

CANDIDATE HANDBOOK AND ELECTION CALENDAR

November 6, 2007

MADERA COUNTY CLERK-RECORDER
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The following Candidate Handbook and Election Calendar is intended to provide general information and does not have the force or effect of law, regulation or rule. It is distributed with the understanding that the County Clerk/Registrar of Voters is not rendering legal advice or that this calendar is not a substitute for legal counsel. In the case of conflict, the law, rule or regulation will apply.

Rebecca Martinez,
County Clerk-Recorder and Registrar of Voters



ELECTION CALENDAR

e-130	June 29, 2007	Boundary Changes (EC 10522, 12262)
e-125	July 4, 2007*	Notice of Boundaries (EC 10522)
e-125	July 4, 2007*	Notice of Elective Offices to be Filled - Special Districts (EC 10509)
e-120 e-90	July 9, 2007 August 8, 2007	Publish Legal Notice: Notice of Election (EC 12112, 12113) Copy to District Secretary
e-120	July 9, 2007	Order of Election from Superintendent of Schools (ED 5324)
e-120 e-90	July 9, 2007 August 8, 2007	Publish Legal Notice: Notice of Election (EC 12112, 12113) Copy to District Secretary
e-113 e-88	July 16, 2007 August 10, 2007	Nomination and Declaration of Candidacy Period (EC 10510, 13307, 13311)
e-98	July 31, 2007 by 5:00 pm.	Semi-Annual Campaign Disclosure Statement Due (GC 84200, 84218)
e-88	August 10, 2007	Last Day to Submit Resolutions of Consolidation (EC 10401, 10402)
e-87 e-83	August 11, 2007* August 15, 2007	Extended Nomination and Declaration of Candidacy Period (EC 10225, 10407, 10516(b), 10603)
e-87 e-77	August 11, 2007* August 21, 2007	10-Day Public Examination Period for Candidate Statements (EC 13313)
e-87 e-78	August 11, 2007* August 20, 2007	Period to Submit Arguments For or Against Measures (EC 9161, 9162, 9219, 9315, 9501)
e-83	August 15, 2007	Insufficient Nominees (EC 10515)
e-82	August 16, 2007	Randomized Alphabet Drawing at 11:00 am (EC 13112)
e-77 e-67	August 21, 2007 August 31, 2007	Period to Submit Rebuttals to Arguments For or Against Measures (EC 9167, 9220, 9317, 9504)
e-66 e-56	September 1, 2007* September 11, 2007	10-Day Public Examination Period for Arguments/Rebuttals (EC 9190, 9295, 9380, 9509)
e-60	September 7, 2007	Report of Registration - 60 day County Report (EC 2187)
e-60	September 7, 2007	Issue 60-Day Ballots - Military (EC 3103)
e-57 e-14	September 10, 2007 October 23, 2007	Write-in Candidacy Period (EC 8601)

e-50	September 17, 2007	Voter Registration Files to SOS (EC 2187)
e-40	September 27, 2007	1 st Pre-election Campaign Disclosure Statement Due (GC 84200)
e-40 e-21	September 27, 2007 October 16, 2007	Counties Mail Sample Ballots (EC 13300)
e-29 e-7	October 8, 2007* October 30, 2007	Absentee Ballot Period - Issue Absentee, Permanent and Mail Ballots (EC 3001)
e-15	October 22, 2007	Close of Registration (EC 2107)
e-15 e-7	October 22, 2007 October 30, 2007	Report of Registration - 15 day Report (EC 2187)
e-12	October 25, 2007	2 nd Pre-election Campaign Disclosure Statement Due (GC 84200)
e-11	October 26, 2007	First day to begin Processing Absentee Ballots (EC 15101)
e-10	October 27, 2007*	Last Day to Mail County Sample Ballots (EC 13300)
e-10	October 27, 2007*	Publish Legal Notice: Notice of Central Counting Place (EC 12109)
e-7	October 30, 2007	Publish Legal Notice: Notice of Polls/Officers and Absentee Processing (EC 12105, 12108)
e-6 e-1	October 31, 2007 November 5, 2007	Absentee Ballot - Late Conditions (EC 3021)
e-0	November 6, 2007	Election Day (EC 1000)
e+1	November 7, 2007	Post Election Reconciliation
e+2	November 8, 2007	Begin Official Canvass (EC 15301)
e+28	December 4, 2007	Last Day to Complete Official Canvass and Certify Results (EC 15372)
Fixed by Law	December 7, 2007	Assuming Office (EC 10554)
Fixed by Law	January 31, 2008	Semi Annual Campaign Disclosure Statements Due (GC84200)

* - indicates deadline falls on a weekend or holiday. Move to next business day.





DETAILED CALENDAR

<p>June 29, 2007 e-130</p>	<p>Boundary Changes (EC 10522, 12262)</p> <p>Last day for districts holding their elections in November to make boundary changes. Changes must be filed with the County Clerk by June 29th.</p>
<p>July 4, 2007* e-125</p>	<p>Districts Deliver Notice of Boundaries (EC 10522)</p> <p>Last day for Districts to deliver a map and address listing to the County Clerk reflecting the boundaries of the District.</p>
<p>July 4, 2007* e-125</p>	<p>Notice of Elective Offices to be Filled - Special Districts (EC 10509)</p> <p>On the 125th day prior to the day fixed for the general district election, the secretary shall deliver a notice to the county elections official. The notice shall bear the secretary's signature and the district's seal and shall also contain the elective offices to be filled and if candidate statements are paid by the district or candidates.</p>
<p>July 9, 2007 e-120</p>	<p>Order of Election from Superintendent (ED 5324)</p> <p>At least 120 days prior to the date of the election, the county superintendent of schools shall deliver to the County Clerk, copies of the Order of Election and Formal Notice of Election.</p>
<p>July 9, 2007 to August 8, 2007 e-120 to e -90</p>	<p>Publish Legal Notice: Notice of Election (EC 12112, 12113)</p> <p>Between these dates, the County Clerk shall publish once in a newspaper of general circulation, a Notice of Election and the offices to be elected. Copy to District Secretary.</p>

<p>July 16, 2007 to August 10, 2007</p> <p>e-113 to e-88</p>	<p>Candidate Nomination Period (EC 10510, 13307, 13311)</p> <p>Between these dates, any qualified elector may become a candidate for local elective office. All required documents must be filed by 5:00 p.m. on August 10, 2007 in order to become a qualified candidate for the office sought.</p>
<p>July 31, 2007</p> <p>e-96</p>	<p>Semi-Annual Campaign Disclosure Statement (GC 84200, 84218)</p> <p>Last day to file semi-annual campaign statements for those candidates/committee raising or spending more than \$1,000. The period covered by this statement is 1/1/07 to 6/30/07.</p>
<p>August 10, 2007</p> <p>e-88</p>	<p>Last day to Submit Resolutions of Consolidation (EC 10401, 10402)</p> <p>Final deadline for the governing body of a district, city, school or other political subdivision to submit a request for consolidation.</p>
<p>August 11, 2007* to August 15, 2007</p> <p>e-87 to e-83</p>	<p>Extended Candidate Nomination Period (EC 10225, 10407, 10516)</p> <p>If an Incumbent fails to file for office, than any person, other than the Incumbent, may file a Declaration of Candidacy by August 15, 2007 by 5:00 p.m. This provision does not apply to an office where there is no Incumbent.</p>
<p>August 11, 2007* to August 21, 2007</p> <p>e-87 to e-77</p>	<p>10-day Public Inspection Period for Candidate Statements (13313)</p> <p>During this period, all candidate's statements submitted for the ballot are available for public inspection. Any voter may seek a writ of mandate or injunction requiring any or all of the material in the candidates statements to be amended or deleted.</p>
<p>August 11, 2007* to August 20, 2007</p> <p>e-87 to e-78</p>	<p>Period to Submit Arguments For or Against Measures (EC 9161, 9162, 9219, 9315, 9501)</p> <p>During this period, arguments for or against measures will be accepted. Arguments are limited to 300 words and must follow code.</p>

<p>August 15, 2007 e-83</p>	<p>Insufficient Nominees (EC 10515)</p> <p>If by 5:00 p.m. on this day, no one has been nominated or an insufficient number of persons has been nominated to fill an office or offices, and a petition signed by 10% of registered voters in the jurisdiction or 50 voters (whichever is the smaller number) has not been submitted, the Elections Official shall certify this fact to the appropriate Governing Body. The Governing Body of each respective district shall make the appointments accordingly.</p>
<p>August 16, 2007 e-82</p>	<p>Randomized Alphabet Drawing (EC 13112)</p> <p>At 11:00 a.m., the Secretary of State shall conduct the random alphabet drawing to determine the order in which the candidates' names will appear on the ballot.</p>
<p>August 21, 2007 to August 31, 2007 e-77 to e-67</p>	<p>Period to Submit Rebuttals to Arguments For or Against Measures (EC 9167, 9220, 9317, 9504)</p> <p>During this period, Rebuttals to Arguments may be submitted. Rebuttals may not exceed 250 words and must follow code.</p>
<p>September 1, 2007* to September 11, 2007 e-66 to e-56</p>	<p>10-Day Public Examination Period for Arguments and Rebuttals (EC 9190, 9295, 9380, 9509)</p> <p>During this 10-day period, all arguments and rebuttals submitted will be available for public inspection. Anyone who wishes to challenge information contained must follow code to seek injunction.</p>
<p>September 7, 2007 e-60</p>	<p>Report of Registration - 60 day County Report (EC2187)</p> <p>The county elections official shall send the Secretary of State a summary of the number of persons registered by party in their counties and in political subdivision.</p>
<p>September 7, 2007 e-60</p>	<p>Issue 60-Day Ballots (EC 3103)</p> <p>First day to issue and mail 60-Day Military Ballots.</p>
<p>September 10, 2007 to October 23, 2007 e-57 to e -14</p>	<p>Statement of Write-In Candidacy (EC 8601)</p> <p>During this period, candidates must file their Statement of Write-In Candidacy and Nomination papers with the County Clerk.</p>

September 17, 2007 e-50	Voter Registration Files to SOS (EC 2187) Last day for the county elections official to transmit registration data to the SOS.
September 27, 2007 e-40	1 st Pre-Election Campaign Disclosure Statement due (GC 84200) Last day file campaign statements for candidates/committee covering the period ending September 22, 2007.
September 27, 2007 to October 16, 2007 e-40 to e-21	Counties Mail Sample Ballots (EC 13300) Between these dates, the County Clerk may mail County Sample Ballots.
October 8, 2007* to October 30, 2007 e-29 to e-7	Absentee Ballot Application Period (EC 3001, 3003) Between these dates, voters may apply for an absentee ballot. Applications must be submitted in writing either by mail or in person.
October 22, 2007 e-15	Close of Registration (EC 2107) This is the last day anyone may register to vote for the November 6 election.
October 22, 2007 to October 30, 2007 e-15	Report of Registration - 15 day County Report (EC 2187) Between these dates, the county elections official shall send the Secretary of State a summary of the number of persons registered by party in their counties and in political subdivision.
October 25, 2007 e-12	2 nd Pre-Election Campaign Disclosure Statement due (GC 84200) The last day to file campaign statements for candidates and committees covering the period of 9/23/07 to 10/20/07.
October 26, 2007 e-11	Processing Absentee Ballots (EC 15101) This is the first day counties may begin to process absentee ballots.
October 27, 2007 e-10	Last day to Mail County Sample Ballots (EC 13300) This is the last day the County Clerk may mail sample ballots.

<p>October 27, 2007 e-10</p>	<p>Publish Legal Notice: Notice of Central Counting Place (EC 12109)</p> <p>Last day for the County Clerk to publish a legal notice advising of the location where ballots will be counted. The notice shall be published one time in a newspaper of general circulation in the county.</p>
<p>October 30, 2007 e-7</p>	<p>Publish Legal Notice: Notice of Polls/Officers Publish Legal Notice: Notice of Absentee Processing</p> <p>By this date, a legal notice must be published once in a newspaper of general circulation listing the polls and officers serving on election day, and the date, time and location for absentee ballot processing.</p>
<p>October 31, 2007 to November 6, 2007 e-6 to e-0</p>	<p>Absentee Ballot - Late Conditions (EC 3021)</p> <p>Voters unable to go to the polls because of illness or disability or because they will be absent from their precinct, may come to the Elections Division and receive an absentee ballot over the counter.</p>
<p>November 6, 2007 e-0</p>	<p>Election Day</p> <p>Polls will open from 7:00 a.m. and will close at 8:00 p.m.</p>
<p>November 7, 2007 e+1</p>	<p>Post Election Reconciliation & Clean Up</p> <p>On this day, the Elections Division staff will perform the pre-canvass reconciliation procedures and prepare all election materials for the official canvass.</p>
<p>November 8, 2007 e+2</p>	<p>Official Canvass (EC 15301)</p> <p>Commencing at 9:00 a.m., and continuing daily for at least 6 hours per day until completed, the Elections Division staff will conduct the Official Canvass.</p>
<p>December 7, 2007 Date Fixed by Law</p>	<p>Assuming Office (EC 10554)</p> <p>Special Districts: Candidates elected or declared elected or appointed (i.e. as provided in §10515) take office on this date at noon after having taken the oath and posted any bond required of the principal act.</p>
<p>December 4, 2007 e+28</p>	<p>Certify Results Declaration of Elected Officials (EC 10551-10553)</p> <p>The county elections official shall prepare a statement of the results and submit it to the governing bodies holding elections.</p>



ELECTIVE OFFICES TO BE FILLED

DISTRICT	INCUMBENT	TRUSTEE AREA	ELECTED
West Hills Community College	Edna Ivans Bill Henry Mark McKean Steve Cantu	Area 3 Area 4 Area 5 Area 6	At-Large
Madera Irrigation District	Ron Pistoresi Gary Bursey Carl Janzen	Area 2 Area 4 Area 5	At-Large

CANDIDATE QUALIFICATIONS

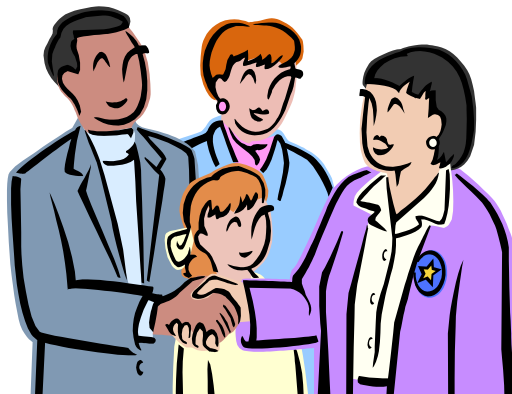
GOVERNING BOARD MEMBER/TRUSTEE West Hills Community College District

TERM OF OFFICE:

Governing Board Members/Trustees are elected to a full term of 4 years. Elected governing board members/trustees take office on the first Friday in December, following the General Election (December 7, 2007).

QUALIFICATIONS:

A candidate for the office of Governing Board Member/Trustee must be a registered voter in the School District or Jurisdiction for which they are seeking office. Additionally, in some cases, the candidate must also reside within the specified attendance area they are seeking to represent.



DIRECTOR, SPECIAL DISTRICT OFFICE

TERM OF OFFICE:

Directors of a Special District are elected to a full term of 4 years. Elected Directors take office on the fourth Tuesday in December following the General Election (December 25, 2007*).

QUALIFICATIONS:

A candidate for the office of Director of a Special District, must be a registered voter in the District for which they are seeking office. Additionally, in some cases, the candidate must also reside within the specific area they wish to represent.

*holiday - move to next business day.



INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any officeholder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

The courts have defined the concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both”.

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire Chief of a County Fire Protection District and member of the Board of Supervisors of the same county;
3. High School District Trustee and Trustee of an Elementary School District which is wholly within the geographic boundaries of the high school district;
4. Water District Director and a City Councilmember;
5. Water District Director and a School District Trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

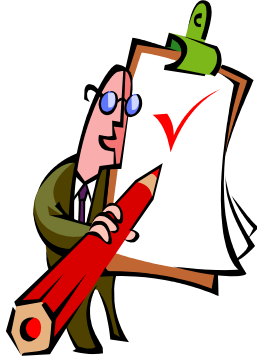
If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at (916) 324-5437 or visit their website at www.caag.state.ca.us. For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission at 1-800-275-3772 or at www.fppc.ca.gov.



FILING REQUIREMENTS

Between **July 16, 2007 and August 10, 2007**, any person interested in seeking the office of Governing Board Member/Trustee or Director of a Special District, must complete the following steps in order to become a qualified candidate for that office:

1. Be a Registered voter within the Jurisdiction;
2. File a Declaration of Candidacy;
3. File Candidate's Statement of Qualifications (Optional - Fee Required - See Estimates on Page 24)
4. File Campaign Disclosure Statement(s);
5. File Code of Fair Campaign Practices;
6. Filing fees do not apply.



CANDIDATE CHECKLIST

Listed below is a description of the various mandatory and optional forms to be filed for candidacy in the November 6, 2007 Election. It is the obligation of the candidate to ensure that filing requirements and deadlines have been met. All candidates are urged to file the required documents as early as possible to avoid a last minute rush, confusion, or misunderstanding.

DOCUMENT	APPLIES TO	FILING PERIOD	FILED ✓
Declaration of Candidacy	All Candidates	July 16, 2007 to August 10, 2007	
Candidate's Statement of Qualifications	Optional All Candidates	Must be filed and paid for at the same time the Declaration of Candidacy is filed.	
Campaign Disclosure Statements (Form 470 or 460)	All Candidates	See Filing Schedule on page 27	
Code of Fair Campaign Practices	Optional All Candidates	File with Declaration of Candidacy	
Statement of Economic Interests Form 700	Elected Candidates	File within 30 days of Assuming Office	



CANDIDATE FILING DOCUMENTS

<p>Document</p>	<p>Declaration of Candidacy</p> <p>The Declaration of Candidacy is the official nomination document, wherein, the candidate indicates how his/her name and ballot designation is to appear on the ballot. Additionally, the candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw.</p> <p>The Oath of Office on the Declaration of Candidacy form must be taken and signed by the candidate before a person authorized to administer oaths.</p> <p>The candidate is required to execute the Declaration of Candidacy in the office of the elections official.</p>
<p>Who Files</p>	<p>All Candidates</p>
<p>Filing Period</p>	<ul style="list-style-type: none"> ◆ July 16, 2007 to August 10, 2007 ◆ Extended to August 15, 2007 if Incumbent fails to file by August 10, 2007. Open for anyone other than the Incumbent.

<p>Name and Ballot Designation</p>	<p>The candidate states on the Declaration of Candidacy how his/her name should appear on the ballot.</p> <p>The ballot designation is the word or group of words, that will appear under the candidate's name, designating the principal profession, vocation or occupation of the candidate. Ballot designations are governed by Election Code Section 13107. The ballot designation must be chosen from one of four categories reflected below:</p> <p>Elective Office: words designating the elective city, county, district, state or federal office which the candidates holds at the time of filing the nomination documents.</p> <p>Incumbent: the word "Incumbent" may be used if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.</p> <p>3-Word Profession/Occupation/Vocation: No more than 3-words designating either the current principal profession, occupation or vocation of the candidate. If there is no current position, the candidate may use their profession, occupation or vocation for the year immediately preceding the filing period. All geographical names shall be considered one word. If more than one profession, occupation or vocation is listed, it shall be separated by a slash (/).</p> <p>Appointed Incumbent: the phrase "Appointed Incumbent" may be used if:</p> <ol style="list-style-type: none"> a. 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 b. 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. <p>In either instance, the candidate may not use the modified 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.</p>
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Designations Not Accepted	<p>No title or degree shall appear on the same line on a ballot as the candidate's name, either before or after, in the case of any election to any office. (EC 13106)</p> <p>Pursuant to EC 13107(b), neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:</p> <ol style="list-style-type: none"> 1. Would mislead the voter. 2. Would suggest an evaluation of a candidate, such as outstanding, leading, expert. 3. Abbreviates the word "retired" or places it following any word or words that it modifies. 4. Uses a word or prefix, such as "former" or "ex" which implies a prior status. Only exception is the word "retired". 5. Uses the name of any political party. 6. Uses a word or words referring to a racial, religious, or ethnic group. 7. Refers to any activity that is prohibited by law. <p>Ballot designations rejected under the above code sections, are discussed with the candidate and alternate designations are requested. In the event that the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.</p> <p>No designation given by a candidate shall be changed after the final date for filing nomination papers, except as specifically requested by the election official.</p>
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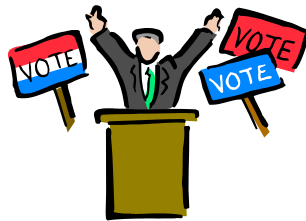
Document	<p>Candidate's Statement of Qualifications</p> <p>A statement written and paid for by the candidate describing his or her education and qualifications to be printed in the sample ballot. The statement must be paid for at the time of filing and must be filed concurrently with the Declaration of Candidacy. The statement may be withdrawn by 5:00 p.m. on the day following the filing deadline (August 13, 2007 or August 15, 2007 if extension applies). See detailed information on pages 21-24.</p>
Who Files	Optional for All Candidates
Filing Period	<ul style="list-style-type: none"> ◆ July 16, 2007 to August 10, 2007 ◆ Extended to August 15, 2007 if Incumbent fails to file by August 10, 2007. Open for anyone other than the Incumbent.

Document	Candidate Intention, Bank Account & Campaign Disclosure Forms Periodic statements disclosing contributions and expenditures made to and by a candidate/committee. Statements must be filed at least once and possibly several times during an election cycle if more than \$1,000 is being raised or spent (including personal funds).
Who Files	All candidates must file either a short form or a long form depending on how much money will be raised or spent.
Filing Period	◆ See filing schedule on page 27.

Document	Code of Fair Campaign Practices Optional form that is completed by candidates for all elective offices which states that you shall conduct your campaign in a fair manner.
Who Files	Optional for All Candidates
Filing Period	◆ July 16, 2007 to August 10, 2007 ◆ Extended to August 15, 2007 if Incumbent fails to file by August 10, 2007. Open for anyone other than the Incumbent.

Document	Statement of Economic Interests (Form 700) Candidates for a school or special district office must disclose their interests in real property and income within the past 12 months in a Form 700. This form is filed within 30 days of assuming office and then annual each year thereafter, for as long as the candidates holds office. Candidates appointed to an office, must file this form within 10 days of their appointment. The statement is not required if the candidate has filed such a statement within the past 60 days for the same jurisdiction.
Who Files	Candidates elected to office
Filing Period	◆ File within 30 days of assuming office.

Document	<p>Statement of Write-In Candidacy</p> <p>Persons who did not file a Declaration of Candidacy and fulfill their nomination requirements to place their name on the ballot may run for an office on the ballot as a write-in candidate. To qualify as a write-in candidate, a person must file with the Elections Division the following documents:</p> <ul style="list-style-type: none"> ◆ Statement of Write-in Candidacy which shall contain the name, residence address and declaration of candidate stating that he or she is a write-in candidate, the title of the office for which he or she seeking and the date of the election. <p>Write-in candidates are subject to the same requirements as other candidates with regard to campaign disclosure and statements of economic interests.</p> <p>Votes are only tabulated for qualified write-in candidates.</p>
Who Files	Any candidate who did not file during the normal filing period.
Filing Period	◆ September 10, 2007 to October 23, 2007



CANDIDATE'S STATEMENT OF QUALIFICATIONS

Each candidate for local non-partisan office may prepare and submit a Statement of Qualifications on the form provided by the County Clerk-Recorder. The statement is designed to acquaint voters with a candidate's qualifications for the office that he/she is seeking. This statement is incorporated into the county sample ballot at the candidate's expense, and is mailed to each registered voter eligible to vote for that contest.

If you are interested in submitting a Statement of Qualifications, you must have your statement typed and ready for submission upon the filing of your Declaration of Candidacy.

▣▣BOTH DOCUMENTS MUST BE FILED AT THE SAME TIME▣▣

Your statement should include your name, address, age, occupation and a 200 word (or more as authorized by a district) description of your education, qualifications and experience.

Statements may be withdrawn but not changed during the filing period and until 5:00 p.m. on the next business day following the close of the filing period (August 13, 2007 or August 16, 2007, if extension applies).

In accordance with Elections Code Section 13311, all statements shall remain CONFIDENTIAL until the close of the nomination period. Following the close of the nomination period, there is a ten-day public examination period, whereby statements may be reviewed and copies obtained for a fee.

During the ten-day public examination period, any voter of the affected jurisdiction may take legal action to challenge the contents of a statement pursuant to Elections Code Section 13314. In addition, Elections Code Section 18351 provides that any candidate who knowingly makes a false statement of a material fact in a statement of qualifications, with the intent to mislead the voters in connection with his/her campaign, is punishable by a fine not to exceed \$1,000.00.

If you choose to file a Statement of Qualifications, you will be required to pay the estimated fee. Actual costs of the statement cannot be determined until the final printing bill is received. If the estimate is over the actual costs, the candidate will receive a refund. If the actual cost is more than estimated, the candidate will receive an invoice for the remaining amount due.

IMPORTANT: If a contest will not be placed on the ballot due to an insufficient number of nominees, the statement you submitted will not be printed and you will receive a refund of the fee paid. Please allow 1 to 2 weeks for receipt of your refund following the close of the nomination period.



HOW TO PREPARE YOUR STATEMENT:

CONTENT

- ◆ Be accurate. **Documents will be printed as submitted.** SPELLING, PUNCTUATION, AND GRAMMATICAL ERRORS WILL NOT BE CORRECTED BY THE ELECTIONS DIVISION.
- ◆ Please TYPE your candidate statement. DO NOT USE ALL CAPS. Statements will be rejected if they are typed in all capital letters or if the statement is hard to read. Statements must be submitted on the form provided by the Elections Division. If you will be using a word processor to type your statement, you may attach a printed version of your statement to the cover page.
- ◆ Double space your statement.
- ◆ Candidates for nonpartisan offices shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations.
- ◆ Do not include your e-mail address or telephone number.
- ◆ No statement shall contain any demonstrably false, slanderous or libelous statements.
- ◆ Subheadings and deviations from the standardized heading will not be accepted.
- ◆ The “Occupation” field in the candidate’s statement is not governed by the laws and regulations pertaining to ballot designations. Occupation may be different than your ballot designation.
- ◆ Submit the Original Statement and 1 copy. If possible, an electronic version in Word is also useful.

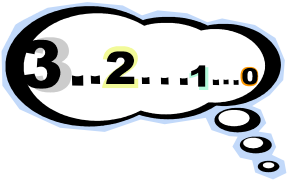
SIZE

- ◆ Statements are limited to 200 words, (or more) as authorized by the District. See guidelines on how to count words on page 23.



F_{ORMAT}

- ◆ All text will be formatted flush left - no indents will be allowed, except for bullets.
- ◆ Statements are printed in uniform size, darkness and spacing.
- ◆ Bolding, CAPITALIZING, underlining, and centering text are not permitted. If the statement contains any bolding, capitalizing (other than abbreviations or acronyms), underlining, and centering of text, the text will be converted to normal text without these attributes.
- ◆ Notwithstanding the above guidelines, nothing shall be deemed to make any statement or author of the statement free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing.
- ◆ As required by Law, all statements will be printed in both English and Spanish.



W_{ORD COUNT}

- ◆ Punctuation is not counted.
- ◆ All geographical names shall be counted as one word, which includes all areas that have political boundaries with an elected or appointed board are considered geographic areas by this office. (Example: City and County of Madera = 1 word).
- ◆ Each abbreviation for a word, phrase, or expression, shall be counted as one word.
- ◆ Hyphenated words that appear in any generally available dictionary shall be considered one word. Dates consisting of only a combination of digits shall be counted as one word. January 1, 2000 shall be counted as two words, whereas 1/1/00 shall be counted as one word.
- ◆ Any number consisting of a digit or digits shall be considered as one word. Any number that is spelled, shall be considered as a separate word. "100" shall be counted as one word, whereas "one hundred" shall be counted as two words.



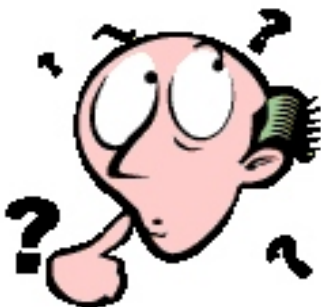
P RICING

The following fees have been estimated for the cost of printing a Candidate's Statement of Qualifications in the various counties sample ballots:

DISTRICT	AREA/COUNTY	ESTIMATE
West Hills Community College	Madera 559-675-7720	\$350.00
	Fresno 559-488-3246	\$350.00
	Kings 559-582-3211	\$375.00
	Monterey 831-796-1499	\$330.00
	San Benito 831-636-4016	\$350.00
Madera Irrigation District	Area 2 Area 4 Area 5	\$560.00

Candidates may be required to print their statement in each county within the jurisdiction. Candidates interested in filing a candidate's statement should contact each county to find out whether or not they must print and pay the fees associated with their statement in each of the listed counties. If so, you must forward your statement and the estimated fee to each respective county before the deadline.

PAYMENT: The statement may be paid for by check made payable to the County Clerk or cash if the candidate is using personal funds and will not be reimbursed through the committee. The fee shall be paid at the time the candidate files his/her Declaration of Candidacy. If the statement is withdrawn by 5:00 p.m. on August 13, 2007 (or by August 16, 2007, if there is an extension), the fee will be refunded in full. Please allow 1 - 2 weeks for refund check.



WHAT IS CAMPAIGN DISCLOSURE?

Campaign Disclosure is the method in which candidates file written documentation to outline their campaign contributions and expenditures to the public. All candidates for public office are required to file campaign disclosure statements. The type of statement you will need to file depends on the amount of contributions and expenditures you plan to make during your candidacy/incumbency.

The following is a summary of the guidelines to help you:

If you **do not plan on raising or spending more than \$1,000** for your campaign, and you are not going to form a controlled committee, you may file a one time statement that will satisfy your filing requirements for an entire calendar year. **That form is the Short Form 470.**

The Form 470 is filed by a candidate with his/her Declaration of Candidacy. Once filed, no additional campaign statements need be filed for that calendar year as long as total contributions received remains less than \$1,000 and total expenditures made remains less than \$1,000. If by some chance, you should exceed the \$1,000 threshold, you will need to file a Form 470 Supplement and follow the procedures as shown below. If you are elected to the office sought, you will be required to file some form of campaign disclosure for each year that you are in office.

If you **do plan on raising and spending more than \$1,000** for your campaign, you will need to organize a recipient committee and maintain detailed records to disclose your contributions and expenditures. To do this, follow the steps below:

1. Complete a Form 501 and file it with the County Clerk-Recorder.
2. Complete a Form 410 and file it with the Secretary of State and County Clerk-Recorder.
3. Complete and file a Form 460 at every reporting period before and after the election until you decide to terminate your committee. See filing schedule on page 27.
4. To terminate your committee, complete and file a Form 410 and Form 460 and file them with the Secretary of State and the County Clerk-Recorder.

A detailed description of each form can be found on pages 28-29. A copy of each form described in this section has been provided in your candidate packet. Please review all forms to familiarize yourself with these documents. You have been provided with forms to cover your initial filing requirements only.

Additional forms can be obtained at the County Clerk's office or by visiting the FPPC's website @ www.fppc.ca.gov.



CAMPAIGN DISCLOSURE FILING SCHEDULE

FILING DEADLINE	STATEMENT TYPE	PERIOD COVERED	DELIVERY METHOD
July 31, 2007	Semi-Annual	01/01/07 to 6/30/07	*Personal *1st Class Mail
September 27, 2007	1 st Pre-Election	7/01/07 to 9/22/07	*Personal *1st Class Mail
October 25, 2007	2 nd Pre-Election	09/23/07 to 10/20/07	*Personal *1st Class Mail
January 31, 2008	Semi-Annual	10/21/07 to 12/31/07	*Personal *1st Class Mail

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

This schedule does not apply to candidates that will not raise or spend more than \$1,000. Candidates spending less than \$1,000 must file a Form 470 by August 10, 2007.

Candidates with organized committees are required to file a Form 460 at each of the above filing periods. You will not be sent any further notification of the filing periods or due dates. In order to avoid penalties and fines, you must file each statement by the deadlines shown.

Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, there is no provision in the law for extending a filing deadline. Late statements are subject to a \$10 per day late fine.

All statements are public documents.

CAMPAIGN DISCLOSURE FORM DESCRIPTIONS:

FORM 501

CANDIDATE INTENTION STATEMENT

A candidate for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election. You must file a separate Form 501 for each election, including re-election to the same office. State candidates please read Form 501 guidelines regarding voluntary expenditure limits.

Exception: this form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or statement of qualifications in the sample ballot.

File the Form 501 with the County Clerk-Recorder. The form is considered filed the date it is postmarked or hand delivered.

FORM 410

STATEMENT OF ORGANIZATION RECIPIENT COMMITTEE

A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$1,000 or more during a calendar year. The term "contribution" includes monetary payments, loans and non-monetary goods or services.

The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted toward qualifying as a recipient committee. However, personal funds used to pay a filing fee or for the statement of qualifications, are not counted toward the \$1,000 threshold.

You must file the Form 410 within 10 days of receiving \$1,000 in contributions. The date this form is postmarked is the date it is considered filed. A recipient committee qualifying during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 or the information required on a Form 410 by telegram or personal delivery within 24 hours of qualification with the County Clerk-Recorder. The Form 410 must also be filed with the Secretary of State within 10 days.

If you amend your committee in any way, you must file an amendment Form 410 within 10 days from the date of the change, and file it with the Secretary of State and the County Clerk-Recorder.

If during the 16 days prior to the election, a change occurs in the name of the committee, the treasurer or other principal officers, or the controlling candidate, an amendment must be filed with the County Clerk-Recorder within 24 hours of the change. The amendment must be sent by fax, telegram or personal delivery. This amendment must also be filed with the Secretary of State within 10 days.

All recipient committee must file disclosure statements until the termination requirements are met and the Form 410 Termination has been filed.

FORM 460

RECIPIENT COMMITTEE CAMPAIGN STATEMENT

This form is for use by ALL candidates who have filed a Form 410. You will need to complete and file a Form 460 at all of the following reporting periods during your candidacy:

- Pre-election Statement
- Semi-annual Statement

The Form 460 must continue to be filed until such time as your disburse all funds and file a Form 410 Termination Statement.

FORM 470

OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT SHORT FORM

The Form 470 is for use by officeholders and candidates who do not have a controlled committee and do not anticipate receiving contributions or making expenditures totaling \$1,000 in a calendar year.

Filing fees and the fee for a statement of qualifications are not counted towards the \$1,000 threshold.

If a Form 470 is filed with the Declaration of Candidacy, on or before the filing deadline for the first campaign statement required for the current calendar year, no additional campaign statements will be required. However, if during your campaign, your status changes and you do exceed the \$1,000 threshold, you will need to file a Form 470 Supplement.

The Form 470 Supplement must be completed and sent within 48 hours of receiving contributions or making expenditures totaling \$1,000 or more. The notice must be sent by telegram, guaranteed overnight service or fax. Regular mail may not be used. File the Form 470 Supplement with the County Clerk-Recorder and each candidate seeking the same office.



REGISTRATION AND ELECTION DATA:

Confidential Voter File

Pursuant to Elections Code Section 2187(g), 2188, and 2194, voter registration information is available to persons or groups for election, scholarly, journalistic, political purposes, or governmental purposes, as determined by the Secretary of State. Each written request to view, purchase or use voter registration information must be signed by the candidate.

Permissible Usage

The California Code of Regulations, Division 7, Article 1, Section 19003, specifies permissible uses for any data obtained from voter registration files.

Permissible usage includes, but is not limited to:

- ◆ Using registration information for purposes of communicating with others in connection with any election;
- ◆ Sending communications, including but not limited to, mailings which campaign for or against any candidate or ballot measure in any election;
- ◆ Sending communications, including but not limited to, mailings by or in behalf of any political party; of candidates, elections, political party developments and related matters;
- ◆ Sending communications, including but not limited to, mailings, incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition;
- ◆ Sending of newsletters or bulletins by any elected public official, political party or candidate for public office;
- ◆ Conducting any survey of voters in connection with any election campaign;
- ◆ Conducting any survey of opinions of voters by any government agency, political party, elected official or political candidate for election or governmental purposes;
- ◆ Conducting an audit of voter registration lists for the purposes of detecting voter registration fraud;
- ◆ Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure;
- ◆ Any official use by any local, state, or federal government agency.



Prohibited Usage

Prohibited usage includes:

- ◆ Any communication or other use solely or partially for any commercial purpose;
- ◆ Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition of a ballot measure.
- ◆ Conducting any survey of opinions of voters other than those permitted by Section 19003.

California Elections Code Section 18109 states:

“(a) it is a misdemeanor for any person in possession of information obtained pursuant to Article 5 (commencing with Section 2180) of Chapter 2 of Division 2, or Section 6254.4 of the Government Code, knowingly to use or permit the use of all or any party of that information for any purpose other than as permitted by law.

(b) it is a misdemeanor for any person knowingly to acquire possession or use of voter registration information referred to in subdivision (a) without first complying with Section 2188.”



POLITICAL SIGNS

Outdoor Political Advertising - State Law

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

Temporary political signs are those that meet the following criteria:

- ◆ Encourages a particular vote in a scheduled election;
- ◆ Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after the election;
- ◆ Is no larger than 32 square feet;
- ◆ Has had a “Statement of Responsibility” filed with the State Department of Transportation.

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

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

Outdoor Political Advertising - Madera County Code

Section 18.90.040 of Chapter 18.90 of Title 18 of the Madera County Code states that “No sign shall be placed upon any public property, including sidewalks, crosswalks, roads, curbs, lamp posts, hydrants, trees, utility poles, buildings, fences, and rights-of-way of any type, except such legal notices which are authorized by law to be so located. No sign shall project over any public property right-of-way.” This ordinance, number 525C, was enacted in April, 1994.



ELECTIONEERING ON ELECTION DAY

100' Rule

Pursuant to Elections Code Section 18370, no person on Election Day shall, within 100 feet of a polling place:

- ◆ Circulate an initiative, referendum, recall or nomination petition or any other petition;
- ◆ Solicit a vote or speak to a voter on the subject of marking his/her ballot;
- ◆ Place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications except as provided in section 14240;
- ◆ Do any electioneering. This includes wearing buttons, T-shirts, stickers, etc., that promote a candidate or issue on the ballot.
- ◆ Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

As used in this section "100 feet from a polling place" shall mean a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Elections Code Section 18541 provides that any person who violates the above provisions is punishable by imprisonment in county jail for not more than 12 months or state prison. Any person who conspires to violate this section is guilty of a felony.



POLL WATCHING

Poll watchers are allowed at the polling place as long as they obey the law and election procedures. Persons observing the polls may:

- ◆ Inspect the Roster of Voters. Any such inspection, however, must be done without impeding, interfering, or interrupting the normal processing of voters.
- ◆ Inspect the Street Index which is updated hourly by poll workers reflecting which voters have voted. This list may not be removed by anyone other than the poll workers.
- ◆ Observe all activities at the polling place, including activities after the polls close, providing they do not interfere with the normal closing procedures.



EXIT POLLING

The Secretary of State and Attorney General have reviewed the Electioneering provisions and have determined that these provisions do not apply to the Press and Media conducting “Exit Polls”. However, no one may interfere with the conduct of the election. News media are instructed to remain at least 25' from the entrance to the polls. The media may take pictures or run a television camera inside the polling place provided they respect the voters’ privacy and do not interfere with voting. They may not speak to voters regarding how they are voting within 25' of the entrance to the polls.

ELECTION NIGHT RESULTS

All ballots are tabulated in the office of the County Clerk-Recorder, located at:
200 West 4th Street, Madera.

Unofficial results are posted on our website as they become available. Please visit: www.madera-county.com

Absentee Ballot results are released after the polls close at 8:00 p.m.



Results are also available by phone. The numbers to call are:

559-675-7720

559-675-7721

559-675-7724

or toll free 1-800-435-0509

Results on election night are not provided in a precinct by precinct format. For more detailed unofficial results, you may order a precinct by precinct summary on the next day following the election.

All results on election night are UNOFFICIAL. The official results will not be certified until the completion of the official canvass.



OFFICIAL CANVASS

The Official Canvass will commence on Thursday, November 8, 2007 and shall continue daily, excluding weekends and holidays, for no less than 6 hours per day, until completed. The County Clerk-Recorder staff has 28 days to complete the Official Canvass.

Upon completion of the Official Canvass, the County Clerk-Recorder shall produce a Certification of Results and Statement of the Vote.



RESOURCES:

Elections Division
200 West 4th Street
Madera CA 93637
559-675-7720
55-675-7870 fax
www.madera-county.com

Fair Political Practices Commission
428 J Street, Room 450
or
PO Box 807
Sacramento CA 95814
866-275-3772
916-322-3711 fax
www.fppc.ca.gov

Secretary of State - Elections Division
1500 11th Street, 5th Floor
Sacramento CA 95814
916-657-2166
916-653-3214 fax
www.ss.ca.gov

Secretary of State - Political Reform Division
1500 11th Street, Room 495
Sacramento CA 95814
916-653-6224
www.ss.ca.gov/prd/prd/htm