

# COUNTY OF LAKE REGISTRAR OF VOTERS OFFICE



## **\*\*CANDIDATE ELECTION CALENDAR/HANDBOOK\*\***

**GENERAL DISTRICT ELECTION  
TUESDAY, NOVEMBER 3, 2020**

**QUESTIONS? CONTACT  
THE REGISTRAR OF VOTERS OFFICE**

**★263-2372★**

**THE CANDIDATE'S HANDBOOK FOR THE**

**NOVEMBER 3, 2020 GENERAL ELECTION IS INTENDED TO PROVIDE GENERAL INFORMATION FOR CANDIDATES AND COMMITTEES, AND DOES NOT HAVE THE FORCE AND EFFECT OF LAW, REGULATION OR RULE. IT IS DISTRIBUTED WITH THE UNDERSTANDING THAT THE LAKE COUNTY REGISTRAR OF VOTERS IS NOT RENDERING LEGAL ADVICE. THEREFORE, THE HANDBOOK IS NOT A SUBSTITUTE FOR LEGAL COUNSEL FOR THE INDIVIDUAL, ORGANIZATION OR CANDIDATE USING IT.**

**THE REGISTRAR OF VOTERS STRONGLY RECOMMENDS THAT ANY PROSPECTIVE CANDIDATE OBTAIN LEGAL ADVICE, TO ASSIST IN COMPLYING WITH APPLICABLE CALIFORNIA LAWS, INCLUDING THE CALIFORNIA ELECTIONS CODE AND CALIFORNIA GOVERNMENT CODE.**

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# NOVEMBER 3, 2020 GENERAL ELECTION

Qualified candidates may file for the following Community College, County Board of Education, School District (Governing Board Member), and Special District (Director) offices:

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**  
Trustee Area No 7 (Lake County), 1 vacancy – 4 year term

**YUBA COMMUNITY COLLEGE DISTRICT**  
Trustee Area No 7 (Lake County), 1 vacancy – 4 year term

**LAKE COUNTY BOARD OF EDUCATION**  
Trustee Area No 1, 1 vacancy – 4 year term  
Trustee Area No 2, 1 vacancy – 4 year term

**KELSEYVILLE UNIFIED SCHOOL DISTRICT**  
3 vacancies – 4 year terms

**KONOCTI UNIFIED SCHOOL DISTRICT**  
2 vacancies – 4 year terms

**LAKEPORT UNIFIED SCHOOL DISTRICT**  
3 vacancies – 4 year terms

**LUCERNE ELEMENTARY SCHOOL DISTRICT**  
1 vacancy – 4 year term

**MIDDLETOWN UNIFIED SCHOOL DISTRICT**  
2 vacancies – 4 year terms

**UPPER LAKE UNIFIED SCHOOL DISTRICT**  
2 vacancies – 4 year terms

**KELSEYVILLE FIRE PROTECTION DISTRICT**  
2 vacancies – 4 year terms  
1 vacancy – 2 year unexpired term

**LAKE COUNTY FIRE PROTECTION DISTRICT**  
3 vacancies – 4 year terms  
1 vacancy – 2 year unexpired term

**LAKE PILLSBURY FIRE PROTECTION DISTRICT**  
2 vacancies – 4 year terms  
2 vacancies – 2 year unexpired terms

**NORTHSHORE FIRE PROTECTION DISTRICT**  
Clearlake Oaks Zone, 1 vacancy – 4 year term  
Upper Lake Zone, 1 vacancy – 4 year term

**ELECTIVE OFFICES TO BE FILLED AT THE**

**NOVEMBER 3, 2020  
GENERAL ELECTION  
(Continued)**

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**

3 vacancies – 4 year terms  
1 vacancy – 2 year unexpired term

**ANDERSON SPRINGS COMMUNITY SERVICES DISTRICT**

2 vacancies – 4 year terms  
2 vacancies – 2 year unexpired terms

**BUTLER-KEYS COMMUNITY SERVICES DISTRICT**

3 vacancies – 4 year terms

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

3 vacancies – 4 year terms  
2 vacancies – 2 year unexpired terms

**REDBUD HEALTH CARE DISTRICT**

Zone 1, 1 vacancy – 4 year term  
Zone 3, 1 vacancy – 4 year term  
Zone 5, 1 vacancy – 4 year term

**BUCKINGHAM PARK WATER DISTRICT**

2 vacancies – 4 year terms

**CALLAYOMI COUNTY WATER DISTRICT**

2 vacancies – 4 year terms  
1 vacancy – 2 year unexpired term

**CLEARLAKE OAKS COUNTY WATER DISTRICT**

3 vacancies – 4 year terms

**COBB AREA COUNTY WATER DISTRICT**

2 vacancies – 4 year terms  
1 vacancy – 2 year unexpired term

**KONOCTI COUNTY WATER DISTRICT**

2 vacancies – 4 year terms

**UPPER LAKE COUNTY WATER DISTRICT**

3 vacancies – 4 year terms

**VILLA BLUE ESTATES WATER DISTRICT**

3 vacancies – 2 year terms

**CANDIDATE QUALIFICATIONS AND REQUIREMENTS**

## **FOR SCHOOL AND SPECIAL DISTRICT OFFICES**

NOTE: The qualifications of a candidate for elective office, and of an elective officer, of district shall be determined by the principal act of that district.  
Elec Code § 10514

### **QUALIFICATIONS FOR GOVERNING BOARD MEMBER**

#### **Community College District:**

- ▶ (a) Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the community college district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a community college district without further qualifications.
- ▶ (b)(1) An employee of a community college district may not be sworn into office as an elected or appointed member of that community college district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.
- ▶ (b)(2) This section does not apply to an individual who is usually employed in an occupation other than teaching and who also is employed part-time by the community college district to teach no more than one course per semester or quarter in the subject matter of that individual's occupation.  
Ed Code §72103
- ▶ No member of the governing board of a community college district shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.  
Ed Code § 72104

#### **County Board of Education:**

- ▶ (a) Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools, any member of his staff, or any employee of a school district.  
Ed Code § 1006(a)
- ▶ (b) Each member of the board shall be an elector of the trustee area which he represents and shall be elected by the electors of the trustee area.  
Ed Code § 1000

#### **School District:**

- ▶ (a) Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications.
- ▶ (b)(1) An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.  
Ed Code § 35107

### **QUALIFICATIONS FOR SPECIAL DISTRICT DIRECTORS**

**California Water District:**

Each director shall be one of the following:

- ▶ (a) A holder of title to land within the district.
- ▶ (b) The legal representative of a holder of title to land within the district in accordance with Section 34030.
- ▶ (c) A representative designated by a holder of title to land within the district, if the holder has filed with the district written evidence of that designation.

Water Code § 34700

**County Water District:**

- ▶ Voter of said district; "voter" means any elector who is registered under this code. "Elector" means any person who is a United States citizen 18 years of age or older and a resident of an election precinct at least 15 days prior to an election.

Water Code § 30500; Elec. Code §§ 359, 321

**Applies to only Northshore Fire Protection District:**

- ▶ (a) Resident and registered voter of said district.
- ▶ (b) Resident and registered voter of zone/division.

Health & Safety Code § 13841

**Fire Protection District:**

- ▶ Resident and registered voter of said district.

Health & Safety Code § 13841

**Health Care District:**

Each director shall be:

- ▶ (a) A registered voter residing in the district.
- ▶ (b) He or she shall have resided in the zone from which he or she is elected for 30 days next preceding the date of the election.

Health & Safety Code §§ 32101; 32100.1

**Community Services District:**

- ▶ Voter of said district; "voter" means any elector who is registered under this code.

Gov Code § 61040

# GENERAL ELECTION TUESDAY, NOVEMBER 3, 2020

**NOTE:** (1) Section number references are to the Elections Code unless otherwise indicated.

## **DECLARATION OF CANDIDACY/OFFICIAL FILING PETITION**

You must appear in person at the Registrar of Voters office, 255 N Forbes St, Room 209, Lakeport, CA 95453 to file your Declaration of Candidacy. Please allow up to 45 minutes for staff to process the forms and provide you with additional election materials.

Each candidate will be required to complete a Declaration of Candidacy form. You will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, first name-nickname-last name, etc). You may not use a title or degree on the same line on the ballot as your name.

You will also be required to decide if you wish to have a designation appear under your name on the ballot. Each candidate who submits a ballot designation shall be required to file a Ballot Designation Worksheet that supports the use of the ballot designation. The Ballot Designation Worksheet is required to be filed with the Registrar of Voters office at the same time that the candidate files his/her Declaration of Candidacy. 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 or suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

**Current officeholders only:** You may use the term "incumbent" or the title of the office you occupy if you are running for an office to which you were previously elected. You may use the term "appointed incumbent," or the title of the office you occupy preceded by the word "appointed," if you are running for an office to which you were previously appointed.

No ballot designation shall be changed by the candidate after the final date for filing nomination documents. 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. You may choose not to have a designation appear under your name on the ballot.

	<b><u>CANDIDATE INTENTION STATEMENT (Form 501):</u></b>
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	<p>Prior to the solicitation or receipt of any contribution or loan for a specific office, the individual candidate must file a statement, signed under penalty of perjury, of his or her intention to be a candidate for the specific office. The Form 501 must be filed only if the candidate plans to raise or spend any money, including the candidate’s personal funds.</p> <p style="text-align: right;">Gov Code §§ 85200, 85400, 85401, 85600, 85601</p>
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<p><b>JUL 13 (M)</b> E-113 through <b>AUG 7 (F)</b> E-88 <b>5PM</b></p>	<p><b><u>DECLARATION OF CANDIDACY/OFFICIAL FILING PETITION:</u></b> Each candidate will be required to complete a Declaration of Candidacy between these dates: <span style="float: right;">§§ 333, 10407</span></p> <p>(a) <b>AVAILABLE</b> and shall be obtained from the office of the Registrar of Voters, 255 N Forbes Street, Room 209, Lakeport.</p> <p>(b) <b>FILED</b> in the office of the Registrar of Voters during regular office hours (8 AM to 5 PM), or filed by certified mail so that the forms reach the Registrar's office no later than the filing deadline. The Registrar of Voters office <b>will be open on Friday, August 7th.</b> <span style="float: right;">§ 10510</span></p> <p>(c) <b>WITHDRAWAL:</b> Last day is <b>August 7th at 5 PM</b> if the nomination period is not extended. However, if there is a time extension because an incumbent fails to file, then a candidate has until <b>August 12, 2020 at 5 PM</b> to withdraw his/her declaration of candidacy.</p> <p>(d) <b>EXTENSION:</b> If an incumbent elective officer does not file within these inclusive dates, any person other than the person who was the incumbent on the 88th day (<b>August 7th</b>) shall have until 5 PM on the 83rd day (<b>August 12th</b>) before the election to file a Declaration of Candidacy for the elective office. There is no extension when there is no incumbent eligible to be elected. <span style="float: right;">§ 10516</span></p>
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<p>★Recommended that Form 470 is filed at the same time as the Declaration of Candidacy.★</p>	<p><b><u>FORM 470 – Officeholder and Candidate Campaign Statement – Short Form:</u></b> Used by an officeholder and candidate who does not have a controlled committee; does not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and does not anticipate spending \$2,000 or more during the calendar year. <span style="float: right;">Gov Code § 84206</span></p>
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<p><b>JUL 13 (M)</b> E-113 through <b>AUG 7 (F)</b> E-88</p>	<p><b><u>STATEMENT OF ECONOMIC INTERESTS:</u></b> Candidates running for local elective offices that are designated in a District’s Conflict of Interest Code are required to file a “<u>Candidate</u>” Statement of Economic Interests (Form 700). The completed and signed Candidate Statement - Form 700 must be filed with the Registrar of Voters office no later than the final date for filing the Declaration of Candidacy for the elective office.</p> <p><b>Exception:</b> A Candidate Statement is not required to be filed if the officeholder filed a Statement for the same jurisdiction <b>within 60 days</b> before filing a Declaration of Candidacy. However, it is the candidate’s responsibility to request a copy of the file stamped Statement from the County Clerk-Auditor and to file the copy with the Registrar of Voters office. <span style="float: right;">Gov Code §§ 87200, 87201, 87500</span></p>
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<p><b>JUL 13 (M)</b> E-113 through <b>AUG 7 (F)</b> E-88</p>	<p><b><u>CANDIDATE’S STATEMENT OF QUALIFICATIONS FOR NONPARTISAN OFFICES:</u></b> Each candidate for a nonpartisan office may prepare a Candidate’s Statement of Qualifications on a form provided by the Registrar of Voters’ office. The Statement may contain no more than 200 words, and <u>the Statement must be filed at the same time as the Declaration of Candidacy.</u></p> <p><b>The Statement may be withdrawn, but not changed, during the nomination period and until 5 PM of the next working day after the close of the nomination period.</b> If the nomination period is extended because an incumbent eligible for reelection failed to file a Declaration of Candidacy, a candidate filing during the extended filing period may file a Candidate’s Statement of Qualifications. Candidates for that contest who filed statements during the regular filing period and those who filed statements during the extended timeframe MAY withdraw their Statements. The next working day after the close of the extended filing period for the office is the last day that a Candidate’s Statement of Qualifications for the extended contest may be withdrawn. <b>A Candidate’s Statement of Qualifications may not be changed once it is filed with the elections official.</b> § 13307</p> <p><b><u>CANDIDATE’S STATEMENT OF QUALIFICATIONS MAY NOT MAKE A REFERENCE TO ANOTHER CANDIDATE:</u></b> In addition to the restrictions set forth in Section 13307, a Candidate’s Statement of Qualifications for any office submitted pursuant to Section 13307 shall be limited to a recitation of the candidate’s own personal background and qualifications, and <b>shall not in any way make reference to other candidates for that office or to another candidate’s qualifications, character, or activities.</b> 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. § 13308</p> <p><b><u>ESTIMATED COST OF A CANDIDATE’S STATEMENT:</u></b> The Registrar of Voters will estimate the total cost of printing and handling the Candidates’ Statements of Qualifications and will require each candidate filing a Statement to pay in advance his/her estimated pro rata share as a condition of having his/her Statement included in the Sample Ballot/Voter’s Information Pamphlet. <u>This amount must be paid when the Candidate’s Statement of Qualifications is filed.</u> If there is an underpayment, the candidate shall pay the balance of the cost incurred. <b>Overpayments will be refunded within 30 days of the election.</b> If a candidate’s contest does not go on the ballot, the payment will be refunded. (See Agreement Form) § 13307</p>
<p><b>JUL 13 (M)</b></p>	<p><b><u>CONFIDENTIALITY OF CANDIDATES’ STATEMENTS:</u></b></p>

E-113 through <b>AUG 7 (F)</b> E-88	The Candidate's Statement of Qualifications is confidential until after the expiration of the filing period of <b>August 7, 2020, 5 PM</b> , or in the event that a contest's filing period is extended, <b>August 12, 2020, 5 PM</b> . Copies of all Candidates' Statements of Qualifications will be available for public inspection at the Registrar of Voters office for 10 days prior to being submitted for printing.  §§ 13311, 13313
<b>AUG 5 (W)</b> E-90	<b><u>TEMPORARY POLITICAL SIGNS:</u></b> No political signs shall be erected earlier than ninety (90) days prior to the election in which the candidate or measure will be voted upon.  County Ord. Code § 21-45.3(x)1; State Outdoor Advertising Act § 5405.3
<b>AUG 5 (W)</b> E-90 through <b>NOV 3 (Tu)</b> E-0	<b><u>LATE CAMPAIGN CONTRIBUTION REPORTING PERIOD:</u></b> Contributions received of \$1,000 or more per source must be reported within 24 hours during this period. File by personal delivery, email, guaranteed overnight service or fax.  Gov Code § 84203, 82036
<b>*AUG 8 (Sa)</b> E-87 through <b>AUG 17 (M)</b> E-78	<b><u>PUBLIC REVIEW/EXAMINATION PERIOD:</u></b> During this period, Candidates' Statements of Qualifications, candidate names and ballot designations will be available for public examination in the Registrar of Voters' office during regular business hours. A fee may be charged to any person obtaining a copy of the material. During this timeframe, any person may challenge the afore mentioned candidate information by filing a petition for writ of mandate.  §§ 13313, 13314  <b>Note:</b> If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to <b>August 13 through *August 20</b> .
<b>AUG 12 (W)</b> E-83	<b><u>NOMINATION PERIOD EXTENSION DEADLINE:</u></b> Last day for any person, other than an eligible incumbent who did not qualify for nomination by <b>August 7, 2020, 5 PM</b> , to file nomination documents.  § 10407
<b>AUG 13 (Th)</b> E-82 <b>11 AM</b>	<b><u>RANDOMIZED ALPHABET DRAWING:</u></b> On this day, the Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as the randomized alphabet, to determine the order in which candidates appear on the General Election.  §§ 13111(i), 13112(b)(1)(C)(i)

\* August 8 & 15 (Saturday) and August 9 & 16 (Sunday) – Office will be closed.

<b>SEPT 7* (M)</b>	<b><u>STATEMENT OF WRITE-IN CANDIDACY:</u></b>
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<p>E-57 through <b>OCT 20</b> (Tu) E-14</p>	<p>Between these dates, any write-in candidate may file with the Registrar of Voters his/her Statement of Write-In Candidacy. <b>NOTE:</b> Write-in votes cannot be counted for any write-in candidate who has not become a qualified write-in candidate by filing his/her Statement of Write-in Candidacy. § 8600 et seq</p> <p>* Office will be closed on September 7, 2020 in observance of Labor Day</p>
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<p><b>SEPT 24</b> (Th) (Date fixed by law)</p> <p>★Recommended that Form 470 is filed at the same time as the Declaration of Candidacy.★</p>	<p><b><u>1ST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENTS DUE:</u></b> The last day to file campaign disclosure statements for candidates and committees for the period ending <b>September 19, 2020</b>. (Filing Period Covered - January 1, through September 19, 2020). § 84200.8</p> <p><b><u>FORM 470 – Officeholder and Candidate Campaign Statement – Short Form</u></b> Used by an officeholder and candidate who does not have a controlled committee; does not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and does not anticipate spending \$2,000 or more during the calendar year. File by first class mail.</p> <p><b><u>FORM 460 – Recipient Committee Campaign Statement –</u></b> Used by a candidate or officeholder who has a controlled committee, or who has raised or spent, or will raise or spend, \$2,000 or more during the calendar year in connection with election to office or holding office. 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. File by first class mail.</p>
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<p><b>OCT 5</b> (M) E-29 through <b>OCT 27</b> (Tu) E-7</p>	<p><b><u>VOTE-BY-MAIL VOTING – FIRST AND LAST DAY TO APPLY:</u></b> Between these dates, any eligible registered voter may apply to the Registrar of Voters office for a vote-by-mail voter's ballot. <b>FOR THIS ELECTION, ALL REGISTERED VOTERS WILL BE MAILED A BALLOT.</b> §§ 3003, 3006, 3010, 3206, AB 860</p>
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<p><b>OCT 5</b> (M) E-29 29 Days</p>	<p><b><u>PROCESSING OF VOTE-BY-MAIL BEGINS:</u></b> Counties having the necessary computer capability may begin to process vote-by-mail ballots on this date (29th day) prior to THIS ELECTION. Processing vote-by-mail ballots includes opening vote-by-mail ballot return envelopes, removing ballots, duplicating any damaged ballots, and preparing ballots to be machine read, or machine reading them, but under no circumstances may a vote count be accessed or released until 8 PM on November 3, 2020. AB 860</p>
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\* Date falls on a holiday, September 7, 2020; therefore, performance of these duties moves to the next business day of September 8, 2020

<p><b>OCT 19</b> (M)</p>	<p><b><u>LAST DAY TO REGISTER TO VOTE FOR THE GENERAL ELECTION</u></b></p>
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E-15	<p><b><u>(15-Day Close of Registration):</u></b>  Last day to register to vote for the General Election. The Voter Registration Form shall be mailed (postmarked by this date), received online by midnight, or delivered to the county elections official by this date and is effective upon receipt. The Voter Registration Form MAY also be submitted by this date to the Secretary of State, Department of Motor Vehicles, or any National Voter Registration Act designated agency. Any interested and eligible person may register online this day until midnight; at <a href="http://www.registertovote.ca.gov">www.registertovote.ca.gov</a>.</p> <p>Last day for military or overseas voters to register to vote, to request a vote-by-mail ballot, and to send it to the county elections official.</p> <p><b>NOTE:</b> A request for a vote-by-mail ballot from a military or overseas voter, if postmarked on or before this date, will be deemed an affidavit of registration and an application for permanent vote-by-mail status.  52 U.S.C. § 20301; §§ 300(b), 321, 2101, 2102, 3102</p>
<b>OCT 20</b> (Tu) E-14	<p><b><u>DEADLINE FOR WRITE-IN CANDIDATES TO FILE:</u></b>  Last day for write-in candidates to file the Statement of Write-in Candidacy and Nomination Papers by 5 PM. with the Registrar of Voters' office.  § 8601</p>
<b>OCT 20</b> (Tu) E-14 through <b>NOV 3</b> (Tu) <b>Election Day</b>	<p><b><u>CONDITIONAL VOTER REGISTRATION AND VOTING A CONDITIONAL PROVISIONAL BALLOT:</u></b>  Eligible Lake County residents who miss the voter registration deadline still have the option to participate in the election. Under California Elections Law, Conditional Voter Registration (CVR) allows a prospective voter to conditionally register and cast a provisional ballot.</p> <ul style="list-style-type: none"> <li>● Conditional Voter Registration is available only at the Registrar of Voters office <u>prior</u> to Election Day. <u>On Election Day</u>, it is available at the Registrar of Voters office and at polling places.</li> <li>● Conditional Voter Registration must be completed in person.</li> <li>● Conditional Voter Registration is <b><u>NOT</u></b> available online.</li> </ul> <p style="text-align: right;">§ 2170</p>
<b>OCT 22</b> (Th) <b>(Date fixed by law)</b>	<p><b><u>2ND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENTS DUE:</u></b>  The last day to file campaign disclosure statements for candidates and committees covering the period ending <b>October 17, 2020</b>. File by personal delivery or guaranteed overnight service.  (Filing period covers – September 20 through October 17, 2020.)  Gov Code § 84200.8</p>
<b>OCT 28</b> (W)	<p><b><u>VOTE-BY-MAIL BALLOTS - LATE CONDITIONS:</u></b></p>

E-6 through <b>NOV 3 (Tu)</b> <b>Election Day</b>	On or between these dates, any voter may apply in writing for a vote by mail voter's ballot if he/she will unexpectedly be unable to go to the polls on Election Day. The voter must personally return his/her vote-by-mail ballot or designate an authorized representative to return the vote-by-mail ballot, to either the Registrar of Voters office or any polling place within Lake County.  § 3021
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<p><b>NOV 3 (Tu)</b> <b>Election Day</b> <b>8 PM</b></p> <p><b>NOV 20 (F)</b> E+17</p> <p><b>NOV 3 (Tu)</b> <b>Election Day</b></p>	<p><b><u>VOTE-BY-MAIL VOTER'S BALLOTS RETURNED IN ORDER TO BE COUNTED:</u></b></p> <p><b><u>IN PERSON:</u></b> The last day the Registrar of Voters office may receive ballots cast by vote-by-mail voters in person. Vote-by-mail ballots may also be received up to 8 PM at any polling location in the State of California. §§ 3017, 3020</p> <p><b><u>BY MAIL:</u></b> For this election, a new law allows the Registrar of Voters office to count a vote-by-mail ballot if it is <u>POSTMARKED</u> on or before Election Day and received by the Registrar of Voters office no later than seventeen days after Election Day. AB 860</p> <p><b><u>ELECTION DAY:</u></b> Polls will be open from 7 AM to 8 PM. Ballots will be centrally counted at the Registrar of Voters' office. §§ 1000, 14212</p> <p>Voters who have moved from one address to another within the same county and who have not re-registered may vote a regular ballot at the polling place for their current (new) address, or at the Registrar of Voters office. Voters that moved and vote at a polling place precinct that is not associated with their new address can vote a provisional ballot on Election Day.</p>
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<b>NOV 3 (Tu)</b> <b>Election Day</b>	<b><u>APPOINTMENT IN LIEU OF ELECTION (SPECIAL DISTRICTS):</u></b> Suggested date for the Board of Supervisors, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, to make appointments to the district board of directors if the number of candidates do not exceed the number of vacancies.  § 10515
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<b>NOV 5 (Th)</b> E+2	<b><u>OFFICIAL CANVASS:</u></b> The canvass of election returns shall commence no later than the first Thursday following the election.  §§ 10547, 15301
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<b>NOV 30 (M)</b>	<b><u>DECLARE ELECTED CANDIDATES:</u></b>
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<b>(Date fixed by law)</b>	Last day for the Registrar of Voters to declare the elected candidates. Tie votes shall be determined by the governing body of the district by lot. <span style="float: right;">§ 10551</span>
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	<b><u>CERTIFICATES OF ELECTION:</u></b> The Registrar of Voters shall prepare, sign and deliver to each person elected a Certificate of Election. <span style="float: right;">§§ 10553, 15401</span>
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<b>DEC 3 (Th) E+30</b>	<b><u>COMPLETION OF OFFICIAL CANVASS:</u></b> The Registrar of Voters shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors no later than the last Monday before the last Friday of November.  Note: On December 3, 2020 the Registrar of Voters is scheduled to certify the Election results. The Board of Supervisors is tentatively scheduled to declare the election results official on their next meeting date of December 8, 2020. <span style="float: right;">§§ 10550, 15372</span>
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<b>DEC 4 (F) 12 PM</b>	<b><u>ELECTED CANDIDATES TAKE OFFICE (SPECIAL DISTRICTS):</u></b> Elective officers, elected or appointed, take office on the first Friday in December next following the Election no earlier than 12 o'clock noon. Prior to taking office, each elective officer shall take the official oath and execute such bond as may be required by the principal act. <span style="float: right;">§ 10554</span>  <b>(SCHOOLS)</b> Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his or her election. <span style="float: right;">Ed Code § 5017</span>
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	<b><u>STATEMENTS OF ECONOMIC INTERESTS:</u></b> Newly elected or newly appointed special district directors are required to file an Assuming Office Statement of Economic Interests (Form 700), in addition to a Candidate Statement of Economic Interests, disclosing their investments, interests in real property and any income received during the 12 months prior to the date of assuming office. The completed Form 700 must be filed within 30 days after assuming office.  Reelected special district directors will continue to be required to file annual Statements of Economic Interests on the date as set forth in the District's Conflict of Interest Code.  <b>Please be aware that the Statements of Economic Interests Form 700's are filed with the <u>County Clerk-Auditor/Controller's office</u> located on the 2nd Floor Room 209 of the Lake County Courthouse next to the Registrar of Voters office.</b>
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<b>5 Days After</b>	<b><u>RECOUNT MAY BE REQUESTED:</u></b>
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<p><b>Canvass</b></p>	<p>Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the elections official and specifying which candidates and/or measures are to be recounted.</p> <p>The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the elections official requires to cover costs.</p> <p>"Completion of the canvass" shall be presumed to be the time when the elections official signs the certified Statement of Vote.      §§ 15600-15649</p>
<p><b>FEB 1, 2021</b> (M) (Date fixed by law)</p>	<p><b><u>SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENTS DUE:</u></b> The last day to file campaign disclosure statements for candidates and committees covering the period ending <b>December 31, 2020</b>. File by first class mail. (Filing period covers – September 20 through October 17, 2020.) Gov Code §§ 84200, 84218</p>



At the time an individual is issued his/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 of Fair Campaign Practices and a copy of the provisions of Chapter 5 of Division 20 of the Elections Code. The elections official shall inform each candidate for public office that **subscription to the code is voluntary.**

§ 20440

The Registrar of Voters 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.

§ 20442

Every code subscribed to by a candidate for public office pursuant to Chapter 6 of Division 20 of the Elections Code is a public record open for public inspection.

§ 20443

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

§ 20444

## **BALLOT ORDER OF CANDIDATES**

The ballot order of a candidate depends upon the contest for which the person is a candidate. The ballot order for a specific contest will be determined by one of two methods: (1) A random draw conducted by the Secretary of State or the County; or (2) A rotation determined pursuant to Elections Code § 13111.

### **RANDOMIZED ALPHABET:**

The Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet.

§ 13112

The procedure shall be as follows: Each letter of the alphabet shall be written on a separate slip of paper, each of which will be folded and inserted into a capsule. Each capsule shall be opaque and of uniform weight, color, size, shape, and texture. The capsules shall be placed in a container, which shall be shaken vigorously in order to mix them thoroughly. The container then shall be opened and the capsules removed at random one at a time. As each is removed, it shall be opened and the letter on the slip of paper read aloud and written down.

§ 13112

The resulting random order of letters constitutes the randomized alphabet, which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letter M and R were drawn in the randomized alphabet drawing. The drawing shall be open to the public. A drawing will take place for each election date. **The date of the drawing for the General Election will be August 13, 2020, 11 AM.**

§ 13112

## **BALLOT DESIGNATIONS FOR CANDIDATES**

**(Elections Code §13107; see also Secretary of State Ballot Designation Regulations, CA Admin Code Regs. Title 2, § 20710, et seq. – entire page)**

The word “incumbent” may be used if the candidate is a candidate for the same office which he/she holds at the time of filing the Nomination Papers, and was elected to that office by a vote of the people. **The word “incumbent” must be used as a noun and must stand alone.**

§ 13107(a)(2)

The phrase “appointed incumbent” may be used if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office.

The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” **The words “appointed incumbent” must stand alone.**

However, the phrase “appointed incumbent” shall not be required of a candidate who seeks reelection to an office which he/she holds and to which he/she was appointed as a nominated candidate, in lieu of an election pursuant to Elections Code sections 7228, 7423, 7673, 10229, or 10515.

§ 13107(a)(4)

**BALLOT DESIGNATION MAY NOT BE CHANGED AFTER FILING DEADLINE:**

No Ballot Designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, **August 7, 2020, 5 PM (or August 12, 2020, 5 PM if the nomination deadline is extended)**, except as specifically requested by the elections official or mandated by the court to change an unacceptable designation.

§ 13107(g)

**REJECTED BALLOT DESIGNATIONS:**

If, upon checking the nomination documents and the ballot designation worksheet described in Elections Code Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate’s ballot designation worksheet.

§ 13107(f)

The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official.

§ 13107(f)(1)

In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate’s name.

§ 13107(f)(2)

**BALLOT DESIGNATION WORKSHEET GUIDELINES**

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

§ 13107.3(a), 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.**

§ 13107.3(b), Admin Code § 20711

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

Admin Code § 20711(b)

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(e)

**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.**

§ 13107.3(c)

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 spaces blank.** The candidate signs this worksheet under penalty of perjury 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 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, 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 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.

## **CANDIDATE'S STATEMENT OF QUALIFICATIONS**

Each candidate for **nonpartisan elective office** in any local agency, including any city, county, city and county, or district, may prepare a Candidate's Statement of Qualifications on an appropriate form provided by the elections official. 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/herself "first person"**.

§ 13307(a)(1)

**IMPORTANT:** A Candidate's Statement of Qualifications 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 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.

§ 13308

No Candidate's Statement may be changed by the candidate after the Statement has been filed except as specifically requested by the elections official or mandated by the court to change an unacceptable Candidate's Statement.

§ 13307(a)(3)

Since the Statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their Statements carefully. The candidate should correct any misspellings before the Statement is filed. The Registrar of Voters office does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. **Other than formatting requirements, your Statement will be printed as filed.**

§ 13307

**IMPORTANT:** A candidate **MAY** withdraw his/her Candidate's Statement of Qualifications by signing and submitting a cancellation notice at the bottom of the Deposit Agreement or in writing to the Registrar of Voters no later than **5 PM** of the next working day after the close of the nomination period.

§ 13307

**NOTE:** In the event that the nomination period for a particular office is extended because an incumbent eligible to be elected did not file Nomination Papers, a Candidate's Statement of Qualifications for that particular office, filed by either candidates prior to the 88th day before the election or by new candidates during the extended nomination period, **may be withdrawn, but not changed**, during the extended nomination period and until **5 PM** of the next working day after the close of the extended nomination period.

§ 13307

In the event that a candidate pays for a Statement by check and the check is returned by the bank due to insufficient funds, the candidate will have 24 hours to pay for the Statement by cash, money order, and certified check. If payment is not received by the deadline, the Statement will not be printed in the Sample Ballot Booklet.

§ 13307

## **CANDIDATE'S STATEMENT OF QUALIFICATIONS FORMATTING**

## **GUIDELINES**

**The Candidate's Statement of Qualifications must be typewritten, double spaced in block paragraph style and filed in the Registrar of Voters Office, no later than the close of the filing period.**

**No word may be printed in "ALL CAPS", bolding, *italics*, or underlining.**

**Do not use different type sizes.**

**Lists and enumerations will be wrapped as a single paragraph.**

**You may NOT use bullet points, stars, asterisks, or numbers that function as bullet points to off-set the paragraphs.**

**Multiple single sentence paragraphs that do not fit in the space will be wrapped. Indented text, if submitted, will be run together as a sentence.**

**The elections official is not responsible for the correct typesetting of statements that must be reconfigured to comply with these guidelines.** § 13307

A 200-word statement must fit on one quarter of a Sample Ballot/Voter's Information Pamphlet page. If your Statement exceeds this limitation, we will be forced to adjust your format to fit in the space allowed (see Word Count Guidelines on the next page).

**CHECK YOUR STATEMENT CAREFULLY FOR ERRORS IN SPELLING, PUNCTUATION, AND GRAMMAR BEFORE FILING. WITH THE EXCEPTION OF THE FORMATTING REQUIREMENTS, YOUR STATEMENT WILL BE PRINTED EXACTLY AS SUBMITTED.**

The Registrar of Voters will send to each voter a Sample Ballot/Voter's Information Pamphlet which contains the written Statements of each candidate who has submitted a Candidate's Statement. **The Statement of each candidate will be printed in type of uniform size and darkness, and with uniform spacing.** § 13307(3)(b)

**Nothing in this section shall be deemed to make any 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 Sample Ballot/Voter's Information Pamphlet.** § 13307(d)

**CANDIDATE'S STATEMENT OF QUALIFICATIONS**

## **WORD COUNT GUIDELINES**

These are the guidelines utilized by the election official in determining the number of words submitted on any election related document, including the Candidate's Statement of Qualifications.

§9

### **Each word is counted as one word except:**

- Punctuation:** Punctuation is not counted.
- Titles:** Words used in the title of the document, such as "Argument in Favor of Measure X" are not counted.
- Cities/Counties:** All geographical names shall be counted as one word. Areas that have political boundaries with an elected or appointed board are considered geographic areas by this office. For example, "County of Lake" and "Konocti Unified School District" shall each be counted as one word.
- Abbreviations:** Each abbreviation for a word, phrase, or expression shall be counted as one word.
- Hyphenations:** Hyphenated words that appear in any generally available dictionary shall be considered as one word (for example, "left-handed"). Each part of all other hyphenated words shall be counted as separate words (for example, "man-bear-pig").
- Dates:** Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting of only a combination of digits shall be counted as one word. January 1, 2016 shall be counted as two words, whereas 1/1/2016 shall be counted as one word.
- Numbers:** Any number consisting of a digit or digits shall be counted as one word. Any number that is spelled out shall be considered as a separate word. "100" shall be counted as one word, whereas "one hundred" shall be counted as two words. "One hundred twenty-eight" is counted as three words due to hyphenation.
- Phone & Internet:** Website addresses and telephone numbers are one word, respectively.
- Percent, etc:** It is department policy to count numbers consisting of a digit or digits used with a dollar sign (\$), cent sign (¢), percentage sign (%), or number sign (#) as one word.

## **CANDIDATE'S STATEMENT OF QUALIFICATIONS**

## **ASSOCIATED COSTS**

**Costs of providing Statements to voters shall be paid by the candidates.** If a candidate decides after filing his/her Candidate's Statement that he/she does not want the Statement printed in the sample ballot booklet, the Statement **may be withdrawn, but not changed**, during the period for filing Nomination Papers and until **5 PM** of the next working day after the close of the nomination period. § 13307(a)(3)

### **NONPARTISAN OFFICES:**

The candidate must sign and date the Statement before it is filed. **All Candidates' Statements of Qualifications shall remain confidential until the expiration of the filing deadline** as per the California Public Records Act {Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code}.

**CANDIDATES IN RUN-OFF CONTESTS IN THE GENERAL ELECTION** MAY resubmit the same Candidate's Statement of Qualifications as printed in the Primary Election Sample Ballot Booklet/Voter Information Pamphlet or present a new Statement. The Statement accompanied by full payment and a completed Agreement form must be submitted to the Registrar of Voters' office **NO LATER THAN AUGUST 7, 2020, 5:00 PM FOR THE GENERAL ELECTION.** § 13307

## **DEPOSIT AMOUNT REQUIRED FOR**

## **CANDIDATE'S STATEMENT OF QUALIFICATIONS**

<b><u>OFFICE</u></b>	<b><u>English Only</u></b>	<b><u>English &amp; Spanish</u></b>
Mendocino-Lake Comm. College Dist., TA 7	\$563.51	\$794.88
Yuba Comm. College Dist., TA 7	\$897.23	\$1142.58
Lake County Board of Education, TA 1	\$544.98	\$776.36
Lake County Board of Education, TA 2	\$484.78	\$716.16
Kelseyville Unified School Dist.	\$548.46	\$779.83
Konocti Unified School Dist.	\$713.81	\$945.19
Lakeport Unified School Dist.	\$510.52	\$741.89
Lucerne Elementary School Dist.	\$362.19	\$593.57
Middletown Unified School Dist.	\$547.79	\$779.17
Upper Lake Unified School Dist.	\$453.19	\$684.57
Kelseyville Fire Protection Dist.	\$529.44	\$760.81
Lake County Fire Protection Dist.	\$574.75	\$806.13
Lake Pillsbury Fire Protection Dist.	\$309.04	\$540.41
Northshore Fire Protection Dist., Clearlake Oaks Zone	\$441.02	\$672.39
Northshore Fire Protection Dist., Upper Lake Zone	\$411.74	\$643.12
South Lake County Fire Protection Dist.	\$522.56	\$753.93
Anderson Springs CSD	\$310.63	\$542.00
Butler-Keys CSD	\$310.99	\$542.37
Hidden Valley Lake CSD	\$412.64	\$644.01
Redbud Health Care Dist., Zone 1	\$436.02	\$667.40
Redbud Health Care Dist., Zone 3	\$431.66	\$663.03
Redbud Health Care Dist., Zone 5	\$569.76	\$801.13

**DEPOSIT AMOUNT REQUIRED FOR**



**CANDIDATE'S STATEMENT OF QUALIFICATIONS**  
**(Continued)**

<b><u>OFFICE</u></b>	<b><u>English Only</u></b>	<b><u>English &amp; Spanish</u></b>
Buckingham Park Water Dist.	\$332.04	\$553.41
Callayomi County Water Dist.	\$319.76	\$551.13
Clearlake Oaks County Water Dist.	\$353.33	\$584.71
Cobb Area County Water Dist.	\$337.85	\$569.22
Konocti County Water Dist.	\$363.15	\$594.53
Upper Lake County Water Dist.	\$322.00	\$553.38

**NOTE: Since the actual costs are based on the actual number of candidates and length of Statements, the above amounts are only an estimate. If more candidates prepare Statements for the same office, the actual cost per candidate will be less than the deposit amount. If only one candidate prepares a Statement for an office, the actual cost of the Statement will be significantly higher.**

**The actual cost of the Statement MAY also be higher due to increases in sample ballot production costs and printing.** Although the Registrar of Voters attempts to make the closest possible estimates, there are often either increases or decreases in costs for a particular contest. **Bills, if any, or refunds will be made within thirty (30) days of the election.**

§ 13307(c)

The Registrar of Voters will estimate the total cost of printing and handling of the Candidate's Statement of Qualifications filed pursuant to this section, and will require each candidate having a Statement to pay in advance his/her estimated pro rata share as a condition of having his/her Statement included in the Sample Ballot/Voter's Information Pamphlet. Payment may be made by cash, check, money order, and certified check

§ 13307(c)

The candidate must also sign an Agreement for Printing and Distribution of Candidate's Statement of Qualifications at the time the Statement is filed. A copy of the signed Deposit Agreement and signed Statement will be given to the candidate. **The Registrar of Voters will determine the cost for each candidate and will refund any excess amount paid within 30 days of the election.** An invoice will be sent if any additional amount is required to be paid by the candidate.

§ 13307(c)

**POLITICAL ADVERTISEMENT REQUIREMENTS**

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. § 20008

### **SIMULATED BALLOT REQUIREMENTS**

Every simulated ballot or simulated county voter information guide 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:

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**NOTICE TO VOTERS**  
(Required by Law)

This is not an official ballot or an official county voter information guide prepared by the county elections official 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).

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This section shall not be construed to requiring this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

A simulated ballot or simulated county voter information guide shall not bear an official seal or the insignia of a public entity, and that seal or insignia shall not appear upon the envelope in which it is mailed or otherwise delivered.

The superior court, in a case brought before it by a 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 of cases of this nature. § 20009

## **ELECTION OBSERVATIONS RIGHTS AND RESPONSIBILITIES**

The election process is a public event and anyone who wishes may observe any part of that process. However, Elections Observers should be aware that in general, the law provides elections officials with some discretion in terms of how various observation laws are applied. How a law is applied may depend upon the following circumstances:

- The size and configuration of the Registrar of Voters office.
- The staffing levels that the Registrar is able to afford.
- The number of observers who are requesting access to a particular process.

### **Observers have the right to:**

- Observe pre-Election Day activities, as permitted by law, such as voting equipment preparation and testing, and vote-by-mail ballot processing.
- Observe the proceedings at polling places, including the opening and closing procedures.
- Obtain information from the voter list that is posted or otherwise available at the polling place.
- Take notes and watch election procedures.
- View election related activities of Central Counting at the Registrar of Voters office on Election Day.
- View the canvass of the vote activities following Election Day.
- View vote-by-mail and provisional ballot processing.
- Ask questions of poll workers as long as they do not interfere with the conduct of any part of the voting process.
- Ask questions of supervisors during Central Counting at the Registrar of Voters office as long as they do not interfere with the conduct of the election procedures.
- Use an electronic device, including a smartphone (but not for phone calls), tablet, or other handheld device, at a polling place provided that the use of the device does not result in a violation of any other provision of the Elections Code.

Voters have the right to report any illegal or fraudulent activity at or near the polls to a local elections official or the Secretary of State's office.

§ 2300

### **Observers are responsible for:**

- Checking in at each site, whether the polling place or central count site.
- Wearing an identification badge.
- Maintaining a professional manner while observing the election process.
- Ensuring they do not interfere with the election process.
- Following established county observation rules/policies.

## Observers must not:

- Interfere with the conduct of the election. The elections official is entitled to determine whether a person is interfering with the conduct of the election.
- Physically handle any voting materials or equipment without the expressed permission of the election official.
- Move or rearrange tables, chairs, or voting booths at the polling place or central counting facility.
- Sit at the official worktables or view confidential voter information on any terminal or document.
- Communicate with voters within 100 feet of the entrance to, or inside of, a polling place or the Registrar of Voters office (Lake County Courthouse) by encouraging them to vote for or against any person or a measure, or regarding the voter's qualifications to vote. Exit polling of voters is permitted, provided it is conducted at least 25 feet away from the entrance to the polling place. § 18370
- Directly challenge a voter. Only a member of a precinct board may do so, based on evidence presented.
- Display any campaign material or wear campaign badges, buttons, or apparel.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Use cellular phones, pagers, or two-way radios inside the polling place and/or within 100 feet of the entrance to the polling place.
- Talk to, or attempt to stop, poll workers or the central counting site workers while they are processing ballots.
- Use the telephones, computers, or other polling place facilities at polling places or the central counting site.
- Touch election personnel.
- Eat or drink in a polling place or the central counting site.
- Assist in operations at any polling place or the central counting site.
- Prevent other observers from observing materials or a process.
- Enter secure areas without express permission of the elections official.

## What Are The Rights Of The Media?

- Media and public opinion pollsters are subject to different rules than poll watchers/observers. Clearly identified members of the news media and pollsters may speak to voters leaving the polling place as long as they do not interrupt voting and are at least 25 feet from the polling place entrance. No voter may be photographed, videotaped or filmed entering or exiting a polling place without their permission.

§ 18541(a)(3)

## **ELECTION DAY - POLL WATCHING GUIDELINES**

The Election Day process is a public event and anyone who wishes may observe. However, the vote of the individual citizen is 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 Lake and have complete responsibility for conducting all phases of the election in their precinct. Certain standards are expected of observers:

- Any person who in any manner interferes with the officers holding an election or conducting a canvass, or with the voters lawfully exercising their rights of voting at an election, as to prevent the election or canvass from being fairly held and lawfully conducted, is punishable by imprisonment for 16 months or two or three years. § 18502
- The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the polls. Do not ask to use the telephone or other facilities.
- Only voters engaged in receiving, preparing, or depositing their ballots and persons authorized by the precinct board to keep order and enforce the law may be permitted to be within the voting booth area before the closing of the polls. § 14221
- Only members of the precinct board, and persons while signing their names on the roster, shall be permitted, during the hours within which voting is in progress, to sit at the desk or table used by the precinct board. § 14223(a)
- Any person may inspect the roster while voting is in progress and while votes are being counted. However, this shall not be done at a time or in a manner which will impede, interfere, or interrupt the normal process of voting. § 14223(b)
- 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 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 Section 14240.
  - (d) Do any electioneering.

As used in this section, **"100 feet of a polling place or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.**

Any person who violates any of the provisions of this section is guilty of a misdemeanor. § 18370

## **ELECTION DAY - GUIDELINES**

- (a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

(b) This section shall not apply to any of the following:

(1) An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.

(2) A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or 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 on which an election is held.

§ 18544

- The Precinct Board will attempt to respond to any reasonable, lawful requests from 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.

**ELECTION NIGHT RESULTS:** Lake County uses a central location for tallying votes, in the Registrar of Voters' Office (computer room), 255 N Forbes St., Room 209, Lakeport. The vote counting procedure is open to the public. Unofficial results are available throughout Election Night, after the polls close (after 8 PM) and continuing until all precinct ballots have been tallied. Results may also be obtained by calling the Registrar of Voters' office at (707) 263-2372 or by visiting the County of Lake's website at <http://www.lakecountycalifornia.gov/Government/Directory/ROV/results.htm>.

## **SERVICES TO CANDIDATES**

**Pursuant to Section 19002 of the California Administrative Code, "Registration information obtained by any person from a source agency shall be used solely for election and governmental purposes."**

### ***Ordering information:***

**Candidates are required to complete Lake County's "Application To Purchase/View Voter Registration Information" form. Please be aware that we are required to request photo identification from every candidate. Anyone ordering or picking up information on behalf of a candidate will need to bring written and signed authorization from the candidate and will also be required to provide photo identification.**

### **SPECIAL SERVICES OFFERED**

With prior notice a printed voter index (street address order) or a printed voter list (alphabetical order) may be purchased, by any candidate at a cost of \$0.50 per thousand names for the first 2-two copies prior to the election and \$5 per thousand names for more than 2-two copies plus a \$10 set up fee (\$15 minimum order).

Voter registration information is also available on electronic media (CD-ROM) at a cost of \$6.75 per thousand names plus \$20 setup fee (\$30 minimum order); you may purchase a CD-R for \$4.00.

Additional: Voter history of up to 5-five elections is \$25.00 (Please specify the elections or you will receive the last 5-five on our system); \$100.00 charge for all available voter history.

Also with prior notice, mailing labels may be purchased by any candidate at a cost of \$30 per thousand labels plus a \$20 setup fee. The labels can be ordered either by household or for each registered voter residing within the candidate's electoral jurisdiction.

Vote-by-mail voter lists may also be purchased at \$0.10 per page or in electronic format at a cost of \$100 plus \$20 setup fee; you may purchase A CD-R for \$4.00.

**NOTE: Prepayment is required of all services purchased; checks are made payable to LAKE COUNTY REGISTRAR OF VOTERS.**

## **SERVICES TO CANDIDATES** **(Continued)**

### **MAPS**

If you wish to purchase the official individual precinct or district maps, please contact the Public Works-Surveyor office at 263-2341. If a more detailed and larger maps are needed contact Lon in Information Technology-GIS Department at 263-2286.

### **REGISTRATION FORMS**

Candidates and/or committees wishing to distribute voter registration forms may obtain the registration forms from the Registrar of Voters office during regular office hours.

You may obtain the quantity of registration forms you deem necessary, upon availability. For any quantity of 50 or more, the individual requesting the forms must fill out an application for distribution and obtain "Guide to Registering Voters" from elections staff in the Registrar of Voters office. For quantities of 2,000 or more, the application of distribution form is transmitted to the Secretary of State's Office. (California Administrative Code §20001)

**Person or persons or organizations which distribute voter registration forms shall give a voter registration card to any person requesting it.** § 2158(b)(3)

Completed voter registration forms must be returned to the Registrar of Voters office within 3 business days or by the close of registration (if less than 3 days). Failure to do so is a misdemeanor. § 2138

For further information, please call (707) 263-2372.

### **VOTE-BY-MAIL BALLOT APPLICATIONS**

**FOR THIS ELECTION, ALL REGISTERED VOTERS WILL BE MAILED A BALLOT.**

AB 860

The Secretary of State shall prepare and distribute to appropriate elections officials a uniform application format for a vote-by-mail voter's ballot which conforms to the requirements of section 3006. All individuals, organizations and groups who distribute applications for a vote-by-mail voter's ballot shall follow this format. § 3007

If you choose to distribute applications for vote-by-mail ballots, you will be asked to complete a Statement of Distribution Plans before receiving a camera-ready copy of the application. You will be given a list of the application requirements and the Elections Code sections covering penal provisions.



## **ADDENDUM**

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California Secretary of State  
BALLOT DESIGNATION WORKSHEET

(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

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

Candidate Information 1	Candidate Name: <u>Rand M. Sample</u>	Gender (optional, for translation use only): <u>Male</u>
	Office: <u>Hidden Valley Lake CSD Director</u>	Email: <u>totallyrandom@gmail.com</u>
	Home Address: <u>312 Spooner St, Hidden Valley Lake, CA 95467</u>	
	Mailing Address: <u>PMB 357, Middletown, CA 95461</u>	
	Business Address: <u>255 N Forbes St, Lakeport, CA 95453</u>	
	Phone Number(s) Business: <u>707-555-1234</u>	Home/Mobile: <u>555-867-5309</u> Fax: <u>N/A</u>

Attorney Information 2	Attorney Name (or other person authorized to act on your behalf): <u>N/A</u>
	Address: <u>N/A</u>
	Phone Number(s) Business: <u>N/A</u>
	Mobile: <u>N/A</u> Fax: <u>N/A</u>

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

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

Proposed Ballot Designation(s) 3	Proposed Ballot Designation(s): <u>Appointed Incumbent</u>
	Alternate Ballot Designation(s) 1: <u>Race Car Driver</u>
	Alternate Ballot Designation(s) 2: <u>Retired Stuntman</u>

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

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

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

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



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BALLOT DESIGNATION WORKSHEET  
Page 2

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

Justification for use of Proposed Ballot Designation(s)  
If you are proposing alternate ballot designations, please provide justification for use of those on Page 3.

Justification for use of 1 <sup>st</sup> PVO: <u>Appointed to HVL CSD on 5/29/2020</u>	
Current or most recent job title: <u>Director</u>	Start/End Dates: <u>5/29/2020 - present</u>
Employer Name or Business: <u>Hidden Valley Lake USD</u>	
Person who can verify this information:	
Name: <u>Frank Underwood</u>	Phone Number(s): <u>707-555-1234</u> Email: <u>Frank4usa@gmail.com</u>
Justification for use of 2 <sup>nd</sup> PVO: <u>NASCAR driver for Sprint Cup circuit</u>	
Current or most recent job title: <u>Race Car Driver</u>	Start/End Dates: <u>1995-2015</u>
Employer Name or Business: <u>Dupont Racing Team</u>	
Person who can verify this information:	
Name: <u>Speed Racer</u>	Phone Number(s): <u>916-555-3401</u> Email: <u>2fas4u@aol.com</u>
Justification for use of 3 <sup>rd</sup> PVO: <u>Worked as a stuntman; medically retired due to injuries</u>	
Current or most recent job title: <u>Stuntman</u>	Start/End Dates: <u>1987-1992</u>
Employer Name or Business: <u>Fall Guy Industries</u>	
Person who can verify this information:	
Name: <u>Colt Seavers</u>	Phone Number(s): <u>702-555-2929</u> Email: <u>N/A</u>

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

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

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

x Rand M Sample 5 | 29 | 2020  
Candidate's Signature Date Signed: Month Day Year

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



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Page 3

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

Justification for  
Alternate Ballot  
Designation(s) 1

A	Justification for use of 1 <sup>st</sup> PVO:		
	Current or most recent job title:	Start/End Dates:	
	Employer Name or Business:		
	Person who can verify this information:		
	Name:	Phone Number(s):	Email:
	Justification for use of 2 <sup>nd</sup> PVO:		
	Current or most recent job title:	Start/End Dates:	
	Employer Name or Business:		
	Person who can verify this information:		
	Name:	Phone Number(s):	Email:
	Justification for use of 3 <sup>rd</sup> PVO:		
	Current or most recent job title:	Start/End Dates:	
Employer Name or Business:			
Person who can verify this information:			
Name:	Phone Number(s):	Email:	

Justification for  
Alternate Ballot  
Designation(s) 2

B	Justification for use of 1 <sup>st</sup> PVO:		
	Current or most recent job title:	Start/End Dates:	
	Employer Name or Business:		
	Person who can verify this information:		
	Name:	Phone Number(s):	Email:
	Justification for use of 2 <sup>nd</sup> PVO:		
	Current or most recent job title:	Start/End Dates:	
	Employer Name or Business:		
	Person who can verify this information:		
	Name:	Phone Number(s):	Email:
	Justification for use of 3 <sup>rd</sup> PVO:		
	Current or most recent job title:	Start/End Dates:	
Employer Name or Business:			
Person who can verify this information:			
Name:	Phone Number(s):	Email:	





**COUNTY OF LAKE**  
**Registrar of Voters Office**  
 Courthouse - 255 N. Forbes St.  
 Lakeport, CA 95453  
 Phone (707) 263-2372  
 Fax (707) 263-2742

**MARIA VALADEZ**  
 Registrar of Voters

**JAY HATFIELD**  
 Deputy Registrar of Voters

## AGREEMENT FOR PRINTING AND DISTRIBUTION OF CANDIDATE'S STATEMENT OF QUALIFICATIONS

Candidate's Name: Rand M. Sample  
 Office Sought: Director  
 District: Hidden Valley Lake CSD Election: Nov 3, 2020 General

Your Candidate's Statement of Qualifications may include your age, occupation and a brief statement of not more than 200 words describing your education and qualifications, written in "first person."

I have on this date filed my Candidate's Statement of Qualifications pursuant to Section 13307 and 13308 of the Elections Code, State of California. I agree that my statement shall be processed and paid for by me as follows:

**Candidate, please check ONE of the following:**

- English statement only.** I am filing my Candidate's Statement of Qualifications for printing in the Sample Ballot Booklet and Voter Information Pamphlet. I wish to have my statement printed in English only.
- English and Spanish statements.** I am filing my Candidate's Statement of Qualifications for printing in the Sample Ballot Booklet and Voter Information Pamphlet. For an additional cost, I wish to have my statement translated and printed in Spanish in addition to having my statement printed in English.

As a prerequisite to filing my Candidate's Statement, I have included my deposit of \$ 642.58 for the printing of my Candidate's Statement in the language(s) noted above, made payable to Lake County Registrar of Voters, which may or may not cover the actual prorated cost of printing and distribution.

Candidate's Signature: Rand M Sample Date: 5/29/2020  
 Mailing Address: PMB 357  
Middletown, CA 95461  
 Day phone: 707-555-1234 Evening phone: 555-867-5309 Cell phone: 555-867-5309  
 Drivers License No./Exp Date: XXXXXXXX Verified by: JRH

**We strongly recommend reviewing your candidate's statement before it is in final print. How would you like us to contact you? Please provide your contact information below:**

E-mail address: totallyrandom@gmail.com Fax: N/A

***Reverse side of this page must be completed***

**Candidates, please initial each of the statements (1 thru 10, printed below) confirming that you have read and that you understand the policy:**

1. RMS A candidate's statement shall be limited to a recitation of the candidate's own personal back-ground 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 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. (Elections Code § 13308)
2. RMS I may withdraw, but not change, my candidate's statement upon written request filed with the Registrar of Voters office during the nomination period and until 5 p.m. of the next working day after the close of the nomination period. Deposits on withdrawn candidate's statements will be returned by mail or may be picked up by the candidate no sooner than the next working day after the close of the filing period.
3. RMS My deposit is based on an estimate of cost. If the final actual cost is different, I will receive either a refund of any excess amount paid or a bill for additional actual expenses.
  - (a) Furthermore, if my deposit does not cover the actual prorated cost, I hereby agree to pay any additional amount due upon receipt of a bill from the Registrar of Voters office. Such payment shall be made by check, money order or cash by the specified billing deadline. I also understand that if payment is not received by the specified date, my account will be forwarded to the County collections office for disposition.
4. RMS All text will be formatted flush left – no indents will be allowed, no bullets, stars, asterisks, or numbers that function as bullet points. Lists and enumerations will be wrapped as a single paragraph. Multiple single sentence paragraphs that do not fit in the space will be wrapped.
5. RMS If the candidate's statement contains any **bold text**, CAPITALIZED TEXT (other than abbreviations or acronyms), underlined text, *italic text*, different type sizes or centering of text, the text will be converted to normal text without these attributes.
6. RMS Candidate statements are **PRINTED EXACTLY AS SUBMITTED**. The Registrar of Voters office **will not** make any corrections including spelling, punctuation, and grammar.
7. RMS I understand that I will be requested to review my candidate's statement before it is sent to the printing vendor; and that if I fail to respond by the deadline, my statement will be printed without my review.
8. RMS Neither the County of Lake, the Registrar of Voters office, nor any other County officer or employee shall be liable for any unintentional variation between the draft submitted by me and that mailed with the Sample Ballot Booklet and Voter Information Pamphlet.
9. RMS I understand that I must file this completed agreement form with my deposit payment and a hard (paper) copy of my candidate's statement with my Declaration of Candidacy by the filing deadline.
10. RMS I understand that I must also provide the Registrar of Voter's office with a copy of my candidate's statement in Word format or text file format (PDF not accepted) via either of the following methods:
  - (a) By email to: [elections@lakecountyca.gov](mailto:elections@lakecountyca.gov)  
**or**
  - (b) On a compact disc (CD)

OFFICE USE ONLY	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Deposit Amount</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Cash or Check #</div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Date Paid</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Received by</div>

CANDIDATE FOR THE OFFICE OF: Hidden Valley Lake CSD Director

AT THE General ELECTION TO BE HELD ON 11/3/2020

NAME: Rand M. Sample  
(Print exactly as it will appear on your Candidate's Statement. It is recommended that your name be the same as your ballot name.)

OCCUPATION: Appointed Incumbent AGE: 55

NOTES: Occupation and Age are OPTIONAL and will not be printed on your Candidate's Statement if they are not provided here.  
Your occupation on this form is not limited to 3 words; however, you are limited to 50 characters, including spaces.  
Your occupation on this form is not required to be the same as your official ballot designation.

**CANDIDATE'S STATEMENT OF QUALIFICATIONS**

**BRIEF STATEMENT OF NOT MORE THAN 200 WORDS EXPRESSED BY THE CANDIDATE HIMSELF/HERSELF IN "FIRST PERSON":**  
Your Candidate's Statement must be typewritten in upper and lower case type. Neither grammar nor spelling will be proofread or changed.  
If the Candidate's Statement is printed on a separate page, attach it to this form and write "See Attached" below.

My education and qualifications are:

See Attached

**PRINTING AND HANDLING OF THE CANDIDATE'S STATEMENT**

Please check ONE of the following:  English Statement only  English and Spanish Statement

I certify under penalty that my Candidate's Statement submitted is true and correct to the best of my knowledge and belief. I also certify that I have read the RULES GOVERNING FILING OF CANDIDATE'S STATEMENT on the reverse of this form.

Signature Rand M Sample Date 5/29/2020

## RAND M. SAMPLE CANDIDATE'S STATEMENT OF QUALIFICATIONS

This is an example of a properly formatted Statement of Qualifications. As you can see, I have made this statement double-spaced, with no indentations at the beginning. I have also limited it to under 200 words, with a narration in the first person. In addition, new paragraphs should not be indented.

Whether you are new and unfamiliar with candidate statements, or you have submitted them time and time again, we at the Registrar of Voters office will review them to make sure that it doesn't contain anything regarding political affiliation, references to or about another candidate or measure, and other things that would otherwise be seen as a violation of the code governing a Candidate's Statement of Qualifications.

If you are ever in doubt if your statement will be allowed by our office, call us or email us at [elections@lakecountyca.gov](mailto:elections@lakecountyca.gov). This statement I made is 150 words long according to the word count rules.

**s/Rand M. Sample**



## **IMPORTANT TELEPHONE NUMBERS/WEBSITES**

### **LAKE COUNTY REGISTRAR OF VOTERS**

GENERAL INFORMATION	(707) 263-2372
FAX	(707) 263-2742
*WEBSITE	<a href="http://www.lakecountyca.gov">www.lakecountyca.gov</a>
(*Select Registrar of Voters - Under Dept Directory)	

### **CITY OF CLEARLAKE**

GENERAL INFORMATION	(707) 994-8201
Melissa Swanson, City Clerk	Ext 106
FAX	(707) 995-2653
WEBSITE	<a href="http://www.clearlake.ca.us">www.clearlake.ca.us</a>

### **CITY OF LAKEPORT**

GENERAL INFORMATION	(707) 263-5615
Kelly Buendia, City Clerk	Ext 101
FAX	(707) 263-8584
WEBSITE	<a href="http://www.cityoflakeport.com">www.cityoflakeport.com</a>

### **OFFICE OF THE SECRETARY OF STATE**

ELECTIONS DIVISION	(916) 657-2166
(General Information, Filing for State/Federal Offices)	
FAX	(916) 653-3214
WEBSITE	<a href="http://www.sos.ca.gov/elections">www.sos.ca.gov/elections</a>

POLITICAL REFORM DIVISION	(916) 653-6224
(Committee ID Number, Termination)	
FAX	(916) 653-5045
WEBSITE	<a href="http://www.sos.ca.gov/campaign-lobbying">www.sos.ca.gov/campaign-lobbying</a>

### **FAIR POLITICAL PRACTICES COMMISSION**

TECHNICAL ASSISTANCE DIVISION	(866) 275-3772
(Campaign Disclosure, State Contribution Limits, Conflict of Interest Disclosure)	
FAX	(916) 322-0886
WEBSITE	<a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>

ENFORCEMENT DIVISION	(916)322-5660
(File Complaint under Political Reform Act)	*(866) 275-3772
	*press 1