



Candidate Handbook & Resource Guide



Information Election

December 4, 2018

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Registrar of Voters

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ELIGIBILITY

Pursuant to California Water Code Section 34700, each director shall be one of the following:

- (a) A holder of title to land within the district.
- (b) The legal representative of a holder of title to land within the district in accordance with Section 34030.
- (c) A representative designated by a holder of title to land within the district, if the holder has filed with the district written evidence of that designation.

As defined in Water Code Section 34014, “Land” means the solid material of the earth whatever may be the ingredients of which it is composed, whether soil, rock, or other substance, but there shall not be included in the meaning of land improvements thereon or rights and privileges appertaining to minerals, oil, gas, or other hydrocarbon substances underlying the surface thereof.’

As defined in Water Code Section 34030, “Legal representative” means either of the following:

- (a) A duly appointed and acting guardian, executor, or administrator of the estate of a holder of title to land.
- (b) A person duly authorized to act for, and on behalf of, a holder of title to land that is not a natural person.’

OFFICES TO BE FILLED

The District shall initially have a five-member elected Board of Directors, and the five Director seats shall be up for election as part of the December 4, 2018 election.

The term of office of the initial Board of Directors is as described in California Elections Code Section 10505(b) If the district is formed in an even-numbered year, the officers elected at the formation election shall hold office until noon on the first Friday in December of the second next following odd-numbered year.

NOMINATION PERIOD

Candidates must file a Declaration of Candidacy for director of the Amsterdam Water District and other required documents with the County election official's office between the dates of **August 13 – September 7, 2018**.

Declarations of Candidacy may be obtained at:

Merced County Elections
2222 M Street, Merced, CA 95340
Monday – Friday, 8:00 a.m. to 5:00 p.m., except holidays.

If the candidate is unable to appear at the County election official's office in person to obtain his/her Declaration of Candidacy and other required documents, the candidate may complete a Letter of Authorization to allow another individual to pick-up and/or file his/her Declaration of Candidacy. The form to be used for the Letter of Authorization will be available on the election official website www.mercedelections.org beginning August 13, 2018.

Each candidate shall take the oath or affirmation before a deputy of the Registrar of Voters at the time the Declaration of Candidacy is filed. In the case where the Declaration of Candidacy is not filed in person by the candidate, the Declaration of Candidacy must be notarized.

The candidate must file the candidate paperwork with the County election official's office during regular business hours. Please note that all papers (Declaration of Candidacy Candidate Statement, Ballot Designation Worksheet, etc.) must be filed at the same time.

Declarations of Candidacy shall be filed not later than 5:00 p.m. on September 7, 2018 or may be filed by certified mail so that the forms reach the County election official's office no later than the deadline for filing in that office.

If returning the documents by mail, mail to:

Merced County Elections
2222 M Street
Merced, CA 95340

Or by express delivery service to:

Merced County Elections, 2222 M Street, Merced, CA 95340

WRITE-IN CANDIDATES

There is no filing fee to be a write-in candidate. To be a write-in candidate for a non-partisan office that will be on the ballot, a person must file a Statement of Write-In Candidacy and Nomination Papers, if applicable, with the requisite number of signatures as required for the office between October 8 and November 20, 2018. If the contest is not on the ballot due to insufficient nominees (EC § 10515) the write-in period does not apply.

INCOMPATIBILITY OF OFFICES

A person's legal right to hold more than one office at the same time is governed by common law doctrine of incompatible offices. Government Code Section 1099 was added January 1, 2006 to codify this common law rule. This new section states: a) that an officer shall not simultaneously hold two public offices that are incompatible, as defined, and 2) when two public offices are incompatible, a public officer shall be deemed to have forfeited the first office upon acceding to the second.

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, www.oag.ca.gov.

For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at www.fppc.ca.gov, or call them at (866) 275-3772.

The office of director of a mutual water district or irrigation district, shall not be deemed to be incompatible with the office of director of a district formed under the Community Services District Law (commencing at Section 61000 of the Government Code).
§24001.5. G.C.

IMPORTANT DATES FOR CANDIDATES

Aug 13 - Sept 7	Nomination Period. Candidates must file by September 7, 2018 at 5:00pm.
Sept 10	Last day to withdraw Candidate Statement of Qualifications by 5:00pm (EC 10509(b))
Dec 5	Random Alphabet Drawing (EC 13113)
Oct 8 - Nov 20	Write-in candidate period (EC 8601)
Oct 25	Pre-Election Campaign Statement Due (Gov Code 84200.5, 84200.8(a)) <i>(Covers period – 07/1/18 – 10/20/18)</i>
Oct 25	Last day LAFCO shall deliver to the County elections official the list of qualified voters eligible to vote in the district formation election.
Nov 13	First day County elections official can mail ballot to eligible voters.
Nov 20	Write-In Candidate Period ends (EC 8601)
Nov 22	Pre-Election Campaign Statement due (Gov Code 84200.5, 84200.7(a)) <i>(Covers period–10/21/18– 11/17/18)</i>
Nov 27	Last day County elections official can mail ballot to eligible voters.
Dec 4	Election Day. No poll locations will be open. This is a mail ballot election. Merced County Election office will be open 8:00 am to 5:00 pm.
Dec 17	Complete Official Canvass and certify the results of the election.
Jan 31	FPPC Semi-Annual Campaign Statement Due <i>(Covers period * - 12/31/18)</i>

***Period Covered:** 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.

BALLOT NAMES AND DESIGNATIONS

NAME ON BALLOT

The candidate indicates on the Declaration of Candidacy how his/her name should appear on the ballot. This notation should be recognizable as the name under which the candidate is registered, though the two need not be identical. (Example: A candidate registered as “Jonathan William Smith” may use such variations as “John W. Smith”, “John Smith”, or “J. William (Bud) Smith”.)

No title or degree may appear on the same line on a ballot as a candidate’s name. (EC §13106)

RULES FOR PRINTING CANDIDATE’S NAMES ON BALLOTS

Names of candidates shall be printed on the ballot in accordance with Election Code Section 13113.

RANDOMIZED ALPHABET DRAWING

For each election, the Secretary of State shall conduct a drawing of the letters of the alphabet pursuant to the procedures set forth in Elections Code Section 13112. The resulting random order of letters constitutes the randomized alphabet, which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letters M and R were drawn in the randomized alphabet drawing.

BALLOT DESIGNATION

The ballot designation is the word or group of words that will appear on the ballot under the candidate’s name, designating the principal profession, vocation, or occupation of the candidate. Acceptable ballot designations are governed by Elections Code Section 13107 and Secretary of State Regulations. All candidates may choose a ballot designation to appear immediately under their name on the ballot. (EC §13107; C a l . Code Regs. tit. 2, §20711.) See Appendix 1 for more related codes.

BALLOT DESIGNATION WORKSHEET

A Ballot Designation Worksheet must be completed and filed with the elections official **at the same time** that the candidate files his/her Declaration of Candidacy. The statute mandates that no designation will appear under the candidate’s name on the ballot if the candidate fails to file the required worksheet. (EC §13107.3.). See page 20 for the Ballot Designation Worksheet.

CANDIDATE STATEMENT OF QUALIFICATIONS

NON PARTISAN CANDIDATES

Elections Code §13307, 13311, 13313

Each candidate for **non-partisan** elective office may prepare a statement of qualifications to be included in the Sample Ballot Booklet and sent to every eligible voter in the jurisdiction of the office. The statement is optional and not a requirement of filing for office.

Statements shall be filed in the county election official's office at the same time as the Declaration of Candidacy.

The statement **MAY** include:

- Name, Age, Occupation of the Candidate
- A brief description (no more than 200 words) of the candidate's education and qualifications expressed by the candidate in his/her own words (first person singular).

The statement **MAY NOT** include:

- The party preference of the candidate.
- Membership or activity in any partisan political organizations.
- References to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited in this section. (EC §13308.)

The statement must be **typed** and follow the format on the form. Boldface type, bullets, boxes, arrowheads, diamonds, asterisks, all capital letters, or underlining are not allowed.

Candidates must file a hard copy of the statement as well as submit the statement electronically. The statement should be set out in block style paragraphs in type of uniform size and darkness and with uniform spacing.

The statement will be printed as submitted and the candidate should proof the statement very carefully for spelling, punctuation and grammar.

Once submitted the statement cannot be changed. The statement may be **WITHDRAWN**, by the candidate in writing at any time up until 5:00 p.m., on the next working day after the close of the nomination period.

Each candidate who files a statement of qualification will be required to pay an estimated deposit at the time the statement is filed to cover the cost of the printing and handling. The estimated deposit amount is an approximation of the actual cost and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements.

Accordingly, the elections official is not bound by the estimate and will bill the candidate for additional actual expense or refund any excess amount paid depending on the final actual cost.

The Candidate's Statement of Qualifications shall remain **confidential** until after the close of the nomination period and will be available for public examination for 10 days after it becomes public. Any challenges to a statement must be made during this 10 day period. (EC §13313)

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For questions about candidate statements, please contact the Merced County Elections at (209) 385-7541.

CANDIDATES STATEMENT WORD COUNTING GUIDELINES

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

Dictionary words	one word
Words like: “a”, “the”, “and”, “an”	one word
Abbreviations – UCMERCED , PTA	one word
Abbreviations - U.C.M., P.T.A.	one word
All proper nouns (people, places and things), including geographical names. Examples: County of Merced, Merced Community College District, Merced Unified School District Merced County Fire Protection District Yosemite National Park Merced High School	one word
Whole Numbers - Digits (1 - 10 - 100, etc.) Spelled out numbers - One Hundred, Ten Thousand	one word one for each word
Number combinations (1990, 1990-1991, 100%)	one word
Dates	one word
Monetary amounts: If the dollar sign is used with figures - \$1,000 Spelled out (one thousand dollars)	one word three words
Hyphenated words: That appears in any generally available standard reference dictionary published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted. Online dictionaries do not apply. (Grammar rules do not apply)	one word
Normal punctuation	not counted
Telephone Numbers	one word
Website Addresses (i.e. www.com.etc)	one word
If measure designation (example: Measure “A”) is used in the text	one word

FILING CHECKLIST

Listed below are the mandatory and optional forms to be filed. It is the obligation of the candidate to ensure that all filing requirements and deadlines are met. All candidates are urged to file the required documents as early as possible to avoid a last minute rush, confusion or misunderstanding. It is recommended that all candidates file their declaration of candidacy personally; however, the candidate may designate a person to receive a declaration of candidacy form from the county elections official and deliver it to the candidate. The form must include certain language in order to be accepted. Please contact the Merced County Elections Office for the appropriate format.

DOCUMENT	REQ/ OPT	FOR MORE DETAILS	FILING PERIOD/DEADLINE	FILED
Media Contact Sheet	Required		August 13 - September 7, 2018	
Declaration of Candidacy	Required	See page 4	August 13 - September 7, 2018	
Ballot Designation Worksheet	Required if Ballot Designation Desired	See page 8	August 13 - September 7, 2018	
Code of Fair Campaign Practices Form	Optional		August 13 - September 7, 2018	
Candidate Statement Voter Pamphlet	Optional	See pages 9 - 10	August 13 - September 7, 2018	
Write-In Candidate Filing Period	Required	See page 5	October 8 - November 20, 2018	
Candidate Statement Intention (Form 501)	Refer to Instructions on Form	Refer to Instructions on Form	Refer to Instructions on Form	
Campaign Disclosure Statements (Form 410 or 470)	Refer to Instructions on Form	Refer to Instructions on Form	See filing deadlines on page 7	
Pre-Election Campaign Statements (Form 460)	Refer to Instructions on Form	Refer to Instructions on Form	See filing deadlines on page 7	
Late Contribution & Independent Expenditures (Form 497 & Form 496)	Refer to Instructions on Form	Refer to Instructions on Form	Refer to Instructions on Form	
Semi-Annual Campaign Statements (Form 460)	Refer to Instructions on Form	Refer to Instructions on Form	January 31, 2019 (Semi-annual statements must be filed until the committee is terminated)	

* Date falls on a weekend or state holiday; it moves forward to the next business day.