

**NOVEMBER 6, 2018
GUBERNATORIAL GENERAL ELECTION**

COUNTY OF MENDOCINO

CANDIDATE INFORMATION PACKET



Prepared and Distributed by
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder
(707) 234-6819

Table of Contents

Election Calendar.....	3
Qualifications for Office	4
Declaration of Candidacy	5
Campaign Disclosure	5
Code of Fair Campaign Practices	6 & 7
Preparation of Candidate's Statement	8 & 9
Candidate's Statement Form	10
Agreement for Printing Candidate's Statement	11
Deposits Due for Candidate's Statement	12
Mass Mailing	12
Advertising on County Property	13
Political Subdivisions of Mendocino County	14
Incompatibility of Offices	15
Memo explaining Canvass	16 & 17
Department of Transportation letter regarding signs.....	18
Statement of Responsibility regarding signs, map attached	19 & 20

TENTATIVE CALENDAR FOR THE NOVEMBER 6, 2018
STATEWIDE GUBERNATORIAL GENERAL ELECTION

E-125	<i>July 4 – next business day –</i> July 5	District secretary to file “Notice of Elective Offices to be Filled” and their district boundary map; the regulation regarding payment of candidate statements and list of officials whose terms expire in December of 2018
E-113 – E-88	Jul 16 - Aug 10	Declaration of Candidacy & Nomination Papers
E-88	August 10	Last day to file candidacy papers, candidate statements and last day for measures to qualify for ballot.
E-87 – E-83	Aug 11 – Aug 15	Extension period for candidates – if an incumbent fails to file
E-57 – E-14	Sept 10 – Oct 23	Write-In Candidacy Period
E-40	Sept 27	First day to mail Sample Ballot Booklets
E-29	Oct 8	First day to mail Official Ballots
E-15	Oct 22	Last day to Register to Vote
E-14	Oct 23	Last day for Write-In Candidates
E-7	Oct 30	Last day to request vote by mail ballot applications if ballots are to be mailed to voter. Voters may come into our office and request a vote by mail ballot up until 8 p.m. on Election Day.
E-Day	Nov 6th	ELECTION DAY

QUALIFICATIONS FOR OFFICE SPECIAL DISTRICTS

Must be an elector in the Jurisdiction in which duties of the office are to be exercised.

HEALTHCARE DISTRICTS

Southern Humboldt Community Healthcare District
Mendocino Coast Healthcare District

AMBULANCE DISTRICT

Coast Life Support District

RECREATION & PARK DISTRICT

Mendocino Coast Recreation & Park District

SCHOOL DISTRICTS

***Arena Union/Pt Arena Joint Union High School District
Fort Bragg Unified School District
Laytonville Unified School District
Leggett Valley Unified School District
Manchester Union Elementary School District
**Mendocino Unified School District (TA 2 & TA 4)
Potter Valley Community Unified School District
Round Valley Unified School District
**Ukiah Unified School District (TA N, TA C & TA S)
Willits Unified School District
Southern Humboldt Joint Unified School District

COLLEGE DISTRICTS

**Mendocino- Lake Community College District (TA 4_(Short Term), TA 2, TA 5 & TA 6)

BOARD OF EDUCATION

**Mendocino County Board of Education (TA 1 & TA 2)

**** School Districts with Trustee Areas:** Must be a resident of the trustee area of the District in which duties of the office are to be exercised

***** Arena Union Elementary School and Point Arena Joint Union High School Districts have a common Board.**

DECLARATION OF CANDIDACY

Each candidate will be required to complete a Declaration of Candidacy. Among other things, you will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, etc.).

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

You will also be required to decide if you wish to have a **BALLOT DESIGNATION** appear under your name on the ballot. You may use up to **three words** designating your PRINCIPAL PROFESSION, VOCATION OR OCCUPATION. You may not use any company names. You may not use a designation that will mislead the voters. You may use the term "incumbent" or the title of the office, if you are running for an office to which you were previously elected. You may use the term "appointed incumbent" or the title of the office preceded by the word "appointed" if you are running for an elective office to which you were appointed. You may also choose to have no designation appear under your name on the ballot. For additional information, please see the Ballot Designation Worksheet; which can be obtained in our office.

CAMPAIGN DISCLOSURE

You will be provided with the Form 470 which must be filed at the same time you file candidacy papers. This form covers campaigns that will raise or spend LESS than \$2,000 in contributions. **If you believe your campaign will raise or spend MORE than \$2,000, you must request a campaign disclosure manual and a Form 410-Statement of Organization.** It is your responsibility to become familiar with the filing requirements and request forms you may need from this office. **This office and/or the Secretary of State's office may fine you if filing deadlines are not met.**

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES
as found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices
Article 1. General Intent

20400. **Intent of Legislature.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. **Definition of "Code".** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. **Subscription to Code; Form.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: **(see next page)**

20441. **Supply of Forms.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. **Retention of Forms; Public Inspection.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. **Public Record.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Date

Signature

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

PREPARATION OF CANDIDATE'S STATEMENT

Each candidate for nonpartisan elective office in any local agency may prepare a Candidate's Statement on a form provided by the Registrar of Voters. The Candidate's Statement is optional.

CONTENTS

The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words**, of the candidate's education and qualifications expressed by the candidate. "Age" is optional and may be omitted. "Occupation" may be expanded beyond the three words allowed as a ballot designation. The candidate is not permitted to include party affiliation or membership or activity in any partisan political organizations.

Candidate's statements for judicial offices 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 judicial office or to another candidate's qualifications. The elections official is prohibited from printing and distributing any statement not in compliance with these restrictions.

The law specifically states that the author of a Candidate's Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. §13307(d), §18351)

FORMAT

Statement must be typed or neatly printed on the form issued by the Registrar of Voters. If a candidate wishes to submit an electronically generated statement, they may do so by taping a hard copy to each page of the form provided and signing the form in the appropriate places. Since the Elections Code requires that the statement of each candidate be printed in type of uniform size and darkness, and with uniform spacing, the statement must follow conventional usage (E.C. §13307(b)).

1. The statement will be printed in standard paragraph form. Outline form is not acceptable.
2. Capital letters will be used only for words normally capitalized (i.e. the first letter of the first word of a sentence, proper noun, etc.). Words will not be printed in "all caps".
3. Bold type, italicizing or underlining is not permitted.

WORD COUNT

The 200 word limit set by E.C. §13307 is strictly observed. Candidates should count their words carefully using the following guidelines.

1. Punctuation is not counted.
2. All geographical names shall be considered as one word.
3. Each abbreviation for a word, phrase or expression shall be counted as one word
4. Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
5. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.

6. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one" shall be considered as a separate word or words (ie. "one hundred" will be counted as two words.

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS

The Registrar of Voters does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. The statement will only be accepted on the form provided on page 10; page 11 is required to be signed, completed and provided to the Registrar's office when filing the candidate statement

DEPOSIT

The County Clerk shall collect a deposit at the time of filing the candidate's statement. The final cost will be determined after the printing bills are received by the County Clerk. Candidates will be billed any cost over and above the deposit collected or will be refunded any overpayment at that time. (E.C. 13307(c)) Please see page 12 for deposits.

EXAMPLE OF FORMAT:

NAME: PAT DOE

OCCUPATION: Fortune Teller/Comedian

AGE: 65

This is an example of an acceptable format to be used in a Candidate's Statement. The guidelines for the content of the statement and the format may be found in the preceding paragraphs.

The candidate statement is printed in standard paragraph form, which means each paragraph will start at the left margin and the right margins will be justified. A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, they will begin at the left margin and will only be allowed if space permits. If space does not permit, the items will be converted to a list. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters will make modifications so it conforms to these rules.

S/Pat Doe

COUNTY CODE SECTION 2.04.060

Candidate's Fees

- (1) Pursuant to Elections Code 10012, each candidate for County Office shall pay the actual prorated costs of printing, handling and translating his candidate's statement, if any, incurred by the county.
- (2) The candidate's statement shall be limited to 200 words; and
- (3) The County Clerk shall accept from the candidate no other material for transmittal to the voters.

(Ordinance No. 3052, adopted 1978)

CANDIDATE'S STATEMENT

(Section 13307, Elections Code)

Name of Candidate _____ Age _____

Occupation _____ Date of Election _____

Name of Office _____ Name of District _____

Statement of education & qualifications:

One of the two boxes below must be signed

<p>A Spanish translation of the foregoing statement requested? Yes No</p> <p>_____</p> <p>Candidate must check appropriate box and sign here if a statement is being submitted</p>	<p>I do not elect to file a Candidate's Statement as permitted by Elections Code §13307.</p> <p>_____</p>
<p>In the event there is no opposition for this contest, please do not print this statement. (Optional)</p> <p>_____</p>	

**AGREEMENT FOR PRINTING AND DISTRIBUTION OF
CANDIDATE'S STATEMENT**

I, _____, have on this date filed my Declaration of Candidacy with the County Clerk for the office of _____, and have filed therewith my candidate's statement pursuant to Section 13307 of the Elections Code, State of California. I agree that my statement shall be printed and distributed by the County Clerk and paid for by me as follows:

- (1) I promise to pay the actual prorated costs of printing and distribution incurred by the County of Mendocino as billed to me by the County Clerk. Such payment shall be made by check, money order or cash within thirty (30) days after such billing.**
- (2) I understand that I may withdraw my Statement upon written request filed with the County Clerk on or before 5:00 p.m., on the day following the last day to file for this office.**
- (4) Neither the County of Mendocino, the County Clerk nor any other officer or employee of this county shall be held liable for the unintentional variation between the draft submitted by me and that mailed with the sample ballot.**

Dated

Signature of Candidate

Address of Candidate

DEPOSITS DUE FOR CANDIDATE'S STATEMENTS

Mendocino County Deposits:

MENDOCINO CO. OFFICES	ENGLISH	ENG/SPANISH
Mendocino Coast Healthcare District	\$ 300	\$ 500
Mendocino Coast Rec & Park District	\$ 300	\$ 500
Southern Humboldt Community Healthcare District	\$ 100	\$ 200
Coast Life Support District	\$ 200	\$ 300

MENDOCINO CO. SCHOOL/COLLEGE DISTRICTS	ENGLISH	ENG/SPANISH
Mendocino County Board of Education	\$ 300	\$ 500
Arena Union/Pt Arena Joint Union High School Dist.	\$ 200	\$ 400
Fort Bragg Unified School District	\$ 300	\$ 500
Laytonville Unified School District	\$ 150	\$ 300
Leggett Valley Unified School District	\$ 100	\$ 200
Manchester Union Elementary School District	\$ 100	\$ 200
Mendocino Unified School District	\$ 150	\$ 300
Potter Valley Community School District	\$ 150	\$ 300
Round Valley Unified School District	\$ 150	\$ 300
Ukiah Unified School District	\$ 300	\$ 500
Willits Unified School District	\$ 300	\$ 500
Southern Humboldt Joint Unified School District	\$ 50	\$ 100
Mendocino-Lake Community College District	\$ 300	\$ 500

Lake County Deposits:

LAKE COUNTY OFFICES	ENGLISH	ENG/SPANISH
Mendocino-Lake Community College District (TA 6)	\$ Please call Lake Co.	\$ Please call Lake Co.

Sonoma County Deposits:

SONOMA CO. OFFICES	ENGLISH	ENG/SPANISH
Coast Life Support District	\$ Please call Sonoma Co.	\$ Please call Sonoma Co.

Humboldt County Deposits:

HUMBOLDT COUNTY OFFICES:	ENGLISH	ENG/SPANISH
Southern Humboldt Community Healthcare District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.
Southern Humboldt Joint Unified School District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.

STATEWIDE OFFICES	ENGLISH	ENG/SPANISH
State Legislative Candidates (250 words –only candidates who voluntarily agree to the Prop 34 Campaign Expenditure limits)	\$ 1,000	\$ 1,200

Please contact the following counties for additional information on putting your Candidate's Statement or Statement of Qualifications in their Sample Ballots:

- Sonoma County Registrar's office at: (800) 750-VOTE or (707) 565-6800.
- Humboldt County Registrar's office at: (707) 445-7481.
- Lake County Registrar's office at: (707) 263-2372

MASS MAILING

Government Code §84305

(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).

POLITICAL ADVERTISING ON COUNTY PROPERTY

Chapter 14.24, Mendocino County Code

§14.24.010 Prohibition of Political Advertising

It shall be unlawful for any person to affix or cause to be affixed to any property of the county any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advocating the election or defeat of any individual or individuals seeking elective office or advocating the passage or defeat of any issue subject to ballot or of advertising any assembly, meeting, or other form of gathering in support of or in opposition to such individuals or issues.

(Ord. No. 947, adopted 1972.)

POLITICAL SUBDIVISIONS OF MENDOCINO COUNTY

Mendocino County is comprised of 4 incorporated cities, 14 school districts and 40 self-governed special districts and has 8 Superior Court Judges. The County is also within the following political subdivisions and is divided into the supervisorial districts shown below.

CONGRESSIONAL	2 nd Congressional District Del Norte, Humboldt, Trinity, Mendocino, Sonoma and Marin Counties
SENATORIAL	2 nd Senatorial District Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma and Marin Counties
ASSEMBLY	2 nd Assembly District Del Norte, Humboldt, Trinity, Mendocino, and Sonoma Counties
BOARD OF EQUALIZATION	2 nd District Del Norte, Humboldt, Trinity, Mendocino, Lake, Colusa, Sonoma, Napa, Yolo, Marin, Solano, Contra Costa, San Mateo, Alameda, Santa Clara, Santa Cruz, Monterey, San Benito, San Luis Obispo and a portion of Santa Barbara Counties
SUPERVISORIAL DISTRICTS	Elected in Presidential Election Year: 1 st District (Talmage, Redwood Valley & Potter Valley) 2 nd District (City of Ukiah) 4 th District (Piercy, Leggett, Westport & Fort Bragg) **Elected in Gubernatorial Election Year: 3 rd District (Covelo, Branscomb, Laytonville & Willits) 5 th District (Albion, Comptche, Elk, Navarro, Philo, Boonville, South Ukiah, Hopland, Yorkville, Point Arena, Anchor Bay & Gualala)

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously *if the offices have overlapping and conflicting public duties*.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a questions about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at 916 324-5437 or visit their website, www.caag.state.ca.us For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1 866 275-3772.

MEMORANDUM

**COUNTY OF MENDOCINO
ELECTIONS**

TO: All Candidates

FROM: Susan M. Ranochak, Registrar of Voters

SUBJECT: INCOMPLETE BALLOT COUNTING ON ELECTION NIGHT

Candidates and the public are frequently surprised on the day after an election when they learn that there are ballots countywide/statewide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of election night ballot counting, and follow-up ballot tabulation, which occurs in the days/weeks following the election. The law allows 30 days after the election to complete the ballot tally and the official audit of the election, known as the Canvass. When the Canvass is completed, the official results are certified.

There are two categories of ballots that cannot be processed on Election Night:

- VBM ballots turned in at polling locations
- Provisional ballots voted at the polls

VBM ballots turned in at polling locations. Many VBM voters wait until the last minute to make their voting choices and then mail or drop off their absentee ballots on Election Day. We receive these ballots very late on election night or (if they are post marked by Election Day) up to 3 days after Election Day. All VBM ballots must be pre-processed before they are counted – this includes verifying every VBM voter's signature prior to opening the VBM ballot envelopes to remove the ballots in preparation for counting.

Provisional ballots voted at the polls. Provisional ballots are voted at the polls when a voter's registration is in question, or when our records indicate the voter was already sent an absentee ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Write-in ballots. All Ballots containing write-in votes must be set aside for manual review of each individual ballot. When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, **every race and measure** on that ballot cannot be

counted on election night. Each ballot containing a write-in vote must be individually reviewed to determine whether or not the write-in vote is for a qualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a write-in candidate for the same office). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Due to the individual scrutiny involved, no portion of any ballot containing a write-in vote is counted on election night. **Vote tallies for write-in candidates are not available until the conclusion of the official canvass.**

There will be **NO** updates to our Final Unofficial results posted on election night until the Final Official results are released on the time of certification. Based on past trends, the number of ballots remaining to be counted after election night is anticipated at 5,000 – 15,000 countywide. Our staff will be working as quickly as possible to prepare all outstanding ballots for tabulation.

California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the total voting precincts. This manual process verifies the accuracy of the computer count. As always, candidates and members of the general public are invited to observe ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts.

We realize it is difficult for candidates/campaigns involved in close races to wait days and sometimes weeks to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have additional questions, please call me at 234-6819.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY'S Name: _____

_____ Address: _____

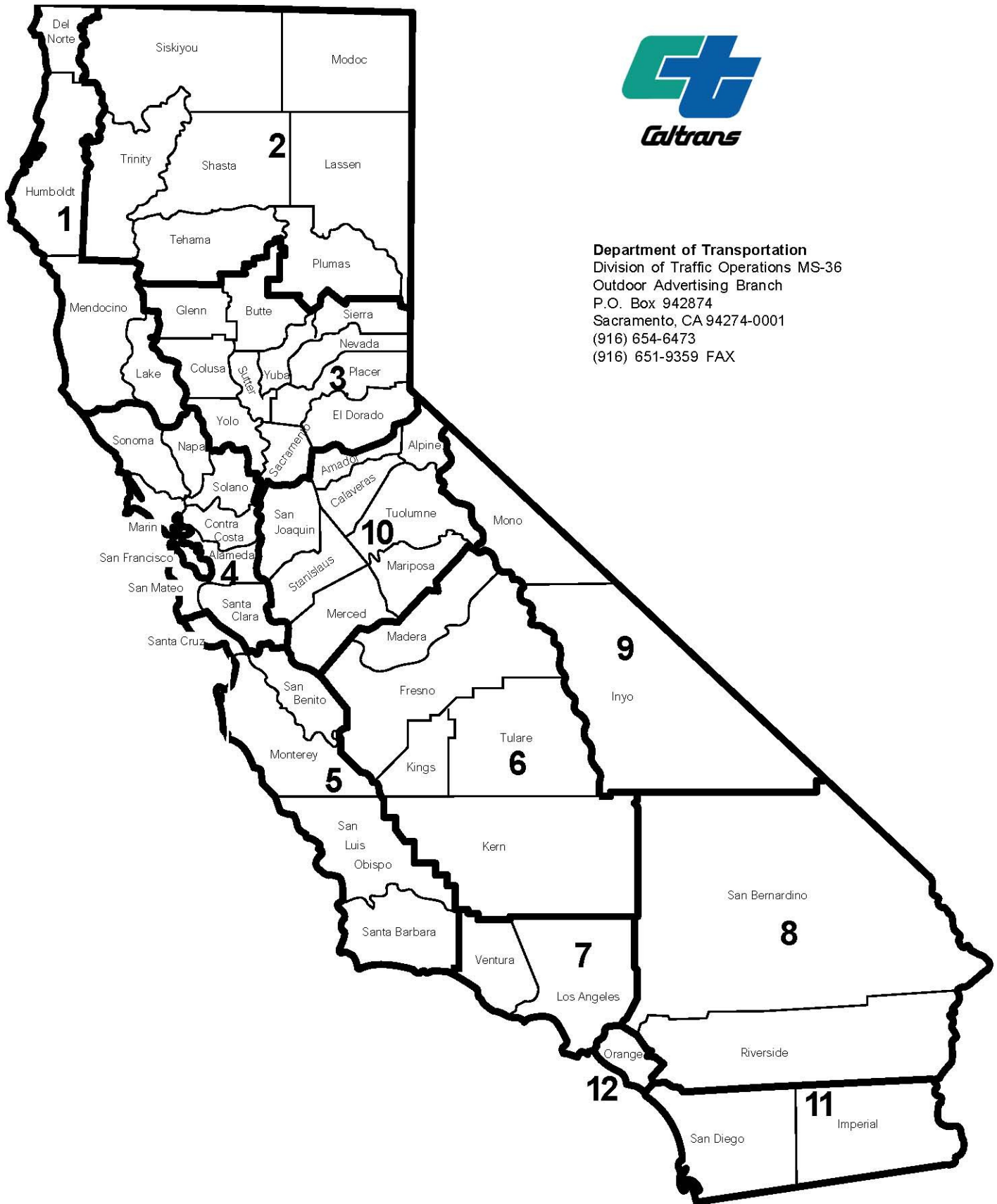
Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).



**NOVEMBER 6, 2018
GUBERNATORIAL GENERAL ELECTION**

COUNTY OF MENDOCINO

CANDIDATE INFORMATION PACKET



Prepared and Distributed by
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder
(707) 234-6819

Table of Contents

Election Calendar.....	3
Qualifications for Office	4
Declaration of Candidacy	5
Campaign Disclosure	5
Code of Fair Campaign Practices	6 & 7
Preparation of Candidate's Statement	8 & 9
Candidate's Statement Form	10
Agreement for Printing Candidate's Statement	11
Deposits Due for Candidate's Statement	12
Mass Mailing	12
Advertising on County Property	13
Political Subdivisions of Mendocino County	14
Incompatibility of Offices	15
Memo explaining Canvass	16 & 17
Department of Transportation letter regarding signs.....	18
Statement of Responsibility regarding signs, map attached	19 & 20

TENTATIVE CALENDAR FOR THE NOVEMBER 6, 2018
STATEWIDE GUBERNATORIAL GENERAL ELECTION

E-125	<i>July 4 – next business day –</i> July 5	District secretary to file “Notice of Elective Offices to be Filled” and their district boundary map; the regulation regarding payment of candidate statements and list of officials whose terms expire in December of 2018
E-113 – E-88	Jul 16 - Aug 10	Declaration of Candidacy & Nomination Papers
E-88	August 10	Last day to file candidacy papers, candidate statements and last day for measures to qualify for ballot.
E-87 – E-83	Aug 11 – Aug 15	Extension period for candidates – if an incumbent fails to file
E-57 – E-14	Sept 10 – Oct 23	Write-In Candidacy Period
E-40	Sept 27	First day to mail Sample Ballot Booklets
E-29	Oct 8	First day to mail Official Ballots
E-15	Oct 22	Last day to Register to Vote
E-14	Oct 23	Last day for Write-In Candidates
E-7	Oct 30	Last day to request vote by mail ballot applications if ballots are to be mailed to voter. Voters may come into our office and request a vote by mail ballot up until 8 p.m. on Election Day.
E-Day	Nov 6th	ELECTION DAY

QUALIFICATIONS FOR OFFICE SPECIAL DISTRICTS

Must be an elector in the Jurisdiction in which duties of the office are to be exercised.

HEALTHCARE DISTRICTS

Southern Humboldt Community Healthcare District
Mendocino Coast Healthcare District

AMBULANCE DISTRICT

Coast Life Support District

RECREATION & PARK DISTRICT

Mendocino Coast Recreation & Park District

SCHOOL DISTRICTS

***Arena Union/Pt Arena Joint Union High School District
Fort Bragg Unified School District
Laytonville Unified School District
Leggett Valley Unified School District
Manchester Union Elementary School District
**Mendocino Unified School District (TA 2 & TA 4)
Potter Valley Community Unified School District
Round Valley Unified School District
**Ukiah Unified School District (TA N, TA C & TA S)
Willits Unified School District
Southern Humboldt Joint Unified School District

COLLEGE DISTRICTS

**Mendocino- Lake Community College District (TA 4_(Short Term), TA 2, TA 5 & TA 6)

BOARD OF EDUCATION

**Mendocino County Board of Education (TA 1 & TA 2)

**** School Districts with Trustee Areas:** Must be a resident of the trustee area of the District in which duties of the office are to be exercised

***** Arena Union Elementary School and Point Arena Joint Union High School Districts have a common Board.**

DECLARATION OF CANDIDACY

Each candidate will be required to complete a Declaration of Candidacy. Among other things, you will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, etc.).

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

You will also be required to decide if you wish to have a **BALLOT DESIGNATION** appear under your name on the ballot. You may use up to **three words** designating your PRINCIPAL PROFESSION, VOCATION OR OCCUPATION. You may not use any company names. You may not use a designation that will mislead the voters. You may use the term "incumbent" or the title of the office, if you are running for an office to which you were previously elected. You may use the term "appointed incumbent" or the title of the office preceded by the word "appointed" if you are running for an elective office to which you were appointed. You may also choose to have no designation appear under your name on the ballot. For additional information, please see the Ballot Designation Worksheet; which can be obtained in our office.

CAMPAIGN DISCLOSURE

You will be provided with the Form 470 which must be filed at the same time you file candidacy papers. This form covers campaigns that will raise or spend LESS than \$2,000 in contributions. **If you believe your campaign will raise or spend MORE than \$2,000, you must request a campaign disclosure manual and a Form 410-Statement of Organization.** It is your responsibility to become familiar with the filing requirements and request forms you may need from this office. **This office and/or the Secretary of State's office may fine you if filing deadlines are not met.**

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES
as found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices
Article 1. General Intent

20400. **Intent of Legislature.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. **Definition of "Code".** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. **Subscription to Code; Form.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: **(see next page)**

20441. **Supply of Forms.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. **Retention of Forms; Public Inspection.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. **Public Record.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Date

Signature

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

PREPARATION OF CANDIDATE'S STATEMENT

Each candidate for nonpartisan elective office in any local agency may prepare a Candidate's Statement on a form provided by the Registrar of Voters. The Candidate's Statement is optional.

CONTENTS

The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words**, of the candidate's education and qualifications expressed by the candidate. "Age" is optional and may be omitted. "Occupation" may be expanded beyond the three words allowed as a ballot designation. The candidate is not permitted to include party affiliation or membership or activity in any partisan political organizations.

Candidate's statements for judicial offices 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 judicial office or to another candidate's qualifications. The elections official is prohibited from printing and distributing any statement not in compliance with these restrictions.

The law specifically states that the author of a Candidate's Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. §13307(d), §18351)

FORMAT

Statement must be typed or neatly printed on the form issued by the Registrar of Voters. If a candidate wishes to submit an electronically generated statement, they may do so by taping a hard copy to each page of the form provided and signing the form in the appropriate places. Since the Elections Code requires that the statement of each candidate be printed in type of uniform size and darkness, and with uniform spacing, the statement must follow conventional usage (E.C. §13307(b)).

1. The statement will be printed in standard paragraph form. Outline form is not acceptable.
2. Capital letters will be used only for words normally capitalized (i.e. the first letter of the first word of a sentence, proper noun, etc.). Words will not be printed in "all caps".
3. Bold type, italicizing or underlining is not permitted.

WORD COUNT

The 200 word limit set by E.C. §13307 is strictly observed. Candidates should count their words carefully using the following guidelines.

1. Punctuation is not counted.
2. All geographical names shall be considered as one word.
3. Each abbreviation for a word, phrase or expression shall be counted as one word
4. Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
5. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.

6. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one" shall be considered as a separate word or words (ie. "one hundred" will be counted as two words.

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS

The Registrar of Voters does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. The statement will only be accepted on the form provided on page 10; page 11 is required to be signed, completed and provided to the Registrar's office when filing the candidate statement

DEPOSIT

The County Clerk shall collect a deposit at the time of filing the candidate's statement. The final cost will be determined after the printing bills are received by the County Clerk. Candidates will be billed any cost over and above the deposit collected or will be refunded any overpayment at that time. (E.C. 13307(c)) Please see page 12 for deposits.

EXAMPLE OF FORMAT:

NAME: PAT DOE

OCCUPATION: Fortune Teller/Comedian

AGE: 65

This is an example of an acceptable format to be used in a Candidate's Statement. The guidelines for the content of the statement and the format may be found in the preceding paragraphs.

The candidate statement is printed in standard paragraph form, which means each paragraph will start at the left margin and the right margins will be justified. A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, they will begin at the left margin and will only be allowed if space permits. If space does not permit, the items will be converted to a list. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters will make modifications so it conforms to these rules.

S/Pat Doe

COUNTY CODE SECTION 2.04.060

Candidate's Fees

- (1) Pursuant to Elections Code 10012, each candidate for County Office shall pay the actual prorated costs of printing, handling and translating his candidate's statement, if any, incurred by the county.
- (2) The candidate's statement shall be limited to 200 words; and
- (3) The County Clerk shall accept from the candidate no other material for transmittal to the voters.

(Ordinance No. 3052, adopted 1978)

CANDIDATE'S STATEMENT

(Section 13307, Elections Code)

Name of Candidate _____ Age _____

Occupation _____ Date of Election _____

Name of Office _____ Name of District _____

Statement of education & qualifications:

One of the two boxes below must be signed

A **Spanish** translation of the foregoing statement requested? **Yes** **No**

Candidate must check appropriate box and sign here if a statement is being submitted

I do not elect to file a Candidate's Statement as permitted by Elections Code §13307.

In the event there is no opposition for this contest, please do not print this statement. (Optional)

**AGREEMENT FOR PRINTING AND DISTRIBUTION OF
CANDIDATE'S STATEMENT**

I, _____, have on this date filed my Declaration of Candidacy with the County Clerk for the office of _____, and have filed therewith my candidate's statement pursuant to Section 13307 of the Elections Code, State of California. I agree that my statement shall be printed and distributed by the County Clerk and paid for by me as follows:

- (1) I promise to pay the actual prorated costs of printing and distribution incurred by the County of Mendocino as billed to me by the County Clerk. Such payment shall be made by check, money order or cash within thirty (30) days after such billing.**
- (2) I understand that I may withdraw my Statement upon written request filed with the County Clerk on or before 5:00 p.m., on the day following the last day to file for this office.**
- (4) Neither the County of Mendocino, the County Clerk nor any other officer or employee of this county shall be held liable for the unintentional variation between the draft submitted by me and that mailed with the sample ballot.**

Dated

Signature of Candidate

Address of Candidate

DEPOSITS DUE FOR CANDIDATE'S STATEMENTS

Mendocino County Deposits:

MENDOCINO CO. OFFICES	ENGLISH	ENG/SPANISH
Mendocino Coast Healthcare District	\$ 300	\$ 500
Mendocino Coast Rec & Park District	\$ 300	\$ 500
Southern Humboldt Community Healthcare District	\$ 100	\$ 200
Coast Life Support District	\$ 200	\$ 300

MENDOCINO CO. SCHOOL/COLLEGE DISTRICTS	ENGLISH	ENG/SPANISH
Mendocino County Board of Education	\$ 300	\$ 500
Arena Union/Pt Arena Joint Union High School Dist.	\$ 200	\$ 400
Fort Bragg Unified School District	\$ 300	\$ 500
Laytonville Unified School District	\$ 150	\$ 300
Leggett Valley Unified School District	\$ 100	\$ 200
Manchester Union Elementary School District	\$ 100	\$ 200
Mendocino Unified School District	\$ 150	\$ 300
Potter Valley Community School District	\$ 150	\$ 300
Round Valley Unified School District	\$ 150	\$ 300
Ukiah Unified School District	\$ 300	\$ 500
Willits Unified School District	\$ 300	\$ 500
Southern Humboldt Joint Unified School District	\$ 50	\$ 100
Mendocino-Lake Community College District	\$ 300	\$ 500

Lake County Deposits:

LAKE COUNTY OFFICES	ENGLISH	ENG/SPANISH
Mendocino-Lake Community College District (TA 6)	\$ Please call Lake Co.	\$ Please call Lake Co.

Sonoma County Deposits:

SONOMA CO. OFFICES	ENGLISH	ENG/SPANISH
Coast Life Support District	\$ Please call Sonoma Co.	\$ Please call Sonoma Co.

Humboldt County Deposits:

HUMBOLDT COUNTY OFFICES:	ENGLISH	ENG/SPANISH
Southern Humboldt Community Healthcare District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.
Southern Humboldt Joint Unified School District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.

STATEWIDE OFFICES	ENGLISH	ENG/SPANISH
State Legislative Candidates (250 words –only candidates who voluntarily agree to the Prop 34 Campaign Expenditure limits)	\$ 1,000	\$ 1,200

Please contact the following counties for additional information on putting your Candidate's Statement or Statement of Qualifications in their Sample Ballots:

- Sonoma County Registrar's office at: (800) 750-VOTE or (707) 565-6800.
- Humboldt County Registrar's office at: (707) 445-7481.
- Lake County Registrar's office at: (707) 263-2372

MASS MAILING

Government Code §84305

(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).

POLITICAL ADVERTISING ON COUNTY PROPERTY

Chapter 14.24, Mendocino County Code

§14.24.010 Prohibition of Political Advertising

It shall be unlawful for any person to affix or cause to be affixed to any property of the county any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advocating the election or defeat of any individual or individuals seeking elective office or advocating the passage or defeat of any issue subject to ballot or of advertising any assembly, meeting, or other form of gathering in support of or in opposition to such individuals or issues.

(Ord. No. 947, adopted 1972.)

POLITICAL SUBDIVISIONS OF MENDOCINO COUNTY

Mendocino County is comprised of 4 incorporated cities, 14 school districts and 40 self-governed special districts and has 8 Superior Court Judges. The County is also within the following political subdivisions and is divided into the supervisorial districts shown below.

CONGRESSIONAL	2 nd Congressional District Del Norte, Humboldt, Trinity, Mendocino, Sonoma and Marin Counties
SENATORIAL	2 nd Senatorial District Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma and Marin Counties
ASSEMBLY	2 nd Assembly District Del Norte, Humboldt, Trinity, Mendocino, and Sonoma Counties
BOARD OF EQUALIZATION	2 nd District Del Norte, Humboldt, Trinity, Mendocino, Lake, Colusa, Sonoma, Napa, Yolo, Marin, Solano, Contra Costa, San Mateo, Alameda, Santa Clara, Santa Cruz, Monterey, San Benito, San Luis Obispo and a portion of Santa Barbara Counties
SUPERVISORIAL DISTRICTS	Elected in Presidential Election Year: 1 st District (Talmage, Redwood Valley & Potter Valley) 2 nd District (City of Ukiah) 4 th District (Piercy, Leggett, Westport & Fort Bragg) **Elected in Gubernatorial Election Year: 3 rd District (Covelo, Branscomb, Laytonville & Willits) 5 th District (Albion, Comptche, Elk, Navarro, Philo, Boonville, South Ukiah, Hopland, Yorkville, Point Arena, Anchor Bay & Gualala)

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously *if the offices have overlapping and conflicting public duties*.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a questions about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at 916 324-5437 or visit their website, www.caag.state.ca.us For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1 866 275-3772.

MEMORANDUM

**COUNTY OF MENDOCINO
ELECTIONS**

TO: All Candidates

FROM: Susan M. Ranochak, Registrar of Voters

SUBJECT: INCOMPLETE BALLOT COUNTING ON ELECTION NIGHT

Candidates and the public are frequently surprised on the day after an election when they learn that there are ballots countywide/statewide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of election night ballot counting, and follow-up ballot tabulation, which occurs in the days/weeks following the election. The law allows 30 days after the election to complete the ballot tally and the official audit of the election, known as the Canvass. When the Canvass is completed, the official results are certified.

There are two categories of ballots that cannot be processed on Election Night:

- VBM ballots turned in at polling locations
- Provisional ballots voted at the polls

VBM ballots turned in at polling locations. Many VBM voters wait until the last minute to make their voting choices and then mail or drop off their absentee ballots on Election Day. We receive these ballots very late on election night or (if they are post marked by Election Day) up to 3 days after Election Day. All VBM ballots must be pre-processed before they are counted – this includes verifying every VBM voter's signature prior to opening the VBM ballot envelopes to remove the ballots in preparation for counting.

Provisional ballots voted at the polls. Provisional ballots are voted at the polls when a voter's registration is in question, or when our records indicate the voter was already sent an absentee ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Write-in ballots. All Ballots containing write-in votes must be set aside for manual review of each individual ballot. When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, **every race and measure** on that ballot cannot be

counted on election night. Each ballot containing a write-in vote must be individually reviewed to determine whether or not the write-in vote is for a qualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a write-in candidate for the same office). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Due to the individual scrutiny involved, no portion of any ballot containing a write-in vote is counted on election night. **Vote tallies for write-in candidates are not available until the conclusion of the official canvass.**

There will be **NO** updates to our Final Unofficial results posted on election night until the Final Official results are released on the time of certification. Based on past trends, the number of ballots remaining to be counted after election night is anticipated at 5,000 – 15,000 countywide. Our staff will be working as quickly as possible to prepare all outstanding ballots for tabulation.

California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the total voting precincts. This manual process verifies the accuracy of the computer count. As always, candidates and members of the general public are invited to observe ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts.

We realize it is difficult for candidates/campaigns involved in close races to wait days and sometimes weeks to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have additional questions, please call me at 234-6819.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure



Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY'S: Name:

_____ Address:

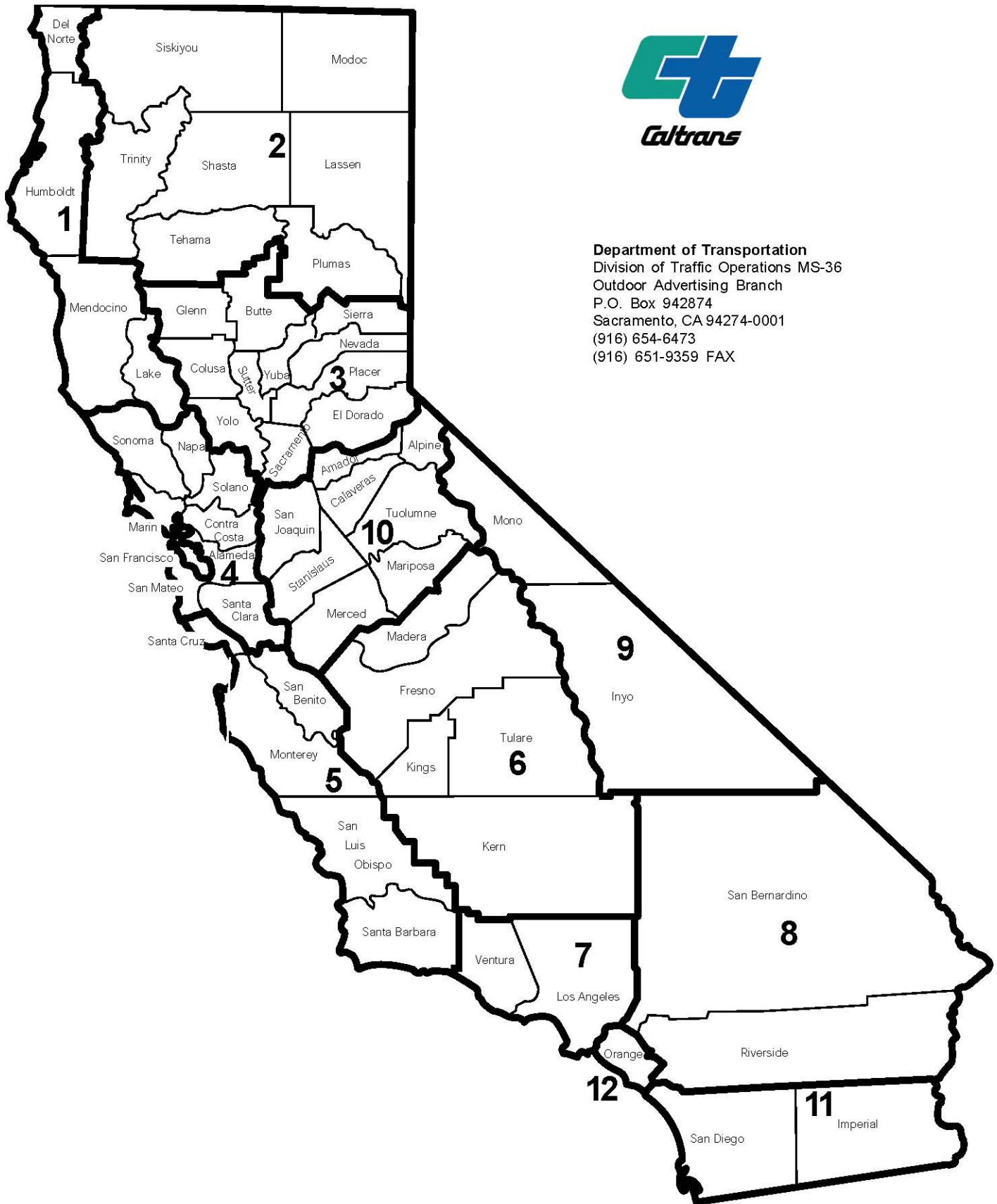
Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).



**NOVEMBER 6, 2018
GUBERNATORIAL GENERAL ELECTION**

COUNTY OF MENDOCINO

CANDIDATE INFORMATION PACKET



Prepared and Distributed by
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder
(707) 234-6819

Table of Contents

Election Calendar.....	3
Qualifications for Office	4
Declaration of Candidacy	5
Campaign Disclosure	5
Code of Fair Campaign Practices	6 & 7
Preparation of Candidate's Statement	8 & 9
Candidate's Statement Form	10
Agreement for Printing Candidate's Statement	11
Deposits Due for Candidate's Statement	12
Mass Mailing	12
Advertising on County Property	13
Political Subdivisions of Mendocino County	14
Incompatibility of Offices	15
Memo explaining Canvass	16 & 17
Department of Transportation letter regarding signs.....	18
Statement of Responsibility regarding signs, map attached	19 & 20

TENTATIVE CALENDAR FOR THE NOVEMBER 6, 2018
STATEWIDE GUBERNATORIAL GENERAL ELECTION

E-125	<i>July 4 – next business day –</i> July 5	District secretary to file “Notice of Elective Offices to be Filled” and their district boundary map; the regulation regarding payment of candidate statements and list of officials whose terms expire in December of 2018
E-113 – E-88	Jul 16 - Aug 10	Declaration of Candidacy & Nomination Papers
E-88	August 10	Last day to file candidacy papers, candidate statements and last day for measures to qualify for ballot.
E-87 – E-83	Aug 11 – Aug 15	Extension period for candidates – if an incumbent fails to file
E-57 – E-14	Sept 10 – Oct 23	Write-In Candidacy Period
E-40	Sept 27	First day to mail Sample Ballot Booklets
E-29	Oct 8	First day to mail Official Ballots
E-15	Oct 22	Last day to Register to Vote
E-14	Oct 23	Last day for Write-In Candidates
E-7	Oct 30	Last day to request vote by mail ballot applications if ballots are to be mailed to voter. Voters may come into our office and request a vote by mail ballot up until 8 p.m. on Election Day.
E-Day	Nov 6th	ELECTION DAY

QUALIFICATIONS FOR OFFICE SPECIAL DISTRICTS

Must be an elector in the Jurisdiction in which duties of the office are to be exercised.

HEALTHCARE DISTRICTS

Southern Humboldt Community Healthcare District
Mendocino Coast Healthcare District

AMBULANCE DISTRICT

Coast Life Support District

RECREATION & PARK DISTRICT

Mendocino Coast Recreation & Park District

SCHOOL DISTRICTS

***Arena Union/Pt Arena Joint Union High School District
Fort Bragg Unified School District
Laytonville Unified School District
Leggett Valley Unified School District
Manchester Union Elementary School District
**Mendocino Unified School District (TA 2 & TA 4)
Potter Valley Community Unified School District
Round Valley Unified School District
**Ukiah Unified School District (TA N, TA C & TA S)
Willits Unified School District
Southern Humboldt Joint Unified School District

COLLEGE DISTRICTS

**Mendocino- Lake Community College District (TA 4_(Short Term), TA 2, TA 5 & TA 6)

BOARD OF EDUCATION

**Mendocino County Board of Education (TA 1 & TA 2)

**** School Districts with Trustee Areas:** Must be a resident of the trustee area of the District in which duties of the office are to be exercised

***** Arena Union Elementary School and Point Arena Joint Union High School Districts have a common Board.**

DECLARATION OF CANDIDACY

Each candidate will be required to complete a Declaration of Candidacy. Among other things, you will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, etc.).

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

You will also be required to decide if you wish to have a **BALLOT DESIGNATION** appear under your name on the ballot. You may use up to **three words** designating your PRINCIPAL PROFESSION, VOCATION OR OCCUPATION. You may not use any company names. You may not use a designation that will mislead the voters. You may use the term "incumbent" or the title of the office, if you are running for an office to which you were previously elected. You may use the term "appointed incumbent" or the title of the office preceded by the word "appointed" if you are running for an elective office to which you were appointed. You may also choose to have no designation appear under your name on the ballot. For additional information, please see the Ballot Designation Worksheet; which can be obtained in our office.

CAMPAIGN DISCLOSURE

You will be provided with the Form 470 which must be filed at the same time you file candidacy papers. This form covers campaigns that will raise or spend LESS than \$2,000 in contributions. **If you believe your campaign will raise or spend MORE than \$2,000, you must request a campaign disclosure manual and a Form 410-Statement of Organization.** It is your responsibility to become familiar with the filing requirements and request forms you may need from this office. **This office and/or the Secretary of State's office may fine you if filing deadlines are not met.**

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES
as found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices
Article 1. General Intent

20400. **Intent of Legislature.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. **Definition of "Code".** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. **Subscription to Code; Form.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: **(see next page)**

20441. **Supply of Forms.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. **Retention of Forms; Public Inspection.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. **Public Record.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Date

Signature

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

PREPARATION OF CANDIDATE'S STATEMENT

Each candidate for nonpartisan elective office in any local agency may prepare a Candidate's Statement on a form provided by the Registrar of Voters. The Candidate's Statement is optional.

CONTENTS

The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words**, of the candidate's education and qualifications expressed by the candidate. "Age" is optional and may be omitted. "Occupation" may be expanded beyond the three words allowed as a ballot designation. The candidate is not permitted to include party affiliation or membership or activity in any partisan political organizations.

Candidate's statements for judicial offices 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 judicial office or to another candidate's qualifications. The elections official is prohibited from printing and distributing any statement not in compliance with these restrictions.

The law specifically states that the author of a Candidate's Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. §13307(d), §18351)

FORMAT

Statement must be typed or neatly printed on the form issued by the Registrar of Voters. If a candidate wishes to submit an electronically generated statement, they may do so by taping a hard copy to each page of the form provided and signing the form in the appropriate places. Since the Elections Code requires that the statement of each candidate be printed in type of uniform size and darkness, and with uniform spacing, the statement must follow conventional usage (E.C. §13307(b)).

1. The statement will be printed in standard paragraph form. Outline form is not acceptable.
2. Capital letters will be used only for words normally capitalized (i.e. the first letter of the first word of a sentence, proper noun, etc.). Words will not be printed in "all caps".
3. Bold type, italicizing or underlining is not permitted.

WORD COUNT

The 200 word limit set by E.C. §13307 is strictly observed. Candidates should count their words carefully using the following guidelines.

1. Punctuation is not counted.
2. All geographical names shall be considered as one word.
3. Each abbreviation for a word, phrase or expression shall be counted as one word
4. Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
5. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.

6. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one" shall be considered as a separate word or words (ie. "one hundred" will be counted as two words.

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS

The Registrar of Voters does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. The statement will only be accepted on the form provided on page 10; page 11 is required to be signed, completed and provided to the Registrar's office when filing the candidate statement

DEPOSIT

The County Clerk shall collect a deposit at the time of filing the candidate's statement. The final cost will be determined after the printing bills are received by the County Clerk. Candidates will be billed any cost over and above the deposit collected or will be refunded any overpayment at that time. (E.C. 13307(c)) Please see page 12 for deposits.

EXAMPLE OF FORMAT:

NAME: PAT DOE

OCCUPATION: Fortune Teller/Comedian

AGE: 65

This is an example of an acceptable format to be used in a Candidate's Statement. The guidelines for the content of the statement and the format may be found in the preceding paragraphs.

The candidate statement is printed in standard paragraph form, which means each paragraph will start at the left margin and the right margins will be justified. A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, they will begin at the left margin and will only be allowed if space permits. If space does not permit, the items will be converted to a list. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters will make modifications so it conforms to these rules.

S/Pat Doe

COUNTY CODE SECTION 2.04.060

Candidate's Fees

- (1) Pursuant to Elections Code 10012, each candidate for County Office shall pay the actual prorated costs of printing, handling and translating his candidate's statement, if any, incurred by the county.
- (2) The candidate's statement shall be limited to 200 words; and
- (3) The County Clerk shall accept from the candidate no other material for transmittal to the voters.

(Ordinance No. 3052, adopted 1978)

CANDIDATE'S STATEMENT

(Section 13307, Elections Code)

Name of Candidate _____ Age _____

Occupation _____ Date of Election _____

Name of Office _____ Name of District _____

Statement of education & qualifications:

One of the two boxes below must be signed

<p>A Spanish translation of the foregoing statement requested? Yes No</p> <p>_____</p> <p>Candidate must check appropriate box and sign here if a statement is being submitted</p>	<p>I do not elect to file a Candidate's Statement as permitted by Elections Code §13307.</p> <p>_____</p>
<p>In the event there is no opposition for this contest, please do not print this statement. (Optional)</p> <p>_____</p>	

**AGREEMENT FOR PRINTING AND DISTRIBUTION OF
CANDIDATE'S STATEMENT**

I, _____, have on this date filed my Declaration of Candidacy with the County Clerk for the office of _____, and have filed therewith my candidate's statement pursuant to Section 13307 of the Elections Code, State of California. I agree that my statement shall be printed and distributed by the County Clerk and paid for by me as follows:

- (1) I promise to pay the actual prorated costs of printing and distribution incurred by the County of Mendocino as billed to me by the County Clerk. Such payment shall be made by check, money order or cash within thirty (30) days after such billing.**
- (2) I understand that I may withdraw my Statement upon written request filed with the County Clerk on or before 5:00 p.m., on the day following the last day to file for this office.**
- (4) Neither the County of Mendocino, the County Clerk nor any other officer or employee of this county shall be held liable for the unintentional variation between the draft submitted by me and that mailed with the sample ballot.**

Dated

Signature of Candidate

Address of Candidate

DEPOSITS DUE FOR CANDIDATE'S STATEMENTS

Mendocino County Deposits:

MENDOCINO CO. OFFICES	ENGLISH	ENG/SPANISH
Mendocino Coast Healthcare District	\$ 300	\$ 500
Mendocino Coast Rec & Park District	\$ 300	\$ 500
Southern Humboldt Community Healthcare District	\$ 100	\$ 200
Coast Life Support District	\$ 200	\$ 300

MENDOCINO CO. SCHOOL/COLLEGE DISTRICTS	ENGLISH	ENG/SPANISH
Mendocino County Board of Education	\$ 300	\$ 500
Arena Union/Pt Arena Joint Union High School Dist.	\$ 200	\$ 400
Fort Bragg Unified School District	\$ 300	\$ 500
Laytonville Unified School District	\$ 150	\$ 300
Leggett Valley Unified School District	\$ 100	\$ 200
Manchester Union Elementary School District	\$ 100	\$ 200
Mendocino Unified School District	\$ 150	\$ 300
Potter Valley Community School District	\$ 150	\$ 300
Round Valley Unified School District	\$ 150	\$ 300
Ukiah Unified School District	\$ 300	\$ 500
Willits Unified School District	\$ 300	\$ 500
Southern Humboldt Joint Unified School District	\$ 50	\$ 100
Mendocino-Lake Community College District	\$ 300	\$ 500

Lake County Deposits:

LAKE COUNTY OFFICES	ENGLISH	ENG/SPANISH
Mendocino-Lake Community College District (TA 6)	\$ Please call Lake Co.	\$ Please call Lake Co.

Sonoma County Deposits:

SONOMA CO. OFFICES	ENGLISH	ENG/SPANISH
Coast Life Support District	\$ Please call Sonoma Co.	\$ Please call Sonoma Co.

Humboldt County Deposits:

HUMBOLDT COUNTY OFFICES:	ENGLISH	ENG/SPANISH
Southern Humboldt Community Healthcare District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.
Southern Humboldt Joint Unified School District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.

STATEWIDE OFFICES	ENGLISH	ENG/SPANISH
State Legislative Candidates (250 words –only candidates who voluntarily agree to the Prop 34 Campaign Expenditure limits)	\$ 1,000	\$ 1,200

Please contact the following counties for additional information on putting your Candidate's Statement or Statement of Qualifications in their Sample Ballots:

- Sonoma County Registrar's office at: (800) 750-VOTE or (707) 565-6800.
- Humboldt County Registrar's office at: (707) 445-7481.
- Lake County Registrar's office at: (707) 263-2372

MASS MAILING

Government Code §84305

(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).

POLITICAL ADVERTISING ON COUNTY PROPERTY

Chapter 14.24, Mendocino County Code

§14.24.010 Prohibition of Political Advertising

It shall be unlawful for any person to affix or cause to be affixed to any property of the county any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advocating the election or defeat of any individual or individuals seeking elective office or advocating the passage or defeat of any issue subject to ballot or of advertising any assembly, meeting, or other form of gathering in support of or in opposition to such individuals or issues.

(Ord. No. 947, adopted 1972.)

POLITICAL SUBDIVISIONS OF MENDOCINO COUNTY

Mendocino County is comprised of 4 incorporated cities, 14 school districts and 40 self-governed special districts and has 8 Superior Court Judges. The County is also within the following political subdivisions and is divided into the supervisorial districts shown below.

CONGRESSIONAL	2 nd Congressional District Del Norte, Humboldt, Trinity, Mendocino, Sonoma and Marin Counties
SENATORIAL	2 nd Senatorial District Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma and Marin Counties
ASSEMBLY	2 nd Assembly District Del Norte, Humboldt, Trinity, Mendocino, and Sonoma Counties
BOARD OF EQUALIZATION	2 nd District Del Norte, Humboldt, Trinity, Mendocino, Lake, Colusa, Sonoma, Napa, Yolo, Marin, Solano, Contra Costa, San Mateo, Alameda, Santa Clara, Santa Cruz, Monterey, San Benito, San Luis Obispo and a portion of Santa Barbara Counties
SUPERVISORIAL DISTRICTS	Elected in Presidential Election Year: 1 st District (Talmage, Redwood Valley & Potter Valley) 2 nd District (City of Ukiah) 4 th District (Piercy, Leggett, Westport & Fort Bragg) **Elected in Gubernatorial Election Year: 3 rd District (Covelo, Branscomb, Laytonville & Willits) 5 th District (Albion, Comptche, Elk, Navarro, Philo, Boonville, South Ukiah, Hopland, Yorkville, Point Arena, Anchor Bay & Gualala)

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously *if the offices have overlapping and conflicting public duties*.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a questions about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at 916 324-5437 or visit their website, www.caag.state.ca.us For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1 866 275-3772.

MEMORANDUM

**COUNTY OF MENDOCINO
ELECTIONS**

TO: All Candidates

FROM: Susan M. Ranochak, Registrar of Voters

SUBJECT: INCOMPLETE BALLOT COUNTING ON ELECTION NIGHT

Candidates and the public are frequently surprised on the day after an election when they learn that there are ballots countywide/statewide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of election night ballot counting, and follow-up ballot tabulation, which occurs in the days/weeks following the election. The law allows 30 days after the election to complete the ballot tally and the official audit of the election, known as the Canvass. When the Canvass is completed, the official results are certified.

There are two categories of ballots that cannot be processed on Election Night:

- VBM ballots turned in at polling locations
- Provisional ballots voted at the polls

VBM ballots turned in at polling locations. Many VBM voters wait until the last minute to make their voting choices and then mail or drop off their absentee ballots on Election Day. We receive these ballots very late on election night or (if they are post marked by Election Day) up to 3 days after Election Day. All VBM ballots must be pre-processed before they are counted – this includes verifying every VBM voter's signature prior to opening the VBM ballot envelopes to remove the ballots in preparation for counting.

Provisional ballots voted at the polls. Provisional ballots are voted at the polls when a voter's registration is in question, or when our records indicate the voter was already sent an absentee ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Write-in ballots. All Ballots containing write-in votes must be set aside for manual review of each individual ballot. When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, **every race and measure** on that ballot cannot be

counted on election night. Each ballot containing a write-in vote must be individually reviewed to determine whether or not the write-in vote is for a qualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a write-in candidate for the same office). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Due to the individual scrutiny involved, no portion of any ballot containing a write-in vote is counted on election night. **Vote tallies for write-in candidates are not available until the conclusion of the official canvass.**

There will be **NO** updates to our Final Unofficial results posted on election night until the Final Official results are released on the time of certification. Based on past trends, the number of ballots remaining to be counted after election night is anticipated at 5,000 – 15,000 countywide. Our staff will be working as quickly as possible to prepare all outstanding ballots for tabulation.

California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the total voting precincts. This manual process verifies the accuracy of the computer count. As always, candidates and members of the general public are invited to observe ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts.

We realize it is difficult for candidates/campaigns involved in close races to wait days and sometimes weeks to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have additional questions, please call me at 234-6819.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY'S Name: _____

_____ Address: _____

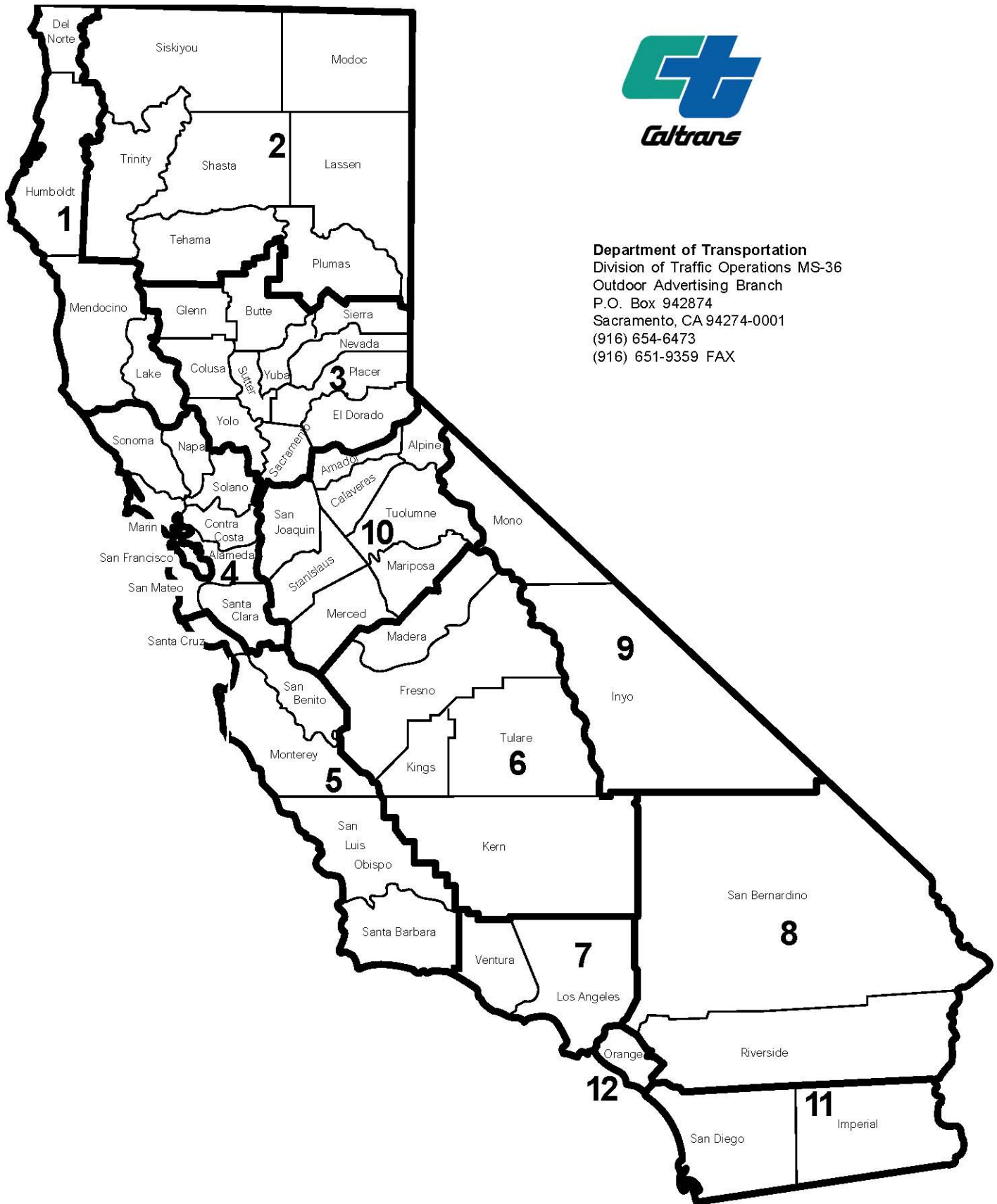
Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).



**NOVEMBER 6, 2018
GUBERNATORIAL GENERAL ELECTION**

COUNTY OF MENDOCINO

CANDIDATE INFORMATION PACKET



Prepared and Distributed by
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder
(707) 234-6819

Table of Contents

Election Calendar.....	3
Qualifications for Office	4
Declaration of Candidacy	5
Campaign Disclosure	5
Code of Fair Campaign Practices	6 & 7
Preparation of Candidate's Statement	8 & 9
Candidate's Statement Form	10
Agreement for Printing Candidate's Statement	11
Deposits Due for Candidate's Statement	12
Mass Mailing	12
Advertising on County Property	13
Political Subdivisions of Mendocino County	14
Incompatibility of Offices	15
Memo explaining Canvass	16 & 17
Department of Transportation letter regarding signs.....	18
Statement of Responsibility regarding signs, map attached	19 & 20

TENTATIVE CALENDAR FOR THE NOVEMBER 6, 2018
STATEWIDE GUBERNATORIAL GENERAL ELECTION

E-125	<i>July 4 – next business day –</i> July 5	District secretary to file “Notice of Elective Offices to be Filled” and their district boundary map; the regulation regarding payment of candidate statements and list of officials whose terms expire in December of 2018
E-113 – E-88	Jul 16 - Aug 10	Declaration of Candidacy & Nomination Papers
E-88	August 10	Last day to file candidacy papers, candidate statements and last day for measures to qualify for ballot.
E-87 – E-83	Aug 11 – Aug 15	Extension period for candidates – if an incumbent fails to file
E-57 – E-14	Sept 10 – Oct 23	Write-In Candidacy Period
E-40	Sept 27	First day to mail Sample Ballot Booklets
E-29	Oct 8	First day to mail Official Ballots
E-15	Oct 22	Last day to Register to Vote
E-14	Oct 23	Last day for Write-In Candidates
E-7	Oct 30	Last day to request vote by mail ballot applications if ballots are to be mailed to voter. Voters may come into our office and request a vote by mail ballot up until 8 p.m. on Election Day.
E-Day	Nov 6th	ELECTION DAY

QUALIFICATIONS FOR OFFICE SPECIAL DISTRICTS

Must be an elector in the Jurisdiction in which duties of the office are to be exercised.

HEALTHCARE DISTRICTS

Southern Humboldt Community Healthcare District
Mendocino Coast Healthcare District

AMBULANCE DISTRICT

Coast Life Support District

RECREATION & PARK DISTRICT

Mendocino Coast Recreation & Park District

SCHOOL DISTRICTS

***Arena Union/Pt Arena Joint Union High School District
Fort Bragg Unified School District
Laytonville Unified School District
Leggett Valley Unified School District
Manchester Union Elementary School District
**Mendocino Unified School District (TA 2 & TA 4)
Potter Valley Community Unified School District
Round Valley Unified School District
**Ukiah Unified School District (TA N, TA C & TA S)
Willits Unified School District
Southern Humboldt Joint Unified School District

COLLEGE DISTRICTS

**Mendocino- Lake Community College District (TA 4_(Short Term), TA 2, TA 5 & TA 6)

BOARD OF EDUCATION

**Mendocino County Board of Education (TA 1 & TA 2)

**** School Districts with Trustee Areas:** Must be a resident of the trustee area of the District in which duties of the office are to be exercised

***** Arena Union Elementary School and Point Arena Joint Union High School Districts have a common Board.**

DECLARATION OF CANDIDACY

Each candidate will be required to complete a Declaration of Candidacy. Among other things, you will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, etc.).

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

You will also be required to decide if you wish to have a **BALLOT DESIGNATION** appear under your name on the ballot. You may use up to **three words** designating your PRINCIPAL PROFESSION, VOCATION OR OCCUPATION. You may not use any company names. You may not use a designation that will mislead the voters. You may use the term "incumbent" or the title of the office, if you are running for an office to which you were previously elected. You may use the term "appointed incumbent" or the title of the office preceded by the word "appointed" if you are running for an elective office to which you were appointed. You may also choose to have no designation appear under your name on the ballot. For additional information, please see the Ballot Designation Worksheet; which can be obtained in our office.

CAMPAIGN DISCLOSURE

You will be provided with the Form 470 which must be filed at the same time you file candidacy papers. This form covers campaigns that will raise or spend LESS than \$2,000 in contributions. **If you believe your campaign will raise or spend MORE than \$2,000, you must request a campaign disclosure manual and a Form 410-Statement of Organization.** It is your responsibility to become familiar with the filing requirements and request forms you may need from this office. **This office and/or the Secretary of State's office may fine you if filing deadlines are not met.**

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES
as found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices
Article 1. General Intent

20400. **Intent of Legislature.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. **Definition of "Code".** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. **Subscription to Code; Form.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: **(see next page)**

20441. **Supply of Forms.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. **Retention of Forms; Public Inspection.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. **Public Record.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Date

Signature

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

PREPARATION OF CANDIDATE'S STATEMENT

Each candidate for nonpartisan elective office in any local agency may prepare a Candidate's Statement on a form provided by the Registrar of Voters. The Candidate's Statement is optional.

CONTENTS

The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words**, of the candidate's education and qualifications expressed by the candidate. "Age" is optional and may be omitted. "Occupation" may be expanded beyond the three words allowed as a ballot designation. The candidate is not permitted to include party affiliation or membership or activity in any partisan political organizations.

Candidate's statements for judicial offices 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 judicial office or to another candidate's qualifications. The elections official is prohibited from printing and distributing any statement not in compliance with these restrictions.

The law specifically states that the author of a Candidate's Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. §13307(d), §18351)

FORMAT

Statement must be typed or neatly printed on the form issued by the Registrar of Voters. If a candidate wishes to submit an electronically generated statement, they may do so by taping a hard copy to each page of the form provided and signing the form in the appropriate places. Since the Elections Code requires that the statement of each candidate be printed in type of uniform size and darkness, and with uniform spacing, the statement must follow conventional usage (E.C. §13307(b)).

1. The statement will be printed in standard paragraph form. Outline form is not acceptable.
2. Capital letters will be used only for words normally capitalized (i.e. the first letter of the first word of a sentence, proper noun, etc.). Words will not be printed in "all caps".
3. Bold type, italicizing or underlining is not permitted.

WORD COUNT

The 200 word limit set by E.C. §13307 is strictly observed. Candidates should count their words carefully using the following guidelines.

1. Punctuation is not counted.
2. All geographical names shall be considered as one word.
3. Each abbreviation for a word, phrase or expression shall be counted as one word
4. Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
5. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.

6. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one" shall be considered as a separate word or words (ie. "one hundred" will be counted as two words.

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS

The Registrar of Voters does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. The statement will only be accepted on the form provided on page 10; page 11 is required to be signed, completed and provided to the Registrar's office when filing the candidate statement

DEPOSIT

The County Clerk shall collect a deposit at the time of filing the candidate's statement. The final cost will be determined after the printing bills are received by the County Clerk. Candidates will be billed any cost over and above the deposit collected or will be refunded any overpayment at that time. (E.C. 13307(c)) Please see page 12 for deposits.

EXAMPLE OF FORMAT:

NAME: PAT DOE

OCCUPATION: Fortune Teller/Comedian

AGE: 65

This is an example of an acceptable format to be used in a Candidate's Statement. The guidelines for the content of the statement and the format may be found in the preceding paragraphs.

The candidate statement is printed in standard paragraph form, which means each paragraph will start at the left margin and the right margins will be justified. A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, they will begin at the left margin and will only be allowed if space permits. If space does not permit, the items will be converted to a list. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters will make modifications so it conforms to these rules.

S/Pat Doe

COUNTY CODE SECTION 2.04.060

Candidate's Fees

- (1) Pursuant to Elections Code 10012, each candidate for County Office shall pay the actual prorated costs of printing, handling and translating his candidate's statement, if any, incurred by the county.
- (2) The candidate's statement shall be limited to 200 words; and
- (3) The County Clerk shall accept from the candidate no other material for transmittal to the voters.

(Ordinance No. 3052, adopted 1978)

CANDIDATE'S STATEMENT

(Section 13307, Elections Code)

Name of Candidate _____ Age _____

Occupation _____ Date of Election _____

Name of Office _____ Name of District _____

Statement of education & qualifications:

One of the two boxes below must be signed

A **Spanish** translation of the foregoing statement
requested? **Yes** **No**

Candidate must check appropriate box and sign here if a statement is
being submitted

I do not elect to file a Candidate's Statement as
permitted by Elections Code §13307.

In the event there is no opposition for this contest, please do not print this statement. (Optional)

**AGREEMENT FOR PRINTING AND DISTRIBUTION OF
CANDIDATE'S STATEMENT**

I, _____, have on this date filed my Declaration of Candidacy with the County Clerk for the office of _____, and have filed therewith my candidate's statement pursuant to Section 13307 of the Elections Code, State of California. I agree that my statement shall be printed and distributed by the County Clerk and paid for by me as follows:

- (1) I promise to pay the actual prorated costs of printing and distribution incurred by the County of Mendocino as billed to me by the County Clerk. Such payment shall be made by check, money order or cash within thirty (30) days after such billing.**
- (2) I understand that I may withdraw my Statement upon written request filed with the County Clerk on or before 5:00 p.m., on the day following the last day to file for this office.**
- (4) Neither the County of Mendocino, the County Clerk nor any other officer or employee of this county shall be held liable for the unintentional variation between the draft submitted by me and that mailed with the sample ballot.**

Dated

Signature of Candidate

Address of Candidate

DEPOSITS DUE FOR CANDIDATE'S STATEMENTS

Mendocino County Deposits:

MENDOCINO CO. OFFICES	ENGLISH	ENG/SPANISH
Mendocino Coast Healthcare District	\$ 300	\$ 500
Mendocino Coast Rec & Park District	\$ 300	\$ 500
Southern Humboldt Community Healthcare District	\$ 100	\$ 200
Coast Life Support District	\$ 200	\$ 300

MENDOCINO CO. SCHOOL/COLLEGE DISTRICTS	ENGLISH	ENG/SPANISH
Mendocino County Board of Education	\$ 300	\$ 500
Arena Union/Pt Arena Joint Union High School Dist.	\$ 200	\$ 400
Fort Bragg Unified School District	\$ 300	\$ 500
Laytonville Unified School District	\$ 150	\$ 300
Leggett Valley Unified School District	\$ 100	\$ 200
Manchester Union Elementary School District	\$ 100	\$ 200
Mendocino Unified School District	\$ 150	\$ 300
Potter Valley Community School District	\$ 150	\$ 300
Round Valley Unified School District	\$ 150	\$ 300
Ukiah Unified School District	\$ 300	\$ 500
Willits Unified School District	\$ 300	\$ 500
Southern Humboldt Joint Unified School District	\$ 50	\$ 100
Mendocino-Lake Community College District	\$ 300	\$ 500

Lake County Deposits:

LAKE COUNTY OFFICES	ENGLISH	ENG/SPANISH
Mendocino-Lake Community College District (TA 6)	\$ Please call Lake Co.	\$ Please call Lake Co.

Sonoma County Deposits:

SONOMA CO. OFFICES	ENGLISH	ENG/SPANISH
Coast Life Support District	\$ Please call Sonoma Co.	\$ Please call Sonoma Co.

Humboldt County Deposits:

HUMBOLDT COUNTY OFFICES:	ENGLISH	ENG/SPANISH
Southern Humboldt Community Healthcare District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.
Southern Humboldt Joint Unified School District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.

STATEWIDE OFFICES	ENGLISH	ENG/SPANISH
State Legislative Candidates (250 words –only candidates who voluntarily agree to the Prop 34 Campaign Expenditure limits)	\$ 1,000	\$ 1,200

Please contact the following counties for additional information on putting your Candidate's Statement or Statement of Qualifications in their Sample Ballots:

- Sonoma County Registrar's office at: (800) 750-VOTE or (707) 565-6800.
- Humboldt County Registrar's office at: (707) 445-7481.
- Lake County Registrar's office at: (707) 263-2372

MASS MAILING

Government Code §84305

(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).

POLITICAL ADVERTISING ON COUNTY PROPERTY

Chapter 14.24, Mendocino County Code

§14.24.010 Prohibition of Political Advertising

It shall be unlawful for any person to affix or cause to be affixed to any property of the county any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advocating the election or defeat of any individual or individuals seeking elective office or advocating the passage or defeat of any issue subject to ballot or of advertising any assembly, meeting, or other form of gathering in support of or in opposition to such individuals or issues.

(Ord. No. 947, adopted 1972.)

POLITICAL SUBDIVISIONS OF MENDOCINO COUNTY

Mendocino County is comprised of 4 incorporated cities, 14 school districts and 40 self-governed special districts and has 8 Superior Court Judges. The County is also within the following political subdivisions and is divided into the supervisorial districts shown below.

CONGRESSIONAL	2 nd Congressional District Del Norte, Humboldt, Trinity, Mendocino, Sonoma and Marin Counties
SENATORIAL	2 nd Senatorial District Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma and Marin Counties
ASSEMBLY	2 nd Assembly District Del Norte, Humboldt, Trinity, Mendocino, and Sonoma Counties
BOARD OF EQUALIZATION	2 nd District Del Norte, Humboldt, Trinity, Mendocino, Lake, Colusa, Sonoma, Napa, Yolo, Marin, Solano, Contra Costa, San Mateo, Alameda, Santa Clara, Santa Cruz, Monterey, San Benito, San Luis Obispo and a portion of Santa Barbara Counties
SUPERVISORIAL DISTRICTS	Elected in Presidential Election Year: 1 st District (Talmage, Redwood Valley & Potter Valley) 2 nd District (City of Ukiah) 4 th District (Piercy, Leggett, Westport & Fort Bragg) **Elected in Gubernatorial Election Year: 3 rd District (Covelo, Branscomb, Laytonville & Willits) 5 th District (Albion, Comptche, Elk, Navarro, Philo, Boonville, South Ukiah, Hopland, Yorkville, Point Arena, Anchor Bay & Gualala)

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously *if the offices have overlapping and conflicting public duties*.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a questions about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at 916 324-5437 or visit their website, www.caag.state.ca.us For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1 866 275-3772.

MEMORANDUM

**COUNTY OF MENDOCINO
ELECTIONS**

TO: All Candidates

FROM: Susan M. Ranochak, Registrar of Voters

SUBJECT: INCOMPLETE BALLOT COUNTING ON ELECTION NIGHT

Candidates and the public are frequently surprised on the day after an election when they learn that there are ballots countywide/statewide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of election night ballot counting, and follow-up ballot tabulation, which occurs in the days/weeks following the election. The law allows 30 days after the election to complete the ballot tally and the official audit of the election, known as the Canvass. When the Canvass is completed, the official results are certified.

There are two categories of ballots that cannot be processed on Election Night:

- VBM ballots turned in at polling locations
- Provisional ballots voted at the polls

VBM ballots turned in at polling locations. Many VBM voters wait until the last minute to make their voting choices and then mail or drop off their absentee ballots on Election Day. We receive these ballots very late on election night or (if they are post marked by Election Day) up to 3 days after Election Day. All VBM ballots must be pre-processed before they are counted – this includes verifying every VBM voter's signature prior to opening the VBM ballot envelopes to remove the ballots in preparation for counting.

Provisional ballots voted at the polls. Provisional ballots are voted at the polls when a voter's registration is in question, or when our records indicate the voter was already sent an absentee ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Write-in ballots. All Ballots containing write-in votes must be set aside for manual review of each individual ballot. When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, **every race and measure** on that ballot cannot be

counted on election night. Each ballot containing a write-in vote must be individually reviewed to determine whether or not the write-in vote is for a qualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a write-in candidate for the same office). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Due to the individual scrutiny involved, no portion of any ballot containing a write-in vote is counted on election night. **Vote tallies for write-in candidates are not available until the conclusion of the official canvass.**

There will be **NO** updates to our Final Unofficial results posted on election night until the Final Official results are released on the time of certification. Based on past trends, the number of ballots remaining to be counted after election night is anticipated at 5,000 – 15,000 countywide. Our staff will be working as quickly as possible to prepare all outstanding ballots for tabulation.

California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the total voting precincts. This manual process verifies the accuracy of the computer count. As always, candidates and members of the general public are invited to observe ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts.

We realize it is difficult for candidates/campaigns involved in close races to wait days and sometimes weeks to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have additional questions, please call me at 234-6819.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY'S Name: _____

_____ Address: _____

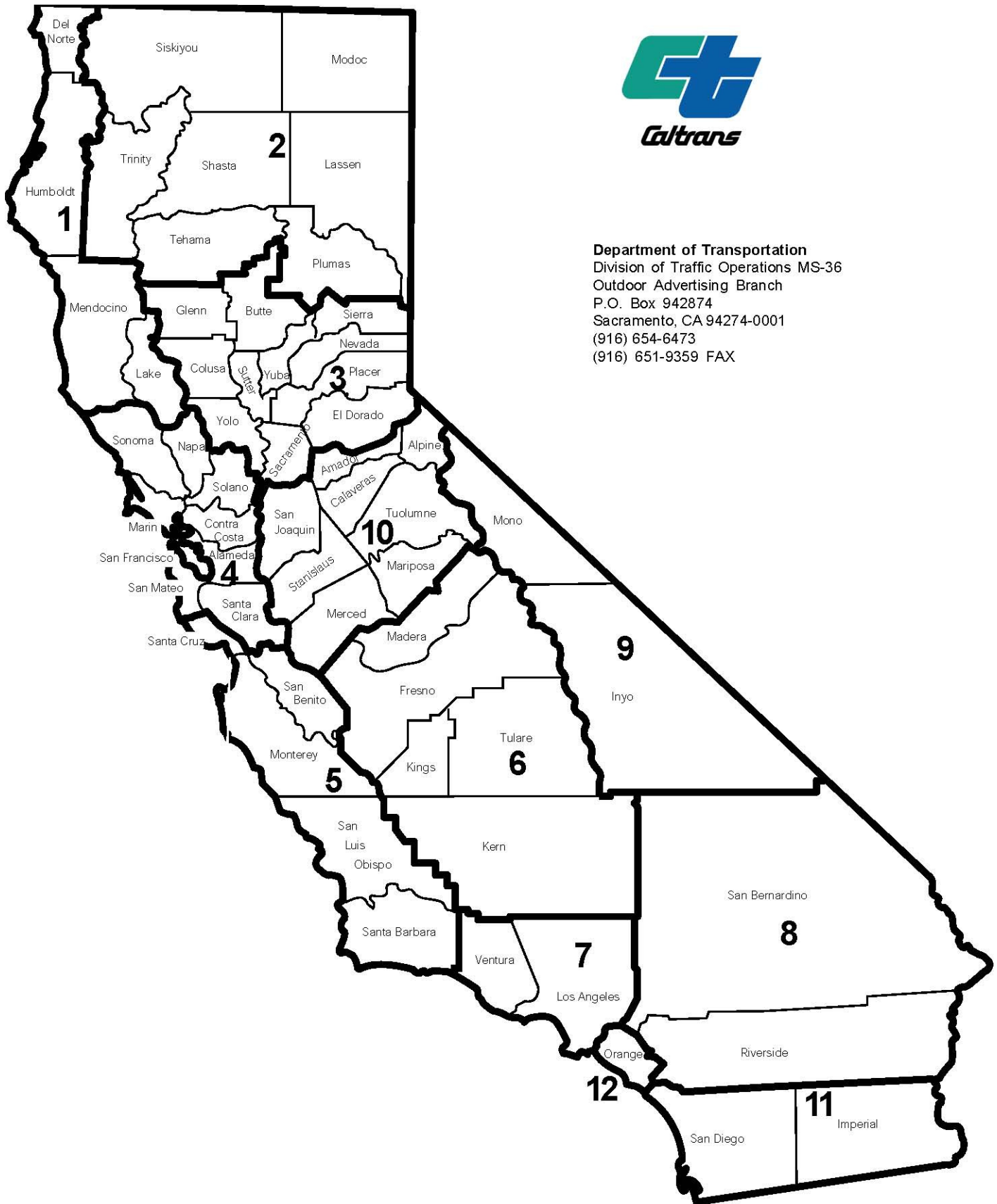
Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).



Department of Transportation
 Division of Traffic Operations MS-36
 Outdoor Advertising Branch
 P.O. Box 942874
 Sacramento, CA 94274-0001
 (916) 654-6473
 (916) 651-9359 FAX

**NOVEMBER 6, 2018
GUBERNATORIAL GENERAL ELECTION**

COUNTY OF MENDOCINO

CANDIDATE INFORMATION PACKET



Prepared and Distributed by
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder
(707) 234-6819

Table of Contents

Election Calendar.....	3
Qualifications for Office	4
Declaration of Candidacy	5
Campaign Disclosure	5
Code of Fair Campaign Practices	6 & 7
Preparation of Candidate's Statement	8 & 9
Candidate's Statement Form	10
Agreement for Printing Candidate's Statement	11
Deposits Due for Candidate's Statement	12
Mass Mailing	12
Advertising on County Property	13
Political Subdivisions of Mendocino County	14
Incompatibility of Offices	15
Memo explaining Canvass	16 & 17
Department of Transportation letter regarding signs.....	18
Statement of Responsibility regarding signs, map attached	19 & 20

TENTATIVE CALENDAR FOR THE NOVEMBER 6, 2018
STATEWIDE GUBERNATORIAL GENERAL ELECTION

E-125	<i>July 4 – next business day –</i> July 5	District secretary to file “Notice of Elective Offices to be Filled” and their district boundary map; the regulation regarding payment of candidate statements and list of officials whose terms expire in December of 2018
E-113 – E-88	Jul 16 - Aug 10	Declaration of Candidacy & Nomination Papers
E-88	August 10	Last day to file candidacy papers, candidate statements and last day for measures to qualify for ballot.
E-87 – E-83	Aug 11 – Aug 15	Extension period for candidates – if an incumbent fails to file
E-57 – E-14	Sept 10 – Oct 23	Write-In Candidacy Period
E-40	Sept 27	First day to mail Sample Ballot Booklets
E-29	Oct 8	First day to mail Official Ballots
E-15	Oct 22	Last day to Register to Vote
E-14	Oct 23	Last day for Write-In Candidates
E-7	Oct 30	Last day to request vote by mail ballot applications if ballots are to be mailed to voter. Voters may come into our office and request a vote by mail ballot up until 8 p.m. on Election Day.
E-Day	Nov 6th	ELECTION DAY

QUALIFICATIONS FOR OFFICE SPECIAL DISTRICTS

Must be an elector in the Jurisdiction in which duties of the office are to be exercised.

HEALTHCARE DISTRICTS

Southern Humboldt Community Healthcare District
Mendocino Coast Healthcare District

AMBULANCE DISTRICT

Coast Life Support District

RECREATION & PARK DISTRICT

Mendocino Coast Recreation & Park District

SCHOOL DISTRICTS

***Arena Union/Pt Arena Joint Union High School District
Fort Bragg Unified School District
Laytonville Unified School District
Leggett Valley Unified School District
Manchester Union Elementary School District
**Mendocino Unified School District (TA 2 & TA 4)
Potter Valley Community Unified School District
Round Valley Unified School District
**Ukiah Unified School District (TA N, TA C & TA S)
Willits Unified School District
Southern Humboldt Joint Unified School District

COLLEGE DISTRICTS

**Mendocino- Lake Community College District (TA 4_(Short Term), TA 2, TA 5 & TA 6)

BOARD OF EDUCATION

**Mendocino County Board of Education (TA 1 & TA 2)

**** School Districts with Trustee Areas:** Must be a resident of the trustee area of the District in which duties of the office are to be exercised

***** Arena Union Elementary School and Point Arena Joint Union High School Districts have a common Board.**

DECLARATION OF CANDIDACY

Each candidate will be required to complete a Declaration of Candidacy. Among other things, you will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, etc.).

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

You will also be required to decide if you wish to have a **BALLOT DESIGNATION** appear under your name on the ballot. You may use up to **three words** designating your PRINCIPAL PROFESSION, VOCATION OR OCCUPATION. You may not use any company names. You may not use a designation that will mislead the voters. You may use the term "incumbent" or the title of the office, if you are running for an office to which you were previously elected. You may use the term "appointed incumbent" or the title of the office preceded by the word "appointed" if you are running for an elective office to which you were appointed. You may also choose to have no designation appear under your name on the ballot. For additional information, please see the Ballot Designation Worksheet; which can be obtained in our office.

CAMPAIGN DISCLOSURE

You will be provided with the Form 470 which must be filed at the same time you file candidacy papers. This form covers campaigns that will raise or spend LESS than \$2,000 in contributions. **If you believe your campaign will raise or spend MORE than \$2,000, you must request a campaign disclosure manual and a Form 410-Statement of Organization.** It is your responsibility to become familiar with the filing requirements and request forms you may need from this office. **This office and/or the Secretary of State's office may fine you if filing deadlines are not met.**

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES
as found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices
Article 1. General Intent

20400. **Intent of Legislature.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. **Definition of "Code".** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. **Subscription to Code; Form.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: **(see next page)**

20441. **Supply of Forms.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. **Retention of Forms; Public Inspection.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. **Public Record.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Date

Signature

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

PREPARATION OF CANDIDATE'S STATEMENT

Each candidate for nonpartisan elective office in any local agency may prepare a Candidate's Statement on a form provided by the Registrar of Voters. The Candidate's Statement is optional.

CONTENTS

The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words**, of the candidate's education and qualifications expressed by the candidate. "Age" is optional and may be omitted. "Occupation" may be expanded beyond the three words allowed as a ballot designation. The candidate is not permitted to include party affiliation or membership or activity in any partisan political organizations.

Candidate's statements for judicial offices 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 judicial office or to another candidate's qualifications. The elections official is prohibited from printing and distributing any statement not in compliance with these restrictions.

The law specifically states that the author of a Candidate's Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. §13307(d), §18351)

FORMAT

Statement must be typed or neatly printed on the form issued by the Registrar of Voters. If a candidate wishes to submit an electronically generated statement, they may do so by taping a hard copy to each page of the form provided and signing the form in the appropriate places. Since the Elections Code requires that the statement of each candidate be printed in type of uniform size and darkness, and with uniform spacing, the statement must follow conventional usage (E.C. §13307(b)).

1. The statement will be printed in standard paragraph form. Outline form is not acceptable.
2. Capital letters will be used only for words normally capitalized (i.e. the first letter of the first word of a sentence, proper noun, etc.). Words will not be printed in "all caps".
3. Bold type, italicizing or underlining is not permitted.

WORD COUNT

The 200 word limit set by E.C. §13307 is strictly observed. Candidates should count their words carefully using the following guidelines.

1. Punctuation is not counted.
2. All geographical names shall be considered as one word.
3. Each abbreviation for a word, phrase or expression shall be counted as one word
4. Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
5. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.

6. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one" shall be considered as a separate word or words (ie. "one hundred" will be counted as two words.

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS

The Registrar of Voters does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. The statement will only be accepted on the form provided on page 10; page 11 is required to be signed, completed and provided to the Registrar's office when filing the candidate statement

DEPOSIT

The County Clerk shall collect a deposit at the time of filing the candidate's statement. The final cost will be determined after the printing bills are received by the County Clerk. Candidates will be billed any cost over and above the deposit collected or will be refunded any overpayment at that time. (E.C. 13307(c)) Please see page 12 for deposits.

EXAMPLE OF FORMAT:

NAME: PAT DOE

OCCUPATION: Fortune Teller/Comedian

AGE: 65

This is an example of an acceptable format to be used in a Candidate's Statement. The guidelines for the content of the statement and the format may be found in the preceding paragraphs.

The candidate statement is printed in standard paragraph form, which means each paragraph will start at the left margin and the right margins will be justified. A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, they will begin at the left margin and will only be allowed if space permits. If space does not permit, the items will be converted to a list. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters will make modifications so it conforms to these rules.

S/Pat Doe

COUNTY CODE SECTION 2.04.060

Candidate's Fees

- (1) Pursuant to Elections Code 10012, each candidate for County Office shall pay the actual prorated costs of printing, handling and translating his candidate's statement, if any, incurred by the county.
- (2) The candidate's statement shall be limited to 200 words; and
- (3) The County Clerk shall accept from the candidate no other material for transmittal to the voters.

(Ordinance No. 3052, adopted 1978)

CANDIDATE'S STATEMENT

(Section 13307, Elections Code)

Name of Candidate _____ Age _____

Occupation _____ Date of Election _____

Name of Office _____ Name of District _____

Statement of education & qualifications:

One of the two boxes below must be signed

<p>A Spanish translation of the foregoing statement requested? Yes No</p> <p>_____</p> <p>Candidate must check appropriate box and sign here if a statement is being submitted</p>	<p>I do not elect to file a Candidate's Statement as permitted by Elections Code §13307.</p> <p>_____</p>
<p>In the event there is no opposition for this contest, please do not print this statement. (Optional)</p> <p>_____</p>	

**AGREEMENT FOR PRINTING AND DISTRIBUTION OF
CANDIDATE'S STATEMENT**

I, _____, have on this date filed my Declaration of Candidacy with the County Clerk for the office of _____, and have filed therewith my candidate's statement pursuant to Section 13307 of the Elections Code, State of California. I agree that my statement shall be printed and distributed by the County Clerk and paid for by me as follows:

- (1) I promise to pay the actual prorated costs of printing and distribution incurred by the County of Mendocino as billed to me by the County Clerk. Such payment shall be made by check, money order or cash within thirty (30) days after such billing.**
- (2) I understand that I may withdraw my Statement upon written request filed with the County Clerk on or before 5:00 p.m., on the day following the last day to file for this office.**
- (4) Neither the County of Mendocino, the County Clerk nor any other officer or employee of this county shall be held liable for the unintentional variation between the draft submitted by me and that mailed with the sample ballot.**

Dated

Signature of Candidate

Address of Candidate

DEPOSITS DUE FOR CANDIDATE'S STATEMENTS

Mendocino County Deposits:

MENDOCINO CO. OFFICES	ENGLISH	ENG/SPANISH
Mendocino Coast Healthcare District	\$ 300	\$ 500
Mendocino Coast Rec & Park District	\$ 300	\$ 500
Southern Humboldt Community Healthcare District	\$ 100	\$ 200
Coast Life Support District	\$ 200	\$ 300

MENDOCINO CO. SCHOOL/COLLEGE DISTRICTS	ENGLISH	ENG/SPANISH
Mendocino County Board of Education	\$ 300	\$ 500
Arena Union/Pt Arena Joint Union High School Dist.	\$ 200	\$ 400
Fort Bragg Unified School District	\$ 300	\$ 500
Laytonville Unified School District	\$ 150	\$ 300
Leggett Valley Unified School District	\$ 100	\$ 200
Manchester Union Elementary School District	\$ 100	\$ 200
Mendocino Unified School District	\$ 150	\$ 300
Potter Valley Community School District	\$ 150	\$ 300
Round Valley Unified School District	\$ 150	\$ 300
Ukiah Unified School District	\$ 300	\$ 500
Willits Unified School District	\$ 300	\$ 500
Southern Humboldt Joint Unified School District	\$ 50	\$ 100
Mendocino-Lake Community College District	\$ 300	\$ 500

Lake County Deposits:

LAKE COUNTY OFFICES	ENGLISH	ENG/SPANISH
Mendocino-Lake Community College District (TA 6)	\$ Please call Lake Co.	\$ Please call Lake Co.

Sonoma County Deposits:

SONOMA CO. OFFICES	ENGLISH	ENG/SPANISH
Coast Life Support District	\$ Please call Sonoma Co.	\$ Please call Sonoma Co.

Humboldt County Deposits:

HUMBOLDT COUNTY OFFICES:	ENGLISH	ENG/SPANISH
Southern Humboldt Community Healthcare District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.
Southern Humboldt Joint Unified School District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.

STATEWIDE OFFICES	ENGLISH	ENG/SPANISH
State Legislative Candidates (250 words –only candidates who voluntarily agree to the Prop 34 Campaign Expenditure limits)	\$ 1,000	\$ 1,200

Please contact the following counties for additional information on putting your Candidate's Statement or Statement of Qualifications in their Sample Ballots:

- Sonoma County Registrar's office at: (800) 750-VOTE or (707) 565-6800.
- Humboldt County Registrar's office at: (707) 445-7481.
- Lake County Registrar's office at: (707) 263-2372

MASS MAILING

Government Code §84305

(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).

POLITICAL ADVERTISING ON COUNTY PROPERTY

Chapter 14.24, Mendocino County Code

§14.24.010 Prohibition of Political Advertising

It shall be unlawful for any person to affix or cause to be affixed to any property of the county any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advocating the election or defeat of any individual or individuals seeking elective office or advocating the passage or defeat of any issue subject to ballot or of advertising any assembly, meeting, or other form of gathering in support of or in opposition to such individuals or issues.

(Ord. No. 947, adopted 1972.)

POLITICAL SUBDIVISIONS OF MENDOCINO COUNTY

Mendocino County is comprised of 4 incorporated cities, 14 school districts and 40 self-governed special districts and has 8 Superior Court Judges. The County is also within the following political subdivisions and is divided into the supervisorial districts shown below.

CONGRESSIONAL	2 nd Congressional District Del Norte, Humboldt, Trinity, Mendocino, Sonoma and Marin Counties
SENATORIAL	2 nd Senatorial District Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma and Marin Counties
ASSEMBLY	2 nd Assembly District Del Norte, Humboldt, Trinity, Mendocino, and Sonoma Counties
BOARD OF EQUALIZATION	2 nd District Del Norte, Humboldt, Trinity, Mendocino, Lake, Colusa, Sonoma, Napa, Yolo, Marin, Solano, Contra Costa, San Mateo, Alameda, Santa Clara, Santa Cruz, Monterey, San Benito, San Luis Obispo and a portion of Santa Barbara Counties
SUPERVISORIAL DISTRICTS	Elected in Presidential Election Year: 1 st District (Talmage, Redwood Valley & Potter Valley) 2 nd District (City of Ukiah) 4 th District (Piercy, Leggett, Westport & Fort Bragg) **Elected in Gubernatorial Election Year: 3 rd District (Covelo, Branscomb, Laytonville & Willits) 5 th District (Albion, Comptche, Elk, Navarro, Philo, Boonville, South Ukiah, Hopland, Yorkville, Point Arena, Anchor Bay & Gualala)

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously *if the offices have overlapping and conflicting public duties*.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a questions about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at 916 324-5437 or visit their website, www.caag.state.ca.us For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1 866 275-3772.

MEMORANDUM

**COUNTY OF MENDOCINO
ELECTIONS**

TO: All Candidates

FROM: Susan M. Ranochak, Registrar of Voters

SUBJECT: INCOMPLETE BALLOT COUNTING ON ELECTION NIGHT

Candidates and the public are frequently surprised on the day after an election when they learn that there are ballots countywide/statewide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of election night ballot counting, and follow-up ballot tabulation, which occurs in the days/weeks following the election. The law allows 30 days after the election to complete the ballot tally and the official audit of the election, known as the Canvass. When the Canvass is completed, the official results are certified.

There are two categories of ballots that cannot be processed on Election Night:

- VBM ballots turned in at polling locations
- Provisional ballots voted at the polls

VBM ballots turned in at polling locations. Many VBM voters wait until the last minute to make their voting choices and then mail or drop off their absentee ballots on Election Day. We receive these ballots very late on election night or (if they are post marked by Election Day) up to 3 days after Election Day. All VBM ballots must be pre-processed before they are counted – this includes verifying every VBM voter's signature prior to opening the VBM ballot envelopes to remove the ballots in preparation for counting.

Provisional ballots voted at the polls. Provisional ballots are voted at the polls when a voter's registration is in question, or when our records indicate the voter was already sent an absentee ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Write-in ballots. All Ballots containing write-in votes must be set aside for manual review of each individual ballot. When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, **every race and measure** on that ballot cannot be

counted on election night. Each ballot containing a write-in vote must be individually reviewed to determine whether or not the write-in vote is for a qualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a write-in candidate for the same office). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Due to the individual scrutiny involved, no portion of any ballot containing a write-in vote is counted on election night. **Vote tallies for write-in candidates are not available until the conclusion of the official canvass.**

There will be **NO** updates to our Final Unofficial results posted on election night until the Final Official results are released on the time of certification. Based on past trends, the number of ballots remaining to be counted after election night is anticipated at 5,000 – 15,000 countywide. Our staff will be working as quickly as possible to prepare all outstanding ballots for tabulation.

California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the total voting precincts. This manual process verifies the accuracy of the computer count. As always, candidates and members of the general public are invited to observe ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts.

We realize it is difficult for candidates/campaigns involved in close races to wait days and sometimes weeks to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have additional questions, please call me at 234-6819.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure



Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

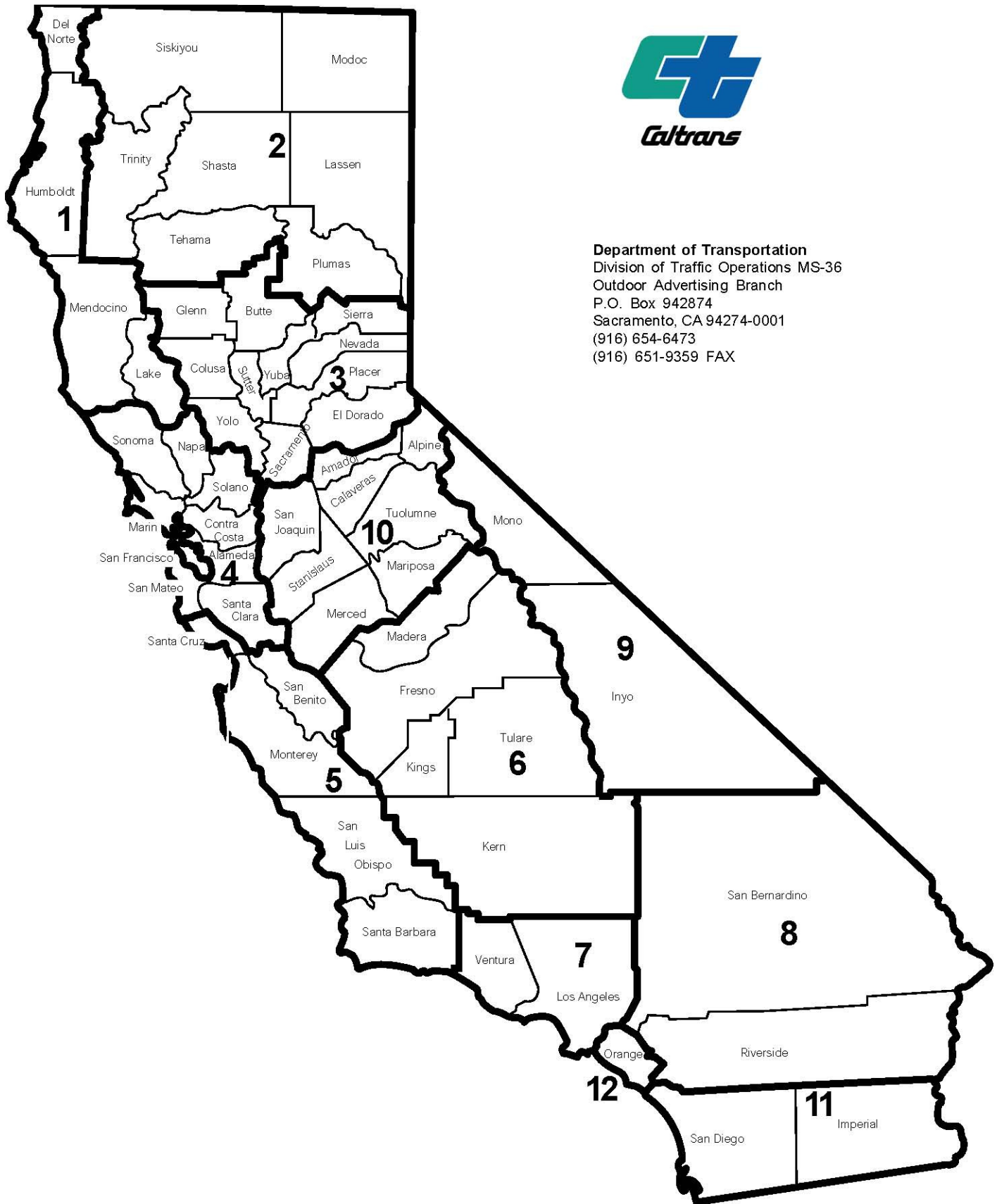
Number of signs to be placed: _____

_____ Address:

Phone Number (Include Area Code) _____

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).



**NOVEMBER 6, 2018
GUBERNATORIAL GENERAL ELECTION**

COUNTY OF MENDOCINO

CANDIDATE INFORMATION PACKET



Prepared and Distributed by
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder
(707) 234-6819

Table of Contents

Election Calendar.....	3
Qualifications for Office	4
Declaration of Candidacy	5
Campaign Disclosure	5
Code of Fair Campaign Practices	6 & 7
Preparation of Candidate's Statement	8 & 9
Candidate's Statement Form	10
Agreement for Printing Candidate's Statement	11
Deposits Due for Candidate's Statement	12
Mass Mailing	12
Advertising on County Property	13
Political Subdivisions of Mendocino County	14
Incompatibility of Offices	15
Memo explaining Canvass	16 & 17
Department of Transportation letter regarding signs.....	18
Statement of Responsibility regarding signs, map attached	19 & 20

TENTATIVE CALENDAR FOR THE NOVEMBER 6, 2018
STATEWIDE GUBERNATORIAL GENERAL ELECTION

E-125	<i>July 4 – next business day –</i> July 5	District secretary to file “Notice of Elective Offices to be Filled” and their district boundary map; the regulation regarding payment of candidate statements and list of officials whose terms expire in December of 2018
E-113 – E-88	Jul 16 - Aug 10	Declaration of Candidacy & Nomination Papers
E-88	August 10	Last day to file candidacy papers, candidate statements and last day for measures to qualify for ballot.
E-87 – E-83	Aug 11 – Aug 15	Extension period for candidates – if an incumbent fails to file
E-57 – E-14	Sept 10 – Oct 23	Write-In Candidacy Period
E-40	Sept 27	First day to mail Sample Ballot Booklets
E-29	Oct 8	First day to mail Official Ballots
E-15	Oct 22	Last day to Register to Vote
E-14	Oct 23	Last day for Write-In Candidates
E-7	Oct 30	Last day to request vote by mail ballot applications if ballots are to be mailed to voter. Voters may come into our office and request a vote by mail ballot up until 8 p.m. on Election Day.
E-Day	Nov 6th	ELECTION DAY

QUALIFICATIONS FOR OFFICE SPECIAL DISTRICTS

Must be an elector in the Jurisdiction in which duties of the office are to be exercised.

HEALTHCARE DISTRICTS

Southern Humboldt Community Healthcare District
Mendocino Coast Healthcare District

AMBULANCE DISTRICT

Coast Life Support District

RECREATION & PARK DISTRICT

Mendocino Coast Recreation & Park District

SCHOOL DISTRICTS

***Arena Union/Pt Arena Joint Union High School District
Fort Bragg Unified School District
Laytonville Unified School District
Leggett Valley Unified School District
Manchester Union Elementary School District
**Mendocino Unified School District (TA 2 & TA 4)
Potter Valley Community Unified School District
Round Valley Unified School District
**Ukiah Unified School District (TA N, TA C & TA S)
Willits Unified School District
Southern Humboldt Joint Unified School District

COLLEGE DISTRICTS

**Mendocino- Lake Community College District (TA 4_(Short Term), TA 2, TA 5 & TA 6)

BOARD OF EDUCATION

**Mendocino County Board of Education (TA 1 & TA 2)

**** School Districts with Trustee Areas:** Must be a resident of the trustee area of the District in which duties of the office are to be exercised

***** Arena Union Elementary School and Point Arena Joint Union High School Districts have a common Board.**

DECLARATION OF CANDIDACY

Each candidate will be required to complete a Declaration of Candidacy. Among other things, you will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, etc.).

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

You will also be required to decide if you wish to have a **BALLOT DESIGNATION** appear under your name on the ballot. You may use up to **three words** designating your PRINCIPAL PROFESSION, VOCATION OR OCCUPATION. You may not use any company names. You may not use a designation that will mislead the voters. You may use the term "incumbent" or the title of the office, if you are running for an office to which you were previously elected. You may use the term "appointed incumbent" or the title of the office preceded by the word "appointed" if you are running for an elective office to which you were appointed. You may also choose to have no designation appear under your name on the ballot. For additional information, please see the Ballot Designation Worksheet; which can be obtained in our office.

CAMPAIGN DISCLOSURE

You will be provided with the Form 470 which must be filed at the same time you file candidacy papers. This form covers campaigns that will raise or spend LESS than \$2,000 in contributions. **If you believe your campaign will raise or spend MORE than \$2,000, you must request a campaign disclosure manual and a Form 410-Statement of Organization.** It is your responsibility to become familiar with the filing requirements and request forms you may need from this office. **This office and/or the Secretary of State's office may fine you if filing deadlines are not met.**

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES
as found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices
Article 1. General Intent

20400. **Intent of Legislature.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. **Definition of "Code".** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. **Subscription to Code; Form.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: **(see next page)**

20441. **Supply of Forms.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. **Retention of Forms; Public Inspection.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. **Public Record.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Date

Signature

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

PREPARATION OF CANDIDATE'S STATEMENT

Each candidate for nonpartisan elective office in any local agency may prepare a Candidate's Statement on a form provided by the Registrar of Voters. The Candidate's Statement is optional.

CONTENTS

The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words**, of the candidate's education and qualifications expressed by the candidate. "Age" is optional and may be omitted. "Occupation" may be expanded beyond the three words allowed as a ballot designation. The candidate is not permitted to include party affiliation or membership or activity in any partisan political organizations.

Candidate's statements for judicial offices 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 judicial office or to another candidate's qualifications. The elections official is prohibited from printing and distributing any statement not in compliance with these restrictions.

The law specifically states that the author of a Candidate's Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. §13307(d), §18351)

FORMAT

Statement must be typed or neatly printed on the form issued by the Registrar of Voters. If a candidate wishes to submit an electronically generated statement, they may do so by taping a hard copy to each page of the form provided and signing the form in the appropriate places. Since the Elections Code requires that the statement of each candidate be printed in type of uniform size and darkness, and with uniform spacing, the statement must follow conventional usage (E.C. §13307(b)).

1. The statement will be printed in standard paragraph form. Outline form is not acceptable.
2. Capital letters will be used only for words normally capitalized (i.e. the first letter of the first word of a sentence, proper noun, etc.). Words will not be printed in "all caps".
3. Bold type, italicizing or underlining is not permitted.

WORD COUNT

The 200 word limit set by E.C. §13307 is strictly observed. Candidates should count their words carefully using the following guidelines.

1. Punctuation is not counted.
2. All geographical names shall be considered as one word.
3. Each abbreviation for a word, phrase or expression shall be counted as one word
4. Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
5. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.

6. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one" shall be considered as a separate word or words (ie. "one hundred" will be counted as two words.

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS

The Registrar of Voters does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. The statement will only be accepted on the form provided on page 10; page 11 is required to be signed, completed and provided to the Registrar's office when filing the candidate statement

DEPOSIT

The County Clerk shall collect a deposit at the time of filing the candidate's statement. The final cost will be determined after the printing bills are received by the County Clerk. Candidates will be billed any cost over and above the deposit collected or will be refunded any overpayment at that time. (E.C. 13307(c)) Please see page 12 for deposits.

EXAMPLE OF FORMAT:

NAME: PAT DOE

OCCUPATION: Fortune Teller/Comedian

AGE: 65

This is an example of an acceptable format to be used in a Candidate's Statement. The guidelines for the content of the statement and the format may be found in the preceding paragraphs.

The candidate statement is printed in standard paragraph form, which means each paragraph will start at the left margin and the right margins will be justified. A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, they will begin at the left margin and will only be allowed if space permits. If space does not permit, the items will be converted to a list. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters will make modifications so it conforms to these rules.

S/Pat Doe

COUNTY CODE SECTION 2.04.060

Candidate's Fees

- (1) Pursuant to Elections Code 10012, each candidate for County Office shall pay the actual prorated costs of printing, handling and translating his candidate's statement, if any, incurred by the county.
- (2) The candidate's statement shall be limited to 200 words; and
- (3) The County Clerk shall accept from the candidate no other material for transmittal to the voters.

(Ordinance No. 3052, adopted 1978)

CANDIDATE'S STATEMENT

(Section 13307, Elections Code)

Name of Candidate _____ Age _____

Occupation _____ Date of Election _____

Name of Office _____ Name of District _____

Statement of education & qualifications:

One of the two boxes below must be signed

A **Spanish** translation of the foregoing statement requested? **Yes** **No**

Candidate must check appropriate box and sign here if a statement is being submitted

I do not elect to file a Candidate's Statement as permitted by Elections Code §13307.

In the event there is no opposition for this contest, please do not print this statement. (Optional)

**AGREEMENT FOR PRINTING AND DISTRIBUTION OF
CANDIDATE'S STATEMENT**

I, _____, have on this date filed my Declaration of Candidacy with the County Clerk for the office of _____, and have filed therewith my candidate's statement pursuant to Section 13307 of the Elections Code, State of California. I agree that my statement shall be printed and distributed by the County Clerk and paid for by me as follows:

- (1) I promise to pay the actual prorated costs of printing and distribution incurred by the County of Mendocino as billed to me by the County Clerk. Such payment shall be made by check, money order or cash within thirty (30) days after such billing.**
- (2) I understand that I may withdraw my Statement upon written request filed with the County Clerk on or before 5:00 p.m., on the day following the last day to file for this office.**
- (4) Neither the County of Mendocino, the County Clerk nor any other officer or employee of this county shall be held liable for the unintentional variation between the draft submitted by me and that mailed with the sample ballot.**

Dated

Signature of Candidate

Address of Candidate

DEPOSITS DUE FOR CANDIDATE'S STATEMENTS

Mendocino County Deposits:

MENDOCINO CO. OFFICES	ENGLISH	ENG/SPANISH
Mendocino Coast Healthcare District	\$ 300	\$ 500
Mendocino Coast Rec & Park District	\$ 300	\$ 500
Southern Humboldt Community Healthcare District	\$ 100	\$ 200
Coast Life Support District	\$ 200	\$ 300

MENDOCINO CO. SCHOOL/COLLEGE DISTRICTS	ENGLISH	ENG/SPANISH
Mendocino County Board of Education	\$ 300	\$ 500
Arena Union/Pt Arena Joint Union High School Dist.	\$ 200	\$ 400
Fort Bragg Unified School District	\$ 300	\$ 500
Laytonville Unified School District	\$ 150	\$ 300
Leggett Valley Unified School District	\$ 100	\$ 200
Manchester Union Elementary School District	\$ 100	\$ 200
Mendocino Unified School District	\$ 150	\$ 300
Potter Valley Community School District	\$ 150	\$ 300
Round Valley Unified School District	\$ 150	\$ 300
Ukiah Unified School District	\$ 300	\$ 500
Willits Unified School District	\$ 300	\$ 500
Southern Humboldt Joint Unified School District	\$ 50	\$ 100
Mendocino-Lake Community College District	\$ 300	\$ 500

Lake County Deposits:

LAKE COUNTY OFFICES	ENGLISH	ENG/SPANISH
Mendocino-Lake Community College District (TA 6)	\$ Please call Lake Co.	\$ Please call Lake Co.

Sonoma County Deposits:

SONOMA CO. OFFICES	ENGLISH	ENG/SPANISH
Coast Life Support District	\$ Please call Sonoma Co.	\$ Please call Sonoma Co.

Humboldt County Deposits:

HUMBOLDT COUNTY OFFICES:	ENGLISH	ENG/SPANISH
Southern Humboldt Community Healthcare District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.
Southern Humboldt Joint Unified School District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.

STATEWIDE OFFICES	ENGLISH	ENG/SPANISH
State Legislative Candidates (250 words –only candidates who voluntarily agree to the Prop 34 Campaign Expenditure limits)	\$ 1,000	\$ 1,200

Please contact the following counties for additional information on putting your Candidate's Statement or Statement of Qualifications in their Sample Ballots:

- Sonoma County Registrar's office at: (800) 750-VOTE or (707) 565-6800.
- Humboldt County Registrar's office at: (707) 445-7481.
- Lake County Registrar's office at: (707) 263-2372

MASS MAILING

Government Code §84305

(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).

POLITICAL ADVERTISING ON COUNTY PROPERTY

Chapter 14.24, Mendocino County Code

§14.24.010 Prohibition of Political Advertising

It shall be unlawful for any person to affix or cause to be affixed to any property of the county any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advocating the election or defeat of any individual or individuals seeking elective office or advocating the passage or defeat of any issue subject to ballot or of advertising any assembly, meeting, or other form of gathering in support of or in opposition to such individuals or issues.

(Ord. No. 947, adopted 1972.)

POLITICAL SUBDIVISIONS OF MENDOCINO COUNTY

Mendocino County is comprised of 4 incorporated cities, 14 school districts and 40 self-governed special districts and has 8 Superior Court Judges. The County is also within the following political subdivisions and is divided into the supervisorial districts shown below.

CONGRESSIONAL	2 nd Congressional District Del Norte, Humboldt, Trinity, Mendocino, Sonoma and Marin Counties
SENATORIAL	2 nd Senatorial District Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma and Marin Counties
ASSEMBLY	2 nd Assembly District Del Norte, Humboldt, Trinity, Mendocino, and Sonoma Counties
BOARD OF EQUALIZATION	2 nd District Del Norte, Humboldt, Trinity, Mendocino, Lake, Colusa, Sonoma, Napa, Yolo, Marin, Solano, Contra Costa, San Mateo, Alameda, Santa Clara, Santa Cruz, Monterey, San Benito, San Luis Obispo and a portion of Santa Barbara Counties
SUPERVISORIAL DISTRICTS	Elected in Presidential Election Year: 1 st District (Talmage, Redwood Valley & Potter Valley) 2 nd District (City of Ukiah) 4 th District (Piercy, Leggett, Westport & Fort Bragg) **Elected in Gubernatorial Election Year: 3 rd District (Covelo, Branscomb, Laytonville & Willits) 5 th District (Albion, Comptche, Elk, Navarro, Philo, Boonville, South Ukiah, Hopland, Yorkville, Point Arena, Anchor Bay & Gualala)

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously *if the offices have overlapping and conflicting public duties*.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a questions about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at 916 324-5437 or visit their website, www.caag.state.ca.us For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1 866 275-3772.

MEMORANDUM

**COUNTY OF MENDOCINO
ELECTIONS**

TO: All Candidates

FROM: Susan M. Ranochak, Registrar of Voters

SUBJECT: INCOMPLETE BALLOT COUNTING ON ELECTION NIGHT

Candidates and the public are frequently surprised on the day after an election when they learn that there are ballots countywide/statewide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of election night ballot counting, and follow-up ballot tabulation, which occurs in the days/weeks following the election. The law allows 30 days after the election to complete the ballot tally and the official audit of the election, known as the Canvass. When the Canvass is completed, the official results are certified.

There are two categories of ballots that cannot be processed on Election Night:

- VBM ballots turned in at polling locations
- Provisional ballots voted at the polls

VBM ballots turned in at polling locations. Many VBM voters wait until the last minute to make their voting choices and then mail or drop off their absentee ballots on Election Day. We receive these ballots very late on election night or (if they are post marked by Election Day) up to 3 days after Election Day. All VBM ballots must be pre-processed before they are counted – this includes verifying every VBM voter's signature prior to opening the VBM ballot envelopes to remove the ballots in preparation for counting.

Provisional ballots voted at the polls. Provisional ballots are voted at the polls when a voter's registration is in question, or when our records indicate the voter was already sent an absentee ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Write-in ballots. All Ballots containing write-in votes must be set aside for manual review of each individual ballot. When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, **every race and measure** on that ballot cannot be

counted on election night. Each ballot containing a write-in vote must be individually reviewed to determine whether or not the write-in vote is for a qualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a write-in candidate for the same office). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Due to the individual scrutiny involved, no portion of any ballot containing a write-in vote is counted on election night. **Vote tallies for write-in candidates are not available until the conclusion of the official canvass.**

There will be **NO** updates to our Final Unofficial results posted on election night until the Final Official results are released on the time of certification. Based on past trends, the number of ballots remaining to be counted after election night is anticipated at 5,000 – 15,000 countywide. Our staff will be working as quickly as possible to prepare all outstanding ballots for tabulation.

California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the total voting precincts. This manual process verifies the accuracy of the computer count. As always, candidates and members of the general public are invited to observe ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts.

We realize it is difficult for candidates/campaigns involved in close races to wait days and sometimes weeks to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have additional questions, please call me at 234-6819.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY'S Name: _____

_____ Address: _____

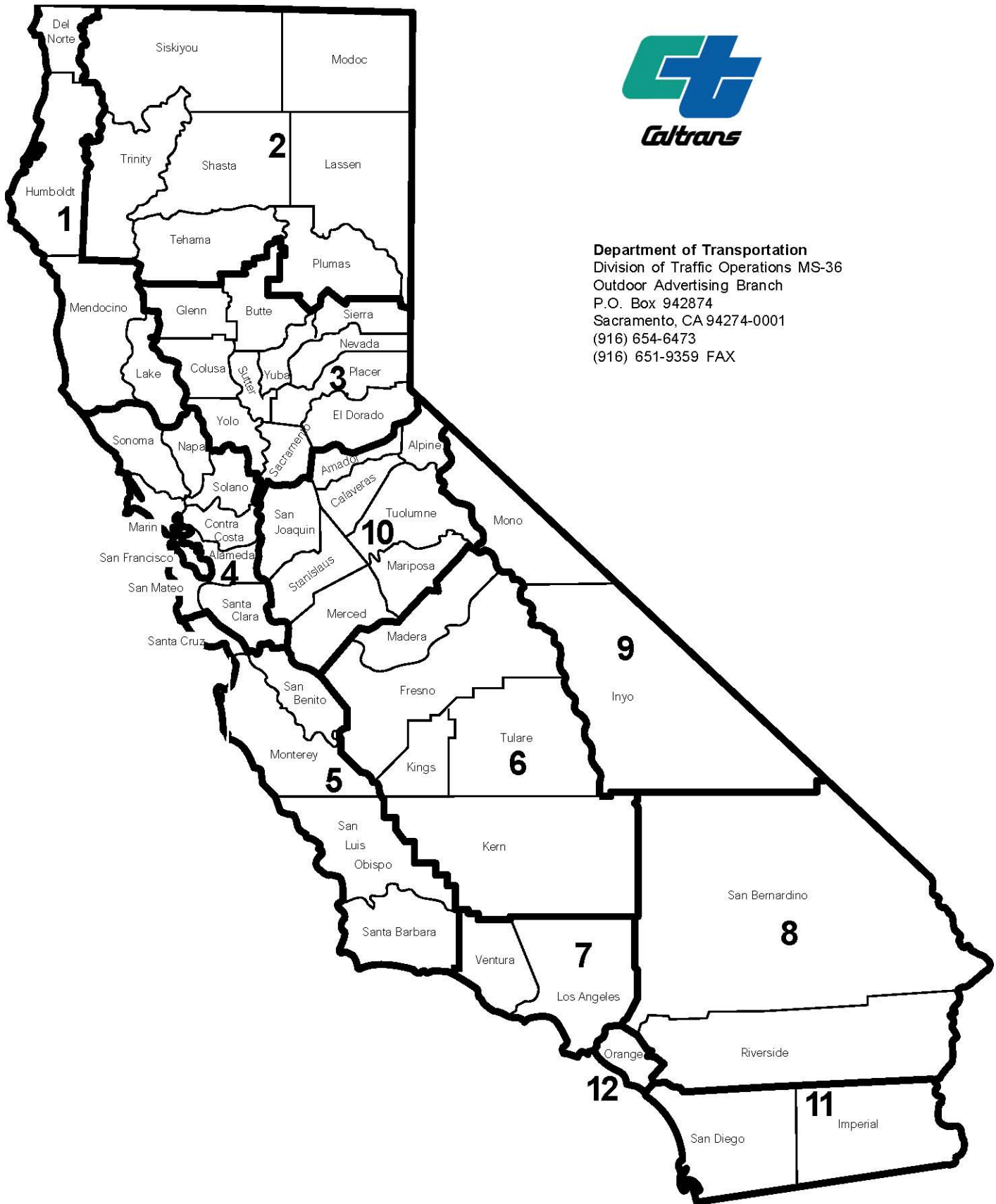
Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).



Department of Transportation
 Division of Traffic Operations MS-36
 Outdoor Advertising Branch
 P.O. Box 942874
 Sacramento, CA 94274-0001
 (916) 654-6473
 (916) 651-9359 FAX

**NOVEMBER 6, 2018
GUBERNATORIAL GENERAL ELECTION**

COUNTY OF MENDOCINO

CANDIDATE INFORMATION PACKET



Prepared and Distributed by
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder
(707) 234-6819

Table of Contents

Election Calendar.....	3
Qualifications for Office	4
Declaration of Candidacy	5
Campaign Disclosure	5
Code of Fair Campaign Practices	6 & 7
Preparation of Candidate's Statement	8 & 9
Candidate's Statement Form	10
Agreement for Printing Candidate's Statement	11
Deposits Due for Candidate's Statement	12
Mass Mailing	12
Advertising on County Property	13
Political Subdivisions of Mendocino County	14
Incompatibility of Offices	15
Memo explaining Canvass	16 & 17
Department of Transportation letter regarding signs.....	18
Statement of Responsibility regarding signs, map attached	19 & 20

TENTATIVE CALENDAR FOR THE NOVEMBER 6, 2018
STATEWIDE GUBERNATORIAL GENERAL ELECTION

E-125	<i>July 4 – next business day –</i> July 5	District secretary to file “Notice of Elective Offices to be Filled” and their district boundary map; the regulation regarding payment of candidate statements and list of officials whose terms expire in December of 2018
E-113 – E-88	Jul 16 - Aug 10	Declaration of Candidacy & Nomination Papers
E-88	August 10	Last day to file candidacy papers, candidate statements and last day for measures to qualify for ballot.
E-87 – E-83	Aug 11 – Aug 15	Extension period for candidates – if an incumbent fails to file
E-57 – E-14	Sept 10 – Oct 23	Write-In Candidacy Period
E-40	Sept 27	First day to mail Sample Ballot Booklets
E-29	Oct 8	First day to mail Official Ballots
E-15	Oct 22	Last day to Register to Vote
E-14	Oct 23	Last day for Write-In Candidates
E-7	Oct 30	Last day to request vote by mail ballot applications if ballots are to be mailed to voter. Voters may come into our office and request a vote by mail ballot up until 8 p.m. on Election Day.
E-Day	Nov 6th	ELECTION DAY

QUALIFICATIONS FOR OFFICE SPECIAL DISTRICTS

Must be an elector in the Jurisdiction in which duties of the office are to be exercised.

HEALTHCARE DISTRICTS

Southern Humboldt Community Healthcare District
Mendocino Coast Healthcare District

AMBULANCE DISTRICT

Coast Life Support District

RECREATION & PARK DISTRICT

Mendocino Coast Recreation & Park District

SCHOOL DISTRICTS

***Arena Union/Pt Arena Joint Union High School District
Fort Bragg Unified School District
Laytonville Unified School District
Leggett Valley Unified School District
Manchester Union Elementary School District
**Mendocino Unified School District (TA 2 & TA 4)
Potter Valley Community Unified School District
Round Valley Unified School District
**Ukiah Unified School District (TA N, TA C & TA S)
Willits Unified School District
Southern Humboldt Joint Unified School District

COLLEGE DISTRICTS

**Mendocino- Lake Community College District (TA 4_(Short Term), TA 2, TA 5 & TA 6)

BOARD OF EDUCATION

**Mendocino County Board of Education (TA 1 & TA 2)

**** School Districts with Trustee Areas:** Must be a resident of the trustee area of the District in which duties of the office are to be exercised

***** Arena Union Elementary School and Point Arena Joint Union High School Districts have a common Board.**

DECLARATION OF CANDIDACY

Each candidate will be required to complete a Declaration of Candidacy. Among other things, you will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, etc.).

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

You will also be required to decide if you wish to have a **BALLOT DESIGNATION** appear under your name on the ballot. You may use up to **three words** designating your PRINCIPAL PROFESSION, VOCATION OR OCCUPATION. You may not use any company names. You may not use a designation that will mislead the voters. You may use the term "incumbent" or the title of the office, if you are running for an office to which you were previously elected. You may use the term "appointed incumbent" or the title of the office preceded by the word "appointed" if you are running for an elective office to which you were appointed. You may also choose to have no designation appear under your name on the ballot. For additional information, please see the Ballot Designation Worksheet; which can be obtained in our office.

CAMPAIGN DISCLOSURE

You will be provided with the Form 470 which must be filed at the same time you file candidacy papers. This form covers campaigns that will raise or spend LESS than \$2,000 in contributions. **If you believe your campaign will raise or spend MORE than \$2,000, you must request a campaign disclosure manual and a Form 410-Statement of Organization.** It is your responsibility to become familiar with the filing requirements and request forms you may need from this office. **This office and/or the Secretary of State's office may fine you if filing deadlines are not met.**

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES
as found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices
Article 1. General Intent

20400. **Intent of Legislature.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. **Definition of "Code".** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. **Subscription to Code; Form.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: **(see next page)**

20441. **Supply of Forms.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. **Retention of Forms; Public Inspection.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. **Public Record.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Date

Signature

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

PREPARATION OF CANDIDATE'S STATEMENT

Each candidate for nonpartisan elective office in any local agency may prepare a Candidate's Statement on a form provided by the Registrar of Voters. The Candidate's Statement is optional.

CONTENTS

The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words**, of the candidate's education and qualifications expressed by the candidate. "Age" is optional and may be omitted. "Occupation" may be expanded beyond the three words allowed as a ballot designation. The candidate is not permitted to include party affiliation or membership or activity in any partisan political organizations.

Candidate's statements for judicial offices 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 judicial office or to another candidate's qualifications. The elections official is prohibited from printing and distributing any statement not in compliance with these restrictions.

The law specifically states that the author of a Candidate's Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. §13307(d), §18351)

FORMAT

Statement must be typed or neatly printed on the form issued by the Registrar of Voters. If a candidate wishes to submit an electronically generated statement, they may do so by taping a hard copy to each page of the form provided and signing the form in the appropriate places. Since the Elections Code requires that the statement of each candidate be printed in type of uniform size and darkness, and with uniform spacing, the statement must follow conventional usage (E.C. §13307(b)).

1. The statement will be printed in standard paragraph form. Outline form is not acceptable.
2. Capital letters will be used only for words normally capitalized (i.e. the first letter of the first word of a sentence, proper noun, etc.). Words will not be printed in "all caps".
3. Bold type, italicizing or underlining is not permitted.

WORD COUNT

The 200 word limit set by E.C. §13307 is strictly observed. Candidates should count their words carefully using the following guidelines.

1. Punctuation is not counted.
2. All geographical names shall be considered as one word.
3. Each abbreviation for a word, phrase or expression shall be counted as one word
4. Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
5. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.

6. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one" shall be considered as a separate word or words (ie. "one hundred" will be counted as two words.

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS

The Registrar of Voters does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. The statement will only be accepted on the form provided on page 10; page 11 is required to be signed, completed and provided to the Registrar's office when filing the candidate statement

DEPOSIT

The County Clerk shall collect a deposit at the time of filing the candidate's statement. The final cost will be determined after the printing bills are received by the County Clerk. Candidates will be billed any cost over and above the deposit collected or will be refunded any overpayment at that time. (E.C. 13307(c)) Please see page 12 for deposits.

EXAMPLE OF FORMAT:

NAME: PAT DOE

OCCUPATION: Fortune Teller/Comedian

AGE: 65

This is an example of an acceptable format to be used in a Candidate's Statement. The guidelines for the content of the statement and the format may be found in the preceding paragraphs.

The candidate statement is printed in standard paragraph form, which means each paragraph will start at the left margin and the right margins will be justified. A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, they will begin at the left margin and will only be allowed if space permits. If space does not permit, the items will be converted to a list. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters will make modifications so it conforms to these rules.

S/Pat Doe

COUNTY CODE SECTION 2.04.060

Candidate's Fees

- (1) Pursuant to Elections Code 10012, each candidate for County Office shall pay the actual prorated costs of printing, handling and translating his candidate's statement, if any, incurred by the county.
- (2) The candidate's statement shall be limited to 200 words; and
- (3) The County Clerk shall accept from the candidate no other material for transmittal to the voters.

(Ordinance No. 3052, adopted 1978)

CANDIDATE'S STATEMENT

(Section 13307, Elections Code)

Name of Candidate _____ Age _____

Occupation _____ Date of Election _____

Name of Office _____ Name of District _____

Statement of education & qualifications:

One of the two boxes below must be signed

A **Spanish** translation of the foregoing statement
requested? **Yes** **No**

Candidate must check appropriate box and sign here if a statement is
being submitted

I do not elect to file a Candidate's Statement as
permitted by Elections Code §13307.

In the event there is no opposition for this contest, please do not print this statement. (Optional)

**AGREEMENT FOR PRINTING AND DISTRIBUTION OF
CANDIDATE'S STATEMENT**

I, _____, have on this date filed my Declaration of Candidacy with the County Clerk for the office of _____, and have filed therewith my candidate's statement pursuant to Section 13307 of the Elections Code, State of California. I agree that my statement shall be printed and distributed by the County Clerk and paid for by me as follows:

- (1) I promise to pay the actual prorated costs of printing and distribution incurred by the County of Mendocino as billed to me by the County Clerk. Such payment shall be made by check, money order or cash within thirty (30) days after such billing.**
- (2) I understand that I may withdraw my Statement upon written request filed with the County Clerk on or before 5:00 p.m., on the day following the last day to file for this office.**
- (4) Neither the County of Mendocino, the County Clerk nor any other officer or employee of this county shall be held liable for the unintentional variation between the draft submitted by me and that mailed with the sample ballot.**

Dated

Signature of Candidate

Address of Candidate

DEPOSITS DUE FOR CANDIDATE'S STATEMENTS

Mendocino County Deposits:

MENDOCINO CO. OFFICES	ENGLISH	ENG/SPANISH
Mendocino Coast Healthcare District	\$ 300	\$ 500
Mendocino Coast Rec & Park District	\$ 300	\$ 500
Southern Humboldt Community Healthcare District	\$ 100	\$ 200
Coast Life Support District	\$ 200	\$ 300

MENDOCINO CO. SCHOOL/COLLEGE DISTRICTS	ENGLISH	ENG/SPANISH
Mendocino County Board of Education	\$ 300	\$ 500
Arena Union/Pt Arena Joint Union High School Dist.	\$ 200	\$ 400
Fort Bragg Unified School District	\$ 300	\$ 500
Laytonville Unified School District	\$ 150	\$ 300
Leggett Valley Unified School District	\$ 100	\$ 200
Manchester Union Elementary School District	\$ 100	\$ 200
Mendocino Unified School District	\$ 150	\$ 300
Potter Valley Community School District	\$ 150	\$ 300
Round Valley Unified School District	\$ 150	\$ 300
Ukiah Unified School District	\$ 300	\$ 500
Willits Unified School District	\$ 300	\$ 500
Southern Humboldt Joint Unified School District	\$ 50	\$ 100
Mendocino-Lake Community College District	\$ 300	\$ 500

Lake County Deposits:

LAKE COUNTY OFFICES	ENGLISH	ENG/SPANISH
Mendocino-Lake Community College District (TA 6)	\$ Please call Lake Co.	\$ Please call Lake Co.

Sonoma County Deposits:

SONOMA CO. OFFICES	ENGLISH	ENG/SPANISH
Coast Life Support District	\$ Please call Sonoma Co.	\$ Please call Sonoma Co.

Humboldt County Deposits:

HUMBOLDT COUNTY OFFICES:	ENGLISH	ENG/SPANISH
Southern Humboldt Community Healthcare District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.
Southern Humboldt Joint Unified School District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.

STATEWIDE OFFICES	ENGLISH	ENG/SPANISH
State Legislative Candidates (250 words –only candidates who voluntarily agree to the Prop 34 Campaign Expenditure limits)	\$ 1,000	\$ 1,200

Please contact the following counties for additional information on putting your Candidate's Statement or Statement of Qualifications in their Sample Ballots:

- Sonoma County Registrar's office at: (800) 750-VOTE or (707) 565-6800.
- Humboldt County Registrar's office at: (707) 445-7481.
- Lake County Registrar's office at: (707) 263-2372

MASS MAILING

Government Code §84305

(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).

POLITICAL ADVERTISING ON COUNTY PROPERTY

Chapter 14.24, Mendocino County Code

§14.24.010 Prohibition of Political Advertising

It shall be unlawful for any person to affix or cause to be affixed to any property of the county any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advocating the election or defeat of any individual or individuals seeking elective office or advocating the passage or defeat of any issue subject to ballot or of advertising any assembly, meeting, or other form of gathering in support of or in opposition to such individuals or issues.

(Ord. No. 947, adopted 1972.)

POLITICAL SUBDIVISIONS OF MENDOCINO COUNTY

Mendocino County is comprised of 4 incorporated cities, 14 school districts and 40 self-governed special districts and has 8 Superior Court Judges. The County is also within the following political subdivisions and is divided into the supervisorial districts shown below.

CONGRESSIONAL	2 nd Congressional District Del Norte, Humboldt, Trinity, Mendocino, Sonoma and Marin Counties
SENATORIAL	2 nd Senatorial District Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma and Marin Counties
ASSEMBLY	2 nd Assembly District Del Norte, Humboldt, Trinity, Mendocino, and Sonoma Counties
BOARD OF EQUALIZATION	2 nd District Del Norte, Humboldt, Trinity, Mendocino, Lake, Colusa, Sonoma, Napa, Yolo, Marin, Solano, Contra Costa, San Mateo, Alameda, Santa Clara, Santa Cruz, Monterey, San Benito, San Luis Obispo and a portion of Santa Barbara Counties
SUPERVISORIAL DISTRICTS	Elected in Presidential Election Year: 1 st District (Talmage, Redwood Valley & Potter Valley) 2 nd District (City of Ukiah) 4 th District (Piercy, Leggett, Westport & Fort Bragg) **Elected in Gubernatorial Election Year: 3 rd District (Covelo, Branscomb, Laytonville & Willits) 5 th District (Albion, Comptche, Elk, Navarro, Philo, Boonville, South Ukiah, Hopland, Yorkville, Point Arena, Anchor Bay & Gualala)

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously *if the offices have overlapping and conflicting public duties*.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a questions about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at 916 324-5437 or visit their website, www.caag.state.ca.us For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1 866 275-3772.

MEMORANDUM

**COUNTY OF MENDOCINO
ELECTIONS**

TO: All Candidates

FROM: Susan M. Ranochak, Registrar of Voters

SUBJECT: INCOMPLETE BALLOT COUNTING ON ELECTION NIGHT

Candidates and the public are frequently surprised on the day after an election when they learn that there are ballots countywide/statewide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of election night ballot counting, and follow-up ballot tabulation, which occurs in the days/weeks following the election. The law allows 30 days after the election to complete the ballot tally and the official audit of the election, known as the Canvass. When the Canvass is completed, the official results are certified.

There are two categories of ballots that cannot be processed on Election Night:

- VBM ballots turned in at polling locations
- Provisional ballots voted at the polls

VBM ballots turned in at polling locations. Many VBM voters wait until the last minute to make their voting choices and then mail or drop off their absentee ballots on Election Day. We receive these ballots very late on election night or (if they are post marked by Election Day) up to 3 days after Election Day. All VBM ballots must be pre-processed before they are counted – this includes verifying every VBM voter's signature prior to opening the VBM ballot envelopes to remove the ballots in preparation for counting.

Provisional ballots voted at the polls. Provisional ballots are voted at the polls when a voter's registration is in question, or when our records indicate the voter was already sent an absentee ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Write-in ballots. All Ballots containing write-in votes must be set aside for manual review of each individual ballot. When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, **every race and measure** on that ballot cannot be

counted on election night. Each ballot containing a write-in vote must be individually reviewed to determine whether or not the write-in vote is for a qualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a write-in candidate for the same office). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Due to the individual scrutiny involved, no portion of any ballot containing a write-in vote is counted on election night. **Vote tallies for write-in candidates are not available until the conclusion of the official canvass.**

There will be **NO** updates to our Final Unofficial results posted on election night until the Final Official results are released on the time of certification. Based on past trends, the number of ballots remaining to be counted after election night is anticipated at 5,000 – 15,000 countywide. Our staff will be working as quickly as possible to prepare all outstanding ballots for tabulation.

California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the total voting precincts. This manual process verifies the accuracy of the computer count. As always, candidates and members of the general public are invited to observe ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts.

We realize it is difficult for candidates/campaigns involved in close races to wait days and sometimes weeks to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have additional questions, please call me at 234-6819.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY'S Name: _____

_____ Address: _____

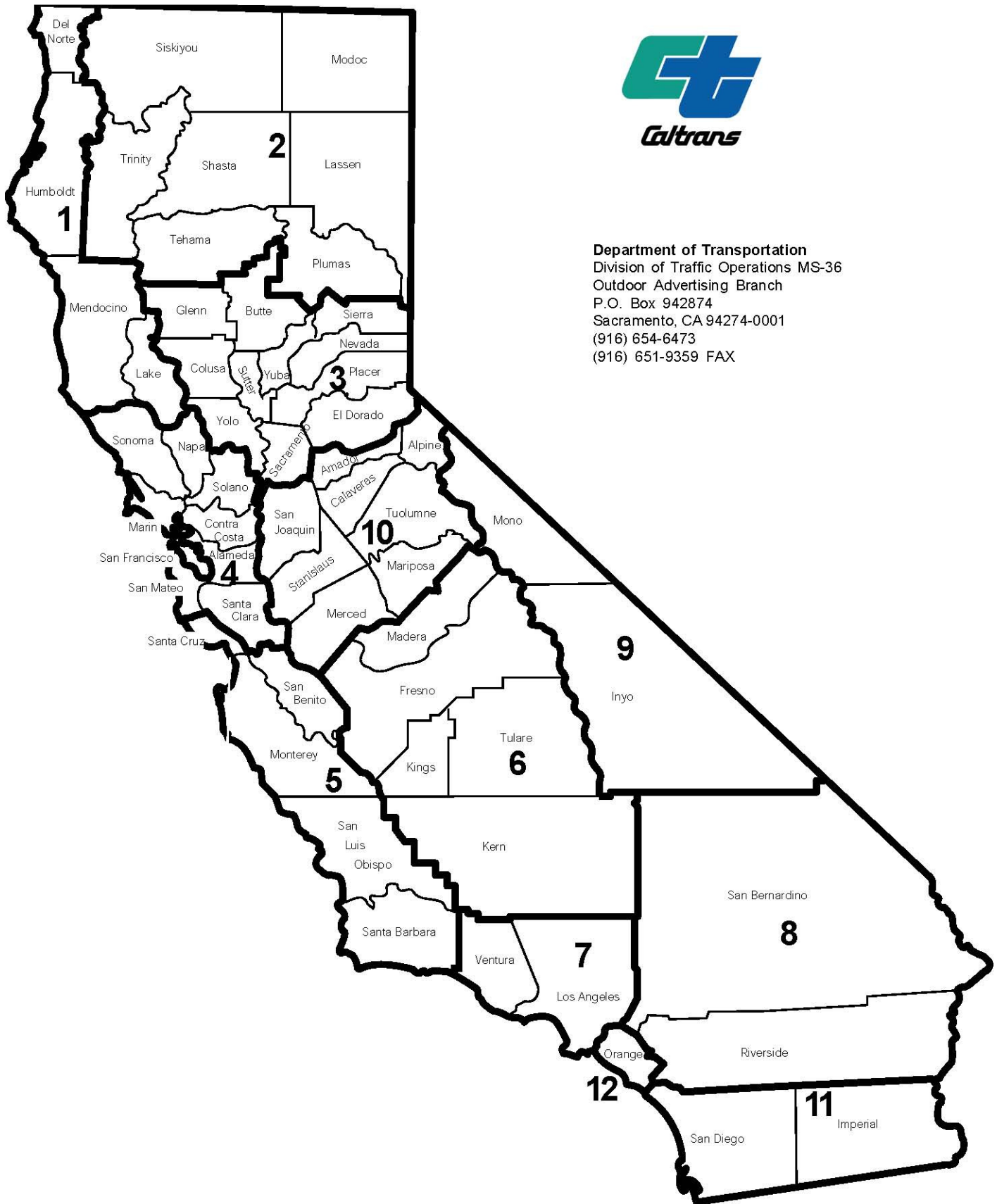
Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).



**NOVEMBER 6, 2018
GUBERNATORIAL GENERAL ELECTION**

COUNTY OF MENDOCINO

CANDIDATE INFORMATION PACKET



Prepared and Distributed by
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder
(707) 234-6819

Table of Contents

Election Calendar.....	3
Qualifications for Office	4
Declaration of Candidacy	5
Campaign Disclosure	5
Code of Fair Campaign Practices	6 & 7
Preparation of Candidate's Statement	8 & 9
Candidate's Statement Form	10
Agreement for Printing Candidate's Statement	11
Deposits Due for Candidate's Statement	12
Mass Mailing	12
Advertising on County Property	13
Political Subdivisions of Mendocino County	14
Incompatibility of Offices	15
Memo explaining Canvass	16 & 17
Department of Transportation letter regarding signs.....	18
Statement of Responsibility regarding signs, map attached	19 & 20

TENTATIVE CALENDAR FOR THE NOVEMBER 6, 2018
STATEWIDE GUBERNATORIAL GENERAL ELECTION

E-125	<i>July 4 – next business day –</i> July 5	District secretary to file “Notice of Elective Offices to be Filled” and their district boundary map; the regulation regarding payment of candidate statements and list of officials whose terms expire in December of 2018
E-113 – E-88	Jul 16 - Aug 10	Declaration of Candidacy & Nomination Papers
E-88	August 10	Last day to file candidacy papers, candidate statements and last day for measures to qualify for ballot.
E-87 – E-83	Aug 11 – Aug 15	Extension period for candidates – if an incumbent fails to file
E-57 – E-14	Sept 10 – Oct 23	Write-In Candidacy Period
E-40	Sept 27	First day to mail Sample Ballot Booklets
E-29	Oct 8	First day to mail Official Ballots
E-15	Oct 22	Last day to Register to Vote
E-14	Oct 23	Last day for Write-In Candidates
E-7	Oct 30	Last day to request vote by mail ballot applications if ballots are to be mailed to voter. Voters may come into our office and request a vote by mail ballot up until 8 p.m. on Election Day.
E-Day	Nov 6th	ELECTION DAY

QUALIFICATIONS FOR OFFICE SPECIAL DISTRICTS

Must be an elector in the Jurisdiction in which duties of the office are to be exercised.

HEALTHCARE DISTRICTS

Southern Humboldt Community Healthcare District
Mendocino Coast Healthcare District

AMBULANCE DISTRICT

Coast Life Support District

RECREATION & PARK DISTRICT

Mendocino Coast Recreation & Park District

SCHOOL DISTRICTS

***Arena Union/Pt Arena Joint Union High School District
Fort Bragg Unified School District
Laytonville Unified School District
Leggett Valley Unified School District
Manchester Union Elementary School District
**Mendocino Unified School District (TA 2 & TA 4)
Potter Valley Community Unified School District
Round Valley Unified School District
**Ukiah Unified School District (TA N, TA C & TA S)
Willits Unified School District
Southern Humboldt Joint Unified School District

COLLEGE DISTRICTS

**Mendocino- Lake Community College District (TA 4_(Short Term), TA 2, TA 5 & TA 6)

BOARD OF EDUCATION

**Mendocino County Board of Education (TA 1 & TA 2)

**** School Districts with Trustee Areas:** Must be a resident of the trustee area of the District in which duties of the office are to be exercised

***** Arena Union Elementary School and Point Arena Joint Union High School Districts have a common Board.**

DECLARATION OF CANDIDACY

Each candidate will be required to complete a Declaration of Candidacy. Among other things, you will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, etc.).

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

You will also be required to decide if you wish to have a **BALLOT DESIGNATION** appear under your name on the ballot. You may use up to **three words** designating your PRINCIPAL PROFESSION, VOCATION OR OCCUPATION. You may not use any company names. You may not use a designation that will mislead the voters. You may use the term "incumbent" or the title of the office, if you are running for an office to which you were previously elected. You may use the term "appointed incumbent" or the title of the office preceded by the word "appointed" if you are running for an elective office to which you were appointed. You may also choose to have no designation appear under your name on the ballot. For additional information, please see the Ballot Designation Worksheet; which can be obtained in our office.

CAMPAIGN DISCLOSURE

You will be provided with the Form 470 which must be filed at the same time you file candidacy papers. This form covers campaigns that will raise or spend LESS than \$2,000 in contributions. **If you believe your campaign will raise or spend MORE than \$2,000, you must request a campaign disclosure manual and a Form 410-Statement of Organization.** It is your responsibility to become familiar with the filing requirements and request forms you may need from this office. **This office and/or the Secretary of State's office may fine you if filing deadlines are not met.**

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES
as found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices
Article 1. General Intent

20400. **Intent of Legislature.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. **Definition of "Code".** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. **Subscription to Code; Form.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: **(see next page)**

20441. **Supply of Forms.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. **Retention of Forms; Public Inspection.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. **Public Record.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Date

Signature

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

PREPARATION OF CANDIDATE'S STATEMENT

Each candidate for nonpartisan elective office in any local agency may prepare a Candidate's Statement on a form provided by the Registrar of Voters. The Candidate's Statement is optional.

CONTENTS

The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words**, of the candidate's education and qualifications expressed by the candidate. "Age" is optional and may be omitted. "Occupation" may be expanded beyond the three words allowed as a ballot designation. The candidate is not permitted to include party affiliation or membership or activity in any partisan political organizations.

Candidate's statements for judicial offices 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 judicial office or to another candidate's qualifications. The elections official is prohibited from printing and distributing any statement not in compliance with these restrictions.

The law specifically states that the author of a Candidate's Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. §13307(d), §18351)

FORMAT

Statement must be typed or neatly printed on the form issued by the Registrar of Voters. If a candidate wishes to submit an electronically generated statement, they may do so by taping a hard copy to each page of the form provided and signing the form in the appropriate places. Since the Elections Code requires that the statement of each candidate be printed in type of uniform size and darkness, and with uniform spacing, the statement must follow conventional usage (E.C. §13307(b)).

1. The statement will be printed in standard paragraph form. Outline form is not acceptable.
2. Capital letters will be used only for words normally capitalized (i.e. the first letter of the first word of a sentence, proper noun, etc.). Words will not be printed in "all caps".
3. Bold type, italicizing or underlining is not permitted.

WORD COUNT

The 200 word limit set by E.C. §13307 is strictly observed. Candidates should count their words carefully using the following guidelines.

1. Punctuation is not counted.
2. All geographical names shall be considered as one word.
3. Each abbreviation for a word, phrase or expression shall be counted as one word
4. Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
5. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.

6. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one" shall be considered as a separate word or words (ie. "one hundred" will be counted as two words.

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS

The Registrar of Voters does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. The statement will only be accepted on the form provided on page 10; page 11 is required to be signed, completed and provided to the Registrar's office when filing the candidate statement

DEPOSIT

The County Clerk shall collect a deposit at the time of filing the candidate's statement. The final cost will be determined after the printing bills are received by the County Clerk. Candidates will be billed any cost over and above the deposit collected or will be refunded any overpayment at that time. (E.C. 13307(c)) Please see page 12 for deposits.

EXAMPLE OF FORMAT:

NAME: PAT DOE

OCCUPATION: Fortune Teller/Comedian

AGE: 65

This is an example of an acceptable format to be used in a Candidate's Statement. The guidelines for the content of the statement and the format may be found in the preceding paragraphs.

The candidate statement is printed in standard paragraph form, which means each paragraph will start at the left margin and the right margins will be justified. A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, they will begin at the left margin and will only be allowed if space permits. If space does not permit, the items will be converted to a list. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters will make modifications so it conforms to these rules.

S/Pat Doe

COUNTY CODE SECTION 2.04.060

Candidate's Fees

- (1) Pursuant to Elections Code 10012, each candidate for County Office shall pay the actual prorated costs of printing, handling and translating his candidate's statement, if any, incurred by the county.
- (2) The candidate's statement shall be limited to 200 words; and
- (3) The County Clerk shall accept from the candidate no other material for transmittal to the voters.

(Ordinance No. 3052, adopted 1978)

CANDIDATE'S STATEMENT

(Section 13307, Elections Code)

Name of Candidate _____ Age _____

Occupation _____ Date of Election _____

Name of Office _____ Name of District _____

Statement of education & qualifications:

One of the two boxes below must be signed

<p>A Spanish translation of the foregoing statement requested? Yes No</p> <p>_____</p> <p>Candidate must check appropriate box and sign here if a statement is being submitted</p>	<p>I do not elect to file a Candidate's Statement as permitted by Elections Code §13307.</p> <p>_____</p>
<p>In the event there is no opposition for this contest, please do not print this statement. (Optional)</p> <p>_____</p>	

**AGREEMENT FOR PRINTING AND DISTRIBUTION OF
CANDIDATE'S STATEMENT**

I, _____, have on this date filed my Declaration of Candidacy with the County Clerk for the office of _____, and have filed therewith my candidate's statement pursuant to Section 13307 of the Elections Code, State of California. I agree that my statement shall be printed and distributed by the County Clerk and paid for by me as follows:

- (1) I promise to pay the actual prorated costs of printing and distribution incurred by the County of Mendocino as billed to me by the County Clerk. Such payment shall be made by check, money order or cash within thirty (30) days after such billing.**
- (2) I understand that I may withdraw my Statement upon written request filed with the County Clerk on or before 5:00 p.m., on the day following the last day to file for this office.**
- (4) Neither the County of Mendocino, the County Clerk nor any other officer or employee of this county shall be held liable for the unintentional variation between the draft submitted by me and that mailed with the sample ballot.**

Dated

Signature of Candidate

Address of Candidate

DEPOSITS DUE FOR CANDIDATE'S STATEMENTS

Mendocino County Deposits:

MENDOCINO CO. OFFICES	ENGLISH	ENG/SPANISH
Mendocino Coast Healthcare District	\$ 300	\$ 500
Mendocino Coast Rec & Park District	\$ 300	\$ 500
Southern Humboldt Community Healthcare District	\$ 100	\$ 200
Coast Life Support District	\$ 200	\$ 300

MENDOCINO CO. SCHOOL/COLLEGE DISTRICTS	ENGLISH	ENG/SPANISH
Mendocino County Board of Education	\$ 300	\$ 500
Arena Union/Pt Arena Joint Union High School Dist.	\$ 200	\$ 400
Fort Bragg Unified School District	\$ 300	\$ 500
Laytonville Unified School District	\$ 150	\$ 300
Leggett Valley Unified School District	\$ 100	\$ 200
Manchester Union Elementary School District	\$ 100	\$ 200
Mendocino Unified School District	\$ 150	\$ 300
Potter Valley Community School District	\$ 150	\$ 300
Round Valley Unified School District	\$ 150	\$ 300
Ukiah Unified School District	\$ 300	\$ 500
Willits Unified School District	\$ 300	\$ 500
Southern Humboldt Joint Unified School District	\$ 50	\$ 100
Mendocino-Lake Community College District	\$ 300	\$ 500

Lake County Deposits:

LAKE COUNTY OFFICES	ENGLISH	ENG/SPANISH
Mendocino-Lake Community College District (TA 6)	\$ Please call Lake Co.	\$ Please call Lake Co.

Sonoma County Deposits:

SONOMA CO. OFFICES	ENGLISH	ENG/SPANISH
Coast Life Support District	\$ Please call Sonoma Co.	\$ Please call Sonoma Co.

Humboldt County Deposits:

HUMBOLDT COUNTY OFFICES:	ENGLISH	ENG/SPANISH
Southern Humboldt Community Healthcare District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.
Southern Humboldt Joint Unified School District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.

STATEWIDE OFFICES	ENGLISH	ENG/SPANISH
State Legislative Candidates (250 words –only candidates who voluntarily agree to the Prop 34 Campaign Expenditure limits)	\$ 1,000	\$ 1,200

Please contact the following counties for additional information on putting your Candidate's Statement or Statement of Qualifications in their Sample Ballots:

- Sonoma County Registrar's office at: (800) 750-VOTE or (707) 565-6800.
- Humboldt County Registrar's office at: (707) 445-7481.
- Lake County Registrar's office at: (707) 263-2372

MASS MAILING

Government Code §84305

(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).

POLITICAL ADVERTISING ON COUNTY PROPERTY

Chapter 14.24, Mendocino County Code

§14.24.010 Prohibition of Political Advertising

It shall be unlawful for any person to affix or cause to be affixed to any property of the county any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advocating the election or defeat of any individual or individuals seeking elective office or advocating the passage or defeat of any issue subject to ballot or of advertising any assembly, meeting, or other form of gathering in support of or in opposition to such individuals or issues.

(Ord. No. 947, adopted 1972.)

POLITICAL SUBDIVISIONS OF MENDOCINO COUNTY

Mendocino County is comprised of 4 incorporated cities, 14 school districts and 40 self-governed special districts and has 8 Superior Court Judges. The County is also within the following political subdivisions and is divided into the supervisorial districts shown below.

CONGRESSIONAL	2 nd Congressional District Del Norte, Humboldt, Trinity, Mendocino, Sonoma and Marin Counties
SENATORIAL	2 nd Senatorial District Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma and Marin Counties
ASSEMBLY	2 nd Assembly District Del Norte, Humboldt, Trinity, Mendocino, and Sonoma Counties
BOARD OF EQUALIZATION	2 nd District Del Norte, Humboldt, Trinity, Mendocino, Lake, Colusa, Sonoma, Napa, Yolo, Marin, Solano, Contra Costa, San Mateo, Alameda, Santa Clara, Santa Cruz, Monterey, San Benito, San Luis Obispo and a portion of Santa Barbara Counties
SUPERVISORIAL DISTRICTS	Elected in Presidential Election Year: 1 st District (Talmage, Redwood Valley & Potter Valley) 2 nd District (City of Ukiah) 4 th District (Piercy, Leggett, Westport & Fort Bragg) **Elected in Gubernatorial Election Year: 3 rd District (Covelo, Branscomb, Laytonville & Willits) 5 th District (Albion, Comptche, Elk, Navarro, Philo, Boonville, South Ukiah, Hopland, Yorkville, Point Arena, Anchor Bay & Gualala)

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously *if the offices have overlapping and conflicting public duties*.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a questions about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at 916 324-5437 or visit their website, www.caag.state.ca.us For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1 866 275-3772.

MEMORANDUM

**COUNTY OF MENDOCINO
ELECTIONS**

TO: All Candidates

FROM: Susan M. Ranochak, Registrar of Voters

SUBJECT: INCOMPLETE BALLOT COUNTING ON ELECTION NIGHT

Candidates and the public are frequently surprised on the day after an election when they learn that there are ballots countywide/statewide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of election night ballot counting, and follow-up ballot tabulation, which occurs in the days/weeks following the election. The law allows 30 days after the election to complete the ballot tally and the official audit of the election, known as the Canvass. When the Canvass is completed, the official results are certified.

There are two categories of ballots that cannot be processed on Election Night:

- VBM ballots turned in at polling locations
- Provisional ballots voted at the polls

VBM ballots turned in at polling locations. Many VBM voters wait until the last minute to make their voting choices and then mail or drop off their absentee ballots on Election Day. We receive these ballots very late on election night or (if they are post marked by Election Day) up to 3 days after Election Day. All VBM ballots must be pre-processed before they are counted – this includes verifying every VBM voter's signature prior to opening the VBM ballot envelopes to remove the ballots in preparation for counting.

Provisional ballots voted at the polls. Provisional ballots are voted at the polls when a voter's registration is in question, or when our records indicate the voter was already sent an absentee ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Write-in ballots. All Ballots containing write-in votes must be set aside for manual review of each individual ballot. When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, **every race and measure** on that ballot cannot be

counted on election night. Each ballot containing a write-in vote must be individually reviewed to determine whether or not the write-in vote is for a qualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a write-in candidate for the same office). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Due to the individual scrutiny involved, no portion of any ballot containing a write-in vote is counted on election night. **Vote tallies for write-in candidates are not available until the conclusion of the official canvass.**

There will be **NO** updates to our Final Unofficial results posted on election night until the Final Official results are released on the time of certification. Based on past trends, the number of ballots remaining to be counted after election night is anticipated at 5,000 – 15,000 countywide. Our staff will be working as quickly as possible to prepare all outstanding ballots for tabulation.

California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the total voting precincts. This manual process verifies the accuracy of the computer count. As always, candidates and members of the general public are invited to observe ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts.

We realize it is difficult for candidates/campaigns involved in close races to wait days and sometimes weeks to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have additional questions, please call me at 234-6819.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY'S Name: _____

_____ Address: _____

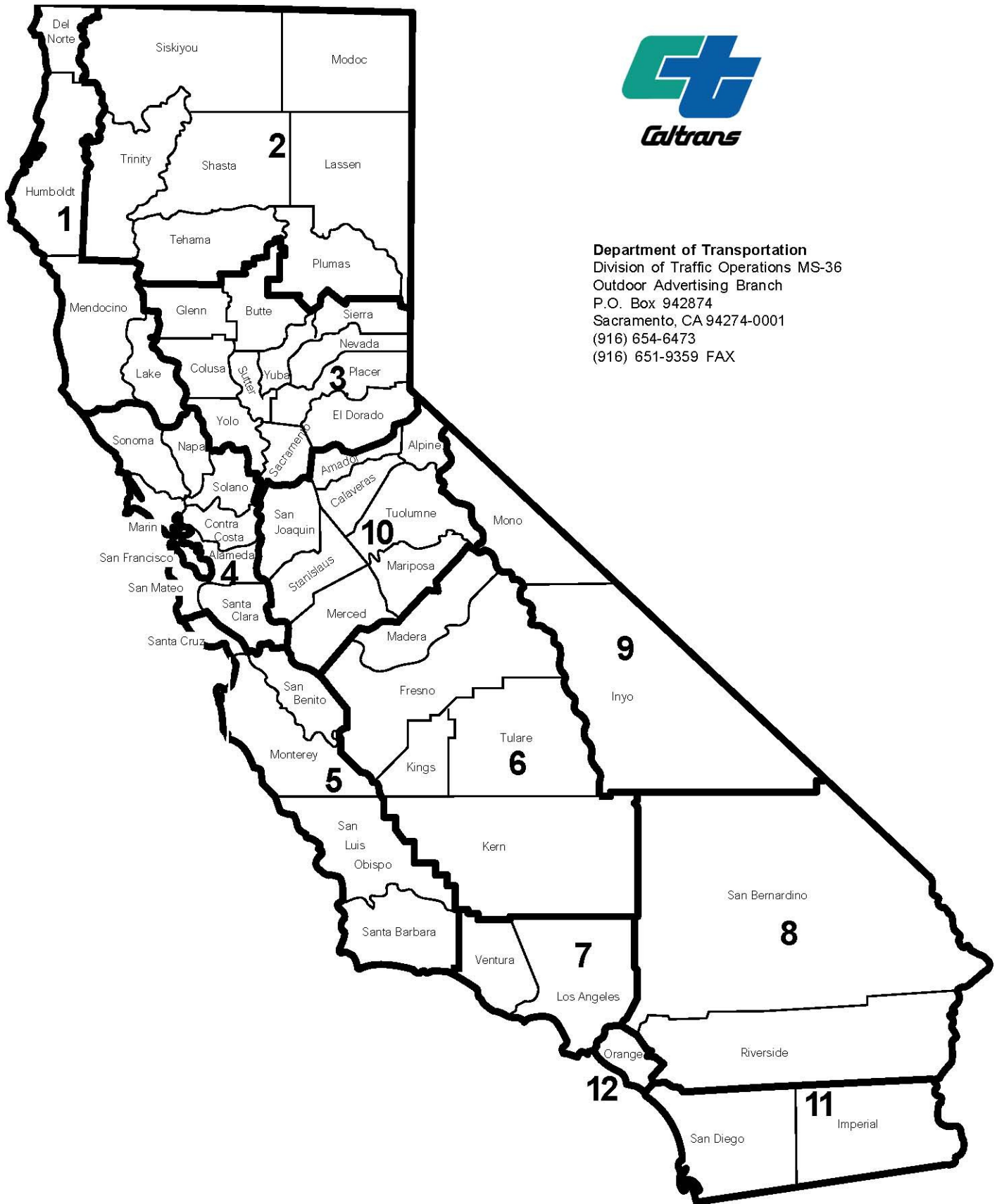
Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).



Department of Transportation
 Division of Traffic Operations MS-36
 Outdoor Advertising Branch
 P.O. Box 942874
 Sacramento, CA 94274-0001
 (916) 654-6473
 (916) 651-9359 FAX

**NOVEMBER 6, 2018
GUBERNATORIAL GENERAL ELECTION**

COUNTY OF MENDOCINO

CANDIDATE INFORMATION PACKET



Prepared and Distributed by
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder
(707) 234-6819

Table of Contents

Election Calendar.....	3
Qualifications for Office	4
Declaration of Candidacy	5
Campaign Disclosure	5
Code of Fair Campaign Practices	6 & 7
Preparation of Candidate's Statement	8 & 9
Candidate's Statement Form	10
Agreement for Printing Candidate's Statement	11
Deposits Due for Candidate's Statement	12
Mass Mailing	12
Advertising on County Property	13
Political Subdivisions of Mendocino County	14
Incompatibility of Offices	15
Memo explaining Canvass	16 & 17
Department of Transportation letter regarding signs.....	18
Statement of Responsibility regarding signs, map attached	19 & 20

TENTATIVE CALENDAR FOR THE NOVEMBER 6, 2018
STATEWIDE GUBERNATORIAL GENERAL ELECTION

E-125	<i>July 4 – next business day –</i> July 5	District secretary to file “Notice of Elective Offices to be Filled” and their district boundary map; the regulation regarding payment of candidate statements and list of officials whose terms expire in December of 2018
E-113 – E-88	Jul 16 - Aug 10	Declaration of Candidacy & Nomination Papers
E-88	August 10	Last day to file candidacy papers, candidate statements and last day for measures to qualify for ballot.
E-87 – E-83	Aug 11 – Aug 15	Extension period for candidates – if an incumbent fails to file
E-57 – E-14	Sept 10 – Oct 23	Write-In Candidacy Period
E-40	Sept 27	First day to mail Sample Ballot Booklets
E-29	Oct 8	First day to mail Official Ballots
E-15	Oct 22	Last day to Register to Vote
E-14	Oct 23	Last day for Write-In Candidates
E-7	Oct 30	Last day to request vote by mail ballot applications if ballots are to be mailed to voter. Voters may come into our office and request a vote by mail ballot up until 8 p.m. on Election Day.
E-Day	Nov 6th	ELECTION DAY

QUALIFICATIONS FOR OFFICE SPECIAL DISTRICTS

Must be an elector in the Jurisdiction in which duties of the office are to be exercised.

HEALTHCARE DISTRICTS

Southern Humboldt Community Healthcare District
Mendocino Coast Healthcare District

AMBULANCE DISTRICT

Coast Life Support District

RECREATION & PARK DISTRICT

Mendocino Coast Recreation & Park District

SCHOOL DISTRICTS

***Arena Union/Pt Arena Joint Union High School District
Fort Bragg Unified School District
Laytonville Unified School District
Leggett Valley Unified School District
Manchester Union Elementary School District
**Mendocino Unified School District (TA 2 & TA 4)
Potter Valley Community Unified School District
Round Valley Unified School District
**Ukiah Unified School District (TA N, TA C & TA S)
Willits Unified School District
Southern Humboldt Joint Unified School District

COLLEGE DISTRICTS

**Mendocino- Lake Community College District (TA 4_(Short Term), TA 2, TA 5 & TA 6)

BOARD OF EDUCATION

**Mendocino County Board of Education (TA 1 & TA 2)

**** School Districts with Trustee Areas:** Must be a resident of the trustee area of the District in which duties of the office are to be exercised

***** Arena Union Elementary School and Point Arena Joint Union High School Districts have a common Board.**

DECLARATION OF CANDIDACY

Each candidate will be required to complete a Declaration of Candidacy. Among other things, you will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, etc.).

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

You will also be required to decide if you wish to have a **BALLOT DESIGNATION** appear under your name on the ballot. You may use up to **three words** designating your PRINCIPAL PROFESSION, VOCATION OR OCCUPATION. You may not use any company names. You may not use a designation that will mislead the voters. You may use the term "incumbent" or the title of the office, if you are running for an office to which you were previously elected. You may use the term "appointed incumbent" or the title of the office preceded by the word "appointed" if you are running for an elective office to which you were appointed. You may also choose to have no designation appear under your name on the ballot. For additional information, please see the Ballot Designation Worksheet; which can be obtained in our office.

CAMPAIGN DISCLOSURE

You will be provided with the Form 470 which must be filed at the same time you file candidacy papers. This form covers campaigns that will raise or spend LESS than \$2,000 in contributions. **If you believe your campaign will raise or spend MORE than \$2,000, you must request a campaign disclosure manual and a Form 410-Statement of Organization.** It is your responsibility to become familiar with the filing requirements and request forms you may need from this office. **This office and/or the Secretary of State's office may fine you if filing deadlines are not met.**

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES
as found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices
Article 1. General Intent

20400. **Intent of Legislature.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. **Definition of "Code".** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. **Subscription to Code; Form.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: **(see next page)**

20441. **Supply of Forms.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. **Retention of Forms; Public Inspection.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. **Public Record.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Date

Signature

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

PREPARATION OF CANDIDATE'S STATEMENT

Each candidate for nonpartisan elective office in any local agency may prepare a Candidate's Statement on a form provided by the Registrar of Voters. The Candidate's Statement is optional.

CONTENTS

The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words**, of the candidate's education and qualifications expressed by the candidate. "Age" is optional and may be omitted. "Occupation" may be expanded beyond the three words allowed as a ballot designation. The candidate is not permitted to include party affiliation or membership or activity in any partisan political organizations.

Candidate's statements for judicial offices 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 judicial office or to another candidate's qualifications. The elections official is prohibited from printing and distributing any statement not in compliance with these restrictions.

The law specifically states that the author of a Candidate's Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. §13307(d), §18351)

FORMAT

Statement must be typed or neatly printed on the form issued by the Registrar of Voters. If a candidate wishes to submit an electronically generated statement, they may do so by taping a hard copy to each page of the form provided and signing the form in the appropriate places. Since the Elections Code requires that the statement of each candidate be printed in type of uniform size and darkness, and with uniform spacing, the statement must follow conventional usage (E.C. §13307(b)).

1. The statement will be printed in standard paragraph form. Outline form is not acceptable.
2. Capital letters will be used only for words normally capitalized (i.e. the first letter of the first word of a sentence, proper noun, etc.). Words will not be printed in "all caps".
3. Bold type, italicizing or underlining is not permitted.

WORD COUNT

The 200 word limit set by E.C. §13307 is strictly observed. Candidates should count their words carefully using the following guidelines.

1. Punctuation is not counted.
2. All geographical names shall be considered as one word.
3. Each abbreviation for a word, phrase or expression shall be counted as one word
4. Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
5. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.

6. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one" shall be considered as a separate word or words (ie. "one hundred" will be counted as two words.

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS

The Registrar of Voters does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. The statement will only be accepted on the form provided on page 10; page 11 is required to be signed, completed and provided to the Registrar's office when filing the candidate statement

DEPOSIT

The County Clerk shall collect a deposit at the time of filing the candidate's statement. The final cost will be determined after the printing bills are received by the County Clerk. Candidates will be billed any cost over and above the deposit collected or will be refunded any overpayment at that time. (E.C. 13307(c)) Please see page 12 for deposits.

EXAMPLE OF FORMAT:

NAME: PAT DOE

OCCUPATION: Fortune Teller/Comedian

AGE: 65

This is an example of an acceptable format to be used in a Candidate's Statement. The guidelines for the content of the statement and the format may be found in the preceding paragraphs.

The candidate statement is printed in standard paragraph form, which means each paragraph will start at the left margin and the right margins will be justified. A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, they will begin at the left margin and will only be allowed if space permits. If space does not permit, the items will be converted to a list. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters will make modifications so it conforms to these rules.

S/Pat Doe

COUNTY CODE SECTION 2.04.060

Candidate's Fees

- (1) Pursuant to Elections Code 10012, each candidate for County Office shall pay the actual prorated costs of printing, handling and translating his candidate's statement, if any, incurred by the county.
- (2) The candidate's statement shall be limited to 200 words; and
- (3) The County Clerk shall accept from the candidate no other material for transmittal to the voters.

(Ordinance No. 3052, adopted 1978)

CANDIDATE'S STATEMENT

(Section 13307, Elections Code)

Name of Candidate _____ Age _____

Occupation _____ Date of Election _____

Name of Office _____ Name of District _____

Statement of education & qualifications:

One of the two boxes below must be signed

<p>A Spanish translation of the foregoing statement requested? Yes No</p> <p>_____</p> <p>Candidate must check appropriate box and sign here if a statement is being submitted</p>	<p>I do not elect to file a Candidate's Statement as permitted by Elections Code §13307.</p> <p>_____</p>
<p>In the event there is no opposition for this contest, please do not print this statement. (Optional)</p> <p>_____</p>	

**AGREEMENT FOR PRINTING AND DISTRIBUTION OF
CANDIDATE'S STATEMENT**

I, _____, have on this date filed my Declaration of Candidacy with the County Clerk for the office of _____, and have filed therewith my candidate's statement pursuant to Section 13307 of the Elections Code, State of California. I agree that my statement shall be printed and distributed by the County Clerk and paid for by me as follows:

- (1) I promise to pay the actual prorated costs of printing and distribution incurred by the County of Mendocino as billed to me by the County Clerk. Such payment shall be made by check, money order or cash within thirty (30) days after such billing.**
- (2) I understand that I may withdraw my Statement upon written request filed with the County Clerk on or before 5:00 p.m., on the day following the last day to file for this office.**
- (4) Neither the County of Mendocino, the County Clerk nor any other officer or employee of this county shall be held liable for the unintentional variation between the draft submitted by me and that mailed with the sample ballot.**

Dated

Signature of Candidate

Address of Candidate

DEPOSITS DUE FOR CANDIDATE'S STATEMENTS

Mendocino County Deposits:

MENDOCINO CO. OFFICES	ENGLISH	ENG/SPANISH
Mendocino Coast Healthcare District	\$ 300	\$ 500
Mendocino Coast Rec & Park District	\$ 300	\$ 500
Southern Humboldt Community Healthcare District	\$ 100	\$ 200
Coast Life Support District	\$ 200	\$ 300

MENDOCINO CO. SCHOOL/COLLEGE DISTRICTS	ENGLISH	ENG/SPANISH
Mendocino County Board of Education	\$ 300	\$ 500
Arena Union/Pt Arena Joint Union High School Dist.	\$ 200	\$ 400
Fort Bragg Unified School District	\$ 300	\$ 500
Laytonville Unified School District	\$ 150	\$ 300
Leggett Valley Unified School District	\$ 100	\$ 200
Manchester Union Elementary School District	\$ 100	\$ 200
Mendocino Unified School District	\$ 150	\$ 300
Potter Valley Community School District	\$ 150	\$ 300
Round Valley Unified School District	\$ 150	\$ 300
Ukiah Unified School District	\$ 300	\$ 500
Willits Unified School District	\$ 300	\$ 500
Southern Humboldt Joint Unified School District	\$ 50	\$ 100
Mendocino-Lake Community College District	\$ 300	\$ 500

Lake County Deposits:

LAKE COUNTY OFFICES	ENGLISH	ENG/SPANISH
Mendocino-Lake Community College District (TA 6)	\$ Please call Lake Co.	\$ Please call Lake Co.

Sonoma County Deposits:

SONOMA CO. OFFICES	ENGLISH	ENG/SPANISH
Coast Life Support District	\$ Please call Sonoma Co.	\$ Please call Sonoma Co.

Humboldt County Deposits:

HUMBOLDT COUNTY OFFICES:	ENGLISH	ENG/SPANISH
Southern Humboldt Community Healthcare District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.
Southern Humboldt Joint Unified School District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.

STATEWIDE OFFICES	ENGLISH	ENG/SPANISH
State Legislative Candidates (250 words –only candidates who voluntarily agree to the Prop 34 Campaign Expenditure limits)	\$ 1,000	\$ 1,200

Please contact the following counties for additional information on putting your Candidate's Statement or Statement of Qualifications in their Sample Ballots:

- Sonoma County Registrar's office at: (800) 750-VOTE or (707) 565-6800.
- Humboldt County Registrar's office at: (707) 445-7481.
- Lake County Registrar's office at: (707) 263-2372

MASS MAILING

Government Code §84305

(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).

POLITICAL ADVERTISING ON COUNTY PROPERTY

Chapter 14.24, Mendocino County Code

§14.24.010 Prohibition of Political Advertising

It shall be unlawful for any person to affix or cause to be affixed to any property of the county any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advocating the election or defeat of any individual or individuals seeking elective office or advocating the passage or defeat of any issue subject to ballot or of advertising any assembly, meeting, or other form of gathering in support of or in opposition to such individuals or issues.

(Ord. No. 947, adopted 1972.)

POLITICAL SUBDIVISIONS OF MENDOCINO COUNTY

Mendocino County is comprised of 4 incorporated cities, 14 school districts and 40 self-governed special districts and has 8 Superior Court Judges. The County is also within the following political subdivisions and is divided into the supervisorial districts shown below.

CONGRESSIONAL	2 nd Congressional District Del Norte, Humboldt, Trinity, Mendocino, Sonoma and Marin Counties
SENATORIAL	2 nd Senatorial District Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma and Marin Counties
ASSEMBLY	2 nd Assembly District Del Norte, Humboldt, Trinity, Mendocino, and Sonoma Counties
BOARD OF EQUALIZATION	2 nd District Del Norte, Humboldt, Trinity, Mendocino, Lake, Colusa, Sonoma, Napa, Yolo, Marin, Solano, Contra Costa, San Mateo, Alameda, Santa Clara, Santa Cruz, Monterey, San Benito, San Luis Obispo and a portion of Santa Barbara Counties
SUPERVISORIAL DISTRICTS	Elected in Presidential Election Year: 1 st District (Talmage, Redwood Valley & Potter Valley) 2 nd District (City of Ukiah) 4 th District (Piercy, Leggett, Westport & Fort Bragg) **Elected in Gubernatorial Election Year: 3 rd District (Covelo, Branscomb, Laytonville & Willits) 5 th District (Albion, Comptche, Elk, Navarro, Philo, Boonville, South Ukiah, Hopland, Yorkville, Point Arena, Anchor Bay & Gualala)

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously *if the offices have overlapping and conflicting public duties*.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a questions about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at 916 324-5437 or visit their website, www.caag.state.ca.us For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1 866 275-3772.

MEMORANDUM

**COUNTY OF MENDOCINO
ELECTIONS**

TO: All Candidates

FROM: Susan M. Ranochak, Registrar of Voters

SUBJECT: INCOMPLETE BALLOT COUNTING ON ELECTION NIGHT

Candidates and the public are frequently surprised on the day after an election when they learn that there are ballots countywide/statewide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of election night ballot counting, and follow-up ballot tabulation, which occurs in the days/weeks following the election. The law allows 30 days after the election to complete the ballot tally and the official audit of the election, known as the Canvass. When the Canvass is completed, the official results are certified.

There are two categories of ballots that cannot be processed on Election Night:

- VBM ballots turned in at polling locations
- Provisional ballots voted at the polls

VBM ballots turned in at polling locations. Many VBM voters wait until the last minute to make their voting choices and then mail or drop off their absentee ballots on Election Day. We receive these ballots very late on election night or (if they are post marked by Election Day) up to 3 days after Election Day. All VBM ballots must be pre-processed before they are counted – this includes verifying every VBM voter's signature prior to opening the VBM ballot envelopes to remove the ballots in preparation for counting.

Provisional ballots voted at the polls. Provisional ballots are voted at the polls when a voter's registration is in question, or when our records indicate the voter was already sent an absentee ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Write-in ballots. All Ballots containing write-in votes must be set aside for manual review of each individual ballot. When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, **every race and measure** on that ballot cannot be

counted on election night. Each ballot containing a write-in vote must be individually reviewed to determine whether or not the write-in vote is for a qualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a write-in candidate for the same office). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Due to the individual scrutiny involved, no portion of any ballot containing a write-in vote is counted on election night. **Vote tallies for write-in candidates are not available until the conclusion of the official canvass.**

There will be **NO** updates to our Final Unofficial results posted on election night until the Final Official results are released on the time of certification. Based on past trends, the number of ballots remaining to be counted after election night is anticipated at 5,000 – 15,000 countywide. Our staff will be working as quickly as possible to prepare all outstanding ballots for tabulation.

California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the total voting precincts. This manual process verifies the accuracy of the computer count. As always, candidates and members of the general public are invited to observe ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts.

We realize it is difficult for candidates/campaigns involved in close races to wait days and sometimes weeks to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have additional questions, please call me at 234-6819.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY'S Name: _____

_____ Address: _____

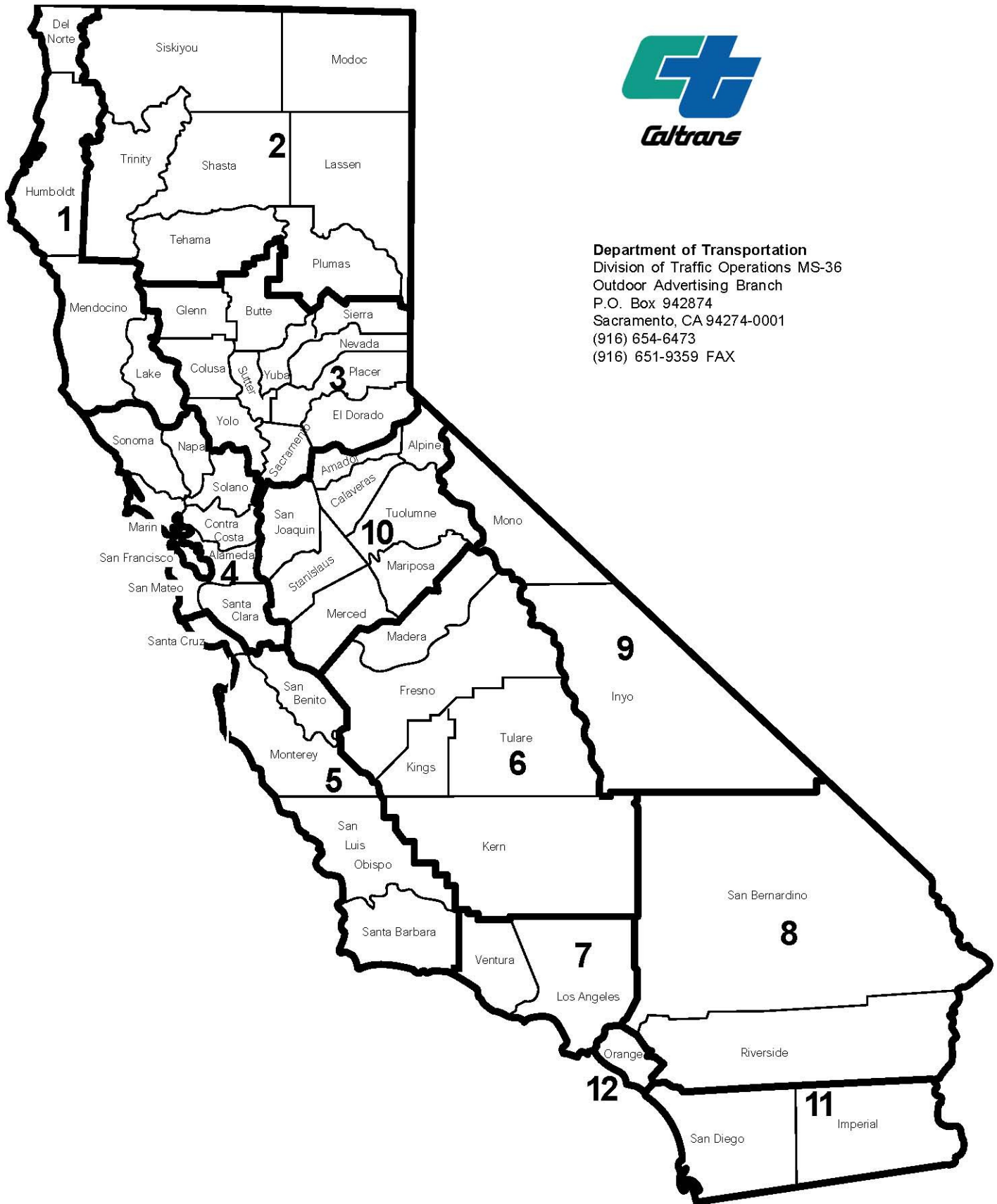
Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).



**NOVEMBER 6, 2018
GUBERNATORIAL GENERAL ELECTION**

COUNTY OF MENDOCINO

CANDIDATE INFORMATION PACKET



Prepared and Distributed by
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder
(707) 234-6819

Table of Contents

Election Calendar.....	3
Qualifications for Office	4
Declaration of Candidacy	5
Campaign Disclosure	5
Code of Fair Campaign Practices	6 & 7
Preparation of Candidate's Statement	8 & 9
Candidate's Statement Form	10
Agreement for Printing Candidate's Statement	11
Deposits Due for Candidate's Statement	12
Mass Mailing	12
Advertising on County Property	13
Political Subdivisions of Mendocino County	14
Incompatibility of Offices	15
Memo explaining Canvass	16 & 17
Department of Transportation letter regarding signs.....	18
Statement of Responsibility regarding signs, map attached	19 & 20

TENTATIVE CALENDAR FOR THE NOVEMBER 6, 2018
STATEWIDE GUBERNATORIAL GENERAL ELECTION

E-125	<i>July 4 – next business day –</i> July 5	District secretary to file “Notice of Elective Offices to be Filled” and their district boundary map; the regulation regarding payment of candidate statements and list of officials whose terms expire in December of 2018
E-113 – E-88	Jul 16 - Aug 10	Declaration of Candidacy & Nomination Papers
E-88	August 10	Last day to file candidacy papers, candidate statements and last day for measures to qualify for ballot.
E-87 – E-83	Aug 11 – Aug 15	Extension period for candidates – if an incumbent fails to file
E-57 – E-14	Sept 10 – Oct 23	Write-In Candidacy Period
E-40	Sept 27	First day to mail Sample Ballot Booklets
E-29	Oct 8	First day to mail Official Ballots
E-15	Oct 22	Last day to Register to Vote
E-14	Oct 23	Last day for Write-In Candidates
E-7	Oct 30	Last day to request vote by mail ballot applications if ballots are to be mailed to voter. Voters may come into our office and request a vote by mail ballot up until 8 p.m. on Election Day.
E-Day	Nov 6th	ELECTION DAY

QUALIFICATIONS FOR OFFICE SPECIAL DISTRICTS

Must be an elector in the Jurisdiction in which duties of the office are to be exercised.

HEALTHCARE DISTRICTS

Southern Humboldt Community Healthcare District
Mendocino Coast Healthcare District

AMBULANCE DISTRICT

Coast Life Support District

RECREATION & PARK DISTRICT

Mendocino Coast Recreation & Park District

SCHOOL DISTRICTS

***Arena Union/Pt Arena Joint Union High School District
Fort Bragg Unified School District
Laytonville Unified School District
Leggett Valley Unified School District
Manchester Union Elementary School District
**Mendocino Unified School District (TA 2 & TA 4)
Potter Valley Community Unified School District
Round Valley Unified School District
**Ukiah Unified School District (TA N, TA C & TA S)
Willits Unified School District
Southern Humboldt Joint Unified School District

COLLEGE DISTRICTS

**Mendocino- Lake Community College District (TA 4_(Short Term), TA 2, TA 5 & TA 6)

BOARD OF EDUCATION

**Mendocino County Board of Education (TA 1 & TA 2)

**** School Districts with Trustee Areas:** Must be a resident of the trustee area of the District in which duties of the office are to be exercised

***** Arena Union Elementary School and Point Arena Joint Union High School Districts have a common Board.**

DECLARATION OF CANDIDACY

Each candidate will be required to complete a Declaration of Candidacy. Among other things, you will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, etc.).

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

You will also be required to decide if you wish to have a **BALLOT DESIGNATION** appear under your name on the ballot. You may use up to **three words** designating your PRINCIPAL PROFESSION, VOCATION OR OCCUPATION. You may not use any company names. You may not use a designation that will mislead the voters. You may use the term "incumbent" or the title of the office, if you are running for an office to which you were previously elected. You may use the term "appointed incumbent" or the title of the office preceded by the word "appointed" if you are running for an elective office to which you were appointed. You may also choose to have no designation appear under your name on the ballot. For additional information, please see the Ballot Designation Worksheet; which can be obtained in our office.

CAMPAIGN DISCLOSURE

You will be provided with the Form 470 which must be filed at the same time you file candidacy papers. This form covers campaigns that will raise or spend LESS than \$2,000 in contributions. **If you believe your campaign will raise or spend MORE than \$2,000, you must request a campaign disclosure manual and a Form 410-Statement of Organization.** It is your responsibility to become familiar with the filing requirements and request forms you may need from this office. **This office and/or the Secretary of State's office may fine you if filing deadlines are not met.**

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES
as found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices
Article 1. General Intent

20400. **Intent of Legislature.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. **Definition of "Code".** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. **Subscription to Code; Form.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: **(see next page)**

20441. **Supply of Forms.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. **Retention of Forms; Public Inspection.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. **Public Record.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Date

Signature

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

PREPARATION OF CANDIDATE'S STATEMENT

Each candidate for nonpartisan elective office in any local agency may prepare a Candidate's Statement on a form provided by the Registrar of Voters. The Candidate's Statement is optional.

CONTENTS

The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words**, of the candidate's education and qualifications expressed by the candidate. "Age" is optional and may be omitted. "Occupation" may be expanded beyond the three words allowed as a ballot designation. The candidate is not permitted to include party affiliation or membership or activity in any partisan political organizations.

Candidate's statements for judicial offices 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 judicial office or to another candidate's qualifications. The elections official is prohibited from printing and distributing any statement not in compliance with these restrictions.

The law specifically states that the author of a Candidate's Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. §13307(d), §18351)

FORMAT

Statement must be typed or neatly printed on the form issued by the Registrar of Voters. If a candidate wishes to submit an electronically generated statement, they may do so by taping a hard copy to each page of the form provided and signing the form in the appropriate places. Since the Elections Code requires that the statement of each candidate be printed in type of uniform size and darkness, and with uniform spacing, the statement must follow conventional usage (E.C. §13307(b)).

1. The statement will be printed in standard paragraph form. Outline form is not acceptable.
2. Capital letters will be used only for words normally capitalized (i.e. the first letter of the first word of a sentence, proper noun, etc.). Words will not be printed in "all caps".
3. Bold type, italicizing or underlining is not permitted.

WORD COUNT

The 200 word limit set by E.C. §13307 is strictly observed. Candidates should count their words carefully using the following guidelines.

1. Punctuation is not counted.
2. All geographical names shall be considered as one word.
3. Each abbreviation for a word, phrase or expression shall be counted as one word
4. Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
5. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.

6. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one" shall be considered as a separate word or words (ie. "one hundred" will be counted as two words.

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS

The Registrar of Voters does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. The statement will only be accepted on the form provided on page 10; page 11 is required to be signed, completed and provided to the Registrar's office when filing the candidate statement

DEPOSIT

The County Clerk shall collect a deposit at the time of filing the candidate's statement. The final cost will be determined after the printing bills are received by the County Clerk. Candidates will be billed any cost over and above the deposit collected or will be refunded any overpayment at that time. (E.C. 13307(c)) Please see page 12 for deposits.

EXAMPLE OF FORMAT:

NAME: PAT DOE

OCCUPATION: Fortune Teller/Comedian

AGE: 65

This is an example of an acceptable format to be used in a Candidate's Statement. The guidelines for the content of the statement and the format may be found in the preceding paragraphs.

The candidate statement is printed in standard paragraph form, which means each paragraph will start at the left margin and the right margins will be justified. A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, they will begin at the left margin and will only be allowed if space permits. If space does not permit, the items will be converted to a list. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters will make modifications so it conforms to these rules.

S/Pat Doe

COUNTY CODE SECTION 2.04.060

Candidate's Fees

- (1) Pursuant to Elections Code 10012, each candidate for County Office shall pay the actual prorated costs of printing, handling and translating his candidate's statement, if any, incurred by the county.
- (2) The candidate's statement shall be limited to 200 words; and
- (3) The County Clerk shall accept from the candidate no other material for transmittal to the voters.

(Ordinance No. 3052, adopted 1978)

CANDIDATE'S STATEMENT

(Section 13307, Elections Code)

Name of Candidate _____ Age _____

Occupation _____ Date of Election _____

Name of Office _____ Name of District _____

Statement of education & qualifications:

One of the two boxes below must be signed

<p>A Spanish translation of the foregoing statement requested? Yes No</p> <p>_____</p> <p>Candidate must check appropriate box and sign here if a statement is being submitted</p>	<p>I do not elect to file a Candidate's Statement as permitted by Elections Code §13307.</p> <p>_____</p>
<p>In the event there is no opposition for this contest, please do not print this statement. (Optional)</p> <p>_____</p>	

**AGREEMENT FOR PRINTING AND DISTRIBUTION OF
CANDIDATE'S STATEMENT**

I, _____, have on this date filed my Declaration of Candidacy with the County Clerk for the office of _____, and have filed therewith my candidate's statement pursuant to Section 13307 of the Elections Code, State of California. I agree that my statement shall be printed and distributed by the County Clerk and paid for by me as follows:

- (1) I promise to pay the actual prorated costs of printing and distribution incurred by the County of Mendocino as billed to me by the County Clerk. Such payment shall be made by check, money order or cash within thirty (30) days after such billing.**
- (2) I understand that I may withdraw my Statement upon written request filed with the County Clerk on or before 5:00 p.m., on the day following the last day to file for this office.**
- (4) Neither the County of Mendocino, the County Clerk nor any other officer or employee of this county shall be held liable for the unintentional variation between the draft submitted by me and that mailed with the sample ballot.**

Dated

Signature of Candidate

Address of Candidate

DEPOSITS DUE FOR CANDIDATE'S STATEMENTS

Mendocino County Deposits:

MENDOCINO CO. OFFICES	ENGLISH	ENG/SPANISH
Mendocino Coast Healthcare District	\$ 300	\$ 500
Mendocino Coast Rec & Park District	\$ 300	\$ 500
Southern Humboldt Community Healthcare District	\$ 100	\$ 200
Coast Life Support District	\$ 200	\$ 300

MENDOCINO CO. SCHOOL/COLLEGE DISTRICTS	ENGLISH	ENG/SPANISH
Mendocino County Board of Education	\$ 300	\$ 500
Arena Union/Pt Arena Joint Union High School Dist.	\$ 200	\$ 400
Fort Bragg Unified School District	\$ 300	\$ 500
Laytonville Unified School District	\$ 150	\$ 300
Leggett Valley Unified School District	\$ 100	\$ 200
Manchester Union Elementary School District	\$ 100	\$ 200
Mendocino Unified School District	\$ 150	\$ 300
Potter Valley Community School District	\$ 150	\$ 300
Round Valley Unified School District	\$ 150	\$ 300
Ukiah Unified School District	\$ 300	\$ 500
Willits Unified School District	\$ 300	\$ 500
Southern Humboldt Joint Unified School District	\$ 50	\$ 100
Mendocino-Lake Community College District	\$ 300	\$ 500

Lake County Deposits:

LAKE COUNTY OFFICES	ENGLISH	ENG/SPANISH
Mendocino-Lake Community College District (TA 6)	\$ Please call Lake Co.	\$ Please call Lake Co.

Sonoma County Deposits:

SONOMA CO. OFFICES	ENGLISH	ENG/SPANISH
Coast Life Support District	\$ Please call Sonoma Co.	\$ Please call Sonoma Co.

Humboldt County Deposits:

HUMBOLDT COUNTY OFFICES:	ENGLISH	ENG/SPANISH
Southern Humboldt Community Healthcare District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.
Southern Humboldt Joint Unified School District	\$ Please call Humboldt Co.	\$ Please call Humboldt Co.

STATEWIDE OFFICES	ENGLISH	ENG/SPANISH
State Legislative Candidates (250 words –only candidates who voluntarily agree to the Prop 34 Campaign Expenditure limits)	\$ 1,000	\$ 1,200

Please contact the following counties for additional information on putting your Candidate's Statement or Statement of Qualifications in their Sample Ballots:

- Sonoma County Registrar's office at: (800) 750-VOTE or (707) 565-6800.
- Humboldt County Registrar's office at: (707) 445-7481.
- Lake County Registrar's office at: (707) 263-2372

MASS MAILING

Government Code §84305

(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).

POLITICAL ADVERTISING ON COUNTY PROPERTY

Chapter 14.24, Mendocino County Code

§14.24.010 Prohibition of Political Advertising

It shall be unlawful for any person to affix or cause to be affixed to any property of the county any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advocating the election or defeat of any individual or individuals seeking elective office or advocating the passage or defeat of any issue subject to ballot or of advertising any assembly, meeting, or other form of gathering in support of or in opposition to such individuals or issues.

(Ord. No. 947, adopted 1972.)

POLITICAL SUBDIVISIONS OF MENDOCINO COUNTY

Mendocino County is comprised of 4 incorporated cities, 14 school districts and 40 self-governed special districts and has 8 Superior Court Judges. The County is also within the following political subdivisions and is divided into the supervisorial districts shown below.

CONGRESSIONAL	2 nd Congressional District Del Norte, Humboldt, Trinity, Mendocino, Sonoma and Marin Counties
SENATORIAL	2 nd Senatorial District Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma and Marin Counties
ASSEMBLY	2 nd Assembly District Del Norte, Humboldt, Trinity, Mendocino, and Sonoma Counties
BOARD OF EQUALIZATION	2 nd District Del Norte, Humboldt, Trinity, Mendocino, Lake, Colusa, Sonoma, Napa, Yolo, Marin, Solano, Contra Costa, San Mateo, Alameda, Santa Clara, Santa Cruz, Monterey, San Benito, San Luis Obispo and a portion of Santa Barbara Counties
SUPERVISORIAL DISTRICTS	Elected in Presidential Election Year: 1 st District (Talmage, Redwood Valley & Potter Valley) 2 nd District (City of Ukiah) 4 th District (Piercy, Leggett, Westport & Fort Bragg) **Elected in Gubernatorial Election Year: 3 rd District (Covelo, Branscomb, Laytonville & Willits) 5 th District (Albion, Comptche, Elk, Navarro, Philo, Boonville, South Ukiah, Hopland, Yorkville, Point Arena, Anchor Bay & Gualala)

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously *if the offices have overlapping and conflicting public duties*.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a questions about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at 916 324-5437 or visit their website, www.caag.state.ca.us For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1 866 275-3772.

MEMORANDUM

**COUNTY OF MENDOCINO
ELECTIONS**

TO: All Candidates

FROM: Susan M. Ranochak, Registrar of Voters

SUBJECT: INCOMPLETE BALLOT COUNTING ON ELECTION NIGHT

Candidates and the public are frequently surprised on the day after an election when they learn that there are ballots countywide/statewide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of election night ballot counting, and follow-up ballot tabulation, which occurs in the days/weeks following the election. The law allows 30 days after the election to complete the ballot tally and the official audit of the election, known as the Canvass. When the Canvass is completed, the official results are certified.

There are two categories of ballots that cannot be processed on Election Night:

- VBM ballots turned in at polling locations
- Provisional ballots voted at the polls

VBM ballots turned in at polling locations. Many VBM voters wait until the last minute to make their voting choices and then mail or drop off their absentee ballots on Election Day. We receive these ballots very late on election night or (if they are post marked by Election Day) up to 3 days after Election Day. All VBM ballots must be pre-processed before they are counted – this includes verifying every VBM voter's signature prior to opening the VBM ballot envelopes to remove the ballots in preparation for counting.

Provisional ballots voted at the polls. Provisional ballots are voted at the polls when a voter's registration is in question, or when our records indicate the voter was already sent an absentee ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Write-in ballots. All Ballots containing write-in votes must be set aside for manual review of each individual ballot. When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, **every race and measure** on that ballot cannot be

counted on election night. Each ballot containing a write-in vote must be individually reviewed to determine whether or not the write-in vote is for a qualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a write-in candidate for the same office). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Due to the individual scrutiny involved, no portion of any ballot containing a write-in vote is counted on election night. **Vote tallies for write-in candidates are not available until the conclusion of the official canvass.**

There will be **NO** updates to our Final Unofficial results posted on election night until the Final Official results are released on the time of certification. Based on past trends, the number of ballots remaining to be counted after election night is anticipated at 5,000 – 15,000 countywide. Our staff will be working as quickly as possible to prepare all outstanding ballots for tabulation.

California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the total voting precincts. This manual process verifies the accuracy of the computer count. As always, candidates and members of the general public are invited to observe ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts.

We realize it is difficult for candidates/campaigns involved in close races to wait days and sometimes weeks to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have additional questions, please call me at 234-6819.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

Enclosure

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY'S Name: _____

_____ Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).

