



# Candidate Guide



## June 5, 2018 Direct Primary Election & November 6, 2018 General Election

*Revised 01/02/18*

**Looking for additional information that wasn't in this guide?**

**For additional information about running for a Federal, State, Countywide or District office, please contact:**

Inyo County Elections Department

168 N. Edwards Street

Independence, CA 93526

Telephone (760) 878-0224 or email [clerk-recorder@inyocounty.us](mailto:clerk-recorder@inyocounty.us).

Office hours: 8:00 am to 5:00 pm, Monday through Friday, excluding holidays

(Closed for lunch from noon to 1:00 pm)

**For additional information about running for a City office, please contact:**

City of Bishop City Clerk Office

377 W. Line Street

Bishop, CA 93514

Telephone (760) 873-5863 or email [cityclerk@cityofbishop.com](mailto:cityclerk@cityofbishop.com).

Office hours: 8:00 am to 4:30 pm, Monday through Friday, excluding holidays.

(Note: The City Clerk's office will remain open)

**Disclaimer**

*This is a guide published jointly by the Inyo County Registrar of Voters and the Bishop City Clerk. We strongly recommend that any prospective candidates obtain legal advice, to assist in complying with the applicable California laws. We compiled this guide in order to help you, the candidate, meet the deadlines and understand the requirements of candidacy. It is distributed with the understanding that neither the Inyo County Clerk nor Bishop City Clerk is rendering legal advice and therefore this guide is not to be a substitute for legal counsel for the individual or candidate using it. In case of conflict, Federal and State laws, regulations or rules will apply.*

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# Offices up for election in the June 5, 2018 Direct Primary

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Office name	Term
Governor	4 year term
Lieutenant Governor	4 year term
Secretary of State	4 year term
Controller	4 year term
Treasurer	4 year term
Attorney General	4 year term
Insurance Commissioner	4 year term
Superintendent of Public Instruction	4 year term
Member, State Board of Equalization 1st District	4 year term
United States Senator	6 year term
United States Representative, 8th District	2 year term
Member of the State Senate, 8th District	4 year term
Member of the State Assembly, 26th District	2 year term
Supervisor, 1st District	4 year term
Supervisor, 3rd District	4 year term
Assessor	4 year term
Auditor	4 year term
Clerk-Recorder	4 year term
Coroner	4 year term
District Attorney	4 year term
Public Administrator	4 year term
Supt. Of Schools	4 year term
Treasurer/Tax Collector	4 year term
Sheriff	4 year term
County Board of Education, 1st District	4 year term
County Board of Education, 3rd District	4 year term
County Board of Education, 5th District	4 year term

# Offices up for election in the November 6, 2018 General

<b>Top-Two Candidates from the June 5, 2018 election</b>	<b>Term</b>
Governor	4 year term
Lieutenant Governor	4 year term
Secretary of State	4 year term
Controller	4 year term
Treasurer	4 year term
Attorney General	4 year term
Insurance Commissioner	4 year term
Superintendent of Public Instruction	4 year term
Member, State Board of Equalization 1st District	4 year term
United States Senator	6 year term
United States Representative, 8th District	2 year term
State Senator, 8th District	4 year term
Member of the State Assembly, 26th District	2 year term
Top two candidates from local countywide races where more than two candidates filed, but no candidate received more than 50% of the vote	
<b>Offices open for filing in November 6, 2018 (There are multiple seats available for each of these entities, unless otherwise indicated)</b>	
Bishop City Council Member (two seats)	4 year terms
Big Pine Unified School District Board Member	
Bishop Unified School District Board Member	
Death Valley Unified School District Board Member	
Lone Pine Unified School District Board Member	
Owens Valley Unified School District Board Member	
Round Valley Unified School District Board Member	
Trona Joint Unified School District Board Member	
Kern Community College District, Trustee Area 2	
Northern Inyo County Hospital District Director	
Southern Inyo County Healthcare District Director	
Inyo-Mono Resource Conservation Board Member	

# Qualifications for Local Office

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Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office. (E.C. 201)

Many offices have education and/or certification requirements for holding office. This publication contains ONLY the requirements for getting a candidate's name on the ballot. We urge all candidates to research the statutes pertaining to the office in which he or she is interested.

## **Voter-Nominated Offices**

Under the California Constitution, political parties are not entitled to formally nominate candidates for voter-nominated offices at the Primary Election, and a candidate nominated for a voter nominated office at the Primary Election is not the official nominee of any party for the office in question at the ensuing General Election.

For information regarding running for a Voter-Nominated office in the State of California, please see the California Secretary of State's website:

<http://www.sos.ca.gov/elections/>

## **Assessor**

A candidate for the elected office of Assessor must hold a valid appraiser's certificate issued by the State Board of Equalization. If they do not, a duly elected or appointed person may exercise the powers and duties of assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization within 30 days of election or appointment. (G.C. §24002.5)

## **Board of Supervisors**

A candidate for Board of Supervisors must have been a registered voter of the district which they seek to represent for at least 30 days immediately preceding the deadline for filing nomination documents and shall reside in the district during their incumbency. (G.C. §24001, 25041, 25200)

## **Bishop City Council**

A candidate for the Bishop City Council must be a registered voter in the City of Bishop at the time that nomination papers are issued to the person. (G.C. §36502) For more information about becoming a candidate for Bishop City Council, please contact the Bishop City Clerk at (760) 873-5863.

## **County Offices**

A candidate for a county or district office must be a registered voter of the county or district at the time that nomination papers are issued to the person. (G.C. §24001) (E.C. §201)

Pursuant to E.C. §13.5, candidates for the following offices are required to file a declaration under penalty of perjury that he or she meets the statutory qualifications for the office:

- ❖ **County Auditor** (G.C. §26945 & 26946) - see page 32
- ❖ **County District Attorney** (G.C. §24001 & 24002) - see page 33
- ❖ **County Sheriff** (G.C. §24004.3) - see page 34
- ❖ **County Superintendent of Schools** (Ed.C. §1205-1208) -see page 35
- ❖ **County Treasurer-Tax Collector** (G.C. §27000.7) - see page 36

## **County Board of Education**

A candidate for County Board of Education must be a registered voter of the district which he or she would like to represent. The County Superintendent of Schools, any member of his staff, or any employee of a school district is not eligible to run for the County Board of Education. (Ed. C. §1006)

## **Hospital Districts**

Any person, who is a registered voter within the hospital district and is not disqualified by any California law, is eligible to be a candidate for a hospital board office.

Candidates in districts that are divided into trustee areas must be registered voters in the trustee area for which they are running. (E.C. §10508)

## **Inyo-Mono Resource Conservation District**

Any person, who is a registered voter within the district and is either a landowner in the district or the legal representative of a landowner in the district, is eligible to be a candidate for the Inyo-Mono Resource Conservation District.

## **School Districts**

Any person, who is a registered voter within the school district, is not disqualified by any California law and is not an employee of the school district, is eligible to be a candidate for a school board office.

## **Candidacy for more than one office**

No person may file nomination papers for a party nomination and an independent nomination for the same office, or for more than one office at the same election. (E.C. 8003)

## **When is a Candidate for Local Office Declared Elected?**

A candidate for a nonpartisan office who is on the primary ballot is selected if he or she wins more than 50% of the votes. If not, there is a runoff election in November between the top two candidates.

# Local Candidate's Filing Dates for the June 5, 2018 Direct Primary

Listed below is an informal checklist indicating the various forms required to be filed for candidacy in the June Election. It is the obligation of the candidate to ensure that he/she meets all filing requirements and deadlines. All candidates are urged to file the necessary papers as early as possible in order to avoid last minute rush, confusion, and or any misunderstandings.

Document	Applied to	Filing Period	Date Filed ✓
Signature In-Lieu Petition	Optional	Dec. 14, 2017 – Feb. 22, 2018	
Nomination papers	Congressional, State, Board of Supervisors, County Offices	Feb. 12 – Mar. 9, 2018	
Declaration of Candidacy	All candidates	Feb. 12 – Mar. 9, 2018	
Candidacy/Nomination Extension	Anyone other than an incumbent	Mar. 10* – Mar. 14, 2018	
Candidate's Statement of Qualifications	Optional	When Declaration of Candidacy is filed	
Code of Fair Campaign Practices	Optional	When Declaration of Candidacy is filed	
FPPC Form 700 - Statement of Economic Interests	All candidates EXCEPT for US Senate and Congress	Feb. 12 – Mar. 9, 2018	
FPPC Form 501 – Candidate Intention	All candidates	Before soliciting or receiving any funds, including personal funds	
FPPC Form 470	All candidates who will raise or spend <b>less</b> than \$2,000	See FPPC filing calendar on page 28	
FPPC Forms 410, 460	All candidates who will raise or spend <b>more</b> than \$2,000	See FPPC filing calendar of page 28	

\*Date falls on a weekend or holiday

# Local Candidate's Filing Dates for the November 6, 2018 General

Listed below is an informal checklist indicating the various forms required to be filed for candidacy in the November Election. It is the obligation of the candidate to ensure that he/she meets all filing requirements and deadlines. All candidates are urged to file the necessary papers as early as possible in order to avoid last minute rush, confusion, and or any misunderstandings.

Document	Applied to	Filing Period	Date Filed ✓
Nomination papers	City Council	July 16 – Aug. 10, 2018	
Declaration of Candidacy	All candidates	July 16 – Aug. 10, 2018	
Candidacy/Nomination Extension	Anyone other than an incumbent	Aug 11* – Aug. 15, 2018	
Candidate's Statement of Qualifications	Optional	When Declaration of Candidacy is filed	
Code of Fair Campaign Practices	Optional	When Declaration of Candidacy is filed	
FPPC Form 700 - Statement of Economic Interests	All candidates EXCEPT for US Senate and Congress	July 16 – Aug. 10, 2018	
FPPC Form 501 – Candidate Intention	All candidates	Before soliciting or receiving any funds, including personal funds	
FPPC Form 470	All candidates who will raise or spend <b>less</b> than \$2,000	See FPPC filing calendar on page 29	
FPPC Forms 410, 460	All candidates who will raise or spend <b>more</b> than \$2,000	See FPPC filing calendar of page 29	

\*Date falls on a weekend or holiday

# Local Candidates Filing Fees\*\*

In order to become a candidate for a paid elected office, you must pay a filing fee. EXCEPTION: City of Bishop Elected Offices (City Council Member and City Treasurer are not required to pay a filing fee. The filing fee for most local offices is a percentage of the salary for the office sought. Instead of paying the filing fee, a candidate may choose to circulate a petition gathering signatures of registered voters. Any registered voter may sign an in-lieu petition for any candidate for whom he or she is eligible to vote. Each signature is worth the dollar amount listed in the table below (E.C. §8020, 8022, 8040, 8041, 8061-8063, 8105-8106)

When a candidate files the signature in-lieu petition, the county elections official will verify and count all signatures. The signatures submitted may cover all or a prorated portion of the filing fee.

Only valid signatures on the signature in-lieu petition will count towards the nomination signature requirement. The county elections official will notify candidates of the number of invalid signatures within 10 days of filing. No additional signatures may be filed after the deadline. Candidates will be billed their pro-rate portion of the filing fee to cover the deficiency of any invalid signatures.

**Important!** Please refer to the “Guidelines for Gathering Signatures” on pages 14 & 15 for important information on the policies and procedures of signature gathering.

County Office	% of Annual Salary	Filing Fees	In-Lieu Sigs	Value of Sigs	Nomination Sigs
Supervisor, 1st Dist.	1.00%	\$538.80	158	\$3.41013	20 to 40
Supervisor, 3rd Dist.	1.00%	\$538.80	174	\$3.09656	20 to 40
Assessor	1.00%	\$1093.56	700	\$1.56223	20 to 40
Auditor	1.00%	\$1093.56	700	\$1.56223	20 to 40
Clerk-Recorder	1.00%	\$994.20	700	\$1.42029	20 to 40
Coroner	1.00%	\$254.76	700	\$0.36394	20 to 40
District Attorney	1.00%	\$1,443.36	700	\$2.06194	20 to 40
Public Administrator	1.00%	\$671.28	700	\$0.95897	20 to 40
Supt. Of Schools	1.00%	\$1,407.89	700	\$2.01127	20 to 40
Treasurer/Tax Collector	1.00%	\$994.20	700	\$1.42029	20 to 40
Sheriff	1.00%	\$1,362.60	700	\$1.94657	20 to 40

\*\*Filing Fees are based on the salary of the position. If salaries are adjusted prior to December 14, 2017, the filing fees and value of signatures will be adjusted.

## **Obtaining the Petition Form**

A master petition form will be available from the elections department beginning on **December 14, 2017 through February 22, 2018** between the hours of 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm, Monday through Friday (excluding holidays). The form will be issued directly to the candidate or to someone bearing written authorization from the candidate. There is no charge for the master form.

## **Deadline**

**5:00 pm February 22, 2018** – all candidates for the June 5, 2018 election

# How to Become a Candidate for Office

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## Declaration of Candidacy

(E.C. §8020, 8023, 8028, 8101, 8105,13104)

The Declaration of Candidacy is the official nomination document that states how the candidate's name and ballot designation will appear on the ballot. Additionally, the candidate declares that he/she meets the requirements for the office sought. All filing fees are due at the time the Declaration of Candidacy is filed. **Filing fees must be paid by check, made payable to the Inyo County Clerk.** Filing fees are non-refundable, even in the event that the candidate fails to qualify.

The candidate's name will be printed on the ballot exactly as it appears on the Declaration of Candidacy. Nicknames of candidates are permitted on the ballot provided the candidate has declared his candidacy under such name. If a candidate changes his/her name within one year of any election, his/her new name shall not appear upon the ballot unless the change was made by marriage or decree of court of competent jurisdiction.

**Important!** Please see the "Ballot Designation Guide" on pages 16 & 17 for important information on how to complete the ballot designation portion of the Declaration of Candidacy.

## Obtaining the Declaration of Candidacy

- **June 5, 2018** - A Declaration of Candidacy form can be obtained at the Inyo County Election Department (see front cover for office hours and location) beginning on **February 12, 2018 until March 9, 2018**. The form will be issued directly to the candidate or to someone bearing written authorization from the candidate.
- **November 6, 2018** - A Declaration of Candidacy form for Federal, State, Countywide or District office can be obtained at the Inyo County Elections department and for City offices can be obtained with the City of Bishop Clerk's Office (see front cover for office hours and location) beginning on **July 16, 2018 until August 10, 2018**. The form will be issued directly to the candidate or to someone bearing written authorization from the candidate.

## Deadline

- **5:00 pm March 9, 2018** – all candidates for the June 5, 2018 Direct Primary. If the incumbent does not file, the deadline is extended until 5:00 pm March 14, 2018.
- **5:00 pm August 10, 2018** – all candidates for the November 6, 2018 General. If the incumbent does not file, the deadline is extended until 5:00 pm August 15, 2018.

## Withdrawal of Candidacy

- **County and Voter-Nominated offices:** No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election.

No candidate nominated at any primary election may withdraw as a candidate at the ensuing general election except those candidates permitted to withdraw. E.C. §8800-8811.

- **Municipal offices:** No candidate shall withdraw his or her declaration of candidacy after 5:00 pm on the 88<sup>th</sup> day prior to the general district election. E.C. §10224
- **School District offices:** No candidate shall withdraw his or her declaration of candidacy after 5:00 pm on the 88<sup>th</sup> day prior to the general district election. E.C. §10603
- **Special District offices:** No candidate shall withdraw his or her declaration of candidacy after 5:00 pm on the 88<sup>th</sup> day prior to the general district election. E.C. §10510

# Nomination Papers

(E.C. §8020, 8041, 8062-8070)

After a candidate files his/her Declaration of Candidacy, the corresponding County or City Elections Official will issue nomination papers, if nomination papers are required for the office. If the candidate has already filed signature in-lieu of filing fee petitions, all valid signatures will be counted toward the nomination requirement. Nomination papers must be signed by voters residing within the district in order to be counted. If an office is not listed below, then there are no nomination signatures required for that office.

**Important!** Please refer to the “Guidelines for Gathering Signatures” on page 14 & 15 for important information on the policies and procedures of signature gathering.

Office name	Nomination signatures required
Voter-Nominated offices	Visit the California Secretary of State's website: <a href="http://www.sos.ca.gov/elections/">http://www.sos.ca.gov/elections/</a>
Supervisor, 1st District	20 to 40
Supervisor, 3rd District	20 to 40
Assessor	20 to 40
Auditor	20 to 40
Bishop City Council	20 to 30
Clerk-Recorder	20 to 40
Coroner	20 to 40
District Attorney	20 to 40
Inyo-Mono Resource Conservation	5 Landowner signatures
Public Administrator	20 to 40
Supt. Of Schools	20 to 40
Treasurer/Tax Collector	20 to 40
Sheriff	20 to 40

## Obtaining the Nomination Papers

Nomination papers will be issued by the Elections Department upon filing of a Declaration of Candidacy.

## Deadlines

**5:00 pm March 9, 2018** – candidates for the June 5, 2018 election. If the incumbent does not file, the deadline is extended until 5:00 pm March 14, 2018.

**5:00 pm August 10, 2018** – candidates for the November 6, 2018 election. If the incumbent does not file, the deadline is extended until 5:00 pm August 15, 2018.

# Guidelines for Gathering Signatures

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(E.C. §100, 104, 106, 8065, 8066, 8068, 8106(b)(4))

Circulators (whether the candidate or another person) perform the important duty of obtaining signatures of properly registered voters for Nomination or Signature In-Lieu of Filing Fee petitions. If the signatures are not obtained properly and in accordance with the law, the candidate's right to be placed on the ballot could be jeopardized. After candidates obtain the required number of signatures they should return their nomination papers to the elections office as soon as possible for examination, filing or certification as required.

## Petition Circulator Information

A candidate for any office may obtain signatures and sign his/her own Nomination or Signature In-Lieu of Filing Fee petition. His/Her signature will be given the same effect as that of any other qualified signer.

Either the candidate, or a person whom the candidate gives permission, may circulate petitions.

## Affidavit of Circulation

Each petition circulator must complete the affidavit of circulation which contains:

1. Printed name of the circulator
2. Residence address of the circulator (PO Boxes are not allowed)
3. Dates between which all of the signatures to the petition were gathered.

Each declaration submitted shall also state:

1. That the circulator circulated that section and witnessed the signatures being written
2. That according to the best information and belief of the circulator, each signature is a genuine signature of the person whose name it purports to be. The circulator will certify under penalty of perjury to the truth and correctness of the content of the declaration.

## Qualified Signers

Only a person who is a registered voter at the time he/she signs the Nomination or Signature In-Lieu of Filing Fee petitions is entitled to sign it. At the time of signing the petition or paper, each voter shall personally sign; print their name and place of residence (PO Boxes are not allowed). Each voter must indicate the street and number, of their physical address and if no street or number exists, then a description of the place of residence is acceptable.

## **Voters may Sign Only One Paper per Office**

Voters may only sign one candidates' Nomination or Signature In-Lieu of Filing Fee petition per office unless the race has more than one office to be filled.

## **Validation of Signatures**

The following guidelines will be used when validating signatures on Nomination or Signature In-Lieu of Filing Fee petitions.

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

- Is not a registered voter
- Provides a signature on the petition that does not match the signature on the voter's affidavit of registration
- Uses a PO Box number for residence
- Uses a mail drop number for residence
- Provides an address that is different from the voters residence address on the affidavit of registration on record
- Does not reside in the appropriate district
- Signs a nomination paper for a party nominated office and is not registered with the same political party as the candidate seeking party nominated office or those parties allowing cross-over voting
- Prints her/her name for the signature, unless registered as such
- Lists her name as Ms. John Jones
- Uses ditto marks for an address

# Ballot Designation Guide

The candidate may request a ballot designation to appear under his/her name on the ballot, but it is not required. The candidate may choose to leave the space for such designation blank. In order to notify the elections official of the candidate intention if no occupation is desired on the ballot under his/her name, the word “None” must be written on the application in the appropriate space. “None” will not appear on the ballot. A candidate who wishes to have a ballot designation appear under his/her name on the ballot may choose ONLY ONE of the following:

Office Title	
Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the nomination papers to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.	<i>Examples:</i> Representative in Congress, 19 <sup>th</sup> District  Member of the Board of Supervisors
Incumbent	
The word “incumbent” if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior or municipal court judge, was appointed to that office.	<i>Example:</i> Incumbent
Appointed Incumbent	
The phrase “appointed incumbent” 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, or, if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office. In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”	<i>Examples:</i> Appointed Incumbent Appointed Governing Board Member Appointed City Council Member
Principal Occupation, Vocation, or Profession in 3 Words or Less	
The candidate may use a generic form of their principal profession, vocation, or occupation in <u>no more than three words.</u> Note: California geographical names will be considered one word.  See the following for <b>Restrictions on Occupational Designations.</b>	<i>Examples of <b>acceptable</b> designations:</i> Farmer, school teacher, small business owner, legislator  <i>Examples of <b>acceptable</b> designations denoting a vocation:</i> Housewife, homemaker, parent, mother, father  <i>Examples of <b>unacceptable</b> designations:</i> Sunkist Farmer, Owner of McDonald’s

<p><b>NO MISLEADING DESIGNATIONS:</b> The designation must not mislead the voter. No acronyms</p>	<p><i>Example:</i> You cannot use “teacher” if you only volunteer teaching Sunday School at church and are not a credentialed teacher</p>
<p><b>NO STATUSES:</b> The designation must be the candidate’s principle occupation or vocation and cannot be a status.</p>	<p><i>Example of <b>unacceptable</b> designations:</i> Activist, taxpayer, patriot, concerned citizen, husband, wife, or veteran</p>
<p><b>NO ABBREVIATION OF THE WORD “RETIRED”</b> No abbreviation of the word “retired” may be used and “retired” may not be placed following any word or words it modifies.</p>	<p><i>Examples of <b>acceptable</b> designations:</i> Retired Police Officer <i>Examples of <b>unacceptable</b> designations:</i> Ret. Police Officer Police Officer, Retired</p>
<p><b>NO PREFIXES:</b> No prefix that indicates prior status may be used, except for the word “retired” (see above).</p>	<p><i>Examples of <b>unacceptable</b> designations:</i> Former Surgeon Ex-School Principal</p>
<p><b>NO POLITICAL PARTY:</b> The name of a political party may not be used, whether or not it has been qualified for the ballot. Note: Central Committee candidates are the exception to this rule.</p>	<p><i>Examples of <b>unacceptable</b> designations:</i> Republican Legislator Democratic Congressman</p>
<p><b>NO UNLAWFUL ACTIVITIES:</b> No references related to any activity, which is prohibited by law, may be used.</p>	<p><i>Examples of <b>unacceptable</b> designations:</i> Drug Dealer</p>
<p><b>NO RACIAL, RELIGIOUS, OR ETHNIC GROUP:</b> No words may be used that refer to a racial, religious or ethnic group.</p>	<p><i>Examples of <b>acceptable</b> designation:</i> Priest  <i>Examples of <b>unacceptable</b> designation:</i> Catholic Priest</p>

(Elections Code §13107 & Cal Regulation §20710 et seq.)

## **Notice of Unacceptable Designations**

If an election official finds an occupational designation to be in violation of the above restrictions, the candidate will be notified by certified mail.

The candidate must come to the elections office and provide an alternative designation within three days from the date of receipt of the notice. If he/she fails to provide an alternative designation within this time, the candidate’s name will appear on the ballot without a designation.

# Candidates Statement of Qualifications

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A candidate may choose, at his/her option, to make a statement describing his or her education and qualifications and request that it be printed in the Voters Information Pamphlet section of the County Sample Ballot Booklet. The candidate's statement is designed to acquaint voters with a candidate's qualification for the office he/she is seeking. The Candidate's Statement of Qualifications 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.

Statement should not contain any demonstrably false, slanderous or libelous statements. The candidate is responsible for the content submitted. Candidates may be subject to any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Candidate's Statement of Qualifications.

## **Time Period for Filing**

The Candidate's Statement of Qualifications must be filed when the Declaration of Candidacy is filed.

## **Confidentiality of Statement**

Notwithstanding any other provisions of law, candidate's statements filed pursuant to EC §13307 shall remain confidential until the close of the nomination period for the office sought. (E.C. §13311)

## **Public Examination**

After the close of the nomination period, anyone may examine any candidate's statement. During a 10-calendar-day period commencing the day after the close of the nomination period, any voter of the jurisdiction in which the election is being held or the county elections official may seek a writ of mandate of an injunction requiring any or all of the material in a candidate's statement to be amended or deleted.

## **Contents**

The statement may contain the name, age, 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. The occupation listed does not have the same restrictions

as the ballot designation. The format shall conform to the following guidelines:

- Shall be in upper & lower case. Capitalization is only allowed at the beginning of a sentence or for proper nouns.
- No **bold**, underlines, or *italics* may be used.
- Must be in block paragraph.
- No bullets, stars or asterisks are allowed.
- Tables or lists of items or phrases should not be vertical or indented, but must be strung together in paragraph format.
- Statement will be no more than **200** words in length.
- Despite formatting changes mentioned above, the statement will be printed exactly as submitted by the candidate. **Check carefully for errors in spelling, punctuation, and grammar before filing.**

## **Photographs**

Candidate photographs are not permitted in the printed Sample Ballot Booklet. However, a candidate may choose to submit a head shot for display on the Inyo County Elections website for the fee of \$25. If you wish to have your head shot displayed on the Inyo County Elections website, please email it to [clerk-recorder@inyocounty.us](mailto:clerk-recorder@inyocounty.us) when you submit your Declaration of Candidacy.

## **Restrictions**

The candidate's statement shall not include the political party affiliation of the candidate nor membership or activity in partisan political organizations.

Candidate statements should be about the candidate's own personal background and qualifications and shall not in any way make reference to other candidates. The county elections official shall not print or circulate any statement that does not meet this restriction. (E.C. §13308)

## **Withdrawal**

The Candidate's Statement of Qualifications may be withdrawn, **but not changed**, during the period for filing nomination papers and until 5:00 P.M. of the next working day after the close of the nomination period (E.C. §13307). Any request for withdrawal of a candidate's statement must be in writing and signed by the candidate. (E.C. §13307 (a)(3))

## **Endorsements**

If a statement contains endorsements you must file written authorization with your statement from the person(s) giving you the endorsement.

## **Permission**

If a statement uses someone else's name or the name of a business , the candidate must file written authorization from the person(s) or business(s) stating that the candidate had permission to use their name in this manner. Letters must be signed and dated.

## **Cost of Statement**

All costs in handling of the statement must be paid by each candidate. (E.C. §13307)

The following deposit must be made at the time of filing Candidate's Statement of Qualifications with the County Elections Official:

❖	Federal or State office	\$650
❖	1st Supervisor District	\$250
❖	3rd Supervisor District	\$250
❖	City Council	\$250
❖	County Offices	\$650
❖	District	(Request pricing)

These are only estimated costs. The prices will vary for all special district offices. After the election you will be billed for any additional charges, or refunded any excess deposit based on the actual cost to print your statement in the Voter Information Guide.

## **Languages other than English**

If a candidate would like their Statement of Qualifications translated into a language other than English, they will need to contact the elections department prior to submitting the statement for instructions and an estimate of additional fees

# Word Count Guidelines

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These are the guidelines utilized by the election official in determining the number of words submitted on any document (such as the candidate's statement) that content is limited by statute. (E.C.§ Section 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 Inyo" and "Bishop Unified High School" 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. Each part of all other hyphenated words shall be counted as separate words.

**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 considered 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.

**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.

# Regulations Concerning Political Campaigns

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## Political Advertisement Requirements

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which 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." Such 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. (E.C. §20008)

## Simulated Ballot Requirement

a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of such 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:

<p>Notice to Voter (Required by Law)</p> <p>This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.</p> <p>This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof).</p>
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Nothing in this section shall be construed to require any such notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

b) No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall any such seal or the insignia appear upon the envelope in which it is mailed or otherwise delivered. (E.C. §20009)

## **Mass Mailing at Public Expense**

No newsletter or other mass mailing shall be sent at public expense. (G.C. §89001)

## **Requirements for Mass Mailing**

a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing, in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required in subdivision (a).

(G.C. §84305)

## **Distribution of Precinct Polling Place Information**

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes literature to any voter which includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling place list which constituted the latest official precinct polling place list at some time not more than 30 days prior to such mailing or distribution. (E.C. §18302)

## **Electioneering near Polling Place**

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 election official's office:

- a) Circulate an initiative, referendum, recall, 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" shall mean 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. (E.C. §18370)

## **Political Signs**

The placement of political signs may be regulated by the state, county or city, depending upon the location of such signs:

### **State**

Under provisions of the State Outdoor Advertising Act, signs may not be placed within the right of way of any public road or highway or adjacent to a landscaped freeway: and signs may not be placed adjacent to a highway unless they are in compliance with the controls set forth in detail in this act. Before signs are placed in unincorporated areas within 660 feet of the right of way of a highway, a *Statement of Responsibility* (available from this office) must be completed and returned to the Department of Transportation district office. The Department of Transportation district office is prepared to answer any questions candidates may have about the state law regulating campaign signs. Candidates may contact Steven Wisniewski, District 9 Encroachment permits, Outdoor Advertising Inspector at (760) 872-0790 or by e-mail at [steve\\_wisniewski@dot.ca.gov](mailto:steve_wisniewski@dot.ca.gov) for more information.

### **County**

9.16.010 No person shall paint, post, attach or affix any handbill, dodger, notice, sign or advertisement upon or to any bridge, fence, building or other property belonging to the county, or any tree situated in any public highway of the county; and no person shall deface, mar or disfigure any bridge, fence, building or other structure belonging to the county; or any tree situated in any public highway of the county; by painting, cutting, scratching or breaking the same or attaching or affixing anything thereto.

9.16.020 No person shall erect, construct, place or maintain any signboard, billboard, sign or advertisement, in, over or on any public highway of the county.

### **Cities**

Candidates need to check with the City Clerk or if they wish to place political signs to make sure such signs are not in violation of any city ordinance.

# Campaign Disclosure Requirements

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The Political Reform Act requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state ballot measures and committees supporting or opposing state and local candidates and ballot measures, to file campaign statements disclosing contributions received and expenditures made.

The statutory requirements of the Political Reform Act are now contained in Sections 81000 through 91014 of the California Government Code. Information and assistance relating to campaign reporting obligations under the Act may be obtained from your local elections official or from the Technical Assistance Division of the Fair Political Practices Commission:

**Toll Free Helpline:** 1-866-ASK-FPPC

**Hours:** Monday – Thursday, 9:00 am-11:30 am & 1:30 pm-3:30pm

**Website:** [www.fppc.ca.gov](http://www.fppc.ca.gov)

**Filing is the responsibility of the candidate or committee.** It is the responsibility of the candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner. Late statements are subject to a \$10 per day late filing fee.

Below is a guide to the various filing forms. Please contact the FPPC with any questions regarding the proper completion of the forms.

## **Form 501 - Candidate Intention Statement**

<b>What</b>	This form is used for declaring the formation of a financial campaign
<b>When</b>	Form 501 must be filed prior to the solicitation or receipt of any contribution or expenditure, including any personal funds, used for the election. A new form 501 must be filed for each election even if a candidate is running for re-election
<b>Where</b>	Local county candidates – The County Clerk Local city candidates – The City Clerk State Candidates – the filing officer who receives the candidate’s original campaign disclosure statements
<b>Who</b>	All candidates who intend to raise or spend money on behalf of their campaign

## **Form 470 - Campaign Statement – Short Form**

<b>What</b>	<p>This form is used when a candidate does not have a controlled committee and does not anticipate raising or spending \$2,000 or more in a calendar year.</p> <p><i>Candidates who initially file the Form 470 and subsequently receive contributions or expenditures totaling \$2,000 or more are required to file a Form 470 supplement within 48 hours of reaching the \$2,000 limit.</i></p>
<b>When</b>	Must be filed no later than the deadline for the first required campaign disclosure statement.
<b>Where</b>	The original and one copy with either the County or City Clerk.
<b>Who</b>	All candidates who do not plan on spending or raising more than \$2,000 on their campaign in a calendar year

## **Form 410 - Statement of Organization**

<b>What</b>	<p>This form is used when any individual, officeholder, candidate, group of individuals, organization, or any other entity that receives contributions totaling \$2,000 or more during a calendar year.</p> <p><i>The name for all state and local committees established for an election held after January 1, 2009, must include the candidate's name, office sought and year of the election as part of the committee name. Example: "Smith for County Supervisor 2018".</i></p> <p><i>Also, <b>there will be a fee of \$50</b> payable to the Secretary of State upon filing of the form 410.</i></p>
<b>When</b>	The initial 410 Form can be filed prior to raising or spending \$2,000 and then amended within 10 days of reaching the \$2,000 threshold. The Secretary of State will issue the identification number for your campaign committee. Form 410 is filed with the Secretary of State in order to create a committee, to amend any information, and to terminate a committee.
<b>Where</b>	The original and one copy with the Secretary of State's Political Reform Division and one copy with either the County or City Clerk.
<b>Who</b>	<p><b>All candidates who receive or spend \$2,000 or more on their campaign.</b></p> <p><b>Important!</b> Candidates must open a bank account dedicated to their campaign if they will be receiving or spending money on their campaign.</p>

## **Form 460 - Committee Campaign Statement**

<b>What</b>	This form is used when any individual, officeholder, candidate, group of individuals, organization, or any other entity that receives contributions totaling \$2,000 or more during a calendar year. The form identifies the name of the committee and provides public information regarding the committee's purpose.  <i>Local candidates file this form with the County Elections Official only (not the Secretary of State)</i>
<b>When</b>	Must be filed according to the applicable schedules (See Filing Schedules shown below)
<b>Where</b>	The original and one copy with either the County or City Clerk.
<b>Who</b>	All candidates who have filed Form 410 and have raised or spent \$2,000 or more in a calendar year.

## **Form 497 - 24 Hour Contribution Report**

<b>What</b>	This form is used when State or local committees make or receive contributions that total in the aggregate \$1,000 or more in the 90 days before an election.  <i>Local candidates file this form with either the County or City Clerk only (not the Secretary of State)</i>
<b>When</b>	Must be filed within 24 hours from the receipt of \$1,000 or more in aggregate from a single source or if you contribute \$1,000 or more to another candidate or committee.  If a non-monetary contribution is received in excess of \$1,000, the filing deadline is extended to 48 hours from receipt.
<b>Where</b>	The original and one copy with either the County or City Clerk.
<b>Who</b>	All candidates who give or receive \$1,000 or more to or from a single source in the 90 days before an election.

## **Form 700 – Statement of Economic Interest**

<b>What</b>	This form is used for disclosure of certain personal financial interests under the Political Reform Act's conflict of interest rules. All information required to be disclosed per the Conflict of Interest Code for the office sought during the 12 months prior to the date of filing the Declaration of Candidacy must be reported.
<b>When</b>	Before the end of the nomination period
<b>Where</b>	The original with either the County or City Clerk.
<b>Who</b>	All candidates who have not filed this form for the same office within 60 days prior to the nomination period.

# Filing Schedule for 460 & 497

## June 5, 2018 Direct Primary

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<b>Filing Deadline</b>	<b>Type of Statement</b>	<b>Period Covered by Statement</b>	<b>Method of Delivery</b>
January 31, 2018	Semi-Annual	<sup>1</sup> -12/31/17	Personal Delivery First Class Mail
Within 24 Hours	Contribution Reports  File if you receive \$1,000 or more from a single source or if you give \$1,000 or more to another candidate  If you receive a non-monetary contribution of \$1,000 or more, file Form 497 within 48 hours.	3/7/18 – 6/5/18	Personal Delivery  Guaranteed Overnight Service  Fax
April 26, 2018	Pre-Election	1/1/18 - 4/21/18	Personal Delivery First Class Mail
May 21, 2018	Pre-Election	4/22/18 - 5/19/18	Personal Delivery  Guaranteed Overnight Service
July 31, 2018	Semi-Annual	5/20/18 – 6/30/18	Personal Delivery First Class Mail

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<sup>1</sup> The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

# Filing Schedule for the 460 & 497 November 6, 2018 General

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Filing Deadline	Type of Statement	Period Covered by Statement	Method of Delivery
July 31, 2018	Semi-Annual	<sup>1</sup> -6/30/18	Personal Delivery First Class Mail
Within 24 Hours	Contribution Reports  File if you receive \$1,000 or more from a single source or if you give \$1,000 or more to another candidate  If you receive a non-monetary contribution of \$1,000 or more, file Form 497 within 48 hours.	8/8/18 – 11/6/18	Personal Delivery  Guaranteed Overnight Service  Fax
September 27, 2018	Pre-Election	7/1/18 - 9/22/18	Personal Delivery First Class Mail
October 25, 2018	Pre-Election	9/23/18 - 10/20/18	Personal Delivery  Guaranteed Overnight Service
January 31, 2019	Semi-Annual	10/21/18 – 12/31/18	Personal Delivery First Class Mail

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<sup>1</sup> The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

# Code of Fair Campaign Practices

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

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions. (E.C. §20400)

At the time an individual files his or her Declaration of Candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the clerk shall give the individual a blank form of the Code of Fair Campaign Practices and a copy of this chapter. The clerk shall inform each candidate for public office that subscription to the code is voluntary. (E.C. §20440)

Every code subscribed to by a candidate for public office pursuant to this chapter is public record open for public inspection. (E.C. §20443)

## Obtaining voter information

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Pursuant to Elections Code §2188, and §2194, voter registration information is available to persons or groups for political purposes. If you would like to request voter registration information from the Inyo County Registrar of Voter's office, you will need to pay a fee and complete an application. The application form and fee schedule is available on the Inyo County Elections website:

<http://elections.inyocounty.us/p/candidate-materials.html> .

# **Appendix of Declarations under Penalty of Perjury of Qualifications for local office**

Some local offices have legal qualifications to file as a candidate in accordance with Section 13.5 of the California Elections Code. In lieu of submitting other documentation of those qualifications, candidates may choose to submit and declare under penalty of perjury that they possess the qualifications established for the office by statute.

\*\*Also, please note - Sexual Harassment Prevention Training for All Paid Elected Officials (AB 1661)

Pursuant to Government Code Section 53237.1 – Beginning in 2017, local agency elected officials who are paid for their public service must receive at least two hours of sexual harassment prevention training within the first 6 months of taking office and every two years thereafter. This training must include information and practical guidance regarding laws on sexual harassment and the remedies available to sexual harassment victims. This training must be presented by someone with knowledge and expertise in the prevention of sexual harassment, discrimination, and retaliation. The City of Bishop may offer the training courses itself or in combination with other local agencies. The training can take the form of self-study materials with tests at home, online, or in-person training.

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DECLARATION UNDER PENALTY OF PERJURY  
OF QUALIFICATIONS FOR THE OFFICE OF **COUNTY AUDITOR**  
(Elections Code §13.5, Code of Civil Procedure §2015.5)

In accordance with Section 13.5 of the California Elections Code I am required to accompany my Declaration of Candidacy, nomination papers, or statement of write-in candidacy, as the case may be, with documentation establishing that I meet the qualifications for the Office of County Auditor established by Government Code Sections 26945 and 26946. In lieu of submitting other documentation of those qualifications, I hereby submit and declare under penalty of perjury that I possess the qualifications established for the office of County Auditor by those Government Code Sections.

Specifically, I further declare under penalty of perjury that I: *(Must possess at least one)*

\_\_\_\_\_ Possess a valid certificate issued by the California Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions code showing me to be, and a permit authorizing me to practice as, a certified public accountant or as a public accountant.

\_\_\_\_\_ Possess a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, and have served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years.

\_\_\_\_\_ Possess a certificate issued by the Institute of Internal Auditors showing me to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

\_\_\_\_\_ Served as county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years.

Executed on \_\_\_\_\_ (date), at \_\_\_\_\_ (place).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

DECLARATION UNDER PENALTY OF PERJURY  
OF QUALIFICATIONS FOR THE OFFICE OF **COUNTY DISTRICT ATTORNEY**  
(Elections Code §13.5, Code of Civil Procedure §2015.5)

In accordance with Section 13.5 of the California Elections Code I am required to accompany my Declaration of Candidacy, nomination papers, or statement of write-in candidacy, as the case may be, with documentation establishing that I meet the qualifications for the Office of County District Attorney established by Government Code Sections 24001 and 24002. In lieu of submitting other documentation of those qualifications, I hereby submit and declare under penalty of perjury that I possess the qualifications established for the office of County District Attorney by those Government Code Sections.

Specifically, I further declare under penalty of perjury that I: *(Both must be true)*

\_\_\_\_\_ **Am a registered voter of the county in which the duties of the office are to be exercised..**

**And**

\_\_\_\_\_ **Have been admitted to practice in the Supreme Court of the State of California.**

Executed on \_\_\_\_\_ (date), at \_\_\_\_\_ (place).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

DECLARATION UNDER PENALTY OF PERJURY  
OF QUALIFICATIONS FOR THE OFFICE OF **COUNTY SHERIFF**  
(Elections Code §13.5, Code of Civil Procedure §2015.5)

In accordance with Section 13.5 of the California Elections Code I am required to accompany my Declaration of Candidacy, nomination papers, or statement of write-in candidacy, as the case may be, with documentation establishing that I meet the qualifications for the Office of County Sheriff established by Government Code Section 24004.3. In lieu of submitting other documentation of those qualifications, I hereby submit and declare under penalty of perjury that I possess the qualifications established for the office of County Sheriff by that Government Code Section.

Specifically, I further declare under penalty of perjury that I: *(Must possess at least one)*

\_\_\_\_\_ Possess an active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.

\_\_\_\_\_ Have had one year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which has been accomplished within five years prior to the date of filing, and possess a master's degree from an accredited college or university.

\_\_\_\_\_ Have had two years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which has been accomplished within five years prior to the date of filing, and possess a bachelor's degree from an accredited college or university.

\_\_\_\_\_ Have had three years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which has been accomplished within five years prior to the date of filing, and possess an associate in arts or associates in science degree, or the equivalent, from an accredited college.

\_\_\_\_\_ Have had four years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which has been accomplished within five years prior to the date of filing, and possess a high school diploma or the equivalent.

\_\_\_\_\_ Held the office of sheriff on January 1, 1989.

Executed on \_\_\_\_\_ (date), at \_\_\_\_\_ (place).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

DECLARATION UNDER PENALTY OF PERJURY  
OF QUALIFICATIONS FOR THE OFFICE OF  
**COUNTY SUPERINTENDENT OF SCHOOLS**  
(Elections Code §13.5, Code of Civil Procedure §2015.5)

In accordance with Section 13.5 of the California Elections Code I am required to accompany my Declaration of Candidacy, nomination papers, or statement of write-in candidacy, as the case may be, with documentation establishing that I meet the qualifications for the Office of County Superintendent of Schools established by Education Code Sections 1205 through 1208. In lieu of submitting other documentation of those qualifications, I hereby submit and declare under penalty of perjury that I possess the qualifications established for the office of County Superintendent of Schools by those Education Code Sections.

Specifically, I further declare under penalty of perjury that I: *(Must possess at least one)*

\_\_\_\_\_ **Possess a valid certification document authorizing administrative services.**

**Or**

\_\_\_\_\_ **Possess a valid elementary administrative credential and a valid secondary administrative credential.**

Executed on \_\_\_\_\_ (date), at \_\_\_\_\_ (place).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

DECLARATION UNDER PENALTY OF PERJURY  
OF QUALIFICATIONS FOR THE OFFICE OF  
**COUNTY TREASURER-TAX COLLECTOR**  
(Elections Code §13.5, Code of Civil Procedure §2015.5)

In accordance with Section 13.5 of the California Elections Code I am required to accompany my Declaration of Candidacy, nomination papers, or statement of write-in candidacy, as the case may be, with documentation establishing that I meet the qualifications for the Office of County Treasurer-Tax Collector established by Government Code Section 27000.7. In lieu of submitting other documentation of those qualifications, I hereby submit and declare under penalty of perjury that I possess the qualifications established for the office of County Treasurer-Tax Collector by that Government Code Section.

Specifically, I further declare under penalty of perjury that I: *(Must possess at least one)*

\_\_\_\_\_ Have served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices.

\_\_\_\_\_ Possess a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

\_\_\_\_\_ Possess a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing me to be, and a permit authorizing me to practice as, a certified public accountant.

\_\_\_\_\_ Possess a valid charter issued by the Institute of Chartered Financial Analysts showing me to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

\_\_\_\_\_ Possess a valid certificate issued by the Treasury Management Association showing me to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

\_\_\_\_\_ Was duly elected or appointed as a county treasurer, county tax collector, or county treasurer-tax collector prior to January 1, 1998.

Executed on \_\_\_\_\_ (date), at \_\_\_\_\_ (place).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)