file campaign disclosure statements covering the period 1/1/18 – 4/21/18. GC § 84200.5 & 84200.7</p>
<p>April 26, 2018 May 15, 2018 E-40 to E-21</p>	<p>State Voter Information Guides Mailing Period Mailing range for voters to receive the State Voter Guide. EC § 9094 (a)(c)</p>
<p>April 26, 2018 May 15, 2018 E-40 to E-21</p>	<p>County Sample Ballot Booklets Mailing Period During this period, voters receive their sample ballot booklet in the mail. The booklet will also contain polling place location and the polling place accessibility to disabled citizens. EC § 13300 & 13304</p>
<p>May 7, 2018 May 29, 2018 E-29 to E-7</p>	<p>Vote by Mail Ballots Any registered voter may apply for a vote by mail ballot. Ballots must be obtained from and returned to the Merced County Elections Office either in person, via authorized representative, or by mail. Applications received prior to 29 days before the election will be processed during this period. EC § 3001, 3003, 3006, 3009 & 3017</p>
<p>May 7, 2018 E-29</p>	<p>Polling Places & Precinct Boards At least 29 days prior to the election, the county elections official shall establish precincts, define precinct boundaries, designate polling places for each precinct, and appoint precinct board members. EC § 12286</p>
<p>May 7, 2018 E-29</p>	<p>Mailed Ballot Precincts On this day the county elections official shall begin mailing official ballots to voters residing in mailed ballot precincts, along with a notice indicating there will be no polling place for this election. Voted ballots must be received no later than 8 p.m. on Election Day at any polling place in Merced County or Elections Office or postmarked by Election Day. EC § 3005</p>

<p>May 21, 2018 E-15</p>	<p>Last Day to Register to Vote Closing date for any qualified elector to register or re-register to vote in the upcoming election. A person, who has moved, changed his or her name or wishes to change political party preference, must re-register by this date. A properly executed registration shall be deemed effective upon receipt of the form by the Merced County Elections Office if any of the following apply:</p> <ul style="list-style-type: none"> • The affidavit is postmarked on or before the 15th day prior to the election and received by mail by the Merced County Elections Office. • The affidavit is submitted to the Department of Motor Vehicles or accepted by any other public agency designated as a voter registration agency pursuant to the National Voter Registration Act of 1993 (42 U.S.C. §1973gg) on or before the 15th day prior to the election. • The affidavit is delivered to the Merced County Elections Office by means other than those described in paragraphs (2) and (3) on or before the 15th day prior to the election. <p>EC § 2102, 2107, 2115, 2116 & 2152</p>
<p>May 22, 2018 E-14</p>	<p>Write-In Candidate Filing - Deadline Last day to file Statement of Write-in Candidacy and nomination documents by 5 p.m.</p> <p>EC § 8601</p>
<p>May 22, 2018 May 29, 2018 E-14 to E-7</p>	<p>New Residents Registrations for new residents and citizens shall begin the 14th day prior to an election and end on the 7th day prior to election day. This registration must be executed in the Merced County Elections Office, and the new resident shall vote a new resident's ballot in that office. The new resident is eligible to vote for President and Vice-President and no other office.</p> <p>EC § 332 & 3400</p>
<p>May 22, 2018 June 5, 2018 E-14 to E-0</p>	<p>New Citizens A new citizen registering to vote after the close of registration shall provide the Merced County Elections Office with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular ballot.</p> <p>EC § 331, 3500 & 3501</p>
<p>May 23, 2018 E-13</p>	<p>Notice of Central Counting Place Last day for the county elections official to submit a notice for legal publication specifying the public place to be used to tally votes when ballots are to be counted in a central counting place. The notice shall be published one time, no later than 10 days before the election.</p> <p>EC §12109</p>
<p>May 24, 2018 E-12</p>	<p>Notice of Polling Places Last day for the county elections official to submit a notice for legal publication the list of polling places designated for each election precinct. The notice shall be published one time, no later than 7 days before the election.</p> <p>EC § 12105</p>
<p>May 24, 2018 E-12</p>	<p>Campaign Disclosure – Second Pre-Election Reporting Last day for candidates and committees to file campaign disclosure statements covering the period 4/22/18 – 5/19/18.</p> <p>GC § 84200.5 & 84200.7</p>

<p>May 25, 2018 E-11</p>	<p>Processing Vote By Mail Ballots First day the Merced County Elections Office may begin to process (open, prepare and tabulate) vote by mail ballots for the upcoming election. No results of ballot tabulation may be released until the polls close on election day. EC § 15101</p>
<p>May 28, 2018 E-8</p>	<p>County Holiday (Memorial Day) – Office Closed</p>
<p>May 29, 2018 E-7</p>	<p>Report of Registration – 15-Day County Reporting On or before this day, each county elections official shall prepare and send to the Secretary of State a detailed summary of the number of persons registered by party affiliation, by county and each political subdivision as of the 15th day (May 21st). EC § 2187(a)(c)(d)(3)</p>
<p>May 30, 2018 June 5, 2018 E-6 to E-0</p>	<p>Vote by Mail Ballots – Late Conditions On or between these dates, any voter may apply in person to obtain a vote by mail ballot from the Merced County Elections Office. Voters unable to request a ballot in person may designate, in writing, any person as an authorized representative to obtain and return the vote by mail ballot on their behalf. EC § 3021</p>
<p>June 5, 2018 June 8, 2018 E-0 to E+3</p>	<p>Vote by Mail Ballots Returned Vote by mail ballots must be postmarked on or before June 5th. Merced County Elections Office must receive the postmarked vote by mail ballot by June 8th. EC § 3017 & 3020</p>
<p>June 5, 2018 E-0</p>	<p>Election Day Polls are open from 7 a.m. to 8 p.m. on Election Day. Ballot tabulation will begin immediately after 8 p.m. and run continuously until all ballots are tabulated and results are posted online at www.MercedElections.org and also submitted to the Secretary of State. EC § 14212 & 15150</p>
<p>June 7, 2018 E+2</p>	<p>Official Canvass The county elections official will begin the tasks of the official canvass. EC § 335.5, 15301, 15302 & 15360</p>
<p>July 4, 2018 E+29</p>	<p>County Holiday (Independence Day) – Office Closed</p>
<p>July 5, 2018 E+30</p>	<p>Completion of Official Canvass & Certify Results No later than this date, the county elections official must complete the official canvass, certify the results, and submit it to the Board of Supervisors and to each jurisdiction that consolidated their election on the primary ballot. EC § 15372 & 15400</p>
<p>July 6, 2018 E+31</p>	<p>Statement of Vote to Secretary of State No later than this date, the county elections official shall send, by registered mail, one complete copy of the Statement of Votes Cast to the Secretary of State. EC § 15375</p>
<p>July 13, 2018 E+38</p>	<p>Certificate of Election Approximately on this date, the elections official shall prepare and deliver to each person elected or nominated a certificate of election or nomination signed by the elections official. EC § 15401</p>

<p style="text-align: center;">July 31, 2018 E+56</p>	<p>Campaign Disclosure – Semi-Annual Reporting Last day to file semi-annual campaign disclosure statements, if required, by all candidates and committees for the period ending June 30, 2018. GC § 84200 & 84218</p>
<p style="text-align: center;">Within 30 Days of Assuming Office</p>	<p>Statement of Economic Interests (Form 700) – All Newly Elected Officials All newly elected officials must complete and file a Statement of Economic Interests (Form 700) within 30 days of assuming office. GC § 87200 et seq.</p>

CAMPAIGN DISCLOSURE INFORMATION

The Political Reform Act requires candidate to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the Political Reform Act are contained in Sections 81000-91015 of the California Government Code and enforced by the Fair Political Practices Commission (FPPC).

You may contact the Technical Assistance Division of the Fair Political Practices Commission at the following: **428 J Street, Suite 450, Sacramento, CA 95814; (916)322-5660, 1(800) ASK-FPPC;** www.fppc.ca.gov

Summary of Disclosure Forms

Form Name	Description
Form 501 Candidate Intention	Basic form that must be filed prior to soliciting or receiving any contributions.
Form 410 Statement of Organization	To organize a committee and obtain a Committee ID Number from the state. Form 410 must be filed within 10 days of receiving \$2,000 in contributions.
Form 460 Recipient Committee Campaign Statement	For use by candidate or officeholder who has formed 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 an election to office, or holding office.
Form 470 Candidate and Office Holder Campaign Statement Short Form	This form is used by candidates who do not have controlled committee, and do not anticipate raising or spending \$2,000 or more in a calendar year. If Form 470 is filed on or before the deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts/expenditures remain less than \$2,000.
Form 470 Supplement	A candidate who filed Form 470 in connection with an election and subsequently receives contributions or makes expenditures totaling \$2,000 or more is required to file this form.

<p style="text-align: center;">Form 496 Late Independent Expenditure Report</p>	<p>Any committee that makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate or single ballot measure during the 16 days immediately prior to the election in which the candidate or measure is being voted must file a report within 24 hours of the expenditure.</p>
<p style="text-align: center;">Form 497 Late Contribution Report</p>	<p>Any committee that makes or receives a late contribution totaling \$1,000 or more from a single source during the 16 days immediately prior to the election in which the candidate or measure is to be voted must file a report within 24 hours of the time the contribution was made or received.</p>

Filing Requirements

In addition to the election-specific filing listed, all candidates with qualified committees are required to file semi-annual campaign statements no later than July 31st and January 31st.

Tax ID Numbers

Some banks may require a committee to obtain a Tax ID Number before opening an account. Please contact the Internal Revenue Service for further details. You may apply for ID number using IRS Form SS-4.

Please note that the Committee ID Numbers issued to you by the Secretary of State is separate and distinct from the Tax ID Number you may obtain from the IRS. The two numbers are not interchangeable.

VOTE BY MAIL INFORMATION

Uniform Application for Vote by Mail Ballot [EC § 3306, 3307, 3007.5](#)

It is recommended that any vote by mail ballot application intended for mass reproduction be approved by the Registrar of Voters prior to its distribution to ensure compliance with current law.

- 1) [EC § 3007](#) requires that any individual, group, or organization distributing applications for vote by mail ballots must use the format for this application which has been approved by the Secretary of State. [EC § 3006, 3007, 18402](#)
- 2) [EC § 3006](#) specifically permits preprinting only the voter's name, residence address, date of birth, and the name and date of the election for which the application is being made.
- 3) The portion of the application which asks the address to which the voter wishes the vote by mail ballot to be mailed must, if different from the voter's residence address, be completed by the voter. The mailing address may not be the address of any political party, candidate, or political campaign headquarters.
- 4) The application shall provide the voters with information concerning the process for establishing permanent vote by mail voter status. [EC § 3006](#)
- 5) An application containing preprinted information must contain a conspicuously placed notice stating that: "You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside."
- 6) Only the voter may sign the application.
- 7) If applications are distributed through the mail, they must not be forwarded.
- 8) Bar-coded affidavit or voter identification numbers on applications must meet approval of the Elections Department prior to distribution. To avoid possible problems, candidates and committees are advised to obtain voter information directly from the Elections Department.
- 9) Applications for vote by mail ballots must be made in writing and be received by the Elections Department no later than the 7th day before the election.

Candidates and committees may receive applications for vote by mail ballots. Applications must be submitted to the Elections Department within 72 hours of receipt. Candidates and committees may not collect, receive or handle voted vote by mail ballots.

Applications for vote by mail ballots are available on the Merced County's web site www.mercedelections.org (Under Department/Elections/Vote by Mail)

DEFINITION OF “MASS MAILING”

“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. [GC § 82041.5](#)

MASS MAILING

(a) Except as provided in subdivision (b), no candidate or committee shall 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 which shall be in a color or print which 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 organization’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) 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). [GC § 84305](#)
(Amended by Stats. 1989, Ch. 764, Sec. 1.)

IDENTIFICATION OF SENDERS OF A “SLATE MAILER”

(a) No slate mailer organization or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:

(1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of slate mail in no less than 8-point roman type which shall be in a color or print which 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 street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measure is a matter of public record with the Secretary of State’s Political Reform Division.

(2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point roman boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

	NOTICE TO VOTERS	
	THIS DOCUMENT WAS PREPARED BY (name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. Appearance in this mailer does not necessarily imply endorsement of others appearing in this mailer, nor does it imply endorsement of, or opposition to, any issues set forth in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an *.	

(3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.

(4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by an *. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by an *.

The * required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position advocated to which the * designation applies except that in no case shall the * be required to be larger than 10-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

(5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point roman type which shall be in a color or print that contrasts with the background so as to be easily legible. The designation shall not be required in the case of candidates for nonpartisan office.

(b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of Section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the * designation. The payment shall also be deemed to constitute authorization to appear in the mailer.

(Repealed and added by Stats. 2004, Ch. 478, Sec. 9. Effective September 10, 2004.)
[GC § 84305.5.](#)

POLITICAL ADVERTISEMENT REQUIREMENTS

Newspapers

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. [EC § 20008](#)

SIMULATED BALLOT REQUIREMENTS

(a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

NOTICE TO VOTERS

(Required by Law)

"This is not an official ballot or an official sample ballot prepared by the Merced County Registrar of Voters or the Secretary of State."

"This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof)."

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. [EC § 20009](#)

PRINTING OF SIMULATED SAMPLE BALLOTS

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor. [EC § 18301](#)

OUTDOOR ADVERTISING: POLITICAL SIGNS (INCLUDING PLACARDS AND POSTERS)

Outdoor Political Advertising - State Law

[B&P § 5405.3](#) of the State Outdoor Advertising Act (Business & Professions Code) authorizes the placing of "temporary political signs" separate and apart from the normal outdoor advertising controls. No political sign may be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

Temporary political signs are those that meet the following criteria:

- a. Encourages a particular vote in a scheduled election;
- b. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after the election;
- c. Is no larger than 32 square feet;
- d. Has had a "Statement of Responsibility" filed with the State Department of Transportation. Forms are available at the Merced County Elections Department.

The law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election.

[PC § 556](#), [556.1](#), [556.3](#) provide that it is a misdemeanor for any person to place a sign to advertise on public or private property (without consent); and that it shall be considered a public nuisance.

The State agency responsible for administering outdoor advertising laws including those for political signs is:

STATE OFFICE

Department of Transportation
Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001
(916) 654-6473 Public
(916) 651-9359 FAX
ODA@dot.ca.gov

DISTRICT COORDINATOR

Department of Transportation
Division of Traffic Operations
Central California
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001
Michele Day, District Coordinator
(916) 651-1254

* Cities have their own Outdoor Advertising codes.
You may visit our website or call the Elections Office for more information.
www.mercedelections.org / (209) 385-7541

ELECTIONEERING

EC § 18370

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under [EC § 3018](#), or an elections official's office:

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

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

ELECTIONEERING DURING VOTE BY MAIL VOTING

EC § 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 vote by mail 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 [EC § 18370](#), or by any other provision of law.