



CANDIDATE HANDBOOK

&

ELECTION CALENDAR

GENERAL ELECTION
NOVEMBER 8, 2016

MARIPOSA COUNTY CLERK
REGISTRAR OF VOTERS
4982 10TH STREET
P O Box 247
MARIPOSA, CA 95338
(209) 966-2007
FAX (209) 966-6496

I M P O R T A N T

THE 2016 CANDIDATE HANDBOOK FOR THE GENERAL ELECTION IS INTENDED TO PROVIDE GENERAL INFORMATION FOR CANDIDATES AND COMMITTEES, AND DOES NOT HAVE THE FORCE AND EFFECT OF LAW, REGULATION OR RULE. IT IS DISTRIBUTED WITH THE UNDERSTANDING THAT THE REGISTRAR OF VOTERS OF THE COUNTY OF MARIPOSA IS NOT RENDERING LEGAL ADVICE, AND THEREFORE, THE HANDBOOK IS NOT TO BE A SUBSTITUTE FOR LEGAL COUNSEL FOR THE INDIVIDUAL, ORGANIZATION OR CANDIDATE USING IT.

THE REGISTRAR OF VOTERS STRONGLY RECOMMENDS THAT ANY PROSPECTIVE CANDIDATE OBTAIN LEGAL ADVICE TO ASSIST IN COMPLYING WITH APPLICABLE CALIFORNIA LAWS, INCLUDING THE CALIFORNIA ELECTIONS CODE AND CALIFORNIA GOVERNMENT CODE.

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Keith M. Williams
Treasurer – Tax Collector and
County Clerk

Treasurer (209) 966-2830 - Tax Collector (209) 966-2621 - County Clerk / Registrar of Voters (209) 966-2007 - Fax (209) 966-6496

Dear Candidate,

Welcome to the electoral process. My goal is to make this experience a positive one for you regardless of the outcome.

The Mariposa County Elections Department is dedicated to helping all qualified candidates get their names printed on the ballot and to ensure that the election is conducted fairly and accurately and in compliance with the State of California's election code.

For many candidates the process of running for office can be confusing. We offer this candidate handbook as a guide through the process. However, please keep in mind that this handbook is for general information only and does not carry the force and effect of law, regulation or rule. In case of any conflict, the law, regulation or rule will be the definitive answer. Candidates and others using this handbook bear full responsibility to make their own determinations as to all legal standards and duties.

The best advice I can offer any candidate is to file early. The filing deadlines are rigid, and if one waits until the last moment to file a document and it contains errors or omissions, the right to appear on the ballot may be lost. However, if you file early, many errors can be corrected in time to comply with all deadlines.

I hope you find this handbook useful, and, of course, do not hesitate to contact my staff or me with any questions you may have.

Sincerely,

Keith M. Williams
Registrar of Voters

IMPORTANT CONTACT INFORMATION

MARIPOSA COUNTY REGISTRAR OF VOTERS

GENERAL INFORMATION.....(209) 966-2007
FAX.....(209) 966-6496
WEBSITE.....www.mariposacounty.org/elections

OFFICE OF THE SECRETARY OF STATE

ELECTIONS DIVISION.....(916) 657-2166
FAX.....(916) 653-3214
POLITICAL REFORM DIVISION.....(916) 653-6224
FAX.....(916) 653-5045
WEBSITE.....www.sos.ca.gov

FAIR POLITICAL PRACTICES COMMISSION

TECHNICAL ASSISTANCE DIVISION.....(866) 275-3772
FAX.....(916) 322-0886
WEBSITE.....www.fppc.ca.gov

STATE FRANCHISE TAX BOARD

AUTOMATED INFORMATION.....(800) 338-0505
WEBSITE.....www.ftb.ca.gov

FEDERAL ELECTION COMMISSION.....(800) 424-9530

WEBSITE.....www.fec.gov

GENERAL QUALIFICATIONS FOR PUBLIC OFFICE

➤ **Government Code §24001**

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 the nomination papers are issued to the person or at the time of the person's appointment.

➤ **Government Code §1020**

A person is incapable of holding a civil office if at the time of his/her election or appointment, he/she is not 18 years of age and a citizen of the State.

➤ **Government Code §1021**

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State.

DECLARATION OF CANDIDACY PROCEDURES

✚ July 18, 2016 is the first day that candidates for the November 8, 2016 General Election may obtain the Declaration of Candidacy and candidate's statement of qualifications forms. Forms are available in person and **by appointment only** at the Registrar of Voters office, 4982 10th Street, Mariposa, CA 95338. Interested candidates should call (209) 966-2007 to schedule an appointment. Candidates should expect the filing process to include some or all of the following forms:

- Candidate Filing Worksheet
- Statement of Economic Interests – Form 700
- Candidate's Statement of Qualifications (including proofing acknowledgement)
- Code of Fair Campaign Practices
- Fair Political Practices Forms 460, 470, 501
- Department of Transportation Sign Information

✚ Information to be provided by the candidate at the time of filing includes, but is not limited to the candidate's name, occupation, ballot designation, residence address, and phone number. In addition, the Declaration of Candidacy includes a statement under penalty of perjury under the laws of the State of California that information provided is true and correct. §10511

✚ Candidate should be prepared to submit qualification documentation if it applies to the office for which he/she is filing. These documents must be submitted at the time of filing for candidacy.

✚ Candidates should expect to pay filing fees equal to 1% of the annual salary for the position he or she seeks. These fees must be paid at the time of filing for candidacy, unless they are offset by Petition in Lieu signatures.

✚ Fees for a candidate's statement range from \$300 - \$600 based on printing, handling, mailing costs and the number of candidates for each office that submit candidate statements. If the true cost of the statement exceeds the estimate, candidates will be billed for the difference. If the true cost is less than the estimate, candidates will receive a refund for the difference.
§13307

**LOCAL OFFICES SCHEDULED FOR ELECTION
NOVEMBER 8, 2016**

<u>UDELS</u>	<u>Incumbents</u>
MCUSD – 4 year term (3)	Steven Bacus Kimberly Forsythe-Allison Robert Collins
LDPCSD – 4 year term (3) 2 year term (2)	Emery Ross James Sult Dan Johnson Russell Warren Dan Hankemeir
YACSD – 4 year term (3)	Patricia Frey Diane Bopp Richard Ryon
JCFHD – 4 year term (3)	Suzette Prue Carl Wood Samuel McCreary

CANDIDATE STATEMENT OF QUALIFICATIONS

Each candidate for nonpartisan elective office in any local agency, including any city, county or district as well as candidates for state legislative office who qualify under Proposition 34 may prepare a Candidate's Statement of Qualifications. The Candidate's Statement is designed to acquaint voters with the candidate's qualifications for the office he or she is seeking. The statement must be paid for and filed with the Declaration of Candidacy.

The statement may contain the candidate's:

- Name
- Age (optional)
- Occupation (optional)
- A brief description of the candidate's education and qualifications expressed by the candidate, not to exceed the 200 word count limit.

The statement may not contain the candidate's:

- Party affiliation
- Membership or activity in partisan political organizations

Mariposa County Elections Department suggests that the statement be written in first person format.

The Candidate Statement must be filed with the Elections Department at the time of filing candidacy. All statements remain confidential until 5:00 pm on the last date of the filing period. Statements may not be changed but can be withdrawn until 5:00 pm on the business day after the filing period ends. Statements are subject to public inspection for ten days. As a courtesy, candidates will be given the opportunity to view the final proof of their statement to ensure that it will appear in the sample ballot exactly as it was submitted.

CONTENT

- Be accurate. Each candidate will be given the opportunity to return to the Registrar of Voters office to review a final proof of his or candidate statement. However, without instruction from the candidate, documents will be printed as submitted and spelling, punctuation and grammatical errors will not be corrected by the Elections Department.
- Please type your candidate statement. Do not use all capitals. Typed statements may be submitted on paper, disk or CD. However, if a disk or CD is submitted, the candidate will have to review a copy of the statement printed by the Elections Office at the time of filing and sign off to the accuracy of the statement.

- No statement shall contain any demonstrably false, slanderous or libelous statements (§13307 (d)).
- The heading includes the candidate's name and office sought. The Candidate's Statement should begin with the words: "**Education and Qualifications**", followed by the text filed by the candidate. These words, as well as the heading are standardized and do not count toward the 200 words allowed for the statement.

FORMATTING

- Type statement in proper case. Do not type in all capital letters or use initial capitals to emphasize words.
- Statements should be in block paragraph form.
- Lists of items or phrases should not be vertical or indented, but must be strung together in paragraph format.
- Bullets, stars or asterisks are not permitted.
- Statement will be no more than 200 words in length.
- With the exception of the above formatting requirements, candidate's statements will be printed exactly as submitted. Statements should be checked carefully for errors in spelling, punctuation, and grammar prior to filing.

PAYMENT

The statement may be paid for in cash or by check made payable to the Mariposa County Clerk. The fee shall be paid at the time the candidate files the Declaration of Candidacy.

If the Candidate's Statement is withdrawn by 5:00 pm on August 12, 2016 (or by August 17, 2016 if there is an extension) the fee will be refunded in full.

PUBLIC EXAMINATION

Candidates' statements are available for the public examination in the county election official's office for 10 days following the close of filing.

HOW TO COUNT CANDIDATE STATEMENT WORDS

Each word is counted as one word with the following exceptions:

Punctuation	Punctuation is not counted.
Titles	Words used in the title of a document, such as “Argument in favor of Measure A” are not counted.
Cities/Counties/ Districts	All geographical names shall be counted as one word. For example, the phrase “County of Mariposa” would be considered as one word.
Abbreviations	Each abbreviation for a word, phrase or expression shall be counted as one word.
Hyphenations	Hyphenated words that appear in any generally available dictionary shall be considered one word. Each part of all other hyphenated words shall be counted as a separate word.
Dates	Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting of only a combination of digits shall be counted as one word.
Numbers	Any number consisting of only numerical digits shall be counted as one word. Any number that is spelled shall be considered a separate word.
Phone & Internet	Website addresses and phone numbers are considered one word.

FAIR POLITICAL PRACTICES COMMISSION

NOTE: It is the responsibility of the candidate to understand and comply with Fair Political Practices Campaign Filing requirements. The Mariposa County Elections Office will, however, provide any FPPC forms needed by the candidate.

An FPPC calendar of filing dates is provided with the candidate packet at the time of filing for candidacy. Any specific questions regarding filing requirements should be directed to the FPPC.

FAIR POLITICAL PRACTICES COMMISSION

TECHNICAL ASSISTANCE DIVISION.....(866) 275-3772
FAX.....(916) 322-0886
WEBSITE.....www.fppc.ca.gov

CODE OF FAIR CAMPAIGN PRACTICES

At the time an individual files for his/her candidacy, the Elections Department shall give the individual a form outlining the Code of Fair Campaign Practices to be voluntarily reviewed and signed. This form will include a copy of the provisions of Chapter 5 of Division 20 of the Elections Code.

The Registrar of Voters 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. §20442

Every code subscribed to by a candidate for public office pursuant to Chapter 6 of Division 20 of the Elections code is a public record open for public inspection. §20443

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

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on November 8, 2016**

Deadline	Period	Form	Notes
Aug 1, 2016 <i>Semi-Annual</i>	* – 6/30/16	460	<ul style="list-style-type: none"> All committees must file Form 460. The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 24 Hours <i>Contribution Reports</i>	8/10/16 – 11/8/16	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or ballot measure being voted on the November 8 ballot or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sep 29, 2016 <i>1st Pre-Election</i>	7/1/16 – 9/24/16	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file either Form 460 or Form 470 (see below).
Oct 27, 2016 <i>2nd Pre-Election</i>	9/25/16 – 10/22/16	460	<ul style="list-style-type: none"> All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jan 31, 2017 <i>Semi-Annual</i>	10/23/16 – 12/31/16	460	<ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016.

- **Local Ordinance:** Always check on whether additional local rules apply.
- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.

Fair Political Practices Commission

- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not have an open committee and do not raise or spend \$2,000 or more may file Form 470 on or before September 24, 2016. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the “[Learn](#)” link.
- Committees making independent expenditures to support or oppose candidates or ballot measures also file:
 - [462](#): This verification form must be e-mailed to the FPPC within 10 days of making an independent expenditure of \$1,000 or more.
 - [496](#): This form is due within 24 hours when made in the 90-day period before an election or on the date of the election. Refer to the candidate or ballot measure election filing schedule.

POLITICAL SIGNS

Outdoor Political Advertising – State Law

Section 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:

- Encourages a particular vote in a scheduled election;
- Is not placed sooner than 90 days prior to the scheduled election and is removed within 10 days after the election;
- Is no larger than 32 square feet;
- Has a “Statement of Responsibility filed with the State Department of Transportation, certifying a person who will be responsible for removing the signs.

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.

The State Department of Transportation is prepared to answer questions about state regulations of campaign signs. For information, please call (916)-654-6473.

Penal Code sections 556, 556.1 and 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.

Mariposa County Sign Ordinance

For further clarification regarding political sign restrictions, please refer to the Mariposa County Code sign ordinance on the following page of this handbook or contact the Mariposa County Planning Department at (209) 966-5151.

PG&E Regulations

PG&E has adopted a firm policy of not permitting the attachment of candidate/campaign materials to PG&E poles or other facilities. The U.S. Supreme Court has made it clear that third parties have no right to use utility property to communicate messages to the public [Pacific gas and Electric Company v. Public Utilities Commission, 475 U.S. 1 (1986)]. Also, the placement of signs, pictures, or other forms of advertising on private property without the owners' permission is restricted under California Law (Penal Code §556.1 and 593).



MARIPOSA PLANNING

COUNTY OF MARIPOSA

5100 BULLION STREET • POST OFFICE BOX 2039

MARIPOSA, CALIFORNIA 95338-2039

209 . 966-5151 • FAX 209 . 742 . 5024

Sarah Williams, Director
swilliams@mariposacounty.org

MARIPOSA COUNTY ZONING ORDINANCE STANDARDS

Temporary Political Signs

Purpose of Sign Regulations:

To reduce the proliferation of signs to maintain the scenic quality of the County's transportation corridors and to generally preserve the rural appearance of the county.

Definition of Political Sign:

A sign which is intended to encourage a particular vote in a scheduled election. Also known as a temporary political sign.

Location Limitations:

- No political sign shall be placed within the easement or right-of-way of any state highway.
- No political sign shall be placed within the easement or right-of-way or on or over any portion of a county maintained road.
- No political sign shall be placed on county property.

Time Limitations:

- No political sign shall be placed sooner than ninety (90) days prior to the scheduled election.
- All political signs shall be removed within ten (10) days after the election.

Safety Considerations:

- No political sign shall impair traffic safety, sight distance, or traffic flow on any county-maintained road, privately maintained county easement, or state highway.

Design Standards:

- No individual political sign shall be larger than thirty-two (32) square feet.
- Political signs shall contain no outline tubing, flashing lights, or moving parts.

These standards shall apply to all political signs throughout Mariposa County, including in planning areas, unless there are specific standards established for political signs in an adopted area plan for a planning area.

Authority: Sections 17.108.190 and 17.148.010, Mariposa County Code

C A M P A I G N M A T E R I A L S

Voter registration information is available for government, political, journalistic or educational purposes only. An application to purchase voter information is required and can be obtained from the Mariposa County Registrar of Voters. Requests may be made in person or by mail and should be paid for when the order is picked up. Requests made by mail should include payment.

EXAMPLES:

Walking Lists – Registered voters by residence address
\$5.00 set up fee and \$.10 per page

Alpha Lists – Alphabetical listing of registered voters
\$5.00 set up fee and \$.10 per page

Mailing Labels – Names and mailing addresses on peel
and stick labels
\$5.00 set up fee and \$.30 per page

Compact Disk – Electronic version of voter file \$36.00

Maps – Precinct maps are available for
download on the County's website

For printed maps, contact the Mariposa
County Planning Dept. for cost and
availability.

BALLOT PROCESSING

Ballots received on Election Day are counted at the Central Count site, located in the Mariposa County Board of Supervisors Meeting Room at 5100 Bullion Street, Mariposa, CA 95338.

Ballot counting commences at 8:01 pm on Election Day, and is open for public viewing

Results will be posted to our website as soon as they are available – www.mariposacounty.org.

Please note that all Vote by Mail Ballots received before Election Day are counted at the Mariposa County Elections Department at 4982 10th Street, Mariposa, CA 95338.

This process is open to the public for viewing. The processing schedule is available from the Mariposa County Elections Department, and will also appear in the Mariposa Gazette.

ELECTIONEERING ON ELECTION DAY

100 FOOT RULE

Pursuant to Election Code Section 18370, on Election Day, no person shall, within 100 feet of a polling place:

- Circulate an initiative, referendum, recall or nomination petition or any other petition;
- Solicit a vote or speak to a voter on the subject of marking his/her ballot;
- Place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications except as provided in §14240;
- Do any electioneering. This includes wearing buttons, t-shirts, stickers, etc. that promote a candidate or issue on the ballot.

As used in this section, "100 feet from a polling place" shall mean a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Election Code Section 18541 provides that any person who violates the above provisions is punishable by imprisonment in county jail for not more than 12 months or state prison. Any person who conspires to violate this section is guilty of a felony.

Poll Watchers

Poll watchers are allowed at the polling places as long as they obey the law and election procedures. Persons observing the polls may:

- Inspect the Roster of Voters. Any such inspection, however, must be done without impeding, interfering or interrupting the normal process of voting and counting.
- Inspect the Public's Alpha Index updated regularly by the precinct workers. The index may not be removed from the polling place.
- Observe all activities at the polling place, including activities after the polls close, providing they do not interfere with the normal processing of voters.

ELECTION CALENDAR

All section references are to the California Election Code unless otherwise noted.

DATE	EVENT
Jul. 18, 2016 – Aug. 12, 2016 (E-113 – E-88)	<p>NOMINATION PERIOD: Declaration of candidacy forms for all district offices may be obtained from and must be returned to the Registrar of Voters Office between July 18, 2016 – Aug. 12, 2016 §10510, §10603</p> <p>EXCEPTION: If an incumbent who is eligible for re-election fails to file a Declaration of Candidacy by Aug. 12, 2016, the filing period is extended to Aug. 17, 2016 for all qualified persons other than the incumbent. §10516, §10604</p>
Aug 10, 2016 (E-90)	First day that campaign/political signs may be erected.
Aug 12, 2016 (E-88)	Last day to file Declaration of Candidacy, Nomination papers and Candidate Statement.
Aug 13, 2016 – Aug 17, 2016 (E-87 – E-83)	<p>EXTENSION OF FILING PERIOD IF INCUMBENT FAILS TO FILE: If an incumbent who is eligible for re-election fails to file his/her Declaration of Candidacy by August 12, 2016, there is a 5 day extension allowed for any person other than the incumbent to file for such office.</p> <p>NOTE: There is no extension of the filing period for any office where there is no incumbent eligible to be re-elected. §10516, 10604</p>
Aug 18, 2016 (E-82)	<p>RANDOM ALPHABET DRAWING: On this day, the Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall determine the order in which candidates appear on the official ballot. The Registrar of Voters shall also conduct a drawing of the letters of the alphabet to determine the ballot order for candidates for legislative offices when the district includes more than one county. §13111(i), 13112</p>

Sept 9, 2016 (E-60)	The mailing of ballots to Military and Overseas voters begins for the General Election
Sept 29, 2016 (E-40)	First pre-election FPPC statement for the period of July 1, 2016 – September 24, 2016 due to the Mariposa County Elections Department.
Sept 29, 2016 (E-40)	The mailing of State Voter Information Guides and Sample Ballots begins.
Oct 10, 2016 (E-29)	Columbus Day. The Mariposa County Elections Office is closed.
Oct 11, 2016 – Nov 1, 2016 (E-28 – E-7)	ABSENTEE VOTING: Applications for absentee ballots are available during this period from the Registrar of Voters. Applications should be received by the Registrar of Voters by November 1, 2016 for voters who would like to have their ballot mailed. §3001, 3003
Oct 24, 2016 (E-15)	LAST DAY TO REGISTER TO VOTE IN THIS ELECTION. §2102,2107
Oct 24, 2016 (E-15)	Counties may begin the processing of vote by mail ballots
Oct 27, 2016 (E-12)	Second FPPC pre-election statement for the period of September 25, 2016 through October 22, 2016 is due to the Mariposa County Elections Department.
Nov 1, 2016 (E-7)	Last day to request a Vote By Mail Ballot application
Nov 8, 2016 (E-0)	ELECTION DAY

**KEY DATES FOR CANDIDATES
AND INTERESTED PARTIES
Election: NOVEMBER 8, 2016**

**INFORMATION PROVIDED IS CURRENT TO DATE AND SUBJECT
TO CHANGE BASED ON CHANGING LEGISLATION**

July 18, 2015 – August 12, 2016

Extended to August 17, 2016 (other than incumbent)
IF INCUMBENT DOES NOT FILE (EC8024)

**FILING PERIOD
NOMINATION DOCUMENTS
Declaration of Candidacy/Nomination Papers/Signed
(EC 8020)**

October 24, 2016

**DEADLINE
TO REGISTER TO VOTE
(15 days prior to Election) (EC 2107b)**

November 1, 2016

**LAST DAY TO
REQUEST AN
ABSENTEE BALLOT
(EC 3001)**

GENERAL ELECTION

ELECTION DATE

NOVEMBER 8, 2016

FREQUENTLY ASKED QUESTIONS

Is the Elections Office open during the lunch hour?

Yes. Office hours are 8:00 am to 5:00 pm, Monday through Friday, excluding holidays and we do remain open between the hours of noon and 2:00 pm (with limited staffing). Candidates should call to make an appointment for filing candidacy paperwork.

What if I change my mind about being a candidate after filing a

Declaration of Candidacy? According to Election Code §10510, " no candidate shall withdraw his or her declaration of candidacy after 5:00 pm on the 88th day prior to an election."

May a second party pick up my candidate packet for me?

All forms must be either picked up in person by the candidate or a letter of specific authorization, signed by the candidate, must be presented by the candidate's representative.

May a second party file my Declaration of Candidacy or mail my paperwork to you?

Election law does not specifically prohibit another person from filing a Declaration of Candidacy for a candidate. However, candidates are urged to file in person. The oath or affirmation must be administered by a member of the Elections Department or a notary. It is easier for a candidate to file a Declaration of Candidacy in person and have the oath administered at the time of filing; and the signature of the candidate, as well as other data, is required on the Declaration of Candidacy. If through an oversight the candidate's papers are incomplete, the problem can be easily rectified when a candidate files in person.