



Siskiyou County Candidate's Guidebook

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March 5, 2024

Presidential Primary Election

Prepared and distributed by:

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Dear Candidate:

This candidate guidebook has been prepared to provide an overview of the election process. This guidebook is intended to provide general information about the subject matter covered and does not have the force and effect of law, regulations or rules. It is prepared and distributed with the understanding that I am not rendering legal advice and that the guide is, therefore, not to be a substitute for legal counsel of the individual or candidate using it. In case of conflict, the law, regulation, or rule will apply.

The staff of the Siskiyou County Clerk's Office is dedicated to providing the most efficient service and information to all candidates. Staff members will be as informative as possible but are prohibited by law from answering questions of a legal nature. Candidates and others using this guidebook must accept full responsibility to make their own determinations with regard to running their campaigns.

Sincerely,

Laura Bynum

Laura Bynum, Siskiyou County Clerk

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Questions to Ask Yourself Before Running for Office

- Do I meet the qualifications for the office I am running for?
- Am I familiar with the reporting requirements for campaign spending and will I form a committee to raise and spend money for my campaign?
- Am I willing to complete a Statement of Economic Interests, Form 700?
- Do I want to circulate Petitions In Lieu of Filing Fee?
- How do I want my name to be printed on the ballot?
- What designation, if any, do I want printed on the ballot by my name?
- Do I want a Statement of Qualifications printed in the County Voter Information Pamphlet?

Key Dates for Local Offices Only

Key Dates for Local Offices Only – March 5, 2024 Presidential Primary Election

Prepared by: Laura Bynum, Siskiyou County Clerk

Note: "E-" refers to the number of days before the election.

Date	Activity
Sep 14 – Nov 8 E-173 to E-118	Time frame for issuing Petitions for Signatures In-lieu of Filing Fee for local offices
Oct 30 – Nov 8 E-127 – E-118	Filing Period for Declaration of Intent for Judicial Candidates. Pursuant to CA Elections Code § 8105(b) the filing fee shall be paid at the time the declaration is filed with the county elections official. If the incumbent office holder fails to file a Declaration of Intention during this time period, persons other than the incumbent may file declarations of intention no later than the first day for filing nomination papers (November 13, 2023).
Nov 1 E-125	Deadline for local jurisdictions to submit resolutions to the County Clerk’s Office calling an election and requesting consolidation.
Nov 13– Dec 8 E-113 to E-88	Time frame for issuing Nomination Papers/Declaration of Candidacy.
Dec 8 E- 88	Deadline for local jurisdictions to submit a resolution to the County Clerk’s Office requesting a local measure be placed on the ballot.
Dec 9 – Dec 13 E-87 – E-83	Extension of nomination/declaration of candidacy deadline if incumbent does not file for his/her office. Candidates other than incumbents can file during this time period.
Dec 14 E-82	The CA Secretary of State’s office conducts a random alpha draw to determine the order in which candidate names for each contest will be printed on the ballot. The County Clerk’s Office conducts a random alpha draw for Siskiyou County ballots for state senate and assembly contests.
Jan 8 – Feb 20 E-57 to E-14	Time frame for filing as a Write-In Candidate Candidates must file nomination/declaration of candidacy to be considered a “qualified write-in”.
Jan 5 E-60	First day to mail ballots to military/overseas voters.
Jan 25–Feb 13 E-40 to E-21	Time frame for mailing county sample ballot booklets.
Feb 5 – Feb 27 E-29 to E-7	Vote-by-mail ballots (VBM) can be requested and mailed during this time period.
Week of Feb 5	County Clerk’s Office to begin mailing ballots.
Feb 19 E-15	Last day to register to vote for this election.
Feb 28 – Mar 5 E-6 to E-0	VBM ballots available in the County Clerk’s Office only.
Feb 27 – Mar 4 E-7 to E-1	The County Clerk’s Office will count returned VBM ballots during this time period.
Mar 5 E-0	Election Day. Polls are open from 7 a.m. - 8 p.m.
Mar 6 E+1	Counting of VBM ballots received at the polls on Election Day. Official Canvass begins, including counting provisional ballots.
Apr 4 E+30	Last day to certify local election results.

For Information on State and Federal Offices, refer to the [California Secretary of State’s website](#)

List of Local Offices to Be Elected and Qualifications

Office	Incumbent	Qualifications
Superior Court Judge (3 Offices)	Jo Ann Bicego John Lawrence TJ Linville	U.S. citizen, registered voter of the state, member of the State Bar for 10 years or have served as a judge of a California court of record for 10 years immediately preceding the election. DOCUMENTAION REQUIRED THAT VERIFIES CANDIDAATE MEETS ELIGIBILITY REQUIREMENTS (Elec. Code §13, 13.5, CA Const., Art VI, §15&16)
Siskiyou County Supervisor, District 1	Brandon Criss	U.S. citizen, registered voter of the district which the candidate seeks to represent for at least 30 days preceding the deadline for filing nomination documents for the office. Must reside in the district during incumbency. (Gov. Code §§ 24001, 24200, 25041)
Siskiyou County Supervisor, District 2	Ed Valenzuela	U.S. citizen, registered voter of the district which the candidate seeks to represent for at least 30 days preceding the deadline for filing nomination documents for the office. Must reside in the district during incumbency. (Gov. Code §§ 24001, 24200, 25041)
Siskiyou County Supervisor, District 4	Nancy Ogren	U.S. citizen, registered voter of the district which the candidate seeks to represent for at least 30 days preceding the deadline for filing nomination documents for the office. Must reside in the district during incumbency. (Gov. Code §§ 24001, 24200, 25041)

Candidate Filing Fees – Local Offices

Number/value of signatures for Petition In Lieu of Filing Fee Number of signatures need on Nomination Documents

Office	Annual Salary	Filing Fee (1% of annual salary)	In-Lieu Signatures (Optional)	Value of valid signature collected from In-Lieu petition	Number of signatures on nomination documents
Superior Court Judge (3 offices)	\$231,174.00	\$2,311.74	2,046	\$1.13	20-40
County Supervisor District 1	\$40,478.67	\$404.79	389	\$1.04	20-40
County Supervisor District 2	\$40,478.67	\$404.79	435	\$0.93	20-40
County Supervisor District 4	\$40,478.67	\$404.79	391	\$1.04	20-40

Conviction of Crimes

California Elections Code § 20

(a) A person shall not be considered a candidate for, and is not eligible to be elected to, any state or local elective office if the person has been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

(b) For purposes of this section, “conviction of a felony” includes a conviction of a felony in this state and a conviction under the laws of any other state, the United States, or any foreign government or country of a crime that, if committed in this state, would be a felony, and for which the person has not received a pardon from the Governor of this state, the governor or other officer authorized to grant pardons in another state, the President of the United States, or the officer of the foreign government or country authorized to grant pardons in that foreign jurisdiction.

Government Code §1021

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State.

See *Appendix A* for general qualifications to run and hold office and for the Proof of Qualifications Documents for County Offices.

Optional Candidate Paperwork – Petition In Lieu of Filing Fee

Timeframe: Refer to Key Dates

A Petition In Lieu of Filing Fee (PIL) form is used to collect signatures for the purpose of defraying the filing fee. Each signature has a monetary value, based on the number of registered voters in the jurisdiction and the amount of the filing fee.

What Do I Need to Know To Circulate Petitions In Lie of Filing Fee?

- The County Clerk’s Office will issue to the candidate, a two-sided master PIL form. The candidate is responsible for making copies of this master form. (Remember to copy both sides of the form as each side has information that must appear on each sheet of paper.)
- Only registered voters who are eligible to vote for the office may sign the PIL.
- No voter shall sign more petitions for candidates that there are offices to be filled.
- Signatures are public record once the petition is filed in the Clerk’s Office, for viewing purposes only. Copies of completed PIL’s are not available pursuant to CA Elections Code Section 17100(c).

- If a signer wants to withdraw his/her signature from the PIL, the signer must so state in writing by delivering a letter to the County Clerk's Office. The letter must be received prior to the process of verifying signatures.

The signed petitions must be filed in the Clerk's Office no later than 4 p.m. on November 8, 2023. All the sections of the petition should be filed at the same time. At the time of filing, the Clerk's Office will issue a receipt to the candidate, reflecting the raw county of signatures on the PIL.

Within ten days of receipt of the PIL, the Clerk's Office will verify the signatures and notify the candidate in writing of the number of valid signatures and the amount of the filing fee covered by the valid signatures. The portion of the filing fee not covered by valid signatures must be paid in full before the Declaration of Candidacy is issued. The filing fee is non-refundable.

Petition In Lieu of Signatures will be used as Nomination Signatures

If your PIL contains the number of valid signatures required for your nomination, the County Clerk's Office will use the PIL signatures as nomination signatures. You will not be required to circulate Nomination Papers.

Declaration of Candidacy for County Offices

This process is mandatory for all candidates for County Offices.

Time frame: Refer to Key Dates. Exception: In the event that an incumbent does not file for the office he/she currently holds, the filing period for that office is extended by five days, for candidates OTHER than the incumbent. To find out if the filing period for an office has been extended, call the County Clerk's Office at 842-8084 after August 12th.

Candidate Paperwork

When you file to run for office there are several forms that you will be required to fill out. An explanation of the forms follows:

- **DECLARATION OF INTENTION- JUDICIAL CANDIDATES ONLY** -This form is required for all candidates for Superior Court Judge and is filed between October 30, 2023 – November 8, 2023. (Exception: If the incumbent of a judicial office fails to file a Declaration of Intention by November 8th, persons other than the incumbent may file the Declaration of Intention no later than the first day for filing nomination papers (November 13, 2023). The filing fee must be paid at the time the Declaration of Intention is filed with the County Clerk's Office.
- **CANDIDATE INFORMATION COVER SHEET** – internal form used by the Clerk's Office. This form includes your contact information that will be published on the Elections Website. *Judicial Candidates are exempt from providing their personal address to the Clerk's Office in writing, however will be required to provide it verbally.*

- **NOMINATION PAPER** - *This process is mandatory for all candidates, except for candidates who circulated PILs and obtained the sufficient number of nomination signatures on the PILs.*

Time frame: November 13, 2023 – December 8, 2023. *Exception: In the event that an incumbent does not file for the office he/she currently holds, the filing period for that office is extended by five days, for candidates OTHER than the incumbent. To find out if the filing period for an office has been extended, call the County Clerk’s Office at 530-842-8084 after December 8th.*

- **DECLARATION OF CANDIDACY** – **this form must be completed in person by the candidate in the County Clerk’s Office.**
- **STATEMENT OF ECONOMIC INTERESTS FORM 700** – See Resource Guide at the back of this guidebook for further information relating to the Form 700.
- **BALLOT DESIGNATION WORKSHEET** – Details specific criteria for allowable ballot designations. This form must be completed in its entirety, with no blank lines. If a section is not applicable to you, write “N/A” on each line.
- **CODE OF FAIR CAMPAIGN PRACTICES** – This form is optional. By signing it, you declare that you will abide by the Fair Campaign Practices Code, as defined by California Elections Code §20400-20444.
- **CANDIDATE STATEMENT AGREEMENT/ACKNOWLEDGMENT** – provides information about filing a Candidate Statement of Qualifications.

In addition to the above forms, the California Fair Political Practices Commission (FPPC) requires certain paperwork to be filed. Refer to the FPPC Manual 2 (an electronic copy of this document is available upon request or you can view it online at www.fppc.ca.gov) for information regarding the filing requirements for the following forms:

- FORM 501 CANDIDATE INTENTION STATEMENT
- FORM 410 STATEMENT OF ORGANIZATION
- FORM 460 CONSOLIDATED CAMPAIGN DISCLOSURE
- FORM 470 OFFICE HOLDER/CANDIDATE CAMPAIGN STATEMENT

Where do I go to get candidate papers?

For school district and special district offices, obtain candidate paperwork from the County Clerk’s Office, 311 Fourth Street, Room 201, Yreka, CA 96097; during normal office hours, Monday – Friday; 9 a.m. – 12 pm and 1 pm – 4 p.m.

How can I get candidate papers from the County Clerk’s Office?

It is preferable for a candidate to appear in person to obtain the necessary paperwork. In certain situations, the candidate can provide written authorization for a third-party to

pick up the paperwork (with exception of the Declaration of Candidacy). The written authorization must include the date, your name, your residence/physical address, the specific office you are seeking, the name of the person who you are authorizing to pick up the papers on your behalf and your signature.

How long will it take to complete the candidate papers in the Clerk's Office?

Plan to spend between 45-60 minutes in the Clerk's Office filling out the candidate papers.

Ballot Designations

A ballot designation appears on the ballot immediately under the candidate's name and is optional. Simply, it designates the current principal profession, vocation, or occupation of the candidate. Guidelines for ballot designations are set by California law (see guidelines in Appendix B).

Your ballot designation worksheet has to be submitted at the time you file your Declaration of Candidacy. Your worksheet will be reviewed by Clerk's Office management within 24 hours to insure it meets all legal criteria (as listed on the form). You will be contacted by the Clerk's Office if your designation is noncompliant with the criteria and be given the opportunity to change your designation to bring it into compliance. The Clerk's Office will attempt to reach you by phone or email and if unsuccessful, will send a letter to you. Upon notification of the need to change your ballot designation, you will have three days to change the designation. If you do not provide an alternate designation within the three days, no designation will be printed on the ballot.

No changes to a ballot designation can be made after the final date for filing nominations documents, except when specifically requested to do so by the County Clerk's office. Your designation shall remain the same for both the primary and general elections unless you, at least 83 days prior to the general election, request a change in writing.

Candidate's Statement of Qualifications - Optional

Must be paid for at the time the Declaration of Candidacy is filed and submitted by the close of the nomination period for the office you are seeking.

Your statement of qualifications is a brief description of your education and qualifications and is printed in the Voter Information Pamphlet section of the Sample Ballot. Your Statement of Qualifications is optional and you are responsible for paying for it. Here's what you need to know:

- The Clerk's Office will print statements as submitted, including grammatical and typographical errors.

- For local (county) offices, a statement is limited in length to 200 words.
- For state offices, a statement is limited to 250 words.
- The statement must be paid for when you file your Declaration of Candidacy and must be submitted to the Clerk’s Office by the close of the nomination period for the office you are seeking.
- The statement may be withdrawn, but not changed, until 4:00 p.m. of the next working day after the close of the nomination period. A candidate must personally appear in the County Clerk’s Office to withdraw the statement.
Exception: In the event that the nomination period is extended, your statement may be withdrawn until 4:00 p.m. of the next working day after the close of the extended nomination period.

Pursuant to **Elections Code Section 13311**, all candidate statements will remain confidential until after the filing deadline. After the filing deadline, copies of all candidate statements will be available for public inspection at the County Clerk’s Office 10 days prior to being submitted for printing, in conformance with **Elections Code Section 13311**. The public viewing period for Candidate Statements is December 19, 2023 – December 29, 2023.

Requirements for Submitting Candidate’s Statement of Qualifications

Statements must be submitted with the following headings and be in the first-person point-of-view:

- Title of the Office Sought:**
- Name:**
- Age:**
- Education and Qualifications:**
- Original Signature of Candidate:**

The following formats are prohibited in your Candidate’s Statement and will be rejected if it includes any of these formats:

ALL CAPITALS, *italics*, underlines, **bold attribute**, *****bullets*****

You must:

Submit two copies of the statement to the County Clerk’s Office:

- 1) A paper copy of the statement that is signed by you; and
- 2) In electronic format in WORD format (PDF not acceptable) via email to laura@sisqvotes.org or on CD/DVD or USB flash drive.

At the time of filing your statement, you must also be prepared to tell the Clerk’s Office the number of words that are in the body of your statement. Do not include the words in the heading or your signature.

Handwritten statements will not be accepted. If your typed statement is not submitted in electronic format, a \$25.00 typesetting charge will be assessed and collected at the same time as the fee for the candidate's statement.

As county, city, special district and school district offices are nonpartisan, the candidate's statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

Cost of the Candidate's Statement

State/Federal Offices:

An estimate of the total prorated cost of printing, handling and mailing the 1/3 page candidate statements has been calculated and payment is due at the time your Declaration of Candidacy is filed. Cost of the statement will double if the candidate statement extends beyond the allotted 1/3 page. Make checks payable to: Siskiyou County Clerk.

All Offices:

If the actual expense is less than your deposit, you will receive a refund for the difference paid vs. the actual expense. If the actual cost is more than the deposit, you will receive an invoice for the difference and will be required to pay the balance due upon receipt of the invoice. It can take up to three months to produce a refund or invoice.

In the case of shared county districts, it is your responsibility to contact each county in the district and establish its costs and formatting restrictions. The Siskiyou County Clerk's Office does not accept candidate statements or statement fees on behalf of other counties.

Costs of Candidate Statements (English only):

County Supervisor:	\$250
Superior Court Judge:	\$425
County-Wide Offices:	\$567

Word Count Guidelines: (California Elections Code Section 9)

1. Counting of words, for purposes of this code, shall be as follows:
2. Punctuation is not counted.
3. Each word shall be counted as one word except as specified in this section.
4. All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
5. Each abbreviation for a word, phrase, or expression shall be counted as one word.
6. Hyphenated words that appear 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, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

7. Dates shall be counted as one word.
8. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as “one,” shall be considered as a separate word or words. “One” shall be counted as one word whereas “one hundred” shall be counted as two words. “100” shall be counted as one word.
9. Telephone numbers shall be counted as one word.
10. Internet Web site addresses shall be counted as one word.

Example of Candidate’s Statement of Qualifications

Title of Office Sought: Jackson Unified School District Trustee

Name: Jonathan Doe

Age: 50

Education and Qualifications:

I am running for Trustee of the Jackson Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Jackson High School in 1982. I currently have three children attending school in the district.

I own and operate my own small business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials, I am convinced we can offer quality education to all students within the district.

I have been active in the PTA, served on the School Volunteers committee and am an active member of the All-Faith Church. I have served as a Troop Leader for the Boy Scouts, and am a volunteer with the local animal shelter.

I am looking forward to serving on the school board.

Thank you for your vote.

Write-in Candidacy Information

Refer to “Key Dates”

Votes are tabulated for qualified write-in candidates only. A qualified write-in candidate must complete and file all applicable candidate documents described previously in this guidebook, including the Declaration of Write-In Candidacy. *You will not be required to file a Ballot Designation Worksheet or be able to submit a Candidate’s Statement of Qualifications, as your name will not be printed on the ballot. You can obtain the paperwork for write-in candidacy at the County Clerk’s Office.*

Electioneering

No electioneering (campaigning, talking to voters, hold signs, wearing political buttons, hats, etc.) shall take place on Election Day within 100 feet of the polls or the County Clerk's Office:

- Circulation of an initiative, referendum, recall, or nomination petition or any other petition.
- Solicitation of a vote or speaking to voter on the subject of marking his/her ballot.
- Placing a sign relating to candidate's qualifications or speaking to a voter on the subject of his or her qualifications.

NOTE: No electioneering will be allowed at the Siskiyou County Clerk's Office, as it is a site where voters can cast their ballots from February 5, 2024 – March 5, 2024.

Campaign Financing/Reporting Requirements

It is your responsibility to be familiar with state law regarding campaign financing and reporting requirements, including filing deadlines and filing procedures. You can access all required forms through the [California Fair Political Practices Commission's](#) website. The County Clerk's Office will provide paper copies of campaign forms and upon request, a CD containing the manual for local candidates.

Help and guidance is available from the [California Fair Political Practices Commission](#), phone: 1-866-ASK-FPPC (1-866-275-3772).

Political Signs

The placement of campaign signs within the city limits is regulated by each respective city. Contact each city for local regulations regarding campaign signs:

CITY OF DORRIS
307 S Main St
PO Box 768
Dorris CA 96023
397-3511

CITY OF DUNSMUIR
5915 Dunsmuir Ave
Dunsmuir CA 96025
235-4822

CITY OF ETNA
442 Main St
PO Box 460
Etna CA 96027
467-5256

TOWN OF FORT JONES
11960 East St
PO Box 40
Fort Jones CA 96032
468-2281

CITY OF MONTAGUE
230 13th St
PO Box 428
Montague CA 96064
459-3030

CITY OF MOUNT SHASTA
305 N Mt Shasta Blvd
Mt Shasta CA 96067
926-3464

CITY OF TULELAKE
348 Main St
PO Box 847
Tulelake CA 96134
667-5522

CITY OF WEED
550 Main St
PO Box 470
Weed CA 96094
938-5020

CITY OF YREKA
701 Fourth St
Yreka CA 96097
841-2386

Political Signs Near State Highways

Information regarding the placement of campaign signs near State Highways can be obtained at

[CalTrans Placement of Political Signs](#)

Political Signs Within the Unincorporated Area of the County

The Siskiyou County Board of Supervisors has adopted a sign ordinance (Ordinance 06-10). This ordinance applies only to political signs placed in the unincorporated area of the county only.

The portion of the ordinance regarding political signs follows:

Sec. 10-6.5812. Temporary signs.

There shall be permitted in all zoning districts, without a *sign* permit, temporary signs, provided:

- a) Temporary signs include political signs, real estate signs, garage sale signs, yard sale signs and signs of a similar nature.
- b) Such signs may be pole signs, wall signs, window signs or freestanding signs.
- c) Such sign shall not exceed nine (9) square feet in size, except that a political sign shall not exceed thirty-two (32) square feet in size.
- d) If the message on the sign is commercial in nature there shall be no more than one such sign per street frontage.
- e) If the message on the sign is commercial in nature, it must be limited to products sold or services provided on the premises. Off-site advertising commercial products or services will not be permitted. This limitation does not apply to noncommercial messages.
- f) Such signs shall be removed within fifteen (15) days after the sale, election or other event, which is the subject of the *sign*, has occurred. (§ 3, Ord. 01-08, eff. April 19, 2001, as amended by § 1, Ord. 01-12, eff. July 12, 2001 and § I, Ord. 06-10, eff. October 19, 2006)
10-6.5812

State Law Governing Temporary Political Signs

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A temporary Political Sign meets the following criteria:

1. Encourages a particular vote in a scheduled election.
2. Is placed no 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 certifying a person who will be responsible for removing the sign (See Appendix I).

5. Temporary Political Signs shall not be placed within the right-of-way of any highway or be visible within 600 feet from the edge of the right-of-way of a classified “Landscaped Freeway”.
6. State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. These provisions are called to your attention to avoid embarrassment or inconvenience to you and your supporters. For further information or questions, you can call CalTrans Division of Traffic Operations Outdoor Sign Program at (916) 654-6473.

Counting Vote-By-Mail Ballots

Under California law, the County Clerk’s Office can open, and count vote-by-mail ballots received in the office up to seven working days before Election Day. However, results can neither be tallied nor released until after the close of the polls on Election Night.

Election Day Information

As an official polling place, the County Clerk’s office will be open on Election Day from 7 a.m. until 8 p.m. to receive vote by mail ballots and for use by voters to cast their votes.

The County Clerk’s office will remain open after polling places close to report Election Results and to accept ballots and supplies from the polling places. All activities that take place in the County Clerk’s office are open to public viewing.

Election Results

After the close of the polls on Election Night, voting results for all precincts have to be reported and this takes time, as memory cards containing results from the voting machines used at the polls have to be returned to the Clerk’s Office and downloaded into the election management system. Typically, the first results report that is released is that of the vote-by-mail ballot received by the Clerk’s Office prior to Election Day. These results are typically released shortly after 8 p.m. Results from the precincts will be released periodically throughout the evening until all precincts have reported.

Election results will be posted on the [County Clerk’s webpage](#), and available in person at the Clerk’s Office or via phone by calling the County Clerk’s Office at 842-8084.

Keep in mind that the results on election night are not the final results. During the days following the election, the Clerk’s Office counts the vote-by-mail ballots turned in at the polls on Election Day or timely received through the mail, the provisional ballots, and votes cast for qualified write-in candidates. During this time, the Clerk’s Office will provide updated results on a regular basis. When all the ballots are counted, the Clerk’s Office will release a report entitled “Final Results” and notify the winning candidates.

Campaign/Election Complaints

The Siskiyou County Clerk's Office is not an enforcement agency and is therefore unable to investigate allegations of campaign/election violations. Complainants are encouraged to file complaints with agencies as follows:

Issues regarding political signs:

Contact your local law enforcement office.

False or misleading campaign materials:

It is recommended to seek private counsel as these issues must be dealt with in court.

Violations of the Political Reform Act:

California Fair Political Practices Commission (FPPC), telephone 800-561-1861

Election Fraud:

California Secretary of State's Office, telephone 916-657-2166

Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act:

California State Attorney General, telephone 800-952-5225

Unlawful Federal campaigns:

Federal Election Commission, telephone 800-424-9530

Appendix A

General Qualifications to Run and Hold Office

1. The Declaration of Candidacy which each candidate must file states that the candidate meets the statutory and constitutional qualifications for office (including, but not limited to, citizenship, residence, and party affiliation, if required) and that the candidate will accept the nomination and not withdraw if nominated. *Elections Code Section 8040*
2. A person must be a registered voter of the county or district and eligible to vote for the office at the time nomination papers are issued or at the time of appointment to the office. *Government Code Section 24001. Elections Code Section 201*
3. A person must be 18 years of age and a citizen of the state at the time of election or appointment. *Government Code Section 1020*
4. Successful candidates must qualify for office by taking the oath of office and be able to be bonded in the amounts provided for by statute, by the Board of Supervisors, and/or by judges of the Superior Court, *CA Constitution, Art. XX, Sec. 3; Government Code Section 1450, 1458*
5. A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. *Government Code Section 1021*

Proof of Qualifications
Judge of the Superior Court

Instructions: Pursuant to state law, a candidate for Judge of the Superior Court must provide proof that he/she meets the qualifications for the office at the time a declaration of candidacy, nomination papers, or statement of write-in candidacy is filed. (EC §13, 13.5)

Please complete this form by checking the appropriate qualifications and attach copy of documentation as proof of meeting the requirement.

Candidate Name:

(Please Print)

Qualifications:

1. Registered voter.

2. Member of the State Bar or served as judge of a California Court of record for ten years immediately preceding the election.

I declare under penalty of perjury that I meet the statutory qualifications for this office.

Executed at _____, California, this ____ day of

_____.

Candidate Signature

Appendix B

Ballot Designation Information

For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

13107.

- a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:
- 1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents 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.
 - 2) 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 court judge, was appointed to that office.
 - 3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear 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, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
 - 4) 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." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

- b) Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:
- 1) It would mislead the voter.
 - 2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - 3) It abbreviates the word "retired" or places it following any word or words which it modifies.
 - 4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
 - 5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - 6) It uses a word or words referring to a racial, religious, or ethnic group.
 - 7) It refers to any activity prohibited by law.
- c) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.
- 1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).
 - 2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.
- d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
- e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

For your reference, Elections Code section 13107.3 is reproduced below:

13107.3.

- a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.
- c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

13107.5.

- a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
 - 1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
 - 2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
 - 3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.
- b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, 2 CCR 20711 is reproduced below:

20711. Ballot Designation Worksheet

- a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code Section 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
- b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

- c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:
- 1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
 - 2) A designation of the office for which the candidate is seeking election;
 - 3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
 - 4) The proposed ballot designation submitted by the candidate;
 - 5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
 - 6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
 - A. If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
 - B. If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
 - C. If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate shall indicate:
 - i. The title of the position or positions which he or she claims supports the proposed ballot designation;
 - ii. The dates during which the candidate held such position;
 - iii. A description of the work he or she performs in the position;
 - iv. The name of the candidate's business or employer;

- v. The name and telephone number of a person or persons who could verify such information; and
 - vi. A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at Section 20714, subdivision (b).
- D. If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

If a candidate requests a change of his or her ballot designation pursuant to Elections Code Section 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

Appendix C

Statement of Economic Interests, Form 700

Filing Your Candidate Statement of Economic Interest Form 700

Requirement to file

As a candidate, the office you are running for falls into one of two categories:

- It is listed in Government Code Section 87200 OR
- It is listed in the County's Conflict of Interest Code

When to file:

- **Candidate – at the time you file your Declaration of Candidacy.**

Where to file?

As a **candidate**, you must file your Form 700 directly with the County Clerk's Office, 311 Fourth Street, Room 201, Yreka, CA 96097.

If you are a **successful candidate**, you will have ongoing Form 700 filing requirements while you hold office. You will be required to file upon:

- **Assuming Office - within 30 days of taking office.** The County Clerk's Office will set up an account for you in the county's electronic Form 700 filing system and you will be notified via email when your Assuming Office Statement is due.
- **Annual Filing - by April 1st of each year.** This filing is for the previous calendar year. The County's electronic Form 700 system will send you notification when your annual filing is due.
- **Leaving Office - within 30 days of leaving office.** When your term of office ends or you leave office, you will receive an email notifying you that your Leaving Office Form 700 is due.

Please note that regardless of whether you receive notification from the County Clerk's Office or not, it is your individual responsibility to file your Form 700 timely. The County Clerk suggests that upon taking office, you mark your calendar to insure timely filing. The Form 700 is available at the County Clerk's Office, 311 Fourth Street Rm. 201, Yreka, CA 96097 or on the web at [Fair Political Practices Commission](#)

Questions?

Contact the Siskiyou County Clerk's Office.

Appendix D

Campaign Literature Requirements

In compliance with California Elections Code §16, the following is provided:

Mass Mailing

CA Government Code §84305

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not 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 that is in a color or print that 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 candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is 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 that is in a color or print that 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 committee'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) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(d) 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).

(e) For purposes of this section, the following terms have the following meaning:

(1) "Mass electronic mailing" means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.

(2) "Sender" means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84217, inclusive.

(3) To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

(Amended by Stats. 2017, Ch. 546, Sec. 4. Effective October 7, 2017. Operative January 1, 2018, by Stats. 2017, Ch. 546, Sec. 29. Note: This section was added on June 4, 1974, by initiative Prop. 9.)

84305.5.

(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.)

84305.7.

(a) If a slate mailer organization sends a slate mailer or other mass mailing that displays a logo, insignia, emblem, or trademark that is identical or substantially similar to the logo, insignia, emblem, or trademark of a governmental agency, and that would reasonably be understood to imply the participation or endorsement of that governmental agency, the slate mailer organization shall obtain the express written consent of the governmental agency associated with the logo, insignia, emblem, or trademark prior to using the logo, insignia, emblem, or trademark in the slate mailer or other mass mailing.

(b) If a slate mailer organization sends a slate mailer or other mass mailing that displays a logo, insignia, emblem, or trademark that is identical or substantially similar to the logo, insignia, emblem, or trademark of a nongovernmental organization that represents law enforcement, firefighting, emergency medical, or other public safety personnel, and that would reasonably be understood to imply the participation or endorsement of that nongovernmental organization, the slate mailer organization shall obtain the express written consent of the nongovernmental organization associated with the logo, insignia, emblem, or trademark prior to using the logo, insignia, emblem, or trademark in the slate mailer or other mass mailing.

(c) If a slate mailer organization sends a slate mailer or other mass mailing that identifies itself or its source material as representing a nongovernmental organization with a name that includes the term “peace officer,” “reserve officer,” “deputy,” “deputy sheriff,” “sheriff,” “police,” “highway patrol,” “California Highway Patrol,” “law enforcement,” “firefighter,” “fire marshal,” “paramedic,” “emergency medical technician,” “public safety,” or any other term that would reasonably be understood to imply that the organization is composed of, or affiliated with, law enforcement, firefighting, emergency medical, or other public safety personnel, the slate mailer or mass mailing shall disclose on the outside of each piece of mail and on at least one of the inserts included with each piece of mail in no less than 12-point roman type, which shall be in a color or print that contrasts with the background so as to be easily legible, the total number of members in the organization identified in the slate mailer or mass mailing.

(Added by Stats. 2012, Ch. 865, Sec. 2. Effective January 1, 2013.)

Political Advertisement Requirements

California Elections Code Section 20008

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.

For Political Advertising Disclaimers visit [Fair Political Practices Commission](#).

Simulated Ballot Requirements

California Elections Code § 20009

- 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 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 voter information guide prepared by the county elections official or the Secretary of State. This is an unofficial, marked ballot prepared by *(Insert name and address of the person or organization responsible for preparation thereof)*.

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

- b) A simulated ballot or simulated county voter information guide referred to in subdivision (a) shall not bear an official seal or the insignia of a public entity, and that seal or insignia shall not appear upon the envelope in which it is mailed or otherwise delivered.
- 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 a speedy disposition thereof.

Appendix E Resource Directory

Siskiyou County Clerk's Office

sisqvotes.org

(530) 842-8084

Fax (530) 841-4110

311 Fourth Street, Room 201, Yreka, CA 96097

Hours: M-F; 9 a.m. – 12 p.m. and 1 p.m. – 4 p.m.

Fair Political Practices Commission

[Fair Political Practices Commission](#)

1102 Q Street, Suite 3000

Sacramento, CA 95811

FPPC Technical Assistance Division- toll-free (866) 275-3772

Fax (916) 322-0886

FPPC Legal Division (916) 322-5901,

FPPC Enforcement Division (800) 561-1861

- Contact the Technical Assistance Division for information concerning Campaign Disclosure and Conflict of Interest Disclosure.
- Contact the Legal Division for information concerning Conflict of Interest disqualification and proper use of campaign funds.
- Contact the Enforcement Division for information concerning how to file a complaint under the Political Reform Act.

State Franchise Tax Board

[Franchise Tax Board](#)

(800) 852-5711 or (800) 338-0505

Contact the Franchise Tax Board for information concerning Committee tax status, tax deductible contributions, charitable non-profit groups or any other tax-related question.

Secretary of State

[Secretary of State](#)

Political Reform Division (916) 653-6224 Fax (916) 653-5045

E-Mail - PoliticalReform@sos.ca.gov

Contact the Political Reform Division for information concerning Forms 501, Form 502 or Form 410, political reform, and Campaign Committee ID numbers.

Elections Division (916) 657-2166 or toll free 1-800-833-8683

[E-Mail](#)

Federal Elections Commission

[Federal Election Commission](#)

Contact the Federal Elections Commission for information concerning Federal Campaign Disclosure requirements or contributions from national banks, national corporations and foreign nationals.

Appendix F Purchasing Voter Information

Fee: \$16.00

Voter information is available for governmental/political use. A completed application is required. The application is available online at www.sisqvotes.org or at the County Clerk's Office. Depending on workload conditions, it can take up to two weeks to process your request and provide the file to you.

File information is available in electronic format only, and the cost is \$16.00.

Note: The County Clerk's Office does not accept credit cards.

Appendix G Political Activities of County Employees

General: In order to provide guidance to all employees concerning political activities during working hours or political activities on the premises of County-owned property, the following policy has been established by the Board of Supervisors. Siskiyou County respects the rights of its employees to engage in free speech and exercise associational freedom in political processes. It is important that any such activities be conducted on personal time and independent of the workplace to ensure that Siskiyou County government maintains a posture of professionalism and neutrality in engaging the citizens we serve and in providing a workplace for all employees.

Policy:

- 1) County officers and employees are prohibited from engaging in political or campaign activities during working hours. The term "working hours" does not include lunch time, vacation, leave time, or standby time, but shall include rest periods. To be considered vacation or other approved leave, the leave must be pre-approved by the appropriate Department Head or Supervisor.
- 2) Political and campaign activities on County premises are prohibited. The public, all elected and appointed County Officials, and all employees of the county are prohibited from the use of County offices, workstations, and/or property for political purposes.
- 3) Appointed officers and employees, during working hours or when acting on behalf of the County, shall not be permitted to promote the passage or the defeat of a ballot

measure except when authorized to do so in advance by the Board of Supervisors. This restriction applies to actions taken on behalf of the County and does not extend to actions taken by County officers or employees during non-work hours and on their own behalf as individuals or on behalf of persons other than the County.

- 4) The term "Political or Campaign Activities" means:
 - a) Communications that advocate the nomination or election of any candidate or the defeat of his/her opponent.
 - b) Communications that contain references to a candidate's candidacy for elective office, the candidate's election campaign, the candidate's position on issues relative to the elective office sought, or the candidate's qualifications for elective office.
 - c) Communications soliciting financial contributions or contributions of service on behalf of a candidate or in opposition to his/her opponent.
 - d) Arranging, coordinating, developing, writing, distributing, preparing, or planning any communication or activity described in clauses (a), (b), or (c) above.
 - e) Recruiting, or coordinating the campaign activities of, campaign staff on behalf of the candidate.
 - f) Preparing campaign budgets.
 - g) Preparing campaign disclosure statements.
 - h) Communications directed to voters or potential voters as part of activities encouraging or assisting persons to vote if the communication contains express advocacy of the nomination or election of the candidate or the defeat of his/her opponent.
 - i) Communications advocating or opposing any ballot question that may or will be placed before the voters, including solicitation of signatures to qualify any question for the ballot.
- 5) The term "Communications" includes written, oral, and pictorial words or images, including but not limited to literature, posters, campaign buttons, or email or voicemail messages in, from, or to the workplace.
- 6) No County officer or employee may engage in political or campaign activities of any kind while in a County uniform.
- 7) Any violation of Government Code Sections 3201 through 3207 while acting as a County officer or employee is a violation of this policy.

Questions regarding application of this policy should be directed to a department head or to the County Administrator's Office.

Government Code
Title 1. General
Division 4. Public Officers and Employees
Chapter 9.5. Political Activities of Public Employees

3201. The Legislature finds that political activities of public employees are of significant statewide concern. The provisions of this chapter shall supersede all provisions on this subject in the general law of this state or any city, county, or city and county charter except as provided in Section 3207.

3202. This chapter applies to all officers and employees of a state or local agency.

(a) "Local agency" means a county, city, city and county, political subdivision, district other than a school district, or municipal corporation. Officers and employees of a given local agency include officers and employees of any other local agency whose principal duties consist of providing services to the given local agency.

(b) "State agency" means every state office, department, division, bureau, board, commission, superior court, court of appeal, the Supreme Court, the California State University, the University of California, and the Legislature.

3203. Except as otherwise provided in this chapter, or as necessary to meet requirements of federal law as it pertains to a particular employee or employees, no restriction shall be placed on the political activities of any officer or employee of a state or local agency.

3204. No one who holds, or who is seeking election or appointment to, any office or employment in a state or local agency shall, directly or indirectly, use, promise, threaten or attempt to use, any office, authority, or influence, whether then possessed or merely anticipated, to confer upon or secure for any individual person, or to aid or obstruct any individual person in securing, or to prevent any individual person from securing, any position, nomination, confirmation, promotion, or change in compensation or position, within the state or local agency, upon consideration or condition that the vote or political influence or action of such person or another shall be given or used in behalf of, or withheld from, any candidate, officer, or party, or upon any other corrupt condition or consideration. This prohibition shall apply to urging or discouraging the individual employee's action.

3205. (a) An officer or employee of a local agency shall not, directly or indirectly, solicit a political contribution from an officer or employee of that agency, or from a person on an employment list of that agency, with knowledge that the person from whom the contribution is solicited is an officer or employee of that agency.

(b) A candidate for elective office of a local agency shall not, directly or indirectly, solicit a political contribution from an officer or employee of that agency, or from a person on an employment list of that agency, with knowledge that the person from whom the contribution is solicited is an officer or employee of that agency.

(c) This section shall not prohibit an officer or employee of a local agency, or a candidate for elective office in a local agency, from requesting political contributions from officers or employees of that agency if the solicitation is part of a solicitation made to a significant segment of the public which may include officers or employees of that local agency.

(d) Violation of this section is punishable as a misdemeanor. The district attorney shall have all authority to prosecute under this section.

(e) For purposes of this section, the term "contribution" shall have the same meaning as defined in Section 82015.

3205.5. No one who holds, or who is seeking election or appointment to, any office shall, directly or indirectly, offer or arrange for any increase in compensation or salary for an employee of a state or local agency in exchange for, or a promise of, a contribution or loan to any committee controlled directly or indirectly by the person who holds, or who is seeking election or appointment to, an office. A violation of this section is punishable by imprisonment in a county jail for a period not exceeding one year, a fine not exceeding five thousand dollars (\$5,000), or by both that imprisonment and fine.

3206. No officer or employee of a local agency shall participate in political activities of any kind while in uniform.

3207. Any city, county, or city and county charter or, in the absence of a charter provision, the governing body of any local agency and any agency not subject to Section 19251 by establishing rules and regulations, may prohibit or otherwise restrict the following:

(a) Officers and employees engaging in political activity during working hours.

(b) Political activities on the premises of the local agency.

Appendix H Filing Schedule

The filing schedule for Candidates and Controlled Committees for Local Offices being voted on at the election can be obtained at [Fair Political Practices Commission](#). As a candidate, you will have additional filing requirements other than the FPPC forms that are filed when you declare your candidacy.

Appendix I Limits on Post-Retirement Public Employment

MEMO

TO: Filing Candidates
FROM: Ann Merkle, Personnel Manager
DATE: April 27, 2015
SUBJECT: Limits on Post-Retirement Public Employment

The purpose of this memo is to inform you of the current requirements for post-retirement employment of CalPERS retirees on service retirement.

Any public retiree appointed to a full-time position on a State Board or commission on or after January 1, 2013, will be required to suspend his or her retirement allowance and become an active member of CalPERS, unless the appointment is non-salaried.

A CalPERS retiree may serve on a full-time basis without reinstatement from retirement if he or she serves as a non-salaried member and shall receive only the per diem authorized to all members of that board or commission. The retiree shall not earn any CalPERS service credit or benefits or make contributions with respect to the service performed. If a CalPERS retiree elects to receive the salary applicable to the board or commission, they must reinstate from retirement.

If you have any questions, please feel free to contact me or contact CalPERS directly at www.calpers.ca.gov.

Thank you.