

Candidate Information Workshop

November 8, 2022 General Election

Santa Cruz County Clerk & Capitola City Clerk

June 20, 2022

Candidate's Handbook is
posted online at
www.votescount.us

Hard copies available at
Clerk/Elections.

City Clerks will have their
own guides.

Candidate's Handbook



Statewide General Election
November 8, 2022



Santa Cruz County Clerk/Elections Department
701 Ocean St., Room 310
Santa Cruz, CA 95060
831-454-2060 ● FAX: 831-454-2445 ● TDD/TTY: 711
www.votescount.us ● info@votescount.us
June 2022

Elections Department Contact Information

County Clerk Tricia Webber
 701 Ocean St., Room 310
 Santa Cruz, CA 95060
 831-454-2060 / FAX: 831-454-2445
www.votescount.us

Please feel free to contact the Elections Department should you have any questions, comments, or concerns. Direct telephone numbers, with voice mail availability, are listed under each person's name.

County Clerk Candidate Services	Tricia Webber tricia.webber@santacruzcounty.us 831-454-2409
Vote-by-Mail Ballot coordinator & Department Information Systems Specialist	John Beck john.beck@santacruzcounty.us 831-454-2405
Election data for sale; Precinct boundaries & consolidations; Street Index maintenance; Initiatives & petitions	Gina Lapioli gina.lapioli@santacruzcounty.us 831-454-2415
Voter registration & outreach; VoteCal manager; Language services	Helen Ruiz-Thomas helen.ruiz-thomas@santacruzcounty.us 831-454-3389
Election-officer recruitment and training; Training manuals; Voter accessibility	Lynn Stipes lynn.stipes@santacruzcounty.us 831-454-2416
Operations Center Manager	Emma Gordon emma.gordon@santacruzcounty.us 831-454-3020
Fiscal services	Daisy Williams daisy.williams@santacruzcounty.us 831-454-2418
Clerk Services Program Coordinator	Margarita Williams Margarita.williams@santacruzcounty.us 831-454-2018
Deputy County Clerk	Lorena Bibriesca-Camacho Lorena.bibriesca-camacho@santacruzcounty.us 831-454-3462
Deputy County Clerk	Stanley Avila Stanley.avila@santacruzcounty.us 831-454-2423
Receptionist	Liliana Galvan Liliana.galvan@santacruzcounty.us 831-454-2406

How to
 contact us.
 Ask
 questions.
 Get help!

State and Federal Offices



Fair Political Practices Commission: Campaign reporting (Forms 501, 410, 460, 470, 497...); Conflict of Interest Form 700; investigates campaign violations



Secretary of State: File Form 410; conducts random alpha to determine order of candidate's names; investigates voter fraud



Attorney General: legal opinions; incompatibility of offices



Franchise Tax Board: Audits campaign reports

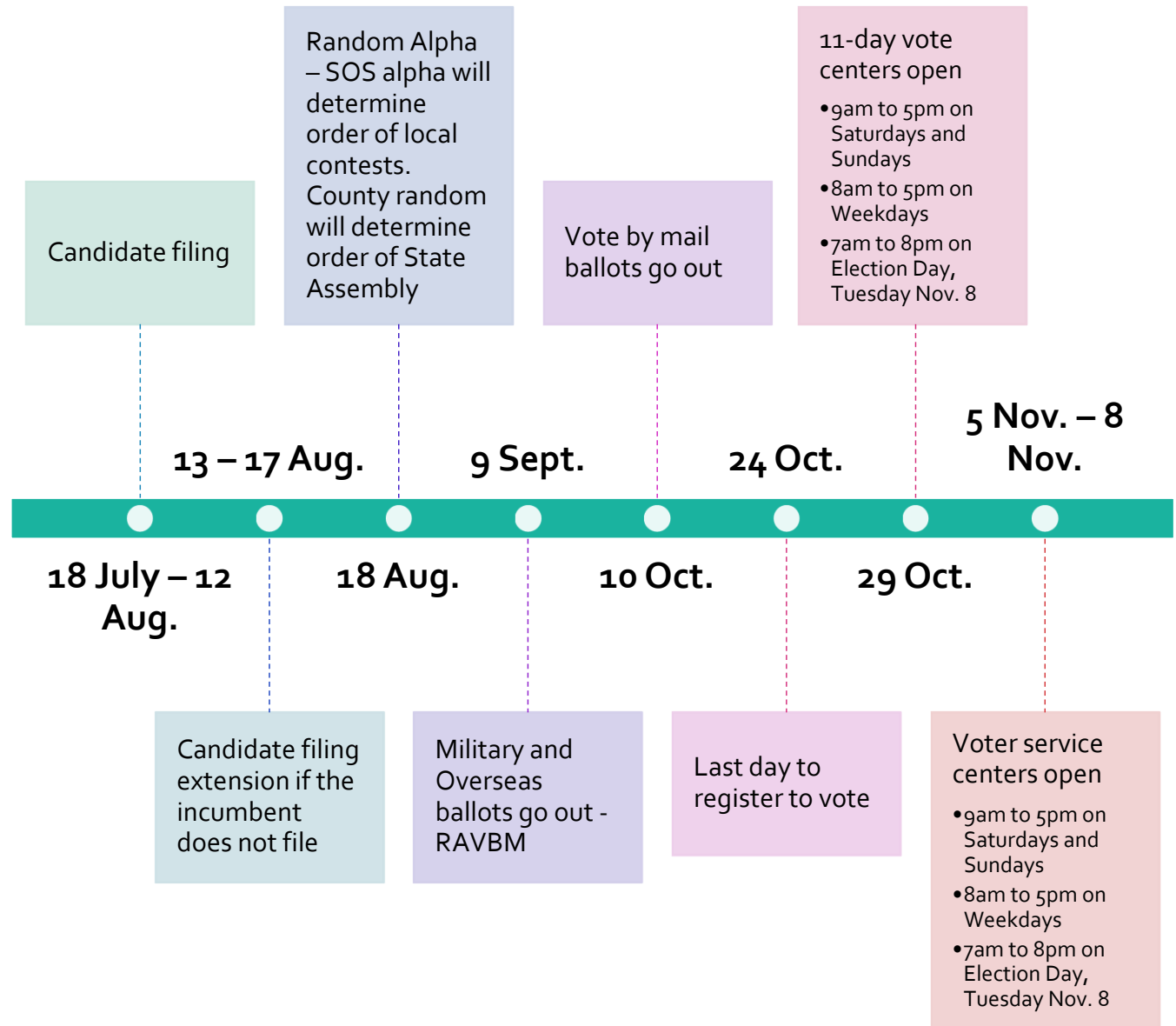


Federal Election Commission: Campaign reporting for federal offices

Who to call for election violations?

- False or misleading campaign materials (No agency enforcement. These issues are dealt with in court).
- Violations of the Political Reform Act: contact the Fair Political Practices Commission at www.fppc.ca.gov, 866-275-3772.
- Election fraud: contact your local district attorney, 454-2400, or the California Secretary of State at www.sos.ca.gov, 916-657-2166.
- Vandalism or requirements concerning campaign signs: contact local city attorney or district attorney, or local law enforcement.
- **In other words... not my office!**

Key Dates and Deadlines



Candidate Checklist

Use our website!

www.votescount.us

Candidate Checklist

Listed below is a description of the various mandatory and optional forms to be filed for candidates running for school or special districts in the November 8, 2022, Election. It is the obligation of the candidate, incumbents and challengers, to ensure that filing requirements and deadlines have been met. All candidates are urged to file the required documents as early as possible to avoid a last minute rush, confusion or misunderstanding. Additionally, it is recommended that the candidate file all documents personally.

Nominees for any county offices appearing on the November 2022 run-off ballot and nominees for State Assembly district who have accepted the campaign expenditure limits under Proposition 34 have the option of filing a Candidate's Statement of Qualifications and paying for its printing and distribution by 5pm on August 12. Nominees for Congressional district may also file a statement by the deadline date.

Candidates for city council seats must contact their respective City Clerk for candidate filing requirements.

Document	Applies to	Filing Period	Filed
Declaration of Candidacy (DOC)	All Candidates – incumbents and challengers	July 18 – Aug. 12 (E-113 to E-88)	
Nomination Documents for City Candidates	All Candidates – incumbents and challengers	July 18 – Aug. 12 (E-113 to E – 88)	
Candidate's Statement of Qualifications	Optional for all candidates plus Candidates for county offices in run-offs and nominees for State Legislature who have accepted the Prop. 34 campaign expenditure limits	Must be filed & paid for with DOC or For June election nominees by 5pm on Aug. 12	
Nomination Document extension	Anyone other than the incumbent who did not file	Aug. 13 – Aug. 17 (E-87 to E-83)	
Campaign Disclosure Statements	All candidates & nominees	See filing schedule page 102	
Code of Fair Campaign Practices	Optional for all candidates	File with Dec. of Candidacy	
Statement of Economic Interests (Form 700)	All candidates running for offices specified in Gov. Code § 87200	File with Dec. of Candidacy	

Offices on the ballot



Nominees for:

- Congress
- State Assembly
- Superior Court Judge
- County Supervisor, 3rd District
- County Supervisor, 4th District
- City Councils: Capitola (3); Santa Cruz (3); Scotts Valley (3); Watsonville (Districts 3, 4, 5 & 7)
- County Board of Education
- Community College Boards
- School Districts
- Fire Districts
- Water Districts
- Port District
- Recreation Districts

Schedule

Although not required, scheduling an appointment is **HIGHLY** encouraged. Email cwoodmansee@ci.capitola.ca.us or phone 831-475-7300.

Issue

The City Clerk will issue your Nomination papers.

Collect

Collect 20 valid signatures from voters within the city council district.

Filing for
Capitola City
Council

Statewide General Election 2022

Tuesday, November 8, 2022 - 7:00am to 8:00pm

[Add to your calendar >](#)

[Back to calendar](#)

The Capitola General Municipal Election is conducted by the Santa Cruz County Elections Department, and is also consolidated with the Statewide General Election. To register to vote, find out more about this year's Vote-By-Mail process, or get information on the Presidential Election please contact the County Elections Department (link below)

Seats on the Ballot:

There are three Capitola City Council seats up for election on November 8, 2022. The seats are currently filled by 1) Sam Storey 2) Yvette Brooks and 3) Jacques Bertrand (termed out, cannot run again).

To run for City Council, you must:

- 1) be 18 years or older
- 2) be a resident of the City of Capitola
- 3) be a registered voter

Candidate Nomination Period is July 18 - August 12:

Potential candidates can pick-up Nomination Papers from the Capitola City Clerk from **Monday, July 18 to Friday, August 12**. Candidates must then collect 20 to 30 signatures from registered Capitola

Capitola City Clerk's Website

<https://www.cityofcapitola.org/cityadministration/page/statewide-general-election-2022>

Who's up for election in the City of Capitola?

- Jacques Bertrand – termed out
- Yvette Brooks
- Sam Storey

Filing will extend ONLY if Brooks or Storey do not file for re-election.

Under that scenario, filing will extend until 5pm Wednesday, August 17 for anyone other than the incumbent to file.

Because Bertrand is termed out, filing will not extend if both Brooks and Storey file.

Where you live determines what you can run for

- For most offices, you must be a registered voter of the jurisdiction and in some cases, you must live in the subdivision of the jurisdiction (trustee area/division/district) in order to run for office.
- You can look up the jurisdictions you live in online at www.votescount.us



Resources

- [Find your district and incumbents](#)
- There are laws and court cases governing residence and domicile.

If you are running for City Council, you need to file documents with the City Clerk

Candidate filing is July 18 – August 12. If an incumbent who is not termed out does not file for re-election, filing is extended to Wednesday, August 17 for anyone other than the incumbent to file.

Nomination Petition with 20 valid signatures of voters who are registered in the City of Capitola.

Declaration of Candidacy – may be part of the Nomination Petition.

Ballot Designation Worksheet

Candidate Statement Agreement required only if you are filing a Candidate's Statement of Qualifications

Internet Waiver to allow your name and contact information to be posted online

Code of Fair Campaign Practices – optional

Form 700 – Statement of Economic Interest

Incompatibility of office

- The State of California Attorney General's Office has issued many opinions about incompatibility of offices. Here are eight 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. county board of supervisors member and community college board member;
 6. water district director and a school district trustee having territory in common;
 7. deputy sheriff and county supervisor; and
 8. county planning commissioner and county water district director.
- If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General's office at 800-952-5225 or visit their website, www.oag.ca.gov.

Name and Ballot Designation

Follow SOS Ballot Designation Regulations!



A candidate registered as Margaret Ann Smith may use such variations as Margaret A. Smith, Maggie Smith, Meg Smith, or Annie Smith. Nicknames may be designed by parentheses or quotation marks.



The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the principal profession, vocation, or occupation of the candidate.



You can use the word "None".



You are allowed a total of 39 characters for your name and 39 characters for your ballot designation so it will fit nicely on the ballot.



All candidates must completely fill out the ballot designation worksheet. You are encouraged to provide two alternatives to your first choice.



If your first choice is rejected, we will inform you which one is allowed. If all three are rejected, you will be notified in writing and given 3 days to provide an acceptable ballot.

Candidate Statement of Qualifications – Optional

- If you choose to submit a Candidate's Statement of Qualifications, you must file and pay for it at the time you file your Declaration of Candidacy.
- The cost is an estimate, and you will receive a refund or invoice a month or more after the election if you overpaid or underpaid.
- Statements are limited to 200 words for most offices. 250 words for Congress and State Legislative offices.
- Statements must be in English.
- One statement with English and Spanish or other language will not be accepted.
- You can pay to have it
 - printed & online in English,
 - printed and online in English and Spanish,
 - online only in English or
 - online only in English & Spanish.

- Type your statement. Proof it. Statements will be printed as filed.
- Limit your statement to a recitation of your own personal background and qualifications.
- Do not reference other candidates for that office or another candidate's qualifications, character, or activities.
- Candidates for nonpartisan offices shall not include your party affiliation nor membership or activity in partisan political organizations.
- No statement shall contain any false, slanderous or libelous statements.
- You are encouraged to limit your statement to 3 paragraphs.
- All text will be formatted flush left – no indents will be allowed.
- On the line below your name, you may provide your occupation, phone number, email, website address, and/or age, if it fits on one line.
- Your name should be the same as your name on the ballot. Occupation should be the same or similar to your ballot designation.
- Statements are printed in the county Voter Information Guide in 9-point ClearViewADA font.
- **Bolding**, CAPITALIZING, underlining, bullets and centering text are not permitted. If the statement contains any bolding, capitalizing (other than abbreviations or acronyms), underlining, and centering of text, the text will be converted to normal text without these attributes.
- Limited use of *italics* is permitted.

Content and Format of your Statement of Qualifications

The Printed Candidate's Statement

Below is an example of a 200-word Candidate's Statement of Qualifications, as it will appear in the county Voter Information Guide and online at www.votesscount.com



Chris Candidate

Teacher 831-454-2060 info@vote4Chris.com www.vote4Chris.com Age: 42

I can bring to the office a diversity of viewpoints and experience. Born and raised in the Monterey Bay Area, with my family still farming, I can appreciate the concerns of the environmentalist. On the other hand, having been in business since my undergraduate days at UCSC, and with my experience in the rental and real estate fields, I appreciate the practical housing requirements of our community.

My credentials include: Graduate of local high schools, UCSC graduate with a B.S. and MBA; US Air Force sergeant; married and parent of 2; small business owner; homeowner. In addition, I have either served or am serving in the following clubs and organizations: Rotary; Chamber of Commerce; Sierra Club; PTA; Arts Council; Rock the Vote; and League of Women Voters. If elected to this office, I will do my best to continue to serve as a leader and role model for our community and children. Vote for Chris Candidate.

Chris Candidate

Profesor 831-454-2060 info@vote4Chris.com www.vote4Chris.com Edad: 42

Puedo traer a la oficina una diversidad de puntos de vista y experiencia. Nacido y criado en el área de la Bahía de Monterey, con mi familia todavía en la agricultura, puedo apreciar las preocupaciones del ambientalista. Por otro lado, habiendo estado en el negocio desde mis días de estudiante en UCSC, y con mi experiencia en los campos de alquiler e inmobiliario, aprecio los requisitos prácticos de vivienda de nuestra comunidad.

Mis credenciales incluyen: Graduado de escuelas secundarias locales, graduado de UCSC con un B.S. y MBA; Sargento de la Fuerza Aérea de los Estados Unidos; casado y padre de 2; propietario de un pequeño negocio; dueño de casa. Además, he servido o estoy sirviendo en los siguientes clubes y organizaciones: Rotary; Cámara de Comercio; Sierra Club; PTA; Consejo de las Artes; Rock el voto; y League of Women Voters. Si soy elegido para esta oficina, haré todo lo posible para continuar sirviendo como líder y modelo a seguir para nuestra comunidad y nuestros niños. |

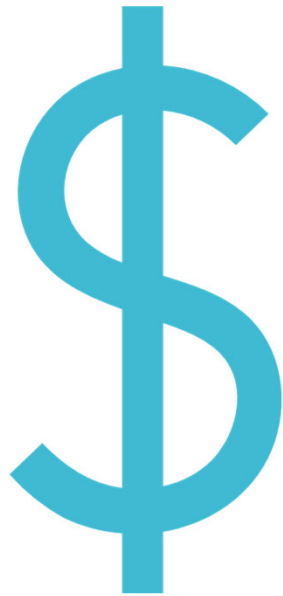
- **Candidate Statements must be submitted in an electronic format or pay \$100 extra!!**
- E-mail your statement to candidates@votescount.us or bring in on a thumb drive.
- File ONE signed hard copy by the deadline.
- **Payment:** The statement may be paid for by check made payable to the County Clerk or cash if the candidate is using personal funds and will not be reimbursed through their campaign committee. The fee shall be paid at the time candidates file their Declarations of Candidacy.
- Statements may not be changed but may be withdrawn no later than 5pm on **August 15**. If there is an extended filing time, no later than 5pm on **August 18**.

Filing your Statement of Qualifications

Important notices about Statements of Qualifications

Important notice to candidates in districts that encompass more than one county. Procedures, requirements, fees, formats and public examination periods for candidates' statements may vary between counties. It is the candidate's responsibility to contact each county (in which he or she wishes to have a statement printed) within the district to obtain the appropriate information from each county. Failure to do so may jeopardize the printing of the candidate's statement. Candidates' statements shall be filed in each county by the candidate.

It is strongly recommended that you file the statement personally. If the statement is filed by someone other than the candidate, that person should have the authority to make corrections or deletions to the statement in case there are errors or there are too many words. Statements received by mail prior to the deadline will be filed as long as they meet the statutory requirements and county policies regarding candidates' statements. Statements may not be changed after filing.



Cost of Statement of Qualifications

Cost Formula: The cost of the Candidate's Statement is based on a quarter page for 200-word statements or half page for 250-word statements.

The estimated cost of printing the statement in the county Voter Information Guide and posted online is \$320, plus \$.03 per voter in the district for printing and mailing the voter guide.


Candidates who do not submit their statement in a readable electronic format will pay \$100 extra.

The optional Spanish statement will be \$150 extra for print & online or online only.

Candidates can opt to have their statement posted online only for \$320 in English, and \$470 in English & Spanish.

Capitola City Council Candidate Statements of Qualifications

Candidates who want a statement to be printed in the County Voter Information Guide mailed to all registered voters must file their statement with the Capitola City Clerk and pay the estimated cost of \$530. Add an additional \$150 for Spanish = \$680.



Candidates can also opt for online only on the county's website for \$320, \$470 for English and Spanish.

How to count words

Punctuation: Punctuation is not counted.

Required Titles: Words used in the title of arguments, rebuttals, and analyses, such as "Argument in Favor of Measure A" are not counted. All words used in the 75-word ballot question are counted except for the letter designating the measure. Words used in the heading of a candidate's statement, including the office title, candidate's name, occupation and age are not counted.

Proper Nouns & Geographical names: All proper nouns, including geographical names, shall be counted as one word. For example, "Pajaro Valley Unified School District" shall be counted as one word.

Abbreviations: Each abbreviation for a word, phrase, or expression shall be counted as one word.

Hyphenations: Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

Dates: Dates shall be counted as one word regardless of how they are written (1/1/2020 or January 1, 2020).

Numbers: Any number consisting of a digit or digits shall be considered as one word. Any number that is spelled, shall be considered as a separate word. "100" shall be counted as one word, whereas "one hundred" shall be counted as two words.

Phone & Internet: Web site addresses and telephone numbers shall be counted as one word.

Registration and Election Data

Confidential Voter File

- Pursuant to Elections Code Sections 2187, 2188 and 2194, voter registration information is available to persons or groups for election, scholarly, journalistic or political purposes, or governmental purposes, as determined by the Secretary of State. Each written request to view, purchase, or use voter registration information must be submitted in person and with identification on an application available at the Santa Cruz County Elections Department.
- Form to purchase voter file data is online at www.votescount.us
- We also post who is purchasing data.

Voter Registration

Deadline is October 24.

Voters can register to vote online at www.registertovote.ca.gov.

Cards are available at post offices, city halls, DMV, or we can mail them to a voter.

Voter outreach limited due to COVID.

If a voter does not sign up in time, California now has Same Day Voter Registration where voters can register and vote up to and including Election Day.

Provisional voting will continue to be used in the event a voter's eligibility cannot be determined at the time they show up to vote.

Voters may return their ballot in one of the following ways:

- Drop it off at one of our 24-hour drop boxes
 - Aptos - Cabrillo College Parking lot R by the stadium
 - Aptos – Resurrection Catholic Church, 7600 Soquel Dr.
 - Aptos - Polo Grounds near the dog park, 2255 Huntington Dr.
 - Ben Lomond - Highlands Park, 8500 Highway 9
 - Capitola – 420 Capitola Ave in the City Hall parking lot
 - Capitola – Mall near the old Sears – 855 41st Ave
 - Capitola – Public Library – 2005 Wharf Rd
 - Corralitos – Community Center – 35 Browns Valley Rd
 - Felton - Covered Bridge Park at Mt. Hermon and Graham Hill Rd
 - Los Gatos – Summit Store – 24197 Summit Rd
 - Santa Cruz - 701 Ocean St in front of the County Government Center
 - Santa Cruz – 212 Church St in the public parking lot
 - Scotts Valley – 1 Civic Center Dr in the City Hall parking lot
 - Watsonville – 316 Rodriguez St in the municipal public parking lot 14
 - Watsonville – 1432 Freedom Blvd parking lot
 - UCSC Quarry Plaza
 - We will add up to two more drive-up drop off boxes for November.
- Return it in person before and including Election Day at the County Elections Office or any of the City Clerks' Offices.
- Return it to a voter service center.
- Mail it so it is received on time – ballots postmarked on or before Election Day and received by November 15 will be considered received on time.

How to
return your
ballot after
voting from
home

In-person voting options.

In-person voting options will be available for voters to do any of the following:

- Return a voted ballot
 - Obtain a second ballot
 - Vote on the accessible tablet
 - Vote a Spanish ballot on the tablet
 - Register and vote on the same day
 - Vote provisionally
 - Any other voting service
- In-person voting locations will include the Santa Cruz County Clerk's Office and Watsonville City Clerk's Office.
 - 3 voter service centers to serve voters will open on October 29, and 15 more on November 5. All centers will remain open until, Tuesday, November 8.
 - All centers will adhere to public safety guidelines regarding mask wearing, disinfecting, physical distances, and any other protocols that may be in place. Since this is an evolving situation and there is no way to know what will be happening in October, voters are directed to check the Santa Cruz County Elections Department's website at www.votescount.us for the latest voting information.



Vote-by-mail safeguards

Postmark + 7

- Vote-by-mail ballots that are postmarked on or before Election Day or is time stamped or date stamped by a bona fide private mail delivery company on or before Election Day and received by the county elections official by the 7th day after the election shall be considered received on time.

The signature on the ballot envelope is compared to the signature on file.

Cure for unsigned ballot envelopes or non-comparing signatures

- Voters who failed to sign their vote-by-mail ballot envelope or has a signature that does not compare to what is on file will have until 2 days prior to the certification of the election to provide a signature on a Signature Statement to the County Elections Department. The Signature Statement may be returned to the County Elections Official by mail, FAX, email, hand-delivered, or dropped off at a voter service center or drop box.

No one can solicit the vote of a vote-by-mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote-by-mail voter is voting.

- Any person who knowingly violates this section is guilty of a misdemeanor.

Know the laws!

What you can
and can't do.

Use of public
resources

Mass Mailings

Slate Mailers

Filing Nomination
Documents

Campaign
literature

Misrepresenting
yourself

Deceptive online
activities

Political
advertising

Simulated ballots

Pictures in
campaign mail

Corrupting the
voting process

Vandalizing a
voting location

Corrupting voters
or intimidating
voters

Political signs

Raising and spending money

All candidates for state and local office are required to file campaign disclosure statements. Additionally, any committee formed to support or oppose a candidate or ballot measure is required to file campaign disclosure statements.

Form 501 Candidate Intention Statement – must be filed by all candidates prior to raising or spending a penny.

Form 410 Statement of Organization and Termination – must be filed by anyone who is raising or spending more than \$2,000.

- File within 10 days of reaching \$2,000.
- Name your campaign committee: must include the candidate's last name, office sought and year of the election. Jones for City Council 2020
- Send to SOS with \$50, and you get your FPPC campaign ID number.
- Find a good treasurer, and always make yourself the assistant treasurer.

NetFile	File online with NetFile. To set up an account go online to www.votescount.com or contact candidates@votescount.us or 831-454-2060. If you are running for City Council, contact your City Clerk.
Form 470	Officeholder & Candidate Campaign Statement – Short Form. Officeholders & candidates who do not have a controlled committee and do not anticipate spending or receiving \$2,000 or more (including personal funds).
Form 460	Recipient Committee Campaign Statement. Filed by those who are raising or spending more than \$2,000.
Form 496	24-Hour Independent Expenditure Report. Independent expenditures that total \$1,000 must be reported as 24-hour independent expenditures during the 90 days immediately preceding the election.
Form 497	24-Hour Contribution Report. State and local committees making or receiving contribution(s) that total \$1,000 or more in the 90 days before an election.

More
campaign
filing forms!

Campaign Filing Schedule for November 8, 2022

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Aug 1, 2022 <i>Semi-Annual</i>	*- 6/30/22	460 or 470	<ul style="list-style-type: none"> ● 460: All committees must file Form 460.
Within 10 Days <i>Independent Expenditure Verification</i>	Ongoing	462	<ul style="list-style-type: none"> ● Committees making independent expenditures must file this form with the FPPC. ● Email only. No paper copy is required. ● Committees file only one Form 462 per election for each candidate or measure supported or opposed by an independent expenditure.
Within 24 Hours <i>Contribution/ Independent Expenditure Reports</i>	8/10/22 – 11/8/22	496 or 497	<ul style="list-style-type: none"> ● 496: File if an independent expenditure of \$1000 or more in the aggregate is made. ● 497: File if a contribution of \$1000 or more in the aggregate is received from a single source. ● 497: File if a contribution of \$1000 or more in the aggregate is made to another candidate or measure being voted upon November 8, 2022, or to a political party committee. ● The recipient of a non-monetary contribution of \$1000 or more must file a Form 497 within 48 hours from the time the contribution is received. ● File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sept 29, 2022 <i>1st Pre-Election</i>	7/1/22 – 9/24/22	460 or 470	<ul style="list-style-type: none"> ● Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 27, 2022 <i>2nd Pre-Election</i>	9/25/22 – 10/22/22	460	<ul style="list-style-type: none"> ● All committees must file Form 460. ● File by personal delivery, guaranteed overnight service or online, if available.
Jan 31, 2023 <i>Semi-Annual</i>	10/23/22 – 12/31/22	460	<ul style="list-style-type: none"> ● All Committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2022.

Additional Notes: **Some jurisdictions require a Third Pre-Election Statement Due 11/4/22**

- ***Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for the Form 497 due the weekend before the election, or to any Form 496. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.

Don't be late!

- There are no provisions for granting “extensions” of the filing deadlines.
- If a candidate, officeholder, or committee is required to file a statement and has failed to do so by the deadline, we will:
 - Call you
 - Provide written notice that statement must be filed within 10 days (5 days for 2nd Pre-Election Statement) noting that a fine of \$10 per day beginning the day after the filing deadline until the date the statement is filed will be assessed unless waived by the Elections Official. The **maximum** penalty is \$100 or the total amount of contributions received or the total amount of expenditures made (whichever is greater) during the period covered by the late statement.
- Fines may not be waived if statement is not filed within 10 days after specific notice is sent by the elections official (or 5 days for 2nd Pre-Election Statements).
- Failure to file a statement after appropriate notice will be referred to an enforcement official and can result in substantial criminal, civil and administrative penalties.



Email: advice@fppc.ca.gov

or

Phone: 866-ASK-FPPC (1-866-275-3772)

Telephone advice is available

Monday through Thursday: 9am - 11:30am

Other Resources:

Candidate Toolkit: <http://fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html>

Online video and slides:

<http://www.fppc.ca.gov/learn/campaign-rules/candidate-and-treasurer-online-video.html>

Workshops: available on the FPPC website

<https://www.fppc.ca.gov/learn/training-and-outreach.html>

Need Help?
Contact the
FPPC!

Campaign Finance Prohibitions

State law provides for the following prohibitions regarding campaign funds:

- No contribution of one hundred dollars (\$100) or more shall be made or received in cash. If a cash contribution is made, it shall not be deemed received if it is refunded within 72 hours of receipt or in the case of a late contribution, within 48 hours of receipt.
- No expenditure of one hundred dollars (\$100) or more shall be made in cash.
- The value of all in-kind contributions of one hundred dollars (\$100) or more shall be reported in writing to the recipient upon the request in writing of the recipient. (Govt. Code §84300)
- No contribution shall be made, directly or indirectly, by any person in a name other than the name by which such person is identified for legal purposes. (Govt. Code §84301)
- No person shall make an anonymous contribution or contributions to a candidate, committee or any other person totaling one hundred dollars (\$100) or more in a calendar year. An anonymous contribution of one hundred dollars (\$100) or more shall not be kept by the intended recipient but instead shall be promptly paid to the Secretary of State for deposit in the General Fund of the state. (Govt. Code §84304)
- No contribution shall be commingled with personal funds of the recipient or any other person. (Govt. Code §84307)
- Contributions made by a husband and wife may not be aggregated. A contribution made by a child under 18 years of age is presumed to be a contribution from the parent or guardian of the child. (Gov. Code §85308)
- No newsletter or other mass mailing shall be sent at public expense. (Govt. Code §89001)
- Every person who contrives, prepares, sets up, proposes, or draws any lottery or raffle, is guilty of a misdemeanor. (Penal Code §319, 320)

Mistakes Others Have Made

The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures.

The purpose of campaign disclosure is to provide the public with the identity of contributors and the amounts they give, as well as the amount officeholders, candidates and committees spend. The laws passed to enforce that purpose can be challenging for the unwary, therefore some often overlooked requirements, some identified in audit reports, are provided here:

- Even unopposed candidates are subject to the campaign disclosure provisions of the Political Reform Act. (Gov. Code §82007)
- Prior to soliciting or receiving any contribution (including a loan), all elected officeholders and all candidates must file Form 501 (candidate intention).
- Contributions include **PERSONAL FUNDS** and are subject to the same disclosure requirements.
- A Statement of Organization (Form 410) must be filed within 10 days by any person who receives contributions totaling \$2,000 or more during a calendar year. Candidates for county offices (excludes judges, school boards and special district boards) must file a Form 410 prior to the acceptance of any campaign contribution totaling \$1000 or more or the making of any expenditure intended to influence the outcome of any election. (Co. Code 8.04.070)
- Officeholders and candidates who receive contributions or make expenditures must establish a campaign checking account in California and report it on a Form 410.
- Loans to a candidate are considered contributions unless the loan is from a financial institution. The Federal Election Campaign Act (2 U.S.C. §442b & e) prohibits contributions from national banks, national corporations, and foreign nationals in connection with any local, state, or federal election to political office.
- Filing fees and candidate statement fees may be paid in cash if the candidate is using personal funds and will not be reimbursed through the committee. (Gov. Code §85200)
- Otherwise, campaign disclosure laws require that expenditures of \$100 or more be made by written instrument containing the names of both the payee and payer. (Gov. Code §84300) The candidate may reimburse himself with committee funds and list it as a campaign expenditure on Schedule E.
- Candidates for County Offices are prohibited from receiving contributions from business entities or labor unions. However, if the business or labor committee is created for or sponsored by a corporation, partnership or labor union or other business entity for the sole purpose of using voluntary donations of its individual members or employees for political purposes may make contributions up to \$1000 in support of or in opposition to a candidate or recall. (Co. Code Section 8.04.050)
- Never accept or spend \$100 or more in cash.

Two of my favorite pages in the Candidate's Handbook

File online with NetFile. To set up an account for school or special district candidates go online to www.votescount.com or contact candidates@votescount.us or 831-454-2060.

For city candidates, contact Capitola City Clerk Chloe Woodmansee at 831-475-7300 or email cwoodmansee@ci.capitola.ca.us

As a candidate, you are required to file a Form 700. It is a public document where you will disclose your financial interests.

The Form 700 provides transparency and ensures accountability in governmental decisions.

Form 700 Conflict of Interest Statement

Write-in Candidates

File Sept. 12
to Oct. 25

Persons who did not file a Declaration of Candidacy and fulfill their nomination requirements to place their name on the ballot may run for office as a write-in candidate.

Voters may write-in any person they wish for any office regardless of whether the person has qualified or not. However, the votes will only be tabulated for qualified write-in candidates.

To qualify as a write-in candidate, a person must file with the County Clerk/Elections Department the following documents:

Signers of nomination papers for write-in candidates shall be voters in the district or political subdivision in which the candidate is to be voted on. §8603

A "Statement of Write-in Candidacy" which shall contain the candidate's name, residence address, a declaration stating that he or she is a write-in candidate, the title of the office for which he or she is running and the date of the election.

A Nomination Petition with the required number of signers for the office sought. In November, the offices include: County Supervisor and City Council.

Offices omitted from the ballot



Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. (2 CCR § 20102)



In November, write-ins are not allowed for the following offices: US Congress, State Senate, State Assembly. Elections Code §8600 (c)



If there is an insufficient number of nominees for a school or special district, the contest will not appear on the ballot.



Unopposed superior court judges will not appear on the November ballot. However, there is a provision in the law to require that the office be placed on the ballot by means of a petition procedure. Elections Code §8203

Election Night

Polls close at
8pm

Ballot drop
boxes close at
8pm



We will continue to process and tally ballots until 12am.



At 12am, we will focus on scanning and final counting of the ballots we have in the system.



Semi-official election night results will be released sometime after midnight.



History has shown that we will count more ballots after Election Day than on Election Night.



So, no victory parties yet! Results are NOT final until all votes are counted, audited, and verified.



Election officials are big fans of big margins!!

Assuming office

- **December 2** – Special Districts: Candidates declared elected or appointed take office this date at noon after having taken the oath or posted any bond required by the principal act. §10554
- **December 9** – School and Community College Districts: Candidates elected to school board take office, though no reference is made to “noon.”
- **December 5** – State Senate and State Assembly Members take office.
- **December 8** – Capitola City officials take office.
- **January 2** – County Supervisors and Superior Court Judges take office.
- **January 3** – Congressional members take office.

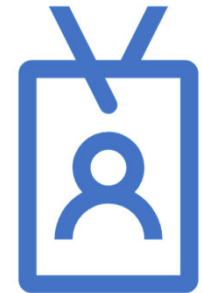


The Canvass

Like fine wine, it takes time.



- The Canvass is the official tally of votes for any given election. The purpose of the canvass is to account for every ballot cast and ensure that every valid vote cast is counted accurately in the final election totals.
- The Canvass accounts for every ballot cast on Election Day, every qualified returned ballot from voters who voted using the ballot we mail them, every qualified Same Day Voter Registration ballot, every accepted provisional ballot, every challenged ballot, and every qualified military and overseas ballot.
- The Canvass enables an election official to resolve discrepancies, correct errors, and take any remedial actions necessary to ensure completeness and accuracy before certifying the election.
- Estimated number of outstanding ballots will be prepared by Friday, including the number of Same Day and Provisional Ballots. We will not have the number by district until the ballots are all keyed in as returned.
- There are several audits conducted during the Canvass to verify the results including a 1% manual tally of the results making sure every contest is audited.



Questions?
Feedback?

Tricia Webber
Santa Cruz County Clerk
831-454-2409
tricia.webber@santacruzcounty.us

Lilly Galvan
Candidate Filing Team
831-454-2406
liliana.galvan@santacruzcounty.us

Chloe Woodmansee
Capitola City Clerk
831-475-7300
cwoodmansee@ci.capitola.ca.us

candidates@votescount.us
831-454-2060