

CITY OF HANFORD

CANDIDATE RESOURCE GUIDE

NOVEMBER 8, 2022



NOTICE

This Candidate Resource Guide has been prepared to assist you in filing documents relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only. The City of Hanford and the Kings County Registrar of Voters strongly encourages any prospective candidates to seek legal advice to assist in complying with the applicable California laws, including the California Elections Code and California Government Code.

Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

Candidates and others using this Resource Guide must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

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NOVEMBER 8, 2022

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City of Hanford
319 N. Douty Street
Hanford, CA 93230

TO: Prospective Candidates
FROM: Natalie Corral, City Clerk
SUBJECT: General Election 2022
Candidate Resource Guide

Welcome to the 2022 election season for the Hanford City Council. Your interest in city government is appreciated and it is my hope that you will find this guide helpful as you navigate the electoral process.

This Candidate Resource Guide has been prepared to assist candidates filing for City Council in the November 8, 2022, General Election. The guide provides a general overview of major events and valuable information related to critical deadlines for the candidate filing process, guidelines for candidate statements, and campaign finance disclosure filing requirements.

The Candidate Packet will include of the following required forms: Ballot Designation Worksheet, FPPC Form 501 and FPPC Form 700. Upon completion of the Candidate Packet, the candidate may call or email the Clerk's office to schedule their in-office appointment to finalize their candidacy. A Candidate's Declaration of Candidacy form will be created and ready for signing at their appointment.

The City Clerk's Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday; Please contact me by phone 559.585.2515 or email ncorral@cityofhanfordca.com.

Whether this is your first election, or you have taken part in the process before, I hope to make this a positive experience.

Sincerely,
Natalie Corral
City Clerk

CITY OF HANFORD

ABOUTY CITY GOVENRMENT

The City of Hanford was incorporated in August 1891 and is governed by the City Council – City Manager form of government. The Council consist of five elected members who each serve a four-year term. Elections are staggard and held in even number of years, with three council seats up for election on November 8, 2022, and two on November 5, 2024. Annually, the City Council votes to appoint a Mayor and Vice Mayor from its members.

The Council is responsible to the citizens for:

- Establishing community-wide goals that address short- and long-range needs.
- Formulating policies that define a course of action that shape city operations.
- Providing quality services within available resources.
- Acting as a link between the professional staff and local citizens.

City Council members are local leaders. The electorate expects the Council to set the tone and direction for municipal operations. Strategic planning and goal setting are the tools that enable a Council to define their vision and determine methods for accomplishing their goals.

The administrative responsibility of the city rests with the City Manager, who is appointed by the City Council. The City Manager has the responsibility to apply and administer Council's policies through the day-to-day operation of the City. The City Manager is the chief administrative officer of the city and directs the totality of city operations.

Teamwork between the Council and the City Manager is a key element of the council-manager form of government. The pooling of skills is essential to resolve the many complex problems that face the city today. The council-manager form of government seeks to enhance the effectiveness of local policy-making and municipal operations by bringing together skilled lawmakers, community representatives, and experts in municipal administration and management.

Council Meetings

Regular City Council Meetings are held on the first and third Tuesday of each month. The meetings begin at 7:00 p.m.; Study Sessions and Closed Sessions typically begin between 4:00 p.m.– 6:00 p.m.

Term of Office

- A four-year term ending November 2026
- Receive Oath of Office and assume duties no later than December 20, 2022.
- No term limits have been established

Candidate Eligibility

- Citizen of the United States
- Registered voter and resident within the district
- 18 years of age or older

A person is not eligible to hold office as a City Council Member unless he or she is a registered voter and resides within the district boundaries of the office being sought at the time the Nomination Paper is issued to the candidate. The candidate must live within the district boundaries throughout the entire term of office.

Compensation

Council Members are paid \$500 per month and may participate in the City's benefit package.

SUMMARY OF FILING REQUIREMENTS

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The following is a summary of the filing requirements for individuals seeking the office of Councilmember of the City of Hanford. Additional detailed information is included in this handbook.

Filing Time and Place

The Nomination Paper must be filed between July 18, 2022, to August 12, 2022, during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. in the Office of the City Clerk.

If an incumbent does not file by 5:00 p.m. on August 12, 2022, the last day to file is extended, for non-incumbent candidates only, to Wednesday, August 17, 2022, at 5:00 p.m.

Required Documents

The following forms are required in the nomination process:

- Nomination Paper
- Ballot designation worksheet and official designation
- Form 700 – Statement of Economic Interests
- Form 501 – Candidates Intention Statement

Optional Documents

The following forms are optional in the nomination process:

- Candidate's Statement (200 words or less) with check, made payable to Kings County, to cover the pro-rata share of the Candidate's Statement costs
- Code of Fair Campaign Practices statement

Note: The City Clerk's Office works closely with the Kings County Elections Department during the General Election period. To stay consistent with their process, the Clerk's office has implemented the Kings County nomination forms in the City of Hanford's nomination packets. The Elections Department will be conducting the final review of the Candidate Statements and Ballot Designation worksheets. Should they find any errors, they will contact the candidate directly. The Registrar of Voters Lupe Villa and his staff stand ready to assist candidates if needed. Please see their contact information on page 18.

CANDIDATE NOMINATION PROCESS

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BALLOT DESIGNATION WORKSHEET

If a candidate submits a ballot designation, the “Ballot Designation Worksheet” shall be filed with the election’s official at the time the candidate files his or her Declaration of Candidacy Form. If the candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate’s name on the ballot.

DECLARATION OF CANDIDACY

The Declaration of Candidacy Form is a two-sided form used to declare your candidacy, provide your ballot designation, and take the oath. This form contains the candidate’s name as it will appear on the ballot. Once filed, these forms are public information. A prospective candidate must execute the Declaration of Candidacy and file it with the County Elections Department

NOTE: THIS FORM MUST BE NOTARIZED IF NOT SIGNED BEFORE THE ELECTIONS OFFICIAL. (E.C. 8000, 8028 and 8040)

CANDIDATE STATEMENT OF QUALIFICATIONS

California law permits specified candidates to file a candidate statement to be printed and mailed to voters in the Official Voter Information Guide. **STATEMENTS MUST BE FILED WHEN THE CANDIDATE FILES THEIR DECLARATION OF CANDIDACY.**

- Statement is optional and may include the candidate’s age and occupation.
- Statements may not include references to other candidates.
- No changes are allowed after statement is filed unless there are issues with Elections Code compliance or Court ordered changes.
- No reference to candidate’s political party preference nor any partisan political membership or activity is permitted.

ESTIMATED COST

The estimated cost of the Candidate Statement of Qualifications will be emailed to the candidate when the Elections Department emails the County of Kings Candidate Packet. The estimated cost is determined prior to all information being available; therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the number of registered voters within the district. If only one Candidate files for the office, the cost of the Candidate Statement will be refunded to the Candidate.

FORMAT

Local agencies determine the maximum amount of words allowed, unless otherwise noted it is **200 words**. Text submitted as indented or centered will be typed in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens (-). Enhanced words that are printed in boldface type, underscored and/or CAPITALIZED are to be clearly indicated. The pronoun “I” is not counted as an enhanced word.

Note: All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.

PUBLIC EXAMINATION PERIOD

Candidate statements are confidential until after the close of the nomination period. (E.C. § 13311) Once the filing period closes, the statements are open to public examination for a ten (10) calendar day period. If the nomination period is extended for a particular office, the statements are open to public examination for another ten (10) calendar day period. A fee may be charged to any person wishing to obtain a copy of the material. During both periods, any person may file a writ of mandate or an injunction to require any or all of the content/data to be amended or deleted.

WORD COUNTING GUIDELINES

The following guidelines are used by the Elections Department for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do not apply to ballot designations for candidates. If the text exceeds the specified **200-word** limit, the author will be asked to delete words or change text until the statement conforms to requirements.

- **Punctuation Marks** are not counted. Symbols such as “&” (and), and “#” (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
- **The Words** "I", "a", "the", "and", "an" are counted as individual words.
- **Proper Nouns**, such as geographical names, and names of persons or things, as one (1) word
Example: “Gus Enwright” = 1 word
“City of Los Angeles” = 1 word
“Dalai Lama” = 1 word
- **Abbreviations** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.
Example: UCLA, PTA, USMC, KCDSA, U.S.M.C.
- **Hyphenated Words** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.
Example: Attorney-at-law
- **Dates** are counted as one (1) word.
Example: March 5, 1996 3 November, 2020 11/03
07/13/2020
- **Telephone/ Fax Numbers** are counted as one (1) word.
Example: (559) 585-2515 and/or (559)-585-2595
- **Internet Websites/E-Mail Addresses** are counted as one (1) word.
Example: www.cityofhanfordca.com and/or ncorral@cityofhanfordca.com

BALLOT INFORMATION

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NAME TO APPEAR ON THE BALLOT

The ballot name may be designated as follows:

- First, middle and last names
- Initials only and last name
- A nickname may be included but must be in parentheses () or quotation marks “ ”
- A short version of the first name, such as “Bill” for William, “Dick” for Richard or “Kathy” for Kathleen

No titles or degrees are allowed in the ballot name. (E.C. § 13106)

Within one year of any election, a change in legal name shall not appear on the ballot unless the change was made by marriage or by decree of court. (E.C. § 13104)

NOTE: On August 12, 2022, the County of Kings Elections Department shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet.

BALLOT DESIGNATION PROVISIONS

SELECTING YOUR BALLOT DESIGNATION – The **ballot designation** describes the current profession, vocation, occupation, or incumbency status of the candidate that will appear on the ballot under the candidate’s name.

Ballot designations:

- Can be no more than three words
- Must appear on the Declaration of Candidacy
- Becomes public record once the information is filed on the Declaration of Candidacy; ballot designations cannot be changed after the final date to file nomination documents

The listing of a designation on the ballot is OPTIONAL. Only one of the following categories is allowed:

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

Incumbent: The word Incumbent may be used IF the candidate is seeking reelection 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.

Appointed Incumbent: The words Appointed Incumbent must be used IF the candidate was appointed to the office (other than a judicial office) and is seeking election to that office. The word Appointed may also be used with the office title.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

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. Geographical names are considered one word.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

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

- A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
- A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
- A candidate is not engaged concurrently in another principal profession, vocation or occupation.

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.

BALLOT DESIGNATION WORKSHEET – A Ballot Designation Worksheet that supports the use of that ballot designation is required to be filed with the Elections 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. (E. C. § 13107.3)

REJECTION OF BALLOT DESIGNATION – If the designation is in violation of any of the restrictions set forth in the California Elections Code, the candidate will be notified by certified mail with a return receipt addressed to the mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. (E. C. § 13107(f))

UNACCEPTABLE DESIGNATIONS – Pursuant to Elections Code § 13107(e), the elections official shall not accept a ballot designation if:

- It would mislead the voter.

- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- It abbreviates the word “retired” or places it following any word(s) that it modifies.
- It includes a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
- It includes the name of any political party, whether or not it has qualified for the ballot.
- It uses a word(s) referring to a racial, religious or ethnic group.
- It refers to any activity that is prohibited by law.

CAMPAIGN DISCLOSURE FORMS

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| FORM 700 – Statement of Economic Interests | Every candidate is required to file a Statement of Economic Interests, commonly referred to as the Form 700. |
| FORM 501 – Candidate Intention Statement | The Form 501 is filed each election by candidates for state or local office. |
| FORM 410 – Statement of Organization/ Termination | The Form 410 must be filed within 10 days of receiving \$2,000 in contributions. When filing the Form 410, include a \$50 payment made payable to the Secretary of State. If your committee has not yet reached the \$2,000 threshold, mark the “not yet qualified” box. The \$50 fee is requested at this time but is not legally required until the group qualifies as a committee. |
| FORM 460 – Recipient Committee Campaign Statement | The Form 460 is filed by recipient committees to report expenditures and contributions. The Form 460 can be used to file a pre-election statement, semi-annual statement, quarterly statement, termination statement, special odd-year report, or an amendment to a previously filed statement. |
| FORM 470 – Officeholder and Candidate Campaign Statement | The Form 470 is filed by officeholders and candidates who do not have a controlled committee, do not receive contributions totaling \$2,000 or more during the calendar year, and do not spend \$2,000 or more during the calendar year. |
| FORM 497 – 24- Hour/ 10- Day Contribution Report | The Form 497 is filed by state and local committees making or receiving contribution(s) whose combined total is \$1,000 or more in the 90 days before an election, committees reporting contributions of \$5,000 or more in connection with a state ballot measure, and state candidates as well as state ballot measure committees that receive \$5,000 or more at any time other than a 90-day election cycle. |

All Candidates must file Form 410 with the Secretary of State and with the Elections Official. All State Candidates and Committees must file the original campaign statements with the Secretary of State. Local Candidates must file original campaign statements with your local Elections Official

All FPPC fillable forms are available at <http://www.fppc.ca.gov/forms.html>

CAMPAIGN DISCLOSURE REPORTING REQUIREMENTS

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PLEASE READ CAREFULLY

The Political Reform Act imposes certain duties and obligations on candidates, officeholders, committee treasurers and others participating in the political process.

For example:

- Detailed records must be maintained for all financial activity, and contributions received for political purposes must not be commingled with personal funds.
- Campaign statements must be filed at specified times disclosing contributions received, expenditures made, and other financial information. In some cases, candidates can avoid filing long form campaign statements by submitting a “Candidate and Officeholder Campaign Statement Short Form (Form 470).”
- Campaign statements must be hand delivered or postmarked as first-class mail by the legal filing deadline date established by law. NOTE: The second pre-election statement must be filed in person or guaranteed overnight delivery. Mail which is not received by the filing officer shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of the deposit, and the name and address of the addressee.
- The Political Reform Act provides a formula for assessing late fines of original campaign statements filed in our office. The fine is \$10 per day, starting the day after the filing deadline, until the statement is filed; however, no liability may exceed the cumulative amount of reported contributions, expenditures, of the Form 460 or \$100, whichever is greater.

Failure to submit a required statement is a misdemeanor. **Persons who fail to submit required statements are referred to the Fair Political Practices Commission.**

Unsigned forms are incomplete and are not considered filed until they are signed.

UNSUCCESSFUL CANDIDATES

Defeated candidates must file campaign disclosure reports until the campaign committee has been terminated by filing Form 410.

POLITICAL SIGNAGE

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Most candidates running for City Council will want to use campaign signs to promote their candidacy throughout the city within Kings County. The City of Hanford request that all candidates take into consideration the community's best interests when using political signs. This can be easily accomplished by complying with Penal Code Section 556 and 556.1, and applicable Hanford municipal codes, both listed below.

| | |
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| City of Hanford | <p>Title 17 Zoning – Chapter 17.56 SIGNS AND OUTDOOR ADVERTISING STRUCTURES</p> <p>17.56.050 Temporary Sign Standards</p> <p>A. The following signs shall be prohibited in all zones:</p> <ol style="list-style-type: none">1. Signs illuminated with red, green, or amber light placed in such a position that it could reasonably be perceived to interfere with, or be confused with any official traffic control device, traffic signal, or official directional guide sign.2. Signs placed within thirty (30) feet of the intersecting curb lines of a street, except for signs erected by a governmental agency to direct or regulate pedestrian or vehicular traffic.3. Signs so located as to prevent free ingress and egress from any door, window, or fire escape;4. Outdoor advertising structures located on a site other than the site on which the advertised commercial use is located or on which the advertised commercial product is produced.5. Signs extending above or beyond the face of the building, the fascia of the roof, the peak of a pitched roof, or the parapet line of a flat roof.6. Glaring, flashing, sparkling, glittering, twinkling, or shimmering signs.7. Signs with open letters that can be viewed from the reverse side.8. Streamers, balloons, blimps, or other floating, inflatable, or hanging devices secured with a rope or string, unless specifically permitted with a temporary use permit.9. Signs located, placed, or erected in or upon any public right-of-way, except as specifically allowed by this chapter.10. Signs located, placed or attached upon any tree, utility pole, or fence, except as specifically allowed by this chapter.11. Signs placed on private property without permission of the property owner. |
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| | <p>12. Nonconforming signs and sign structures associated with an activity, business, product or service that has not been sold, produced, provided or conducted on the premises for a period of ninety (90) days;</p> <p>13. Signs that revolve or are animated, except public service signs, such as time and temperature units and barber poles;</p> <p>14. Signs containing statements, words, symbols, or characters of an obscene nature;</p> <p>15. Signs emitting sound;</p> <p>16. Murals that contain commercial speech.</p> <p>17. Signs located within five (5) feet of a fire hydrant, street sign, or traffic signal.</p> <p>18. Can or cabinet signs. (Ord. 17-04, 2017)</p> <p>The municipal code and permitted zones can be viewed on the website: https://library.qcode.us/lib/hanford_ca/pub/municipal_code/item/title_17-chapter_17_56-17_56_050</p> |
| County of Kings | Please contact the Director of Public Works for the County of Kings at (559) 852-2698 for questions regarding Political Signage. |
| PENAL CODE 556.1 | <p>ARTICLE 2. Unlawfully Placing Signs on Public and Private Property [556 - 556.4]</p> <p>556.1.</p> <p>It is a misdemeanor for any person to place or maintain or cause to be placed or maintained upon any property in which he has no estate or right of possession any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advertising, or which advertises or brings to notice any person, article of merchandise, business or profession, or anything that is to be or has been sold, bartered, or given away, without the consent of the owner, lessee, or person in lawful possession of such property before such sign, picture, transparency, advertisement, or mechanical device is placed upon the property.</p> |
| Department of Transportation | <p><u>Section 5405.3 of the State Outdoor Advertising Act</u> exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements. A Temporary Political Sign meets the following criteria</p> <ol style="list-style-type: none"> 1. Encourages a particular vote in a scheduled election. 2. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election. 3. Is no larger than 32 square feet. 4. Has had a Statement of Responsibility filed with the Department of Transportation certifying a person who will be responsible for removing the sign. <p>A completed Statement of Responsibility (available at https://dot.ca.gov/programs/traffic-operations/oda/political-signs) must be submitted to:</p> <p>Division of Traffic Operations Outdoor Advertising Program</p> |

P.O. Box 942874, MS-36
Sacramento, CA 94274-0001.

Temporary Political Signs shall not 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 classified "Landscaped freeway."

CONTACT INFORMATION

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| CITY OF HANFORD CITY CLERK'S OFFICE | |
| 319 N. Douty Street Hanford CA, 93230 | Phone: 559-585-2515 /Administration 559-585-2520 FAX: 559-585-2515 ncorral@cityofhanfordca.com www.cityofhanfordca.com |
| KINGS COUNTY ELECTIONS DEPARTMENT | |
| 1400 W. Lacey Blvd. Bldg. #7 Hanford CA, 93230 | Phone: 1-800-289-9981 ext. 4401 / 559-852-4401 FAX: 559-585-8453 elections@countyofkings.com voteckingscounty.com |
| SECRETARY OF STATE (SOS) | |
| ELECTIONS DIVISION 1500 11th Street, Fifth Floor Sacramento, CA 95814 | Phone: 916-657-2166 Fax: 916-653-3214 www.sos.ca.gov/election |
| POLITICAL REFORM DIVISION 1500 11th Street, Room 495 Sacramento, CA 95814 | Phone: 916-653-6224 Fax: 916-653-5045 www.sos.ca.gov/campaign-lobbying |
| INVESTIGATIVE SERVICES 1500 11th Street, 2nd Floor Sacramento, CA 95814 | Phone: 916-657-2166 Fax: 916-653-3214 |
| FAIR POLITICAL PRACTICES COMMISSION (FPPC) | |
| 1102 Q St. Suite 3000 Sacramento, CA 95811 | Technical Assistance: Phone: (866) 275-3772 Fax: (916) 322-0886 www.fppc.ca.gov |
| KINGS COUNTY DISTRICT ATTORNEY | |
| 1400 W. Lacey Blvd. Hanford, CA 93230 | Phone: 559-582-0326 CountyofKings.com/departments/public-safety/district-attorney |
| CALIFORNIA ATTORNEY GENERAL | |
| P.O. Box 944255 Sacramento, CA 94244-2550 | Phone: 916-210-6276 Toll Free: 1-800-952-5225 https://oag.ca.gov |
| FEDERAL ELECTION COMMISSION (FEC) | |
| 999 "E" Street NW Washington, DC 20463 | Phone: 1-800-424-9530 www.fec.gov |

FREQUENTLY ASKED QUESTIONS

GENERAL ELECTION-NOVEMBER 8, 2022

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| How may I apply for office? | The candidate nomination process for the upcoming Election will require that candidates filing for office schedule appointments when submitting their candidate nomination documents. |
| When is the Candidate Nomination Period? | The Candidate Nomination Period begins July 18, 2022 . If an incumbent fails to file, an extension period of 5 days will be provided for non-incumbents to file. |
| May I have someone pick up my paperwork? | Yes. On the Candidate Documents Request the candidate must list a designee for who they wish to receive the paperwork. |
| Will all voters in Kings County receive a Vote By Mail Ballot? | Yes. Per AB 37 (2021), each county elections officials shall transmit vote-by-mail ballots for all elections to all voters who are, as of the last day on which vote-by-mail ballots may be transmitted to voters in connection with that election, registered to vote in that election. |
| What is a Candidate Statement? | A brief description of a candidate's education and qualifications to be included in the sample ballot and mailed to voters within an election jurisdiction. A candidate statement is optional. A candidate statement form is provided for this purpose along with instructions, provisions, and word limit and counting guidelines. The candidate statement fees and the word limit applicable to the district will be provided. |
| What is a Campaign Statement? | Specific campaign finance disclosure forms are required to report election campaign contribution and expenditure activities. |
| Will I be able to obtain up-to-date filing information? | Yes. You may obtain a list of the candidates who have been issued and have filed nomination documents from the City Clerk's Office. |

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| Can a candidate change his/her mind about running for office after filing nomination documents? | Depending on the office, a candidate may not withdraw once his/her declaration of candidacy has been filed. |
| Is it possible to correct the wording or spelling on a candidate statement after submission? | No. The statement may be withdrawn, but not changed, during the period for filing nomination documents. If you wish to withdraw your statement and not submit a new statement, you have until 5:00 p.m. of the next working day after the close of the nomination period. After this period, your statement cannot be withdrawn. |
| Can a credit card be used to pay a candidate statement fee or purchase voter material? | Yes. Credit cards, cash, money orders, cashiers or personal checks are the acceptable forms of payment. Checks for candidate statements (unless otherwise specified) are to be made payable to the County of Kings Elections Department. |

A Note About Record Keeping:

It is extremely important to keep a complete and accurate record of campaign receipts and expenditures. This is essential to filing of both State and City Campaign statements required by the Political Reform Act. Although it is not required that contributions less than \$100 be disclosed, candidates should try to know the origin of all contributions to ensure individuals do not make small donations that aggregate to \$100 or more. Further, the California Franchise Tax Board and as the Fair Political Practice Commission are authorized to conduct audits of local candidates and their committees.

THINGS TO REMEMBER

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- 1. Study.**
FPPC Manual 2 provided by your filing officer, the City Clerk or the FPPC.
- 2. Mark your calendar.**
Due dates for filing Forms 410, 501, 460, 470. Check Manual 2. Ask your filing officer or the FPPC. You must continue to file reports until you terminate your committee.
- 3. Get an Identification number.**
File Form 410 with the Secretary of State and your local filing officer.
- 4. Keep good records.**
Complete details. Example: For a contribution of \$25 or more, record the giver's name, address, and keep a copy of the check.
- 5. \$100 or more in Cash?**
Never accept or spend \$100 or more in cash.
- 6. Report late contributions.**
If \$1,000 or more from one contributor is received during the 16 days before the election, disclosure within 24 hours is required—even if it is your own money.
- 7. Multiple contributions from one source?**
Keep track of each check. Report the aggregate amount.
- 8. Don't spend personal funds.**
Deposit in the campaign bank account first.
- 9. Itemize contributors.**
For contributions of \$100 or more, you must show the contributor's name, address, occupation, and employer.
- 10. No personal use of campaign funds.**
Use campaign funds only for political, governmental, or legislative purposes.
- 11. If an agent buys campaign goods or services,** disclose sub-vendors, and amounts they were paid.

12. *Disclose original loan sources.*

List any loan, even a personal loan, to the candidate, all or partly used for the campaign.

13. *Report In-kind contributions*

Of goods or services at the fair- market value.

14. *Show who sent the mail.*

The name and address of the candidate and/or committee must appear in at least 6-point type on the outside of all mass mailings of more than 200 pieces.

15. *Learn more.*

Got a question? Call or write your filing officer or the FPPC. If scheduled in your area, attend a campaign disclosure workshop.