

CANDIDATE'S INFORMATION GUIDE



Presidential General Election November 3, 2020

Prepared By

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TRINITY COUNTY

Shanna S. White

County Clerk/Recorder/Assessor

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Assistant County Clerk/Recorder/Assessor

Dear Candidate:

This Candidate's Information Guide was prepared by the Trinity County Elections staff to assist you, the Candidate, through the nomination and elections process.

The Trinity County Elections Office is dedicated to administering fair and accurate elections and to help all qualified candidates have their names placed on the ballot.

Staff has made every attempt to be as informative as possible, but law prohibits Staff from answering questions of legal nature. Candidates and others using this guide must bear full responsibility to make their own determinations. To that end, it is strongly recommended that candidates obtain their own legal counsel.

This is a challenging year for all of us and we intend to take additional measures to ensure social distancing, remote access, and limited appointments in our office for candidates. This will help to keep both our staff and the candidates as healthy as possible for this election cycle.

I wish you the best of luck in your endeavors.

Sincerely,

Shanna S. White

Shanna S. White
Trinity County
Clerk/Recorder/Assessor

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**CANDIDATE DOCUMENT CHECKLIST
PRESIDENTIAL GENERAL ELECTION
NOVEMBER 3, 2020**

Election Office Use:
Registered at least 30 days: YES - NO

Name as Registered: _____

Office Sought: _____

Residence Address: _____

Mailing Address: _____

Telephone _____ Email: _____

Required Forms	Date Due	Date Issued	Date Filed by Candidate
Ballot Designation Worksheet	08/07/20		
Statement of Responsibility for Temporary Political Signs	08/07/20		
Permission to Post Personal Information	08/07/20		
Campaign Statement Form 460 OR Form 470	09/24/20		
Form 501 Candidate Intention	08/07/20		
Form 700 Statement of Economic Interest	08/07/20		
Declaration of Candidacy	08/07/20		
OPTIONAL FORMS	Date Due	Date Issued	Date Filed by Candidate
Candidate Statement & Fee Check # _____	08/07/20		
Code of Fair Campaign Practices	08/07/20		

Issued By: _____ Date: _____

MATERIALS INDICATED ABOVE WERE ISSUED TO ME AS NOTED AND I AM AWARE OF THE FILING DEADLINE OF AUGUST 7, 2020 FOR THE DECLARATION OF CANDIDACY.

Candidate Signature : _____ Date: _____

If you have any questions, please contact the Elections office at (530) 623-1220 or elections@trinitycounty.org

LOCAL OFFICES SUBJECT TO ELECTION

Contact Trinity County Elections Office at (530) 623-1220 or visit our website at www.trinitycounty.org/Elections for information relating to Local County offices.

District	# of Positions 2 year term	# of Positions 4 year term
Coffee Creek Volunteer Fire District	3	4
Douglas City Community Services District	0	2
Greater Hayfork Valley Park & Recreation District	1	2
Hayfork Fire Protection District	1	2
Hyampom Community Services District	1	3
Lewiston Community Services District	0	2
Mountain Communities Healthcare District	0	2
Post Mountain Public Utilities District	1	3
Ruth Lake Community Services District	0	3
Salyer Community Services District	0	2
Trinity Center Community Services District	0	2
Trinity Public Utilities District	0	3
Trinity Life Support Community Services District	2	3
Weaverville Community Services District	0	2
Weaverville/Douglas City Parks & Recreation District	0	2
Weaverville Fire Protection District	1	3
Weaverville Sanitary District	0	2
Burnt Ranch Elementary School District	1	2
Coffee Creek Elementary School District	0	2
Douglas City Elementary School District	0	3
Humboldt County Office of Education ~ Area 5	0	1
Junction City Elementary School District	0	3
Lewiston Elementary School District	1	3
Mountain Valley Unified School District	1	2
Redwood Community College District ~ Area 7	0	1
Shasta Tehama Trinity Joint Community College District ~ Area E	0	1
Southern Trinity Joint Unified School District ~ Area 1	0	1
Southern Trinity Joint Unified School District ~ Area 3	0	1
Trinity Alps Unified School District ~ Area 1	0	1
Trinity Alps Unified School District ~ Area 3	0	1
Trinity Center Elementary School District	0	1
Trinity County Office of Education ~ Area 1	0	1
Trinity County Office of Education ~ Area 2	0	1
Trinity County Office of Education ~ Area 3	0	1
Trinity County Office of Education ~ Area 4	1	0

Summary Information

School and Special District

GENERAL QUALIFICATIONS FOR ALL CANDIDATES

Government Code §24001; Election Code §201

- Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that Nomination Papers are issued to the person or at the time of the person's appointment.

FILING FEE

- No Filing Fee required

STATEMENT OF QUALIFICATIONS

- \$275.00 (200 words)

FILING PERIODS

- 07/13/2020 - 8/7/2020 Filing Period for **Declarations of Candidacy**.
- 8/8/2020 – 8/12/2020 **Extension** Period for **Declarations of Candidacy**. (candidates other than the incumbent when incumbent fails to file)

ALL CANDIDATES MUST FILE:

1. Ballot Designation Worksheet
2. Statement of Responsibility for Temporary Political Signs
3. Permission to Post Personal Information
4. FPPC Form 460 or 470 Campaign Statements
5. FPPC Form 510
6. FPPC Form 700 - Statement of Economic Interest
7. Declaration of Candidacy

ALL CANDIDATES MAY FILE:

1. Candidate Statement & Fee
2. Code of Fair Campaign Practices

After August 7, 2020, 88 days prior to the election, no candidate whose Declaration of Candidacy has been filed for any general district election may withdraw as a candidate at that general district election. (EC §10510)

In the case of a County Board of Education Trustee, no employee of a school district, no member of the staff of the County Superintendent, nor the County Superintendent may be a candidate. A member of a County Board of Education may not be a member of the County Superintendent of Schools staff, nor an employee of a school district. (EDC §1006)

School District: Taking office: Terms expire the first Friday in December. (EDC §5000) Board members are seated at the annual organizational meeting of the board held following the election. (EDC §§ 5000, 35143)

Special District: Taking office: Successful candidates assume office at noon the first Friday in December following the general district election. (EC §10554)

NOTE: This summary information 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.

BALLOT DESIGNATION WORKSHEET

The candidate is required to complete the Ballot Designation Worksheet that states their choice of ballot designation, list alternative designations and provide references. The ballot designation is a phrase that is printed below the candidate's name on the ballot. This phrase states the Candidate's current profession or incumbent status. You may use up to three words designating your principal profession, vocation or occupation. You may not use any company names. You may not use a designation that will mislead the voters. You may use the term "incumbent" or the title of the office if you are running for an office to which you were previously elected. You may use the term "appointed incumbent" or title of the office preceded by the word "appointed" if you are running for an office to which you were previously appointed. You may also choose to have no designation appear under your name on the ballot.

Election Code §13107-§13107.5; California Administrative Code §20710-§20719 (2017 SB 235)

STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Outdoor Political Advertising

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:

- ✓ Encourages a particular vote in a scheduled election;
- ✓ Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after the election;
- ✓ Is no larger than 32 square feet;
- ✓ Has had a "Statement of Responsibility" filed with the State Department of Transportation.

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.

It is a misdemeanor for any person to place signs to advertise on public or private property (without consent); and that it shall be considered a public nuisance.

Business and Professional Code §5405.3; Penal code §556, §556.1, §556.3

PERMISSION TO POST PERSONAL INFORMATION

No state or local agency shall post the home address or telephone number of any elected or appointed official on the Internet without first obtaining the written permission of that individual.

Government Code §6254.21

CAMPAIGN DISCLOSURE FORMS

The Political Reform Act of 1974 requires all candidates for state and local elective offices, all state and local elected officeholders, proponents of state and local ballot measures who control a ballot measure committee, and committees supporting or opposing state and local candidates, and all measure and petition circulation committees, to file campaign disclosure statements disclosing contributions received and expenditures made.

It is the responsibility of the candidate and/or committee to be aware of and to file the required campaign disclosure statements in a correct and timely manner. If a candidate and/or committee with campaign disclosure obligations and requirements fail to file within the specified deadlines, the non-receipt of a reminder notice may not be utilized (or rationalized) as the reason for late or non-filing.

Before accepting any contributions or making expenditures toward a campaign, it is vital that you obtain the correct forms required by law for reporting campaign contributions and expenditures. Failure to file could lead to fines and/or civil or criminal penalties.

It is necessary to review the "[Campaign Disclosure Manual](#)" pertaining to the type of office you are seeking. These manuals will have important information regarding who is required to file, when you are required to file, where to file and which forms to use. These manuals also cover what information is required to be disclosed and how to report that disclosure on the forms. These manuals are available from the Fair Political Practices Commission.

FPPC form 700 - Statement of Economic Interests

A candidate running for local elective offices that are designated in the conflict of interest code.

FPPC Form 501 - Candidate Intention Statement

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

FPPC Form 460 – Recipient Committee Campaign Statement

A candidate or officeholder who has a controlled committee and plans on raising or spending \$2,000 or more during a calendar year. The form 460 is also required if \$2,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

FPPC Form 470 - Officeholder and Candidate Campaign Statement - Short form and Form 470 Supplement

A candidate or officeholder who does not have a controlled committee and does not anticipate spending or receiving contributions totaling \$2,000 or more during the calendar year.

Campaign disclosure forms and information manuals are available from the Fair Political Practices Commission on their website www.fppc.ca.gov. For any questions regarding FPPC forms email advice@fppc.ca.gov or call 1-866-ASK-FPPC (1-866-275-3772).

NOTE: Filing by the deadline as prescribed by law is the responsibility of the candidate or committee.

DECLARATION OF CANDIDACY

The Declaration of Candidacy is an official nomination document wherein the candidate indicates how his/her name and occupation designation is to appear on the ballot. Additionally, the candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought and that, if nominated, the candidate will accept the nomination and not withdraw.

No candidate's name shall be printed on the ballot to be used at an Election unless the Declaration of Candidacy is filed with the County Elections Official. No candidate whose Declaration of Candidacy has been filed for any Election may withdraw as a candidate at that Election. You will be required to decide if you wish to have a designation to appear under your name on the ballot. You may use up to three words designating your principal profession, vocation or occupation. You may not use a designation that will mislead the voters. You may also choose to have no designation appear under your name on the ballot.

Election Code §8020, §8800, §13107

CANDIDATES STATEMENT OF QUALIFICATIONS

A Candidates Statement of Qualifications is an optional statement of 200 words or less and is printed at the expense of the Candidate.

All statements must be submitted with the form provided by the County Elections Official, and an electronic version must also be submitted. The statement shall be filed in the office of the Elections Official when the Candidate's nomination Papers are filed. If it is for an election for which Nomination Papers are not required, the statement shall be filed in the office of the Elections Official no later than the 88th day prior the election. The 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.

The statement may include the name, age, and occupation of the Candidate and a brief description, of no more than 200 words, 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. The statement submitted 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. The Elections Official is prohibited from printing and distributing any statement not in compliance with the restrictions.

Election Code §9, §13307, §13308

Word Count

The 200-word limit is strictly observed. Candidate should count their words carefully using the following guidelines:

- Punctuation is not counted.
- All geographical names shall be considered as one word; for example, "Trinity County" shall be counted as one word.

- Each abbreviation for a word, phrase, or expression shall be counted as one word.
- Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- Dates consisting of a combination of words and digits shall be counted as two words.
- Dates consisting only of a combination of digits shall be counted as one word.
- Any number consisting of a digit or digits shall be considered as one word.
- Any number which is spelled, such as "one," shall be considered as a separate word or words, for example "one hundred" shall be counted as two words.
- Internet web site addresses shall be counted as one word.

Tips for preparing and formatting your Candidates Statement of Qualifications:

- ✓ Confine statement to 200 words.
- ✓ Type using upper and lower case.
- ✓ Format the statement in block paragraph style.
- ✓ Confine statement to no more than three to four paragraphs.
- ✓ Do not use bold, underlines, italics, bullets, symbols or signs.
- ✓ Do not use excessive capitalization, tables, lists, or any unusual spacing or punctuation or your statement will be reformatted.
- ✓ Do not refer to any political party. Do not refer to membership or activity in any political organizations.
- ✓ It is illegal to make any false comments or remarks intending to mislead the voter.
- ✓ It is illegal to make slanderous, libelous, obscene or profane comments or insinuations in the statement.
- ✓ Since the statement cannot be changed once submitted, proof read your statement thoroughly. Errors in spelling, punctuation and grammar will not be corrected.
- ✓ Statements that do not follow the guidelines above will be reformatted by the Elections office and set in uniform type and format in accordance with the guidelines set forth. The Elections office is not responsible for the correct typesetting of statements which must be reformatted.

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.

Election Code §20400

CAMPAIGN LITERATURE

Candidates should not distribute or mail campaign literature telling the voter where his/her polling place is located. It is confusing and a disservice to the voter if polling place changes occur in the last few weeks prior to an election.

Mass mailing means over two hundred (200) 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.

No candidate or committee shall send a mass mailing unless the name, 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 organizations 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.

No newsletter or other mass mailing shall be sent at public expense.

Government Code §82041.5, §84305, §89001

Note: If you are planning any type of mass mailing, please contact the post office in advance for specific postal regulations.

REGISTRATION AND ELECTION DATA

Voter registration information is available to persons for election, scholarly, journalistic, political purposes, or governmental purposes, as determined by the Secretary of State. An application to purchase voter information is required. Requests must be submitted in writing, [applications are available in the Elections Office or on our website at www.trinitycounty.org/Elections-Forms](http://www.trinitycounty.org/Elections-Forms).

Data obtained from voter registration or election files may not be sold, leased, loaned or reproduced without receiving written authorization to do so from the Secretary of State or the Trinity County Elections office.

It is a misdemeanor for any person in possession of information obtained knowingly to use or permit the use of all or any part of that information for any purpose other than as permitted by law.

Permissible usage of Registration and Election data includes, but is not limited to:

- ✓ Using registration information for purposes of communicating with others in connection with any election;
- ✓ Sending communications, including but not limited to, mailings which campaign for or against any candidate or ballot measure in any election;
- ✓ Sending communications, including but not limited to, mailings by or in behalf of any political party; of candidates, elections, political party developments and related matters;
- ✓ Sending communications, including but not limited to, mailings, incidental to the circulations or support of, or opposition to any recall, initiative, or referendum petition;
- ✓ Sending newsletters or bulletins by any elected public official, political party or candidate for public office;
- ✓ Conducting any survey of opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purposes;
- ✓ Conducting an audit or voter registration lists for the purposes of detecting voter registration fraud;
- ✓ Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure;
- ✓ Any official use by any local, state, or federal government agency.

Prohibited usage

- ✓ Any communication or other use solely or partially for any commercial purpose;
- ✓ Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition of a ballot measure;
- ✓ Conducting any survey of opinions of voters other than those permitted by Section 19003.
- ✓ Selling, leasing, loaning or reproducing the data.

Elections Code §2188, §2194, §18109 and California Code of Regulations §19003, 19004

Fees

DESCRIPTION	FEE
Voter registration file with voting history	\$80.00
Voter registration file	\$50.00

Application for Voter Registration Information is online at www.trinitycounty.org/Elections-Forms.

ELECTIONEERING ON ELECTION DAY

No person on election day or anytime a voter may be casting a ballot, shall, within 100 feet of a polling place or Elections Official's office:

- ✓ Circulate an initiative, referendum, recall or nomination petition or any other petition;
- ✓ Solicit a vote or speak to a voter on the subject of marking his/her ballot;
- ✓ Place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications except as provided in section 14240;
- ✓ Do any electioneering. This includes wearing buttons, T-shirts, stickers, etc., that promote a candidate or issue on the ballot
- ✓ Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

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

Any person who violates the above provision is punishable by imprisonment in county jail for not more than 12 months or state prison. Any person who conspires to violate this section is guilty of a felony.

Elections Code §18370; §18541

ELECTION NIGHT RESULTS

Results on election night are UNOFFICIAL. The official results will not be certified until the completion of the Official Canvass.

OFFICIAL CANVASS

The Official Canvass will commence no later than November 5, 2020 and shall continue daily, excluding weekends and holidays, for no less than 6 hours a day, until completed. The County Elections staff has 31 days to complete the Official Canvass. Upon completion of the Official Canvass, the County Elections Official shall produce a Certification of Results and Statement of the vote.

Elections Code §15301; §15375

FREQUENTLY ASKED QUESTIONS BY CANDIDATES

Can I use my credit card to pay my filing fee, purchase voter information material, or to pay my candidate statement of qualifications fee?

Yes. Official Payments Corporation, Trinity County's credit card vendor, charges a service fee to use this service, separate from the County fees.

How soon will a list of qualified candidates be available after the close of the nomination period?

The nomination period ends on the 88th day prior to the election or the 83rd day prior to the election if there is an extension to the nomination filing period. A list of candidates will be prepared within the following days, and should be available for distribution within approximately one week.

If I submit a voluntary candidate statement of qualifications and I change my mind, may I withdraw the statement and receive a refund?

The candidate statement may be withdrawn and refunded, but not changed, during the period for filing nomination papers and until 5:00 p.m. on the next business day after the close of the nomination period. After this period your statement cannot be withdrawn nor a refund given.

May my spouse, relative, friend or campaign manager pick up nomination papers for me? All forms must be picked up by the candidate in person or by a candidate's representative with specific written authorization, signed by the candidate. However, because there is so much information to be given, it is strongly recommended that the candidate appear in person.

If I am unable to complete and file my campaign disclosure statement by the filing deadline, may I obtain an extension and will I be fined?

NO and POSSIBLY. There is NO provision in the Political Reform Act that permits any filing officer to grant an extension of a filing deadline. You could POSSIBLY be fined as statements that are filed late are subject to a fine of \$10 per day until the statement is filed.

Can I obtain election night results on the Internet?

YES. You may obtain information regarding polling places and election results by visiting our website which is at www.trinitycounty.org/Elections.

Why is there so much paperwork involved in becoming a candidate?

Election laws specify the documents required, as well as form, format, filing dates, etc. The filing requirements are not discretionary.

RESOURCES

Trinity County Elections

11 Court Street

PO Box 1215

Weaverville, CA 96093

(530) 623-1220 toll free (888) 698-1215 fax (530) 623-8398

elections@trinitycounty.org

<https://www.trinitycounty.org/Elections>

Fair Political Practices Commission

428 J Street, Room 450

Sacramento, CA 95814

(866) 275-3772; fax (916) 332-3711

www.fppc.ca.gov

Secretary of State – Elections Division

1500 11th Street, 5th Floor

Sacramento, CA 95814

(916) 657-2166 fax (916) 653-3214

www.sos.ca.gov

Secretary of State – Political Reform Division

1500 11th Street, Room 495

Sacramento, CA 95814

(916) 653-6224

<http://www.sos.ca.gov/campaign-lobbying/>

California Codes

www.leginfo.legislature.ca.gov

AGENCY CONTACTS FOR VIOLATIONS

The Trinity County Elections Office appreciates receiving notice 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 many of the inquiries our office receives regarding the possible election violations or fraud, the following is a list of resources regarding whom you should contact for the various types of violations:

- ✓ **False or misleading campaign materials**
No agency enforcement.
Issues resolved via court action.
- ✓ **Violations of the Political Reform Act (Title 9 of the California Government code§81000-91015) Mass Mailing; Slate mailers; Campaign Disclosure, Use of Campaign Funds; Statements of Economic Interest**
California Fair Political Practices Commission at (800) 561-1861
- ✓ **Election Fraud**
California Secretary of State at (916) 657-2166.
- ✓ **Unlawful use of public funds, violations of Elections Code, Penal code or any law other than the Political Reform Act**
California State Attorney General at (800) 952-5225.
- ✓ **Federal Campaign, US Senate, US Congress and President of the United States**
Contact the Federal Elections Commission at (800) 424-9530
- ✓ **Open Meeting Laws (Brown Act)**
Contact local District Attorney at (530) 623-1304, or the Attorney General at (800) 952-5225.
- ✓ **Local Ordinances**
Contact Code Enforcement (530) 623-2611 or local District Attorney at (530) 623-1304, or County Counsel (530) 623-1382

