

# CANDIDATE'S INFORMATION GUIDE



## Statewide Direct Primary Election June 7, 2022

Prepared By

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Trinity County Elections Office  
11 Court St  
PO Box 1215  
Weaverville, CA 96093  
530-623-1220



# TRINITY COUNTY

**Shanna S. White**

County Clerk/Recorder/Assessor

**Julie K. Barcellona**

Deputy County Clerk/Recorder/Assessor

Dear Candidate,

This Candidate's Information Guide was prepared by the Trinity County Elections staff to assist you, the Candidate, through the nomination and elections process.

The Trinity County Elections Office is dedicated to administering fair and accurate elections and to help all qualified candidates have their names placed on the ballot.

Staff has made every attempt to be as informative as possible, but law prohibits employees from answering questions of legal nature. Candidates and others using this guide must bear full responsibility to make their own determinations. To that end, it is strongly recommended that candidates obtain their own legal counsel.

To contact the Elections office call (530) 623-1220, email at [elections@trinitycounty.org](mailto:elections@trinitycounty.org) or stop by 11 Court Street, Weaverville, CA 96093. Office hours are 9:00 a.m. – 1:00 p.m. and 2:00 p.m. – 4:00 p.m. Monday through Friday, excluding holidays.

The Elections office will be open until 5:00 p.m. on the following dates to file documents:

- February 9, 2022
- March 11, 2022
- March 16, 2022 (if necessary for extension period)

Best of luck campaigning!

Sincerely,

*Shanna S. White*

Shanna S. White

Trinity County

Clerk/Recorder/Assessor/ROV

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## LOCAL OFFICES SUBJECT TO ELECTION

<b>Office</b>	<b>Officeholder</b>	<b>Jurisdiction</b>	<b>Term</b>
Auditor/Controller	Angela Bickle	Countywide	4 years
Clerk/Recorder/Assessor	Shanna White	Countywide	4 years
County Supervisor	Keith Groves	District 1	4 years
County Supervisor	Jeremy Brown	District 4	4 years
District Attorney/Public Administrator	David Brady	Countywide	4 years
Sheriff/Coroner	Tim Saxon	Countywide	4 years
Superintendent of Schools	Sarah Supahan	Countywide	4 years
Superior Court Judge	Michael Harper	Countywide	6 years
Treasurer/Tax Collector	Terri McBrayer	Countywide	4 years

Contact the Secretary of State's Office at (800) 345-VOTE or visit their website at [www.sos.ca.gov](http://www.sos.ca.gov) for information relating to State and District Congressional or Legislative offices.

Contact Trinity County Elections Office at (530) 623-1220 or visit our website at [www.trinitycounty.org](http://www.trinitycounty.org) for information relating to Local County offices.

## QUALIFICATIONS FOR CANDIDATES

### General Qualifications for All Candidates

*Government Code §24001; Election Code §201*

✓ Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that Nomination Papers are issued to the person or at the time of the person's appointment.

### Additional Qualifications for Specific Candidates

#### Auditor/Controller:

*Government Code §26945; §26946; Trinity County ordinance 1330*

- ✓ Must meet at least one of the following criteria:
  - ❖ Possess a valid certificate issued by the California Board of Accountancy and a CPA or public accountant permit;
  - ❖ Possess a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, and has served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years
  - ❖ Possess a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
  - ❖ Have served as county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years.

**Clerk/Recorder/Assessor:**

*Government Code §24002.5*

- ✓ Must meet at least one of the following criteria:
  - ❖ Possess a valid appraiser's certificate issued by the State Board of Equalization pursuant to Revenue and Taxation Code §670.
  - ❖ Acquire, notwithstanding Government Code §24002.5(a), for a period not to exceed one year, a temporary appraiser's certificate from the State Board of Equalization no later than 30 days after taking office. To be eligible for a temporary appraiser certificate, an applicant must be able to meet the employment and/or education requirements for permanent certification. For Permanent Certification see Board of Equalization Property Tax Rule §283.

**County Supervisor:**

*Government Code §25041*

- ✓ The member shall have been a registered voter of the district in which they seek to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office of supervisor
- ✓ Reside in the district during incumbency

**District Attorney/Public Administrator:**

*Government Code §24002*

- ✓ Must be admitted to practice in the Supreme Court of the State

**Sheriff/Coroner:**

*Government Code §24004.3*

- ✓ Must meet at least one of the following criteria:
  - ❖ An active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.
  - ❖ One year of full-time, salaried law enforcement experience within the provisions of §830.1 or §830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a master's degree from an accredited college or university.
  - ❖ Two years of full-time, salaried law enforcement experience within the provisions of §830.1 or §830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a bachelor's degree from an accredited college or university.
  - ❖ Three years of full-time, salaried law enforcement experience within the provisions of §830.1 or §830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses an associate in arts or associate in science degree, or the equivalent, from an accredited college.
  - ❖ Four years of full-time, salaried law enforcement experience within the provisions of §830.1 or §830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a high school diploma or the equivalent.
  - ❖ All persons holding the office of Sheriff on January 1, 1989 shall be deemed to have met all qualifications required for candidates seeking election or appointment to the office of Sheriff.

## Superintendent of Schools:

*Education Code §1208*

- ✓ Must meet at least one of the following criteria:
  - ❖ All county superintendents of schools in counties within classes (1) to (8), inclusive, shall possess a valid certification document authorizing administrative services.
  - ❖ For purposes of this section, the possession of a valid elementary administrative credential and a valid secondary administrative credential are equivalent to the possession of a valid general administrative credential.

## Superior Court Judge:

*Section 15 of Article VI of the California Constitution*

- ✓ Member of the State Bar or served as judge of a California Court of record for ten years immediately preceding the election.



# Summary Information

## Auditor/Controller

### FILING FEES

- \$965.78 or 359 Verified Signatures (\$2.6893 per signature)

### NOMINATION SIGNATURES

- 20 - 40

### STATEMENT OF QUALIFICATIONS

- \$275.00 (200 words)

### FILING PERIODS

- 01/03/22 to 02/09/22 Filing Period for **Petition In Lieu of Filing Fees**
- 02/14/22 to 03/11/22 Filing Period for **Nomination Paper and Declarations of Candidacy**. (Statement of Qualifications must be filed with Nomination Paper and Declaration of Candidacy).
- 03/12/22 to 03/16/22 **Extension** Period for **Nomination Paper and Declarations Of Candidacy**. (For candidates other than the incumbent when incumbent fails to file)

### ALL CANDIDATES MUST FILE:

1. Nomination Paper (Filing fee must be paid when issued and is non-refundable)
2. Declaration of Candidacy
3. Proof of Qualifications
4. Statement of Responsibility for Temporary Political Signs
5. Permission to Post Personal Information
6. Ballot Designation Worksheet
7. FPPC Form 700 - Statement of Economic Interest
8. FPPC Form 501 - Candidate Intention Statement
9. FPPC Form 460 Receipt Committee Campaign Statement **or** FPPC Form 470 Officeholder & Candidate Campaign Statement

\*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

# Summary Information

## Clerk/Recorder/Assessor

### FILING FEES

- \$1,121.24 or 359 Verified Signatures (\$3.1222 per signature)

### NOMINATION SIGNATURES

- 20 - 40

### STATEMENT OF QUALIFICATIONS

- \$275.00 (200 words)

### FILING PERIODS

- 01/03/22 to 02/09/22 Filing Period for **Petition In Lieu of Filing Fees**
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# Summary Information

## County Supervisor

### FILING FEES

- District 1 \$350.10 or 177 signatures in lieu (\$1.9744 per signature)
- District 4 \$350.10 or 120 signatures in lieu (\$2.9107 per signature)

### NOMINATION SIGNATURES

- 20 - 40

### STATEMENT OF QUALIFICATIONS

- \$275.00 (200 words)

### FILING PERIODS

- 01/06/22 to 02/09/22 Filing Period for **Petition In Lieu of Filing Fees**
- 02/14/22 to 03/11/22 Filing Period for **Nomination Paper and Declarations of Candidacy**. (Statement of Qualifications must be filed with Nomination Paper and Declaration of Candidacy).
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# Summary Information

## District Attorney/Public Administrator

### FILING FEES

- \$1,143.78 or 359 Verified Signatures (\$3.1849 per signature)

### NOMINATION SIGNATURES

- 20 - 40

### STATEMENT OF QUALIFICATIONS

- \$275.00 (200 words)

### FILING PERIODS

- 01/03/22 to 02/09/22 Filing Period for **Petition In Lieu of Filing Fees**
- 02/14/22 to 03/11/22 Filing Period for **Nomination Paper and Declarations of Candidacy**. (Statement of Qualifications must be filed with Nomination Paper and Declaration of Candidacy).
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# Summary Information

## Sheriff/Coroner

### FILING FEES

- \$1,088.26 or 359 Verified Signatures (\$3.0304 per signature)

### NOMINATION SIGNATURES

- 20 - 40

### STATEMENT OF QUALIFICATIONS

- \$275.00 (200 words)

### FILING PERIODS

- 01/03/22 to 02/09/22 Filing Period for **Petition In Lieu of Filing Fees**
- 02/14/22 to 03/11/22 Filing Period for **Nomination Paper and Declarations of Candidacy**. (Statement of Qualifications must be filed with Nomination Paper and Declaration of Candidacy).
- 03/12/22 to 03/16/22 **Extension** Period for **Nomination Paper and Declarations Of Candidacy**. (For candidates other than the incumbent when incumbent fails to file)

### ALL CANDIDATES MUST FILE:

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# Summary Information

## Superintendent of Schools

### FILING FEES

- \$1,539.94 or 359 Verified Signatures (\$4.2881 per signature)

### NOMINATION SIGNATURES

- 20 - 40

### STATEMENT OF QUALIFICATIONS

- \$275.00 (200 words)

### FILING PERIODS

- 01/03/22 to 02/09/22 Filing Period for **Petition In Lieu of Filing Fees**
- 02/14/22 to 03/11/22 Filing Period for **Nomination Paper and Declarations of Candidacy**. (Statement of Qualifications must be filed with Nomination Paper and Declaration of Candidacy).
- 03/12/22 to 03/16/22 **Extension** Period for **Nomination Paper and Declarations Of Candidacy**. (For candidates other than the incumbent when incumbent fails to file)

### ALL CANDIDATES MUST FILE:

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2. Declaration of Candidacy
3. Proof of Qualifications
4. Statement of Responsibility for Temporary Political Signs
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# Summary Information

## Superior Court Judge

### FILING FEES -

- \$2,250.74 or 359 Verified Signatures (\$6.2674 per signature)

### NOMINATION SIGNATURES

- 20 - 40

### STATEMENT OF QUALIFICATIONS

- \$275.00 (200 words)

### FILING PERIODS

- 01/03/22 to 02/09/22 Filing Period for **Petition In Lieu of Filing Fees**
- 01/31/22 to 02/09/22 Filing Period for **Declaration of Intent**
- 02/14/22 to 03/11/22 Filing Period for **Nomination Paper and Declarations of Candidacy**. (Statement of Qualifications must be filed with Nomination Paper and Declaration of Candidacy).
- 03/12/22 to 03/16/22 **Extension** Period for **Nomination Paper and Declarations of Candidacy**. (For candidates other than the incumbent when incumbent fails to file)

### ALL CANDIDATES MUST FILE:

1. Declaration of Intent (Proof of qualification required (Incumbents excluded) and filing fee)
2. Nomination Paper (may be satisfied with Signatures in Lieu)
3. Declaration of Candidacy
4. Proof of Qualifications
5. Statement of Responsibility for Temporary Political Signs
6. Permission to Post Personal Information
7. Ballot Designation Worksheet
8. FPPC Form 700 - Statement of Economic Interest
9. FPPC Form 501 - Candidate Intention Statement
10. FPPC Form 460 - Receipt Committee Campaign Statement **or** FPPC Form 470 Officeholder & Candidate Campaign Statement

\*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

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# Summary Information

## Treasurer/Tax Collector

### FILING FEES

- \$848.59 or 359 Verified Signatures (\$2.3630 per signature)

### NOMINATION SIGNATURES

- 20 - 40

### STATEMENT OF QUALIFICATIONS

- \$275.00 (200 words)

### FILING PERIODS

- 01/03/22 to 02/09/22 Filing Period for **Petition In Lieu of Filing Fees**
- 02/14/22 to 03/11/22 Filing Period for **Nomination Paper and Declarations of Candidacy**. (Statement of Qualifications must be filed with Nomination Paper and Declaration of Candidacy).
- 03/12/22 to 03/16/22 **Extension Period for Nomination Paper and Declarations Of Candidacy**. (For candidates other than the incumbent when incumbent fails to file)

### ALL CANDIDATES MUST FILE:

1. Nomination Paper (Filing fee must be paid when issued and is non-refundable)
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3. Proof of Qualifications
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## **PETITION IN LIEU OF FILING FEE**

This is a form generally utilized by candidates who wish to gather signatures instead of paying the full filing fee. Petitions may be circulated only amongst the voters within the candidate's election jurisdiction. Each signature has a predetermined value as calculated. These signatures can then be applied to the reduction of, or waiver of, the filing fee for that elective office.

**NOTE:** A candidate is issued only one form to use as a master form to reproduce the necessary number of copies at his/her own expense. (The candidate should not collect signatures or write on this master form).

It is preferred that a candidate file Petitions in batches of 50-100 signatures and make an appointment to file the batches.

Copies or reproduced signatures are not valid.

### **Petition Circulation Dates**

For circulation dates, see the Summary Information page.

### **No Fee**

No fee or charge shall be made or collected by any officer for verifying any Nomination Document or Circulator's affidavit.

*Election Code §8080*

### **Voters may only sign once**

If a voter signs more candidates' petitions than there are offices to be filled, the voter's signatures shall be valid only on those petitions that, taken in the order they were filed, do not exceed the number of offices to be filled.

*Election Code §8106 (b) (2)*

### **Receipt**

Upon the receipt of an executed Petition In lieu of Filing Fee, the County Elections Official shall give the person delivering the document a receipt, properly dated, indicating that the document was delivered to the County Elections Official.

*Election Code §8020 (c)*

## Tips regarding petition signers and circulators

- ✓ Signers must print their physical residence address. All addresses other than residence, including PO Boxes, will be marked “Insufficient Address” and will be considered invalid. If no residence address is indicated on the petition, the signature will be considered invalid.
- ✓ Signers must print their name and residence address clearly. Many times, a signature cannot be considered valid because the Elections Official cannot read the name and/or the residence address.
- ✓ Signers must be a resident and registered to vote in the same jurisdiction as the candidate for whom the petition is being circulated.
- ✓ No pre-printed addresses for the signers or circulators are acceptable nor are any pre-printed circulation dates. These must be handwritten by the signers or circulators.
- ✓ Be aware of the signing deadline for the petition. Any petition filed after the given deadline cannot be counted.
- ✓ If a person registers to vote the day of signing the petition, verify that their registration card is complete. There are instances when missing information on the registration card invalidates the signature on the petition because a person is not legally registered to vote until all the required information on the registration card is supplied and signed.
- ✓ Circulator must be 18 years of age or older.
- ✓ The Affidavit of Circulator must be completed and signed on any type of petition. An incomplete or unsigned Affidavit of Circulator could invalidate all signatures on the petition page.



## FILING FEES

Office	Term	Current Office Holder	Total Filing Fee	Required Number of Verified Signatures	Value of each Verified Signature	Required Nomination Signatures
Auditor/Controller	4 years	Angela Bickle	\$965.78	359	\$2.6893	20 to 40
Clerk/Recorder/Assessor	4 years	Shanna White	\$1,121.24	359	\$3.1222	20 to 40
County Supervisor District 1	4 years	Keith Groves	\$350.10	177	\$1.9744	20 to 40
County Supervisor District 4	4 years	Jeremy Brown	\$350.10	120	\$2.9107	20 to 40
District Attorney/Public Administrator	4 years	David Brady	\$1,143.78	359	\$3.1849	20 to 40
Sheriff/Coroner	4 years	Tim Saxon	\$1,088.26	359	\$3.0304	20 to 40
Superintendent of Schools	4 years	Sarah Supahan	\$1,539.94	359	\$4.2881	20 to 40
Superior Court Judge	6 years	Michael Harper	\$2,250.74	359	\$6.2674	20 to 40
Treasurer/Tax Collector	4 years	Terri McBrayer	\$848.59	359	\$2.3630	20 to 40

### **Filing fees must be satisfied prior to taking out any Nomination documents and is Non-Refundable.**

The filing fee must be paid prior to taking out any nomination documents and is non-refundable. No filing fee is required from any candidate for an office for which no fixed compensation is payable, or for which the annual salary is two thousand five hundred dollars (\$2,500) or less. A filing fee of 1 percent of the annual salary of the office shall be paid to the County Elections Official by each candidate for a county office. The filing fee shall be calculated on the basis of the annual salary for the office on the first day to circulate petitions to gather signatures in lieu of filing fees.

*Election Code §8104; §8105*

### **Form of payment of filing fees**

Filing fees for local offices may be paid by credit card, check, cash or money order and must be paid at the time the candidate receives nomination documents. Checks or money orders must be made payable to the Trinity County Elections Office.

Filing fees for state or federal offices may be paid by check or money order only and must be made payable to the Secretary of State.

## **DECLARATION OF INTENT FOR JUDICIAL CANDIDATES ONLY**

Candidates for judicial offices are required to file a Declaration of Intention with the Trinity County Elections Office. Filing fees, which are non-refundable, shall be paid at the time this declaration is filed.

Except in the case of a judicial office filled in accordance with subdivision (d) of Section 16 of Article VI of the Constitution, every candidate for a judicial office, not more than 14 nor less than five days prior to the first day on which his or her nomination papers may be circulated and signed or may be presented for filing, shall file in the office of the election's official in which his or her nomination papers are required to be filed, a written and signed declaration of his or her intention to become a candidate for that office on a form to be supplied by the election's official. A candidate for a numerically designated judicial office shall state in his or her declaration for which office he or she intends to become a candidate.

No person may be a candidate nor have his or her name printed on any ballot as a candidate for judicial office unless he or she has filed the declaration of intention provided for in this section. If the incumbent of a judicial office fails to file a declaration of intention by the end of the period specified in subdivision (a), persons other than the incumbent may file declarations of intention no later than the first day for filing nomination papers.

*Election Code §8023 (a) (b)*

### **Non-Refundable filing fees paid when Declarations are filed**

The filing fees for candidates required to file Declarations of Intention shall be paid at the time the declarations are filed with the County Elections Official and are non-refundable.

*Election Code §8023*

### **Filing Deadline**

For filing deadlines, see the Summary Information page.

## **NOMINATION PAPER AND SIGNERS**

The Nomination Paper document is the document utilized by candidates to gather the required number, not less than 20 and no more than 40, nomination signatures to qualify for placement on the ballot. A candidate who declares his/her candidacy shall have registered voters, within the jurisdiction for which they are running, sign his or her nomination papers. Circulators shall be 18 years of age. Copies or reproduced signatures will be considered not valid. No more signers shall be secured for any candidate than the maximum number required. If, however, through miscalculation or otherwise, more signers are secured than the maximum number, the candidate may withdraw the excess number. If a candidate submits a Petition In Lieu of Filing Fee, any or all signatures appearing on the petition, which would be valid, can be counted towards the number of voters required to sign a Nomination Paper. The candidate must request from the Elections Official to apply the signatures towards their Nomination Paper signatures. Candidates who do not submit the requisite number of valid signatures will not have their name placed on the ballot.

*Election Code §8020, §8041, §8061, §8060, §8066, §8067*

### **Filing Deadline**

For filing deadlines, see the Summary Information page.

## **DECLARATION OF CANDIDACY**

The Declaration of Candidacy is an official nomination document wherein the candidate indicates how his/her name and occupation designation is to appear on the ballot. Additionally, the candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought and that, if nominated, the candidate will accept the nomination and not withdraw.

No candidate's name shall be printed on the ballot to be used at the Primary Election unless the Declaration of Candidacy is filed with the County Elections Official. No candidate whose Declaration of Candidacy has been filed for any Primary Election may withdraw as a candidate at that Primary Election. You will be required to decide if you wish to have a designation to 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 a designation that will mislead the voters. You may also choose to have no designation appear under your name on the ballot.

*Election Code §8020, §8800, §13107*

### **Filing Deadline**

For filing deadlines, see the Summary Information page.

## **BALLOT DESIGNATION WORKSHEETS**

The candidate is required to complete the Ballot Designation Worksheet that states their choice of ballot designation, list alternative designations and provide references. The ballot designation is a phrase that is printed below the candidate's name on the ballot. This phrase states the Candidate's current profession or incumbent status. 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 title of the office preceded by the word "appointed" if you are running for an office to which you were previously appointed. You may also choose to have no designation appear under your name on the ballot.

*Election Code §13107-§13107.5; California Administrative Code §20710-§20719 (2017 SB 235)*

## **STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS**

### **Outdoor Political Advertising**

No political sign may be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway. Temporary political signs are those that meet the following criteria:

- ✓ Encourages a particular vote in a scheduled election;
- ✓ Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after the election;
- ✓ Is no larger than 32 square feet;
- ✓ Has had a "Statement of Responsibility" filed with the State Department of Transportation.

The law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election. It is a misdemeanor for any person to place signs to advertise on public or private property (without consent); and that it shall be considered a public nuisance.

*Business and Professional Code §5405.3; Penal code §556, §556.1, §556.3*

## **PERMISSION TO POST PERSONAL INFORMATION**

No state or local agency shall post the home address or telephone number of any elected or appointed official on the Internet without first obtaining the written permission of that individual.

*Government Code §6254.21*

## CAMPAIGN DISCLOSURE FORMS

The Political Reform Act of 1974 requires all candidates for state and local elective offices, all state and local elected officeholders, proponents of state and local ballot measures who control a ballot measure committee, and committees supporting or opposing state and local candidates, and all measure and petition circulation committees, to file campaign disclosure statements disclosing contributions received and expenditures made.

It is the responsibility of the candidate and/or committee to be aware of and to file the required campaign disclosure statements in a correct and timely manner. If a candidate and/or committee with campaign disclosure obligations and requirements fail to file within the specified deadlines, the non-receipt of a reminder notice may not be utilized (or rationalized) as the reason for late or non-filing.

Before accepting any contributions or making expenditures toward a campaign, it is vital that you obtain the correct forms required by law for reporting campaign contributions and expenditures. Failure to file could lead to fines and/or civil or criminal penalties.

It is necessary to review the [Campaign Disclosure Manual](#) pertaining to the type of office you are seeking. These manuals will have important information regarding who is required to file, when you are required to file, where to file and which forms to use. These manuals also cover what information is required to be disclosed and how to report that disclosure on the forms. These manuals are available from the Fair Political Practices Commission.

### **FPPC Form 460 – Recipient Committee Campaign Statement**

A candidate or officeholder who has a controlled committee and plans on raising or spending \$2,000 or more during a calendar year. The form 460 is also required if \$2,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

### **FPPC Form 470 - Officeholder and Candidate Campaign Statement - Short form and Form 470 Supplement**

A candidate or officeholder who does not have a controlled committee and does not anticipate spending or receiving contributions totaling \$2,000 or more during the calendar year.

### **FPPC Form 501 - Candidate Intention Statement**

A candidate for state or local office must file this form for each election, including reelection to the same office Campaign disclosure forms and information manuals are available from the Fair Political Practices Commission on their website [www.fppc.ca.gov](http://www.fppc.ca.gov). For any questions regarding FPPC forms email [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) or call 1-866-ASK-FPPC (1-866-275-3772).

### **FPPC form 700 - Statement of Economic Interests**

A candidate running for local elective offices that are designated in the conflict-of-interest code.

***NOTE: Filing by the deadline as prescribed by law is the responsibility of the candidate or committee.***

## CANDIDATES STATEMENT OF QUALIFICATIONS

A Candidates Statement of Qualifications is an optional statement of 200 words or less and is printed at the expense of the Candidate.

All statements must be submitted with the form provided by the County Elections Official, and an electronic version must also be submitted. The statement shall be filed in the office of the Elections Official when the Candidate's Nomination Documents are filed. If it is for an election for which Nomination Documents are not required, the statement shall be filed in the office of the Elections Official no later than the 88th day prior the election. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

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 himself or herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement submitted shall be limited to a recitation of the Candidate's own personal background and qualifications, and shall not in any way make reference to other Candidates for that office or to another Candidate's qualifications, character, or activities. The Elections Official is prohibited from printing and distributing any statement not in compliance with the restrictions.

*Election Code §9, §13307, §13308*

### Word Count

The 200-word limit is strictly observed. Candidate should count their words carefully using the following guidelines:

- Punctuation is not counted.
- All geographical names shall be considered as one word; for example, "Trinity County" shall be counted as one word.
- Each abbreviation for a word, phrase, or expression shall be counted as one word.
- 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 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.
- 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, for example "one hundred" shall be counted as two words.
- Internet web site addresses shall be counted as one word.

## Tips for preparing and formatting your Candidates Statement of Qualifications

- ✓ Confine statement to 200 words.
- ✓ Type using upper and lower case.
- ✓ Format the statement in block paragraph style.
- ✓ Confine statement to no more than three to four paragraphs.
- ✓ Do not use bold, underlines, italics, bullets, symbols or signs.
- ✓ Do not use excessive capitalization, tables, lists, or any unusual spacing or punctuation or your statement will be reformatted.
- ✓ Do not refer to any political party. Do not refer to membership or activity in any political organizations.
- ✓ It is illegal to make any false comments or remarks intending to mislead the voter.
- ✓ It is illegal to make slanderous, libelous, obscene or profane comments or insinuations in the statement.
- ✓ Since the statement cannot be changed once submitted, proof read your statement thoroughly. Errors in spelling, punctuation or grammar **will not** be corrected.
- ✓ Statements that do not follow the guidelines above will be reformatted by the Elections office and set in uniform type and format in accordance with the guidelines set forth. The Elections office is not responsible for the correct typesetting of statements which must be reformatted.

### Filing Deadline

For filing deadlines, see the Summary Information page.

## 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.

*Election Code §20400*

## CAMPAIGN LITERATURE

Candidates should not distribute or mail campaign literature telling the voter where his/her polling place is located. It is confusing and a disservice to the voter if polling place changes occur in the last few weeks prior to an election.

Mass mailing means over two hundred (200) substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.

No candidate or committee shall send a mass mailing unless the name, 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 organizations 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.

No newsletter or other mass mailing shall be sent at public expense.

*Government Code §82041.5, §84305, §89001*

**Note:** If you are planning any type of mass mailing, please contact the post office in advance for specific postal regulations.

## REGISTRATION AND ELECTION DATA

Voter registration information is available to persons for election, scholarly, journalistic, political purposes, or governmental purposes, as determined by the Secretary of State. An application to purchase voter information is required and is available in the Elections Office or on our website at applications are available in the Elections Office or on our website at [www.trinitycounty.org/Elections-Forms..](http://www.trinitycounty.org/Elections-Forms..)

Data obtained from voter registration or election files may not be sold, leased, loaned or reproduced without receiving written authorization to do so from the Secretary of State or the Trinity County Elections office.

It is a misdemeanor for any person in possession of information obtained knowingly to use or permit the use of all or any part of that information for any purpose other than as permitted by law.



**Permissible usage of Registration and Election data includes, but is not limited to:**

- ✓ Using registration information for purposes of communicating with others in connection with any election
- ✓ Sending communications, including but not limited to, mailings which campaign for or against any candidate or ballot measure in any election
- ✓ Sending communications, including but not limited to, mailings by or in behalf of any political party; of candidates, elections, political party developments and related matters
- ✓ Sending communications, including but not limited to, mailings, incidental to the circulations or support of, or opposition to any recall, initiative, or referendum petition
- ✓ Sending newsletters or bulletins by any elected public official, political party or candidate for public office
- ✓ Conducting any survey of opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purposes
- ✓ Conducting an audit or voter registration lists for the purposes of detecting voter registration fraud
- ✓ Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure
- ✓ Any official use by any local, state, or federal government agency

**Prohibited usage**

- ✓ Any communication or other use solely or partially for any commercial purpose
- ✓ Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition of a ballot measure
- ✓ Conducting any survey of opinions of voters other than those permitted by Section 19003
- ✓ Selling, leasing, loaning or reproducing the data

*Elections Code §2188, §2194, §18109 and California Code of Regulations §19003, 19004*

**Fees**

DESCRIPTION	FEE
Voter registration file with voting history	\$80.00
Voter registration file	\$50.00

Application for Voter Registration Information is online at [www.trinitycounty.org/Elections-Forms](http://www.trinitycounty.org/Elections-Forms)

## **ELECTIONEERING ON ELECTION DAY**

No person on election day or anytime a voter may be casting a ballot, shall, within 100 feet of a polling place or Elections Official's office:

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

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

Any person who violates the above provision is punishable by imprisonment in county jail for not more than 12 months or state prison. Any person who conspires to violate this section is guilty of a felony.

*Elections Code §18370; §18541*

## **ELECTION NIGHT RESULTS**

After the close of the polls on election night, voting results for all precincts have to be reported and this takes time, as the voting machines have to be returned to the Elections office. The first summary report that is released is the results of the ballots returned by Mail. These results are released shortly after 8:00 pm. Results from the precincts will be released periodically throughout the evening until all precincts have reported. The results are posted on the website [www.trinitycounty.org/Elections](http://www.trinitycounty.org/Elections) as they become available.

Results on election night are UNOFFICIAL. The official results will not be certified until the completion of the Official Canvass.

## **OFFICIAL CANVASS**

The Official Canvass will commence no later than June 9, 2022 and shall continue daily, excluding weekends and holidays, for no less than 6 hours a day, until completed. The County Elections staff has 31 days to complete the Official Canvass. Upon completion of the Official Canvass, the County Elections Official shall produce a Certification of Results and Statement of the vote.

*Elections Code §15301; §15375*

## **RESOURCES**

### **County Elections**

11 Court Street  
PO Box 1215  
Weaverville, CA 96093  
(530) 623-1220 toll free (888) 698-1215 fax (530) 623-8398  
[elections@trinitycounty.org](mailto:elections@trinitycounty.org)  
<https://www.trinitycounty.org/Elections>

### **Fair Political Practices Commission**

428 J Street, Room 450  
Sacramento, CA 95814  
(866) 275-3772; fax (916) 332-3711  
[www.fppc.ca.gov](http://www.fppc.ca.gov)

### **Secretary of State – Elections Division**

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 657-2166 fax (916) 653-3214  
[www.sos.ca.gov](http://www.sos.ca.gov)

### **Secretary of State – Political Reform Division**

1500 11<sup>th</sup> Street, Room 495  
Sacramento, CA 95814  
(916) 653-6224  
<http://www.sos.ca.gov/campaign-lobbying/>

### **California Codes**

[www.leginfo.legislature.ca.gov](http://www.leginfo.legislature.ca.gov)

## **AGENCY CONTACTS FOR VIOLATIONS**

The Trinity County Elections Office appreciates receiving notice of cases of alleged voter registration, petition or voter fraud; however, this office is NOT an enforcement agency and is therefore unable to investigate any violations.

In response to many of the inquiries our office receives regarding the possible election violations or fraud, the following is a list of resources regarding whom you should contact for the various types of violations:

- ✓ **False or misleading campaign materials**  
No agency enforcement.  
Issues resolved via court action.
- ✓ **Violations of the Political Reform Act (Title 9 of the California Government code §81000-91015) Mass Mailing; Slate mailers; Campaign Disclosure, Use of Campaign Funds; Statements of Economic Interest**  
California Fair Political Practices Commission at (800) 561-1861
- ✓ **Election Fraud**  
California Secretary of State at (800) 345-VOTE
- ✓ **Unlawful use of public funds, violations of Elections Code, Penal code or any law other than the Political Reform Act**  
California State Attorney General at (800) 952-5225.
- ✓ **Federal Campaign, US Senate, US Congress and President of the United States**  
Contact the Federal Elections Commission at (800) 424-9530
- ✓ **Open Meeting Laws (Brown Act)**  
Contact local District Attorney at (530) 623-1304, or the Attorney General at (800) 952-5225.
- ✓ **Local Ordinances**  
Contact Code Enforcement (530) 623-2611 or local District Attorney at (530) 623-1304, or County Counsel (530) 623-1382

## **FREQUENTLY ASKED QUESTIONS BY CANDIDATES**

### **Can I use my credit card to pay my filing fee, purchase voter information material, or to pay my candidate statement of qualifications fee?**

Yes. Official Payments Corporation, Trinity County's credit card vendor, charges a service fee to use this service, separate from the County fees.

### **How soon will a list of qualified candidates be available after the close of the nomination period?**

The nomination period ends on the 88th day prior to the election or the 83rd day prior to the election if there is an extension to the nomination filing period. A list of candidates will be prepared within the following days, and should be available for distribution within approximately one week.

### **If I submit a voluntary candidate statement of qualifications and I change my mind, may I withdraw the statement and receive a refund?**

The candidate statement may be withdrawn and refunded, but not changed, during the period for filing nomination Documents and until 5:00 p.m. on the next business day after the close of the nomination period. After this period your statement cannot be withdrawn nor a refund given.

**May my spouse, relative, friend or campaign manager pick up nomination papers for me?** All forms must be picked up in person by the candidate or by a candidate's representative with specific written authorization, signed by the candidate. However, because there is so much information to be given, it is strongly recommended that the candidate appear in person.

### **How long will it take to complete the Candidate papers in the Election's office?**

Plan to spend up to 60 minutes in the Election's office filling out the candidate papers.

### **If I am unable to complete and file my campaign disclosure statement by the filing deadline, may I obtain an extension and will I be fined?**

NO and POSSIBLY. There is NO provision in the Political Reform Act that permits any filing officer to grant an extension of a filing deadline. You could POSSIBLY be fined as statements that are filed late are subject to a fine of \$10 per day until the statement is filed.

### **Can I obtain election night results on the Internet?**

YES. You may obtain information regarding polling places and election results by visiting our website which is at [www.trinitycounty.org/Elections](http://www.trinitycounty.org/Elections).

### **Why is there so much paperwork involved in becoming a candidate?**

Election laws specify the documents required, as well as form, format, filing dates, etc. The filing requirements are not discretionary.

### **Do I need to make an appointment to file my Candidate paperwork?**

YES, this will allow you to have the uninterrupted attention of the Election's office staff.