

# ***CANDIDATE HANDBOOK***

**&**

## ***ELECTION CALENDAR***

STATEWIDE GENERAL ELECTION  
NOVEMBER 6, 2018

MARIPOSA COUNTY CLERK  
REGISTRAR OF VOTERS  
4982 10<sup>TH</sup> 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 2018 CANDIDATE'S 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**

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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 Elections Department is dedicated to help all qualified candidates get their names printed on the ballot and to ensure that the election is conducted fairly and accurately 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*

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.

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**OFFICES SCHEDULED FOR ELECTION  
NOVEMBER 5, 2018**

<b><u>MCUSD Board of Trustees</u></b>	<b><u>Incumbent</u></b>
District 1 – Full 4 year term	Kathryn Chappell
District 2 – Partial 2 year term	Steven Bacas
District 3 – Full 4 year term	Judy Eppler
District 4 – Partial 2 year term	Wayne Forsythe
<b><u>JCF Healthcare Dist. Board of Directors</u></b>	<b><u>Incumbents</u></b>
Directors (2) Full 4 year terms	Linda W. Pribyl Candy O'Donel-Browne
<b><u>Lake Don Pedro Community Svcs Dist.</u></b>	<b><u>Incumbents</u></b>
Directors (2) Full 4 year terms	James Sult Dan Hankemeier
<b><u>Yosemite Alpine Community Svcs Dist</u></b>	<b><u>Incumbents</u></b>
Directors (2) Full 4 year terms	Patricia Frey Darlene Swenson
<b><u>Mariposa Public Utility District</u></b>	<b><u>Incumbents</u></b>
Directors (2) Full 4 year terms	Robert McKnight David Radanovich

# DECLARATION OF CANDIDACY PROCEDURES

- ✚ July 16, 2018 is the first day that candidates for the November 6, 2018 General Election may obtain the Declaration of Candidacy and candidate's statement of qualifications forms. Forms are available in person and by appointment at the Registrar of Voters office, 4982 10<sup>th</sup> 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
  - Nomination Petition
  - 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 off-set 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



# **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 11, 2014 (or by August 14, 2014 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:

<b>Punctuation</b>	Punctuation is not counted.
<b>Titles</b>	Words used in the title of a document, such as “Argument in favor of Measure A” are not counted.
<b>Cities/Counties/ Districts</b>	All geographical names shall be counted as one word. For example, the phrase “County of Mariposa” would be considered as one word.
<b>Abbreviations</b>	Each abbreviation for a word, phrase or expression shall be counted as one word.
<b>Hyphenations</b>	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.
<b>Dates</b>	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.
<b>Numbers</b>	Any number consisting of only numerical digits shall be counted as one word. Any number that is spelled shall be considered a separate word.
<b>Phone &amp; Internet</b>	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 6, 2018**

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Jul 31, 2018</b> <i>Semi-Annual</i>	* – 6/30/18	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> </ul>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	8/8/18 – 11/6/18	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or measure being voted upon November 6, 2018.</li> <li>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.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
<b>Sep 27, 2018</b> <i>1<sup>st</sup> Pre-Election</i>	7/1/18 – 9/22/18	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
<b>Oct 25, 2018</b> <i>2<sup>nd</sup> Pre-Election</i>	9/23/18 – 10/20/18	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> <li>File by personal delivery, guaranteed overnight service or online, if available.</li> </ul>
<b>Jan 31, 2019</b> <i>Semi-Annual</i>	10/21/18 – 12/31/18	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2018.</li> </ul>

**Additional Notes:**

- **\* Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. 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 may be filed by 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.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

## **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)-654-4790.

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 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).

## 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.

# 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](http://www.mariposacounty.org).

The official canvass of ballots will begin no later than Thursday, November 8, 2018. Canvass is completed 28 days after Election Day.

Please note that all Vote by Mail Ballots received before Election Day are counted at the Mariposa County Elections Department at 4982 10<sup>th</sup> 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.

## ELECTION CALENDAR

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

<b>DATE</b>	<b>EVENT</b>
June 11, 2018 (E-148)	Governor's Proclamation issued for the General Election
July 4, 2018 (E-125)	Independence Day. Mariposa County Elections Department will be <b>closed</b> .
July 16, 2018 – August 10, 2018 (E-112 – E-88)	<p><b>NOMINATION PERIOD:</b> Declaration of candidacy forms for all district offices may be obtained from and must be returned to the Registrar of Voters Office between <b>July 16, 2018 – August 10, 2018</b> §10510, §10603</p> <p><b>EXCEPTION:</b> If an incumbent who is eligible for re-election fails to file a Declaration of Candidacy by August 10, 2018, the filing period is extended to August 15, 2018 for all qualified persons other than the incumbent. §10516, §10604</p>
July 16, 2018 – August 10, 2018 (E-112 – E-88)	<p><b>CANDIDATE'S STATEMENT OF QUALIFICATIONS:</b></p> <p>Each candidate may prepare a statement of his/her qualifications of no more than 200 words. The statement must be filed at the same time the Declaration of Candidacy is filed.</p> <p>The statement may be withdrawn, but not changed, during the nomination period and until 5:00 pm the next working day after the close of the nomination period. §13307</p> <p>The candidate's statement is confidential until after the expiration of the filing period. Copies of all candidates' statements will be available for public inspection at the Registrar of Voters office for 10 days. §13311, 13313</p>
August 8, 2018 (E-90)	First day that campaign/political signs may be erected.
August 10, 2018 (E-88)	Last day to file Declaration of Candidacy, Nomination papers and Candidate Statement.

<p>August 11, 2018 – August 15, 2018 (E-87 – E-83)</p>	<p><b>EXTENSION OF FILING PERIOD IF INCUMBENT FAILS TO FILE:</b> If an incumbent who is eligible for re-election fails to file his/her Declaration of Candidacy by August 10, 2018, there is a 5 day extension allowed for any person other than the incumbent to file for such office.</p> <p><b>NOTE:</b> There is no extension of the filing period for any office where there is no incumbent eligible to be re-elected. <i>§10516, 10604</i></p>
<p>August 16, 2018 (E-82)</p>	<p><b>RANDOM ALPHABET DRAWING:</b> 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. <i>§13111(i), 13112</i></p>
<p>September 7, 2018 (E-60)</p>	<p>The mailing of ballots to Military and Overseas voters begins for the General Election</p>
<p>September 27, 2018 (E-40)</p>	<p>The mailing of State Voter Information Guides and Sample Ballots begins.</p>
<p>September 27, 2018 (E-40)</p>	<p>First FPPC pre-election statement for the period of July 1, 2018 through September 22, 2018 is due to the Mariposa County Elections Department.</p>
<p>October 8, 2018 (E-29)</p>	<p>Columbus Day Holiday. Mariposa County Elections Department will be <b>closed</b>.</p>
<p>October 8, 2018 – October 30, 2018 (E-29 – E-7)</p>	<p><b>ABSENTEE VOTING:</b> Applications for absentee ballots are available during this period from the Registrar of Voters. Applications should be received by the Registrar of Voters by October 30, 2018 for voters who would like to have their ballot mailed. <i>§3001, 3003</i></p>

October 22, 2018 (E-15)	<b>LAST DAY TO REGISTER TO VOTE IN THIS ELECTION.</b> <i>§2102,2107</i>
October 23, 2014 (E-11)	First day that counties may begin processing Vote by Mail ballots
October 25, 2018 (E-12)	Second FPPC pre-election statement for the period of September 23, 2018 through October 20, 2018 is due to the Mariposa County Elections Department.
October 30, 2018 (E-7)	Last day to request a Vote By Mail Ballot application
November 6, 2018 (E-0)	<b>ELECTION DAY</b>

**KEY DATES FOR CANDIDATES  
AND INTERESTED PARTIES**

**Election: November 6, 2018**

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

**July 16, 2018 – August 10, 2018**

*Extended to .... August 15, 2018 (other than incumbent)  
IF INCUMBENT DOES NOT FILE (EC8024)*

**FILING PERIOD  
NOMINATION DOCUMENTS**

**Declaration of Candidacy/Nomination Papers/Signed  
(EC 8020)**

**October 22, 2018**

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

**October 30, 2018**

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

**GENERAL ELECTION**

**ELECTION DATE**

**NOVEMBER 6, 2018**

## Candidate Checklist

### **Before Filing Period...**

- Obtain the Candidate Handbook from the Mariposa County Elections Department. (You can request it by email by sending your request to [cmorrow@mariposacounty.org](mailto:cmorrow@mariposacounty.org).) or access it on the website at [www.mariposacounty.org](http://www.mariposacounty.org).
- File an FPPC Form 501 (Candidate Intention Statement), with Mariposa County. (Check [www.fppc.ca.gov](http://www.fppc.ca.gov) for fillable forms.)
- File an FPPC for 410 if it applies to you, (Statement of Organization) to establish your committee with Mariposa County and the State of California.

### **During the candidate filing period...**

- Obtain your nomination petition from the Mariposa County Elections Department. They are first available **July 16, 2018**.
- Collect nomination signatures.
- Prepare your candidate statement of qualifications if you plan to submit one. Consider emailing a draft to the Registrar of Voters office at [cmorrow@mariposacounty.org](mailto:cmorrow@mariposacounty.org).
- Collect necessary qualification documentation.
- Contact the Registrar of Voters office at (209) 966-2007 to make an appointment to return materials to the Mariposa County Elections Department and take your Declaration of Candidacy no later than **August 10, 2018** (or **August 15, 2018** if the incumbent for the office does not file).

### **During your campaign...**

- The first day you can put up campaign signs is **August 8, 2018**.
- Your first FPPC pre-election statement is due in the Elections Office on **September 27, 2018**.
- Your second FPPC pre-election statement is due in the Elections Office on **October 25, 2018**.

## **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 88<sup>th</sup> 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.