

City of San Ramon

Candidate Guide



General Election
November 3, 2020

To: All Candidates
From: Christina Franco, City Clerk
Subject: CANDIDATE ELECTION GUIDE
Date: July 1, 2020

The San Ramon Municipal Election will be held on Tuesday, November 3, 2020, to elect:

- One (1) Mayor for a two-year seat (2020-2022)
- One (1) City Councilmember District 1 for four-year seat (2020-2024)
- One (1) City Councilmember District 3 for four-year seat (2020-2024)

A person is eligible to hold the office of Mayor or Councilmember provided the person is, at the time nomination papers are issued, a registered voter of the City of San Ramon and reside in their district. Elected officials must continue to reside in the City and/or District during their term of office. Candidates must state whether they are filing for the two-year Mayor's seat or the four-year Councilmember seat at the time of filing.

The Nomination Period begins on July 13, 2020. The closing date for filing nominations papers is 5:00 p.m., Friday, August 7, 2020. If one of the incumbents does not file, the closing date for filing nomination papers for non-incumbents will be extended to Wednesday, August 12, 2020, at 5:00 p.m. It is the obligation of each candidate to meet all filing requirements and deadlines.

The City of San Ramon does not collect a filing fee. Candidates desiring to submit a Candidate Statement are required to assume the printing cost. The Statement shall not exceed 400 words. Payment (Statement cost for the November 3, 2020 Election) must be made at the time the Candidate Statement is filed (see Attachment B-2 for cost).

Please see the checklist provided on Page 3 for forms that must be submitted at the time Nominations Papers are filed with the City Clerk.

Please contact the City Clerk's Office if you have any questions.

Christina Franco, City Clerk
(925) 973-2504
cfranco@sanramon.ca.gov



TABLE OF CONTENTS

Election Key Dates.....	1
Offices for Election.....	2
General Qualifications for Office & Filing Periods.....	2
Candidate Application Packet.....	3
Write-In Candidates.....	7
Common Questions and Situations.....	8
Campaign Resources.....	10
Political Signs.....	12
Attachment A: Ballot Designation Guidelines	
Attachment B: Candidate Statement of Qualifications Information	
B-1: Word Count Criteria	
B-2: San Ramon Word Count/Cost	
B-3: Sample Candidate Statement Layout	
Attachment C: Sample Candidate Application Packet Authorization Form	
Attachment D: Summary of FPPC Campaign Finance Disclosure Forms & Flow Chart	

NOTICE TO CANDIDATES

This Candidate’s Guide is intended to provide general information about the subject matter covered and does not have the force or effect of law, regulation, or rule. It is distributed with the understanding that the City Clerk’s Office is not rendering legal advice, and therefore, the Candidate’s Guide is not to be a substitute for legal counsel for any individual or candidate. In case of conflict, the law, regulation, or rule will apply.

ELECTION KEY DATES

	APPLIES TO	DATES
Candidate Filing Period	All candidates	Jul. 13 – Aug. 7
Last Day for Candidates to File and Pay for “Candidate Statement”	All candidates	Aug. 7
Extended Filing Period	If no incumbent files nomination papers by Aug. 7, the filing period is extended for non-incumbents	Aug. 8 - 12
Public Review of “Ballot Designations” and “Candidate Statements”	All Candidates	Aug. 8-17
	For “Candidate Statements” and “Ballot Designations” filed during the extended period	Aug. 13 -22
Last Day to Withdraw “Candidate Statement”	All Candidates	Aug. 10
	Candidates who filed during the extended filing period	Aug. 13
Randomized alphabet drawing for ballot placement	All Candidates	Aug. 13
Write-in Period	Write-in Candidates	Sept. 7 – Oct. 20
Military and Overseas Voters Ballots Mailed		Sept. 18
Voter Information Guide Mailing		Approx. Sept. 24
Vote by Mail Mailing		Oct. 5
Voter Registration Deadline		Oct. 19
Supplemental Voter Information Guide Mailing		Oct. 22
Last Day to Request a Vote by Mail Ballot		Oct. 27
Last Day to Return or Mail a Vote by Mail Ballot		Nov. 3
Election Day	Polls are open 7:00am – 8:00pm	Nov. 3
Certification Deadline / Final Results		Dec. 3
Swearing In	Successful Candidates	Dec. 8

OFFICES FOR ELECTION

	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	NOMINATION SIGNATURES REQUIRED
San Ramon	Mayor 1 Councilmember, District 1 1 Councilmember, District 3	2 years 4 years 4 years	20

GENERAL QUALIFICATIONS FOR OFFICE

The qualifications of a candidate for elective office, and of an elective officer, of a district shall be determined by the principal act of the district.

Election Code 10514

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Must be registered in the political subdivision for which you are running.
- d) 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.

Election Code 20, 201

Filing Periods 2020

General Election - November 3, 2020

Filing Period: July 13 - August 7, 2020
 Extended Filing Period*: August 8 - August 12, 2020

*Extended Filing Period

If nomination papers for an incumbent elective officer are not filed by the filing deadline, the filing period for that office is extended 5 calendar days for non-incumbents only. There shall be no extended filing period for candidates where the incumbent cannot file due to term limits or for offices that are vacant.

Election Code 8024

CANDIDATE APPLICATION PACKET

Please note that the following candidacy documents, with the exception of the Declaration of Candidacy, must be submitted simultaneously to the City Clerk's Office. Please contact the City Clerk's Office at cfranco@sanramon.ca.gov or (925) 973-2504 to schedule an appointment to pick up, as well as submit candidacy documents.

The Candidate Application Packet, often referred to as "nomination papers", includes the following forms:

- 1) Nomination Petitions
- 2) Declaration of Candidacy
- 3) Ballot Designation Worksheet
- 4) Candidate Statement of Qualifications
- 5) Statement of Economic Interests (Form 700)
- 6) Campaign Finance Disclosure
- 7) Code of Fair Campaign Practices

1. NOMINATION PETITIONS

Candidates are required to file nomination petitions with the required number of valid signatures for the office. Signers of nomination petitions must be registered voters and reside in the district. Nomination petitions are furnished by the City Clerk.

Circulators of Nomination Petitions

Circulators must be 18 years of age or older. Candidates may circulate and sign his/her own nomination petitions.

The Affidavit of Circulator, located on the back of each petition, must be completed in the circulator's own hand, including if the candidate circulates his or her own petition.

Election Code 102, 104

Signers' Qualifications

Registered voters in the City in which the candidate is to be voted on are eligible to sign the petition.

Registered voters in the district in which the candidate is to be voted on are eligible to sign the petition.

Signers' Limitations

Signers may only sign one nomination petition for any candidate for a given office. In the case where more than one position is to be filled in the same office, signers may sign nomination petitions for as many candidates as there are positions to be filled for that office.

Election Code 8069

Verification of Signatures on Nomination Petitions

Petitions are validated in the order of arrival. The signatures of all signers on nomination petitions are verified by the Contra Costa County Elections Office, generally within 48 hours. Cities will be notified immediately after the signatures have been verified.

It is recommended that you submit your original nomination petitions to the City Clerk's Office well in advance of the deadline in case it is determined that you do not have the required minimum signatures, thus allowing you sufficient time to remedy the situation before the deadline.

Filing Fee

The City of San Ramon does not require a filing fee.

2. DECLARATION OF CANDIDACY

The Declaration of Candidacy is filed by a candidate for City offices.

The Declaration of Candidacy is an official document in which the candidate indicates how his/her name and ballot designation is to appear on the ballot. 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.

Election Code 8001, 8800, 8801

The Declaration of Candidacy will be provided when submitting all candidacy documents.

3. BALLOT DESIGNATION WORKSHEET

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

Ballot designations for City candidates will be reviewed and accepted by the City Clerk's Office. Ballot designations may be rejected if they do not comply with the rules set by the California Election Code 13107. If rejected, the candidate is to be notified by phone or by registered or certified mail addressed to the mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. If a candidate fails to file a "Ballot Designation Worksheet," no designation will appear on the ballot.

Ballot Designation Guidelines and examples are found in Attachment A.

Election Code 13107, 13107.3, 13107.5

Public Review Period

After the close of the filing period, anyone may examine any candidate's ballot designation. During the 10-calendar-day period commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction challenging a ballot designation.

Election Code 13313, 13314

No challenges may be submitted to or will be considered by the City Clerk.

4. CANDIDATE STATEMENT OF QUALIFICATIONS

Each candidate for elective office may prepare an optional "Candidate Statement" at their own expense. The "Candidate Statement" is designed to familiarize voters with a candidate's qualifications for the office he/she is seeking. The "Candidate Statement" is incorporated into the "Voter Information Guide", and will be mailed to all registered voters eligible to vote for that particular office. The "Candidate Statement" is printed in English, Spanish, and Chinese.

Every candidate filing for office must complete a "Candidate Statement of Qualifications Form" indicating whether or not a candidate statement will be filed. For a sample of the guidelines see Attachment B.

Election Code 13307

Filing of "Candidate Statement"

In addition to filing a hardcopy, candidates need to submit the statement in an editable text format, to the following email address, cfranco@sanramon.ca.gov. The City Clerk will file your statement with the County Election Office.

The "Candidate Statement" will be formatted to appear, as closely as possible, to the hardcopy filed. Statements are subject to the word counts and guidelines described in Attachment B-1.

Restrictions

The "Candidate Statement" cannot refer to opponents in any manner and may not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

Election Code 13308

Withdrawing/Changing the Statement

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 pm of the next business day, after the close of the filing period. A candidate must sign a statement if he/she chooses to withdraw the statement. A new statement cannot be filed to replace a withdrawn statement.

The "Candidate Statement" will remain confidential until after the close of the filing period for the office sought.

Election Code 13311

Public Review Period

After the close of the filing period, anyone may examine the Candidate Statements. During a 10-calendar day period, commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction challenging any or all of the material in a “Candidate Statement”.

Election Code 13313, 13314

No challenges may be submitted to or will be considered by the City Clerk.

Statement Costs

The costs of the candidate statement must be paid at the time the statement is filed. For the statement costs see Attachment B-2.

5. STATEMENT OF ECONOMIC INTERESTS (FORM 700)

Every candidate is required to file a “Statement of Economic Interests” (Form 700) disclosing certain financial interests.

The Form 700 is not required if the candidate has filed a statement for the same jurisdiction within 60 days prior to the filing of his/her “Declaration of Candidacy”.

Government Code 87202, 87203

The City Clerk is the filing official for FPPC Form 700 - Statements of Economic Interests.

Government Code 87200

6. CAMPAIGN FINANCE DISCLOSURE

All state and local candidates, their committees, and committees supporting or opposing ballot measures are required to report campaign contributions and expenditures.

Candidates should familiarize themselves thoroughly with the information provided by the Fair Political Practices Commission (FPPC) and carefully note the filing deadlines, as penalties are assessed for late filing of campaign statements. More information and requirements can be found at www.fppc.ca.gov.

Government Code 85201

City of San Ramon Ordinance 502 allows for campaign disclosure reports and documents mandated by the California Political Reform Act to be filed electronically.

For a brief summary of the most commonly used forms, see Attachment D.

7. CODE OF FAIR CAMPAIGN PRACTICES (OPTIONAL)

By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. Subscription to the Code is optional. Completed forms are to be filed with the City Clerk and retained for public inspection until 30 days after the election.

Election Code 20400, 20420, 20440-20444

WRITE-IN CANDIDATES

A person who did not file during the regular filing period may file for office as a write-in candidate. There is no fee or charge required of a write-in candidate in the City of San Ramon.

Any person who desires to be a write-in candidate and have votes cast for him/her reported, shall file a "Statement of Write-In Candidacy".

Write-In filing period begins September 7, 2020 and ends October 20, 2020.

Election Code 8605

The City of San Ramon requires nomination signatures to be collected for a valid write-in candidacy. Signers of nomination papers for write-in candidates shall be voters in the district and political subdivision in which the candidate is to be voted.

Write-in candidates must also file the same forms required of other candidates, who have filed during the regular filing period. The "Candidate Statement" form or ballot designation form does not apply to write-in candidates and write-in candidates may not submit a "Candidate Statement".

Only votes for official write-in candidates are reported.

COMMON QUESTIONS AND SITUATIONS

Filing Nomination Papers on Behalf of a Candidate

If a candidate is unable to pick up their Candidate Application Packet in person, he/she may designate a person to act on his/her behalf. A written statement or “Authorization Form”, signed and dated by the candidate, authorizing a person to receive the “Declaration of Candidacy” form and all other nomination papers from the Elections Office is required. See Attachment C for a sample of the “Authorization Form”. If the candidate will not be filing in person, the “Declaration of Candidacy” must be notarized before filing. Because an original signature is required, nomination documents may not be filed by fax or email. The candidate’s designee may only receive and deliver papers and may not make any changes on the nomination documents.

Election Code 8028

Appearance of Names on the Ballot

A randomized alphabet drawing is the basis for determining the order of candidates on the ballot. Each candidate will be placed on the ballot in the order that each of the letters of his/her surname was drawn. For example, the placement of candidates with the surnames of Miller and Ramos will depend on the order in which the letters M and R were drawn.

Six calendar days after the end of the filing period, the Secretary of State conducts a drawing of the letters. For the November 2020 Election the drawings will be conducted on August 13, 2020.

Election Code 13112

Candidates Elected at November General Election

The candidate(s) for city office that receive(s) the highest number of votes from all the votes cast for candidates for that office shall be elected to that office.

Election Code 10551, 10600

Election Night Results

Election results are available on the internet at www.cocovote.us, beginning at 8:00 p.m. on Election Night. Results will be updated periodically, until all Election Day ballots are counted. Candidates and/or members of their campaigns are welcome to observe the Election Night processes at the County. Observer guidelines will be issued upon arrival.

Final Official Results

Beginning the day after the election, a complete audit of all returns is performed. Any uncounted Vote by Mail ballots are processed and counted. Additionally, provisional ballots are processed and counted and votes cast for qualified write-in candidates are counted.

The Election Code requires the election to be certified 30 days following the election.

Election Code 15372

When Successful Candidates Take Off

The Swearing-In ceremony will be held on Tuesday, December 8, 2020, at San Ramon City Hall.

Holding or Running For More Than One Office

Candidates are not prohibited from seeking more than one elective office, and may serve in more than one office. There are, however, situations when holding more than one office is considered a conflict and incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices 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.”

Government Code 1099

For further information about conflict of interest or incompatibility of offices, visit the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free (866) 275-3772.

The Political Reform Act, Government Code 1099

CAMPAIGN RESOURCES

Voter Data Products

Candidates have access to voter information and data from voter registration and election files.

Listed below is a brief description of some reports that are available:

Voter File

A data file of registered voters residing within a particular district or jurisdiction.

Vote by Mail Voter File

A list of all Vote by Mail voter requests processed the previous day, beginning 29 days before an election. The file includes the date the request was received, date ballot mailed, and the date the ballot was returned. The file does not provide complete voter information; to process the data you will also need the voter file. The file is available on a daily subscription basis or as a single request.

Voter data may not be sold, leased, loaned, reproduced or possession thereof relinquished without receiving written authorization to do so from the Registrar of Voters.

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.

Maps

Printed maps can be prepared for your political campaign needs. Candidates may request various size maps.

Maps are also available on Contra Costa County's website at www.cocovote.us or <https://www.cocovote.us/maps/>

Fees

Fees are based on the data requested and/or the number of registered voters

Ordering Instructions

When purchasing voter data, you will be required to complete "Application to Purchase or View Voter Data".

To request a voter file, VotebyMail file subscription, maps, or any other products please send your request to data.map@vote.cccounty.us or submit your request in person by visiting the Elections Division. The "Application to Purchase or View Voter Data" can be provided by email upon request. Orders are processed in the order they are received. There is a 48-hour turnaround from the time the application and payment is received.

Mass Mailing Requirements

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that 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 candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

Government Code 84305

Mass mailing means more than two hundred substantially similar pieces of mail, but does not include a form letter or other mail that is sent in response to an unsolicited request, letter, or other inquiry.

Government Code 82041.5

No newsletter or other mass mailing shall be sent at public expense. For further information, contact the Fair Political Practices Commission.

Government Code 89001

POLITICAL SIGNS

City of San Ramon Sign Regulations

With the exception of signs located on legal commercial outdoor advertising structures, all political signs placed in areas under the jurisdiction of the City of San Ramon Community Development Department are regulated by the City of San Ramon Zoning Ordinance, as follows:

a) Political Campaign Advertising

Political signs may be erected or displayed before an election until ten days after the election, inclusive. These signs may not be erected in the right-of-way of any State highway, County highway, or public road or street.

Article 88-6 Section 88-6.810

b) Signs on Utility Poles

No person shall post, place, attach, erect, or maintain any sign, poster, advertisement, or any material or object of any kind on a pole, post, wire, or structure maintained under a franchise by a public utility or public service corporation in the right-of-way of any County or public highway.

Article 88-6.8 Section 88.6.812

c) Signs at Intersections

No outdoor advertising structure, except Type IV signs, shall be erected or maintained in such a location or position that operators of motor vehicles who are within one hundred feet of the intersection of any public road with any other public road or any railroad will not have a clear and unobstructed view of the intersection and of any traffic on all of the roads or railroads entering the intersection, for a distance of one hundred feet, along all the roads or railroads. If the sight distance at the intersection is already obstructed by building, structure, vegetation or topography, then the outdoor advertising structures may be located within one hundred feet of the intersection, so long as they do not constitute additional obstruction of sight distances.

Article 88-6.8 Section 88.6.618

If a candidate chooses to post campaign signs, a completed “Statement of Responsibility for Temporary Political Signs” form must be filed with the City Clerk’s Office. This form is issued to all candidates during the filing period.

ATTACHMENT A

BALLOT DESIGNATION GUIDELINES

The ballot designation is the word or words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. The listing of a designation on the ballot is OPTIONAL.

Election Code 13107

Ballot designations cannot be changed and they become public once the "Declaration of Candidacy" has been filed.

Election Code 20711

Format of Ballot Designation

A ballot designation may be an elective office title, officeholder status, or profession.

The following examples illustrate each type. Combining these types is not permitted.

Elective Office Title

Words designating the elective public office held, provided the officeholder was elected to the office. In the case of judicial offices only, an appointed Judge may use the office title.

Example A: Governing Board Member

Example B: Board member, XYZ School District

Officeholder Status

Incumbent: The word "Incumbent" may be used if the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

Appointed Incumbent: The phrase "Appointed incumbent" may be used if:

- a) the candidate holds an office other than a judicial office by virtue of appointment and is a candidate for the same office; or,
- b) a candidate for the same or other office, the word "Appointed" and the title of the office.

The phrase "Appointed Incumbent" is not required of a candidate who seeks reelection to an office that they hold and to which they were appointed in-lieu of an election.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

Profession

Principal Occupation: 3-Word Profession/Occupation/Vocation - No more than three words designating the current principal professions, vocations, or occupations of the candidate.

- Example A: High School Teacher
Example B: Attorney/Educator/Rancher
Example C: Businessman/Councilmember

Community Volunteer

A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

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

No Occupation Desired

If no ballot designation is requested, the word "NONE" and the candidate's initials must be written in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for the ballot designation on the official ballot will be blank.

Unacceptable Designations

Designations will not be accepted if:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- It abbreviates the word "retired" or places it following any word(s) that it modifies.

Acceptable:	Retired Policeman
Unacceptable:	Ret. Policeman Policeman, Retired
- It uses a word or prefix, such as "former" or "ex-," which means a prior status.

Unacceptable:	Former Policeman Ex-Policeman
---------------	----------------------------------

The only exception is the use of the word "retired".

- It includes the name of any political party, whether or not it has qualified for the ballot.
- It uses any word(s) referring to a racial, religious or ethnic group.
- It refers to any activity that is prohibited by law.

ATTACHMENT B

CANDIDATE STATEMENT OF QUALIFICATIONS INFORMATION

Candidate Statement of Qualifications
For the General Election to be held November 3, 2020
(Elections Code 13307, 13309, and 13311)

Instructions to Candidate: Your statement will be printed exactly as submitted. Carefully check for content, spelling, punctuation and grammar before submission. No changes are allowed once the statement is filed.

This form must be filed along with the candidate statement.

In addition to filing a hardcopy, you will need to submit your final candidate statement in an editable text format to the following email address: _____

Hard copy must bear signature.

Office Name: _____ Contest ID: ____ Candidate ID: ____

Word Limit: ____ • Cost: \$ _____ • Paid By: Candidate District

Candidate Name: _____

I have reviewed the attached statement and I understand that no corrections or changes are allowed after it has been filed (pursuant to EC 13307). I understand that Contra Costa County is mandated under the Voting Rights Act to provide voting materials and information in English, Spanish, and Chinese.

I do not wish to file a Candidate Statement.

Dated _____ Signature of Candidate _____

ATTACHMENT B - 1
WORD COUNT CRITERIA

The following are the guidelines for computing the word count for candidate statements.

Acronyms Examples: UCLA, PTA, U.S.M.C A description of each acronym must be provided.	one word
Geographical Names Examples: Contra Costa County San Ramon City of San Ramon Bay Area	one word
Districts with an Elected Board Examples: Contra Costa Community College District San Ramon Valley Unified School District East Bay Regional Park District San Francisco Bay Area Rapid Transit District	one word
Numbers/Numerical Combinations Digits (1, 10, or 100, etc.) 1990-1991, 100%, \$1,000, etc. Spelled out (one, ten, or one hundred)	one word one word one for each word
Dates All digits (11/5/96) Word and digits (June 2, 1998)	one word one word
Hyphenated Words Regularly hyphenated words that appear in the Merriam-Webster Dictionary online.	one word
Punctuation	not counted
Telephone numbers	one word
Email / Website addresses	one word

ATTACHMENT B - 2
SAN RAMON WORD COUNT/COST*

CITY OF SAN RAMON	STATEMENT COSTS	WORD LIMIT	PAID BY
Mayor	\$1,751.60	400	Candidate
Councilmember District 1	\$679.20	400	Candidate
Councilmember District 3	\$640.00	400	Candidate

**Optional Candidate Statement*

ATTACHMENT B – 3

SAMPLE CANDIDATE STATEMENT LAYOUT

Below are samples of 250-word candidate statements, as they would appear in the Voter Information Guide. Statements will appear in the same order as the candidates appear on the ballot. Each candidate is paying for a ¼ page.

WASHINGTON UNIFIED SCHOOL DISTRICT

<p>JANE DOE Businesswoman</p> <p>I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.</p> <p>I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.</p> <p>I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.</p> <p>I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.</p> <p>If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.</p> <p>I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.</p>	<p>MARY SMITH Teacher</p> <p>I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district. I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district. I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows. If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children. I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.</p>
---	--

<p>JOHN T. WHEELER Attorney/Educator/Rancher</p> <p>I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.</p> <p>I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.</p> <p>I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.</p> <p>I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.</p> <p>If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.</p> <p>I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.</p>	<p>Each candidate statement is formatted into a box measuring approximately 3.5" x 4.25" using 10 size font.</p>  <p>A diagram of a rectangular box with a horizontal double-headed arrow at the bottom labeled "3.5 inches" and a vertical double-headed arrow on the right side labeled "4.25 inches".</p>
--	--

ATTACHMENT C

SAMPLE CANDIDATE APPLICATION PACKET AUTHORIZATION FORM
TO PICK UP AND/OR FILE NOMINATION DOCUMENTS



CONTRA COSTA COUNTY
CLERK/RECORDER - ELECTIONS DIVISION
555 ESCOBAR STREET
MARTINEZ, CALIFORNIA 94553
(925) 335-7800 1 (877) 335-7802
www.cocovote.us

Deborah Cooper
County Clerk-Recorder-Registrar

Scott O. Konopasek
Assistant Registrar of Voters

AUTHORIZATION TO PICK UP AND/OR
FILE CANDIDATE APPLICATION PACKET
November 3, 2020 General Election

I, _____, candidate for the office of _____,
hereby authorize _____ to obtain and/or file the following nomination documents on
my behalf.

Please check the applicable forms for the following filing periods:

Mandatory Nomination Documents

If applicable, select one: Full Term _____ Short Term _____
Initials Initials

*I am aware that said documents must be properly executed and filed at the Contra Costa County Elections Division
no later than 5:00 p.m. on August 7, 2020.*

EC 8028 (b), 8064, 8020 (d), 10510, 10227

My current residence address is: _____
Street Address City State Zip Code

My mailing address is: _____
Street Address City State Zip Code

My telephone numbers are: _____
Daytime Evening

Email

Printed Name

Signature of Candidate

Date

ATTACHMENT D

SUMMARY OF CAMPAIGN FINANCE DISCLOSURE FORM

Except as noted below, an individual who intends to be a candidate for an elective office must file "Candidate Intention Statement" (Form 501). Please see instructions on the Form 501 for the filing requirements. Local Candidates file with the appropriate local filing officer for their jurisdiction. These forms are available on the Fair Political Practices website at www.fppc.ca.gov.

Government Code 85200 et seq

FORM 501 – Candidate Intention Statement

This statement must be filed before a candidate solicits or receives any contributions or loans from others or before any expenditure are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

Exception: Form 501 is not required to be filed by candidates who do not intend to receive any contributions or loans, and the only expenditures from personal funds would be for payment of the filing fee, if applicable, and the Statement of Qualifications. Form 501 is not used to obtain a Committee Identification Number.

FORM 410 - Statement of Organization

The Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number. The Form 410 must be filed if a candidate or committee receives contributions or loans totaling \$2,000 in a calendar year. This statement must be filed within 10 days of opening a campaign bank account at a financial institution in California. All personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in the campaign bank account prior to expenditure.

FORM 460 - Recipient Committee Campaign Statement

Candidates for office who receive contributions or have expenditures in excess of \$2,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the Filing Schedule for filing deadlines.

FORM 470 - Officeholder/Candidate Campaign Statement-Short Form

Candidates for office who expect to receive or spend less than \$2,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

FORM 470 – Supplemental

Supplemental Candidate and Officeholder Campaign Statement. This form applies to candidates and officeholders who have filed a Form 470 and subsequently receive contributions or make contributions totaling \$2,000 or more for a calendar year. Once a Supplemental Form 470 is filed, the candidate or officeholder will be required to file a Form 410 and 460.



Basic Filing Guidelines for Candidates & Committees. For more information you may contact FPPC at [1-866-ASK-FPPC](tel:1866ASKFPPC) and by going to the FPPC website at www.fppc.ca.gov



Form 501 – Candidate Intention
Who: All Candidates
When: Before raising or spending any money including personal funds.
With: Local Filing Officer
Under \$2000

Over \$1000

Form 410 – Statement of Organization
Who: Candidates and organizations who raise **\$2,000** or more.
When: Anytime, but required to be filed within 10 days of reaching **\$2,000** in contributions (or within 24 hours if **\$2,000** level is reached in final 16 days before Election Day.
With: Original & copy to Sec. of State, one copy to Local Filing Officer.

Form 460 – Campaign Statement
Who: All campaign committees formed via filing of a Form 410.
When: Two Pre-Election statements due before election, and Semi-Annually thereafter until committee is terminated.
 •Exception for officeholders earning under \$200/yr. from the office and have inactive committees. (Govt. Code Sec. 84200)
 • If 410 filed before June 30, then 460 due July 31.
With: Original & one copy to Local Filing Officer

Form 470 – Campaign Statement Short Form
Who: Candidates who do not plan to raise or spend **\$2,000** or more for their campaign, and do not have an open committee.
When: Any time, but no later than the date the first Pre-Election statement is due. Statement covers entire calendar year.
With: Local Filing Officer

Form 470 Supplement
Who: Candidates who filed form 470, but subsequently raised or spent **\$2,000** or more for their campaign.
When: Within 48 hours of raising or spending **\$2,000** or more.
With: Secretary of State, Local Filing Officer, every other candidate seeking the same office.
MUST ALSO FILE FORM 410

After the Election
 After the election, a successful candidate has the option of maintaining his/her committee and campaign bank account, or terminating the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Hold funds for use in a future election.

An officeholder who wishes to terminate a committee must file both a Form 410 with the State and a Form 460 with Local Filing Officer. (See FPPC Manual for information)