



## Candidate Handbook & Resource Guide



**Statewide Direct Primary Election  
June 7, 2022**

***Darlene E. Ingersoll***  
*Registrar of Voters*

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# MERCED COUNTY REGISTRAR OF VOTERS

2222 M Street, Merced, CA 95340  
Phone: (209) 385-7541 Fax: (209) 385-7387

Dear Candidate,

This Candidate Handbook & Resource Guide is provided for general information to assist you in your candidacy. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and should not be substituted for legal counsel. In case of conflict, the law, regulation, or rule will apply.

Candidates and others using this handbook must bear full responsibility to make their own determination as to all local standards and duties. Thus, the references are provided for convenience only. Please note this office cannot provide advice. Individuals with questions concerning their own or another candidates' qualifications should seek the advice of an attorney regarding the applicable California laws pertaining to candidacy.

CODE REFERENCES made in this guide, unless otherwise stated, are to the California Constitution and Statutes. California legal codes referenced in this guide may include:

- Business and Professions Code (B&P)
- Education Code (ED)
- Elections Code (EC)
- Government Code (GC)
- Health and Safety Code (H&S)
- Insurance Code (IC)
- Penal Code (PC)
- Revenue and Taxation Code (R&T)

The term E-Dates stands for Election Day. E-Dates have been used throughout this guide to indicate important dates and deadlines. These dates are the number of days prior to or after the election date.

Example: E-88 means 88 days prior to an election. E+28 means 28 days after an election.

Refer to the election calendar for guidance as to the actual date for any indicated E-Date.

The Registrar of Voters' staff is available to assist you throughout your candidate filing process. If you have questions please call: (209) 385-7541 or email: [elections@countyofmerced.com](mailto:elections@countyofmerced.com)

The Registrar of Voters office wishes you the best of luck in your election endeavors.

**Darlene E. Ingersoll**  
Registrar of Voters

## IMPORTANT INFORMATION

The Merced County Registrar of Voters Office appreciates notification of cases of alleged voter registration, petition or voter fraud; however, this office is NOT an enforcement agency and is therefore unable to investigate any violations.

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

- Merced County District Attorney - (209) 385-7381
- False or misleading campaign materials - No agency enforcement; these issues are dealt with in court.
- Violations of the Political Reform Act (Title 9 of the California Government Code §§81000-91015), i.e. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, disclosure of economic interests - Contact the California Fair Political Practices Commission at (866) 275-3772 or [www.fppc.ca.gov](http://www.fppc.ca.gov)
- Election fraud - State issues, contact the California Secretary of State at (916) 657-2166 or [elections@sos.ca.gov](mailto:elections@sos.ca.gov). Federal issues, contact the Federal Election Commission at (800) 424-9530 or the United States Department of Justice – Public Integrity Section at (202) 514-1412.
- Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act - Contact the Merced County District Attorney, at (209) 385-7381, or the California State Attorney General at (800) 952-5225 or [www.oag.ca.gov](http://www.oag.ca.gov).
- Federal campaigns, e.g., U.S. Senate, House of Representatives, the President of the United States, etc. - Contact the Federal Election Commission at (800) 424-9530 or [www.fec.gov](http://www.fec.gov).
- Open meeting laws (Brown Act) - Contact the California State Attorney General at (800) 952-5225 or [www.oag.ca.gov](http://www.oag.ca.gov).
- Local ordinances - Contact your local city attorney or Merced County District Attorney at (209) 385-7381.
- Requirements concerning campaign signs - Contact your local city clerk or zoning division.

# FREQUENTLY ASKED QUESTIONS

## 1. Is your office open during lunch?

Yes. Office hours are 8:00 am to 5:00 pm, Monday through Friday, excluding county holidays.

## 2. What if I change my mind about being a candidate after filing nomination papers?

A candidate may withdraw until 5:00 pm on the last day of filing. [EC § 10510](#), [ED § 10603](#)

## 3. How soon will a final list of qualified candidates (with ballot designations, addresses and telephone numbers) be available after close of the nomination period?

The nomination period for the Statewide Direct Primary Election ends **March 11, 2022** and in limited circumstances, if an incumbent does not file, the nomination period is extended until **March 16, 2022** in those districts. A list of local office candidates will be available at the end of the filing period. The certified list from the Secretary of State's Office will be available **March 31, 2022**. A copy fee will be charged for the list, which includes ballot designations, addresses, and telephone numbers.

A candidate list for schools and special districts will be posted daily on the Registrar of Voters website [www.mercedelections.org](http://www.mercedelections.org). It is subject to change until completely verified after the close of the nomination period.

## 4. May I change or correct the wording or spelling on my candidate's statement after it has been filed?

No, you may not make any changes to your candidate's statement once it has been filed. Check your candidate's statement carefully before submitting. The statement is entirely the candidate's responsibility. [EC § 13307\(3\)](#)

## 5. If I file a candidate's statement of qualification may I withdraw the statement?

The candidate's statement may be withdrawn, **but not changed**, during the period for filing nomination papers and until 5:00 pm of the next working day after the close of the nomination period. [EC § 13307\(3\)](#)

## 6. Can my spouse, friend or campaign manager pick up nomination documents for me?

Yes. An "Authorization Form" is available from the Registrar of Voters Office and is also available on the website at [www.mercedelections.org](http://www.mercedelections.org) A letter signed by the candidate is also acceptable as long as it contains specific information:

- Candidate name
- Registered address
- Office sought
- The name of the person authorized to pick up the papers, and
- A statement that the candidate is aware the nomination papers must be received by the Registrar of Voters no later than Friday, **March 11, 2022**.

If a candidate does not appear at the Registrar of Voters Office to take the "Oath of Office", the candidate must do so in front of a Notary Public.

**7. Can my spouse, friend or campaign manager file my nomination documents, or can I mail them to you?**

It is strongly advised that the candidate appear in person to return the nomination papers. The signature of the candidate is required on many documents. If through an oversight the nomination papers are incomplete, the problem can easily be rectified when a candidate files in person. It is not recommended that the nomination documents be mailed back. However, if mailed back, nomination documents must be received in our office by 5:00 pm on the close of the nomination period. **A postmark is not acceptable.**

**8. I am unable to complete and file my campaign disclosure statement by the filing deadline. May I obtain an extension?**

No. There is no provision in the Political Reform Act which permits any filing officer to extend a filing deadline. Statements, which are filed late, are subject to a fine of \$10.00 per day until the statement is filed.

**9. What determines the order in which my name and other candidates' names will appear on the ballot?**

A randomized alphabet drawing for the Statewide General election will be conducted by the Secretary of State's Office on **March 17, 2022** at 11:00 am. Elections code 13111(i), further requires that the Registrar of Voters conduct an additional randomized alphabet drawing for the State Senate and Assembly offices when the district includes more than one county. In addition to the randomized alphabet, Elections Code 13111 provides for the rotation of the names of candidates for many offices by State Assembly district, and for other offices by Supervisorial district. The names of the candidates for other offices are not rotated, but placed on the ballot on the basis of the randomized alphabet.

For rotation of the candidate names for the Judge of the Superior Court and countywide offices, the Elections official shall determine the order of the names in accordance with the randomized alphabet as provided for in 13112 for the first supervisorial district. Thereafter, for each succeeding supervisorial district, the name appearing first for each office in the preceding supervisorial district shall be placed last, the order of the other names remaining unchanged.

# CONTACT INFORMATION FOR CANDIDATES AND COMMITTEES

## FILING OFFICER FOR DISCLOSURES:

Merced County  
Registrar of Voters  
2222 M Street  
Merced, CA 95340  
(209) 385-7541  
(209) 385-7387 – FAX  
[www.mercedelections.org](http://www.mercedelections.org)  
[elections@countyofmerced.com](mailto:elections@countyofmerced.com)

## OTHER RESOURCES:

### SECRETARY OF STATE

Political Reform Division  
1500 11<sup>th</sup> Street, 4<sup>th</sup> Floor, Room 495  
(916) 653-6224  
[www.sos.ca.gov](http://www.sos.ca.gov)

### FAIR POLITICAL PRACTICES COMMISSION

1102 Q Street, Suite 3000  
Sacramento, CA 95811  
(866) 275-3772  
(916) 322-0886 – FAX  
[www.fppc.ca.gov](http://www.fppc.ca.gov)

ADVICE LINE (866) 275-3772 \*1

Monday – Thursday  
9:00 am – 11:30 am

- Campaign Disclosure
- State Contribution Limits
- Proper Use of Campaign Funds
- Conflict of Interest Disclosure
- Conflict of Interest Disqualifications

ENFORCEMENT DIVISION - [complaint@fppc.ca.gov](mailto:complaint@fppc.ca.gov)

### FEDERAL ELECTIONS COMMISSION

Federal Campaign Disclosure Requirements  
(800) 424-9530  
[www.fec.gov](http://www.fec.gov)

### INTERNAL REVENUE SERVICE

Federal Tax Identification Number or Tax-Related Questions  
(800) 829-1040  
[www.irs.gov](http://www.irs.gov)

**STATE FRANCHISE TAX BOARD**

Committee Tax Status

Tax Deductible Contributions

Charitable Non-Profit Groups

Tax-Related Questions

(800) 852-5711

(800) 338-0505 – 24/7 Automated Number

[www.ftb.ca.gov](http://www.ftb.ca.gov)

**CALIFORNIA CODES**

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



## CANDIDATE FILING HIGHLIGHTS

1. Candidates may start a Campaign Committee as early as they wish before the election. *(See Campaign Disclosure Information on pages 47-49 of this guide for more detailed information)*  
Prior to solicitation or receipt of any contribution or loan, any individual who intends to be a candidate for an elective office shall:
  - (a) **File Candidates Intention Form 501** with the Secretary of State Political Reform Division for State Candidates. Local Candidates file form 501 with the County Registrar of Voters.
  - (b) **File Statement of Organization Form 410** with the Secretary of State's Office and the Registrar of Voters office within ten days of receiving \$2,000 in contributions. File Form 410 within ten days of establishing a campaign contribution bank account in a financial institution located in California.
2. The nomination filing period for the June 7, 2022, Statewide Direct Primary Election is Monday, **February 14, 2022** through Friday, **March 11, 2022**.
3. Forms for candidacy are available in the Registrar of Voters Office, located at 2222 M Street Merced, CA 95340 and on-line at [www.mercedelections.org](http://www.mercedelections.org).
4. The candidate should personally file all papers involved with his or her candidacy. A specific letter of authorization, signed by the candidate, is required of any person obtaining or submitting filing documents on behalf of a candidate. Candidates unable to take the "Oath of Office" at the Registrar of Voters Office must do so in front of a Notary Public.
5. No person may file nomination papers for more than one office in the same election.
6. Forms are filed only in the Registrar of Voters Office. Make sure forms are completed in full before filing. [EC § 8065 \(2\)](#)
7. Forms must be filed by appointment only beginning Monday, **February 14, 2022** through Friday, **March 11, 2022**, in the Registrar of Voters Office. Appointments are available Monday – Friday from 8:00 am to 5:00 pm. The last two days of the nomination period are extremely busy. Last minute filings could jeopardize a candidacy if the time remaining does not allow unsatisfied requirements to be met. We recommend candidates obtain and file all their required documents early.

### REMINDER:

Deadline for filing is 5:00 pm SHARP on Friday, **March 11, 2022**.

# CANDIDATE FILING CHECKLIST

This checklist is for reference only and may not be fully inclusive of every requirement for office.

1. **Make an Appointment** Call (209) 385-7541 to schedule an appointment.
  - Provide your name and address – we must verify you are registered to vote in the district for the office you plan to run for.
  - Bring valid identification card to verify who you are.
  - Bring any campaign information (phone number, email address, website, (if applicable))
  
2. **Nomination Documents**
  - a. Signatures In-Lieu of Filing Fee issued (if applicable)
  - b. Nomination Petition issued
  - c. Nonrefundable Filing Fee  
If you are running for a Federal or State Office, the check is to be payable to: *Secretary of State* “not to exceed \_\_\_\_\_”  
  
If you are running for a local office, the check is to be payable to: *Merced County Elections*
  - d. Code of Fair Campaign Practices (optional)
  - e. Permission to Post your information on the Internet
  - f. Ballot Designation Worksheet
  - g. Declaration of Candidacy which includes:
    1. Name on Ballot (no title or degrees)
    2. Ballot Designation (55 characters max)
    3. Oath of office
    4. All other portions filled out and signed
  - h. FPPC Form 700 issued. Due back to this office by 5:00pm, March 11, 2022
  
3. **Candidate’s Statement of Qualifications** – payment and statement due at time of filing Nomination Petition. If nominations are satisfied with Signatures In-Lieu, the candidate statement of qualification is due at the time of filing for office.
  - a. Limited to 200 or 400 words (as determined by the district for local offices) or 250 words (state offices).
  - b. Bring a hardcopy and an electronic version in Microsoft Word (can be emailed)
  - c. Check or Money Order payable to “*Merced County Elections*” (when applicable)
  
4. **Campaign Financial Disclosure Requirements (FPPC): State and Local Candidate**
  - File FPPC Form 501 indicating your intention as a candidate. This must be filed before you raise or spend a single penny. Most local candidates file with local elections official, but state offices file with the Secretary of State.
  - File FPPC Form 410 plus a \$50.00 check made out to the Secretary of State if your committee receives, raises and/or spends \$2,000 or more on your

campaign. File the original and check with the Secretary of State. File a copy with Merced County Elections. For more information, Campaign Disclosure Manual 2 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov)

- File Form 460 multiple times during the campaign if you are raising or spending money.
- File Form 470 indicating either no committee or fund raising under \$2,000.
- File Form 497 24-hour Contribution Report due 24 hours of receiving or making contributions of \$1,000 or more.

#### **5. Campaign Financial Disclosure Requirements: Federal Candidates**

Contact Federal Election Commission at [www.fec.gov](http://www.fec.gov) for financial disclosure requirements or call toll-free (800) 424-9530 or mailing at 1050 First Street NE Washington, D.C., 20463.

US House of Representatives contact the House Committee on Ethics at <https://ethics.house.gov/>

# STATEMENT OF ECONOMIC INTERESTS – FORM 700

Candidates for Member of the Assembly, Superior Court Judge, and Member of the Board of Supervisors must file a Statement of Economic Interests (Form 700) before or at the same time as the filing of his/her Declaration of Candidacy or no later than **March 11, 2022**.

[GC § 87201](#)

The following candidates are required to file a Statement of Economic Interests (Form 700) during the period for filing a Declaration of Candidacy. This article is applicable to elected state officers, Judges and Commissioners of courts of the Judicial Branch of government, Members of the Public Utilities Commission, Members of the State Energy Resources Conservation and Development Commission, Members of the Fair Political Practices Commission, Members of the California Coastal Commission, Members of Planning Commissions, Members of the Board of Supervisors, District Attorneys, County Counsels, County Treasurers and Chief Administrative Officers of counties, Mayors, City Managers, City Attorneys, City Treasurers, and Chief Administrative Officers and Members of City Councils of cities, other public officials who manage public investments, and to candidates for any of these offices at any election.

[GC § 87200](#)

Every candidate for an office specified in Government Code § 87200 other than a Justice of an Appellate Court or the Supreme Court shall file no later than the final filing date of a Declaration of Candidacy, a Statement of Economic Interests (Form 700) with the county elections official, disclosing his/her investments, his/her interests in real property, any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended.

The statement shall not be required if the candidate has filed within 60 days prior to the filing of his/her Declaration of Candidacy, a statement for the same jurisdiction pursuant to the Government Code §§ 87202 or 87203.

[GC § 87201](#)

## FILING DATE

Statement of Economic Interests (Form 700) is to be completed and returned to the Registrar of Voters' office prior to the deadline to file a Declaration of Candidacy.

Each candidate will receive a Statement of Economic Interests form and instructions when issued the Declaration of Candidacy. For questions regarding your Form 700, contact the following:

Merced County  
Registrar of Voters  
2222 M Street  
Merced, CA 95340  
(209) 385-7541

For technical questions regarding completion of the Form 700, please contact:

Fair Political Practices Commission  
1102 Q Street, Suite 3000  
Sacramento, CA 95811  
(866) 275-3772 \*2; [www.fppc.ca.gov](http://www.fppc.ca.gov)

# QUALIFICATIONS ELECTED COUNTY OFFICIALS

[EC § 13 & 13.5 GC § 24000 & 24001](#)

## ASSESSOR-COUNTY CLERK-RECORDER

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued.

(1) No person shall exercise the powers and duties of the office of Assessor unless he or she holds a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code.

(2) Notwithstanding subdivision (a), a duly elected or appointed person may exercise the powers and duties of Assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization within 30 days of election or appointment.

(3) This section shall not apply to any person holding the office of Assessor on January 1, 1997.

[GC § 24002.5](#)

## AUDITOR

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must meet at least one of the following criteria:

(1) The person possesses a valid certificate issued by the California State Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as a certified public accountant or as a public accountant;

(2) The person possesses a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code;

(3) The person possesses a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of sixteen (16) college semester units, or their equivalent, in accounting, auditing, or finance;

(4) The person has served as County Auditor, Chief Deputy County Auditor, or Chief Assistant County Auditor for a continuous period of not less than three years.

These qualifications are in effect only if the Board of Supervisors, by unanimous vote, enacts an ordinance adopting these provisions. Ordinance may be repealed at any time. Continuing education required if elected.

[GC § 26945-26946, Merced County Ordinance 2.16.010](#)

## **COUNTY SUPERINTENDENT OF SCHOOLS**

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must also possess a valid credential from the State Board of Education and possess a valid certification document authorizing administrative services or valid elementary or secondary administrative credentials.

[ED § 1205-1208](#)

## **COUNTY SUPERVISOR**

A registered voter within the county supervisorial district in which the person seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office of supervisor, and shall reside in the district during their incumbency.

[GC § 25041](#)

## **DISTRICT ATTORNEY**

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must be admitted to practice in the State Supreme Court.

[GC § 24002](#)

## **SHERIFF/CORONER**

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must meet one of the following criteria:

- (1) an active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training;
- (2) one year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a master's degree from an accredited college or university;
- (3) two years of experience and possess a bachelor's degree from an accredited college or university;
- (4) three years of experience and possess an associate in arts or associate in science degree, or the equivalent, from an accredited college;
- (5) four years of experience and possess a high school diploma or the equivalent. All persons holding the office of Sheriff on Jan.1, 1989 shall be deemed to have met all qualifications required for Sheriff.

[GC § 240004.3](#)

## **SUPERIOR COURT JUDGE**

A registered voter at the time Nomination Papers are issued. A person is ineligible to be a judge of a court of record unless for 10 years immediately preceding selection, the person has been a member of the State Bar or served as a judge of a court of record in this State.

*California Constitution Article VI § 15*

## **TREASURER-TAX COLLECTOR**

A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must also meet one of the following criteria:

- (1) served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, Treasurer, Tax Collector, Auditor, Auditor-Controller, or the Chief Deputy or an Assistant in those offices;
- (2) possess a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance;
- (3) possess a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant;
- (4) possess a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance;
- (5) possess a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

These qualifications are in effect only if the Board of Supervisors, by unanimous vote, enacts an ordinance adopting these provisions. Ordinance may be repealed at any time. Continuing education required if elected.

*GC § 27000.6, 27000.7, 27000.8, Merced County Ordinance 1587*

## **QUALIFICATIONS ELECTED STATE OFFICIALS**

Qualifications for State Offices can be found on Secretary of State's website at the link below:

<https://www.sos.ca.gov/elections/upcoming-elections/statewide-direct-primary-election-june-7-2022/qualifications>

Qualifications are also available upon request in the Registrar of Voters office.

# NOMINATION DOCUMENTS & FILING PROCEDURES

## WHEN AND WHERE FORMS ARE AVAILABLE

“Any qualified voter in the city or district may sign as many nomination papers as there are positions to be elected. Candidates shall file their nomination papers with the county elections official of the county, not more than 113 nor less than 88 days before the day of election.”

All forms required for nomination and election to all congressional, state, and county offices, shall be furnished by the county elections official.

The forms shall be distributed to all candidates applying for them. The county elections official shall not require a candidate to sign, file or sign and file a declaration of candidacy as a condition of receiving nomination papers.

[EC § 8020, 8041, 8069 & 8101](#)

**Notwithstanding Elections Code § 8020** or any other provision of the law, if nomination documents for an incumbent officer of a county or state assembly are not delivered by 5 p.m. on the 88<sup>th</sup> day before the election, any person other than the person who was the incumbent on the 88<sup>th</sup> day shall have until 5 p.m. on the 83<sup>rd</sup> day before the election to file nomination documents for the elective office. [EC § 8022](#)

**Filing Fees and Signatures-In-Lieu of Filing Fees** [EC § 8104 \(b\)](#) A filing fee of one percent of the annual salary of the office shall be paid to the elections official by each candidate for a judicial office or a county office. The filing fee shall be calculated on the basis of the annual salary for the office on the first day to circulate petitions to gather signatures in lieu of filing fees.

[EC §8105 \(a\)](#) The elections official shall not accept any papers unless the fees are paid at the time, or unless satisfactory evidence is given that the fee has been paid in another county. The elections official transmits the appropriate fees to the Secretary of State along with the declarations of candidacy for filing. All filing fees received by the Secretary of State and county elections officials are nonrefundable. (b) The filing fees for candidates required to file declarations of intention pursuant to [EC § 8023](#) shall be paid at the time the declarations are filed with the county elections official.

[EC § 8106. \(a\)](#) Notwithstanding any other provision of this article, a candidate may submit a petition containing signatures of registered voters in lieu of a filing fee as follows:

1. For the office of California State Assembly, 1,000 signatures.
2. For the office of California State Senate and the United States House of Representatives, 2,000 signatures.
3. For candidates running for statewide office, 7,000 signatures.
4. For all other offices for which a filing fee is required, if the number of registered voters in the district in which he or she seeks nomination is 2,000 or more, a candidate may submit a petition containing four signatures of registered voters for each dollar of the filing fee, or 14 percent of the total of registered voters in the district in which he or she seeks nomination, whichever is less.

**Note: Signatures-In-Lieu of filing fees may be used as nomination signatures. Nomination signatures may not be used as Signatures-in-Lieu signatures.**



# **SIGNATURE GATHERING GUIDELINES**

## **(Read before obtaining signatures)**

Circulators (whether the candidate or another person) perform the important duty of obtaining signatures of properly registered voters for the In-Lieu Petition and/or Nomination Paper. If the signatures are not obtained properly and in accordance with the law, the candidate's right to be placed on the ballot could be questioned. All candidates should try to obtain the required number of signatures as soon as possible in order for their nomination papers to be returned to the Elections Department for examination and filing or certification to the Secretary of State, as the case may be.

### **Petition Circulator Information**

A person shall not circulate nominating papers unless the person is 18 years of age or older. [EC § 102](#)

Circulators shall meet the requirements of Section 102. Circulators shall be voters in the district or political subdivision in which the candidate is to be voted on and shall serve only in that district or political subdivision. [EC § 8066](#)

A candidate for any office may obtain signatures to and sign his/her own nomination petition or signatures in-lieu petition. His/her signature will be given the same effect as that of any other qualified signer. [EC § 106](#)

**Affidavit of Circulator ([EC § 104](#)):** All petition circulators must complete, in his/her own hand:

- 1) The printed name of the circulator.
- 2) The residence addresses of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
- 3) The dates between which all the signatures to the petition or paper were obtained.

**Each declaration submitted pursuant to this section shall also set forth the following:**

- 1) That the circulator circulated that section and witnessed the appended signatures being written.
- 2) That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.
- 3) The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature.

## Qualified Signers

Only a person who is an eligible registered voter at the time of signing the petition or paper is entitled to sign it. A signer shall, at the time of signing the petition or paper personally affix his or her signature, printed name and place of residence, including street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. [EC § 100](#)

**Nomination Paper:** Signers shall be voters in the district or political subdivision in which the candidate is to be voted on. With respect to any candidacy for partisan office, signers shall be voters who disclosed a preference, pursuant to Section 2151, for the party, if any, for which the nomination is proposed. With respect to a candidacy for voter-nominated office, signers need not have disclosed a preference for any party.

[EC § 8068](#)

**Signature-In-Lieu Petition:** Any registered voter may sign an In-Lieu petition for any candidate for whom he or she is eligible to vote.

## Applying Signatures-In-Lieu Toward Nomination Signature Requirement

Candidates may apply their in-lieu signatures toward the number of signatures required on their Nomination Paper in accordance with Section 8061. Candidates are required to file a written request with the elections official to apply any valid signatures-in-lieu toward the nomination signature requirement.

## Voters May Sign Only One Paper; Exceptions

No signer shall, at the time of signing the petition, have his or her name signed to any other Nomination Paper for any other candidate for the same office. Or, in case there are several places to be filled in the same office, signed to more Nomination Papers for candidates for that office than there are places to be filled. [EC § 8069](#)

## Validation of Signatures

The following guidelines will be used when validating signatures on nomination petitions or signature-in-lieu of filing fee petitions.

A signature is **INVALID** if the signer:

- is not registered to vote;
- provides a signature on the petition that does not compare to the signature on the voter's affidavit of registration;
- does not reside in the appropriate district;
- uses a P.O. Box number for residence;
- provides an address that is different from the voter's residence address on the affidavit of registration on record;
- prints his or her name for the signature, unless registered as such;
- lists her name as Mrs. John Jones;
- uses ditto marks for an address;
- authorizes Power of Attorney to sign on his or her behalf.

**Required Filing Fees In-Lieu and Nomination Signatures**

*Fee Calculation pursuant to Elections Code (EC) § 8104*

January 3, 2022 February 9, 2022	Salary	Filing Fee 1%	Amount per Signature	In-Lieu Signatures	Nomination Signatures
Assessor/Recorder	\$ 158,329.60	\$ 1,583.29	\$ 0.491228	3,223	20-40
Auditor/Controller	\$ 188,156.80	\$ 1,881.56	\$ 0.491228	3,830	20-40
Treasurer/Tax Collector	\$ 166,337.60	\$ 1,663.37	\$ 0.491228	3,386	20-40
District Attorney	\$ 226,969.60	\$ 2,269.69	\$ 0.491228	4,620	20-40
Sheriff/Coroner	\$ 202,612.80	\$ 2,026.12	\$ 0.491228	4,125	20-40
Superintendent of Schools	\$ 251,325.00	\$ 2,513.25	\$ 0.491228	5,116	20-40
Supervisor District #3*	\$ 116,313.60	\$ 1,163.13	\$ 0.941059	1,236	20-40
Supervisor District #5*	\$ 116,313.60	\$ 1,163.13	\$ 0.993241	1,171	20-40
Assembly District #22, #27	\$ 119,702.00	\$ 1,197.02	\$ 1.7629160	679	40-60
Senatorial District #4, #14	\$ 119,702.00	\$ 1,197.02	\$ 0.881458	1,358	40-60
Congressional District #13	\$ 174,000.00	\$ 1,740.00	\$ 1.281296	1,358	40-60
Board of Equalization #1	\$ 163,917.00	\$ 1,639.17	\$ 0.491064	3,338	40-60
Superior Court Judges	\$ 225,074.00	\$ 2,250.74	\$ 0.491228	4,582	20-40
<i>*Supervisory Candidates In-Lieu period begins January 4, 2022</i>					
January 3, 2022 February 9, 2022	Salary	Filing Fee 2%	Amount per Signature	In-Lieu Signatures	Nomination Signatures
United States Senator	\$ 174,000.00	\$ 3,480.00	\$ 0.732631	4,750	65-100
Governor	\$ 218,556.00	\$ 4,371.12	\$ 0.920236	4,750	65-100
Lieutenant Governor	\$ 163,917.00	\$ 3,278.34	\$ 0.690177	4,750	65-100
Secretary of State	\$ 163,917.00	\$ 3,278.34	\$ 0.690177	4,750	65-100
Controller	\$ 174,843.00	\$ 3,496.86	\$ 0.736181	4,750	65-100
Treasurer	\$ 174,843.00	\$ 3,496.86	\$ 0.736181	4,750	65-100
Attorney General	\$ 189,841.00	\$ 3,796.82	\$ 0.799331	4750	65-100
Insurance Commissioner	\$ 174,843.00	\$ 3,496.86	\$ 0.736181	4,750	65-100
Superintendent of Public Instruction	\$ 189,841.00	\$ 3,796.82	\$ 0.799331	4,750	65-100

# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## Judge of the Superior Court

### Summary

<b>Nomination/Sponsors' Signatures</b>	20-30
<b>*Filing Fee</b>	\$2,250.74
<b>**Signatures In-Lieu</b>	4,582
<b>Value Per Signature</b>	\$0.491228
<b>*Candidate Statement</b>	\$2,275.00 (optional)
<b>Term of Office (Years)</b>	6
<b>Term Begin Date</b>	Monday, January 2, 2023

### Filing Periods

**Petition In Lieu of Filing Fee Period (E-173 to E-118)**  
January 3, 2022 – February 9, 2022

**Declaration of Intention Period (E-127 to E-118)**  
January 31, 2022 – February 9, 2022

**Extension of the Declaration of Intention Period (E-117 to E-112)**  
February 10, 2022 – February 14, 2022

**Declaration of Candidacy and Nomination Period (E-113 to E-88)**  
February 14, 2022 – March 11, 2022

**Extension of Declaration of Candidacy and Nomination Period (E-87 to E-83)**  
March 12, 2022 – March 16, 2022

### All Candidates Must File:

Declaration of Candidacy	Statement of Economic Interest (Form 700)
Nomination Petition	Candidate Intention Statement (Form 501)
Declaration of Intention	Ballot Designation Worksheet

\*Your filing fee is due when you are issued your Declaration of Candidacy.

\*\*If you request your In-Lieu signatures also be used to meet your nomination signature requirements, your Candidate Statement prepayment is due when your Declaration of Candidacy is issued.

## **TERM OF OFFICE**

The Superior Court Judges serve a 6–year term beginning the Monday after January 1<sup>st</sup> following their election. [Cal. Const. Art. VI §16\(c\)](#)

## **QUALIFICATIONS**

A candidate for Superior Court Judge shall:

- be a citizen of the United States; and
- be registered to vote; and
- have been a member of the State Bar for ten years immediately preceding the election; or have served as a judge of a California court of record for ten years immediately preceding the election. [Cal. Const. Art. VI, §15, E.C. §201](#)

## **FILING REQUIREMENTS**

Filing Fee or Signatures-in-Lieu of Paying Filing Fee

### **FILING FEE**

The non-refundable filing fee is payable to the Merced County Registrar of Voters, and must be paid at the time the Declaration of Intention is filed.

### **SIGNATURES-IN-LIEU**

A candidate may submit petitions containing signatures of registered voters to cover all or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from your county elections official starting 173 days prior to Election Day. The petitions must be filed with the county elections official in the county where circulated no later than the close of business 118 days prior to Election Day, and prior to filing a Declaration of Intention. Circulators of an in-lieu filing- fee petition shall be 18 years old or older. Any registered voter may sign an in-lieu-filing fee petition for any candidate for whom he or she is eligible to vote. If a voter signs more candidates' petitions than there are offices to be filled, the voter's signatures shall be valid only on those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled. [EC §8104 \(b\), 8105\(b\), 8106 \(a\)\(4\),\(5\), \(b\)\(1\),\(3\)](#)

Nomination Documents and Procedures

### **DECLARATION OF INTENTION**

Each candidate must file a Declaration of Intention between 127 to 118 days prior to Election Day, with the county elections official in the county in which the candidate resides. If an incumbent, eligible to be elected, fails to file by the deadline at the close of business, any person other than the incumbent may file a Declaration of Intention not later than the close of business 113 days prior to Election Day. [EC §8023](#)

### **DECLARATION OF CANDIDACY**

Each candidate is required to file a Declaration of Candidacy between 113 and 88 days prior to Election Day. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county

elections official from whom it was obtained not later than the close of business the 88th day prior to the Election Day. [EC §§8020, 8023, 8028, 8040, 8064, 8100, 8200 et seq.](#)

### **NOMINATION PETITIONS**

Each candidate is required to file a Nomination Petition between 113 and 88 days prior to Election Day, containing signatures of registered voters in the jurisdiction within the range required by law. Each section of the Nomination Petition shall be delivered to the county elections official, not later than the 88th day prior to the Election. Circulators of a Nomination Petition shall be 18 years old or older. NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.

[EC §§8020, 8041, 8061, 8062\(a\)\(3\), 8066](#)

### **EXTENSION-NOMINATION PETITIONS**

If an incumbent, eligible to be elected, files a Declaration of Intention within the prescribed time frame, but fails to file a Declaration of Nomination by the close of business on the 88th day prior to Election Day, any person, other than the person who was the incumbent on 88th day, may file a Nomination of Candidacy not later than the close of business on the 83rd day notwithstanding that he or she has not filed the Notice of Intention. No candidate for a judicial office shall be required to state his or her residential address on the Declaration of Candidacy; however the address must be provided to the elections official for verification. [EC §8024](#)

### **WRITE-IN CAMPAIGN AGAINST INCUMBENT JUDGE RUNNING UNOPPOSED FOR PRIMARY ELECTION**

In any county in which only the incumbent has filed nomination papers for the office of superior court judge, his or her name shall not appear on the ballot unless there is filed with the elections official, within 10 days after the final date for filing nomination papers for the office, a petition indicating that a write-in campaign will be conducted for the office and signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures. .

[EC §8203\(a\)](#)

### **STATEMENT OF QUALIFICATIONS (OPTIONAL)**

A candidate for local nonpartisan office may submit a statement of qualifications with no more than 200 words to be printed in the voter information portion of the county voter information guide. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record. Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. [EC](#)

[§§13307 13307.5, 13308, G.C. § 85601\(c\)](#)

## **STATEMENT OF ECONOMIC INTERESTS (FORM 700)**

Every agency shall adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest. Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) days after assuming office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office. Please see the FPPC Filing Schedule at the end of this guide for further information. [GC§§87200, 87300](#)

## **VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES**

At the time an individual files his or her Declaration of Candidacy, Nomination Petitions, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code. [EC§20440](#)

## **CAMPAIGN FILING REQUIREMENTS**

For further information on Campaign Filing Requirements, please see the section “Campaign Filing Requirements” of this guide or please contact the Fair Political Practices Commission at:

- Phone: (916)322-5660 or 1-866-ASK-FPPC (1-866-275-3772)
- Mailing: 428 J Street, Suite 620, Sacramento, CA 95814
- Web: <http://www.fppc.ca.gov/>

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

# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## County Supervisor

### Summary

<b>Nomination/Sponsors' Signatures</b>	20-30
<b>*Filing Fee</b>	\$1,163.13
<b>**Signatures In-Lieu</b>	Supervisorial District #3 -1,236 Supervisorial District #5 -1,171
<b>Value per Signature</b>	Supervisorial District #3 - \$0.941059 Supervisorial District #5 - \$0.993241
<b>*Candidate Statement</b>	\$825.00 (optional)
<b>Term of Office (Years)</b>	4
<b>Term Begin Date</b>	Monday, <b>January 2, 2023</b>

### Filing Periods

#### **Petition In Lieu of Filing Fee Period (E-173 to E-118)**

January 4, 2022 – February 9, 2022

#### **Declaration of Candidacy and Nomination Period (E-113 to E-88)**

February 14, 2022 – March 11, 2022

#### **Extension of Declaration of Candidacy and Nomination Period (E-87 to E-83)**

March 12, 2022 – March 16, 2022

### All Candidates Must File:

Declaration of Candidacy	Statement of Economic Interest (Form 700)
Nomination Petition	Candidate Intention Statement (Form 501)
Ballot Designation Worksheet	

*\*Your filing fee is due when you are issued your Declaration of Candidacy.*

*\*\*If you request your In-Lieu signatures also be used to meet your nomination signature requirements, your Candidate Statement prepayment is due when your Declaration of Candidacy is issued.*



## **TERM OF OFFICE**

County Supervisors serve a 4–year term beginning at 12:00 o'clock noon on the first Monday after January 1st succeeding their election. [GC §§ 24200, 25000](#)

## **QUALIFICATIONS**

A candidate for County Supervisor shall:

- be a registered voter of the district for which he or she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office; and
- reside in the district during his or her incumbency. [GC § 25041](#)

## **FILING REQUIREMENTS**

Filing Fee or Signatures-in-Lieu of Paying Filing Fee

### **FILING FEE**

The non-refundable filing fee is payable to the Merced County Registrar of Voters, and must be paid at the time the candidate obtains the nomination forms.

### **SIGNATURES-IN-LIEU**

A candidate may submit petitions containing signatures of registered voters to cover all or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from your county elections official starting 173 days prior to Election Day. The petitions must be filed with the county elections official in the county where circulated no later than the close of business 118 days prior to Election Day, and prior to filing a Declaration of Intention. Circulators of an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote. If a voter signs more candidates' petitions than there are offices to be filled, the voter's signatures shall be valid only on those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled. [EC §8104 \(b\), 8105, 8106](#)

Nomination Documents and Procedures

## **DECLARATION OF CANDIDACY**

Each candidate is required to file a Declaration of Candidacy between 113 and 88 days prior to Election Day. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on 88<sup>th</sup> day prior to the Election Day. If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on the 88<sup>th</sup> prior to Election Day, any person, other than the person who was the incumbent on the 88<sup>th</sup> day, may file a Declaration of Candidacy not later than the close of business on the 83<sup>rd</sup> day. [EC §§8020, 8041, 8061, 8062\(a\)\(3\), 8066](#)

## **NOMINATION PETITIONS**

Each candidate is required to file a Nomination Petition between 113 and 88 days prior to Election Day, containing signatures of registered voters in the jurisdiction within the range

required by law. Each section of the Nomination Petition shall be delivered to the county elections official, not later than the 88<sup>th</sup> day prior to the Election. Circulators of a Nomination Petition shall be 18 years old or older. NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement. [EC§§8020, 8041, 8060, 8062\(a\)\(3\), 8066](#)

### **STATEMENT OF QUALIFICATIONS (OPTIONAL)**

A candidate for local nonpartisan office may submit a statement of qualifications with no more than 200 words to be printed in the voter information portion of the county voter information guide. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record. Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way refer to other candidates for that office or to another candidate's qualifications, character, or activities. [EC §§13307, 13307.5, 13308, GC § 85601\(c\)](#)

### **STATEMENT OF ECONOMIC INTERESTS (FORM 700)**

Every agency shall adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest. Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) days after assuming office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office. Please see the FPPC Filing Schedule at the end of this guide for further information. [GC§§87200, 87300](#)

### **VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES**

At the time an individual files his or her Declaration of Candidacy, Nomination Petitions, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code. [EC§20440](#)

### **CAMPAIGN FILING REQUIREMENTS**

For further information on Campaign Filing Requirements, please see the section "Campaign Filing Requirements" of this guide or please contact the Fair Political Practices Commission at:

- Phone: (916)322-5660 or 1-866-ASK-FPPC (1-866-275-3772)
- Mailing: 1102 Q Street, Suite 3000, Sacramento, CA 95811
- Web: <http://www.fppc.ca.gov/>

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

# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## Special District Offices

### Summary

<b>Nomination/Sponsors' Signatures</b>	Not Applicable
<b>Filing Fee</b>	Not Applicable
<b>Signatures In-Lieu</b>	Not Applicable
<b>Value Per Signature</b>	Not Applicable
<b>*Candidate Statement (optional)</b>	Merced Irrigation District 2 - \$600.00 Merced Irrigation District 4 - \$625.00 Merced Irrigation District 5 - \$725.00
<b>Term of Office (Years)</b>	4
<b>Term Begin Date</b>	Friday, <b>December 2, 2022</b>

### Filing Periods

#### **Declaration of Candidacy and Nomination Period (E-113 to E-88)**

February 14, 2022 – March 11, 2022

#### **Extension of Declaration of Candidacy and Nomination Period (E-87 to E-83)**

March 12, 2022 – March 16, 2022

### All Candidates Must File:

Declaration of Candidacy

Candidate Intention Statement (Form 501)

Ballot Designation Worksheet

## **TERM OF OFFICE**

Special District Board Members serve a 4-year term beginning at noon on the first Friday in December next following the general district election. [EC § 10554](#)

## **QUALIFICATIONS**

• **Irrigation:** A candidate shall be a voter and a freeholder of the district and a resident of the division which the director is elected to represent if the district is divided into divisions. [WC § 21100](#)

## **FILING REQUIREMENTS**

### **DECLARATION OF CANDIDACY**

Each candidate is required to file a Declaration of Candidacy between 113 and 88 days prior to Election Day. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on the 88th day prior to the Election Day.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on the 88th day prior to Election Day, any person, other than the person who was the incumbent on the 88th day, may file a Declaration of Candidacy not later than the close of business on the 83rd day. [EC §§ 8020, 8022, 8028, 8040, 8064, 8100](#)

### **STATEMENT OF QUALIFICATIONS (OPTIONAL)**

A candidate for local nonpartisan office may submit a statement of qualifications with no more than 200 words to be printed in the voter information portion of the county voter information guide. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close.

Statements are confidential until nominations (or extended nominations) close and then become public record. Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way refer to other candidates for that office or to another candidate's qualifications, character, or activities. [EC §§13307 13307.5, 13308, GC § 85601\(c\)](#)

### **VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES**

At the time an individual file his or her Declaration of Candidacy, Nomination Petitions, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code. [EC § 20440](#)

## **CAMPAIGN FILING REQUIREMENTS**

For further information on Campaign Filing Requirements, please see the section “Campaign Filing Requirements” of this guide or please contact the Fair Political Practices Commission at:

- Phone: (916)322-5660 or 1-866-ASK-FPPC (1-866-275-3772)
- Mailing: 1102 Q Street, Suite 3000, Sacramento, CA 95811
- Web: <http://www.fppc.ca.gov/>

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

## **QUALIFICATIONS FOR STATE OR FEDERAL OFFICIALS**

Qualifications for State Offices can be found on Secretary of State's website at the link below:

<https://www.sos.ca.gov/elections/upcoming-elections/statewide-direct-primary-election-june-7-2022/qualifications>

Qualifications are also available upon request in the Registrar of Voters office

# BALLOT DESIGNATION WORKSHEET

Each candidate who submits a ballot designation shall file a Ballot Designation Worksheet that supports the use of that ballot designation by the candidate.

[EC § 13107.3, Admin. Code § 20711](#)

The Ballot Designation Worksheet shall be filed with the Registrar of Voters at the same time that the candidate files his/her Declaration of Candidacy.

[EC § 13107.3, Admin. Code § 20711](#)

The Ballot Designation Worksheet is public record and shall be available for inspection and copying.

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 new Ballot Designation Worksheet.

[Admin. Code § 20711](#)

IN THE EVENT THAT A CANDIDATE FAILS TO FILE A BALLOT DESIGNATION WORKSHEET, NO DESIGNATION SHALL APPEAR UNDER THE CANDIDATE'S NAME ON THE BALLOT.

[EC § 13107.3](#)

The purpose of the Ballot Designation Worksheet is for the candidate to give information to substantiate his/her Ballot Designation. **It must be completed in its entirety. Do not leave any response space blank.** The candidate signs this worksheet attesting that the Ballot Designation and the provided back-up information are accurate. **It is not the responsibility of the Registrar of Voters' staff to investigate if the facts indicated by the candidate are valid.** The Ballot Designation Worksheet is used as a back-up for his/her Ballot Designation in the event the Ballot Designation is challenged.

In the space provided on the Ballot Designation Worksheet, you must describe why you are entitled to use the proposed ballot designation. You may attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, you may attach a copy of your certificate of election or appointment. **DO NOT SUBMIT ORIGINALS.** These documents will not be returned to you.

If the proposed ballot designation includes the word "volunteer", indicate the title of your volunteer position and the name of any 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. **NOTE:** You may only use the ballot designation "Community Volunteer" if you do not have a principal profession, vocation, or occupation. You must volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency, or an educational institution.

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

In reviewing the nomination documents, the Registrar of Voters' staff will verify that the Ballot Designation meets the basic restrictions set forth in this section, such as the three-word limitation and the use of "Incumbent". If the designation is found 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 appearing on the candidate's nomination documents. EC § 13107(c)

The candidate shall, within three days from the date of receipt of the notice, excluding Saturdays, Sundays, and holidays, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation. **In the event the candidate fails to provide an alternate designation, no designation will appear after the candidate's name.** EC § 13107(c)(1)

The designation shall remain the same for all purposes of both Primary and General Elections, unless the candidate, at least 98 days prior to the General Election, July 28, 2020, requests in writing a different designation which the candidate is entitled to use at the time of the request. **The written request must be accompanied by a Ballot Designation Worksheet.** EC § 13107(e)

In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Elections Code §§ 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C. Sec 1971), as amended to appear on the ballot in addition to the English language version, it shall employ abbreviations and initials wherever possible in order to avoid undue length.

No Ballot Designation given a candidate shall be changed by the candidate after the final date for filing nomination documents, **March 11, 2022 5:00 p.m.**, except as specifically requested by the elections official or mandated by the court to change an unacceptable designation. EC § 13107(d)

**EXCEPTION:** If a candidate does not file his/her Ballot Designation for a County office with the Registrar of Voters until the last day of Candidate Filing, **March 11, 2022**, the public may challenge that Ballot Designation in writing to the Registrar of Voters until the next business day **March 12, 2022, 5:00 p.m.** After that date, a challenge must be made with the court.



# BALLOT DESIGNATION GUIDELINES

*EC § 13107*

**SELECTING YOUR BALLOT DESIGNATION** -The ballot designation describes the current profession, vocation, occupation or incumbency status of the candidate and will appear on the ballot under the candidate's name.

Ballot designations:

- 1) The listing of a designation on the ballot is **OPTIONAL**
- 2) Is a public record once the information is filed on the Declaration of Candidacy.
- 3) A ballot designation **cannot** be changed after the final date to file nomination documents, except as specifically requested by the elections official.

*EC § 13107 (d)*

Only one of the following categories is allowed:

a) **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

**Example A:** Governing Board Member

**Example B:** Board member, XYZ School District

b) **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.

c) **Appointed Incumbent:** The words **Appointed Incumbent** must be used **IF** the candidate was appointed mid-term to the office and is seeking election to the same office. The word **Appointed** may also be used with the office title.

**Example A:** Appointed Incumbent

**Example B:** Appointed Board member, XYZ School District

**Exception:** Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

4) **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

*EC § 13107 (3)*

**Example A:** High School Teacher

**Example B:** Attorney/Educator/Rancher

**Example C:** CEO/Councilmember

5) **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.

*EC § 13107.5*

6) **No Occupation Desired:** If no ballot designation is requested, write the word “NONE” and place your initials in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for your ballot designation on the official ballot, will be blank.

**FORMAT OF BALLOT DESIGNATION** – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface.

[EC § 13107 \(f\)](#)

**TRANSLATIONS** – Whenever a foreign language translation is required it shall be as short as possible and shall employ abbreviations wherever possible to avoid undue length. [EC § 13107 \(g\)](#)

**RESTRICTIONS:** The rules governing ballot designations can be the subject of confusion. The California Secretary of State’s ballot designation regulations are available upon request.

**BALLOT DESIGNATION WORKSHEET** – A Ballot Designation Worksheet that supports the use of that ballot designation **is required to be filed** with the Election Official at the same time as the Declaration of Candidacy. If a candidate fails to file a Ballot Designation Worksheet, no designation will appear on the ballot.

[EC § 13107.3](#)

**REJECTION OF BALLOT DESIGNATION** – If the designation is in violation of any of the restrictions set forth in California Elections Code, the candidate will be notified by phone and by registered or certified mail with a return receipt requested, addressed to the mailing address appearing on the candidates’ ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.

[EC § 13107 \(c\)](#)

**UNACCEPTABLE DESIGNATIONS** - Pursuant to [EC § 13107\(b\)](#), the elections official shall not accept a ballot designation if:

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

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.”

Acceptable:

Retired Policeman

- d. It includes the name of any political party, whether or not it has qualified for the ballot.

- e. It uses a word or words referring to a racial, religious or ethnic group.
- f. It refers to any activity that is prohibited by law.

## **GUIDELINES FOR ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):**

- a. Is it true?
- b. Is it accurate?
- c. Does it mislead?
- d. Is it generic? (This means “IBM” is unacceptable, “Computer Company” is acceptable.)
- e. Is it neutral? (This means not for or against)
- f. Is it how this person makes a living?

**Candidates may review** their own ballot designation, as well as that of other candidates, in this office during working hours. **(Excluding Saturdays, Sundays and Holidays)** If you have any questions regarding the nomination procedures, please call the Election Division at (209) 385-7541.

## **FALSE OR MISLEADING INFORMATION TO VOTERS**

No candidate shall, in his occupational designation on the ballot, assume a designation that would mislead the voters. EC  
[§ 13107 \(b\) \(1\)](#)

Every candidate is guilty of a misdemeanor who pretends or implies that he/she is an incumbent of a public office or that he/she has acted in the capacity of a public officer when this is not the case.

[EC § 18350](#)

Any candidate who knowingly makes a false statement of material fact in a candidate’s statement, with the intent to mislead the voters, is punishable by a fine not to exceed \$1,000.  
[EC § 18351](#)

Every simulated ballot shall bear a printed notice (see [EC § 20009](#) for details) stating that this is not an official ballot but rather an unofficial marked ballot prepared by (name and address of person or organization responsible); no official seal or insignia may appear on the envelope in which it is contained.

Every person is guilty of a misdemeanor who distributes, or causes to be distributed, literature to voters that includes a designation of a voter’s polling place other than the precinct-polling place listed for the voter in the latest official precinct-polling list at some time not more than 30 days prior to such distribution.

[EC § 18302](#)

# FAIR CAMPAIGN PRACTICES

## Government Code, Title 9 - Political Reform

### Article 1. General Intent

**EC § 20400** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

### Article 2. Definitions

**EC § 20420** As used in this chapter, “Code” means the Code of Fair Campaign Practices.

### Article 3. Code of Fair Campaign Practices

**EC § 20440** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure defined in **GC § 82031**, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000, as shown on the Code of Fair Campaign Practices) of the Government Code, an initial campaign statement on behalf of the committee.

**EC § 20441** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

**EC § 20442** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

**EC § 20443** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

**EC § 20444** In no event shall a candidate for public office be required to subscribe to or endorse the code.

**Candidate Statement Costs  
Statewide Direct Primary Election  
June 7, 2022**

Statewide	\$ 2275.00
Governor	
Lieutenant Governor	
Secretary of State	
Controller	
Treasurer	
Attorney General	
Insurance Commissioner	
Superintendent of Public Instruction	
Legislative Districts	
State Assembly District 22	\$ 575.00
State Assembly District 27	\$ 2150.00
State Senate District 4	\$ 600.00
State Senate District 14	\$ 2125.00
Countywide	\$ 2275.00
Board of Equalization District 1	
Congressional District 13	
County Superintendent of Schools	
Superior Court Judge (4)	
Assessor-Recorder	
Auditor-Controller	
District Attorney	
Sheriff-Coroner	
Treasurer-Tax Collector	
County Supervisor District 3	\$ 825.00
County Supervisor District 5	\$ 825.00
Merced Irrigation District 2	\$ 625.00
Merced Irrigation District 4	\$ 650.00
Merced Irrigation District 5	\$ 700.00

# CANDIDATE STATEMENT OF QUALIFICATIONS GUIDELINES

EC §§ 9, 13307, 13308, 13312, 18351

The candidate's statement is a **voluntary statement** for candidates seeking Voter Nominated and local Non-Partisan elective offices when applicable.

The local agency determines the word limit and who will bear the prorated share of the cost of printing and handling of the candidate's statement for the jurisdiction.

## 1. CONTENTS

The statement may contain the name, age and occupation of the candidate and a description of the candidate's education, personal background and qualifications.

The name, age and occupation at the top of the candidate statement form are not included in the word count.

Each statement shall be accompanied by a declaration executed under penalty of perjury, declaring that the information contained therein is true and correct.

## 2. FORMAT AND WORD COUNT

In order to insure uniformity of candidates' statements, the candidate must prepare the statement as follows:

- a. Submit a typed or word-processed copy only, no more than 200 words. Congressional, Senatorial, or Assembly candidate statement no more than 250 words. Senatorial and Assembly candidates must accept the voluntary expenditure ceiling - see Form 501. Hand written statements are not acceptable.
- b. The statement may include the name, age, and occupation of the candidate and a brief description, of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
- c. In addition to the restrictions set forth above, any candidate's statement submitted pursuant to [EC § 13307](#) shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way refer to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. [EC § 13308](#)
- d. Submit statement in **block paragraph** form. The statement will be set with **both left and right justified margins**. Multiple single sentence paragraphs that do not fit in the space will be wrapped. Indented text will be run together as a sentence.
- e. Statements shall be written in the first person (e.g. "I am running..." not "She is running..." or "Jane Doe is running...")
- f. Only standard use of capital letters will be accepted. No statement will be printed in "ALL CAPS".

- g. All regularly hyphenated words that appear in any generally available dictionary published within 10 years preceding the election will be counted as one word.
- h. Check the statement for errors in spelling, punctuation, and grammar. No corrections **on the candidate statement** will be allowed after the candidate has filed their nomination documents. EC § 13307 (3)
- i. Statements will be printed in the base random alphabet order used for placement of candidates' names on the official ballot. Statement order does not change.

### 3. EMAIL CANDIDATE STATEMENT

- a. If the candidate emails their candidates' statements, it **MUST** be emailed to the Elections Department **PRIOR** to filing nomination/declaration of candidacy. The Merced County Election Department will accept candidate statements by email at [elections@countyofmerced.com](mailto:elections@countyofmerced.com)
- b. The candidate statement will be prepared for the voter pamphlet upon confirmation that the candidate statement has been paid and filed, based upon the provisions established for the applicable contest.
- c. Absolutely no corrections or changes are allowed after the candidate statement has been officially filed. EC § 13307 (3)

### 4. PROVISION

In the case where a candidate submits a statement that is not in conformance with guidelines provided, such statement will be reformatted and set in uniform type by the elections official.

### 5. LIABILITY

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the County Voter Information Guide.

EC §§13307 (d), 18351

### 6. CONFIDENTIALITY

The candidates' statements shall remain confidential until after the expiration of the filing deadline.

EC § 13311

### 7. WITHDRAWAL

The candidate statement may be withdrawn, **but NOT changed**, until 5:00 p.m. on the next business day after the close of the nomination/filing period for the office sought.

EC § 13307 (a) (3)

### 8. EXAMINATION PERIOD

After the deadline for filing nomination papers, anyone may examine any candidate's statement and may purchase copies thereof. During a 10-calendar day period commencing the day after the close of nomination, 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 a candidates' statement to be amended or deleted.

EC § 13313

### 9. ESTIMATED COST

The estimates quoted are based on one statement per candidate in English and Spanish.

Candidates are **required** to prepay the estimated cost and will either be billed for the additional cost or refunded any overpayment following the election. Actual costs may vary substantially, depending on the number of eligible voters in a particular contest.

## EXAMPLES OF CANDIDATES STATEMENTS OF QUALIFICATIONS

### UNACCEPTABLE FORMATS:

(Will not be accepted by the Registrar of Voters)

#### STATEMENT OF CANDIDATE FOR GOVERNING BOARD MEMBER

Fred Businessman

**Occupation:** HEALTH & HUMAN SERVICES DIRECTOR

**My education and qualifications are:** I have lived in the town of Loomis for 55 years. I know the area well and the need of the community. I have served in the **United States Air Force for 12 years**.

I am a graduate of Harvard University with a B.A. in engineering.

I will lower taxes.

I will work on better education and health care.

I will get involved in the community affairs.

I believe that I am the **BEST** person for this position. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. Unlike my opponent, I will not disgrace the office and will listen to the needs of the people.

**Elect Fred for results.**

### ACCEPTABLE FORMATS:

#### STATEMENT OF CANDIDATE FOR GOVERNING BOARD MEMBER

**FRED BUSINESSMAN**

**Occupation:** Health & Human Services Director

**My education and qualifications are:** I have lived in the town of Loomis for 55 years. I know the area well and the needs of the community. I have served in the United States Air Force for 12 years. I am a graduate of Harvard University with a B.A. in engineering.

I will lower taxes, I will work better on education and healthcare. I will get involved in community affairs.

I believe that I am the best person for this position. If you elect me, I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I will not disgrace the office and will listen to the needs of the people.

Elect Fred for results.



# EXAMPLES OF CANDIDATES STATEMENTS OF QUALIFICATIONS

## UNACCEPTABLE FORMATS:

### STATEMENT OF CANDIDATE FOR COUNTY SUPERVISOR

Margaret Businesswoman

**Occupation: SALES REPRESENTATIVE**

**My education and qualifications:** I have lived in the area for 10 years and I love this community. I want to get involved in community affairs. I believe that I am the **better** person for this position. I will work harder than the **incumbent JANE DOE**. I will **not take advantage** of my position for financial gain. If you elect me, I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I will fight to protect wildlife in the area. Let's get back on the right track, elect me and **I will get the job done right.**

I have lots of experience and I am willing to use all of this experience and all of my training and education to do the best job that I can.

**ELECT MARGARET FOR THE BEST RESULTS!!!!!!**

## ACCEPTABLE FORMATS:

### STATEMENT OF CANDIDATE FOR COUNTY SUPERVISOR

**MARGARET BUSINESSWOMAN**

**Occupation:** Sales Representative

**My education and qualifications:** I have lived in the area for 10 years and I love this community. I want to get involved in community affairs. I believe that I am the better person for this position. I will work hard for the constituents of Merced County and not take advantage of my position for financial gain. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I will fight to protect wildlife in the area. Let's get back on the right track, elect me and I will get the job done right.

I have lots of experience and I am willing to use all of this experience and all of my training and education to do the best job that I can.

Elect Margaret for best results!

# WORD COUNT GUIDELINES FOR CANDIDATE STATEMENT AND MEASURE ARGUMENTS

## EC § 9

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

Dictionary words	one word
Words like: “a”, “the”, “and”, “an”	one word
Abbreviations – UCMERCED , PTA	one word
Abbreviations - U.C.M., P.T.A.	one word
All proper nouns (people, places and things), including geographical names.  Examples:  County of Merced, Merced Community College District, Merced Unified School District, Bay Regional Park District, Bay Area Rapid Transit District.  Merced County Fire Protection District  Yosemite National Park  Merced High School  School Facilities Improvement District No.1  Bay Area	one word
Whole Numbers - Digits (1 - 10 - 100, etc.) Spelled out numbers - One Hundred, Ten Thousand	one word one for each word
Number combinations (1990, 1990-1991, 100%)	one word
Dates	one word
Monetary amounts: If the dollar sign is used with figures - \$1,000 Spelled out (one thousand dollars)	one word three words
Hyphenated words: That appears 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. Online dictionaries do not apply. (Grammar rules do not apply)	one word
Normal punctuation	not counted
Telephone Numbers	one word
Website Addresses (i.e. www.com.etc)	one word
If measure designation (example: Measure “A”) is used in the text	one word

# JUNE 7, 2022 STATEWIDE DIRECT PRIMARY ELECTION - CALENDAR OF EVENTS

Below the dates, "E" stands for Election Day, followed by the number of days prior to (-) or after (+) Election Day.

Asterisk (\*) dates indicate that the deadline falls on a Saturday, Sunday, or a holiday; in most cases, the deadline will move forward to the next business day.

Dates and events exclusive to candidate filing are posted in blue.

<p><b>January 3, 2022</b> <b>February 9, 2022</b> <b>E-155 to E-118</b></p>	<p><b>Petition In Lieu of Filing Fee Period for Superior Court Judge, County Offices &amp; Voter-Nominated Congressional, State Constitutional, State Legislative Offices</b> Between these dates, candidates may obtain forms from the Merced County Elections Office for circulation of petitions to secure signatures to alleviate all or part of the filing fee. The petitions must be filed no later than 5 p.m. February 7th with the Merced County Elections Office. Within 10 days of filing petitions, the candidate will be notified of any deficiency. The candidate may then submit by March 11th a supplemental petition, or pay a pro rata portion of the filing fee to cover the deficiency. <a href="#">EC § 8061, 8105, &amp; 8106</a></p>
<p><b>January 4, 2022</b> <b>E-154</b></p>	<p><b>Last Day To Count Registrations Toward the Qualification of a New Political Party</b> The last day any person may register or re-register to vote to declare preference for a political body in order for that body to qualify to participate in the primary election. <a href="#">EC § 5100(b)</a></p>
<p><b>January 4, 2022*</b> <b>E-154</b></p>	<p><b>Report of Voter Registration – 154 Day County Reporting</b> On or before this day, each county elections official shall prepare and send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county and each political subdivision as of January 4, 2022. <a href="#">EC § 2187(a)(c)(d1)</a></p>
<p><b>January 17, 2022</b> <b>E-141</b></p>	<p><b>County Holiday (Martin Luther King, Jr.) – Office Closed</b></p>
<p><b>January 23, 2022*</b> <b>E-135</b></p>	<p><b>New Political Party Qualification Announcement</b> The last day for the Secretary of State to determine whether a new political party has qualified either by registration or by filing a petition. <a href="#">EC § 5100</a></p>
<p><b>January 27, 2022</b> <b>E-131</b></p>	<p><b>Statewide Ballot Propositions</b> Last day for statewide initiative or referendum measures, constitutional amendments, bond measures, or other legislative measures to qualify for the general election ballot. <a href="#">California Constitution Article II §8(c) &amp; EC § 9040</a></p>
<p><b>January 31, 2022</b> <b>February 9, 2022</b> <b>E-127 to E-118</b></p>	<p><b>Declaration of Intention Period for Superior Court Judge</b> Between these dates, candidates for Judge of the Superior Court must file a Declaration of Intention with the Merced County Elections Office. The nonrefundable filing fee represented by money, petitions in lieu of filing fee, or any prorated combination must be paid at the time of filing the Declaration of Intention. <a href="#">EC § 8023 &amp; 8105</a></p>
<p><b>January 31, 2022</b> <b>E-127</b></p>	<p><b>Campaign Disclosure – Semi-Annual Reporting Deadline</b> Last day to file semi-annual campaign disclosure statements, if required, by all candidates and committees for the period ending December 31, 2021. <a href="#">GC § 84200 &amp; 84218</a></p>

<p><b>February 10, 2022</b>  <b>February 14, 2022*</b>  <b>E-117 to E-113</b></p>	<p><b>Declaration of Intention Extension Period for Superior Court Judge</b>  If the incumbent Judge fails to file a Declaration of Intention to succeed to the same office by 5 p.m. February 9th, qualified persons other than the incumbent may file such declaration for that office during the extension period. The nonrefundable filing fee represented by money, petitions in lieu of filing fee, or any prorated combination must be paid at the time of filing the Declaration of Intention.  <a href="#">EC § 8023(b) &amp; 8105</a></p>
<p><b>February 21, 2022</b>  <b>E-106</b></p>	<p><b>County Holiday (Presidents' Day) – Office Closed</b></p>
<p><b>February 14, 2022</b>  <b>March 11, 2022</b>  <b>E-113 to E-88</b></p>	<p><b>Candidate Filing Period – Declaration of Candidacy &amp; Nomination Documents</b>  During this period, candidates may obtain and file their Declaration of Candidacy and Nomination Documents with the Merced County Elections Office.  <a href="#">EC § 8020</a></p>
<p><b>February 14, 2022*</b>  <b>March 11, 2022</b>  <b>E-113 to E-88</b></p>	<p><b>No Candidate May Withdraw</b>  No candidate whose declaration of candidacy has been filed for any primary election may withdraw as a candidate at that primary election.  <a href="#">EC § 8800</a></p>
<p><b>February 14, 2022</b>  <b>March 11, 2022</b>  <b>E-113 to E-88</b></p>	<p><b>Candidate Statement of Qualifications Filing Period</b>  Between these dates, candidates may prepare a Candidate Statement of Qualifications on a form provided by the Merced County Registrar of Voters to be printed in the Voter Information Guide. The statement shall not exceed 200 words (250 if a state legislative office) and the candidate will be required to pay the predetermined advance payment. The statement shall be filed in an electronic format and advance payment made at the time nomination documents are returned for filing. The statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5 p.m. of the next working day after the close of the nomination period. In addition to the restrictions set forth in §13307, any candidate's statement submitted shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way refer to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section.  <a href="#">EC §§ 13307 &amp; 13308</a></p>
<p><b>February 14, 2022</b>  <b>March 11, 2022</b>  <b>E-113 to E-88</b></p>	<p><b>Statement of Economic Interests-Form 700 – Candidate Requirement Filing Period</b>  Between these dates, all candidates (except candidates for federal office) must file a Statement of Economic Interests-Form 700 disclosing their investments, interests in real property, and any income received during the previous 12 months. Elected incumbents who have a statement on file for the same jurisdiction will not be required to file a Form 700.  <a href="#">GC § 87200 et seq.</a></p>
<p><b>March 11, 2022</b>  <b>E-88</b></p>	<p><b>Candidate Filing – 5 p.m. Deadline</b>  Last day for candidates to obtain and file their Declaration of Candidacy, Nomination Documents, Candidate Statements of Qualifications, Statements of Economic Interests-Form 700 by the 5 p.m. deadline.  <a href="#">EC §§ 8020, 10603, &amp; 13307, GC § 87200 et seq</a></p>

<p><b>March 11, 2022 E-88</b></p>	<p><b>Consolidation of Election - Final Submission of Resolutions</b> Final deadline for local jurisdictions to submit the resolution to consolidate their election with the June 7, 2022 Statewide Direct Primary Election and submit any measure text and a 75-word ballot question. <a href="#">EC §§ 10403, 10403.5, 10401 &amp; 13247</a></p>
<p><b>March 11, 2022 E-88</b></p>	<p><b>Voting Assistance Centers and Ballot Drop-off Location</b> On this date, the county elections officials of counties must calculate the location and number of drop-off locations and voting assistance centers based on specific ratios of the number of voters registered as of this date <a href="#">EC § 4005</a></p>
<p><b>March 11, 2022 E-88</b></p>	<p><b>Ballot Measures – Tax Rate Statement or Fiscal Impact Report – 5 p.m. Deadline</b> Last day to file Tax Rate Statement or Fiscal Impact Report for any local measure appearing on the ballot. <a href="#">EC § 9160, 9400 et seq., and other statutes may apply</a></p>
<p><b>March 11, 2022 E-88</b></p>	<p><b>Ballot Measures – Impartial Analysis – 5 p.m. Deadline</b> Last day for County Counsel to transmit to the Merced County Elections Office an Impartial Analysis of each county, community college, school or special district ballot measure appearing on the ballot, showing the effect on existing law and the operation of the measure. The impartial analysis shall not exceed 500 words and will be printed in the Voter Information Guide. <a href="#">EC § 9160, 9313, 9500</a></p>
<p><b>March 11, 2022 E-88</b></p>	<p><b>Jurisdictional Boundary Changes Deadline</b> Last day for jurisdictions consolidating their elections to make boundary changes to file them with the county elections official. <a href="#">EC § 12262</a></p>
<p><b>March 11, 2022 E-88</b></p>	<p><b>Mailed Ballot Precincts</b> Whenever, on the 88th day before the election, there are 250 or less voters in any precinct, the elections official may designate such precinct as a mailed ballot precinct. Each voter shall be furnished with an official ballot, along with a statement that there will be no polling place for the election. <a href="#">EC § 3005</a></p>
<p><b>March 12, 2022 March 16, 2022 E-87 to E-83</b></p>	<p><b>Candidate Filing – Extension Period</b> Extension period for anyone other than the incumbent to file a Declaration of Candidacy and Nomination Documents if the incumbent did not file by August 7, 2020. This provision does not apply if there is no incumbent eligible to be elected. <a href="#">EC §§ 8022 &amp; 8024</a></p>
<p><b>February 10, 2022 February 14, 2022 E-87 to E-83</b></p>	<p><b>Candidate Filing Extension Period – Judge of the Superior Court</b> If an incumbent of a judicial office dies on or before the last day prescribed for the filing of nomination documents (February 9th), or files a declaration of intention but for any reason fails to file his or her nomination documents by the last day prescribed for the filing of the papers (February 9th), an additional five (5) calendar days shall be allowed for the filing of nomination papers for the office. Any person other than the person who was the incumbent on February 9th may file nomination papers for the office during this extension, regardless of whether that person filed a Declaration of Intention, if otherwise qualified. <a href="#">EC § 8204</a></p>

<p><b>March 14, 2022</b> <b>E-85</b></p>	<p><b>Ballot Measures – Letter Assignment</b> Assign a letter designation to each local measure that will appear on the ballot. <a href="#">EC § 13116</a></p>
<p><b>March 16, 2022</b> <b>E-83</b></p>	<p><b>Ballot Measures – Amendment or Withdrawal 5 p.m. Deadline</b> Notwithstanding any other provision of law, whenever a legislative body has ordered that a measure or proposal be submitted to the voters of any jurisdiction at a special election, the order shall not be amended or withdrawn after the 83rd day prior to the election. The order of election shall be amended or withdrawn upon the filing of a resolution by the legislative body stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the election official not later than the 83rd day prior to the election. <a href="#">EC § 9605</a></p>
<p><b>March 16, 2022</b> <b>E-83</b></p>	<p><b>Political Party Endorsements for Voter-Nominated Offices</b> Last day for the chairperson of any qualified political party to submit to the county elections official a list of all candidates for voter-nominated office who will appear on any ballot in the county in question and who have been endorsed by the party. The county elections official shall print any such list that is timely received in the official Voter Information Guide. <a href="#">EC § 13302(b)</a></p>
<p><b>March 17, 2022</b> <b>E-82</b></p>	<p><b>Candidate Name Placement – Randomized Alphabet Drawing</b> The Secretary of State shall conduct a drawing of the letters of the alphabet to determine the order of the names of the candidates to appear on the ballot. The resulting random order of letters constitutes the alphabet for all offices other than multi-county state legislative offices. In addition, and only if applicable, the candidate’s names will be rotated pursuant to EC § 13111. For candidates for multi-county state legislative offices, the county elections official shall conduct a randomized alphabet drawing. <a href="#">EC § 13112</a></p>
<p><b>March 21, 2022</b> <b>E-78</b></p>	<p><b>Ballot Measures – Argument For or Against – 5 p.m. Deadline</b> Last day to file arguments for or against any local measure appearing the ballot. Arguments must be filed in the Merced County Elections Office no later than 5 p.m. on this date. Arguments shall not exceed 300 words in length and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Merced County Elections Office. Each argument shall be titled either “Argument in Favor of Measure...” or “Argument Against Measure....” (letter designation to be filled in after assignment). <a href="#">EC § 9162 - 9166, 9315, 9316, 9502, 9503 &amp; 9600</a></p>
<p><b>March 21, 2022</b> <b>E-78</b></p>	<p><b>Judicial Incumbent Only Nominee – Write-In Campaign</b> In any county in which only the incumbent has filed nomination papers for the office of Judge of the Superior Court, his or her name shall not appear on the ballot unless there is filed with the elections official, within 10 days after the final date for filing nomination documents, a petition indicating that a write-in campaign will be conducted for the office and signed by 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures. In addition to filing the petition, any judicial write-in candidate must file, between the 57th day and the 14th day before the election, a Statement of Write-In Candidacy and obtain and file the required nomination paper. <a href="#">EC § 8203, 8600 &amp; 8601</a></p>

<p><b>March 28, 2022</b> <b>E-71</b></p>	<p><b>Ballot Measures – Rebuttal Argument – 5 p.m. Deadline</b> If both an argument in favor of and an argument against any measure have been filed, the county elections official shall send copies of each argument to the opposing author(s). The opposing author(s) may, if desired, file rebuttal arguments no later than 5 p.m. on this day. Rebuttal arguments shall not exceed 250 words and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Merced County Elections Office. Each argument shall be titled either “Rebuttal to Argument in Favor of Measure ...” or “Rebuttal to Argument Against Measure ...” (letter designation to be filled in after assignment). <a href="#">EC § 9167, 9317, 9504 &amp; 9600</a></p>
<p><b>March 31, 2022</b> <b>E-68</b></p>	<p><b>Certified List of Candidates Deadline</b> Last day for the Secretary of State to transmit the certified list of candidates. <a href="#">EC § 8120 - 8125, 8148 &amp; 8149</a></p>
<p><b>April 8, 2022- April 23, 2022</b> <b>E-60 to E-45</b></p>	<p><b>Military and Overseas Voters (Vote by Mail Applications)</b> The first day county elections officials may process applications for military and overseas voters' ballots. The application must include the statement that the voter cannot vote a vote by mail ballot during the normal vote by mail voting period because of military or other contingencies that preclude normal mail delivery. <a href="#">EC §§ 300(b) &amp; 3103</a></p>
<p><b>April 11, 2022 May 24, 2022</b> <b>E-57 to E-14</b></p>	<p><b>Write-In Candidate Filing Period</b> All non-presidential write-in candidates who desire to have his or her votes counted for a particular office must file a Statement of Write-In Candidacy along with the requisite number of signatures, if any, for such office. Nomination documents for write-in candidacy may be obtained from and delivered to the Merced County Registrar of Voters between the 57th day and 14th day prior to the election. <a href="#">EC § 8601</a></p>
<p><b>April 8, 2022- April 18, 2022</b> <b>E-60 to E-50</b></p>	<p><b>Report of Voter Registration – 60 Day County Reporting</b> On or before this day, each county elections official shall prepare and send to the Secretary of State a detailed summary of the number of persons registered by party affiliation, by county and each political subdivision as of the 60th day (April 8<sup>th</sup>). <a href="#">EC § 2187(a)(c)(5)</a></p>
<p><b>April 28, 2022</b> <b>E-40</b></p>	<p><b>Campaign Disclosure – 1<sup>st</sup> Pre-Election Reporting</b> Last day for candidates and committees to file campaign disclosure statements covering the period 01/01/2022 – 04/23/2022. <a href="#">GC §§ 84200.5 &amp; 84200.7</a></p>
<p><b>April 28, 2022 May 17, 2022</b> <b>E-40 to E-21</b></p>	<p><b>State Voter Information Guide Mailing Period</b> Mailing range for voters to receive the State Voter Guide. <a href="#">EC § 9094 (a)(c)</a></p>
<p><b>April 28, 2022 May 17, 2022</b> <b>E-40 to E-21</b></p>	<p><b>County Voter Information Guide Mailing Period</b> During this period, voters receive their Voter Information Guide in the mail. The booklet will also contain polling place location and the polling place accessibility to disabled citizens. <a href="#">EC §§ 13300 &amp; 13304</a></p>

<p><b>May 9, 2022</b>  <b>May 31, 2022</b>  <b>E-29 to E-7</b></p>	<p><b>Vote by Mail Ballots</b>  Any registered voter may apply for a vote by mail ballot. Ballots must be obtained from and returned to the Merced County Elections Office either in person, via authorized representative, or by mail. Applications received prior to 29 days before the election will be processed during this period.  <a href="#">EC § 3001, 3003, 3006, 3009 &amp; 3017</a></p>
<p><b>May 23, 2022</b>  <b>E-15</b></p>	<p><b>Last Day to Register to Vote</b>  Closing date for any qualified elector to register or re-register to vote in the upcoming election. A person, who has moved, changed his or her name or wishes to change political party preference, must re-register by this date. A properly executed registration shall be deemed effective upon receipt of the form by the Merced County Registrar of Voters if any of the following apply:</p> <ul style="list-style-type: none"> <li>• The affidavit is postmarked on or before the 15th day prior to the election and received by mail by the Merced County Registrar of Voters.</li> <li>• The affidavit is submitted to the Department of Motor Vehicles or accepted by any other public agency designated as a voter registration agency pursuant to the National Voter Registration Act of 1993 (42 U.S.C. §1973gg) on or before the 15th day prior to the election.</li> </ul> <p>The affidavit is delivered to the Merced County Registrar of Voters by means other than those described in paragraphs (2) and (3) on or before the 15th day prior to the election. <a href="#">EC §§ 2102, 2106, 2115, 2116 &amp; 2152</a></p>
<p><b>May 24, 2022</b>  <b>E-14</b></p>	<p><b>Write-In Candidate Filing - Deadline</b>  Last day to file Statement of Write-in Candidacy and nomination documents by 5 p.m.  <a href="#">EC § 8601</a></p>
<p><b>May 24, 2022</b>  <b>May 31, 2022</b>  <b>E-14 to E-7</b></p>	<p><b>New Residents</b>  Registrations for new residents and citizens shall begin the 14th day prior to an election and end on the 7th day prior to election day. This registration must be executed in the Merced County Registrar of Voters, and the new resident shall vote a new resident's ballot in that office. The new resident is eligible to vote for President and Vice-President and no other office. <a href="#">EC §§ 332 &amp; 3400</a></p>
<p><b>May 24, 2022</b>  <b>June 7, 2022</b>  <b>E-14 to E-0</b></p>	<p><b>Conditional Voter Registration</b>  Voters may register and vote a conditional ballot during the 14 days prior to the election, including Election Day. Conditional Voter Registration is available at the Merced County Registrar of Voters or a Vote Center located within Merced County.  <a href="#">EC §2170</a></p>
<p><b>May 24, 2022</b>  <b>June 7, 2022</b>  <b>E-14 to E-0</b></p>	<p><b>New Citizens</b>  A new citizen registering to vote after the close of registration shall provide the Merced County Registrar of Voters with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular ballot.  <a href="#">EC §§ 331, 3500 &amp; 3501</a></p>
<p><b>May 24, 2022</b>  <b>E-14</b></p>	<p><b>Processing Vote by Mail Ballots</b>  First day the Merced County Registrar of Voters may begin to process (open, prepare and tabulate) vote by mail ballots for the upcoming election. No results of ballot tabulation may be released until the polls close on election day.  <a href="#">EC § 15101</a></p>



<p><b>May 25, 2022</b> E-13</p>	<p><b>Notice of Central Counting Place</b> Last day for the county elections official to submit a notice for legal publication specifying the public place to be used to tally votes when ballots are to be counted in a central counting place. The notice shall be published one time, no later than 10 days before the election. <a href="#">EC §12109</a></p>
<p><b>May 26, 2022</b> E-12</p>	<p><b>Campaign Disclosure – Second Pre-Election Reporting</b> Last day for candidates and committees to file campaign disclosure statements covering the period 04/24/2022 – 05/21/2022. <a href="#">GC §§ 84200.5 &amp; 84200.7</a></p>
<p><b>May 31, 2022*</b> E-7</p>	<p><b>County Holiday (Memorial Day) – Office Close</b></p>
<p><b>May 31, 2022</b> E-7</p>	<p><b>Report of Registration – 15-Day County Reporting</b> On or before this day, each county elections official shall prepare and send to the Secretary of State a detailed summary of the number of persons registered by party affiliation, by county and each political subdivision as of the 15th day (May 23rd). <a href="#">EC § 2187(a)(c)(d)(3)</a></p>
<p><b>June 1, 2022</b> <b>June 7, 2022</b> E-6 to E-0</p>	<p><b>Vote by Mail Ballots – Late Conditions</b> On or between these dates, any voter may apply in person to obtain a vote by mail ballot from the Merced County Registrar of Voters. Voters unable to request a ballot in person may designate, in writing, any person as an authorized representative to obtain and return the vote by mail ballot on their behalf. <a href="#">EC § 3021</a></p>
<p><b>May 28, 2022</b> <b>June 7, 2022</b> E-11 to E-0</p>	<p><b>Voting Assistance Centers</b> Voting Assistance Centers are open from 8 a.m. to 4 p.m. 10 days and 3 days prior to the election. All Voting Assistance Centers are open from 7 a.m. to 8 p.m. on Election Day. List of locations are posted online at <a href="http://www.mercedelections.org">www.mercedelections.org</a> and are submitted to the Secretary of State. <a href="#">EC § 4005</a></p>
<p><b>June 7, 2022</b> E-0</p>	<p><b>Election Day</b> Voting Assistance Centers are open from 7 a.m. to 8 p.m. on Election Day. Ballot tabulation will begin immediately after 8 p.m. and run continuously until all ballots are tabulated and results are posted online at <a href="http://www.mercedelections.org">www.mercedelections.org</a> and are submitted to the Secretary of State. <a href="#">EC §§ 14212 &amp; 15150</a></p>
<p><b>June 9, 2022</b> E+2</p>	<p><b>Official Canvass</b> The county elections official will begin the tasks of the official canvass. <a href="#">EC §§ 335.5, 15301, 15302 &amp; 15360</a></p>
<p><b>July 4, 2022*</b> E+27</p>	<p><b>County Holiday (Independence Day) – Office Closed</b></p>
<p><b>July 7, 2022</b> E+30</p>	<p><b>Completion of Official Canvass &amp; Certify Results</b> No later than this date, the county elections official must complete the official canvass, certify the results, and submit it to the Board of Supervisors and to each jurisdiction that consolidated their election on the primary ballot. <a href="#">EC §§ 15372 &amp; 15400</a></p>

<p><b>July 8, 2022</b> <b>E+31</b></p>	<p><b>Statement of Vote to Secretary of State</b> No later than this date, the county elections official shall send, by registered mail, one complete copy of the Statement of Votes Cast to the Secretary of State. <a href="#">EC § 15375</a></p>
<p><b>July 15, 2022</b> <b>E+38</b></p>	<p><b>Certificate of Election</b> Approximately on this date, the elections official shall prepare and deliver to each person elected or nominated, a certificate of election or nomination signed by the elections official. <a href="#">EC § 15401</a></p>
<p><b>August 1, 2022</b> <b>E+55</b></p>	<p><b>Campaign Disclosure – Semi-Annual Reporting Deadline</b> Last day to file semi-annual campaign disclosure statements, if required, by all candidates and committees for the period ending June 30, 2022. <a href="#">GC § 84200 &amp; 84218</a></p>
<p><b>Within 30 Days of Assuming Office</b></p>	<p><b>Statement of Economic Interests (Form 700) – All Newly Elected Officials</b> All newly elected officials must complete and file a Statement of Economic Interests (Form 700) within 30 days of assuming office. <a href="#">GC § 87200 et seq.</a></p>

## IMPORTANT INFORMATION

There have been changes and improvements to the Candidate Filing process. Please read the information on the following subjects before continuing through this handbook.

1. Candidate Filing Portal;
2. Schedule an appointment to complete candidate filing; and
3. Supplemental Signatures-In-Lieu can no longer be filed;
4. Character-Based Name Form;
5. Electronic Candidate's Statements

### **Candidate Filing Portal:**

A custom online Candidate Filing feature on the Merced County Registrar of Voters' website will be available on January 3, 2022.

This portal allows candidates to start the Candidate Filing process by submitting their information electronically on our portal. Then Merced County Registrar of Voters staff will verify the candidate's eligibility for the office requested. Any nomination document then would be transferred to a candidate via [email](#). Our office will provide the candidate with all the documents required to be completed and submitted in person to our office.

This service will benefit you, the candidate. Candidate Filing cannot be totally completed online due to State law, but it should make your filing process simpler and easier to understand. Benefits to the candidate include:

- The Filing Fee and Candidates Statement of Qualifications Deposit may be paid by credit card;
- Signature-in-Lieu of Filing Fee Petitions and Nomination Papers may be downloaded and circulated prior to candidates filing these documents at the Registrar of Voters' office;
- Draft Candidates' Statements of Qualifications may be electronically submitted, allowing Registrar of Voters' staff to format the statements prior to the candidates coming to the office to sign the final documents. Formatting statements is time consuming; by submitting their statements online, candidates will reduce their time spent at the Registrar of Voters' office; and
- The Ballot Designation Worksheet, Code of Fair Campaign Practices Form, and Campaign Finance Reporting forms may be downloaded prior to candidates filing them at the Registrar of Voters' office.

# MERCED COUNTY REGISTRAR OF VOTERS ELECTRONIC FILING SYSTEM (EFS)

## **PUBLIC ACCESS PORTAL- GET STARTED NOW!**

The Public Access Portal contains financial information provided by candidates and committees. It can answer questions about who is contributing money, who is receiving money, and how it is being spent.

Use the Public Access Portal to research campaign contributions and expenditures, review campaign statements filed by the candidates, or examine a committee's filing history.

## **FILER ACCESS PORTAL – GET STARTED NOW!**

The Filer Access Portal is a web-based, data entry filing system that allows candidates and campaign committees to submit disclosure reports mandated by California's Political Reform Act. The Electronic Filing System is free of charge.

Use the Filer Access Portal to create electronic campaign statements. Before you begin you must have received your Electronic Filing System filer identification number and password. To get filer identification number and password for your committee, call the Merced County Elections office at (209) 385-7541. Hours: Monday through Friday 8 am to 5 pm.

## **FILING REMINDERS:**

Although this office is precluded from providing legal advice on matters of campaign filing, we can offer simple tips that will expedite the process:

- Make an appointment
- File early
- Review this guide in its entirety

## CAMPAIGN DISCLOSURE INFORMATION

The Political Reform Act requires candidate to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the Political Reform Act are contained in Sections 81000-91015 of the California Government Code and enforced by the Fair Political Practices Commission (FPPC).

You may contact the Technical Assistance Division of the Fair Political Practices Commission at the following: **1102 Q Street, Suite 3000, Sacramento, CA 95811; (916) 322-5660, 1(800) ASK-FPPC; [www.fppc.ca.gov](http://www.fppc.ca.gov)**

### Summary of Disclosure Forms

Form Name	Description
Form 501 Candidate Intention	Basic form that must be filed prior to soliciting or receiving any contributions.
Form 410 Statement of Organization	To organize a committee and obtain a Committee ID Number from the state. Form 410 must be filed within 10 days of receiving \$2,000 in contributions.
Form 460 Recipient Committee Campaign Statement	For use by candidate or officeholder who has formed a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with an election to office, or holding office.
Form 470 Candidate and Office Holder Campaign Statement Short Form	This form is used by candidates who do not have controlled committee, and do not anticipate raising or spending \$2,000 or more in a calendar year. If Form 470 is filed on or before the deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts/expenditures remain less than \$2,000.
Form 470 Supplement	A candidate who filed Form 470 in connection with an election and subsequently receives contributions or makes expenditures totaling \$2,000 or more is required to file this form.
Form 496 Late Independent Expenditure Report	Any committee that makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate or single ballot measure during the 16 days immediately prior to the election in which the candidate or measure is being voted must file a report within 24 hours of the expenditure.
Form 497 Late Contribution Report	Any committee that makes or receives a late contribution totaling \$1,000 or more from a single source during the 16 days immediately prior to the election in which the candidate or measure is to be voted must file a report within 24 hours of the time the contribution was made or received.

#### **Filing Requirements**

In addition to the election-specific filing listed, all candidates with qualified committees are required to file semi-annual campaign statements no later than July 31st and January 31st.

#### **Tax ID Numbers**

Some banks may require a committee to obtain a Tax ID Number before opening an account. Please contact the Internal Revenue Service for further details. You may apply for ID number using IRS Form SS-4.

Please note that the Committee ID Numbers issued to you by the Secretary of State is separate and distinct from the Tax ID Number you may obtain from the IRS. The two numbers are not interchangeable.

# ALL CANDIDATES ARE REQUIRED TO FILE CAMPAIGN DISCLOSURE STATEMENTS

For detailed information on Campaign Disclosure Statements, see Campaign Disclosure Manual 1 or 2. The manuals are prepared by the Fair Political Practices Commission, and can be found on its website at [www.fppc.ca.gov](http://www.fppc.ca.gov)

Any individual who intends to be a candidate for elective office shall file a Candidate Intention Statement (Form 501) for the specific office sought. Candidates are not required to file a Form 501 for the same office in a connected General Election after filing a Form 501 for the Primary Election. A separate Form 501 must be filed for each future election, including re-election to the same office. This statement shall be signed under penalty of perjury and filed prior to the solicitation or receipt of any contribution or loan, including expenditures made from personal funds used for campaign purposes.

GC § 85200

If you plan on spending two thousand dollars (\$2,000) or more in a calendar year, you will receive a campaign reporting kit when you file for office. The kit contains all the necessary forms and instructions for filing your required campaign disclosure statements. A Statement of Organization-Recipient Committee (Form 410) shall be filed with the Secretary of State's Political Reform Division within 10 days of qualifying as a committee by receiving contributions totaling \$2,000 or more in a calendar year.

GC §§ 82013(a), 84101

If you plan on spending less than two thousand dollars (\$2,000) in a calendar year, you will receive a form 470 (short form) when you file for office. Every candidate or officeholder who has filed a short form and who thereafter receives contributions or makes expenditures totaling two thousand dollars (\$2,000) or more in a calendar year, shall send written notification to the Secretary of State, the local filing officer, and each candidate contending for the same office within 48 hours of receiving or expending a total of two thousand dollars (\$2,000). The written notification shall revoke the previously filed short form statement. For additional filing obligations, refer to Manual 1 for State office candidates or Manual 2 for local office candidates.

GC § 84206

If you have questions concerning campaign disclosure reporting, call (714) 567- 7558 for assistance or additional filing forms or contact the Fair Political Practices Commission at its website: [FPPC.ca.gov](http://FPPC.ca.gov) or call its toll-free number: (866) 275-3772

## FAILURE TO FILE OR LATE FILING OF CAMPAIGN DISCLOSURE STATEMENTS COULD RESULT IN MONETARY FINES

**The second pre-election statements must be sent by personal or guaranteed overnight delivery. All other type of statements (first pre-election and semi-annual may be sent by first class mail.**

Campaign statements containing 30 pages or less may be faxed provided that the required original (a copy containing an original signature of the committee treasurer) and the required copies are sent by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline. See information in campaign reporting kit for more details.

## CAMPAIGN DISCLOSURE ITEMS TO REMEMBER

- 1. Be informed:** Study FPPC Campaign Disclosure Manual 2.  
Local candidates should ask their election official about any local campaign restrictions.
- 2. Before raising or spending any money:** File FPPC 501 (Candidate Intention Statement). Then open a special campaign bank account. Once \$2,000 is raised or spent, get an identification number by filing FPPC form 410.
- 3. Don't spend personal funds:** Any personal funds used for campaign purposes must first be deposited in your special campaign bank account, unless they are used for a candidate's statement published in the Voter Information Guide and/or for a filing fee. You have the choice of depositing your personal funds in your campaign bank account as a contribution or a loan to your committee.
- 4. Keep good records:** Maintain details on contributions and expenditures of \$25.00 or more. Refer to record keeping guidelines in FPPC Campaign Disclosure Manual 2.
- 5. Purchases:** If any campaign goods or services are purchased, disclose sub-vendors and amount they were paid.
- 6. \$100 or more in cash?** Never accept or spend \$100 or more in cash.
- 7. Itemize contributors:** For contributions of \$100 or more including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.
- 8. Report late contributions:** If \$1,000 or more is received from one contributor during the last 16 days before the Election, disclose receipt within 24 hours, even if the contribution is from your personal funds. Each late contribution report must have a unique report number to be issued by the filer.
- 9. Multiple contributions from one source:** Keep track of each check. Report the aggregate amount.
- 10. If an agent or campaign consultant buys goods or services for the campaign:** Itemize expenditures of \$500 or more made by the agent or consultant. Make sure to always keep receipts of all purchases.
- 11. Identify candidate/committee on mailings:** Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If you wish to use your committee's name and your name is not part of it, then you must use both your name and the name of the committee.
- 12. Disclose original loan sources:** List any loan, even a personal loan to the candidate, all or partly used for the campaign. Also disclose all loan guarantors of \$100 or more.
- 13. No personal use of campaign funds:** Use campaign funds only for political, legislative or governmental purposes.
- 14. Mark your calendar:** Know the due dates for campaign statements and file on time.
- 15. Be more informed:** Attend a campaign workshop in your area. Contact your filing officer or the FPPC if you have any questions. Call the Fair Political Practices Commission at (916) 322-5660 or toll free at (866) 275-3772.

# VOTE BY MAIL VOTER INFORMATION AVAILABLE FOR PURCHASE

\$25.00 for each report requested

Candidates and political campaigns frequently utilize vote by mail voter information in their campaigns. The regular vote by mail voter period (VBM ballots are mailed upon receipt of written request from the voter) is 29 calendar days before the election through Election Day. The last day a vote by mail ballot can be **mailed** from our office is seven days before the election.

## **Vote by Mail Voter List or Vote by Mail Customer Report**

A vote by mail report is prepared each weekday starting on the 29<sup>th</sup> day before the election. This report is a listing of all applications processed, ballots issued, and ballots returned the previous day. The report also shows residence and mailing address, political party, date application received, date ballot mailed, date ballot was returned, voting precinct and vote by mail precinct. The list also shows telephone number (if available), birth date, state of birth, affidavit number and date of registration. This report may also be transmitted electronically by FTP.



Three options are available:

1. AVMJ004 – listed by **Application Date**,
2. AVMJ010 – Listed by **Issue Date**, and
3. AVMJ011 – Listed by **Return Date**

**All transactions are nonrefundable, and there are no exchanges on ordered reports**

An **Application and Use Agreement** needs to be completed and approved for each purchase. Advance notice of 24 hours and prepayment (or deposit) is required before our office starts any work on your request.

For more information regarding vote by mail voter data, please contact the Registrar of Voters Office at **(209) 385-7541**.



# VOTE BY MAIL INFORMATION

## Uniform Application for Vote by Mail Ballot [EC §§ 3006, 3007, 3007.5](#)

It is recommended that any vote by mail ballot application intended for mass reproduction be approved by the Registrar of Voters prior to its distribution to ensure compliance with current law.

- 1) [EC § 3007](#) requires that any individual, group, or organization distributing applications for vote by mail ballots must use the format for this application which has been approved by the Secretary of State. [EC §§ 3006, 3007, 18402](#)
- 2) [EC § 3006](#) specifically permits preprinting only the voter's name, residence address, date of birth, and the name and date of the election for which the application is being made.
- 3) The portion of the application which asks the address to which the voter wishes the vote by mail ballot to be mailed must, if different from the voter's residence address, be completed by the voter. The mailing address may not be the address of any political party, candidate, or political campaign headquarters.
- 4) The application shall provide the voters with information concerning the process for establishing permanent vote by mail voter status. [EC § 3006](#)
- 5) An application containing preprinted information must contain a conspicuously placed notice stating that: "You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside."
- 6) Only the voter may sign the application.
- 7) If applications are distributed through the mail, they must not be forwarded.
- 8) Bar-coded affidavit or voter identification numbers on applications must meet approval of the Elections Department prior to distribution. To avoid possible problems, candidates and committees are advised to obtain voter information directly from the Elections Department.
- 9) Applications for vote by mail ballots must be made in writing and be received by the Elections Department no later than the 7<sup>th</sup> day before the election.

Candidates and committees may receive applications for vote by mail ballots. Applications must be submitted to the Elections Department within 72 hours of receipt. Candidates and committees may not collect, receive or handle voted vote by mail ballots.

Applications for vote by mail ballots are available on the Merced County's web site [www.mercedelections.org](http://www.mercedelections.org) (Under Department/Voting/Vote by Mail)

## DEFINITION OF “MASS MAILING”

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

GC § 82041.5

### **MASS MAILING**

(a) Except as provided in subdivision (b), no candidate or committee shall 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 which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization’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) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a). GC § 84305  
(Amended by Stats. 1989, Ch. 764, Sec. 1.)

### **IDENTIFICATION OF SENDERS OF A “SLATE MAILER”**

(a) No slate mailer organization or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:

(1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of slate mail in no less than 8-point roman type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measure is a matter of public record with the Secretary of State’s Political Reform Division.

(2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point roman boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

NOTICE TO VOTERS
THIS DOCUMENT WAS PREPARED BY (name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. Appearance in this mailer does not necessarily imply endorsement of others appearing in this mailer, nor does it imply endorsement of, or opposition to, any issues set forth in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an *.

(3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.

(4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by an \*. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by an \*.

The \* required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position advocated to which the \* designation applies except that in no case shall the \* be required to be larger than 10-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

(5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point roman type which shall be in a color or print that contrasts with the background so as to be easily legible. The designation shall not be required in the case of candidates for nonpartisan office.

(b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of Section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the \* designation. The payment shall also be deemed to constitute authorization to appear in the mailer.

*(Repealed and added by Stats. 2004, Ch. 478, Sec. 9. Effective September 10, 2004.)*

[GC § 84305.5](#)

## ELECTION DAY – POLL WATCHING GUIDELINES

The election process is a public affair and anyone who wishes may observe. However, the vote of the individual citizen is a secret and no one may interfere with a voter's right to cast a secret ballot. Members of the precinct boards are sworn election officials of the County of Merced and have complete responsibility for conducting all phases of the election in their precinct. Certain standards are expected of observers:

- Poll watchers may not interfere in any way with the conduct of the election or with the vote count following the close of polls. Any person who interferes with the election or with a voter is punishable by imprisonment in the state prison for 16 months or two or three years. [EC § 18502](#)
- The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside polls. Do not ask to use telephone or other facilities.
- The area between the official table and the voting booths is for voters only and may not be used as an observer post. [EC § 14221](#)
- Poll watchers may not sit at the official table or handle any of the official voting equipment, supplies, or ballots. [EC § 14223](#)
- Poll watchers may not wear candidate badges, discuss candidates, how a voter voted, or bring any campaign material into the polling place. This constitutes electioneering and is illegal. Electioneering may not be conducted within 100 feet of a polling place. The term "100 feet of a polling place" means distance of 100 from the room or rooms in which voters are signing the Roster-Index and casting ballots. The blue "POLLING PLACE 100" signs which are posted outside, indicate the 100-foot boundary for electioneering. Violation of this section is a misdemeanor. [EC § 18370](#)
- No one may be within 100 feet of a polling place while wearing a firearm or peace officer or security guard uniform except: (1) An armed uniformed guard or security personnel who is at the polling place to cast his/her vote; (2) A peace officer who is conducting official business in the course of his/her public employment or who is at the polling place to cast his/her vote; (3) A private guard or security personnel hired or arranged for by a city or county elections official; (4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day in which an election is held. [EC § 18544](#)
- The Precinct Board will attempt to respond to any reasonable, lawful requests from the observers. The Registrar of Voters' office has instructed Precinct Officers to ask unruly poll watchers to leave, and to ask for assistance from the local law enforcement agency, if necessary.

# POLITICAL ADVERTISEMENT REQUIREMENTS

## Newspapers

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. EC § 20008

## SIMULATED BALLOT REQUIREMENTS

(a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

### NOTICE TO VOTERS

(Required by Law)

**"This is not an official ballot or an official sample ballot prepared by the Merced County Registrar of Voters or the Secretary of State."**

**"This is an unofficial, marked ballot prepared by \_\_\_\_\_ (insert name and address of the person or organization responsible for preparation thereof)."**

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. EC § 20009

## PRINTING OF SIMULATED SAMPLE BALLOTS

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor. EC § 18301

# OUTDOOR ADVERTISING: POLITICAL SIGNS (INCLUDING PLACARDS AND POSTERS)

## Outdoor Political Advertising – State Law

[B&P § 5405.3](#) of the State Outdoor Advertising Act (Business & Professions Code) authorizes the placing of "temporary political signs" separate and apart from the normal outdoor advertising controls. No political sign may be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

Temporary political signs are those that meet the following criteria:

- a. Encourages a particular vote in a scheduled election;
- b. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after the election;
- c. Is no larger than 32 square feet;
- d. Has had a "Statement of Responsibility" filed with the State Department of Transportation.  
Forms are available at the Merced County Elections Department.

The law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election.

[PC §§ 556, 556.1, 556.3](#) provide that it is a misdemeanor for any person to place a sign to advertise on public or private property (without consent); and that it shall be considered a public nuisance.

The State agency responsible for administering outdoor advertising laws including those for political signs is:

## STATE OFFICE

### Department of Transportation

Division of Traffic Operations

Outdoor Advertising Program

P.O. Box 942874, MS-36

Sacramento, CA 94274-0001

(916) 654-6473 Public

(916) 651-9359 FAX

[www.dot.ca.gov](http://www.dot.ca.gov) - website

[ODA@dot.ca.gov](mailto:ODA@dot.ca.gov) – email address

### Northern Area Manager

### Department of Transportation

Division of Traffic Operations

Central California

Outdoor Advertising Program

P.O. Box 942874, MS-36

Sacramento, CA 94274-0001

**James Arbis**

(916) 654-6413

**\* Cities have their own Outdoor Advertising codes.**

**You may visit our website or call the Elections Office for more information.**

**[www.mercedelections.org](http://www.mercedelections.org) / (209) 385-7541**

## **ELECTIONEERING**

### *EC § 18370*

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under [EC § 3018](#), or an elections official's office:

- a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in [EC § 14240](#).
- d) Do any electioneering.

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

## **ELECTIONEERING DURING VOTE BY MAIL VOTING**

### *EC § 18371*

- a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of an vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.
- b) Any person who knowingly violates this section is guilty of a misdemeanor.
- c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by [EC § 18370](#), or by any other provision of law.

# ELECTION NIGHT RESULTS

All ballots are tabulated at central location  
Elections Warehouse  
250 E. 15<sup>th</sup> Street  
Merced, CA 95340

Website: [www.mercedelections.org](http://www.mercedelections.org)  
Telephone: (209) 385-7541

## **Election Night Results**

The first election results are released shortly after 8:00 p.m.

The last update on Election Day will be labeled "Final Unofficial Election Day Results".

## **Updated Election Results**

Election results will be updated, at a minimum, every Friday after 9 a.m. until Official Final Results are certified by the County Registrar of Voters Elections Department.

## **Final Election Results**

The Official Final Results are certified by the County Registrar of Voters when the official canvass has been completed and all votes are tabulated. The certification must be no later than the 30<sup>th</sup> day following the election. The anticipated certification date will be posted on the Merced County Elections website.



# CANVASS OF THE VOTE

No later than Thursday, June 9, 2022, the canvass of the returns will commence at the Elections Warehouse, 250 E. 15<sup>th</sup> street, Merced. During the canvass, a complete inspection of all returns will be accomplished, as well as processing and counting of vote by mail ballots voted and/or received on Election Day.

Additionally, any provisional ballots and ballots cast for qualified write-in candidates will be processed during the canvass. The election canvass is an internal audit and is required by state law to ensure the accuracy of election results. California elections law allows 28 days for the conduct of the official canvass. All aspects of the canvass are open to public inspection. The canvass concludes with the certification and issuance of official election results. Listed below are the major components of the official canvass.

## **1% Manual Vote Tally**

All voted ballots from a randomly selected 1% of the contests by batch are manually tallied and balanced against the computer counts to verify the accuracy of the election tally system. This process is required by law.

## **Ballots Added During Official Canvass**

The following ballots are withheld from the tally system on election night. Once eligibility is determined these ballots are added to the election results. Withheld ballot types include:

1. **Vote by Mail Ballots** returned on Election Day to our office and dropped off at the polling locations. These ballots do not arrive in sufficient time to be individually signature-verified, opened and prepared for tabulation on election night.
2. **Damaged Ballots** that are unable to be processed through the election tally system and, therefore, must be manually duplicated prior to tabulation.
3. **Provisional Ballots** issued at polling place locations on Election Day must be individually researched to determine eligibility which is a time-consuming process. Provisional ballots are issued at polling locations when a person's voter registration cannot immediately be authenticated. On Election Day, each voted provisional ballot is placed in a special lavender/white envelope so that they can be separated from the regular voted ballots. On Election night they are transported to the Election warehouse with all other ballots. During the canvass period after election night, each provisional ballot is researched to determine eligibility of the voter. Since there may be thousands involved, it takes time to carefully check each one through the computer registration files. After the determination is made, and if the voter is qualified to vote, their ballot is added to the overall total for the election.
4. **Write-In Votes:** When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, no race on that ballot can be counted on election night. All ballots containing write-in votes must be set aside for manual review of each individual ballot to determine if the write-in vote is for a qualified or unqualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a qualified write-in candidate for the same office). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Vote tallies for write-in candidates are not available until the conclusion of the official canvass.