

HUMBOLDT COUNTY  
OFFICE OF ELECTIONS

# Candidate Guide

UNIFORM DISTRICT ELECTION – NOVEMBER 7, 2023

2426 6TH STREET • EUREKA, CA 95501  
<https://humboldt.gov/elections>  
707-445-7481

# Uniform District Election

## November 7, 2023

### Contents

Introduction.....	3
Online Resources .....	3
Election Calendar Important Dates.....	4
Candidacy Filing and Nomination Period.....	4
Extension of Candidacy Filing and Nomination Period .....	4
Statement of Write-in Candidacy and Nomination .....	4
Election Day .....	4
Special District Boards Available Seats .....	5
Candidacy.....	5
Candidate Filing List .....	5
Candidate Filing Documents.....	6
Declaration of Candidacy.....	6
Name & Ballot Designation.....	7
Residence and Domicile .....	10
Qualifications .....	10
Write-in Candidacy .....	11
Incompatibility of Offices.....	11
Candidate Statement of Qualifications .....	12
Candidate Statement Costs and Word Limits .....	13
Candidate Statement of Qualifications Format .....	14
Campaign Financial Filing Requirements .....	16
Filing Deadlines .....	16
Filing Officer .....	16
Available Resources .....	16
Summary of Financial Forms.....	17
Code of Fair Campaign Practices.....	19
Randomized Alpha Determination of Candidate Name on Ballot .....	20

# Uniform District Election

## November 7, 2023

### Introduction

This candidate guide is intended to be a general-purpose resource for those seeking local offices in the Uniformed District Election on November 7, 2023. We have tried to make it as useful and accurate as possible, but it should not be relied upon in place of the Elections and/or Government Codes for statutory guidance.

The term **E-DATE** stands for **Election Day**. E-Dates have been used throughout this guide to indicate important dates and deadlines. These dates are the number of days prior to or after an election date. Example: E-88 means E minus 88 days and would be 88 days prior to an election, and E+28 means E plus 28 days and would be 28 days after an election. This type of date is often used in Elections Code to avoid any variance from one election to the next. Refer to the election calendar for guidance as to what actual date the indicated E-Date falls on.

### Online Resources

Candidates and others interested in the process of running for office should make use of online resources from the Secretary of State, Fair Political Practices Commission (FPPC), and Federal Elections Commission (FEC):

Secretary of State: <https://www.sos.ca.gov>

The California Secretary of State's website is an excellent reference for candidates.

Fair Political Practices Commission: <https://www.fppc.ca.gov>

Creating a campaign committee requires forms and some familiarity with the California Political Reform Act. The FPPC is the ultimate source for information, materials, and training resources for campaigns and committees.

The FPPC encourages candidates to contact them with questions relating to forms, timelines, and reporting requirements.

Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Phone: 916-322-5660

Hours: Monday - Thursday, 9:00-11:30 am (PST)

Legislative Information: <https://leginfo.legislature.ca.gov>

California Codes can be accessed on the California State's legislative information website.

# Uniform District Election

## November 7, 2023

### Election Calendar Important Dates

<i>ACTIVITY</i>	<i>FILING PERIOD</i>	<i>ELECTION CODE SECTIONS</i>
<i>CANDIDACY FILING AND NOMINATION PERIOD</i>	Jul 17 – Aug 11	333, 8020, 8041, 10407, 10511, 10512, 13107.3
<i>EXTENSION OF CANDIDACY/NOMINATION PERIOD</i>	Aug 12 – Aug 16	10407, 10516
<i>STATEMENT OF WRITE-IN CANDIDACY &amp; NOMINATION</i>	Sep 11 – Oct 24	305, 8601
<i>VOTE-BY-MAIL BALLOTS MAILED OUT</i>	Oct 9, 2023	3001, 3003
<i>ELECTION DAY</i>	Nov 7	1000, 14212

### Candidacy Filing and Nomination Period

Candidates filing for office must obtain and file their declarations of candidacy along with their candidate statements of qualifications if they choose to submit one. Forms are obtained from and filed with the Office of Elections at 2426 6<sup>th</sup> Street, in Eureka. No filing fees or nomination signatures are required to file declaration of candidacy for local school district offices or special district offices.

Elections Code, Sections 333, 8020, 8041, 10407, 10511, 10512, 13107.3

### Extension of Candidacy Filing and Nomination Period

If an incumbent member of an office does not file a declaration of candidacy by 5 pm on August 11, 2023, any person other than the incumbent may file a declaration of candidacy by 5 pm on August 16, 2023. This provision does not apply if there is no incumbent eligible to be elected. Any candidate who has filed may withdraw his or her declaration of candidacy up until 5 pm on the last day to file.

Elections Code, Sections 10407, 10516

### Statement of Write-in Candidacy and Nomination

During this period write-in candidates must file their statements of write-in candidacy with the county elections official.

Elections Code, Section 8601

### Election Day

Polls open at 7 am and close at 8 pm November 7, 2023.

Elections Code, Sections 1000, 14212

# Uniform District Election

## November 7, 2023

### Special District Boards Available Seats

<i>OFFICE</i>	<i>SEATS AVAILABLE</i>	<i>TERM (YEARS)</i>
<i>HYDESVILLE COUNTY WATER DISTRICT</i>	3	4
<i>ORICK COMMUNITY SERVICES DISTRICT</i>	1	2
<i>ORICK COMMUNITY SERVICES DISTRICT</i>	3	4
<i>ORLEANS COMMUNITY SERVICES DISTRICT</i>	2	4
<i>ORLEANS COMMUNITY SERVICES DISTRICT</i>	1	2
<i>PENINSULA COMMUNITY SERVICES DISTRICT</i>	3	4
<i>BLUE LAKE FIRE PROTECTION DISTRICT</i>	2	2
<i>BLUE LAKE FIRE PROTECTION DISTRICT</i>	3	4
<i>GARBERVILLE FIRE PROTECTION DISTRICT</i>	2	4
<i>NORTH HUMBOLDT RECREATION &amp; PARK DISTRICT</i>	3	4

**No school district elections are scheduled for election on November 7, 2023.**

### Candidacy

During the candidacy filing period from July 17 – August 11, 2023, eligible candidates may obtain candidacy papers from and file candidacy papers with the Office of Elections.

Candidates are responsible for ensuring all filing requirements and deadlines are met. Candidates are encouraged to file documents early to avoid long lines for filing and to avoid confusion or misunderstandings. The Office of Elections recommends candidates file candidacy documents in person.

Mandatory and optional forms within the candidacy packet are summarized in the Candidate Filing List.

### Candidate Filing List

Listed below is a description of the various mandatory and optional forms to be filed for candidacy in the November 7, 2023 Election. It is the obligation of the candidate to ensure that all filing requirements and deadlines have been met. Additionally, it is recommended that the candidate file all documents personally.

## Uniform District Election November 7, 2023

<input checked="" type="checkbox"/>	Document	Filing Period
<input type="checkbox"/>	Candidate Intention Statement Form 501	Form must be filed at Office of Elections before soliciting or receiving any contributions.
<input type="checkbox"/>	Statement of Organization Form 410	Form must be filed at Secretary of State's office within 10 days of receiving more than \$2000 in contributions. A copy can be filed at the Office of Elections.
<input type="checkbox"/>	Statement of Economic Interests Form 700	July 17 – August 11 Obtain from and file with Office of Elections. (E-113 – E-88)
<input type="checkbox"/>	Declaration of Candidacy	July 17 – August 11 Obtain from and file with Office of Elections. (E-113 – E-88)
<input type="checkbox"/>	Candidate's Statement of Qualifications	OPTIONAL Payment in full required at time of Declaration of Candidacy filing.
<input type="checkbox"/>	Code of Fair Campaign Practices	OPTIONAL File with Office of Elections by August 11.

### Candidate Filing Documents

All candidate filing documents are public at the time they are filed, except for Candidates' Statements of Qualifications which shall remain confidential until the expiration of the filing deadline. Dates marked with an asterisk (\*) indicate that it falls on a weekend or holiday so the activity is moved to the next business day.

### Declaration of Candidacy

The declaration of candidacy is the official nomination document, wherein a candidate indicates a personal preference of how the candidate's name and ballot designation will appear on the ballot. Additionally, a candidate asserts to meeting statutory and/or constitutional qualifications for the office sought, and that if nominated, will accept the nomination.

Elections Code, Section 10510

Candidates are required to complete and sign the declaration of candidacy. Candidates must sign the declaration of candidacy and take the oath of office (found on the declaration of candidacy form) before the elections official or a public notary.

Elections Code, Sections 10511, 10512

**DEADLINE FOR FILING DECLARATION OF CANDIDACY: AUGUST 11, 5 PM**

# Uniform District Election

## November 7, 2023

### Name & Ballot Designation

#### Name on Ballot

The candidate states on the Declaration of Candidacy how his/her name should appear on the ballot. This should be recognizable as the name under which the candidate is registered, though the two need not be identical. Example: 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.

If a candidate changes his or her name within one year of any election, the new name shall not appear upon the ballot unless the change was made by either of the following: (a) marriage; or (b) decree of any court of competent jurisdiction.

Elections Code, Section 13104

#### Ballot Designation - Legislative Requirements

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. All candidates who want a ballot designation printed under their name must complete a Ballot Designation Worksheet justifying the selected designation and providing alternatives.

Elections Code, Section 13107

#### For all candidates, the following options are available:

- 1) **Elective Office:** Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by a vote of the people.
- 2) **Incumbent:** The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers and was elected to that office by a vote of the people.
- 3) **3-word Profession/Occupation/Vocation:** No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

## Uniform District Election

November 7, 2023

- 4) **Appointed Incumbent:** The phrase “appointed incumbent” may be used if:
- a. the candidate holds an office by virtue of appointment, and the candidate is a candidate for the election to the same office, or,
  - b. if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office.

In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” However, the phrase “appointed incumbent” shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election.

### Geographical Name Word Count

For ballot designations, all California geographical names shall be counted as one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

### Community Volunteer

A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

- 1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
- 2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
- 3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

Elections Code, Section 13107.5

### Titles or Degrees Prohibited

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

Elections Code, Section 13106

# Uniform District Election

## November 7, 2023

### Unacceptable Designations

Pursuant to Elections Code Sec.13107(e), the Secretary of State and any other election official shall not accept a designation of which any of the following would be true:

- 1) It would mislead the voter.
- 2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

(Unacceptable Designations Continued)

- 3) It abbreviates the word “retired” or places it following any word or words which it modifies.
- 4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired”.
- 5) It uses the name of any political party, whether or not it has qualified for the ballot.
- 6) It uses a word or words referring to a racial, religious, or ethnic group.
- 7) It refers to any activity that is prohibited by law.

### Rejected Ballot Designations

If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate’s ballot designation worksheet.

The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).

If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

Elections Code, Section 13107.3(f)

### Ballot Designation May Not be Changed After Filing

A ballot designation given by a candidate shall not be changed by the candidate after the final date for filing nomination papers, except as specifically requested by the election official.

Elections Code, Section 13107(g)

### No Ballot Designation

A candidate who does not want a ballot designation should indicate this in the space provided for ballot designation on the Declaration of Candidacy, or the space may be left blank. If no designation is given, it will be assumed that none is desired.

# Uniform District Election

## November 7, 2023

### Ballot Designation Worksheet

A ballot designation worksheet must be completed at the time of filing. Elections Code, Section 13107.3 states:

- a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.
- c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

### Residence and Domicile

In order to qualify for most offices, a candidate must be a registered voter of the district or division thereof.

Elections Code, Sections 349, 2022-2035

### Qualifications

The following general qualifications are required in addition to those specific to the office a candidate seeks.

- A person is incapable of holding a civil office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the state. Gov. Code, Section 1020
- A person is not eligible to a county or district office, unless he/she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the appointment of the person. Gov. Code, Section 24001
- Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person's appointment. Elec. Code, Section 201
- Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Elec. Code, Section 20
- A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. Gov. Code, Section 1021

# Uniform District Election

November 7, 2023

## Write-in Candidacy

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. Required forms for write-in candidates will be available on September 11, 2023 and must be filed with the Office of Elections no later than 5 pm on October 24, 2023. Write-in votes will be counted and certified in the statement of vote only for qualified write-in candidates who file the required forms with the Office of Elections no later than 14 days prior to Election Day.

No filing fee or charge shall be required of a write-in candidate.

Write-in candidates are subject to the same requirements as other candidates regarding disclosure of economic interests and campaign disclosure.

The Office of Elections will provide polling places with a list of qualified write-in candidates.

Government Code, Section 82007  
Elections Code, Sections 305, 8600-8601

## Incompatibility of Offices

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

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously ***if the offices have overlapping and conflicting public duties***. The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.” The State of California Attorney General’s Office has issued many opinions of particular compatibility questions.

Here are some examples of incompatible offices:

1. city councilmember 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.

# Uniform District Election

November 7, 2023

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 (916) 324-5437 or visit their website, <https://www.oag.ca.gov>. For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at <https://www.fppc.ca.gov>, or phone toll free 1-866-275-3772.

## Candidate Statement of Qualifications

Candidates have the option of placing a statement of qualifications in the county Voter Information Guide, which is made available to all registered voters. Filing a candidate statement is optional. Candidates **will be charged** a fee to file candidate statements. Candidate statement filing fees vary by district and number of candidates filing candidate statements.

Candidate statements must be filed with the Office of Elections by the close of the nomination period on August 11, 2023, at 5 pm. The statement may be withdrawn, but not changed, during the nomination period and until 5 pm of the next working day after the close of the nomination period.

If an incumbent fails to file a declaration of candidacy for that race, the deadline is extended until August 16, 2023, at 5 pm. The statement may be withdrawn by 5 pm on the first business day following the filing deadline.

## Candidate Statement Guidelines

Candidate statements must be on the appropriate template provided by the Office of Elections. The statement may include the name, age and occupation of the candidate and a brief description of the candidate's education and qualifications. Word limits vary by office sought.

Candidate statements **shall not** include any of the following:

- Reference to other candidates seeking office or to another candidate's qualifications.
- Typographical accents, such as:

Underlining  
**Bold Lettering**

ALL CAPS  
*Italics*

- Bullets

The candidate statement must be typed in the format provided by the Office of Elections. Handwritten statements will not be accepted for publication. A hard copy statement must be submitted. Candidates who additionally submit their candidate statement electronically in Microsoft Word format via compact disc (CD) or email will receive a \$50 discount. The Office of Elections will not accept candidate statements on a USB flash drive. Electronic and hard copies must match. If the electronic and hard copies do not match, the Office of Elections will choose which version to use.

Candidates requesting Spanish and/or Hmong translation of their Candidate Statement will be charged an additional \$75 fee per language.

# Uniform District Election

## November 7, 2023

**Proofread your statement carefully before submitting it. Statements will be printed as submitted. Errors in spelling, punctuation, grammar, or intent will not be corrected by the Office of Elections.**

Candidate statements remain confidential until the expiration of the filing deadline. Once the filing deadline has passed, there will be a ten-day public examination period of all candidate statements prior to submittal for printing in the county voter information guide. During this period, the elections official, or any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or an injunction requiring any or all of the material in the candidate statements to be amended or deleted.

Elections Code, Sections 13311, 13313

### Candidate Statement Costs and Word Limits

#### Special District Boards

<i>OFFICE</i>	<i>WORD LIMIT</i>	<i>WHO PAYS</i>	<i>ONE</i>	<i>TWO</i>	<i>THREE</i>	<i>FOUR</i>
<i>HYDESVILLE COUNTY WATER DIST</i>	200	CANDIDATE	\$166	\$146	\$139	\$136
<i>ORICK COMMUNITY SERVICES DIST</i>	200	DISTRICT	\$134	\$130	\$129	\$128
<i>ORLEANS COMMUNITY SERVICES DIST</i>	200	CANDIDATE	\$134	\$130	\$129	\$128
<i>PENINSULA COMMUNITY SERVICES DIST</i>	400	CANDIDATE	\$138	\$132	\$130	\$129
<i>BLUE LAKE FIRE PROTECTION DIST</i>	200	CANDIDATE	\$209	\$168	\$154	\$147
<i>GARBERVILLE FIRE PROTECTION DIST</i>	200	CANDIDATE	\$228	\$177	\$160	\$152
<i>NORTH HUMBOLDT RECREATION &amp; PARK DIST</i>	200	DISTRICT	\$883	\$505	\$378	\$315

**Candidates who additionally submit their candidate statement electronically will receive a \$50 discount. Add \$75 per language translation. Translation languages available: Spanish and Hmong.**

#### Cost Breakdown

The Office of Elections estimates the total cost of printing and handling the candidate statement, and requires each candidate filing a statement to pay at the time of submission. If more than one candidate files a candidate's statement for the same office, the cost will be shared among the candidates.

Candidates may pay for candidate statements in one of two ways:

- (1) Pay the full amount by check and receive any refund within 30 days of the financial reconciliation of the election, OR
- (2) Summit a check with "do not exceed" the maximum fee **written in the notes section** of the check. When the candidacy period is complete, the Office of Elections will calculate fees and provide candidates with the amount of total fees charged.

**Uniform District Election**  
November 7, 2023

**Candidate Statement of Qualifications Format**

Elections Code, Sections 13307-13314

Uniform District Election  
November 7, 2023

Candidates who additionally submit their candidate statement electronically in Microsoft Word format via compact disc (CD) or email ([humboldt\\_elections@co.humboldt.ca.us](mailto:humboldt_elections@co.humboldt.ca.us)) will receive a \$50 discount. Please use the template below as a guide for your statement.

CANDIDATE'S NAME:	AGE (optional):
OCCUPATION (optional):	
QUALIFICATIONS: <i>Place candidate statement of qualifications here.</i>	
SIGNATURE OF CANDIDATE: _____	

**Uniform District Election**  
November 7, 2023  
**Humboldt County Office of Elections**  
**Candidate Statement Form**

\_\_\_\_\_  
Print Name of Candidate

\_\_\_\_\_  
Office Sought

Mailing Address:

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

Contact Information:

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

***I Elect to File a Candidate Statement***

I have been informed that the estimated cost and deposit for my candidate statement is \$\_\_\_\_\_  
\_\_\_\_\_ with Spanish translation \_\_\_\_\_ with Hmong Translation

Word Count \_\_\_\_\_

- I agree that if the actual cost of the candidate statement exceeds the amount paid in advance, I will pay the additional sum to the County of Humboldt within 30 days of the billing notification for such amount.
- I agree that if the amount billed is not paid within 30 days following such notification, and the Elections Official thereafter commences legal action against me for the recovery of said amount, I will pay all costs of such action, including costs and reasonable attorney's fees in an amount to be fixed by the court.
- I have been informed that if the amount paid in advance is more than the actual cost of the candidate statement, the Elections Official will refund the excess amount within 30 days of certification of the election.
- I agree that any notice, refund or billing pertaining to my candidate statement shall be mailed to me at the address set forth above and shall be deemed completed upon deposit in the United States mail.
- I agree to each of the terms and conditions set forth above.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

***I Elect not to File a Candidate Statement***

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

***I Hereby Withdraw my Candidate Statement***

- I acknowledge the return of my check in the amount of \$\_\_\_\_\_.
- My check has already been deposited by the Humboldt County Office of Elections. I understand that a refund will be mailed to me within 30 days.

**Note:** A candidate may withdraw his or her Candidate Statement by signing and submitting this withdrawal notice to the Office of Elections no later than 5:00 p.m. of the next working day after the close of the candidate filing (nomination) period. EC §13307(a)(3)

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

# Uniform District Election

## November 7, 2023

### Campaign Financial Filing Requirements

#### Filing Deadlines

All persons seeking a local elective office must file campaign financial forms. Forms, reporting period, and filing deadlines are provided below.

<i>STATEMENT</i>	<i>FORM NO.</i>	<i>REPORTING PERIOD</i>	<i>FILING DEADLINE</i>
<i>SEMI-ANNUAL STATEMENT</i>	460 / 470	* - 06/30/2023	July 31, 2023
<i>1<sup>ST</sup> PRE-ELECTION</i>	460	07/01/2023 – 09/23/2023	September 28, 2023
<i>2<sup>ND</sup> PRE-ELECTION</i>	460	09/24/2023 – 10/21/2023	October 26, 2023
<i>SEMI-ANNUAL</i>	460	10/22/2023 – 12/31/2023	January 31, 2024
<i>LATE CONTRIBUTION / INDEPENDENT EXPENDITURE</i>	496 / 497	08/09/2023 – 11/07/2023	Within 24 Hours

**\*Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

#### Filing Officer

The Humboldt County Office of Elections is the local filing officer for candidate and campaign financial filings under the Fair Political Practices Commission (FPPC), pursuant to the Political Reform Act. At the time of filing candidate papers, candidates must additionally file certain campaign and financial filings, including Form 501, Form 460 or Form 470, and Form 700.

**NOTE:** Once originals are submitted they will not be returned to candidates for corrections. Please review your forms and make necessary copies prior to submitting.

The Humboldt County Office of Elections is located at:

2426 6<sup>th</sup> Street, Eureka, CA 95501  
Office: 707-445-7481 / Fax: 707-445-7204  
Website: <https://humboldt.gov/elections>  
Email: [humboldt\\_elections@co.humboldt.ca.us](mailto:humboldt_elections@co.humboldt.ca.us)

#### Available Resources

The Fair Political Practices Commission (FPPC) makes available to candidates a campaign financial forms manual explaining the various filing obligations. Manuals can be obtained at the FPPC website: <https://www.fppc.ca.gov> or [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov), and at the following location: FPPC, 1102 Q Street, Suite 3050, Sacramento, 95811.

## Uniform District Election

November 7, 2023

### Summary of Financial Forms

Required form for state and county campaigns are summarized below.

#### Candidate Intention (Form 501)

A candidate for state or local office must file this form for each election, including reelection to the same office.

File Form 501 before soliciting or receiving any contributions or before making expenditures from personal funds on behalf of a committee. Form 501 is considered filed the date it is postmarked, or hand delivered to the filing officer.

A separate campaign bank account must be established including campaigns that are self-funded by the candidate. **EXCEPTION:** A bank account is not required if a candidate will not receive contributions or make personal expenditures of less than \$2,000. **NOTE:** Filing and statement of qualification fees are not included in calculating the \$2,000.

#### Statement of Organization (Form 410)

File Form 410 within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late.

For early submissions, mark the “not yet qualified” box. The \$50 fee is requested at this time but is not legally required until the group qualifies as a committee.

File the original and one copy with the Secretary of State's Political Reform Division and one copy with the local filing official with whom you file the originals of your campaign disclosure statements.

The committee's FPPC identification number will be posted at <https://www.sos.ca.gov>. Read instructions carefully as a Form 410 will be rejected if any applicable sections are incomplete.

**NOTE:** All committees must disclose the financial institution and bank account number used by the committee.

#### Recipient Committee Campaign Statement (Form 460)

For use by all recipient committees, including candidates, officeholders, and their controlled committees who raise or spend \$2,000 or more during the calendar year at the behest of the officeholder or candidate. Form 460 is used for the pre-election and semi-annual disclosure statements, among other things.

## Uniform District Election

November 7, 2023

### **Candidate and Officeholder Campaign Statement – Short (Form 470)**

Form 470 must be filed by candidates and officeholders who spend less than \$2,000 for the calendar year. If Form 470 is filed with the declaration of candidacy, or before the first pre-election filing deadline, no additional campaign statement needs to be filed in connection with the election so long as total receipts and expenditures remain less than \$2,000.

### **Independent Expenditure Report (Form 496)**

Independent expenditures that total in the aggregate \$1,000 or more to support or oppose a single candidate for elective local office or a single local ballot measure must be reported as 24-hour independent expenditures using Form 496 during the 90 days immediately preceding the election in which the candidate or measure will be voted on. **NOTE:**

Committees primarily formed to support or oppose a candidate or measure, must file Form 496 within 24 hours of making the independent expenditure(s) with the filing officer(s) who would receive the committee's campaign statements. File Form 496 by fax, guaranteed overnight delivery, or personal delivery. **NOTE:** Regular mail may not be used. A local ordinance also may require this form to be filed electronically. An "independent expenditure" is an expenditure made in connection with a communication (e.g., a billboard, advertisement, or mailing) that expressly advocates the nomination, election, or defeat of a clearly identified candidate or the qualification, passage, or defeat of a clearly identified measure. An independent expenditure is a payment that is not made to—or at the behest of—the affected candidate or committee.

Candidates: Form 496 is not required for expenditures supporting your election that are made from your committee, including expenditures opposing an opponent. In addition, campaign funds of a candidate or officeholder may not be used to make independent expenditures to support or oppose candidates in other elections.

### **Late Contribution Report (Form 497)**

File Form 497 for late contributions. Late contributions are monetary or non-monetary contributions, including loans totaling \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or ballot measure committee during the 90 days before the election. Form 497 must be filed by personal delivery, guaranteed overnight mail, fax or telegram within 24 hours. **Note:** Regular mail may not be used.

### **Statement of Economic Interests (Form 700)**

At the time of filing declaration of candidacy, all candidates are required to file Form 700 with the local filing officer. Form 700 must be filed with the filing officer by the final filing date for the Declaration of Candidacy. Form 700 is part of the candidacy packet and will be available at the Office of Elections. The Form 700 reports on financial conflict of interest with the jurisdiction of the district. Additional instructions for filling out form 700 can be found online at <https://www.fppc.ca.gov>.

# Uniform District Election

## November 7, 2023

### Code of Fair Campaign Practices



California Secretary of State  
**CODE OF FAIR CAMPAIGN PRACTICES**  
(Elections Code § 20440)

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

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

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

---

Print Name

---

Signature

---

Date

---

Office

**Uniform District Election**  
November 7, 2023

**Randomized Alpha Determination of Candidate Name on Ballot**

The Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet. The procedure shall be as follows:

(a) Each letter of the alphabet shall be written on a separate slip of paper, each of which shall be folded and inserted into a capsule. Each capsule shall be opaque and of uniform weight, color, size, shape, and texture. The capsules shall be placed in a container, which shall be shaken vigorously in order to mix the capsules thoroughly. The container then shall be opened and the capsules removed at random one at a time. As each is removed, it shall be opened and the letter on the slip of paper read aloud and written down. The resulting random order of letters constitutes the randomized alphabet, which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letters M and R were drawn in the randomized alphabet drawing.

(b) (1) There shall be six drawings, three in each even-numbered year and three in each odd-numbered year. Each drawing shall be held at 11 a.m. on the date specified in this subdivision. The results of each drawing shall be mailed immediately to each county elections official responsible for conducting an election to which the drawing is applicable, who shall use it in determining the order on the ballot of the names of the candidates for office.

(F) The sixth drawing under this subdivision shall take place on the 82nd day before the first Tuesday after the first Monday in November of the odd-numbered year, and shall apply to all candidates on the ballot in the elections held on that date.

(c) Each randomized alphabet drawing shall be open to the public. At least 10 days prior to a drawing, the Secretary of State shall notify the news media and other interested parties of the date, time, and place of the drawing.

Elections Code, Section 13112