



Candidate Handbook & Resource Guide



**General District Election
November 7, 2017**

*Barbara J. Levey
Registrar of Voters*

TABLE OF CONTENTS

NOTICE TO CANDIDATES	1
CONTACT INFORMATION	2
QUALIFICATIONS FOR ELECTED OFFICIALS	3
COST OF CANDIDATE STATEMENTS FOR SAMPLE BALLOT	4
BALLOT DESIGNATION GUIDELINES	5 - 7
FAIR CAMPAIGN PRACTICES	8
CANDIDATE STATEMENT QUALIFICATIONS	9 -11
WORD COUNT STANDARD	12
ELECTION CALENDAR	13 - 18
CAMPAIGN DISCLOSURE INFORMATION	19 - 20
VOTE BY MAIL INFORMATION	21
DEFINITION MASS MAILING	22 - 23
POLITICAL ADVERTISEMENT REQUIREMENTS & SIMULATED BALLOTS	24
OUTDOOR ADVERTISING	25
ELECTIONEERING	26

NOTICE

This Candidate Handbook & Resource Guide is provided for general information to assist you in your candidacy. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and should not be substituted for legal counsel.

Please note this office cannot provide advice or determine whether or not a candidate meets the requirements for holding office. Individuals with questions concerning their own or another candidates' qualifications should seek the advice of an attorney regarding the applicable California laws pertaining to candidacy.

Candidates and others using this Handbook & Resource Guide must bear full responsibility to make their own determinations as to all legal requirements.

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

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

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

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

Refer to the election calendar for guidance as to what actual date the indicated E-Date falls on.

CONTACT INFORMATION FOR CANDIDATES AND COMMITTEES

FILING OFFICER FOR DISCLOSURES:

MERCED COUNTY CLERK
REGISTRAR OF VOTERS
2222 M ST, ROOM 14
MERCED, CA 95340
209-385-7541
209-385-7387-FAX
www.mercedelections.org

OTHER RESOURCES:

SECRETARY OF STATE
1500 11TH ST, 5TH FLOOR
SACRAMENTO, CA 95814
916-657-2166
916-653-3214-FAX
www.sos.ca.gov

FAIR POLITICAL PRACTICES COMMISSION
428 J ST, SUITE 620
SACRAMENTO, CA 95814
866-275-3772
916-322-6440-FAX
www.fppc.ca.gov

LINK TO CALIFORNIA CODES [http:// www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

QUALIFICATIONS FOR ELECTED COUNTY OFFICIALS

EC § 13 & 13.5, GC § 24000 & 24001

Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person's appointment. [EC § 201](#)

SCHOOL DISTRICT GOVERNING BOARD MEMBER: 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 as a member of a governing board of a school district without further qualifications. 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 § 35107](#)

COUNTY BOARD OF EDUCATION GOVERNING MEMBERS: 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. 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 §1000 & 1006](#)

SPECIAL DISTRICT BOARD MEMBER: A candidate must be a resident and qualified elector of the district. For additional requirements consult the specific code or enabling legislation that regulates the district. California Codes can be accessed at www.leginfo.ca.gov/calaw.html.

CITY OFFICES: "A person is not eligible to hold office as councilmember, mayor, city clerk or city treasurer unless he or she is at the time of assuming the office an elector of the city and was a registered voter of the city at the time nomination papers are issued to the candidate as provided for in Section 10227 of the Election Code."

[GC § 36502 \(a\)](#)

HOLDING TWO OFFICES – ALL OFFICES

See Government Code Section 1099 which contains the provisions prohibiting the holding of incompatible, multiple offices.



Costs for Candidate Statement

Stanislaus Board of Education TA#2 (Merced Co Only)	\$ 425.00
Gustine Unified School District TA#5	\$ 450.00
Ballico Community Service District	\$ 425.00
Central California Irrigation District #1	\$ 425.00
Central California Irrigation District #4	\$ 425.00
Merced Irrigation District #2	\$ 550.00
Merced Irrigation District #4	\$ 550.00
Merced Irrigation District #5	\$ 650.00
Turlock Irrigation District #5 (Merced Co Only)	\$ 525.00

Note: All candidates' statements are due at the time of filing.

Additional references: CA Election Code Sections 13307-13312, 10504, and 10540

BALLOT DESIGNATION GUIDELINES

EC § 13107

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

Ballot designations:

- 1) The listing of a designation on the ballot is OPTIONAL
- 2) Is a public record once the information is filed on the Declaration of Candidacy.
- 3) A ballot designation **cannot** be changed after the final date to file nomination documents, except as specifically requested by the elections official. [EC § 13107 \(d\)](#)

Only one of the following categories is allowed:

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

Example A: Governing Board Member

Example B: Board member, XYZ School District

b) **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

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

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

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

4) **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. [EC § 13107 \(3\)](#)

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.

b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.

c) A candidate is not engaged concurrently in another principal profession, vocation or occupation. [EC § 13107.5](#)

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

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface. [EC § 13107 \(f\)](#)

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

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

BALLOT DESIGNATION WORKSHEET – A Ballot Designation Worksheet that supports the use of that ballot designation **is required to be filed** with the Election Official at the same time as the Declaration of Candidacy. If a candidate fails to file a Ballot Designation Worksheet, no designation will appear on the ballot. [EC § 13107.3](#)

REJECTION OF BALLOT DESIGNATION – If the designation is in violation of any of the restrictions set forth in California Elections Code, the candidate will be notified by phone and by registered or certified mail with a return receipt requested, addressed to the mailing address appearing on the candidates’ ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. [EC § 13107 \(c\)](#)

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

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

Unacceptable:

Ret. Policeman
Policeman, Retired

It uses a word or prefix, such as “former” or “ex-,” which means a prior status.

Unacceptable:

Former Policeman
Ex Policeman

The only exception is the use of the word “retired.”

Acceptable:

Retired Policeman

- d. It includes the name of any political party, whether or not it has qualified for the ballot.
- e. It uses a word or words referring to a racial, religious or ethnic group.
- f. It refers to any activity that is prohibited by law.

GUIDELINES FOR ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

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

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

FALSE OR MISLEADING INFORMATION TO VOTERS

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

Every candidate is guilty of a misdemeanor who pretends or implies that he/she is an incumbent of a public office or that he/she has acted in the capacity of a public officer when this is not the case. [EC § 18350](#)

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

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

Every person is guilty of a misdemeanor who distributes, or causes to be distributed, literature to voters that includes a designation of a voter’s polling place other than the precinct-polling place listed for the voter in the latest official precinct-polling list at sometime not more than 30 days prior to such distribution. [EC § 18302](#)

FAIR CAMPAIGN PRACTICES

Government Code, Title 9 - Political Reform

Article 1. General Intent

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

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

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

Article 2. Definitions

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

Article 3. Code of Fair Campaign Practices

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

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

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

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

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

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

CANDIDATE STATEMENT OF QUALIFICATIONS GUIDELINES FOR BOTH VOTER NOMINATED & NON PARTISAN OFFICES

EC § 9, 13307, 13308, 13312, 18351

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

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

1. CONTENTS

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

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

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

2. FORMAT AND WORD COUNT

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

- a. Submit a typed or word processed copy only, of no more than 200 words. Hand written statements are not acceptable.
- b. The statement may include the name, age, and occupation of the candidate and a brief description, of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
- c. In addition to the restrictions set forth above, any candidate's statement submitted pursuant to [EC § 13307](#) shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way 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. [EC § 13308](#)
- d. Submit statement in **block paragraph** form. The statement will be set with **both left and right justified margins**. Multiple single sentence paragraphs that do not fit in the space will be wrapped. Indented text will be run together as a sentence.
- e. Statements shall be written in the first person (e.g. "I am running..." not "She is running..." or "Jane Doe is running..."

- f. Only standard use of capital letters will be accepted. No statement will be printed in "ALL CAPS".
- g. All regularly hyphenated words that appear in any generally available dictionary published within 10 years preceding the election will be counted as one word.
- h. Check the statement for errors in spelling, punctuation, and grammar. No corrections on the candidate statement will be allowed after the candidate has filed their nomination documents. **The Elections Department does not make any corrections to any type of errors.**
[EC § 13307 \(3\)](#)
- i. Statements will be printed in the base random alphabet order used for placement of candidates' names on the official ballot. Statements order does not change.

3. EMAIL CANDIDATE STATEMENT

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

4. PROVISION

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

5. LIABILITY

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter Information Pamphlet. [EC § 13307 \(d\), 18351](#)

6. CONFIDENTIALITY

The candidates' statements shall remain confidential until after the expiration of the filing deadline. [EC § 13311](#)

7. WITHDRAWAL

The candidate statement may be withdrawn, **but NOT changed**, until 5:00 p.m. on the next business day after the close of the nomination/filing period for the office sought. [EC § 13307 \(a\) \(3\)](#)

8. EXAMINATION PERIOD

After the deadline for filing nomination papers, anyone may examine any candidate's statement and may purchase copies thereof.

During a 10-calendar day period commencing the day after the close of nomination, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction requiring any or all of the material in a candidates' statement to be amended or deleted. [EC § 13313](#)

9. ESTIMATED COST

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

Candidates are **required** to prepay the estimated cost and will either be billed for the additional cost or refunded any overpayment following the election.

Actual costs may vary substantially, depending on the number of voters in a particular contest.

**WORD COUNT STANDARD
FOR CANDIDATE STATEMENT AND MEASURE ARGUMENTS**
EC § 9

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

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

NOVEMBER 7, 2017 GENERAL DISTRICT ELECTION - CALENDAR OF EVENTS

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

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

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

<p>July 4, 2017 E- 126</p>	<p>County Holiday (Independence Day) – Office Closed</p>
<p>July 17, 2017 August 11, 2017 E-113 to E-88</p>	<p>Candidate Filing Period – Declaration of Candidacy & Nomination Documents During this period, candidates may obtain and file their Declaration of Candidacy and Nomination Documents with the Merced County Elections Office. EC § 8020</p>
<p>July 17, 2017 August 11, 2017 E-113 to E-88</p>	<p>Candidate Statement of Qualifications Filing Period Between these dates, candidates may prepare a Candidate Statement of Qualifications on a form provided by the Merced County Elections Office to be printed in the Sample Ballot Booklet. The statement shall not exceed 200 words (250 if a state legislative office) and the candidate will be required to pay the predetermined advance payment. The statement shall be filed in an electronic format and advance payment made at the time nomination documents are returned for filing. The statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5 p.m. of the next working day after the close of the nomination period. In addition to the restrictions set forth in §13307, any candidate's statement submitted shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way 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. EC § 13307 & 13308</p>
<p>July 31, 2016* E-100</p>	<p>Campaign Disclosure – Semi-Annual Reporting Deadline Last day to file semi-annual campaign disclosure statements, if required, by all candidates and committees for the period ending June 30, 2016. GC § 84200 & 84218</p>
<p>August 11, 2017 E-88</p>	<p>Candidate Filing – 5 p.m. Deadline Last day for candidates to obtain and file their Declaration of Candidacy, Nomination Documents, Candidate Statements of Qualifications, Statements of Economic Interests-Form 700 by the 5 p.m. deadline. EC § 8020, 10603, & 13307, GC § 87200 et seq</p>
<p>August 11, 2017 E-88</p>	<p>Consolidation of Election - Final Submission of Resolutions Final deadline for local jurisdictions to submit the resolution to consolidate their election with the November 8, 2016 Presidential General Election and submit any measure text and a 75 word ballot question. EC § 10403, 10403.5, 10401 & 13247</p>
<p>August 11, 2017 E-88</p>	<p>Ballot Measures – Tax Rate Statement or Fiscal Impact Report – 5 p.m. Deadline Last day to file Tax Rate Statement or Fiscal Impact Report for any local measure appearing on the ballot. EC § 9160, 9400 et seq., and other statutes may apply</p>

<p>August 11, 2017 E-88</p>	<p>Ballot Measures – Impartial Analysis – 5 p.m. Deadline Last day for County Counsel to transmit to the Merced County Elections Office an Impartial Analysis of each county, community college, school or special district ballot measure appearing on the ballot showing the effect on existing law and the operation of the measure. The impartial analysis shall not exceed 500 words and will be printed in the Ballot Sample/Voter Information Booklet. EC § 9160, 9313, 9500</p>
<p>August 11, 2017 E-88</p>	<p>Jurisdictional Boundary Changes Deadline Last day for jurisdictions consolidating their elections to file boundary changes with the county elections official. EC § 12262</p>
<p>August 11, 2017 E-88</p>	<p>Mailed Ballot Precincts Whenever, on the 88th day before the election, there are 250 or less voters in any precinct, the elections official may designate such precinct as a mailed ballot precinct. Each voter shall be furnished with an official ballot along with a statement that there will be no polling place for the election. EC § 3005</p>
<p>August 12, 2017 August 16, 2017 E-87 to E-83</p>	<p>Candidate Filing – Extension Period Extension period for anyone other than the incumbent to file a Declaration of Candidacy and Nomination Documents if the incumbent did not file by August 11, 2017. This provision does not apply if there is no incumbent eligible to be elected. EC § 8022 & 8024</p>
<p>August 14, 2017 E-85</p>	<p>Ballot Measures – Letter Assignment Last day to assign a letter designation to each local measure that will appear on the ballot that was filed by E-88. EC § 13116</p>
<p>August 16, 2017 E-83</p>	<p>Ballot Measures – Amendment or Withdrawal 5 p.m. Deadline Notwithstanding any other provision of law, whenever a legislative body has ordered that a measure or proposal be submitted to the voters of any jurisdiction at a special election, the order shall not be amended or withdrawn after the 83rd day prior to the election. The order of election shall be amended or withdrawn upon the filing of a resolution by the legislative body stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the election official not later than the 83rd day prior to the election. EC § 9605</p>
<p>August 17, 2017 E-82</p>	<p>Candidate Name Placement – Randomized Alphabet Drawing The Secretary of State shall conduct a drawing of the letters of the alphabet to determine the order of the names of the candidates to appear on the ballot. The resulting random order of letters constitutes the alphabet for all offices other than multi-county state legislative offices. In addition, and only if applicable, the candidate’s names will be rotated pursuant to EC § 13111. For candidates for multi-county state legislative offices, the county elections official shall conduct a randomized alphabet drawing. EC § 13112</p>

<p>August 21, 2017 E-78</p>	<p>Ballot Measures – Argument For or Against – 5 p.m. Deadline Last day to file arguments for or against any local measure appearing the ballot. Arguments must be filed in an electronic format to the Merced County Elections Office no later than 5 p.m. on this date. Arguments shall not exceed 300 words in length and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Merced County Elections Office. Each argument shall be titled either “Argument in Favor of Measure...” or “Argument Against Measure....” (letter designation to be filled in after assignment). EC § 9162 - 9166, 9315, 9316, 9502, 9503 & 9600</p>
<p>August 28, 2017 E-71</p>	<p>Ballot Measures – Rebuttal Argument – 5 p.m. Deadline If both an argument in favor of and an argument against any measure have been filed, the county elections official shall send copies of each argument to the opposing author(s). The opposing author(s) may, if desired, file rebuttal arguments in an electronic format no later than 5 p.m. on this day. Rebuttal arguments shall not exceed 250 words and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Merced County Elections Office. Each argument shall be titled either “Rebuttal to Argument in Favor of Measure ...” or “Rebuttal to Argument Against Measure ...” (letter designation to be filled in after assignment). EC § 9167, 9317, 9504 & 9600</p>
<p>September 8, 2017 E-60</p>	<p>Military and Overseas Voters (Vote By Mail Applications) The first day county elections officials may process applications for military and overseas voters' ballots. The application must include the statement that the voter cannot vote an absentee ballot during the normal absentee voting period because of military or other contingencies that preclude normal mail delivery. EC § 300(b) & 3103</p>
<p>September 8, 2017 E-60</p>	<p>Report of Voter Registration – 60 Day County Reporting On or before this day, each county elections official shall prepare and send to the Secretary of State a detailed summary of the number of persons registered by party affiliation, by county and each political subdivision as of the 60th day (September 8th). EC § 2187(a)(c)(5)</p>
<p>September 11, 2017 October 24, 2017 E-57 to E-14</p>	<p>Write-In Candidate Filing Period All non-presidential write-in candidates who desire to have his or her votes counted for a particular office must file a Statement of Write-In Candidacy along with the requisite number of signatures, if any, for such office. Nomination documents for write-in candidacy may be obtained from and delivered to the Merced County Elections Office between the 57th day and 14th day prior to the election. EC § 8601</p>
<p>September 28, 2017 E-40</p>	<p>Campaign Disclosure – Pre-Election Reporting Last day for candidates and committees to file campaign disclosure statements covering the period 7/1/17 – 09/23/17. GC § 84200.5 & 84200.7</p>
<p>September 28, 2017 October 17, 2017 E-40 to E-21</p>	<p>County Sample Ballot Booklets Mailing Period During this period, voters receive their sample ballot booklet in the mail. The booklet will also contain polling place location and the polling place accessibility to disabled citizens. EC § 13300 & 13304</p>

<p>October 9, 2017* October 31, 2017 E-29 to E-7</p>	<p>Vote by Mail Ballots Any registered voter may apply for a vote by mail ballot. Ballots must be obtained from and returned to the Merced County Elections Office either in person, via authorized representative, or by mail. Applications received prior to 29 days before the election will be processed during this period. EC § 3001, 3003, 3006, 3009 & 3017</p>
<p>October 9, 2017* E-29</p>	<p>County Holiday (Columbus Day) – Office Closed</p>
<p>October 9, 2017* E-29</p>	<p>Polling Places & Precinct Boards At least 29 days prior to the election, the county elections official shall establish precincts, define precinct boundaries, designate polling places for each precinct, and appoint precinct board members. EC § 12286</p>
<p>October 9, 2017* E-29</p>	<p>Mailed Ballot Precincts On this day the county elections official shall begin mailing official ballots to voters residing in mailed ballot precincts, along with a notice indicating there will be no polling place for this election. EC § 3005</p>
<p>October 23, 2017 E-15</p>	<p>Last Day to Register to Vote Closing date for any qualified elector to register or re-register to vote in the upcoming election. A person, who has moved, changed his or her name or wishes to change political party preference, must re-register by this date. A properly executed registration shall be deemed effective upon receipt of the form by the Merced County Elections Office if any of the following apply:</p> <ul style="list-style-type: none"> • The affidavit is postmarked on or before the 15th day prior to the election and received by mail by the Merced County Elections Office. • The affidavit is submitted to the Department of Motor Vehicles or accepted by any other public agency designated as a voter registration agency pursuant to the National Voter Registration Act of 1993 (42 U.S.C. §1973gg) on or before the 15th day prior to the election. • The affidavit is delivered to the Merced County Elections Office by means other than those described in paragraphs (2) and (3) on or before the 15th day prior to the election. EC § 2102, 2107, 2115, 2116 & 2152
<p>October 24, 2017 E-14</p>	<p>Write-In Candidate Filing - Deadline Last day to file Statement of Write-in Candidacy and nomination documents by 5 p.m. EC § 8601</p>
<p>October 24, 2017 October 31, 2017 E-14 to E-7</p>	<p>New Residents Registrations for new residents and citizens shall be begin the 14th day prior to an election and end on the 7th day prior to election day. This registration must be executed in the Merced County Elections Office, and the new resident shall vote a new resident's ballot in that office. The new resident is eligible to vote for President and Vice-President and no other office. EC § 332 & 3400</p>

<p>October 24, 2017 November 7, 2017 E-14 to E-0</p>	<p>New Citizens A new citizen registering to vote after the close of registration shall provide the Merced County Elections Office with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular ballot. EC § 331, 3500 & 3501</p>
<p>October 25, 2017 E-13</p>	<p>Notice of Central Counting Place Last day for the county elections official to submit a notice for legal publication specifying the public place to be used to tally votes when ballots are to be counted in a central counting place. The notice shall be published one time, no later than 10 days before the election. EC §12109</p>
<p>October 26, 2017 E-12</p>	<p>Notice of Polling Places Last day for the county elections official to submit a notice for legal publication the list of polling places designated for each election precinct. The notice shall be published one time, no later than 7 days before the election. EC § 12105</p>
<p>October 26, 2017 E-12</p>	<p>Campaign Disclosure – Second Pre-Election Reporting Last day for candidates and committees to file campaign disclosure statements covering the period 09/24/17 – 10/21/17. GC § 84200.5 & 84200.7</p>
<p>October 27, 2017 E-11</p>	<p>Processing Vote By Mail Ballots First day the Merced County Elections Office may begin to process (open, prepare and tabulate) vote by mail ballots for the upcoming election. No results of ballot tabulation may be released until the polls close on election day. EC § 15101</p>
<p>November 1, 2017 November 7, 2017 E-6 to E-0</p>	<p>Vote by Mail Ballots – Late Conditions On or between these dates, any voter may apply in person to obtain a vote by mail ballot from the Merced County Elections Office. Voters unable to request a ballot in person may designate, in writing, any person as an authorized representative to obtain and return the vote by mail ballot on their behalf. EC § 3021</p>
<p>November 7, 2017 November 10, 2017* E-0 to E+3</p>	<p>Vote by Mail Ballots Returned Vote by mail ballots may be turned in to any polling place within Merced County or the Elections Department by 8 p.m. on Election Day. Vote by mail ballots must be postmarked on or before November 7th. Merced County Elections Office must receive the postmarked vote by mail ballot by November 10th. EC § 3017 & 3020</p>
<p>November 10, 2017 E+3</p>	<p style="text-align: center;">County Holiday (Veterans Day) – Office Closed</p>
<p>November 7, 2017 E-0</p>	<p>Election Day Polls are open from 7 a.m. to 8 p.m. on Election Day. Ballot tabulation will begin immediately after 8 p.m. and run continuously until all ballots are tabulated and results are posted online at www.MercedElections.org EC § 14212 & 15150</p>

<p>November 9, 2017 E+2</p>	<p>Official Canvass The county elections official will begin the tasks of the official canvass. EC § 335.5, 15301, 15302 & 15360</p>
<p>November 20, 2017 E+13</p>	<p>Completion of Official Canvass & Certify Results No later than this date, the county elections official must complete the official canvass, certify the results, and submit it to the Board of Supervisors and to each jurisdiction that consolidated their election. EC § 15372 & 15400</p>
<p>January 31, 2018 E+85</p>	<p>Campaign Disclosure – Semi-Annual Reporting Last day to file semi-annual campaign disclosure statements, if required, by all candidates and committees for the period ending December 31, 2016. GC § 84200 & 84218</p>
<p>Within 30 Days of Assuming Office</p>	<p>Statement of Economic Interests (Form 700) – All Newly Elected Officials All newly elected officials must complete and file a Statement of Economic Interests (Form 700) within 30 days of assuming office. GC § 87200 et seq.</p>

CAMPAIGN DISCLOSURE INFORMATION

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

You may contact the Technical Assistance Division of the Fair Political Practices Commission at the following: **428 J Street, Suite 450, Sacramento, CA 95814; (916)322-5660, 1(800)ASK-FPPC;** www.fppc.ca.gov

Summary of Disclosure Forms

Form Name	Description
Form 501 Candidate Intention	Basic form that must be filed prior to soliciting or receiving any contributions.
Form 410 Statement of Organization	To organize a committee and obtain a Committee ID Number from the state. Form 410 must be filed within 10 days of receiving \$2,000 in contributions.
Form 460 Recipient Committee Campaign Statement	For use by candidate or officeholder who has formed a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with an election to office, or holding office.
Form 470 Candidate and Office Holder Campaign Statement Short Form	This form is used by candidates who do not have controlled committee, and do not anticipate raising or spending \$2,000 or more in a calendar year. If Form 470 is filed on or before the deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts/expenditures remain less than \$2,000.
Form 470 Supplement	A candidate who filed Form 470 in connection with an election and subsequently receives contributions or makes expenditures totaling \$2,000 or more is required to file this form.

<p style="text-align: center;">Form 496 Late Independent Expenditure Report</p>	<p>Any committee that makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate or single ballot measure during the 16 days immediately prior to the election in which the candidate or measure is being voted must file a report within 24 hours of the expenditure.</p>
<p style="text-align: center;">Form 497 Late Contribution Report</p>	<p>Any committee that makes or receives a late contribution totaling \$1,000 or more from a single source during the 16 days immediately prior to the election in which the candidate or measure is to be voted must file a report within 24 hours of the time the contribution was made or received.</p>

Filing Requirements

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

Tax ID Numbers

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

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

VOTE BY MAIL INFORMATION

Uniform Application for Vote by Mail Ballot [EC § 3306, 3307, 3007.5](#)

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

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

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

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

DEFINITION OF “MASS MAILING”

“Mass Mailing” means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry. [GC § 82041.5](#)

MASS MAILING

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

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

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a). [GC § 84305](#)

(Amended by Stats. 1989, Ch. 764, Sec. 1.)

IDENTIFICATION OF SENDERS OF A “SLATE MAILER”

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

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

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

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

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

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

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

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

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

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

[GC § 84305.5.](#)

POLITICAL ADVERTISEMENT REQUIREMENTS

Newspapers

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

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

SIMULATED BALLOT REQUIREMENTS

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

NOTICE TO VOTERS
(Required by Law)

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

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

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

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

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

PRINTING OF SIMULATED SAMPLE BALLOTS

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

OUTDOOR ADVERTISING: POLITICAL SIGNS (INCLUDING PLACARDS AND POSTERS)

Outdoor Political Advertising – State Law

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

Temporary political signs are those that meet the following criteria:

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

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

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

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

STATE OFFICE

Department of Transportation
Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001
(916) 654-6473 Public
(916) 651-9359 FAX
ODA@dot.ca.gov

DISTRICT COORDINATOR

Department of Transportation
Division of Traffic Operations
Central California
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001
Michele Day, District Coordinator
(916) 651-1254

* Cities have their own Outdoor Advertising codes.
You may visit our website or call the Elections Office for more information.
www.mercedelections.org / (209) 385-7541

ELECTIONEERING

EC § 18370

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

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

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

ELECTIONEERING DURING VOTE BY MAIL VOTING

EC § 18371

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