

**CONTRA COSTA COUNTY
GENERAL ELECTION
CITY, SCHOOL,
AND SPECIAL
DISTRICT GUIDE**

NOVEMBER 5, 2024

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Elections
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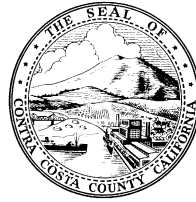
www.contracostavote.gov

Contra Costa County
Clerk-Recorder-Elections Department

555 Escobar Street
Martinez, CA 94553

Kristin B. Connelly
County Clerk-Recorder
and Registrar of Voters

Helen Nolan
Assistant Registrar



May 2024

Dear Local Elections Official,

You play such an integral role in the success of local elections across Contra Costa County. The Candidate Services Team within our Elections Division prepared this reference guide to facilitate your work with local candidates and on local measures for the upcoming Presidential General Election on November 5, 2024.

The contents of this handbook are designed to summarize your primary statutory obligations and to highlight our procedures. We hope this will lead to effective communication between our offices about all relevant processes and to anticipate likely situations you may face.

Please contact our office with any additional questions or issues that might arise. We welcome your feedback regarding the handbook and look forward to discussing with you how we can improve the handbook in future elections.

You can reach our Candidate Services staff by telephone at (925) 335-7800. Thank you, again, for the important role you play in the success of elections across Contra Costa County.

With gratitude,

A handwritten signature in cursive script that reads "Kristin B. Connelly".

Kristin B. Connelly
County Clerk-Recorder and Registrar of Voters

This informational guide was developed in an effort to provide answers to questions frequently asked concerning candidate filing. It contains general information only and does not have the force or effect of law, regulations, or rule. In case of a conflict, the laws, regulations, or rules apply. Persons using this guide accept responsibility for all legal standards and duties.

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KEY DATES FOR CITIES AND DISTRICTS

	APPLIES TO	DATES
Last day to file a resolution ordering an election for boards/council members	City and Special Districts	July 3 E-125
	School Districts	July 5 E-123
Candidate Filing Period	All Cities, School, and Special Districts	July 15 – August 9 E-113 – 88
Last day to place a measure on the ballot	All Cities, School, and Special Districts	August 9 E-88
Extended Filing Period	If no incumbent files nomination papers by August 9, the filing period is extended for non-incumbents only	August 10 – 14 E-87 – 83
Public Review of Ballot Designations and Candidate Statements	All candidates	August 10 – 19 E-87 – 78
	For Candidate Statements and Ballot Designations filed during the extended period	August 15 – 24 E-82 – 73
Last day to withdraw Candidate Statement	All candidates	August 12 E-85
	Candidates who filed during the extended filing period	August 15 E-82
Measure letter assignment	Local measures	August 12 E-85
Last day to amend or withdraw a measure	All Cities, School, and Special Districts	August 14 E-83
Last day to file a petition forcing a contest on the General Election ballot	Applies only to offices where the number of candidates does not exceed the number of positions	August 14 E-83
Randomized alphabet drawing for ballot placement	All candidates	August 15 E-82
Impartial Analyses Due	Local measures	August 16 E-81
Last day to file Primary Arguments	Local measures	August 21 E-76
Last day to file Rebuttal Arguments	Local measures	August 26 E-71
Write-in Period	All offices	September 9 – October 22 E-57 – E-14

ELECTION KEY DATES

Military and Overseas Voter Ballots Mailed	September 21, 2024
Voter Information Guide Mailing	September 26, 2024
Vote-by-Mail Ballots Mailed	October 7, 2024
Registration Deadline	October 21, 2024
Supplemental Voter Information Guide Mailing	October 22, 2024
Last Day to Request a Vote-by-Mail Ballot	October 29, 2024
Last Day to Return or Postmark a Vote-by-Mail Ballot	November 5, 2024
Election Day	November 5, 2024
Canvass / 1% Period	November 6 – December 5, 2024
Certification Deadline / Final Results Transmitted	December 5, 2024

FILING A RESOLUTION CONTAINING ELECTION ORDER

The resolution is the official document that states all the specifications of the election to be held. A number of items are required to be on the resolution, such as:

- Number of positions up for election
- Who pays for Candidate Statement costs
- Confirmation of District Boundaries – Last day for boundary changes is (E-125) July 3, 2024

Election Code § 12262

For a sample of the resolution, see Attachment A on page A-1.

Every City and District must file a resolution ordering an election with the Elections Division no later than:

- July 3, 2024 (E-125) for Cities and Special Districts
- July 5, 2024 (E-123) for School Districts

Election Code §§ 10002, 10509, Education Code § 5322

OFFICES UP FOR ELECTION**For November 5, 2024 General Election as of publication and subject to change.**

SCHOOL DISTRICTS	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Acalanes Union High	2	4 years	At Large
Antioch Unified Area 1 Area 3 Area 4	1 1 1	4 years 4 years 4 years	By Area
Brentwood Union	2	4 years	At Large
Byron Union	2	4 years	At Large
Canyon Elementary	2	4 years	At Large
Chabot-Las Positas Community College Ward 7 – Shared with Alameda County	1	4 years	By Ward
Contra Costa Board of Education Area 1 Area 3	1 1	4 years 4 years	By Area
Contra Costa Community College Ward 2 Ward 5	1 1	4 years 4 years	By Ward
John Swett Unified	3	4 years	At Large
Knightsen Elementary	3	4 years	At Large
Lafayette School	2	4 years	At Large
Liberty Union High Area 1 Area 2	1 1	4 years 4 years	By Area
Livermore Valley Joint Unified Shared with Alameda County	2	4 years	At Large
Martinez Unified Area 1 Area 2 Area 4	1 1 1	4 years 4 years 4 years	By Area
Moraga School	2	4 years	At Large
Mt. Diablo Unified Area 3 Area 5	1 1	4 years 4 years	By Area
Oakley Union Elementary Area 1 Area 2	1 1	4 years 4 years	By Area
Orinda Union	2	4 years	At Large
Pittsburg Unified	2	4 years	At Large
San Ramon Valley Unified Area 2 Area 3	1 1	4 years 4 years	By Area
Walnut Creek School	2	4 years	At Large
West Contra Costa Unified Area 1 Area 2 Area 3	1 1 1	4 years 4 years 4 years	By Area

OFFICES UP FOR ELECTION (continued)

CITIES	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	NOMINATION SIGNATURES REQUIRED
Antioch	City Clerk Treasurer Mayor 1 Councilmember, District 2 1 Councilmember, District 3	4 years 4 years 4 years 4 years 4 years	20
Brentwood	Mayor 1 Councilmember, District 1 1 Councilmember, District 3	4 years 4 years 4 years	
Clayton	3 Councilmembers	4 years	
Concord	1 Councilmember, District 2 1 Councilmember, District 4	4 years 4 years	
Danville	3 Councilmembers	4 years	
El Cerrito	3 Councilmembers	4 years	
Hercules	3 Councilmembers	4 years	
Lafayette	3 Councilmembers	4 years	
Martinez	Treasurer 1 Councilmember, District 2 1 Councilmember, District 3	4 years 4 years 4 years	
Moraga	3 Councilmembers	4 years	
Oakley	District 1 - 1 Councilmember District 3 - 1 Councilmember District 5 - 1 Councilmember	4 years 4 years 4 years	
Orinda	2 Councilmembers	4 years	
Pinole	Treasurer 2 Councilmembers	4 years 4 years	
Pittsburg	2 Councilmembers	4 years	
Pleasant Hill	District 1 - 1 Councilmember District 2 - 1 Councilmember District 5 - 1 Councilmember	4 years 4 years 4 years	
Richmond	1 Councilmember, District 1 1 Councilmember, District 5 1 Councilmember, District 6	4 years 4 years 4 years	
San Pablo	3 Councilmembers	4 years	
San Ramon	Mayor 1 Councilmember, District 1 1 Councilmember, District 3	2 years 4 years 4 years	
Walnut Creek	3 Councilmembers	4 years	

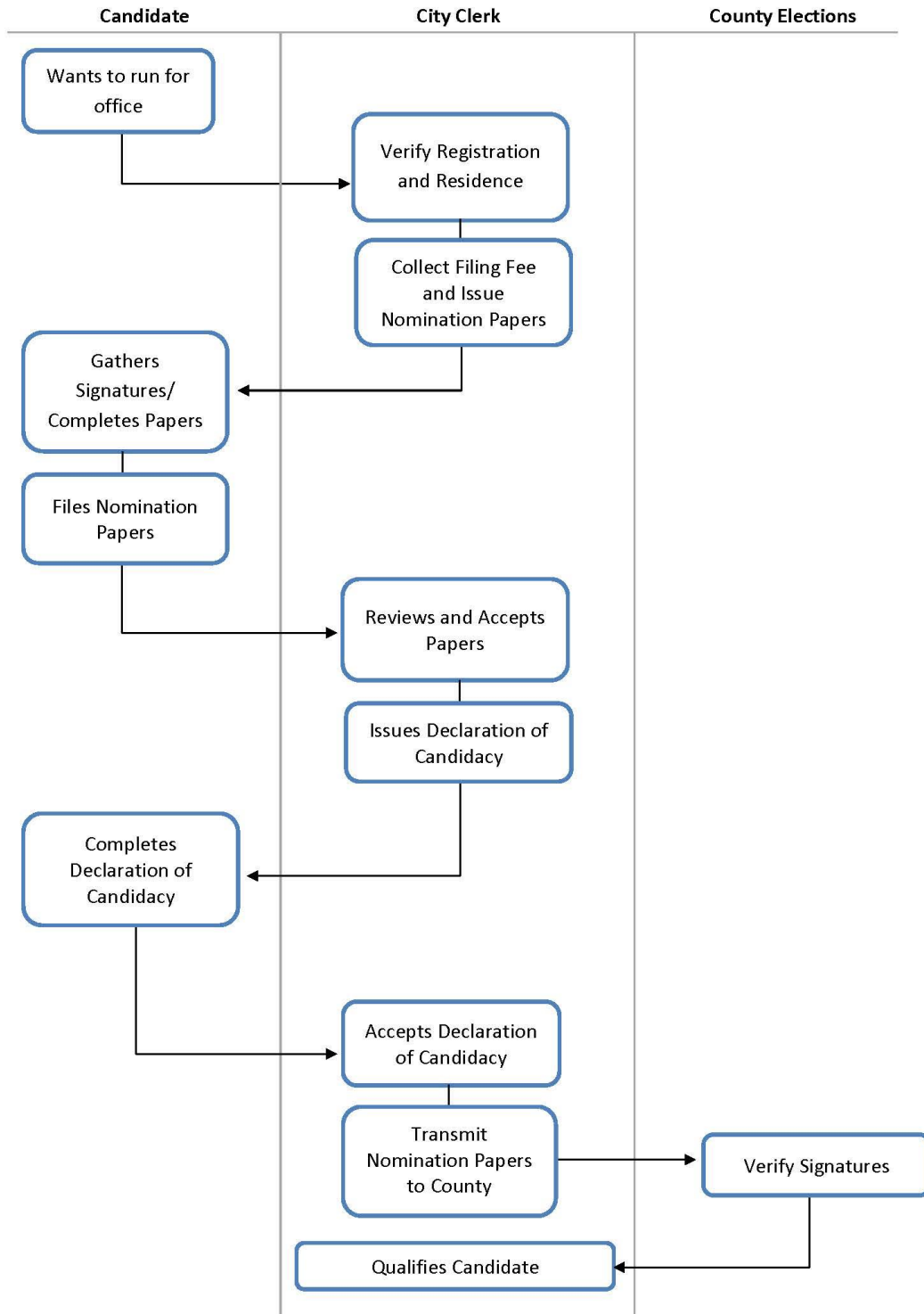
OFFICES UP FOR ELECTION (continued)

SPECIAL DISTRICTS	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Alameda-Contra Costa Transit Ward 1 – <i>Shared with Alameda County</i> 100 nomination signatures required or \$150 in-lieu of signatures	1	4 years	At Large
Ambrose Recreation & Park	2	4 years	At Large
Bethel Island Municipal Improvement	3	4 years	At Large
Byron-Bethany Irrigation Division 2	1	4 years	By Division
Byron Sanitary	3	4 years	At Large
Castle Rock County Water	3	4 years	At Large
Central Contra Costa Sanitary Division 1 Division 4 Division 5	1 1 1	4 years 4 years 4 years	By Division
Contra Costa Water Division 3 Division 4 Division 5	1 1 1	4 years 4 years 4 years	By Division
Crockett Community Services	2	4 years	At Large
Diablo Community Services	2	4 years	At Large
Diablo Water Ward 1 Ward 5	1 1	4 years 4 years	By Ward
Town of Discovery Bay Community Services	2	4 years	At Large
Dublin-San Ramon Services Division 1	1	4 years	By Division
East Bay Municipal Utility Ward 1 Ward 2 10 Nomination Signatures Required	1 1	4 years 2 years	By Ward
East Bay Regional Park Ward 1 Ward 2 50 Nomination Signatures Required	1 1	4 years 4 years	By Ward
East Contra Costa Irrigation Division 2 Division 3 Division 5	1 1 1	4 years 4 years 4 years	By Division
Green Valley Recreation & Park	2	4 years	At Large
Ironhouse Sanitary	3	4 years	At Large
Kensington Fire Protection	2	4 years	At Large
Kensington Police & Community Services	2	4 years	At Large

OFFICES UP FOR ELECTION (continued)

SPECIAL DISTRICTS (continued)	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Moraga-Orinda Fire Protection District 2 District 5	1 1	4 years 4 years	By District
Mt. View Sanitary Area 3 Area 4 Area 5	1 1 1	4 years 4 years 4 years	By Area
Pleasant Hill Recreation & Park	2	4 years	At Large
Rodeo-Hercules Fire Protection	2	4 years	At Large
Rodeo Sanitary	3	4 years	At Large
San Francisco Bay Area Rapid Transit District 1 District 3 – <i>Shared with Alameda County</i> District 5 – <i>Shared with Alameda County</i> 50 nomination signatures required or \$150 in-lieu of signatures	1 1 1	4 years 4 years 4 years	By District
San Ramon Valley Fire Protection	3	4 years	At Large
Stege Sanitary	2	4 years	At Large
West County Wastewater District 2 District 4	1 1	4 years 4 years	By District

NOMINATION PROCESS FLOWCHART FOR CITY CLERKS



2024 FILING PERIODS
General Election - November 5, 2024

The filing periods for candidates desiring to run for City, School, and Special Districts are listed below.

Candidate Filing Period: July 15 - August 9, 2024

Extended Filing Period

If nomination papers for an incumbent elective officer are not filed by the filing deadline, the filing period for that office is extended 5 calendar days for non-incumbents only. There shall be no extended filing period for candidates where the incumbent cannot file due to term limits or for offices that are vacant.

Extended Filing Period: August 10 - August 14, 2024

Election Code § 8024

VERIFYING CITY CANDIDATES' ELIGIBILITY

City Clerks are able to confirm the eligibility of the candidates' voter registration by calling our office at (925) 335-7800 or by visiting our website.

- 1) Go to www.contracostavote.gov
- 2) Select "Elections" and click "My Voting Information."
- 3) Type in the candidate's First Name, Last Name, Date of Birth, CA driver's license or the last 4 of their social security number and click "Search".
- 4) Verify the candidate's residence address.
- 5) Click "My Districts" and then "City" tab to verify the candidate is registered to vote within the city limits and in the respective council district.

Once the candidate's eligibility is verified, nomination papers can be issued. See the Candidate Application Packet on page 10 for a brief description of the nomination papers.

GENERAL QUALIFICATIONS FOR OFFICE

The qualifications of a candidate for elective office, and of an elective officer, of a district shall be determined by the principal act of the district.

Election Code § 10514

Cities

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.
- d) Must be registered in the political subdivision for which they are running.
- e) If, during their term of office, they move their place of residence outside of the political subdivision limits or ceases to be an elector of the political subdivision, their office shall immediately become vacant.

*Election Code §§ 20, 201
Government Code § 36502*

Schools and Special Districts

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.
- d) Must be registered in the political subdivision for which they are running.

*Election Code §§ 20, 201
Education Code §§ 5030, 35107
Health & Safety Code §§ 4730.1, 13841
Public Resources Code § 5784
Water Code §§ 21100, 30500*

Additional qualifications:

- *Byron-Bethany Irrigation District* - Must own land within the Division.
- *East Contra Costa Irrigation District* - Must be a free-holder of land within the District.

CANDIDATE APPLICATION PACKET

The Candidate Application Packet includes the following forms:

- Nomination Petitions (if applicable)
- Declaration of Candidacy
- Ballot Designation Worksheet
- Candidate Statement of Qualifications
- Statement of Economic Interests (Form 700)
- Campaign Finance Disclosure
- Code of Fair Campaign Practices

Nomination Petitions

Candidates for City, East Bay Regional Park District, East Bay Municipal Utility District, Alameda-Contra Costa Transit District and San Francisco Bay Area Rapid Transit District offices are required to file nomination petitions with the required number of valid signatures for the office. Signers of nomination petitions must be registered voters and reside in the political subdivision. Nomination petitions for special district offices are furnished by the County Elections office. The City Clerk's office is responsible for issuing nomination petitions to candidates running for City office.

The number of signatures required for each office is listed on pages 3-6.

Circulators of Nomination Petitions

Circulators must be 18 years of age or older. Candidates may circulate and sign their own nomination petitions.

The Affidavit of Circulator, located on the back of each petition, must be completed in the circulator's own hand, including if the candidate circulates their own petition.

Election Code §§ 102, 104

Signers' Qualifications

Registered voters in the district in which the candidate is to be voted on are eligible to sign the petition.

Election Code § 8068

Signers' Limitations

Signers may only sign one nomination petition for any candidate for a given office. If more than one position is to be filled in the same office, signers may sign nomination petitions for as many candidates as there are positions to be filled for that office.

Election Code § 8069

Verification of Signatures on Nomination Petitions

Petitions are validated in the order of receipt. The signatures of all signers on nomination petitions are verified by the Elections Division, generally within 48 hours. Cities will be notified immediately after the signatures have been verified.

Circulating Petitions in More than One County

If the nomination petition is circulated for an office in more than one county, the circulator must use separate petition forms in each county. The signatures must be submitted to the Elections office of the county in which the petition was circulated.

Filing Fee Information

Certain cities require a filing fee determined and set by the City Clerks. The filing fee is paid by the candidate when the nomination papers are issued.

There are no filing fees for School or Special Districts.

Declaration of Candidacy

The Declaration of Candidacy is filed by a candidate for City, School, and Special District offices.

The Declaration of Candidacy is an official document in which the candidate indicates how their name and ballot designation is to appear on the ballot. The candidate declares that they meet the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw. The Declaration of Candidacy must be filed in-person or by an authorized designee.

Election Code §§ 8001, 8800, 8801

See Common Questions and Situations on page 17.

Ballot Designation Worksheet

Each candidate who submits a ballot designation must file a Ballot Designation Worksheet that supports the use of that ballot designation by the candidate. The entire form must be completed.

The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the candidate's principal profession, vocation, or occupation.

Ballot designations may be rejected if they do not comply with CA Election Code 13107. If rejected, the candidate will be notified by phone or by email to the phone or email 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.

For translation purposes we ask that all candidates complete the gender section of the Candidate Information portion on the Ballot Designation Worksheet. If this section is left blank, the translation may default to male for gendered languages such as Spanish.

Ballot Designation Guidelines and examples are found in Attachment B on page B-1.

Election Code §§ 13107, 13107.3, 13107.5

Ballot designations are restricted to 30 characters due to formatting limitations on the ballot. Designations longer than 30 characters will be abbreviated. The character limit encompasses all letters, numbers, spaces, and punctuation.

Ballot Designation Public Review Period

All Ballot Designation Worksheets and any associated documents will be publicly available for inspection and purchase for a period of 10 calendar days immediately following the filing deadline for submission of those documents. Any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction challenging a candidate's ballot designation.

If a candidate requests a change of their ballot designation pursuant to Elections Code section 13107(e), that request will need to be accompanied by a new Ballot Designation Worksheet. No challenges outside of those will be considered by the Elections Division nor should be considered by City Clerks. The filing deadline for submission of this request and the accompanied new Ballot Designation Worksheet is the next business day immediately following the candidate filing deadline.

California Code of Regulation § 20711

Candidate Statement of Qualifications

All individuals running for elective office are required to complete a Candidate Statement of Qualifications Form and indicate whether or not they will be submitting a candidate statement.

Candidates for each elective office must complete a Candidate Statement of Qualifications Form and may prepare an optional candidate statement at their own expense. The candidate statement is designed to familiarize voters with a candidate's qualifications for the office they are seeking. The candidate statement is incorporated into the county Voter Information Guide and will be mailed to all registered voters eligible to vote for that specific office. The candidate statement is printed in English, Spanish, and Traditional Chinese.

A sample of the Candidate Statement of Qualifications form can be found in Attachment C on page C-1.

Election Code § 13307

Filing of Candidate Statement

Candidates must file a signed hard copy of their candidate statements with the Elections Division. In addition, candidates need to submit the candidate statement in an editable text format and submit to the following email address: cfile@vote.cccounty.us.

The candidate statement will be formatted to appear, as closely as possible, to the hardcopy filed. Candidate statements are subject to a word count and must follow the word count guidelines described in Attachment C beginning on page C-2.

Formatting is determined by the limitations of space, which is a quarter of a page for statements up to 250 words. Regardless of the final word count, statements are limited to a quarter page.

Election Code intends for uniformity and appearance of the candidate statements. Please note the following limitations:

The statement must be typed and follow the guidelines as shown in Attachment C on page C-2. Boldface type, bullets, asterisks, all capital letters (except for acronyms or abbreviations), italics, underlining, lists, indentation, or any other special characters are not allowed. A special character in this case is one that is not considered a number or letter. However, accent marks and punctuation are allowed.

The Statement MAY include:

- Name, age, and occupation of the candidate
- A brief description of the candidate's education and qualifications as expressed by the candidate in their own words

The Statement MAY NOT include:

- The party affiliation of the candidate
- Membership or activity in any partisan political organizations
- References to other candidates for that office or another candidate's qualifications, character, or activities

Election Code §§ 13307, 13308

All, or part, of a candidate statement found not to be in compliance with these guidelines may be omitted at the discretion of the Elections Division or Registrar.

The candidate should carefully proof their candidate statement for spelling, punctuation, and grammar prior to submitting, as the statement will be printed as filed.

Statement Costs

The cost of the candidate statement must be paid at the time the statement is filed. For candidate statement costs, see Attachment D.

Election Code § 13307

Shared Districts

If a candidate is running for an elected office that encompasses multiple counties and resides outside of Contra Costa County, they can use the Contra Costa County Candidate Statement of Qualifications form to submit a statement for Contra Costa County's Voter Information Guide. This form is available on our website and can help them file their candidate statement within our county. To avoid visiting the filing office in person, the candidate can submit the completed form electronically to cfile@vote.cccounty.us before the deadline for candidate filing.

However, in addition to the electronic submission of the Candidate Statement of Qualifications form and candidate statement, the candidate must also send a physical copy of the completed form, a printed version of their statement with a wet signature, and the required fee by overnight mail within 72 hours of submitting the electronic forms.

Election Code § 13307.7

It is the candidate's responsibility to contact each county for payment and publication of their statement in each county's Voter Information Guide.

For mailing information refer to the Contact Information page on J-1.

Withdrawing/Changing the Statement

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 pm of the next business day, after the close of the filing period. A candidate must sign a statement if they choose to withdraw the candidate statement. A new candidate statement cannot be filed to replace a withdrawn candidate statement.

The candidate statement will remain confidential until after the close of the filing period for the office sought.

Election Code § 13311

Candidate Statement Public Review Period

Immediately after the close of the filing period, anyone may examine candidate statements. During a 10-calendar day period, commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held, or the county elections official, may seek a writ of mandate or an injunction challenging any or all of the material in a candidate statement.

No challenges may be submitted to or will be considered by the Elections Division or Registrar nor should be considered by City Clerks.

Election Code §§ 13313, 13314

Statement of Economic Interests (Form 700)

All candidates are required to file a Statement of Economic Interests (Form 700) disclosing certain financial interests.

The Form 700 is intended to provide necessary information to the public about a candidate's personal financial interests.

The Form 700 is not required if the candidate has filed a statement for the same jurisdiction within 60 days prior to the filing of their Declaration of Candidacy.

Government Code §§ 87200-87202

The Elections Division has been designated as the filing official for Statements of Economic Interests in conjunction with candidacy for elective offices.

Candidates who file for office with a City will file the Form 700 with the City Clerk's office. School and Special Districts file with the County Elections Division at the time nomination papers are filed.

Government Code §§ 87200-87202

Campaign Finance Disclosure

All state and local candidates, their committees, and committees supporting or opposing ballot measures are required to report campaign contributions and expenditures.

When a school or special district candidate receives nomination papers, they will receive an informational overview of all filing responsibilities including electronic filing of all campaign disclosures.

Contra Costa County Ordinance 530-2.808 requires all campaign disclosure reports and documents mandated by the California Political Reform Act to be filed electronically.

Candidates for City office file campaign finance forms with the City Clerk's office which may be paper or electronic filing at the discretion of the City.

Candidates should familiarize themselves thoroughly with the filing guidelines provided by the Fair Political Practices Commission (FPPC). Carefully note the filing deadlines, as the California Political Reform Act imposes penalties for late filings of campaign statements. Information and requirements can be found at www.fppc.ca.gov.

For a brief summary of the most commonly used forms, see Attachment F beginning on page F-1.

Government Code §§ 84200.5, 85201, Contra Costa County Ordinance 530-2.808

Code of Fair Campaign Practices (Optional)

By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. Completed forms are to be filed with the Elections Division and shall be retained for public inspection until 30 days after the election.

Subscription to the Code of Fair Campaign Practices is optional.

Election Code §§ 20400, 20440-20444

WRITE-IN CANDIDATES

Any person interested in filing as a write-in candidate may file for office between September 9 and October 22, 2024.

Any person who desires to be a write-in candidate and have any votes cast for them reported must declare themselves a write-in candidate by filing a Statement of Write-In Candidacy.

Election Code § 8605

A filing fee to process a candidate's nomination papers may be imposed upon the filing of the nomination papers. No fee or charge shall be required of a write-in candidate except in the case of a candidate for some city offices.

Election Code §§ 8604, 10228

Forms are available between the following dates:

Write-In Filing Period: September 9 – October 22, 2024

Election Code §§ 8600, 8601

Cities, East Bay Regional Park District, East Bay Municipal Utility District, Alameda-Contra Costa Transit District and San Francisco Bay Area Rapid Transit District offices require nomination signatures to be collected for a valid write-in candidacy. Signers of nomination papers for write-in candidates shall be voters in the political subdivision in which the candidate is to be voted on. See pages 3-6 for the required number of nomination signatures.

Election Code §§ 8600(b), 8603

Write-in candidates must file the same forms required of other candidates who have filed during the regular filing period. The candidate statement form or ballot designation form does not apply to write-in candidates and write-in candidates may not submit a candidate statement.

Only votes cast for qualified write-in candidates are reported.

A person may not be a write-in candidate for a voter-nominated office during the General Election.

Election Code § 8606

COMMON QUESTIONS AND SITUATIONS

Filing Nomination Papers on Behalf of a Candidate

If a candidate is unable to pick up their candidate application packet in person, they may designate a person to act on their behalf. A written statement or Authorization Form, signed and dated by the candidate, authorizing a person to receive the Declaration of Candidacy form and all other nomination papers from the Elections Division is required. If a candidate will not be filing in person, the Declaration of Candidacy must be notarized before filing. Because an original signature is required, nomination documents may not be filed by fax or email. The candidate's designee may only receive and deliver papers and may not make any changes to the nomination documents.

Election Code § 8028

The Authorization Form is available on our website. For a sample of the Authorization Form see Attachment E on page E-1.

Appearance of Names on the Ballot

A randomized alphabet drawing is the basis for determining the order of candidates on the ballot. All candidates will be placed on the ballot in the order that each of the letters of their surname were drawn. For example, the placement of candidates with the surnames of Miller and Ramos will depend on the order in which the letters M and R were drawn.

Candidate name order may also be affected by a rotation schedule.

Election Code § 13111

Six calendar days after the end of the filing period, the Secretary of State conducts a drawing of the letters. The drawing will be conducted on August 15, 2024, for the upcoming General Election.

Election Code § 13112

Appointments In-Lieu of an Election

Special Districts

If the number of candidates is equal to or less than the number of vacancies to be filled within a specific district, the office will not appear on the ballot. The Board of Supervisors will appoint the unopposed candidates. Appointees by the Board of Supervisors take office and serve exactly as if elected in the Election.

Election Code § 10515

School Districts

If the number of candidates is equal to or less than the number of offices to be filled within a specific district, an election will not be held, and the qualified candidates shall be seated at the organizational meeting of the school district governing board.

Education Code § 5326

Candidates Elected at General Election

The candidate(s) for a school district, special district, or city office that receive(s) the highest number of votes from all votes cast for candidates for that office shall be elected to that office.

Election Code §§ 10551, 10600

Election Night Results

Election results are available on our website at www.contracostavote.gov beginning at 8:00 pm on Election Night. Results will be updated periodically until all in-person Election Day ballots are counted. Candidates and/or members of their campaigns are welcome to observe the Election Night processes. Observer guidelines will be issued upon arrival.

Final Official Results

Starting the day after the election, a thorough examination of all the ballots that were returned is conducted. All eligible Vote-by-Mail ballots that have not yet been counted are tabulated and included in the final count. Additionally, provisional ballots are processed and those eligible are counted, and votes cast for qualified write-in candidates are counted.

Election Officials shall certify the election results within 30 days following the election.

Election Code § 15372

Taking Office

OFFICE	AUTHORITY	DATE
Special Districts	Election Code §§ 10507, 10554	December 6, 2024
School Districts	Education Code §§ 5000, 5017	December 13, 2024
East Bay Municipal Utility District	Municipal Utility District Act 11863	January 1, 2025
Cities	Election Code § 10263	Varies

Holding or Running for More Than One Office

Candidates are not prohibited from seeking more than one elective office and may serve in more than one office. There are, however, situations when holding more than one office is considered a conflict and incompatible.

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

The courts have defined this 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.

Government Code § 1099

Service on a municipal advisory council established pursuant to Section 31010 of the Government Code shall not be considered an incompatible office with service as an elected member of a Parks and Recreation's board of directors.

Public Resources Code § 5784(d)

An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

Education Code § 35107(b)

For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission at www.fppc.ca.gov or by phone toll free (866) 275-3772.

CAMPAIGN RESOURCES

Voter Data Products

As a candidate, you have access to voter information and data from voter registration and election files.

Listed below are brief descriptions of some electronic files that are available:

Voter File

Text (.txt) file. Includes the voters: name, residence address, mailing address, phone number, email, birthdate, language preference, registration date, party affiliation, voting precinct, last election voted, election date, election type and voter participation in the last five major elections, and participation method of the historical elections (method by which voter voted their ballot).

Vote-by-Mail File

Text (.txt) file. Includes the voters: name, mailing address, phone number, ballot type, party name, voting precinct and Vote-by-Mail ballot issue date, return date, and return method. The file is available for single use and as a subscription.

The file is available for single use and as a subscription. Subscription files are sent every business day in an election cycle. Subscriptions begin 29 days before the election and end on Election Day.

Voter data may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so from the Elections Division.

Prohibited usage includes commercial purposes, solicitation of contributions, or for services for any purpose other than on behalf of a candidate, political party, or in support of or opposition to a ballot measure.

Maps

Maps can be prepared and printed for your political campaign needs. You can request small walking maps up to large wall maps. A walking map is a precinct level map with street level detail. Wall maps can be created for larger areas or districts.

Fees

Fees for voter data products and maps are based on the data requested and/or the number of registered voters. Some products will have taxes added to their totals.

Listed below are the fees for the voter data files and maps:

Countywide Voter File	\$250.00
District Voter File (over 100,000 voters)	\$175.00
District Voter File (100,000 voters or less)	\$50.00
Vote-by-Mail Voter File Subscription	\$100.00
Vote-by-Mail Voter File Daily Request	\$25.00 per file
Wall Maps (3x3)	\$25.00
Walking Maps (11x17)	\$1.50

All orders for voter data and maps must be paid for in advance. Fees may be paid by credit/debit, cash, or check. Checks should be made payable to Contra Costa County Registrar.

Maps are also available on our website at www.contracostavote.gov.

Ordering Instructions

When purchasing voter data, you will be required to complete an Application to Purchase or View Voter Data. The application is available on our website.

Completed applications must be submitted in person at the Elections Office or by mail with required documents.

Orders will be processed within 1-3 business days from the time the application and payment are received. Orders are processed in the order they are received.

For more information or if you have questions, please email data.map@vote.cccounty.us.

POLITICAL SIGNS

Contra Costa County Sign Regulations

Title 8, Division 88, Chapter 88-6 of the Contra Costa County Ordinance Code specifies the regulations concerning signs. More information can be found by contacting the Planning Division of the Department of Community Development at 925-655-2700 or visiting:

https://library.municode.com/ca/contra_costa_county/codes/ordinance_code?nodeId=TIT8ZO_DIV88S_PLAUS_CH88-6SI.

The Elections Division does not enforce the usage of political signs. The placement of political signs is subject to local regulation.

City Political Sign Regulations

The placement of signs within the city limits is regulated by each respective city. Please contact the appropriate city office(s) if you have any questions.

State Political Sign Regulations

The California Department of Transportation has specific guidelines and responsibilities pertaining to political signs placed within their areas of jurisdiction.

Department of Transportation Statement of Responsibility

A copy of the form “Statement of Responsibility for Temporary Political Signs” is included in this guide and can be found on Attachment H-1. This form can be detached from this guide and mailed to the Department of Transportation.

It is the responsibility of the candidate to mail the form to the Department of Transportation.

For further details or to access the Statement of Responsibility form, please visit the Caltrans Political Signs page at: <https://dot.ca.gov/programs/traffic-operations/oda/political-signs>.

ATTACHMENT A - SAMPLE – RESOLUTION CONTAINING ELECTION ORDER

Adopt and file with the County Registrar of Voters
NOT LATER THAN (E-125) JULY 3, 2024

BEFORE THE BOARD OF DIRECTORS OF THE
Name of Special District
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

Resolution Ordering) **RESOLUTION NO.** _____
Specifications of the Election Order)

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may establish the cost; and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **5th day of November, 2024**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 5th day of November 2024**. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (List offices and terms)

_____	_____
_____	_____
_____	_____

2. The District has determined that the _____ will pay for the Candidate's
(District or Candidate)
Statement. As a condition of having the Candidate's Statement published, the candidate shall pay the costs at the time of filing. The District hereby establishes the cost for a candidate statement as the following: \$_____

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, **and to the Board of Supervisors**.
7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____, at a regular meeting on this day of _____, 2024, by the following vote:

AYES: _____ NOES: _____

ABSENT: _____ ABSTAIN: _____

DATED: _____

DISTRICT SECRETARY
District

ATTACHMENT B - BALLOT DESIGNATION GUIDELINES

The ballot designation is the word or words which appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. The listing of a designation on the ballot is optional.

Ballot designations become public once filed on the Declaration of Candidacy. Ballot designations cannot be changed by the candidate after the final date to file for office.

Election Code § 13107

Format of Ballot Designation

A ballot designation may be an elective office title, officeholder status, or profession.

The following examples illustrate each type of office. Combining these office types is not permitted.

Elective Office Title

Words designating the elective public office currently held, provided the officeholder was elected to the office. In the case of judicial offices only, an appointed Judge may use the office title.

Example: School Board Member
Board member, XYZ School District
Assemblymember

Officeholder Status

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

If the candidate was appointed to an office and is filing as a candidate for election to the same office, then the candidate must use the words Appointed Incumbent or Appointed, and the title of the office held.

Example: Incumbent
Appointed Incumbent
Appointed Board Member, XYZ School District

The word(s) Incumbent or Appointed Incumbent must stand alone.

Election Code § 8168(a)

The above-identified candidates may still choose a designation of the elective office which the candidate holds at the time of filing the nomination documents, to which the candidate was elected by a vote of the people.

Election Code § 13107(a)(1)

Profession

Principal Occupation: 3-Word Profession/Occupation/Vocation - No more than three words designating the current principal profession, vocation, or occupation of the candidate.

Example: High School Teacher
Attorney
Businessman/Councilmember

Community Volunteer

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

- a) A candidate's community volunteer activities constitute their principal profession, vocation, or occupation.
- b) A candidate may not use the designation of Community Volunteer in combination with any other principal profession, vocation, or occupation.
- c) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

CA Admin Code, Title 2, Division 7, 20714.5

No Occupation Desired

If no ballot designation is requested, write the word NONE in the space provided for the ballot designation and the candidate's initials in the box provided on the Declaration of Candidacy form. The space provided for the ballot designation on the official ballot will be blank.

Unacceptable Designations

A political party central committee designation is not a principal profession, vocation, or occupation as prescribed in this statute, nor is it an elective county or state office.

CA Admin Code, Title 2, Division 7, 20712(e)

Designations will not be accepted if:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, or virtuous.
- It abbreviates the word "retired" or places it following any word(s) that it modifies.

Examples: Ret. Policeman
Policeman, Retired

- It includes the name of any political party.
- It uses any word(s) referring to a racial, religious, or ethnic group.
- It refers to any activity that is prohibited by law.
- It uses a word or prefix, such as "former" or "ex-," which means a prior status.

Examples: Former Policeman
Ex-Policeman

Examples of unacceptable designations include:

Concerned Citizen
Veteran
Philanthropist
Neighborhood Community Leader
Volunteer

ATTACHMENT C - CANDIDATE STATEMENT OF QUALIFICATIONS INFORMATION

Candidate Statement of Qualifications
For the General Election to be held November 5, 2024
(Election Code §§ 13307, 13309, and 13311)

Instructions to Candidate: Your statement will be printed exactly as submitted. Carefully check for content, spelling, punctuation, and grammar before submission. No changes are allowed once the statement is filed.

This form must be filed along with the candidate statement.

In addition to filing a hard copy, you will need to submit your final candidate statement in an editable text format to the following email address: cfile@vote.cccounty.us

Hard copy requires candidate signature.

Office Name: _____ Contest ID: _____ Candidate ID: _____

Word Limit: _____ • Cost: \$ _____ • Paid By: Candidate District

Candidate Name: _____

I have reviewed the attached statement and I understand that no corrections or changes are allowed after it has been filed (pursuant to EC § 13307). I understand that Contra Costa County is mandated under the Voting Rights Act to provide voting materials and information in English, Spanish, and Chinese.

I do not wish to file a Candidate Statement.

Signature of Candidate _____ Date _____

ATTACHMENT C – WORD COUNT CRITERIA

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

<p>Acronyms Examples: UCLA, PTA, U.S.M.C</p>	<p>one word</p>
<p>Geographical names Examples: Contra Costa County Walnut Creek City of Pittsburg Bay Area</p>	<p>one word</p>
<p>Districts with an Elected Board Examples: Contra Costa Community College District Antioch Unified School District East Bay Regional Park District San Francisco Bay Area Rapid Transit District</p>	<p>one word</p>
<p>Numbers/Numerical Combinations 4th/5th Digits (1, 10, or 100, etc.) 1990-1991, 100%, etc. Spelled out (one, ten, or one hundred)</p>	<p>one word one word one word one for each word</p>
<p>Dates All digits (11/5/96) Word and digits (June 2, 1998)</p>	<p>one word one word</p>
<p>Hyphenated words Regularly hyphenated words that appear in the Merriam-Webster Dictionary online.</p>	<p>one word</p>
<p>Punctuation</p>	<p>not counted</p>
<p>Telephone numbers 335-7800 (925) 335-7800</p>	<p>one word one word</p>
<p>Email / Website addresses</p>	<p>one word</p>

ATTACHMENT C – SAMPLE CANDIDATE STATEMENT LAYOUT

Below are samples of 250-word candidate statements, as they would appear in the county Voter Information Guide. Statements will appear in the same order as the candidates appear on the ballot.

NAME OF DISTRICT

NAME

Ballot Designation

I am running for the governing board of the ABC Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from ABC High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of resources and educational materials. I am convinced we can offer quality education to all students within the district. I fully understand the value of a public education. As your next school board member, I will work for small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.

I am also committed to promoting innovative programs that help our students develop critical thinking skills, problem-solving abilities, and creativity. Our students must be prepared for the rapidly changing world, and I believe that providing a comprehensive education that includes both academic and real-world skills is critical.

NAME

Ballot Designation

I am running for the governing board of the ABC Unified School District because I feel I can bring a balance to the board. I am married and currently have two children attending school in the district. I own and operate my own business, so I am well aware of resources and educational materials.

I am convinced we can offer quality education to all students within the district. I fully understand the value of a public education. As your next school board member, I will work for small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I am also committed to promoting innovative programs that help our students develop critical thinking skills, problem-solving abilities, and creativity. Our students must be prepared for the rapidly changing world, and I believe that providing a comprehensive education that includes both academic and real-world skills is critical. I am passionate about providing every child with an exceptional education and believe that we must work together to create the best possible future for our children. I thank you for considering me as a candidate for the school board and look forward to earning your vote. Vote for me! Thank you!

NAME

Ballot Designation

I am running for the governing board of the ABC Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from ABC High School in 1985. I am married and currently have two children attending school in the district.

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

I fully understand the value of a public education. As your next school board member, I will work for small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.

I am also committed to promoting innovative programs that help our students develop critical thinking skills, problem-solving abilities, and creativity. Our students must be prepared for the rapidly changing world, and I believe that providing a comprehensive education that includes both academic and real-world skills is critical. I am passionate about providing every child with an exceptional education and believe that we must work together to create the best possible future for our children. I thank you for considering me as a candidate for the school board and look forward to earning your vote.

Thank you!

Each candidate statement is formatted into a box measuring approximately 3.5" x 4.25" using Arial Narrow 10 size font.

Do not use:

- Bullets, stars, or asterisks
- Bolding
- Italics
- All capital letters (except for acronyms or abbreviations)
- Underlining
- Lists
- Indentation

ATTACHMENT D - CANDIDATE STATEMENT COST TABLE

The minimum cost for a candidate statement is \$200.00. All statement costs are based on a 250-word limit. A district may elect to go over 250 words in which case the candidate statement cost will double. "WORD LIMIT" and "PAID BY" subject to change.

SCHOOL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Acalanes Union High	\$1,850.00	250	Candidate
Antioch Unified			
Area 1	\$380.00		
Area 3	\$438.00	250	
Area 4	\$417.00		
Brentwood Union	\$1,038.00	250	
Byron Union	\$352.00	200	
Canyon Elementary	\$200.00	200	
Chabot-Las Positas Ward 7	\$200.00		
Contra Costa Board of Education			
Area 1	\$2,636.00	250	
Area 3	\$2,818.00		
Contra Costa Community College			
Ward 2	\$3,447.00	250	
Ward 5	\$2,667.00		
John Swett Unified	\$336.00	250	
Knightsen Elementary	\$202.00	200	
Lafayette School	\$577.00	250	
Liberty Union High			
Area 1	\$460.00	200	
Area 2	\$457.00		
Livermore Valley Joint Unified Shared with Alameda County	\$200.00	250	
Martinez Unified			
Area 1	\$236.00		
Area 2	\$220.00	250	
Area 4	\$232.00		
Moraga School	\$381.00	250	
Mt. Diablo Unified			
Area 3	\$625.00	250	
Area 5	\$825.00		
Oakley Union Elementary			
Area 1	\$255.00	250	
Area 2	\$247.00		
Orinda Union	\$449.00	250	
Pittsburg Unified	\$790.00	250	
San Ramon Valley Unified			
Area 2	\$638.00	250	
Area 3	\$496.00		
Walnut Creek School	\$891.00	250	
West Contra Costa Unified			
Area 1	\$797.00		
Area 2	\$616.00	250	
Area 3	\$551.00		

ATTACHMENT D – CANDIDATE STATEMENT COST TABLE (continued)

SPECIAL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY	
Alameda-Contra Costa Transit Ward 1 – Shared with Alameda County	\$2,276.00	200	Candidate pays one time in County of residence.	
Ambrose Recreation & Park	\$400.00	250	Candidate	
Bethel Island Municipal Improvement	\$200.00	250		
Byron-Bethany Irrigation Division 2	\$200.00	250		
Byron Sanitary	\$200.00	200		
Castle Rock County Water	\$200.00	250		
Central Contra Costa Sanitary Division 1 Division 4 Division 5	\$1,079.00 \$1,265.00 \$944.00	250		
Contra Costa Water Division 3 Division 4 Division 5	\$1,512.00 \$1,285.00 \$1,442.00	200		
Crockett Community Services	\$200.00	250		
Diablo Community Services	\$200.00	250		
Diablo Water Ward 1 Ward 5	\$262.00 \$260.00	250		
Town of Discovery Bay Community Services	\$357.00	250		
Dublin-San Ramon Services Division 1	\$413.00	200		
East Bay Municipal Utility Ward 1 Ward 2	\$2,285.00 \$3,081.00	200		Candidate pays one time in County of residence.
East Bay Regional Park Ward 1 Ward 2	\$2,636.00 \$1,506.00	200		Candidate
East Contra Costa Irrigation Division 2 Division 3 Division 5	\$392.00 \$398.00 \$453.00	250		
Green Valley Recreation & Park	\$200.00	250		
Ironhouse Sanitary	\$727.00	250		
Kensington Fire Protection	\$236.00	250		
Kensington Police & Community Services	\$236.00	250		

ATTACHMENT D – CANDIDATE STATEMENT COST TABLE (continued)

SPECIAL DISTRICT (continued)	STATEMENT COSTS	WORD LIMIT	PAID BY
Moraga-Orinda Fire Protection District 2 District 5	\$253.00 \$262.00	400	Candidate
Mt. View Sanitary Area 3 Area 4 Area 5	\$212.00 \$216.00 \$208.00	250	
Pleasant Hill Recreation & Park	\$698.00	250	
Rodeo-Hercules Fire Protection	\$602.00	250	
Rodeo Sanitary	\$255.00	250	
San Francisco Bay Area Rapid Transit District 1 District 3 – Shared with Alameda County District 5 – Shared with Alameda County	\$5,693.98 \$3,145.00 \$873.00	200	
San Ramon Valley Fire Protection	\$2,254.00	250	
Stege Sanitary	\$657.00	250	
West County Wastewater District 2 District 4	\$297.00 \$413.00	250	

ATTACHMENT D – CANDIDATE STATEMENT COST TABLE (continued)

CITY	STATEMENT COSTS	WORD LIMIT	PAID BY
Antioch City Clerk, Treasurer, Mayor District 2 District 3	\$1,424.00 \$452.00 \$524.00	250	Candidate
Brentwood Mayor District 1 District 3	\$984.00 \$345.00 \$405.00	250	
Clayton	\$319.00	250	
Concord District 2 District 4	\$457.00 \$462.00	250	
Danville	\$789.00	250	
El Cerrito	\$499.00	250	
Hercules	\$491.00	250	
Lafayette	\$529.00	250	
Martinez Treasurer District 2 District 3	\$664.00 \$271.00 \$290.00	250	
Moraga	\$378.00	250	
Oakley District 1 District 3 District 5	\$262.00 \$264.00 \$249.00	250	
Orinda	\$449.00	250	
Pinole	\$393.00	250	
Pittsburg	\$948.00	250	
Pleasant Hill District 1 District 2 District 5	\$226.00 \$231.00 \$249.00	250	
Richmond District 1 District 5 District 6	\$298.00 \$368.00 \$352.00	250	
San Pablo	\$405.00	250	
San Ramon Mayor District 1 District 3	\$1,144.00 \$390.00 \$371.00	400	
Walnut Creek	\$1,129.00	250	

ATTACHMENT F - SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

Contra Costa County Ordinance 530-2.808 requires all campaign disclosure reports and documents mandated by the California Political Reform Act to be filed electronically.

Contra Costa County has contracted with NetFile to be the filing platform for all local candidates, candidate committees and committees supporting or opposing ballot measures to electronically submit Campaign Finance Statements.

NetFile offers tutorials and help for each page of their website. You may find it helpful to watch the "How to Create a New Campaign NetFile User" video in the "How To Videos" section of the page at www.netfile.com/filer.

NetFile User Log In [Get Help for this Page](#)

E-Mail Address

Password
 [Lost Your Password?](#)

Log In

Campaign Committee Filers	Form 700 (SEI) Filers	Lobbyist Filers
New Campaign Committee Filers Create a New NetFile User	New Form 700 Filers New User? Request a Password	New Lobbyists Registration and Links
Training Request Campaign Committee Training	Videos How to use the "Lost Your Password?" Feature	
FPPC Information Committee Training & Outreach When & Where to File Campaign Statements	Documents FPPC Form 700 Instructions for 2022/2023 FPPC Form 700 Reference Pamphlet for 2022/2023 Current FPPC Local Gift Fact Sheet Current State Gift Fact Sheet Current FPPC Form 700 FAQs	
Signature Verification Sign Pending Campaign Statements (For San Francisco & Berkeley Filers Only)		
Third-Party Uploads Upload a CAL File		
Videos How to Create a New Campaign NetFile User How to use the "Lost Your Password?" Feature How to Use the Committee Set-Up Wizard		
Documents Create a NetFile User & Link a Campaign Account How to Use Signature Verification		

ATTACHMENT F – SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS



Basic Filing Guidelines for candidates and committees. For more information you may contact FPPC at advice@fppc.ca.gov or (866) 275-3772, and by visiting the FPPC website at www.fppc.ca.gov.

Form 501 – Candidate Intention Statement

Who: All Candidates

When: Before raising or spending any money including personal funds.

Where: Local Filing Officer

Less than \$2,000

Form 470 – Campaign Statement Short Form

Who: Candidates who do not intend to raise or spend \$2,000 or more for their campaign, and do not have an open committee.

When: Any time, but no later than the date the first pre-election statement is due. The statement covers the entire year.

Where: Local filing officer

\$2,000 or more

Form 410 – Statement of Organization

Who: Candidates and organizations who raise or spend \$2,000 or more.

When: Anytime, but required to be filed within 10 days of reaching \$2,000 in contributions.

Where: Original and copy to Secretary of State, one copy to Local Filing Officer. There will be a fee of \$50 payable to the Secretary of State upon filing the Form 410.

Form 470 – Supplemental

Who: Candidates who filed Form 470, but subsequently raised or spent \$2,000 or more for their campaign.

When: Within 48 hours of raising or spending \$2,000 or more.

Where: Local filing officer and with each candidate seeking the same office.

MUST ALSO FILE FORM 410

Form 460 – Campaign Statement

Who: All campaign committees formed by filing a Form 410 and who have raised or spent \$2,000 or more.

When: Must be filed according to applicable FPPC filing schedules. Filing schedules are available on the FPPC website at www.fppc.ca.gov.

Where: Local filing officer via NetFile

After the Election, a candidate that is elected to office has the option of maintaining their committee and campaign bank account or terminating the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Use funds for a future election.

An officeholder who wishes to terminate a committee must file both a Form 410 with the State and a copy with the local filing officer and a Form 460 in NetFile.

ATTACHMENT F – SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

FORM 501 - Candidate Intention Statement

This form announces the candidate's intention to run for office and the desire to collect or spend campaign funds. This statement must be filed before a candidate solicits or receives any contributions, or before any expenditures are made from personal funds on behalf of their candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

Exception: Form 501 is not required to be filed by candidates who do not intend to receive any contributions, and the only expenditures from personal funds would be for payment of the filing fee (if applicable) and the Statement of Qualifications.

Form 501 is not used to obtain a Committee ID Number.

FORM 410 - Statement of Organization

This form must be filed with the Secretary of State's Political Reform Division (original) and with the Office of the Registrar of Voters (copy), within 10 days of receiving \$2,000 or more in contributions or making \$2,000 or more in expenditures. The term "contribution" includes monetary payments, loans and non-monetary goods or services.

The Secretary of State issues Committee ID Numbers to all committees who file this form.

FORM 460 - Recipient Committee Campaign Statement

Candidates for office who receive contributions or have expenditures more than \$2,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the Filing Schedule for filing deadlines.

Please note that Form 460 must be filed electronically with NetFile at www.netfile.com/filer.

FORM 470 - Officeholder/Candidate Campaign Statement-Short Form

Candidates who do not anticipate spending or receiving \$2,000 or more during the calendar year, and do not have a controlled committee, are required to file this form with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

FORM 470 – Supplemental Candidate and Officeholder Campaign Statement

This form applies to candidates who have filed a Form 470 and subsequently receive contributions or make contributions totaling \$2,000 or more for a calendar year. Once a Supplemental Form 470 is filed, the candidate or officeholder will be required to file a Form 410 and 460.

ATTACHMENT G - DISTRICT VOTER REGISTRATION BY PARTY

District Registration by Party

As of February 22, 2024

	Democrat	Republican	No Party Preference	Other	Total
Contra Costa County	380,324	131,986	152,503	44,813	709,626
Federal and State Offices:					
Congressional District 8	145,772	26,368	49,552	14,332	236,024
Congressional District 9	4,049	4,595	2,232	993	11,869
Congressional District 10	230,503	101,023	100,719	29,488	461,733
Senate District 3	36,642	24,087	17,217	6,558	84,504
Senate District 7	96,491	13,316	30,428	8,091	148,326
Senate District 9	247,191	94,583	104,858	30,164	476,796
Assembly District 11	17,805	12,354	8,572	3,296	42,027
Assembly District 14	96,496	13,318	30,429	8,092	148,335
Assembly District 15	158,342	58,759	63,462	21,505	302,068
Assembly District 16	107,681	47,555	50,040	11,920	217,196
County Offices:					Total Registered Voters
Member, Board of Supervisors, District 5					125,492
Cities:					
Antioch					64,293
Antioch - District 2					15,212
Antioch - District 3					18,854
Brentwood					42,115
Brentwood - District 1					9,828
Brentwood - District 3					12,851
Clayton					8,529
Concord					71,970
Concord - District 2					15,498
Concord - District 4					15,730
Danville					32,251
El Cerrito					17,440
Hercules					17,189
Lafayette					19,127
Martinez					25,956
Martinez - District 2					6,086
Martinez - District 3					7,031
Moraga					11,476
Oakley					27,295
Oakley - District 1					5,649
Oakley - District 3					5,736
Oakley - District 5					4,978
Orinda					15,067
Pinole					12,255
Pittsburg					40,273
Pleasant Hill					23,272
Pleasant Hill - District 1					3,832
Pleasant Hill - District 2					4,055
Pleasant Hill - District 5					4,997
Richmond					58,225
Richmond - District 1					7,439
Richmond - District 5					10,997
Richmond - District 6					10,182
San Pablo					12,875
San Ramon					50,188
San Ramon - District 1					12,105
San Ramon - District 3					11,128
Walnut Creek					49,418

ATTACHMENT G – DISTRICT VOTER REGISTRATION BY PARTY (continued)

School Districts:	Total Registered Voters
Acalanes Union High School	85,823
Antioch Unified School District	66,708
Antioch Unified School - Area 1	11,586
Antioch Unified School - Area 3	14,542
Antioch Unified School - Area 4	13,471
Brentwood Union School	44,809
Byron Union School	10,172
Canyon Elementary School	168
Chabot-Las Positas Community College - Ward 7	1,555
Contra Costa County Board of Education	709,448
Contra Costa Board of Education - Area 1	125,541
Contra Costa Board of Education - Area 3	134,730
Contra Costa Community College District	708,071
Contra Costa Community College - Ward 2	166,479
Contra Costa Community College - Ward 5	127,100
John Swett Unified School	9,344
Knightsen Elementary School	2,626
Lafayette School	21,550
Liberty Union High School	83,000
Liberty Union High School - Area 1	15,635
Liberty Union High School - Area 2	15,466
Livermore Valley Joint Unified School	178
Martinez Unified School District	20,948
Martinez Unified School - Area 1	4,316
Martinez Unified School - Area 2	3,503
Martinez Unified School - Area 4	4,132
Moraga School	11,621
Mt Diablo Unified School District	162,663
Mt Diablo Unified School - District 3	23,948
Mt Diablo Unified School - District 5	34,064
Oakley Union Elementary School District	25,393
Oakley Union Elementary School - Area 1	5,259
Oakley Union Elementary School - Area 2	4,883
Orinda Union School	15,081
Pittsburg Unified School	32,282
San Ramon Valley Unified School	107,143
San Ramon Valley Unified School - Area 2	24,644
San Ramon Valley Unified School - Area 3	17,465
Walnut Creek School District	37,403
West Contra Costa Unified School	141,537
West Contra Costa Unified School - District 1	32,634
West Contra Costa Unified School - District 2	23,517
West Contra Costa Unified School - District 3	20,223
Special Districts:	
Alameda-Contra Costa Transit, Ward 1	107,336
Ambrose Recreation & Park	12,606
Bethel Island Municipal Improvement	1,223
Byron-Bethany Irrigation District	836
Byron-Bethany Irrigation District - Division 2	607
Byron Sanitary	340
Castle Rock County Water	184

ATTACHMENT G – DISTRICT VOTER REGISTRATION BY PARTY (continued)

Special Districts (continued)	Total Registered Voters
Central Contra Costa Sanitary	250,534
Central Contra Costa Sanitary - Division 1	46,881
Central Contra Costa Sanitary - Division 4	56,268
Central Contra Costa Sanitary - Division 5	40,073
Contra Costa Water District	305,048
Contra Costa Water - Division 3	68,740
Contra Costa Water - Division 4	57,310
Contra Costa Water - Division 5	65,224
Crockett Community Services	2,518
Diablo Community Services	795
Diablo Water District	27,773
Diablo Water - Ward 1	5,655
Diablo Water - Ward 5	5,522
Town of Discovery Bay Community Services	10,440
Dublin-San Ramon Services District	27,944
Dublin-San Ramon Services - Division 1	13,233
East Bay Municipal Utility District	336,367
East Bay Municipal Utility - Ward 1	107,800
East Bay Municipal Utility - Ward 2	148,012
East Bay Regional Park District	709,626
East Bay Regional Park - Ward 1	125,543
East Bay Regional Park - Ward 2	68,475
East Contra Costa Irrigation District	66,101
East Contra Costa Irrigation - Division 2	12,205
East Contra Costa Irrigation - Division 3	12,508
East Contra Costa Irrigation - Division 5	15,299
Green Valley Recreation & Park	866
Ironhouse Sanitary	29,110
Kensington Fire Protection	4,340
Kensington Police Protection & Community Services	4,340
Moraga-Orinda Fire Protection District	26,894
Moraga-Orinda Fire Protection - Division 2	5,200
Moraga-Orinda Fire Protection - Division 5	5,626
Mt. View Sanitary	14,866
Mt. View Sanitary - Area 1	2,647
Mt. View Sanitary - Area 3	3,082
Mt. View Sanitary - Area 4	3,292
Mt. View Sanitary - Area 5	2,882
Pleasant Hill Recreation & Park	27,674
Rodeo-Hercules Fire Protection	22,811
Rodeo Sanitary	5,265
San Francisco Bay Area Rapid Transit District	709,626
S.F. Bay Area Rapid Transit - District 1	279,999
S.F. Bay Area Rapid Transit - District 3	151,243
S.F. Bay Area Rapid Transit - District 5	36,486
San Ramon Valley Fire Protection	106,241
Stege Sanitary	25,602
West County Wastewater	51,991
West County Wastewater - Division 2	7,376
West County Wastewater - Division 4	13,245

ATTACHMENT H - STATEMENT OF RESPONSIBILITY

CALIFORNIA STATE TRANSPORTATION AGENCY

GAVIN NEWSOM, GOVERNOR

California Department of Transportation

DIVISION OF TRAFFIC OPERATIONS
P.O. BOX 942873, MS-36 | SACRAMENTO, CA 94273-0001
(916) 654-6473 | TTY 711
www.dot.ca.gov/programs/traffic-operations/oda



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

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

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942873, MS-36
Sacramento, CA 94273-0001

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".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

Enclosure

ODA-0027

"Provide a safe and reliable transportation network that serves all people and respects the environment"

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
**STATEMENT OF RESPONSIBILITY
FOR TEMPORARY POLITICAL SIGNS**
ODA-0027 (REV 10/2022)

Election Date: March November Other:

Candidate's Name:

Office sought or Proposition Number:

County where sign(s) will be placed:

Number of signs to be placed:

RESPONSIBLE PARTY:

Name:

Address:

Phone Number (Include Area Code):

Email (Optional):

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

Signature of Responsible Party

Date

Mail Statement of Responsibility to:

Department of Transportation
Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942873, MS-36
Sacramento, CA 94273-0001
Email: ODA@dot.ca.gov

ATTACHMENT I - HISTORICAL VOTER TURNOUT FOR CONTRA COSTA COUNTY

Election Date	Voter Registration	Total Turn Out	% Turn Out	Total VBM Vote	% Voting By VBM	No. of Precincts
Mar. 5, 2024	710,254	269,462	37.94%	246,710	91.56%	912
Nov. 8, 2022	701,969	394,153	56.15%	358,318	90.91%	1,265
June 7, 2022	706,257	247,512	35.05%	233,194	94.22%	1,034
Sep. 14, 2021	708,753	460,273	64.94%	432,737	94.02%	958
Nov. 3, 2020	703,021	591,143	84.09%	539,451	91.26%	957
Mar. 3, 2020	657,273	330,514	50.29%	246,041	74.44%	855
Nov. 6, 2018	619,963	423,348	68.29%	290,417	68.60%	744
June 5, 2018	602,171	239,628	39.79%	168,831	70.46%	702
Nov. 8, 2016	607,515	487,355	80.22%	309,319	63.47%	656
June 7, 2016	558,523	278,127	49.80%	175,555	63.12%	656
Nov. 4, 2014	527,521	259,007	49.10%	165,617	63.94%	652
June 3, 2014	528,162	151,788	28.74%	111,836	73.68%	650
Nov. 6, 2012	556,327	442,143	79.48%	245,953	55.63%	834
June 5, 2012	520,098	192,761	37.06%	133,566	69.29%	646
Nov. 2, 2010	533,825	352,657	66.06%	200,064	56.73%	807
Jun. 8, 2010	525,992	210,417	40.00%	138,739	65.94%	628
Nov. 4, 2008	527,145	456,876	86.67%	234,043	51.23%	854
June 3, 2008	490,954	169,475	34.52%	117,766	69.49%	772
Feb. 5, 2008	475,821	318,224	66.88%	168,668	53.00%	816
Nov. 7, 2006	486,441	308,206	63.36%	161,520	52.41%	1,032
Jun. 6, 2006	489,263	185,241	37.86%	111,115	59.98%	885
Nov. 8, 2005	492,656	281,120	57.05%	125,770	44.74%	556
Nov. 2, 2004	504,505	418,335	82.92%	156,920	37.51%	921
Mar. 2, 2004	453,034	250,235	55.24%	96,358	38.51%	787
Oct. 7, 2003	444,355	320,994	72.23%	111,387	34.70%	489
Nov. 5, 2002	484,640	274,087	56.6%	93,428	34.09%	1,072
Mar. 5, 2002	478,754	187,496	39.2%	57,765	30.81%	910
Nov. 7, 2000	493,826	384,300	77.80%	116,192	30.23%	1,078
Mar. 7, 2000	458,136	276,352	60.30%	78,947	28.57%	907
Nov. 3, 1998	485,910	306,712	63.10%	94,026	30.66%	934
Jun. 2, 1998	492,730	222,717	45.20%	68,660	30.83%	877
Nov. 5, 1996	555,734	356,383	64.10%	80,819	22.68%	975
Mar. 26, 1996	510,990	216,359	42.30%	52,798	24.40%	839
Nov. 8, 1994	492,562	305,529	62.00%	67,316	22.03%	953
Jun. 7, 1994	475,884	169,670	35.70%	36,071	21.26%	821
Nov. 3, 1992	507,451	389,391	76.70%	76,624	19.68%	946
Jun. 2, 1992	452,315	216,287	47.80%	44,902	20.76%	800
Nov. 6, 1990	453,435	277,999	61.30%	58,115	20.90%	906
Jun. 5, 1990	431,802	200,263	46.40%	35,742	17.85%	791
Nov. 8, 1988	452,491	341,149	75.40%	54,424	16.00%	N/A
Jun. 7, 1988	406,769	207,140	50.90%	22,090	10.70%	N/A
Nov. 4, 1986	409,507	256,007	62.50%	24,531	9.60%	N/A
Jun. 3, 1986	391,137	161,104	41.20%	15,115	9.40%	N/A

Contact Information

Contra Costa County Registrar of Voters

555 Escobar Street
Martinez, CA 94553

Monday – Friday
8am – 5pm

Main: (925) 335-7800

Toll-free: (877) 335-7802

Email: candidate.services@vote.cccounty.us

Website: www.contracostavote.gov

Candidate Services Team

Jacob Stull, Elections Services Supervisor (925) 335-7867

Olga Hernandez, Elections Services Specialist (925) 335-7804

Jaimie McMurphy, Election Services Technician (925) 335-7811

Additional Resources:

Secretary of State (SOS)

- Elections Division (916) 657-2166 www.sos.ca.gov
- Political Reform Division (916) 653-6224

Fair Political Practices Commission (FPPC) (866) 275-3772 www.fppc.ca.gov
advice@fppc.ca.gov

Federal Election Commission (FEC) (800) 424-9530 www.fec.gov