

HUMBOLDT COUNTY
OFFICE OF ELECTIONS

Candidate Guide

CONSOLIDATED DISTRICTS ELECTION – NOVEMBER 2, 2021

2426 6th Street • Eureka, CA 95501
<https://humboldt.gov/elections>
707-445-7481

Consolidated Districts Election
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Candidate Guide

Introduction

This candidate guide is intended to be a general purpose resource for those seeking local school district board and special district board offices in the **Consolidated Districts Election** on November 2, 2021. The candidacy period for the Election is July 12 – August 6, 2021. 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.

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

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

Phone: 916-322-5660

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

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

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

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Instructions for Filing Candidacy Papers

Requesting Candidate Filing Documents

Candidates must complete and file candidacy papers with the Humboldt County Office of Elections. To request candidacy papers, candidates must complete and submit an Acknowledgement of Receipt of Instructions & Request for Candidacy Filing Documents form. The form is available on the Office of Elections website:
<https://humboldt.gov/2910/Candidate-Filing-Documents>.

The request form can be returned by email, fax, mail, or in person as follows:

Email: humboldt_elections@co.humboldt.ca.us

Fax: 707-445-7204

Mail or In Person Walk-in: 2426 6th Street, Eureka, CA 95501

In Person Appointment: Call 707-445-7481 to schedule.

Issuance of Candidate Filing Documents

Upon receipt of the request form, the Office of Elections will distribute candidacy papers to the candidate by (1) email, (2) mail, or (3) in person at the Office of Elections, per the method indicated on the request form. Candidates will not be charged a fee to file candidacy papers.

Expect completion of the candidacy papers to take a minimum of one hour. Required forms include:

- Ballot Designation Worksheet
- Declaration of Candidacy
- Fair Campaign Practices
- Financial Forms

Candidates must sign candidacy papers either in the presence of a Notary Public or in person at the Office of Elections.

IMPORTANT: Candidates must return fully completed wet-signature original candidacy papers to the Office of Elections (located at 2426 6th Street, Eureka, CA 95501) by the close of the candidacy period to complete candidacy filing. Candidates are encouraged to additionally email scanned copies of their signed candidacy papers to the Office of Elections at humboldt_elections@co.humboldt.ca.us prior to mailing originals to facilitate early review.

Appointments and Walk-ins

The Office of Elections provides candidates with both in person appointment and in person walk-in options. Candidates may schedule appointments to complete candidacy paperwork at the Office of Elections or to deliver completed candidacy paperwork. Candidates may receive

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real-time assistance with completing candidacy paperwork or delivering completed candidacy paperwork during scheduled walk-in hours.

IMPORTANT: Walk-in candidates who arrive during appointment hours will be asked to wait until all scheduled appointments are completed.

Appointment Hours

July 12 - 16, 2021: 8:30 am - 11:30 am

July 19 - 23, 2021: 8:30 am - 11:30 am

Walk-in Hours

July 12 - 16, 2021: 1 pm - 5 pm

July 19 - 23, 2021: 1 pm - 5 pm

July 26 - 30, 2021: 8:30 am - 11:30 / 1 pm - 5 pm

August 2 - August 6: 8:30 am - 11:30 / 1 pm - 5 pm

Please arrive by 4:30 pm to allow sufficient time to complete necessary paperwork.

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Election Calendar

Important Dates

| <i>ACTIVITY</i> | <i>FILING PERIOD</i> | <i>ELECTION CODE SECTIONS</i> |
|---|----------------------|---|
| <i>CANDIDACY FILING AND NOMINATION PERIOD</i> | Jul 12 - Aug 6 | 333, 8020, 8041, 10407, 10511, 10512, 13107.3 |
| <i>EXTENSION OF CANDIDACY/NOMINATION PERIOD</i> | Aug 7 – Aug 11 | 10407, 10516 |
| <i>STATEMENT OF WRITE-IN CANDIDACY & NOMINATION</i> | Sep 6 – Oct 19 | 305, 8601 |
| <i>ELECTION DAY</i> | Nov 2 | 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 6th 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 6, 2021, any person other than the incumbent may file a declaration of candidacy by 5 pm on August 11, 2021. 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.

Elections Code, Sections 1000, 14212

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Available Board Seats

School District Boards

No school district offices are scheduled for election on November 2, 2021.

Special District Boards

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

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Candidacy and Nomination

Candidacy

During the candidacy filing period from July 12 – August 6, 2021, eligible candidates may obtain candidacy papers from and file candidacy papers with the Office of Elections. Mandatory and optional forms within the candidacy packet are summarized below.

NOTE: Candidates are responsible for ensuring all filing requirements and deadlines are met. Candidates must return fully completed wet-signature original candidacy papers to the Office of Elections (located at 2426 6th Street, Eureka, CA 95501) by the close of the candidacy period to complete candidacy filing. Candidates are encouraged to file papers early to avoid missing a deadline.

Candidate Filing List

| <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 Office of Elections and Secretary of State's office within 10 days of receiving more than \$2000 in contributions. |
| <input type="checkbox"/> | Statement of Economic Interests Form 700 | July 12 – August 6 Obtain from and file with Office of Elections. (E-113 – E-88) |
| <input type="checkbox"/> | Declaration of Candidacy | July 12 – August 6 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 the Office of Elections by August 6. |

NOTE: Candidacy filings are public at the time they are filed, except for statements of qualifications, which become public at 5 pm on the first business day following the filing deadline.

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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 6, 5 PM

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Ballot Designation Worksheet



California Secretary of State
BALLOT DESIGNATION WORKSHEET
 (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form must be completed, or it will not be accepted and you will not be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC RECORD.**

| | | |
|-----------------------|---|--|
| Candidate Information | 1 | Candidate Name: _____ Gender (optional, for translation use only): _____ |
| | | Office: _____ Email: _____ |
| | | Home Address: _____ |
| | | Mailing Address: _____ |
| | | Business Address: _____ |
| | | Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____ |
| Attorney Information | 2 | Attorney Name (or other person authorized to act on your behalf): _____ |
| | | Address: _____ |
| | | Phone Number(s) Business: _____ Mobile: _____ Fax: _____ |
| | | |

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/)].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

| | | |
|--------------------------------|---|--|
| Proposed Ballot Designation(s) | 3 | Proposed Ballot Designation(s): _____ / _____ / _____ |
| | | Alternate Ballot Designation(s) 1: _____ / _____ / _____ |
| | | Alternate Ballot Designation(s) 2: _____ / _____ / _____ |

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/) separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

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If your proposed ballot designation contains one or more slashes ("/) separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.

| | | |
|---|--|--|
| Justification for use of Proposed Ballot Designation(s) If you are proposing alternate ballot designations, please provide justification for use of those on Page 3. | 4 | Justification for use of 1 st PVO: _____ _____ _____ Current or most recent job title: _____ Start/End Dates: _____ Employer Name or Business: _____ Person who can verify this information: Name: _____ Phone Number(s): _____ Email: _____ |
| | Justification for use of 2 nd PVO: _____ _____ _____ Current or most recent job title: _____ Start/End Dates: _____ Employer Name or Business: _____ Person who can verify this information: Name: _____ Phone Number(s): _____ Email: _____ | |
| | Justification for use of 3 rd PVO: _____ _____ _____ Current or most recent job title: _____ Start/End Dates: _____ Employer Name or Business: _____ Person who can verify this information: Name: _____ Phone Number(s): _____ Email: _____ | |

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- | | | |
|---|--|---------------|
| 1) Use only a portion of the title of your current elected office? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 2) Non-judicial candidates: Use only the word "Incumbent" for an elective office to which you were appointed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 3) Use more than three total words for your principal professions, vocations, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 6) Abbreviate the word "retired"? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 7) Place the word "retired" after the words it modifies? Example: Accountant, retired | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 8) Use an word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation, or occupation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 10) Use the name of a political party or political body? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 11) Refer to a racial, religious, or ethnic group? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 12) Refer to any activity prohibited by law? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |

If the answer to any of these questions is "yes," your proposed ballot designation is likely to be rejected.

| | | |
|-----------------------|--------------------------------------|--|
| X | | |
| Candidate's Signature | Date Signed: Month Day Year | |

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish to consult CCR, title 2, sections, 20712-20719 (found at www.sos.ca.gov).

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COMPLETE THIS PAGE ONLY IF one or more Alternate Ballot Designation(s) are provided. If this page is not applicable, please initial: _____

| | | | |
|----------|--|---|------------------|
| A | | Justification for use of 1 st PVO: | |
| | | Current or most recent job title: | Start/End Dates: |
| | | Employer Name or Business: | |
| | | Person who can verify this information: | |
| | | Name: | Phone Number(s): |
| | | | Email: |
| | | Justification for use of 2 nd PVO: | |
| | | Current or most recent job title: | Start/End Dates: |
| | | Employer Name or Business: | |
| | | Person who can verify this information: | |
| | | Name: | Phone Number(s): |
| | | | Email: |

| | | | |
|----------|--|---|------------------|
| B | | Justification for use of 1 st PVO: | |
| | | Current or most recent job title: | Start/End Dates: |
| | | Employer Name or Business: | |
| | | Person who can verify this information: | |
| | | Name: | Phone Number(s): |
| | | | Email: |
| | | Justification for use of 2 nd PVO: | |
| | | Current or most recent job title: | Start/End Dates: |
| | | Employer Name or Business: | |
| | | Person who can verify this information: | |
| | | Name: | Phone Number(s): |
| | | | Email: |

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Guidelines for Ballot Designation Worksheet



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For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) 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 vote of the people.

(2) 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) 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.

(4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, 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, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word "incumbent" if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.

(C) 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.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) For purposes of this section, all California geographical names shall be considered to be 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.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:

(1) It would mislead the voter.

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- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - (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 prohibited by law.
- (f) 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.
- (1) 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).
 - (2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.
 - (g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
 - (h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

For your reference, Elections Code section 13107.3 is reproduced below:

- (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.

For your reference, Elections Code section 13107.5 is reproduced below:

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

For your reference, California Code of Regulations section 20711 is reproduced below:

- (a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
- (b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

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(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

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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 6, 2021, and must be filed with the Office of Elections no later than 5 pm on October 19, 2021. 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.

Election Code, Sections 8600-8601

To qualify as a write-in candidate, a person must file with the Office of Elections a statement of write-in candidacy which shall contain the candidate's name, residence address, a declaration stating that he or she is a write-in candidate, the title of the office for which he or she is running, the date of the election, and the party nomination which he or she seeks, if running in a partisan primary election.

Election Code, Section 8600

NOTE: 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 with regard to disclosure of economic interests and campaign disclosure.

Government Code, Section 82007
Elections Code, Section 305

The Office of Elections will provide polling places (sometimes called voting assistance centers) with a list of **qualified write-in candidates**.

CANDIDATE FILING PERIOD DEADLINE: OCTOBER 19, 5 PM

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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 councilman and school district board member where the city and the school district have territory in common;
2. fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. high school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. water district director and a city council member;
5. county board of supervisors member and community college board member;
6. water district director and a school district trustee having territory in common;
7. deputy sheriff and county supervisor; and
8. county planning commissioner and county water district director.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at (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.

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Candidate Statement of Qualifications

Filing Deadline

Candidates may file a statement of qualifications to be printed in the county voter information guide. Payment in full for statements of qualifications must be submitted with a candidate's declaration of candidacy.

Candidate statements must be filed with the Office of Elections by the close of the nomination period on August 6 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.

DEADLINE FOR FILING CANDIDATE STATEMENTS: AUGUST 6, 5 PM

If an incumbent fails to file a declaration of candidacy for that race, the deadline is extended until August 11 at 5 pm. The statement may be withdrawn by 5 pm on the first business day following the filing deadline.

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Guidelines

Candidate statements should be formatted according to template provided by the Office of Elections. The statement must include the name, and may include the age and occupation of the candidate and a brief description of the candidate's education and qualifications. Word limits vary by office sought. See Page 21 for specific office word limits and filing fees.

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
ALL CAPS

Bold Lettering
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. Candidates with English, Spanish, and Hmong translations will be charged for three sections.

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 10-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

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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 statement for the same office, the cost will be shared among the candidates.

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. See Page 21 for specific fees.

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

- (1) Pay the full amount in cash or 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 on the check. When the candidacy period is complete, the Office of Elections will calculate fees and provide candidates with total fees charged. Fees are summarized below.

| Service | Cost |
|---|-------------------|
| Filing Candidate Statement | varies by office |
| Language Translation – Spanish or Hmong | \$75 per language |

NOTE: Candidates who additionally submit their candidate statement electronically will receive a \$50 discount.

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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 | DISTRICT | \$166 | \$145 | \$139 | \$135 |
| <i>ORICK COMMUNITY SERVICES DIST</i> | 200 | DISTRICT | \$134 | \$129 | \$128 | \$127 |
| <i>ORLEANS COMMUNITY SERVICES DIST</i> | 200 | CANDIDATE | \$134 | \$130 | \$128 | \$127 |
| <i>PENINSULA COMMUNITY SERVICES DIST</i> | 200 | CANDIDATE | \$138 | \$131 | \$129 | \$128 |
| <i>BLUE LAKE FIRE PROTECTION DIST</i> | 200 | CANDIDATE | \$211 | \$168 | \$154 | \$147 |
| <i>GARBERVILLE FIRE PROTECTION DIST</i> | 200 | CANDIDATE | \$147 | \$136 | \$132 | \$131 |
| <i>NORTH HUMBOLDT RECREATION & PARK DIST</i> | 200 | CANDIDATE | \$917 | \$521 | \$389 | \$323 |

Candidates who additionally submit their candidate statement electronically will receive a \$50 discount. Add \$75 per language translation. Translation languages available: Spanish and Hmong. Candidates with English, Spanish, and Hmong translations will be charged for three sections.

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Candidate Statement of Qualifications
Elections Code, Sections 13307-13314

Required Format

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Candidates who additionally submit their candidate statement electronically in Microsoft Word format via compact disc (CD) or email (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: *Place candidate statement of qualifications here.*

SIGNATURE OF CANDIDATE: _____

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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 | * - 06/30/2021 | August 2, 2021 |
| <i>1ST PRE-ELECTION</i> | 460 | 07/01/2021 – 09/18/2021 | September 23, 2021 |
| <i>2ND PRE-ELECTION</i> | 460 | 09/19/2021 – 10/16/2021 | October 21, 2021 |
| <i>SEMI-ANNUAL</i> | 460 | 10/17/2021 – 12/31/2021 | January 31, 2022 |
| <i>LATE CONTRIBUTION / INDEPENDENT EXPENDITURE</i> | 496 / 497 | 08/04/2021 – 11/02/2021 | 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 6th Street, Eureka, CA 95501
Office: 707-445-7481 / Fax: 707-445-7204
Website: <https://humboldt.gov/elections>
Email: 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, and at the following location: 1102 Q Street, Suite 3000, Sacramento, 95811.

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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.

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.

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.

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Independent Expenditure Report (Form 496)

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. 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:** If a committee primarily formed to support or oppose a candidate or measure, 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.

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 County of Humboldt filing officer: Humboldt County Office of Elections. 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 declaration of candidacy packet that is available at the Office of Elections. It can also be found, along with complete instructions, online at <https://www.fppc.ca.gov/>.

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Code of Fair Campaign Practices

Code of Fair Campaign Practices Form



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

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Filing Locations

Special Districts

Humboldt County Office of Elections

2426 6th Street, Eureka, CA 95501

Main: (707) 445-7481 / Fax: (707) 445-7241

Website: <https://humboldt.gov/elections>

Email: humboldt_elections@co.humboldt.ca.us

**For Questions or to Access
Forms On-Line Contact:**

Fair Political Practices Commission (FPPC)

1102 Q Street, Suite 3000, Sacramento, 95811

(916) 322-5560 / Advice Line: (866) 275-3772

advice@fppc.ca.gov / <https://www.fppc.ca.gov/>