



Siskiyou County Candidate's Guidebook

June 2, 2026

Statewide 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 and required campaign disclosure documents?
- 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 below my name?
- Do I want a Statement of Qualifications printed in the County Voter Information Pamphlet?

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.

Key Dates For Local Offices Only – June 2, 2026 Primary Election

Prepared by: Laura Bynum, Siskiyou County Clerk

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

<u>Date</u>	<u>Activity</u>
Dec 19 – Feb 4 E-173 to E-118	Time frame for issuing Petitions for Signatures In-lieu of Filing Fee for local offices.
Jan 26 – Feb 4 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.
Jan 28 E-125	Deadline for local jurisdictions to submit resolutions to the County Clerk's Office calling an election and requesting consolidation.
Feb 9 – Mar 6 E-113 to E-88	Time frame for issuing Nomination Papers/Declaration of Candidacy.
Mar 6 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.
Mar 7 – Mar 11 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.
Mar 12 at 11 am 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.
Mar 16 E-78	Arguments for or against any measure called for the election are due by 4 p.m. at the County Clerk's Office
Mar 27 E-67	Rebuttals to arguments for and against are due by 4 p.m. at the County Clerk's Office.
Apr 6 – May 19 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".
Apr 3 E-60	First day to mail ballots to military/overseas voters.
May 12 E-21	Last day to mail county Voter Information Guides.
May 4 – May 26 E-29 to E-7	Vote-by-mail ballots (VBM) can be requested and mailed during this time period.
Week of May4	County Clerk's Office to begin mailing ballots.
May 4 Jun 1 E-29 to E-1	The County Clerk's Office will count returned VBM ballots during this time period.
May 18 E-15	Last day to register to vote for this election.
May 27 – Jun 2 E-6 to E-0	VBM ballots available in the County Clerk's Office only.
Jun 2 E-0	Election Day. Polls are open from 7 a.m. - 8 p.m.
Jun 3 E+1	Counting of VBM ballots received at the polls on Election Day.
Jul 2 E+30	Official Canvass begins, including counting provisional ballots. Last day to certify local election results.

For Information on State and Federal Offices, refer to the California Secretary of State's website,
www.sos.ca.gov.

Siskiyou County

Local Offices to Be Elected—June 2, 2026 Primary Election

Office	Incumbent	Qualifications
Superior Court Judge, Office 4	Kendall W Hannon (Appointed 2025)	A superior court judge must have been an attorney admitted to practice law in California or have served as a judge of a court of record in this state for at least 10 years immediately preceding election or appointment.
Supervisor, District 3 Supervisor, District 5	Michael N Kobseff Ray Haupt	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)
Assessor-Recorder	Craig Kay	A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. (a) No person shall exercise the powers and duties of the office of assessor unless he or she holds a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code. (b) Notwithstanding subdivision (a), a duly elected or appointed person may exercise the powers and duties of assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization within 30 days of election or appointment. (c) This section shall not apply to any person holding the office of assessor on 1/1/1997. (Elec. Code §13, 13.5; Gov. Code §24001, 24002.5)
Auditor-Controller	Diane Olson	No person shall hereafter be elected or appointed to the office of County Auditor unless the person is a resident and registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. (§ I, Ord. 88-4, eff. April 9, 1988, repealed by § I, Ord. 98-01, eff. 2/5/1998 and added by § II, Ord. 98-01, eff. 2/5/1998) (Ord. No. 22-07, § II, 3-29-2022)
County Clerk	Laura Bynum	A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. (Elec. Code §13, 13.5)
Superintendent of Schools	Allan Carver	A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must also possess a valid credential from the Commission on Teacher Credentialing; the possession of a valid elementary administrative credential and a valid secondary administrative credential are equivalent to the possession of a valid general administrative credential. DOCUMENTATION REQUIRED THAT VERIFIES CANDIDATE MEETS ELIGIBILITY REQUIREMENTS. (Elec. Code §13, 13.5; Gov. Code §24001; Ed. Code §1205-1208)
Treasurer-Tax Collector	Jennifer Taylor	A registered voter of the county in which the duties of the office are to be exercised at the time Nomination Papers are issued. Must also meet one of the following criteria: (1) served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices. (2) possess a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance. (3) possess a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant. (4) possess a valid charter issued by

Office	Incumbent	Qualifications
		<p>the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance. (5) possess a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance. Continuing education required if elected. These qualifications are in effect only if the Board of Supervisors, by majority vote, enacts an ordinance adopting these provisions. Ordinance may be repealed at any time. Continuing education required if elected.</p> <p>DOCUMENTATION REQUIRED THAT VERIFIES CANDIDATE MEETS ELIGIBILITY REQUIREMENTS. (Elec. Code §13, 13.5; Gov. Code §24001, 27000.6, 27000.7)</p>

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, Office 4	\$244,727	\$2,447.27	1967	\$1.25	20-40
County Supervisor District 3	\$44,526.46	\$445.27	418	\$1.07	20-40
County Supervisor District 5	\$44,526.46	\$445.27	376	\$1.19	20-40
Superintendent of Schools	\$208,919	\$2,089.19	1,967	\$1.07	20-40
Assessor-Recorder	\$135,905.29	\$1,259.06	1,967	\$.69	20-40
Auditor-Controller	\$156,187.20	\$1561.88	1,967	\$.80	20-40
County Clerk	\$127,233.11	\$1,272.34	1,967	\$.65	20-40
Treasurer-Tax Collector	\$127,952.70	\$1,279.53	1,967	\$.65	20-40

Candidate Paperwork

When you file to run for office, there are several forms that you will be required to fill out:

- CANDIDATE INFORMATION COVER SHEET
- DECLARATION OF CANDIDACY
- STATEMENT OF ECONOMIC INTERESTS FORM 700
- BALLOT DESIGNATION WORKSHEET
- CODE OF FAIR CAMPAIGN PRACTICES
- CANDIDATE STATEMENT AGREEMENT/ACKNOWLEDGMENT
- 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 county, special district and school 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 pm.

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.

General Information on Candidate Filing Procedures

All candidates must be registered voters (except for judicial candidates) at the time nomination documents are issued and otherwise qualified to vote for the office for which he or she is filing. (Elections Code §201).

State law requires that all nomination documents contain the candidate's name and the elective office title to which he or she is seeking nomination or election; and be signed by the elections official at the time of issuance.

Declaration of Intent for Judicial Candidates

Timeframe: Refer to Key Dates

Pursuant to California 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.

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 SIL'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 February 4, 2026. 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.

Nomination Filing Period

February 9 – March 6

Nomination period for all candidates

March 7 – March 11

Nomination extension period if eligible incumbent does not file. If an incumbent for any office fails to file nomination documents during the nomination period, the nomination period is extended for five days. During this period, any qualified person, **other than the incumbent**, may file nomination documents for the office. NOTE: The extension does not apply where there is no incumbent eligible to be elected.

April 6 – May 19

First and last day to file write-in nomination documents for offices going to election.

Candidate Withdrawal

Withdrawal of candidacy, to be effected in writing utilizing official County Clerk – Registrar forms, is permitted up to and including the deadline date to file a Declaration of Candidacy for that office (Elections Code §10224 and 10603).

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 (Elections Code §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 the court. (Elections Code §13106)

NOTE: 82 days prior to the Election, the Secretary of State shall hold a public drawing to determine the order of Candidate names on the ballot by randomly drawing each letter of the alphabet.

Declaration of Candidacy

This process is mandatory for all candidates

Time frame: February 9 – March 6. 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 March 7th.

The Declaration of Candidacy is a two-sided form used to declare your candidacy, provide your ballot designation and take the loyalty oath. This form contains the candidate's name as it will appear on the ballot. Once filed, these forms are public information. The Declaration of Candidacy is signed under penalty of perjury that the information is true and correct. A prospective candidate must execute the Declaration of Candidacy and file it with the county elections official.

Ballot Designations

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** unless when specifically requested to do so by the County Clerk – Registrar'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.

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

1. **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

2. **Incumbent:** The word **Incumbent** may be used IF the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed in-lieu of an election.
3. **Appointed Incumbent:** The words **Appointed Incumbent** must be used IF the candidate was appointed to the office and is seeking election to that office. The word Appointed may also be used with the office title. Candidates appointed to office in lieu of an election do not have to use the word appointed.

Example A: Appointed Incumbent

Example B: Appointed Board Member, XYZ School District

4. **Principal Occupation:** No more than three words to either describe the current principal profession, vocation, or occupation of the candidate or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

5. **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions: (See Elections Code §13107.5)
 - a. A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
 - b. A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
 - c. A candidate is not engaged concurrently in another principal profession, vocation or occupation.
6. **No Designation 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 County Clerk – Registrar 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. (Elections Code §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. (Elections Code §13107(f)).

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

- a. It would mislead the voter.
- b. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous or eminent.
- c. It abbreviates the word "retired" or places it following any word(s) that it modifies.
- d. 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".
- e. It includes the name of any political party, whether or not it has qualified for the ballot.
- f. It uses word(s) referring to a racial, religious or ethnic group.
- g. It refers to any activity that is prohibited by law.

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATION (TEST)

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

Candidates may review their own ballot designation, as well as that of other candidates, in the County Clerk – Registrar’s office during working hours after the close of the nomination period. If the nomination period is extended, the review will not begin until the close of the extension period.

Candidate Statement of Qualifications

Your statement of qualifications is a brief description of your education and qualifications and is printed in the Official Voter Information Guide. Your Statement of Qualifications is optional and you are responsible for paying for it at the time you file your Declaration of Candidacy and your statement must be submitted by the close of the nomination period for the office you are seeking. Here’s what you need to know:

- The Clerk’s Office will print statements as submitted, including grammatical and typographical errors.
- 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.
- 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 Election Code compliance or Court ordered changes.*
- No reference to candidate’s political party affiliation or any partisan political membership or activity is permitted.
- If the district to be voted on is shared with more than one county, the candidate must file a statement with each county.
- If the candidate’s name does not appear on the official ballot, the candidate is not entitled to a candidate statement in the Official Voter Information Guide.
(Elections Code §302)
- The word limit for a statement is 250 words for state offices (Government Code §85601) and 200 words for local offices

California law permits local nonpartisan, congressional, and state legislative candidates to file a candidate statement to be printed and mailed to voters in the Official Voter Information Guide. Candidates for state legislative offices who voluntarily choose to limit their campaign expenditures in accordance with Proposition 34 by appropriately filing a Fair Political Practices Commission “FPPC” Form 501 may submit a candidate statement

STATE LAW PROVIDES THAT STATEMENTS MUST BE FILED NO LATER THAN 4 P.M. ON THE LAST DAY OF THE NOMINATION PERIOD.

Public Examination Period

Candidate statements will remain confidential until after the filing deadline (Elections Code §13311). Once the filing period closes, the statements are open to public examination for ten calendar days. If the nomination period is extended for a particular office, the statements are open to public examination for another 10-calendar day period. 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 (Elections Code §13313)

Estimated Cost of Candidate 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
County-wide Offices: \$600

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.

Word Count Guidelines: (California Elections Code Section 9)

Counting of words, for purposes of this code, shall be as follows:

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified in this section.
3. 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.
4. Each abbreviation for a word, phrase, or expression shall be counted as one word.
5. 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.
6. Dates shall be counted as one word.
7. 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.
8. Telephone numbers shall be counted as one word.
9. 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

Timeframe: April 6 – May 19

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.*

Write-in election results are not determined until the canvass is completed. California election law allows a prescribed number of days for the conduct of the official canvass.

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 a 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 29 days prior to Election Day.
- 100 feet of the polls or County Clerk's Office means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

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

No outdoor temporary political signs (including placards and posters) shall be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

A temporary political sign is a sign which:

- a. Encourages a particular vote in a scheduled election.
- b. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- c. Is no larger than 32 square feet.

Placement of signs within City Limits

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	530-397-3511
CITY OF DUNSMUIR	530-235-4822
CITY OF ETNA	530-467-5256
TOWN OF FORT JONES	530-468-2281
CITY OF MONTAGUE	530-459-3030
CITY OF MOUNT SHASTA	530-926-3464
CITY OF TULELAKE	530-667-5522
CITY OF WEED	530-938-5020
CITY OF YREKA	530-841-2386

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.

Post Election Night Results.

Supplemental counts of outstanding ballots will be scheduled to begin approximately 2 days after the election. These counts are conducted to get the majority of outstanding ballots tallied during the canvass period. Outstanding ballots include:

- Vote by Mail ballots turned in at voting locations on election day.
- Provisional ballots
- Conditional Voter Registration (Same Day Registration) ballots.

Semi-official election results are updated following a supplemental count. If a race is very close, the outcome may not be known until the canvass is complete.

Canvass/Certification

Canvass is the process of reconciling election day data and the supplemental counting of Vote by Mail ballots turned in at polling locations, including provisionally cast. California law permits 30 days to complete the official canvass and certify the final results of the election. The law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measure on the ballot. This manual process verifies the accuracy of the computer count.

Financial Reporting for all Candidates and Controlled Committees

All candidates/committees are required by the Political Reform Act to file a campaign statements at various times of the election cycle. It is your responsibility as a candidate or controlled committee to ensure you meet the filing requirements.

The filing schedule for Candidates and Controlled Committees for Local Offices being voted on 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. It is the responsibility of the candidate and/or committee to be aware of filing requirements and deadlines; as the Political Reform Act imposes certain duties and obligations on candidates, officeholders and committee treasurers and other participating in the political process.

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

NOTE: It is recommended that campaign disclosure statements be mailed by certified mail or by purchasing a certificate of mailing. This will eliminate any question regarding receipt of your statement.

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.

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

Limits on Post-Retirement Public Employment

The following is information from County Personnel regarding 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.

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*

Appendix B

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 St., Rm. 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 St., Rm. 201, Yreka, CA 96097 or on the web at [Fair Political Practices Commission](#)

Questions?

Contact the Siskiyou County Clerk's Office.

Appendix C

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 D

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

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 E

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 F

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.