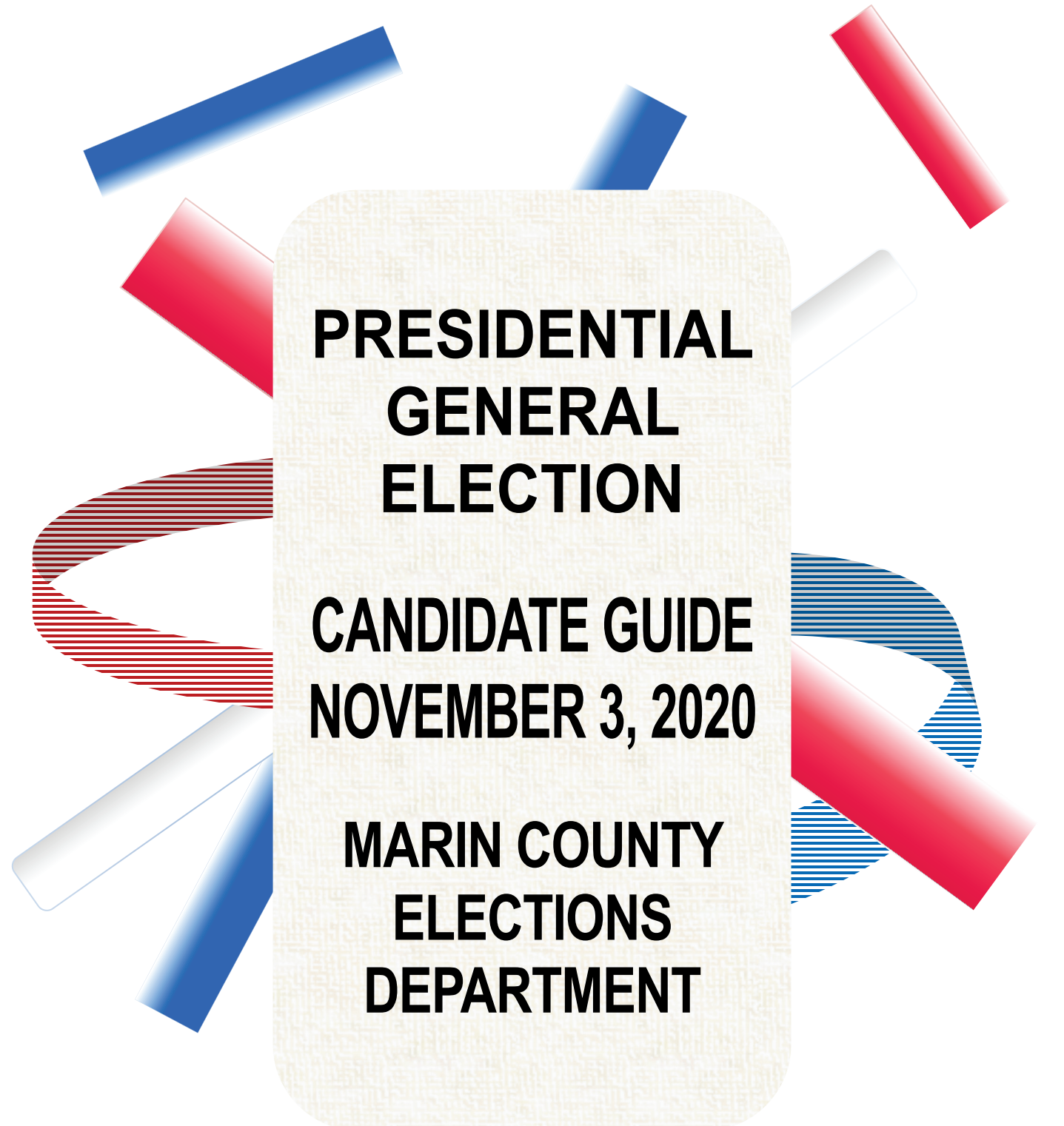
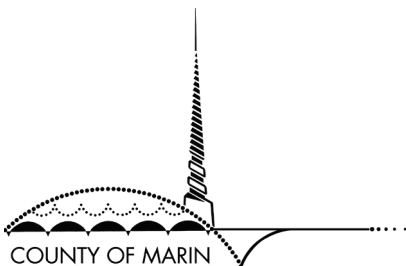




PRESIDENTIAL GENERAL ELECTION

CANDIDATE GUIDE NOVEMBER 3, 2020

MARIN COUNTY ELECTIONS DEPARTMENT



Common questions & answers...

3501 Civic Center Dr. Room 121
San Rafael, CA 94903
415-473-6456
www.marinvotes.org

1) When are candidate nomination papers available?

Nomination papers are available beginning July 13th thru August 7th, or thru August 12th if an incumbent doesn't file for a specific contest.

2) Are candidate nomination papers available on-line?

No, but from our website, www.marinvotes.org, you can complete and submit the Candidate's Application Form. We will prepare and email your nomination papers along with instructions and due dates.

3) Do I need to collect signatures and/or pay a filing fee for my candidacy?

It depends on the jurisdiction of the office you're seeking. This manual provides the information for you.

4) What is a candidate's statement?

It's an optional way to let the voters in your district know about you. You can write a 200-word statement (or 250 for state candidates) that is published in our voter information guide. This guide has information about the cost and format of the candidate statements.

5) Can I get documents for a municipal candidate election from the county office?

No, you must contact the city/town clerk for nomination documents, manuals, and filing information. *This manual may be used by council candidates as a general reference guide only.*

6) I want to pass around a small number of flyers for my candidacy. Are there rules about this?

Yes! Whether flyers, yard signs, or internet ads, make sure you're aware of all campaign finance rules. These rules and all other campaign finance information are in the FPPC finance manuals on their website: www.fppc.ca.gov.

7) Can I get voter information for my campaign?

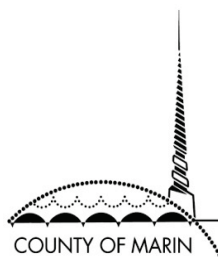
Candidates and their committees can purchase voter information. Call, or go to our website at www.marinvotes.org, then click Voter Registration then Purchasing Information.

8) Are there special campaign finance rules for state and judicial candidates?

Yes! This information can be found in FPPC Manual 1 and is published on the FPPC website: www.fppc.ca.gov.

9) How do I know who has filed for office?

Our website www.marinvotes.org, will have a candidate list that will be updated daily with the names of candidates who have filed for a specific office.



ELECTIONS DEPARTMENT

Providing a responsive, transparent, and professional approach to conducting elections.

June 2020

Dear Candidate,

Congratulations on becoming a candidate for public office.

This guide gives you information about candidate forms, fees, requirements, and deadlines for the November 3, 2020 Presidential General Election. You can also find more information on our website, www.marinvotes.org, in the sections *Featured Links* and *How Do I*.

The nomination process can be complicated, and the filing deadlines are rigid. It is a good idea to file your candidate paperwork early. Otherwise, you may not have enough time to correct any mistakes before the deadline.

If you have questions about your candidacy or any information presented in this guide, please call Dan Miller at 415-473-6437.

Sincerely,

Lynda Roberts
Registrar of Voters

Important! The Candidate Guide provides general information about the nomination and election of candidates. It does not have the force and effect of law, regulation, or rule.

The Registrar of Voters does not provide legal advice and this guide is not intended to provide legal advice. Any person, organization or candidate using this guide may not rely on it as a substitute to seeking legal counsel. Statutes and regulations change and are updated on a frequent basis; therefore, the guidelines provided in this booklet may not reflect the most current state of the law.

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Important Dates for the November 3, 2020 Election

of days
before election



July 13, 2020 thru August 7, 2020 Nomination period for all candidates	Period for all candidates and incumbents to file with the Elections Department all required and optional documents, or withdraw as a candidate. Candidates for municipal offices must pick up and file nomination documents at their city clerk's office. <i>(Some cities charge a filing fee)</i>	113 - 88
July 28, 2020 Run-off candidates	Deadline for run-off candidates from the Primary election to request a different ballot designation for the upcoming November election.	98
August 8 thru August 17, 2020 Public review of candidate statements and ballot designations	During this period a candidate or voter of the jurisdiction in which the election is being held, may file legal action to challenge a candidate's statement or ballot designation filed for offices closed for nomination. <i>Elections Code 13313 & 13314</i>	87 - 78
August 8 thru August 12, 2020 Extended nomination period begins	The nomination period will remain open if an incumbent does not file by the August 7 th deadline. <i>Incumbents may not file during this period.</i>	87 - 83
August 13 thru August 22, 2020 Public review of candidate statements and ballot designations	During this period a candidate or voter of the jurisdiction in which the election is being held, may file legal action to challenge a candidate's statement or ballot designation filed for offices closed for nomination. <i>Elections Code 13313 & 13314</i>	82 - 73
August 13, 2020 Random alphabet drawing	The Secretary of State conducts a random drawing to decide the order of candidate names on the ballot. The Registrar of Voters draws the random alphabet for State Assembly and State Senate candidates for the Marin County ballot. <i>Elections Code 13113</i>	82

Important Dates for the November 3, 2020 Election

of days
before election



September 4, 2020 Overseas & military ballots	Marin County Elections Department starts mailing ballots to overseas and military voters.	60
September 7 thru October 20, 2020 Write-in candidacy	Write-In Candidates must pick up and file papers at the Marin County Elections Department. Write-in candidates for municipal offices must pick up and file papers with their respective city clerk's office. <i>Elections Code 8601</i>	57 - 14
September 24, 2020 Voter Information Guide mailing	Marin County Elections Department will begin mailing Voter Information Guides to all registered voters in the county.	40
September 24, 2020 Campaign finance	Candidates must file at least 1 campaign finance statement by this date regardless of their level of activity.	40
October 5, 2020 Vote-by-mail ballots	Marin County Elections Department begins mailing vote-by-mail ballots to all registered voters in the county. Marin County voters may pick-up a vote-by-mail ballot at the Elections Department starting this date.	29
October 19, 2020 Voter registration deadline Exception as noted	This is the last day to register to vote for this election. If voters miss the registration deadline for this election, they must come to the Elections Department to register and vote on the same day beginning October 20, 2020 .	15
November 3, 2020 Election Day	The polls and the Marin County Elections Department are open 7 am – 8 pm.	0
December 3, 2020 Election certification	The deadline for the Marin County Elections Department to certify the county's election results. <i>Elections Code 15372</i>	+30

2020 Presidential General Election at-a-glance

The offices open for nomination are non-partisan. Party affiliation is not a consideration.

Non-partisan offices: Special Districts • School Districts • Municipal Offices

The following contests from the March 2020 Primary Election will also be on the November ballot:

Party-nominated and Voter-nominated offices: President of the United States • U.S. Representative in Congress • California State Assembly Member

How are November candidates elected?

Except for the office of President, candidates need only receive more votes than the other candidates to win outright. An absolute majority (more than 50%) of all votes cast is not necessary to win in the General election.

When will elected candidates take office?

Whether elected in March or November, the 'swearing in' dates are as follows:

Federal Offices: President & Representative in Congress will take office on Jan. 3, 2021.¹

State Assembly Member will take office on December 7, 2020.²

Superior Court Judges & County Supervisors will take office on Jan. 4, 2021.³

Special District elected officials will take office on December 4, 2020.⁴

School District elected officials will take office on December 11, 2020.⁵

Municipal nominees must contact the town/city clerk for information.

Due to the COVID-19 pandemic some of our procedures may have changed.

Concerning the health and safety of candidates, voters, the public, and election staff, our office will implement changes to our procedures for the November Presidential General election. Please note that at the time of this printing the changing pandemic situation may force further process modifications to everything from candidate filing to polling sites and vote-by-mail. Our goal is to minimize as many inconveniences as possible.

Offices Open for Nomination

Seats listed below are either full-term (4-years) or short-term.

A short-term seat, due to the vacancy of a seated officeholder, shall last no longer than 2-years

SCHOOL DISTRICTS – Governing Board Members/Trustees

Marin County Board of Education: One (1) seat each for Trustee Areas 1, 2, 4, and 7.

Shoreline Unified School District: One (1) full-term seat each for Trustee Areas 1 and 2; Two (2) full-term seats for Trustee Area 3

Bolinas Stinson Union School District: Two (2) full-term seats

¹ US Constitution, Article I, §3, 20th Amend., §1

² CA Constitution, Article IV, §2(a)(3)

³ CA Constitution, Article VI, §16(c); Gov't Code §24200

⁴ Election Code §10554

⁵ Education Code §5017

Kentfield School District: *Two (2) full-term seats*

Laguna Joint School District: *One (1) full-term seat*

Lagunitas School District: *Two (2) full-term seats*

Larkspur-Corte Madera School District: *Two (2) full-term seats; One (1) short-term seat*

Lincoln Union School District: *One (1) full-term seat*

Marin Community College District: *Four (4) full-term seats*

Mill Valley School District: *Two (2) full-term seats*

Miller Creek Elementary School District: *Two (2) full-term seats*

Nicasio School District: *One (1) full-term seat*

Novato Unified School District: *One (1) seat each for Trustee Areas 1, 2, 3, & 7*

Petaluma Joint Union High School District: *Two (2) full-term seats*

Reed Union School District: *Two (2) full-term seats*

Ross School District: *Two (2) full-term seats*

Ross Valley School District: *Three (3) full-term seats*

San Rafael School District: *One (1) seat each for Trustee Areas 1, 3, & 5*
(Candidate documents to be issued by San Rafael City Clerk)

Sausalito-Marin City School District: *Two (2) full-term seats*

Tamalpais Union High School District: *Two (2) full-term seats*

School District Qualifications:

- *Candidates must be a registered voter in the district who is not disqualified by the Constitution or laws of the state from holding a public office. **Education Code §35107***
- *A Board of Education candidate must be an elector of the trustee area which he or she represents and shall be elected by the electors of the trustee area. **Education Code §1000***
- *Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools or any member of his or her staff, or any employee of a school district that is within the jurisdiction of the county board of education. **Education Code 1006***

Offices Open for Nomination

Seats listed below are either full-term (4-years) or short-term.

A short-term seat, due to the vacancy of a seated officeholder, shall last no longer than 2-years

Special District Qualifications:

- *Candidates must be a registered voter in the district and qualified to vote for that office at the time nomination documents are issued to the candidate. Reference Election Code 201, Water Code 71501, **Public Resource Code 5784(c)***

SPECIAL DISTRICTS – Directors/Board Members

Bel Marin Keys Community Services District: *Three (3) full-term seats*

Marin City Community Services District: *Two (2) full-term seats*

Marinwood Community Services District: *Three (3) full-term seats*

Muir Beach Community Services District: *Two (2) full-term seats*

Tamalpais Community Services District: *Three (3) full-term seats*

Tomales Village Community Services District: *Two (2) full-term seats*

Bolinas Fire Protection District: *Three (3) full-term seats*

Kentfield Fire Protection District: *Two (2) full-term seats*

Novato Fire Protection District: *One (1) seat each for Voting Districts 1, 2, & 3*

Sleepy Hollow Fire Protection District: *Two (2) full-term seats*

Southern Marin Fire Protection District: *Three (3) full-term seats; One (1) short-term seat*

Stinson Beach Fire Protection District: *Three (3) full-term seats*

Tiburon Fire Protection District: *Two (2) full-term seats*

Alto Sanitary District: *Three (3) full-term seats*

Homestead Valley Sanitary District: *Three (3) full-term seats; One (1) short-term seat*

Las Gallinas Valley Sanitary District: *Two (2) full-term seats*

Novato Sanitary District: *One (1) seat each for Voting Dist. 1 & 4; One (1) at-large short-term*

Richardson Bay Sanitary District: *Two (2) full-term seats; One (1) short-term seat*

Sausalito-Marín City Sanitary District: *Two (2) full-term seats*

Sanitary District No. 5 - Tiburon: *Three (3) full-term seats*

Bolinas Community Public Utility District: *Two (2) full-term seats*

Inverness Public Utility District: *Three (3) full-term seats*

continued on next page...

Marin Municipal Water District: *One (1) seat each for Divisions 2 and 5*

North Marin Water District: *One (1) seat each for Divisions 2, 3 and 4*

Stinson Beach County Water District: *Three (3) full-term seats*

Mesa Park Recreation District: *Two (2) full-term seats*

Strawberry Recreation District: *Two (2) full-term seats; One (1) short-term seat*

Marin Healthcare District: *Two (2) full-term seats*

*Qualifications: Candidate must be a registered voter in the district. **Health & Safety §32100** No person who is a director, employee, or medical staff of a hospital owned or operated by a district shall do either of the following: (1) Possess any ownership interest in any other hospital serving the same area as that served by the district hospital of which the person is a director; (2) Be a director, employee, or medical staff of any hospital serving the same area as the area served by the district hospital unless the boards of directors of the district and the hospital have determined that the situation will further efficient delivery of health care services of the areas served by their respective hospitals, or unless the district and the hospital are affiliated under ownership, lease, or any combination thereof. **Health & Safety §32110***

Marin Resource Conservation District: Three (3) full-term seats

Qualifications: Candidate shall reside within the district and either own real property in the district or alternatively have served, pursuant to the district's rules, for two years or more as an associate director providing advisory or other assistance to the board of directors; or be a designated agent of a resident landowner within the district.

Public Resources Code §9352

Requires signatures of five (5)

landowners within the district. Public Resources Code §9358

MUNICIPAL OFFICES - *Nomination papers issued by and filed with the City/Town Clerk*

City of Belvedere: Three (3) Council member seats

City of San Rafael: Council member seats Districts 1 & 4; Mayor; City Clerk; and City Attorney.

City of Sausalito: Three (3) Council member seats

Town of Fairfax: Three (3) Council member seats

Town of San Anselmo: Three (3) Council member seats

Town of Tiburon: Two (2) Council member seats

- *Qualifications: A person is not eligible to hold office as a member of a municipal legislative body unless he or she is otherwise qualified, resides in the district and resided in the district from which he or she is elected and a registered voter of the city at the time nomination papers are issued to the candidate as provided for in Section 10227 of the Elections Code. Gov. Code §34882*
- *A minimum of 20 sponsor signatures are required for towns/cities. EC § 10220*

Insufficient number of candidates and/or no contest

If the number of candidates filing papers for a specific contest does not exceed the number of seats to be filled, those candidates will be appointed in lieu of an election.

If the number of candidates are less than the number of seats to be filled:

- **Special District:** the Board of Supervisors will appoint any qualified person(s) who will then serve exactly as if elected. *Elections Code §10515*
- **School District:** the governing board of the district will appoint any qualified person(s) who will then serve exactly as if elected. *Education Code §§ 5328 & 5328.5*
- **Municipal:** the city's governing body may adopt one of the following courses of action:
 - Appoint those persons having filed nomination papers before the deadline,
 - Appoint an eligible person who had not filed before the deadline,
 - Hold the election. *Elections Code §10229*

Placement of names on the ballot / Randomized Alphabet Drawing

The order in which candidates' names shall be placed on the ballot is specified in Elections Code §13111 and §13112, and Elections Code §13109 specifies the order of offices on the ballot.

At 11:00 a.m. on the 82nd day before the election, the Secretary of State's Office and the Marin County Registrar of Voters separately pick each letter of the alphabet at random according to the procedure specified in Elections Code §13112 compiling their own randomized alphabet list.

Each candidate will be placed on the ballot in the order that each of the letters of his/her surname was drawn. For example, the placement of candidates with the surnames of Campbell and Carlson will depend on the order in which the letters M and R were drawn.

The Secretary of State's Office will determine name placement for all contests except that the Marin County Registrar of Voters draws for State Senator and State Assembly.

Applying to be a Candidate

Due to the COVID-19 pandemic our office has implemented measures and procedures to protect the health and safety of candidates and office staff.

- Appointments are required – If you do not have an appointment when visiting our office you must wait until all other appointments are completed.
- Face masks are required – Anyone visiting our office without a face mask will not be allowed to enter. Masks must be worn at all times while in our office.
- If you are feeling ill please do not come to our office.
- Certain documents must be either notarized or witnessed in person by election staff. If neither is feasible due to illness or shelter-in-place, we will arrange a virtual witnessing of your signature.
- In order to accommodate virtual filing you must first inform our office of your intentions. Afterwards specific original documents must be received in our office by the applicable deadline. Otherwise your candidacy will not be qualified.

Before receiving nomination documents from the Elections Department you must complete and file a **Candidate Application Form**. This is located on our website at www.marinvotes.org and will be accessible July 1st. If you cannot access or e-file the application please call 415-473-6437 for assistance.

The application form is used by our office to verify your voter registration status and residence address. The information you provide on the application, including your name, must match our records.

Please designate the office and term of office for which you're applying to. It's required that you provide a contact email address and phone number on the application. We ask that you choose either or both of your contact preferences so the media and public may contact you.

Your candidate documents will be emailed to you on or shortly after July 13th. If necessary we can send your documents by regular mail, or you may have a person with signed authorization pickup your candidate papers.

The candidate documents you may receive are listed below with descriptions of each on the following pages.

Declaration of Candidacy

Ballot Designation Worksheet (if requesting a designation)

Candidate's Statement (optional)

Statement of Economic Interests Form 700

Campaign Finance Statements (minimum required)

Declaration of Candidacy

The Declaration of Candidacy must be completed/signed and witnessed by an authorized official, or a registered Notary Public. The DOC must be filed with the designated office with all other required documents by the applicable deadline.

Candidates may **not file** a Declaration of Candidacy form for more than one term of office for the same district, or for more than one district or municipal office at a time.⁶

How do you want your name to appear on the ballot?

Indicate your name preference on the Declaration of Candidacy form. You can keep your voter registration name, or you may designate your name as follows:

- You can use your nickname in quotation marks, along with your legal name on your form. You may also use a first name that you're known by in your community. Either choice must include your registered last name.
- First, middle, and last name
- Initials only and last name
- A familiar or common short version of the first name such as Bill for William or Becky for Rebecca, etc.

The name you choose to write on the Declaration of Candidacy form is the only name that shall be on the ballot and written on other candidate papers.⁷

Please note, you cannot have titles or degrees with your name on the ballot. EC §13106

Ballot Designation

⁶ E.C. §8003(b), §10510(b), §10220.5

⁷ A.G. Ops 50-87, 5/27/80

On the ballot under your name is the Ballot Designation. It is optional, but if you choose a designation then you must indicate this on the Declaration of Candidacy form.

If you choose not to have a designation, write "NONE" on your Declaration of Candidacy form where it asks for your designation. Also put your initials after the word "NONE."

If you choose to have a designation you must complete a Ballot Designation Worksheet, but if you do not choose a designation then the worksheet is not required.

The following pages provides detailed information about the worksheet.

Ballot Designation Worksheet

The Ballot Designation refers to your current occupation, vocation, profession, or incumbency status. You may list more than one profession, occupation, or vocation, but you are limited to **3 words** and you must separate them with a slash: *Professor/Mother/Doctor*. The exception is that an elected official can use the exact title of the office currently held: *Director, ABC Fire Protection District*. **Note: If you choose words that are very long they may be printed in a smaller font size.**

If you decide to use a ballot designation you must fill out a **Ballot Designation Worksheet** ⁸ and file it with your candidate papers by the deadline.

California state law requires that your designation describes your current occupation, profession, vocation, or what you did for a living during the 12 months before the filing deadline. The words you choose must be generic and neutral, but accurate and not misleading.⁹ The chart below lists designations that are generally **not** acceptable.

Do not use words that...	Examples
Evaluate	Outstanding, leading, expert, virtuous, eminent, best, exalted, prominent, advocate, activist, reformer, pro, anti
Suggest status and not your occupation	Taxpayer, patriot, citizen, renter, presidential appointee, husband, wife, scholar, veteran, concerned citizen, activist
Suggest a religious or ethnic group	Asian, Christian, Irish
Suggest a political party or ideology	Conservative, Democrat, Republican, Socialism, Absolutist, Anarchist
Pro Forma positions or vocations	honorary, hostess, goodwill ambassador (<i>see CA Admin. Code 20716</i>)
Suggest previous occupations	Former, ex (You may use retired. See page 11.)
Name a company, agency or person	Instead of: IBM President, use: Computer Corporation President Instead of: Director, DMV, use: State Agency Director
Mislead	An occasional activity, hobby, or position that takes up little of your time. You may have to give proof to support the accuracy of your designation.

Request for supporting documents: ¹⁰

Candidates are responsible for providing thorough and accurate information. The Elections Department or Secretary of State may request supporting documentation or evidence supporting a candidate's proposed ballot designation. It is important to accurately complete the worksheet with as much information as you can provide.

Rejection of ballot designations: ¹¹

⁸ E.C. §13107.3; Admin. Code §20710 thru §20719

⁹ E.C. §13107

¹⁰ Admin. Code §20717

¹¹ E.C. §13107.5

Each designation is evaluated based on guidelines and restrictions stated in the Elections Code. Designations will be determined given a candidate's individual circumstance. The Secretary of State's office administers rules and procedures for State and Federal candidates. The worksheet must be fully completed, otherwise it will be rejected and returned by the State.

Candidates are given an opportunity to make a correction. If you do not provide an acceptable alternative designation by the deadline, no ballot designation will be listed after your name.

Rules for specific types of ballot designations and candidates:

You may use the words **community volunteer** if: ¹²

- You're substantially involved as a community volunteer with bona fide organizations,
- You do not have another principal occupation or vocation, and
- You do not add any other words to describe another occupation or vocation.

You may use the word **retired** if: ¹³

- You are 55 or older, and worked at your last job or vocation for more than 5 years and left voluntarily;
- A principal source of your income is from a retirement plan or retirement benefits (or you are eligible to receive retirement benefits).
- You **cannot** use retired if you've had more recent professions, occupations, or vocations.

Note: You must not abbreviate retired or place it after the word(s) it modifies.

If you are an incumbent, you may use:

- Your elected title, even if the title has more than 3 words
Example: Board Member, ABC School District
- Your elected position *and* your other occupation or vocation, if you use 3 words or less
Example: Board Member/Teacher
- The word **Incumbent** (no other words allowed) if you're filing for the same office you hold now.
- Only local candidates do not have to justify the use of the word incumbent or appointed incumbent. You may simply write "current officeholder" in the justification sections or leave it blank. The election staff will stamp as confirmed.

If you are an appointed incumbent, you may use:

- The words **Appointed Incumbent** (no other words allowed) if you are running for the same office you hold now. **Judicial** candidates having been appointed to a judicial seat are not required to use this designation and can use Incumbent instead.
- The word **Appointed** along with your current elected position and the jurisdiction (**Appointed Board Member, ABC School District**), or the word **Appointed** along with your current elected position and another designation (**Appointed Trustee/Mother**).

¹² Admin. Code §20714.5

¹³ Admin. Code §20716(h)(1)

If you are a non-incumbent judicial candidate **and** an active member of the State Bar, you **must** use either:

- “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law”.
- Words designating the actual job title if employed by the city, county, district, state, or federal office held by the candidate at the time of filing and must contain relevant qualifiers such as “City of...”, “County of...”, or the full name of the governmental agency.
- If your designation describes your position in performing quasi-judicial functions for a governmental agency, the full name of that agency must be included.
- Designations “Attorney” and “Lawyer” may be used in combination with one other designation held currently or within the previous calendar year (***Attorney/Website Developer***).

California Administrative Code exceptions:

- There may be exceptions to the rules regarding a designation. A specific occupation, vocation, or profession typically not allowed may be considered if certain conditions apply.
- A designation which does not describe a significant involvement on the part of the candidate, and which is only nominal, pro forma, or titular is generally not accepted. Exceptions can be those which are proven to have certain decision-making abilities such as government planning, or an agency’s financial responsibilities.
- All designations are decided individually and may not be applicable from one candidate to another, depending on each evaluation.

Please note: your candidate designation will be the same for both primary and general elections (if applicable), unless at least 98 days before the general election, you request in writing a different designation which you’re entitled to use at the time of the request.

Candidate Statement *rules & formatting*

You have the option to file a 200-word candidate statement to be printed in the *Marin County Voter Information Guide*. Congressional & State Assembly candidates are allowed 250 words.

- File your statement no later than **5 p.m., August 7th**. If you’re filing for office during an extended nomination period, the deadline is **5 p.m., August 12th**.
- Payment for your statement is required when filing your nomination documents.
- If applicable to your candidacy you have the option to print your statement in multiple counties. Each county must receive payment directly from you.
- Review your statement carefully and/or proofread with another person because you’re **not** allowed to correct typos or mistakes after filing.
- If you want to change your statement after you file, your only option is to withdraw as a candidate, and completely re-file as a candidate.

- If you choose to withdraw your statement you must do so by the close of business of the next working day after the close of the nomination period. You'll be refunded the cost of the statement.
- Candidate statements should be submitted in electronic version, preferably using the provided PDF template, or a Word doc is acceptable. Candidates filing a handwritten statement will be charged an additional \$100 typesetting fee.

Content requirements

Your candidate statement can include information about your education, experience and other qualifications, and shall not include information about your party affiliations, memberships or activities in any political party organizations.¹⁴ Listing memberships or affiliations with organizations that are found to have distinct political inclinations may not be accepted.

You shall not directly or indirectly reference any other candidate, nor suggest or imply the qualification of other candidates by stating "I'm the only candidate...", or any other similar wording.

If your statement does not comply, the elections official will require changes.

Endorsements by individuals and organizations are allowed but must be verified by written authorization (email is acceptable) directly from the endorsers. The endorsement letter must include the candidate's name, the elective office, the date of the election, and the name of the endorser.

The use of non-endorsing individual or organization's name in a statement is only allowed if being used exclusively as biographical information.

Formatting requirements:

All candidate statements must be uniform in type and size, and single-spaced lines.

- No ALL CAPS (use upper and lower case)
- No *italics*, no **bold**, no underlining, and no highlighting.
- No clusters of exclamation points!!!!
- No bullets or numbered lists (we will replace with semicolons and wrap text)
- Indents are allowed
- 200 words maximum based on rules specified in Elections Code §9.
- Word count begins after "Education and Qualifications" on a Candidate Statement
 - **Your statement must fit in a quarter page area, and we may need to adjust the format and spacing of your statement. We suggest using the provided PDF template to create your statement for the desired look.**
 - **Your name must match your name on the ballot. Variations are not allowed.**
 - **Age and occupation are optional.**

¹⁴ EC §13307(a) & §13308

- Occupation must refer to your current employment or vocation, or status as an active licensed professional even if not currently employed as such, for example, physician or attorney.

SAMPLE FORMAT

**STATEMENT OF CANDIDATE FOR
MEMBER, CITY COUNCIL
Greatest City**

JANE CITIZEN

Occupation: Manager

Education and Qualifications: I can bring to the office a diversity of viewpoints and experience. Born and raised in the San Francisco area, with my family still farming, I can appreciate the concerns of the environmentalists.

On the other hand, having been in business since my undergraduate days at college, and with my experience in the rental and real estate field, I appreciate the practical housing choices and frustrations with high rental cost.

I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight. As a Member of the City Council, I would bring balanced points of view.

AGE: 35

How to

Candidate

Count Words

statements are

limited to a certain number of words. The rules below explain how we count words. These rules are based on California law. Before you file your statement count the words carefully. If you have too many words we will ask you to revise your text.

<i>Items counted as 1 word:</i>	<i>Examples</i>
Symbols and numerals with symbols that form a single word	&, #, %, 100s, \$1000, 10¢, 12th
Abbreviations & acronyms	Dist., UCLA, U.S.M.C., FYI
All dates in any form	7/21/89, or July 4, 1776
Numbers and phone numbers	12, 1,000,000, 415-473-6456
Website & e-mail addresses	www.marinvotes.org; elections@marincounty.org
Proper nouns beginning with capital letters including the names of people, places, and certain things; and official names of jurisdictions and districts.	New Jersey, County of Marin, Tamalpais Union High School District, Marin General Hospital, Bob Hope, Internal Revenue Service, Ford F150

Hyphenated words listed in a standard U.S. dictionary published within 10 years before the date of the election.	Attorney-at-law, ex-president, go-round, seventy-two	merry-
<i>Items not counted as 1 word:</i>	<i>Examples</i>	
Numbers written as words	one hundred	
Groups of common nouns definable as proper nouns	peck of pickled peppers, political veteran, presiding judge	not
<i>Items NOT counted:</i>	<i>Examples</i>	
Punctuation marks	? “ ” !	
We do not count any part of the “Occupation” section, or the words “Education and Qualifications” on a Candidate Statement.		

Candidate Statement Fees

All candidates must pay a fee to have their statement printed in the Marin County Voter Information Guide. If you want your statement translated into Spanish, the cost is doubled plus a translation fee. The fees are based on typesetting, printing, mailing expenses, and the number of registered voters in specified areas based on the June 25, 2020 PDM report filed with the Elections Department.

School Districts/Jurisdictions	Number of Jurisdiction Voters	English printing only	English & Spanish printing
Marin County Board of Education	*	*	*
Trustee Area 1	22,763	\$320	\$740
Trustee Area 2	15,462	\$265	\$630
Trustee Area 4	27,653	\$355	\$810
Trustee Area 7	21,748	\$310	\$720
Shoreline Unified School District	*	*	*
Trustee Area 1	1,814	\$165	\$430
Trustee Area 2	369	\$150	\$400
Trustee Area 3	297	\$150	\$400
Bolinas-Stinson Union School District	1,476	\$160	\$420
Kentfield School District	8,870	\$215	\$530
Laguna Joint School District	130	\$150	\$400

Lagunitas School District	2,888	\$170	\$440
Larkspur-Corte Madera School District	10,426	\$225	\$550
Lincoln Union School District	142	\$150	\$400
Marin Community College District	167,199	\$1,405	\$2,910
Mill Valley School District	22,772	\$320	\$740
Miller Creek School District	14,696	\$260	\$620
Nicasio School District	432	\$150	\$400
Novato Unified School District	*	*	*
Trustee Area 1	4,968	\$185	\$470
Trustee Area 2	6,154	\$195	\$490
Trustee Area 3	3,965	\$180	\$460
Trustee Area 7	4,217	\$180	\$460
Petaluma Joint Union High School District	272	\$150	\$400
Reed Union School District	9,983	\$225	\$550
Ross School District	1,919	\$165	\$430
Ross Valley School District	17,893	\$285	\$670

continued on next page...

School Districts/Jurisdictions	Number of Jurisdiction Voters	English printing only	English & Spanish printing
San Rafael School District	*	*	*
Trustee Area 1	9,216	\$220	\$540
Trustee Area 3	9,403	\$220	\$540
Trustee Area 5	2,374	\$165	\$430
Sausalito-Marín City School District	8,213	\$210	\$520
Tamalpais Union High School District	84,879	\$785	\$1,670
Special Districts			
Bel Marin Keys Community Services Dist.	1,240	\$160	\$420
Marin City Community Services District	1,693	\$160	\$420
Marinwood Community Services District	3,384	\$175	\$450
Muir Beach Community Services District	301	\$150	\$400
Tamalpais Community Services District	4,581	\$185	\$470
Tomales Village Community Serv. District	124	\$150	\$400
Bolinas Fire Protection District	1,007	\$155	\$410
Kentfield Fire Protection District	4,914	\$185	\$470
Novato Fire Protection District	*	*	*
District 1	8,601	\$215	\$530
District 2	7,740	\$205	\$510
District 3	4,982	\$185	\$470
Sleepy Hollow Fire Protection District	1,767	\$160	\$420

Southern Marin Fire Protection District	19,176	\$295	\$690
Stinson Beach Fire Protection District	454	\$150	\$400
Tiburon Fire Protection District	5,463	\$190	\$480
Alto Sanitary District	791	\$155	\$410
Homestead Valley Sanitary District	1,925	\$165	\$430
Las Gallinas Valley Sanitary District	19,785	\$295	\$690
Novato Sanitary District	*	*	*
at-large (short-term seat)	35,137	\$410	\$920
District 1	3,571	\$175	\$450
District 4	7,760	\$205	\$510
Richardson Bay Sanitary District	6,583	\$200	\$500
Sausalito-Marin City Sanitary District	7,988	\$210	\$520
Sanitary District No. 5	4,415	\$180	\$460
Inverness Public Utility District	495	\$155	\$410
Bolinas Community Public Utility District	873	\$155	\$410

continued on next page...

Special Districts	Number of Jurisdiction Voters	English printing only	English & Spanish printing
Marin Municipal Water District	*	*	*
Division 2	19,361	\$295	\$690
Division 5	23,551	\$325	\$750
North Marin Water District	*	*	*
District 2	6,676	\$200	\$500
District 3	6,034	\$195	\$490
District 4	6,389	\$195	\$490
Stinson Beach County Water District	455	\$150	\$400
Marin Healthcare District	129,553	\$1,120	\$2,340
Marin Resource Conservation District	3,476	\$175	\$450
Mesa Park Recreation District	1,007	\$155	\$410
Strawberry Recreation District	2,936	\$170	\$440
City/Town Councils			
City of Belvedere	1,509	\$160	\$420
City of San Rafael	*	*	*
at-large offices	32,360	\$390	\$880
District 1	3,412	\$175	\$450
District 4	10,024	\$225	\$550
City of Sausalito	5,642	\$190	\$480
Town of Fairfax	5,784	\$190	\$480
Town of San Anselmo	9,291	\$220	\$540

Town of Tiburon	6,525	\$200	\$500
County-wide contests			
State Assembly and Congressional	167,471	\$1,410	\$2,920

State Offices and Voluntary Expenditure Ceilings

State Assembly candidates who want to purchase space for a 250-word statement in the Marin County Voter Information Guide must accept the State's voluntary expenditure limits by filing the [Form 501](#) (Candidate Statement of Intention) with the office of the Secretary of State.¹⁵

Statement of Economic Interests, Form 700

The Political Reform Act requires candidates and most government officials to publicly disclose their personal assets and income, and also disqualify themselves from participating in decisions that may affect their personal economic interests.

When filing your candidate papers you must also file the Form 700, disclosing your personal assets and income for the previous calendar year.

While sometimes popularly called “conflict-of-interest statements,” any conflict of interests under the Political Reform Act can only come about if a public official makes or participates in making a government decision that has a reasonably foreseeable material financial effect on the official's personal financial interests. Also, the law does not require all relevant personal financial interests (such as ownership of a personal residence in most cases) to be disclosed on the statement of economic interests.

The Form 700 is a public document and is required to be made available by request and/or posted online.

If you are elected or appointed to office, you must file this form with the appropriate filing officer for your jurisdiction within 30 days of taking office, and then annually until you leave office.

The Form 700 and instructions will be included with your candidate packet

For more information go to the Fair Political Practices Commission website: www.fppc.ca.gov.

¹⁵ Government Code §85601

Campaign Finance rules & reporting

Basic Rules for All Candidate Committees

- All campaign finance reports are considered **public** and may be posted online.
- Deposit all campaign funds in a separate bank account that is only for the campaign. You cannot add contributed funds to personal accounts.
- Do not use the same bank account, committee, or committee name that you used in a previous election if you are running for a different office.
- Open a campaign finance committee at any time using a Form 410. You must open a committee once you raise or spend **\$2000** for your campaign.
- Record all contributions and expenses of \$25 or more. (Your FPPC manual offers guidelines for recordkeeping.)
- Document any donation worth \$100 or more, including cash, loans, and in-kind contributions, including the contributor's name, address, occupation, and employer.
- Do **not** use your campaign funds for non-campaign expenses or to make independent expenditures to support or oppose other candidates.
- If you receive \$1000 or more from a single source in the last **90** days before the election, you must disclose it within 24 hours, even if the contributions are from your personal funds. This includes separate contributions from the same source that add up to \$1000 or more.
- Not all Marin County cities and districts have the same campaign contribution limits. To know the limits for your office, contact the local official.

Important! Your campaign finance reporting requirements do not end with the election. Be prepared to continuously file reports until you close your committee.

State Offices

If you're a candidate for a state office you are required to register with the California Secretary of State and file financial activity reports. Candidates and committees who raise or spend more

than \$25,000 must electronically file their reports; those who spend or raise less than \$25,000 may file paper reports.

Voluntary Expenditure Ceilings for State Candidates.

Expenditure limits may vary by office the Primary and General elections, and are found on the Secretary of State's website. You must file the Candidate Intention Statement (Form 501) to accept the voluntary expenditure ceiling established for each election.

Reporting Deadlines for Local Candidates

Deadline	Use this form	Period Reported
July 31, 2020	460 Semi-Annual	Thru – 6/30/20
September 24, 2020	460 Pre-election (1 st)	7/1 thru 9/19
October 22, 2020	460 Pre-election (2 nd)	9/20 thru 10/17
Within 24 hours	497 Late Contribution Report (<i>\$1000 or more in aggregate from a single source</i>)	8/5 thru 11/3
February 1, 2021	460 Semi-Annual	10/18 thru 12/31

E-filing! Local candidate finance statements can be **e-filed**. It's free, saves time, and you won't have to provide signatures or hard copies. For more information call 415-473-6437.

Fines and Penalties

Candidates and committees that do not file or who file late deny the public the right to view timely campaign finance reports. State law gives local elections officials and the Fair Political Practices Commission the authority to assess fines due to filing violations.¹⁶

The fines levied by the Marin County Elections Department are \$10 per day for each day past the deadline until the required report is filed. If the fines are not paid, the Elections Department may file a civil action against the candidate/committee for the amount owed. If the report is never filed the Elections Department will report the candidate/committee to the Enforcement Division of the Fair Political Practices Commission.

The filing officer for Marin County Elections Department is allowed to waive a fine if it's determined the late filing was not intentional **and** the report was filed before the waiver of liability period ends.

Reporting Violations

¹⁶ Government Code §91013

If a committee or candidate has violated any campaign disclosure requirement, any person in the affected jurisdiction may file an action or ask for an injunction.¹⁷ Marin County Elections Department will not investigate or prosecute violations, except for civil actions to collect fines.

Campaign Finance Forms

The following is a list of forms used by most local candidates. Other reports may be required depending on the committee's activity. Please refer to FPPC Manual 2 for more information.

Form 501 – Statement of Intent

Candidates for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of personal funds used for the election. Exception: This form is not required if you will not solicit or receive contributions from other persons, and the only expenditures will be from your personal funds used for the filing fee and statement of qualification in the voter information guide. Candidates who file a Form 501 must establish a separate bank account with a financial institution in California, if they accept contributions. Refer to FPPC Manual 2 for more information.

Form 470 – Campaign Statement

All candidates who have filed a Form 501 must file at least one campaign statement before the election. Candidates may file the Form 470 if they do not have a controlled committee, do not anticipate receiving contributions totaling **\$2000** or more during the calendar year, and do not anticipate spending **\$2000** or more during the calendar year. The Form 470 is filed once, by the first pre-election due date. If the \$2000 threshold is achieved, candidates must file the Form 470 Supplement, and establish a campaign committee. Please refer to Manual 2 for more information.

Form 410 – Statement of Organization

Candidates must use Form 410 to establish a campaign committee, no later than within 10 days after the committee has spent or received **\$2000** or more. Form 410 is also used to amend changes to the committee and terminate the committee. By establishing a committee the candidate is charged a \$50 annual fee, and is required to file periodic campaign statements until the committee is closed. All committees must file the Form 410 with the Secretary of State and their local filing agency. Please refer to Manual 2 for more information.

Form 460 – Recipient Committee Campaign Statement

Candidate controlled committees are required to use Form 460 to report all campaign activity during scheduled semi-annual and pre-election periods. Statements must be completed fully and accurately and filed on time per the filing schedule. Please refer to Manual 2 for more information.

¹⁷ Government Code §91003

Form 497 – Late Contribution Report

A Late Contribution Report must be filed if a committee controlled by the candidate receives a contribution (including aggregated amounts) from a single source, or makes contributions, totaling \$1,000 or more to a candidate or primarily formed committee during the **90** days prior to the candidate's election. This form does not have a waiver of liability period if not filed within 24 hours.

Form 461 – Major Donor and Independent Expenditure Committee

An individual or entity that makes monetary or nonmonetary contributions (including loans) to local officeholders, candidates, and committees totaling \$10,000 or more in a calendar year; or an individual or entity that makes independent expenditures totaling \$1,000 or more in a calendar year to support or oppose state or local candidates, or ballot measures.

Questions? Campaign finance reporting and fund-raising laws change frequently, so make sure you understand your requirements.

If you are a **local** candidate, see the FPPC *Manual 2* or contact:

Dan Miller: danmiller@marincounty.org
Tel. 415-473-6437 – Fax: 415-473-6447

Candidates for **state** offices may consult the FPPC *Manual 1* or contact:

Fair Political Practices Commission (FPPC)
428 J Street, Suite 620, Sacramento, CA 95814
Tel. 866-275-3772, or www.fppc.ca.gov

Secretary of State, Political Reform Division
1500 11TH Street, Room 495, Sacramento, CA 95814
Tel. 916-653-6224, or www.ss.ca.gov/elections

Candidates for **federal** offices must contact:

Federal Election Commission:
800-424-9530, or www.fec.gov

Disclaimers: Advertising & Mailers

State regulations require candidate committees to add disclaimers to most advertisements and communications including electronic media. “Paid for by *committee name*” is the basic disclaimer required by law on most campaign communications sent by a *committee*.¹⁸ Information about political advertising, communications and mass mailings can be found on the FPPC’s website and manuals.

Political Signs

Before placing political signs make sure you know the state, county, and municipal rules.

- ***Signs are not allowed in unincorporated areas of Marin County, except on a residence or place of business with owner’s consent. Signs must not be placed more than 90 days prior to, or more than 10 days after an election. County Code 22.28.060***

To report violations regarding signs on private property contact the County Planning Department at 415-473-6269 for information about how to file a complaint.

- ***Signs are not allowed on County owned and maintained public property, right-of-way, medians, or any location that impairs pedestrian and vehicular safety. County Code 22.28.030***

To report violations please contact the County Department of Public Works at 415-473-3755.

Contact information for municipal rules about posting signs within city limits.

Belvedere	City Clerk	435-8913
Corte Madera	Town Clerk	927-5085
Fairfax	Principal Planner	453-1584
Larkspur	City Clerk	927-5002
Mill Valley	City Clerk	388-4864
Novato	City Clerk	899-8900
Ross	Town Clerk	453-1453 x105
San Anselmo	Town Clerk	258-4660
San Rafael	Public Works	485-3355
Sausalito	City Clerk	289-4134
Tiburon	Planning Department	435-7390

State rules about posting signs on state owned property, contact the Department of Transportation, Outdoor Advertising Program: (916) 654-5327.

Political Campaign Videos and Printed Material

Candidates who wish to film a paid political commercial in or around the Civic Center should contact the Community Development Agency (CDA) by calling 415-473-6269 or 415-473-7875 to ask about permit requirements. Still photographs for printed campaign materials may be

¹⁸ Government Code §84305 et seq; §84501 thru §84511

taken so long as the photographs are not used in a way that would compromise confidentiality or business operations. In order to best assure strict neutrality and uphold the integrity of the elections process, under no circumstances are candidates allowed to film or photograph near the Elections Department to be used for campaign purposes.

Electioneering

It is a misdemeanor to do any of these things within *100 feet* of the poll entrance:¹⁹

- Pass around petitions.
- Try to influence how a voter votes.
- Put up signs about voter qualifications.
- Talk to voters about their qualifications to vote.
- Photograph, film, or record a voter as s/he goes into or leaves a polling place.

Registration and Election Data

Pursuant to Elections Code Sections 2187(g) and 2188, voter registration information is available to candidates for election & campaign purposes.

Each request to purchase voter registration information must be submitted with identification on applications provided by the Marin County Elections Department. The applications, instructions and pricing can be found at www.marinvotes.org. Click Voter Registration then Purchasing Information.

- 1) Use of this data, including but not limited to using registration information for purposes of communicating with voters, is allowed pursuant to the California Code of Regulations, Title 2, Division 7, Article 1, Section 19003.
- 2) Prohibited uses are pursuant to California Elections Code Sections 2194, and include but are not limited to any personal, private, or commercial purpose advertising, solicitation, sale, or marketing of products; or the harassment of any voter or voter's household.

¹⁹ E.C. §18370

Who should you contact about campaign violations?

The Marin County Elections Department is **NOT** an enforcement agency regarding possible election violations. We are unable to investigate any of the violations listed below.

Listed below are resources to contact regarding suspected election violations:

- ***Violations to the Political Reform Act*** – Contact the FPPC: for example, mailing requirements; campaign finance disclosure; proper use of campaign funds; personal economic interest disclosures.
- ***Violations to laws other than the Political Reform Act*** – Contact the City or District Attorney, or the California State Attorney General's office at 1-800-952-5225.
- ***Election fraud*** – Contact the City or District Attorney, or the Secretary of State.
- ***Federal campaigns*** – Contact the Federal Election Commission at 1-800-424-9530.
- ***Local ordinance violations*** – Contact the City or District Attorney.
- ***Vandalism to campaign signs*** – Contact law enforcement and/or City or District Attorney.
- ***False or misleading campaign materials*** – There are no enforcement agencies for this type of violation. These matters are adjudicated in court.