

# Candidate Guide

---



## June 7, 2022 Statewide Direct Primary

Plumas County Elections  
520 Main Street, Room 102  
Quincy, CA 95971  
530-283-6256

[www.plumascounty.us/clerkrecorder/elections](http://www.plumascounty.us/clerkrecorder/elections)



## **PLUMAS COUNTY POSITIONS STANDING FOR ELECTION**

- County Supervisor District 3
- County Supervisor District 5
- Assessor
- Auditor - Controller
- County Clerk - Recorder - Registrar of Voters
- District Attorney - Public Administrator
- Sheriff – Coroner
- County Superintendent of Schools
- Treasurer – Tax Collector

## **CANDIDATE DOCUMENTS TO BE FILED**

It is the responsibility of the candidate to ensure that he/she meets all filing requirements and deadlines. All candidates are urged to file the necessary documents as early as possible in order to avoid any last minute rush, confusion or misunderstanding. It is recommended that the candidate file all documents involved with his or her candidacy personally. If someone else is delegated to obtain documents on behalf of a candidate, a letter with specific wording signed by the candidate will be required.

**THE DEADLINE FOR FILING DOCUMENTS IS 5:00 P.M. ON MARCH 11, 2022**

## **INCOMPATIBILITY OF OFFICES**

Elections Code §8003(b) states no person may file nomination papers for a party nomination and an independent nomination for the same office, or for more than one office at the same election.

The Declaration of Candidacy for nonpartisan offices signed by the candidate under penalty of perjury declares: "If elected, I will qualify and accept the office of \_\_\_\_\_ and serve to the best of my ability." Elections Code §10511.

If you have a question about whether two public offices which you 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](http://www.oag.ca.gov). For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at [www.fppc.ca.gov](http://www.fppc.ca.gov), or phone toll free 1-866-275-3772.

## **BALLOT DESIGNATION REGULATIONS**

The ballot designation of not more than 3 words, will appear on the ballot under the candidate's name, designating the current principal profession, vocation or occupation of the candidate. Guidelines are provided.

## **PLACEMENT OF NAMES ON THE BALLOT**

Elections Code §§13111 and 13112 provides the order in which candidates' names shall be placed on the ballot.

## **RANDOMIZED ALPHABET DRAWING**

Pursuant to Elections Code §13112(b)(1)(B), at 11:00 a.m. on the 82nd day (March 17, 2022) before the election, the Secretary of State's office, by the random drawing of each letter of the alphabet prepares the list determining the order of all candidates' names to appear on the ballot.

## **CODE OF FAIR CAMPAIGN PRACTICES**

The “Code of Fair Campaign Practices” pertaining to libel and slander in campaign advertising and communications may be voluntarily subscribed to by candidates for public office. A form is provided in your Candidates Packet.

## **QUESTIONS REGARDING THE POLITICAL REFORM ACT**

Questions about specific campaign finance activities should be directed to the FPPC’s Technical Assistance and Analysis Division in Sacramento at (916) 322-5660 or toll free at (866) 275-3772 or [www.fppc.ca.gov](http://www.fppc.ca.gov).

## **FILING IS THE RESPONSIBILITY OF THE CANDIDATE AND/OR COMMITTEE**

It is the responsibility of candidates to be aware of and to file the required campaign disclosure statements in a correct and timely manner. As a courtesy, we mail reminder notices to candidates who, based on nomination documents, appear to have a campaign disclosure filing requirement. Penalties are assessed on late filings. If you do not receive a reminder, you are still obligated to file your forms or possibly pay a late fine pursuant to FPPC requirements.

### **Who is Subject to the Act?**

A candidate’s campaign committee, a general purpose committee, a political party committee, a slate mailer organization, a major donor, and a person or entity making independent expenditures on candidates or ballot measures in California are all types of committees subject to the campaign rules under the Act.

### **Who Qualifies as a Committee?**

There are three ways in which a person or entity qualifies as a committee:

1. **Recipient Committee:** Receives contributions of \$2,000 or more per year for political purposes. This includes candidate controlled committees; committees primarily formed to support or oppose candidates or ballot measures; political party committees; and other general purpose committees (generally formed to support or oppose more than one candidate or ballot measure).
2. **Independent Expenditure Committee:** Makes independent expenditures of \$1,000 or more per year on California candidates or ballot measures. An expenditure is independent if it is not made in consultation, cooperation or coordination with the affected candidate or committee. These committees do not receive contributions.
3. **Major Donor Committee:** Makes contributions of \$10,000 or more per year to or at the request of California candidates or ballot measures. A business, individual, or multi-purpose organization (including a nonprofit organization) may qualify as a major donor committee. These committees do not receive contributions.

## **IMPORTANT!**

- Candidates **MUST** file Form 501 before soliciting or accepting contributions.
- Candidates **MUST** deposit funds into the campaign bank account before spending money on the campaign. Candidates who spend money out of pocket for campaign expenses are subject to fines.

## **Forms**

Before beginning your campaign, you must declare which office you are seeking. You must also set up and register your committee, and disclose information about your personal income and assets. To get your campaign started, complete and submit the forms noted below. See form instructions for information on how to complete the forms and where to file them.

[Form 501 - Candidate Intention Statement](#)

[Form 410 - Statement of Organization](#) **OR**

[Form 470 - Officeholder/Candidate Campaign Statement](#)

[Form 700 - Statement of Economic Interests](#)

## **ID Number**

Once you have submitted your Form 410 to the Secretary of State (SOS), you can visit their website to find your committee ID number. Enter the name of your committee in the search bar of the [Cal-Access database](#). If your ID number has been issued, the search results will show it next to your committee name. If you would like to receive a copy of your approved Form 410 from the Secretary of State, send a self-addressed stamped envelope with your original Form 410.

## **Filing Deadlines**

Throughout the campaign, you must file statements to report contributions and expenditures. Refer to the FPPC candidate reporting calendar.

## **When to File**

Every candidate and committee must be aware of the filing schedules associated with their specific election. Missing a filing deadline can have serious consequences.

## **Where to File**

Generally, candidates and committees involved in state elections (constitutional officers, Senate, Assembly, statewide ballot measures) file with the Secretary of State's office, while those involved in county, city or special district elections file with the local elections office.

## **Campaign Disclosure Manuals**

The campaign disclosure manuals are user-friendly handbooks prepared to assist candidates, committees, treasurers and others in understanding the Act's numerous and often detailed rules. The manuals contain examples of common fact patterns, answers to frequently asked questions, and "Quick Tips" to highlight important information. If your question is not answered in the applicable manual, you can [ask the FPPC for Advice](#).

## **FPPC FAQ's**

### **Where can I get information about Nonmonetary Contributions?**

Refer to the "Finances and Recordkeeping" chapter of the applicable Campaign Disclosure Manual.

### **Where can I get information about Intermediaries?**

Refer to the "Contributions" chapter of the applicable Campaign Disclosure Manual.

### **Where can I get information about Campaign Credit Cards?**

Refer to the "Finances and Recordkeeping" chapter of the applicable Campaign Disclosure Manual.

### **Where can I learn about Loans to the campaign?**

Refer to the "Finances and Recordkeeping" chapter of the applicable Campaign Disclosure Manual.

### **If a contributor donates \$100 and PayPal (or any vendor) takes a fee, how should I report this transaction?**

Report the contributor and all of the required information for contributions received of \$100 or more, and report the fee as an expenditure. Do not deduct the fee from the contribution amount.

## **Use of Campaign Funds**

Candidates must deposit personal funds into the campaign bank account before making expenditures for the campaign. ([Regulation 18524](#))

*Exceptions:* Candidates may use personal funds to pay filing fees, ballot statements fees, and the \$50 annual committee fee without depositing them into the campaign bank account first. Campaign funds may be used to reimburse the candidate for these fees.

## **24 Hour Reporting Requirement**

If the committee receives contributions totaling \$1,000 or more from a single source during the 90 days before the election, or on the date of the election, the Form 497 must be filed within 24 hours.

If the committee makes contributions totaling \$1,000 or more to another committee to support or oppose a candidate or measure during the 90 days before the election, or on the date of the election, the Form 497 must be filed within 24 hours.

The Form 497 is filed with the committee's regular filing officer.

If the committee makes independent expenditures totaling \$1,000 or more during the 90 days before the election, or on the date of the election, the Form 496 must be filed within 24 hours.

These contributions or independent expenditures must also be reported on your next pre-election or semi-annual Form 460. For the dates included in the 24-hour reporting period, please refer to the filing schedule.

## **FILING IS THE RESPONSIBILITY OF THE CANDIDATE AND THEIR COMMITTEE**

**Mark your calendar and file on time!**

## **GENERAL RULE FOR MASS MAILINGS**

The Act states, “No newsletter or other mass mailing shall be sent at public expense.” The Act defines mass mailing as “over 200 substantially similar pieces of mail” not including a “form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.”

The prohibitions on mass mailings at public expense include both of the following:

1. Mailings that feature or include the name, office, photograph, or other reference to an elected official affiliated with the agency producing or sending the mailer, and
2. Campaign related mailings.

See the FPPC website for more information on mass mailings that feature or reference an elected official.

## **POLITICAL SIGNS**

State Requirements

(State Outdoor Advertising Act §5405.3)

The California Department of Transportation, Right of Way Program-Outdoor Advertising Branch, has specific requirements pertaining to political signs placed within their areas of jurisdiction.

Local sign placement within the City Limits of Portola may have special requirements. Please check with the City Clerk at 832-4216.

## **ELECTION NIGHT ACTIVITIES**

Election results will be available at [www.plumascounty.us](http://www.plumascounty.us) shortly after the close of the central count place at the courthouse at 8:00 p.m. on Election Day. Cumulative results will be posted. Local radio stations will also have information available.

## **BALLOT PROCESSING**

Ballots will be processed at the Elections Department located at the Courthouse at 520 Main Street, Room 102, in Quincy, CA. This process is open to the public.

## **OFFICIAL CANVASS**

After votes have been counted on election night, an audit process called an official canvass is conducted. The process is open to the public for viewing.

## **RECOUNT**

Following the completion of the official canvass, any voter may request a recount for local races/measures within 5 days. Any voter requesting a recount is required to deposit (\$200) for costs for recount and will be responsible to pay the costs daily to continue. If the recount reverses the results of the official canvass, all deposits shall be returned.

## **REGISTRATION AND ELECTION DATA**

Permissible usage of Voter Registration data includes direct election campaigning, surveys in conjunction with an election campaign and distribution of information of a political nature. Data obtained from voter registration files may not be sold, leased, loaned or reproduced. Prohibited usage includes commercial purposes and solicitation of contributions or services for any purpose other than on behalf of a candidate or political party, or in support of or opposition to a ballot measure. Data is in a “raw-data” format and may be utilized by saving the document into a spreadsheet format of your choosing.

The fee is \$5.00 for a selected district under 1,000 voters; \$10.00 for a selected district over 1,000 voters; and \$50.00 for a county-wide voter database. Prior to any list being purchased, an “Application to Purchase or View Voter Registration Information” must be submitted by the applicant. You will be required to provide a copy of your California Driver’s License to purchase this data.

If you are interested in purchasing Voter Registration data, please call Tina Terrazas at (530) 283-6129 to discuss your requests. All transactions are nonrefundable, and there are no exchanges on ordered reports.

## **PLUMAS COUNTY VOTES BY MAIL!**

Official Vote by Mail ballots are sent out on May 9, 2022 for the June Primary Election. Voters that are away from their Plumas County mailing address during this time and would like a ballot to be mailed elsewhere are urged to contact the Elections Department at 530-283-6256 or 1-866-676-VOTE prior to April 9, 2022 to provide an alternate mailing address for the election.

## **RETURN OF VOTE BY MAIL BALLOTS**

We suggest voters vote their ballots and return them early by mail or drop them off in the convenient Ballot Return Box located at the front entry of the Courthouse. Postage is pre-paid. Replacement ballots may be obtained in the Election Department in room 102 at the Courthouse in Quincy.

## **FREQUENTLY ASKED QUESTIONS**

1. Is there a filing fee for a Declaration of Candidacy?  
*Yes; depending on office which is being filed for determines the amount.*
2. Is your office open during the lunch hour?  
*Yes. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday; excluding holidays.*
3. What happens if I am the only candidate to file for an office?  
*In most cases if there is only one qualified candidate for a position, that person will take office at the beginning of the new term, upon qualification and after taking the official oath of office.*
4. What if I change my mind about being a candidate after filing nomination papers?  
*You may withdraw as a candidate at any time prior to the close of the nomination period, which is March 11, 2022. After that date you are not permitted to officially withdraw and your name will appear on the ballot. (EC 10510)*
5. How soon will a list of qualified candidates be available after the close of the nomination period?  
*A listing of qualified candidates will be prepared following any extension of filing and should be available for distribution on March 18, 2022.*
6. May someone else file my nomination papers, or can I mail them to you?  
*Election law does not specifically prohibit another person from filing nomination papers for candidate; however, candidates are urged to file in person. The reasons are twofold:*
  - A. *The oath or affirmation, which is a part of the declaration of candidacy form, must be administered by a member of the Registrar of Voters' staff, a qualified public officer, or a notary public. It is much easier for a candidate to file in person and have the oath administered at the time he or she files; and*
  - B. *The signature of the candidate (as well as other data) is required on many documents involved in the nomination process.*
7. I am unable to complete and file my campaign disclosure statement by the filing deadline. May I obtain an extension?  
*No. There is no provision in the Political Reform Act, which permits any filing officer to extend a filing deadline. Statements that are filed late are subject to a fine of \$10.00 per day until the statement is filed.*

### **Dates to Remember:**

May 2, 2022 – State Voter Information Guides are mailed by the state.

May 9, 2022 - Vote by Mail Ballots and local voter guides are mailed.

May 23, 2022 - Last day to register or change address for the June 7, 2022 Election.