

**CANDIDATE RESOURCE GUIDE**  
**NOVEMBER 5, 2024**  
**PRESIDENTIAL GENERAL ELECTION**



Prepared by:  
County of Kings Elections Department  
[Elections@CountyofKings.com](mailto:Elections@CountyofKings.com)  
[VoteKingsCounty.com](http://VoteKingsCounty.com)

# NOTICE

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

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

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



# COUNTY OF KINGS ELECTIONS DEPARTMENT

1-800-289-9981 ext. 4401 / 559-852-4401  
FAX: (559) 585-8453

**Lupe Villa**  
Registrar of Voters  
1400 W. Lacey Blvd. Bldg. #7  
Hanford, California 93230  
Elections@CountyofKings.com

TO: Candidates, Campaign Managers and other Interested Parties  
FROM: Lupe Villa, Registrar of Voters  
SUBJECT: November 5, 2024, Presidential General Election  
Candidate Resource Guide

This Candidate Resource Guide has been prepared to assist candidates filing for offices in the November 5, 2024, Presidential General Election. The guide provides a general overview of major events and valuable information related to critical deadlines for the candidate filing process, guidelines for candidate statements, and campaign finance disclosure filing requirements.

The candidate nomination process for the upcoming November 5, 2024, Presidential General Election will require that candidates filing for office schedule appointments when submitting their candidate nomination documents.

Candidates wishing to file for office must complete the Candidate Application form available at the Elections Department website at [votekingscounty.com](http://votekingscounty.com). The completed and signed Candidate Application form must be submitted electronically to the Elections Department at [elections@countyofkings.com](mailto:elections@countyofkings.com).

Upon receipt of the completed and signed Candidate Application form, a County of Kings Candidate Packet will be emailed to the candidate to the email address provided on the application. The County of Kings Candidate Packet consists of the following forms: Ballot Designation Worksheet, FPPC Form 700, FPPC Form 501 and/or FPPC Form 470. Upon completion of the County of Kings Candidate Packet, the candidate may call or email the Elections Department to schedule their in-office appointment to finalize their candidacy. A Candidate's Declaration of Candidacy forms will be created and ready for signing at their appointment. It is the candidate's responsibility to print and provide the ballot designation worksheet, FPPC Form 700, FPPC Form 501, and/or the FPPC Form 470.

The County of Kings Elections Department is committed to providing guidance and quality service to you, your campaign and to the voters of Kings County. Questions regarding the candidate nomination process may be directed to [elections@countyofkings.com](mailto:elections@countyofkings.com) or call us at (559) 852-4401.

Sincerely,  
Lupe Villa  
Registrar of Voters

# TABLE OF CONTENTS

CALENDAR OF EVENTS	Pages 5-10
GENERAL INFORMATION ON CANDIDATE FILING PROCEDURES	Page 11
BALLOT INFORMATION	Pages 12-13
CANDIDATE NOMINATION PROCESS	Pages 14-15
CAMPAIGN DISCLOSURE FORMS	Page 16
CAMPAIGN DISCLOSURE REPORTING REQUIREMENTS	Page 17
POLITICAL SIGNAGE	Page 18
ELECTION RESULTS/CANVASS	Page 19
CONTACT INFORMATION	Page 20
FREQUENTLY ASKED QUESTIONS	Pages 21-22

# CALENDAR OF EVENTS

## PRESIDENTIAL GENERAL ELECTION

NOVEMBER 5, 2024

All code sections are the Elections Code, unless otherwise noted. Following the filing period dates, the number of days prior to or after the election is provided (E = Election Day, followed by the number of days prior to (-) or after (+) Election Day.) If there is an asterisk by the date, the deadline falls on a weekend or holiday and, in most cases, has been moved to the next business day.

DATES	EVENT
<p><b>July 15- August 9</b> (E-113 thru E -88)</p>	<p><b>NOMINATION PERIOD – LOCAL ELECTIONS CONSOLIDATED WITH THE PRESIDENTIAL GENERAL ELECTION</b> First and last day for candidates in elections consolidated with the Presidential General Election to file nomination documents. See procedures for Candidate Statements. (E. C. §§ 10407 and 10510)</p> <p><b>CANDIDATE STATEMENTS – LOCAL ELECTIONS CONSOLIDATED WITH THE PRESIDENTIAL GENERAL ELECTION (Including Judicial Candidates Nominated at Primary Election)</b> During this period candidates for a local nonpartisan office may file a candidate statement not to exceed the word limitation prescribed by the governing body (200 or 400 words) for inclusion with the sample ballot. The statement shall be filed no later than the last day to file nomination documents. (E. C. §§ 10540 and 13307)</p> <p><b>CANDIDATE STATEMENTS – CONGRESSIONAL AND STATE LEGISLATIVE CANDIDATES</b> During this period candidates for congressional and state legislative office may submit a statement for inclusion in the Voter Information Guide. State legislative candidates must agree to voluntarily limit their campaign expenditures. The statement shall not exceed 250 words. If office is to be voted on in more than one county, candidate must file a statement individually with each county in which their statement is to be printed. (Govt. Code §§ 85601 and 88001(i) and E.C. §13307.5)</p>
<p><b>July 30</b> (E-98)</p>	<p><b>CHANGE OF CANDIDATE DESIGNATION ON BALLOT</b> Last day that any nominated candidate may request in writing a different ballot designation than used at the <b>March 5, 2024</b>, Presidential Primary Election. For Federal and State offices, the written request should be made to <b>both</b> the Secretary of State and the county elections official. For local offices, the request should be filed with the county elections official. (E. C. § 13107 (e))</p>
<p><b>August 9</b> <b>5:00 P.M.</b> (E-88)</p>	<p><b>CONSOLIDATION OF ELECTIONS</b> Last day for local jurisdictions to file a resolution with the Board of Supervisors and the Elections Office requesting consolidation with the Presidential General Election. (E. C. §§ 10401 and 10403)</p>

	<p><b>NOMINATION PERIOD DEADLINE</b> Last day for candidates to file nomination documents. <b>Fax not acceptable.</b> (E.C. §§ 10407 and 10510)</p> <p><b>CANDIDATE STATEMENTS FOR LOCAL NONPARTISAN CANDIDATES</b> Last day for candidates (including nonpartisan candidates nominated at the <b>March 5, 2024</b>, Presidential Primary Election) to file statement not to exceed the word limitation (200 or 400 words). Statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307)</p> <p><b>CANDIDATE STATEMENTS — CONGRESSIONAL AND STATE LEGISLATIVE CANDIDATES</b> Last day candidates for <b>congressional</b> and <b>state legislative</b> office may submit a statement for inclusion in the official sample ballot booklet. If office is to be voted on in more than one county, candidate must file a statement individually with each county in which their statement is to be printed. The statement shall not exceed <b>250</b> words. (Govt. Code §§ 85601 and 88001(i) and E. C. §13307.5)</p> <p><b>NOTE:</b> State Legislative candidates must agree to voluntarily limit their campaign expenditures. (Govt. Code § 85601 (b))</p> <p><b>CANDIDATE WITHDRAWAL – SPECIAL DISTRICTS</b> No candidate, including incumbent, whose declaration of candidacy has been filed, may withdraw after this date except when nomination period has been extended for that office. (E. C. §§ 10510 (a) and 10603 (b))</p> <p><b>NOTE:</b> Candidates nominated at preceding Primary Election may not withdraw.</p> <p><b>FORM 700 – CANDIDATE STATEMENT OF ECONOMIC INTEREST</b> Candidates must file a Form 700 no later than 5:00 p.m. on the last day of the nomination period. (Gov. Code §87302.3(a))</p>
<p><b>August 10 – August 14</b> (E-87 thru to E-83)</p>	<p><b>NOMINATION EXTENSION PERIOD – HEALTH CARE, SPECIAL DISTRICTS AND WATER REPLENISHMENT DISTRICTS</b> If nomination documents for the incumbent are not filed by 5:00 p.m. on <b>August 9</b>, the nomination period shall be extended until <b>August 14</b>, 5:00 p.m. for persons other than the incumbent. (E. C. §§ 8024 and 10516)</p> <p><b>NOTE:</b> The extension does not apply where there is no incumbent eligible to be elected.</p>
<p><b>August 10 – August 19</b> (E-87 thru E-78)</p>	<p><b>PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS/CANDIDATE NAMES AND BALLOT DESIGNATIONS</b> During this period, candidate statements, candidate names and ballot designations shall be open to public examination. A fee may be charged to any person obtaining a copy of the material. Any person may challenge the</p>

	<p>aforementioned candidate information by filing a petition for writ of mandate <b>no later than August 19.</b> (E. C. §13313)</p> <p><b>NOTE:</b> If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to start on <b>August 15.</b></p>
<p><b>August 14</b> (E-83)</p>	<p><b>WRITE-IN PETITION TO PLACE JUDICIAL OFFICE ON BALLOT</b> If the office did not appear on the Primary Election ballot, a petition containing signatures of 600 registered voters qualified to vote for the office must be filed in order to place the office on the Presidential General Election ballot. (E. C. § 8203)</p> <p><b>PETITION TO HOLD ELECTION – SPECIAL DISTRICTS AND SCHOOLS</b> Last day to file a petition signed by <b>10% or 50</b> voters (whichever is the smaller number) in the district, trustee area or division requesting that an election be held if nominees do not exceed offices to be filled. (E. C. § 10515 and Ed. Code § 5326)</p>
<p><b>August 14</b> (E-83)</p>	<p><b>APPOINTMENT – NO ELECTION (SPECIAL DISTRICTS)</b> If only one person or no person has filed a declaration of candidacy and if a petition to hold an election has not been filed by this date, a certificate shall be submitted to the Board of Supervisors requesting appointment of the candidates or, if there are no candidates, appointment of any qualified person no later than <b>December 2.</b> (E.C. § 10515) (*Cities have different guidelines per E. C. § 10229)</p> <p><b>PARTY ENDORSEMENT LIST</b> The chair of any qualified political party may provide a written copy of the list of candidates endorsed or nominated by the party. Such a list shall be provided not later than 83 days prior to the candidate for a voter nominated office to appear on the ballot. (E.C. § 13302(b))</p> <p><b>CANDIDATE WITHDRAWAL – NOMINATION EXTENSION PERIOD – SPECIAL DISTRICTS</b> Last day a candidate may withdraw declaration of candidacy papers when nomination period has been extended for that office. (E. C. §§10516 and 10604)</p>
<p><b>August 15</b> (E-82) <b>11:00 A.M.</b></p>	<p><b>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</b> 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. (E. C. § 13112)</p> <p><b>RANDOMIZED ALPHABET DRAWING FOR SHARED LEGISLATIVE DISTRICTS (Registrar of Voters)</b> A public drawing shall be held to determine the order of candidate names on the ballot for state legislative districts that encompass more than one county by randomly drawing each letter of the alphabet. (E. C. § 13111 (i))</p>

<p><b>August 29</b> (E-68)</p>	<p><b>CERTIFIED LIST OF CANDIDATES AND ROTATION LIST</b> Last day for Secretary of State to transmit the certified list of candidates and rotation list to each elections official. (E. C. §§ 8148 and 8149)</p> <p><b>DEATH OF CANDIDATE</b> Last day for the name of a deceased candidate to be removed from the ballot. Facts regarding death must be ascertained at least <b>68</b> days prior to the election. (E. C. § 10529 and Ed. Code § 5329)</p> <p><b>NOTE:</b> This provision does not apply under certain circumstances as set forth in (E. C. §§ 8026 and 8027).</p>
<p><b>September 9 – October 22</b> (E-57 thru E-14)</p>	<p><b>STATEMENT OF WRITE-IN CANDIDACY</b> A name written on a ballot in any election will not be counted unless the person has filed a statement of write-in candidacy during this period stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)</p>
<p><b>September 26 – October 15</b> (E-40 thru E-21)</p>	<p><b>STATE VOTER INFORMATION GUIDE MAILED</b> Between these dates, a state Voter Information Guide shall be mailed to all registered voters. (E. C. § 9094)</p>
<p><b>October 7</b> (E-29)</p>	<p><b>MAILING OF VOTE-BY-MAIL BALLOTS</b> No later than 29 days before the day of the election, the county elections official shall begin mailing the materials required by Section 3010. (E. C. § 3001(b), 3010 and 3206)</p> <p><b>PROCESSING OF VOTE-BY-MAIL BALLOTS</b> The processing of vote-by-mail ballots may commence on the <b>29<sup>th</sup></b> day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101(b))</p>
<p><b>October 7 – October 29</b> (E- 29 thru E - 7)</p>	<p><b>REPLACEMENT VOTE-BY-MAIL</b> Between these dates, any voter may request a Vote-by-Mail ballot be mailed to them if they have not received their original Vote-by-Mail ballot. The voter may designate an authorized representative to pick-up and return the ballot. (E. C. § 3001)</p>
<p><b>October 21</b> (E-15)</p>	<p><b>REGISTRATION CLOSES</b> Last day to transfer or register to vote in the election. (E.C. § 2107)</p>
<p><b>October 22 – November 5 (8 pm)</b> (E-14 thru Election Day)</p>	<p><b>NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE</b> A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E.C. § 3500)</p>
<p><b>October 22</b> (E-14)</p>	<p><b>WRITE-IN CANDIDATE STATEMENT</b> Last day for a candidate to file a statement of write-in candidacy and sponsor</p>



	signatures, if applicable, that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)
<b>October 25</b> (E-11)	<b>CERTIFIED LIST OF WRITE-IN CANDIDATES</b> Suggested last date for Secretary of State to prepare and send to affected county elections officials a certified list of write-in candidates showing the name of every write-in candidate eligible to receive votes within the county at the Presidential General Election, their address and the offices to which they seek election.
<b>October 26</b> (E-10)	<b>TALLY CENTER LOCATION – PUBLICATION</b> On or before this date a notice specifying the public place to be used as the tally center location for counting the ballots shall be published once in a newspaper of general circulation within the county. (E. C. § 12109)
<b>October 30 – November 5 (8 pm)</b> (E-6 thru Election Day)	<b>IN-PERSON PICK UP OF VOTE-BY-MAIL BALLOT</b> Between these dates, any voter may request a Vote-by-Mail ballot be picked up if they have not received their original Vote-by-Mail ballot. The voter may designate an authorized representative to pick-up and return the ballot on their behalf.
<b>November 5 8:00 P.M. ELECTION DAY</b>	<b>ELECTION DAY</b> Voting is from 7:00 a.m. to 8:00 p.m. (E. C. §§ 1200 and 14212)
	<b>VOTE-BY-MAIL BALLOTS RETURNS – 8:00 P.M.</b> Last day for vote-by-mail ballots to be turned in personally by the voter to the county elections official’s office, any Vote Center or any Ballot Drop Box location in the county. An authorized representative may return the voted ballot under specified conditions. (E. C. §§ 3017 and 3020)  Any vote-by-mail ballot cast under this division shall be timely cast if it is postmarked by Election day and received by the voter’s elections official via the United States Postal Service or a bona fide private mail delivery company no later than seven days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2. (E. C. § 3020(b) Section 1 and 2)
<b>November 7</b> (E+2)	<b>OFFICIAL CANVASS</b> The canvass of election returns shall commence no later than the first Thursday following the election. (E. C. § 15301)
<b>December 5</b> (E+30)	<b>COMPLETION OF OFFICIAL CANVASS</b> The official canvass must be completed within 30 days of the election. (E. C. §§ 15301, 15400, 15401 and 15372)  NOTE: On <b>December 5</b> , the Registrar is tentatively scheduled to certify the election results. On <b>December 6</b> , the Board of Supervisors is scheduled to declare the election concluded.

<b>December 6 Noon</b>	<b>TAKING OF OFFICE – SPECIAL DISTRICTS</b> Officers, elected or appointed, take office at noon on the first Friday in December following the election. (E.C. § 10554)
<b>December 13 Noon</b>	<b>TAKING OF OFFICE – SCHOOLS</b> Officers, elected or appointed, take office at noon on the second Friday in December following the election. (Ed Code § 5017)
<b>December 13 (E+38)</b>	<b>STATEMENT OF VOTES CAST BY SECRETARY OF STATE</b> Not later than this date, the Secretary of State shall compile, certify, and file in his/her office a statement of all votes cast. (E. C. § 15501)

# GENERAL INFORMATION ON CANDIDATE FILING PROCEDURES

All candidates (except candidates for U.S. Senator, U.S. Representative and Superior Court Judge) must be registered voters at the time nomination documents are issued and otherwise qualified to vote for the office for which he or she is filing. (E.C. § 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. Verbal and written instructions regarding procedures to be followed in completing the nomination process are given to candidates or authorized agents when the forms are issued. Only official documents issued by the Elections Department may be used.

July 15 – August 9 (E-113 to E-88)	<b>Candidate Nomination Period</b>
August 12 – August 14 (E-87 to E-83)	<b>Nomination Extension Period</b> If eligible incumbent fails to file at the close of the Nomination Period.
September 9 – October 22 (E-57 to E-14)	<b>Write-In Candidate Declaration Period</b>

**CANDIDATE CANNOT WITHDRAW** – No candidate that has filed a declaration of candidacy may withdraw as a candidate (E.C. § 8800). Candidates for school districts or general districts are permitted to withdraw up to, and including the deadline date to file a declaration of candidacy for that office pursuant to (E.C. §§ 10510 and 10603). Withdrawal of candidacy, to be effected in writing, is permitted up to and including the deadline date to file a Declaration of Candidacy for that office (E.C. §§ 10224 and 10603).

# BALLOT INFORMATION

## NAME TO APPEAR ON THE BALLOT

The ballot name may be designated as follows:

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

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

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

NOTE: On August 15, 2024, the County of Kings Elections Department shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet.

## BALLOT DESIGNATION PROVISIONS

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

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

**Elective Office Title:** Words describing an elective office title may be used IF the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

Example A: Governing Board Member

Example B: Board member, XYZ School District

**Incumbent:** The word Incumbent may be used IF the candidate is seeking reelection to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

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

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

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

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

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

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

**No Occupation Desired:** If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

**BALLOT DESIGNATION WORKSHEET** – A Ballot Designation Worksheet that supports the use of that ballot designation is required to be filed with the Elections Department at the same time as the Declaration of Candidacy. If a candidate fails to file a Ballot Designation Worksheet, no designation will appear on the ballot. (E. C. § 13107.3)

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

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

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

# CANDIDATE NOMINATION PROCESS

## **BALLOT DESIGNATION WORKSHEET**

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

## **DECLARATION OF CANDIDACY**

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

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

## **CANDIDATE STATEMENT OF QUALIFICATIONS**

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

Statement is optional and may include the candidate's age and occupation.

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

## **ESTIMATED COST**

The estimated cost of the Candidate Statement of Qualifications will be emailed to the candidate when the Elections Department emails the County of Kings Candidate Packet. The estimated cost is determined prior to all information being available; therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the number of registered voters within the district. If only one Candidate files for the office resulting in the office not appearing on the ballot, the cost of the Candidate Statement will be refunded to the Candidate and the Statement will not be printed.

## **FORMAT**

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

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

## **PUBLIC EXAMINATION PERIOD**

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

## **WORD COUNTING GUIDELINES**

The following guidelines are used by the Elections Department for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do not apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms to requirements.

- **Punctuation Marks** are not counted. Symbols such as “&” (and), and “#” (number/pound) are not considered punctuation and each symbol is counted as one (1) word.

- **The Words** "I", "a", "the", "and", "an" are counted as individual words.

- **Proper Nouns**, such as geographical names, and names of persons or things, as one (1) word

Example: “Gus Enwright” = 1 word

“City of Los Angeles” = 1 word

“Dalai Lama” = 1 word

- **Abbreviations** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

Example: UCLA, PTA, USMC, KCDSA, U.S.M.C.

- **Hyphenated Words** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.

Example: Attorney-at-law

- **Dates** are counted as one (1) word.

Example: March 5, 1996; 3 November, 2020; 11/03; 07/13/2020

- **Telephone/ Fax Numbers** are counted as one (1) word.

Example: 1-800-289-9981 ext. 4401; (559) 852-4401

- **Internet Websites/E-Mail Addresses** are counted as one (1) word.

Example: [VoteKingsCounty.com](http://VoteKingsCounty.com)  
[Elections@CountyofKings.com](mailto:Elections@CountyofKings.com)

# CAMPAIGN DISCLOSURE FORMS

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

All Candidates are responsible for filing the appropriate Campaign Disclosure Forms. All State Candidates and Committees must file the original campaign statements with the Secretary of State. Local Candidates must file original campaign statements with the Kings County Elections Department. City Council candidates must file original campaign statements with the City Clerk.

Candidates for Federal Offices must file with the Federal Election Commission.

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



# CAMPAIGN DISCLOSURE REPORTING REQUIREMENTS

## PLEASE READ CAREFULLY

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

For example:

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

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

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

## UNSUCCESSFUL CANDIDATES

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

# POLITICAL SIGNAGE

<p>Department of Transportation</p>	<p><a href="#">Section 5405.3 of the State Outdoor Advertising Act</a> exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.</p> <p>A Temporary Political Sign meets the following criteria</p> <ol style="list-style-type: none"> <li>1. Encourages a particular vote in a scheduled election.</li> <li>2. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.</li> <li>3. Is no larger than 32 square feet.</li> <li>4. Has had a Statement of Responsibility filed with the Department of Transportation certifying a person who will be responsible for removing the sign.</li> </ol> <p>A completed Statement of Responsibility (available at <a href="https://dot.ca.gov/programs/traffic-operations/oda/political-signs">https://dot.ca.gov/programs/traffic-operations/oda/political-signs</a>) must be submitted to:</p> <p>Division of Traffic Operations          Outdoor Advertising Program          P.O. Box 942874, MS-36          Sacramento, CA 94274-0001.</p> <p>Temporary Political Signs shall not be placed within the right-of-way of any highway, or within 660 feet of the edge of and visible from the right-of-way of a classified "Landscaped freeway."</p>
<p>County of Kings</p>	<p>Please contact the Director of Public Works for the County of Kings at (559) 852-2698 for questions regarding Political Signage.</p>
<p>City of Avenal</p>	<p>Please contact the City Clerk for the City of Avenal at (559) 386-5782 for questions regarding Political Signage.</p>
<p>City of Corcoran</p>	<p>Please contact the City Clerk for the City of Corcoran at (559) 992-2151 ext. 235 for questions regarding Political Signage.</p>
<p>City of Lemoore</p>	<p>Please contact the City Clerk for the City of Lemoore at (559) 924-6744 ext. 700 for questions regarding Political Signage.</p>
<p>City of Hanford</p>	<p>Please contact the City Clerk for the City of Hanford at (559) 585-2515 for questions regarding Political Signage.</p>

# ELECTION RESULTS/ CANVASS

## TABULATION OF ELECTION RESULTS

Can a candidate view all parts of the ballot counting process?

Yes, the ballot counting process is open to public observation. If you wish to observe the process, you may go to the lobby to check in and be provided with an observer's badge. Tours are available.

How/where are results available on election night?

**Website:** Results are available on the Internet at [VoteKingsCounty.com](http://VoteKingsCounty.com)

**In person:** You are welcome to come to the Central Count Location which is open for public observation. Hard copies of the election results will also be available.

Are election night results final?

No, California State law allows a specified period after the election for the completion of the official canvass. Results released on election night are semi-official.

## POST ELECTION NIGHT RESULTS

Supplemental counts of outstanding ballots will be scheduled to begin approximately 3 days after the election. These counts are conducted to get the majority of Vote-by-Mail and provisional ballots tallied during the canvass process.

Outstanding ballots include:

- Vote-by-Mail ballots
- Write-in ballots
- Provisional and Conditional ballots voted at our office and in-person voting locations

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 the Vote Center locations, including provisionally cast and write-in ballots. The numbers of voted ballots reported by Vote Center staff and vote-by-mail ballots are matched to the computer tally. 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 measures on the ballot in 1% of all of the voting precincts in an election. This manual process verifies the accuracy of the computer count.

# CONTACT INFORMATION

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

# FREQUENTLY ASKED QUESTIONS

<p>How may I apply for office?</p>	<p>The candidate nomination process for the upcoming Election will require that candidates filing for office schedule appointments when submitting their candidate nomination documents.</p> <p>Candidates wishing to file for office must complete and turn-in the Candidate Application form available at the Elections Department website at <a href="http://VoteKingsCounty.com">VoteKingsCounty.com</a>.</p>
<p>When is the Candidate Nomination Period?</p>	<p>The Candidate Nomination Period can be found on the Calendar of Events Section that begins on page 5. If an incumbent fails to file, an extension period of 5 days will be provided for non-incumbents to file.</p>
<p>May I have someone pick up my paperwork?</p>	<p>Yes. On the Candidate Documents Request the candidate must list a designee for who they wish to receive the paperwork.</p>
<p>Will all voters in Kings County receive a Vote By Mail Ballot?</p>	<p>Yes. Per AB 37 (2021), each county elections officials shall transmit vote-by-mail ballots for all elections to all voters who are, as of the last day on which vote-by-mail ballots may be transmitted to voters in connection with that election, registered to vote in that election.</p>
<p>What is a Candidate Statement?</p>	<p>A brief description of a candidate’s education and qualifications to be included in the sample ballot and mailed to voters within an election jurisdiction. A candidate statement is optional. A candidate statement form is provided for this purpose along with instructions, provisions, and word limit and counting guidelines. The candidate statement fees and the word limit applicable to the district will be provided.</p>
<p>What is a Campaign Statement?</p>	<p>Specific campaign finance disclosure forms are required to report election campaign contribution and expenditure activities.</p>
<p>Will I be able to obtain up-to-date filing information?</p>	<p>Yes. You may obtain a list of the candidates who have been issued and have filed nomination documents from the Elections Department or via our website at <a href="http://votekingscounty.com">votekingscounty.com</a></p>

Can a candidate change his/her mind about running for office after filing nomination documents?

Depending on the office, a candidate may not withdraw once his/her declaration of candidacy has been filed.

## FREQUENTLY ASKED QUESTIONS (CONTINUED)

<p>Is it possible to correct the wording or spelling on a candidate statement after submission?</p>	<p>No. The statement may be withdrawn, but not changed, during the period for filing nomination documents. If you wish to withdraw your statement and not submit a new statement, you have until 5:00 p.m. of the next working day after the close of the nomination period. After this period, your statement cannot be withdrawn.</p>
<p>Can a credit card be used to pay a candidate statement fee or purchase voter material?</p>	<p>Yes. Credit cards, cash, money orders, cashiers or personal checks are the acceptable forms of payment. Checks for candidate statements (unless otherwise specified) are to be made payable to the County of Kings Elections Department.</p> <p><b>NOTE:</b> Candidates for State or Federal Office must submit their filing fee payment by check or money order.</p>
<p>If a contest does not appear on the ballot due to an insufficient number of candidates, will a candidate statement fee be refunded?</p>	<p>Yes, a candidate statement fee will be refunded.</p>

