



Nevada County Candidate Handbook

November 8, 2022, General Election

Gregory J. Diaz

Nevada County Registrar of Voters

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The last day to file for candidacy is August 12, 2022



A Letter From Your Registrar of Voters

Congratulations on your decision to seek office in the upcoming November 8, 2022, General Election. Your candidacy provides voters a choice and is crucial to the democratic process.

This candidate handbook summarizes major provisions of the California Elections Code and other laws related to candidates and committees involved in the elections process. The candidate filing process can be confusing, and I hope that you find the handbook to be both informative and useful.

The November 8, 2022 Candidate Handbook for the General Election provides general information for candidates and committees. It does not have the force and effect of law, regulation, or rule. This handbook is distributed with the understanding that the Nevada County Registrar of Voters is not providing legal advice. Therefore, it is not to be a substitute for legal counsel for the individual, organization or candidate using it. The Registrar of Voters strongly recommends that any prospective candidate obtains legal advice to assist in complying with applicable California laws, including the California Elections Code and California Government Code. In the case of conflict, the law, rule, or regulation will apply.

The best advice for all candidates is to **FILE EARLY**. The filing deadlines are rigid and if you wait until the last moment to file a document that may contain errors or omissions, your right to appear on the ballot may be lost. Mistakes and/or oversights can be corrected if given adequate time.

Our office staff is committed to providing the best possible service to you, your campaign staff, and the voters of Nevada County. If you have questions or comments regarding an item that you would like to suggest for future candidate handbooks, please write a letter, send an email to elections.mail@co.nevada.ca.us, or call (530) 265-1298.

All the best to you in your campaign.

A handwritten signature in blue ink that reads "Gregory J. Diaz". The signature is written in a cursive style.

Gregory J. Diaz,
Nevada County Clerk-Recorder/Registrar of Voters

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November 8, 2022, General Election Calendar for Nevada County Candidates

Start Date	Deadline Date	Days to Election	Description
July 18, 2022	August 12, 2022	E-113-88	Declaration of Candidacy and Nomination Papers filing period
July 18, 2022	August 12, 2022	E-113-88	Candidate Statement of Qualifications (optional)
July 18, 2022	August 12, 2022	E-113-88	Statement of Economic Interests (Form 700; excludes federal candidates)
July 18, 2022	August 15, 2022	E-113-85	Declaration of Candidacy and Nomination Papers filing period- Judicial Candidates
August 13, 2022	August 17, 2022	E-87-83	Extension of nomination period (only applies if incumbent fails to file and qualify during the regular nomination period)
	August 18, 2022	E-82	Random alphabet draw to determine the ballot order of candidate names
September 12, 2022	October 25, 2022	E-57-14	Write-in candidate filing period
	September 29, 2022	E-40	Last day to file 1st pre-election campaign statements
	September 29, 2022	E-40	State and County Voter Information Guides mailed
October 10, 2022	November 1, 2022	E-29-7	Ballots mailed out to voters
	October 24, 2022	E-15	State deadline to register to vote in this election
October 25, 2022	November 8, 2022	E-14-0	Conditional Voter Registration period for those who wish to register and vote after the state deadline

Start Date	Deadline Date	Days to Election	Description
	October 27, 2022	E-12	Last day to file 2nd pre-election campaign statements
	October 29, 2022	E-10	10 Day Vote Centers open 8am – 5pm
	November 5, 2022	E-3	3 Day Vote Centers open 8am – 5pm
	November 8, 2022	E-0	ELECTION DAY Polls are open 7am – 8pm
November 10, 2022	December 8, 2022	E+2–30	Official canvass period (may be completed before the deadline)
	November 15, 2022	E+7	Deadline to receive mailed ballots postmarked on or before Election Day

All candidates for state and local office are responsible for filing campaign disclosure statements. Please refer to the Fair Political Practices Commission (FPPC) for filing schedules and forms.

Important Contact Information

Nevada County
Elections Office

Office: (530) 265-1298
Toll-free: (888) 395-1298
Fax: (530) 265-9829
www.mynevadacounty.com/elections
elections.mail@co.nevada.ca.us

Secretary of State (SOS)

Political Reform Division: (916) 653-6224
Fax: (916) 653-5045
Elections Division: (916) 657-2166
Fax: (916) 653-3214
<http://www.sos.ca.gov>
elections@sos.ca.gov

NetFile

Office: (209) 742-4100
<https://netfile.com/>

Fair Political Practices
Commission (FPPC)

Advice Line: (866) 275-3772
General Information: (916) 322-5660
Fax: (916) 322-0886
<http://www.fppc.ca.gov>

Federal Election
Commission (FEC)

(800) 424-9530
<http://www.fec.gov>

State Franchise Tax
Board

Customer Service: (800) 852-5711
Automated Service: (800) 338-0505
<http://www.ftb.ca.gov>

Official California
Legislative Information

<http://leginfo.legislature.ca.gov/>

What to Expect and When

Before You File

- Verify that your voter registration information is current and correct. You can verify your voter registration online at voterstatus.sos.ca.gov or by calling our office.
- Make sure that you meet the qualifications for the office in which you intend to file (you can only file for one).
- Bring your completed Form 501 and a copy of your Form 410 to get set up in NetFile.
- Verify the number of signatures required for nomination.
- Confirm the amount for the filing fee and decide early whether you want to provide signatures in lieu of the filing fee.
- Decide how you want your name to appear on the ballot.
- Decide whether you want to include a ballot designation.
- Decide whether you want to include a Candidate Statement of Qualifications in the County Voter Information Guide.
- Have your campaign contact information ready.

First Steps for Working with the Elections Office

1. Get set up in NetFile
2. Complete the online Candidate Filing Application
<https://www.nevadacountyca.gov/3426/27024/Candidate-Filing-ApplicationAppointment>
 - a. You must provide your name, residence address, mailing address (if different), and contact number(s)
 - b. Select the title of the elective office that you wish to run for
3. You will receive a confirmation email and required forms to complete
4. **After completed forms have been reviewed, you will be contacted to schedule an appointment to file necessary documents in person at the Elections Office.**
5. **While appointments are not mandatory, they are highly recommended. Appointments will take priority over walk-ins.** You should expect to spend approximately 30 minutes to complete the filing process.
6. Candidates for municipal offices must file with the City or Town Clerk.

Nevada County Elections has no authority to extend statutory filing deadlines. It is your responsibility to be aware of all deadlines and ensure that all documents and forms are filed on time.

Fair Political Practices Commission

The Fair Political Practices Commission (FPPC) oversees state campaign finance, lobbying, conflict of interest, and government ethics laws. According to the FPPC, “When voters passed the Political Reform Act in 1974, they simultaneously created the FPPC to administer and enforce the landmark ethics law, as well as inform and assist public officials, employees and candidates to comply with its provisions.” The FPPC works with counties “to reduce redundancy, eliminate loopholes and improve accountability with more timely and accurate disclosures.” The FPPC provides candidates with the forms and information needed to run for office. More about the FPPC can be found at <http://www.fppc.ca.gov/>.

NetFile: FPPC Electronic Filing Disclosure Information

Nevada County requires you to use NetFile to create your recipient committee campaign statements.¹ NetFile is an electronic filing system that allows campaign committees and other recipient committees to submit their campaign statements online, as permitted under the California Political Reform Act. The service is free, and more information is available on the Elections website at <https://www.mynevadacounty.com/3352/Netfile>. Electronically filed campaign statements are available online (with addresses redacted) and offer convenient and instant accessibility to committee filed information. The biggest advantage in using NetFile is that it validates your data as you create it, significantly reducing errors that would normally cause you to file an amendment.

NetFile offers free telephone training to help you set up your account and get started using the system. To sign up for a training session, go to <https://netfile.com/Content/CampaignTraining> and submit the online form. NetFile cannot schedule training within two weeks of a major filing deadline, so please be sure to request training as early as possible.

NetFile is not a substitute for legal advice on what your committee needs to report or how to report specific transactions.

Getting started on NetFile is easy and convenient. For more information, visit their website <https://www.netfile.com/corp/> or call (209) 742-4100.

For questions about which forms to file, contact the Fair Political Practices Commission by phone (866) ASK-FPPC (275-3772) or email advice@fppc.ca.gov.

Please bring your completed Form 501 and a copy of your Form 410 to get set up in NetFile.

Nomination Procedures

For this election, the filing deadline is August 12, 2022. Please do not wait until the last minute!

Documents In The Nomination Package

Required Forms to Complete	
Declaration of Candidacy	Required for all candidates. This form does not leave the Elections Office.
Candidate Media Sheet	A form used to provide our office with direction on which information to keep confidential.
FPPC Information Acknowledgement Form	A declaration stating that you are aware of your responsibility to file all necessary documents with the FPPC.
Nomination and Signature in Lieu Petitions	These forms are used to collect nomination signatures and, if you choose, may be counted toward signatures in lieu of a filing fee. Know how many signatures you'll need. Signers of nomination documents MUST sign AND print their names. A PO Box cannot be a residential address. Please be sure that your signature gatherers complete the Affidavit of Circulator.
Declaration of Intention for Judicial Candidates	Only provided to those persons running for Office of the California Superior Court. This is a prerequisite to file for judicial candidacy.
Optional Forms to Complete	
Ballot Designation Worksheet	Only complete if you would like your professional title included under your name on the ballot.
Statement of Responsibility for Temporary Political Signs	From the California Department of Transportation. An acknowledgment of responsibility for knowing the rules on campaign signage and their timely removal.
Candidate Statement of Qualifications	Only complete if you would like your Statement of Qualifications included in the County Voter Information Guide.
Code of Fair Campaign Practices	A declaration that you will commit to follow the basic principles of decency, honesty, and fair play in the campaign and elections process.
Informational Documents	
Candidate's Handbook	This is your Candidate Handbook. Hard copies are available on request.
Electronic Filing of Campaign Statements-Nevada County	A copy of the Nevada County ordinance requiring certain candidates to file campaign statements electronically.
Observer Guidelines	Election observer guidelines are available on our website. A hardcopy is available on request.

Declaration of Candidacy

The Declaration of Candidacy is the most important candidate filing document and is **required of all candidates**. It does not leave the Elections Office. On it, you will:

- Specify how you'd like your name to appear on the ballot,
- Provide your ballot designation (i.e., how you describe yourself in 3 words or less),
- Declare that you meet the qualifications for the office you seek, and
- Accept the nomination and not withdraw.

Elections staff will complete most of the Declaration of Candidacy Form. The items that you must complete are your name, ballot designation, incumbency in any other elected public offices, and your signature and date.

On the Declaration of Candidacy, your name should be recognizable as the name under which you are registered to vote, although it does not need to be identical. A candidate registered as "Jennifer Anne Smith" may use such variations as "Jen Smith," "Jenny A. Smith," or "Jennifer "Jenny" Smith."

Candidate Media Sheet

When you decide to become a candidate, some of your personal information becomes part of the public record. Nevada County Elections will post basic candidate information to our website. The Candidate Media Sheet gives you the opportunity to identify which information you want released and, importantly, which information we should not release. Many candidates opt to provide their campaign-specific information, where it is appropriate to do so.

FPPC Information Acknowledgement Form

Nevada County Elections requires all candidates to acknowledge their obligation to file required campaign disclosure forms. These forms are administered and overseen by the FPPC. Nevada County code requires you to file online. However, if you need a paper copy for whatever reason, you may contact the FPPC or our office can provide you with what you need.

Nomination and Signature in Lieu Petitions

Most offices require nomination signatures. Please refer to the Offices, Qualifications, Nomination, and Fee Information Table for information on how many signatures you need, and the Candidate Calendar at the beginning of this Handbook so that you can plan enough time to gather signatures.

California law provides for the minimum and maximum numbers of signatures required for nomination to an office. Our office will not count more than the maximum needed for nomination. If you are running in a specific district or for a party nomination, then you must gather signatures from voters applicable to the office that you seek.

For offices that require a filing fee, candidates may gather signatures in lieu of that filing fee. In short, you can offset your filing fee by gathering signatures. Our office will calculate the value of one signature for the office you seek and will prorate your fee.

Signatures in lieu can be applied toward your nomination. But you must let us know ahead of time that you plan to do this so that we can provide you with the Petition In Lieu form. You can start gathering signatures in lieu before the start of the candidate filing period.

Declaration of Intention for Judicial Candidates

This form is only administered to candidates for Nevada County Superior Court. Judicial candidates are required to file a Declaration of Intention. If you seek this office, then you must also pay the filing fee at the time you declare your intention to run.

Ballot Designation Worksheet (Optional)

The ballot designation appears below your name on the ballot and is optional. It is your professional title by which you would like voters to know you. Examples of ballot designations include “Attorney at Law,” “Incumbent,” or “Farmer.”

Ballot designations come with several regulations intended to protect voters. Anyone who wishes to have a ballot designation printed on the ballot **must** complete a Ballot Designation Worksheet. The worksheet will help you determine an appropriate ballot designation that meets Elections Code requirements.

If you choose to include a ballot designation, then you must adhere to the following requirements:

- **Elective Office Title:** You may use an elective title if you were elected to the office and are still in that office at the time of filing. You may use the term “incumbent” if running for the same office. If you were appointed, you must use “appointed incumbent” or the word “appointed”, and the title of the office held. However, if you were appointed to office in lieu of an election, then do not have to use the word “appointed.”
- **Principal Occupation:** You are limited to three words to describe your principal profession, vocation, or occupation. “Community Volunteer” is permissible IF your community volunteer activities constitute your principal profession, vocation, or occupation AND you do not also have another principal profession, vocation, or occupation. “Community Volunteer” may not be used in combination with any other principal profession, vocation, or occupational designation.
- **Rule Against Misleading Designations:** You may not use any designation that would mislead the voter, provide any suggested evaluation (e.g., “outstanding”, “leading expert”, “virtuous” or “eminent”), indicate a prior status (e.g., “former” or “ex”), or use the name of any political party.

If you choose to have a ballot designation printed on the ballot, then it MUST be filed at the same time the Declaration of Candidacy is filed.

Statement of Responsibility for Temporary Political Signs (Optional)

A political sign is any posted advertisement used to promote or defeat a candidate and/or measure for an election. Political signage is a commonly used campaign messaging strategy to communicate with potential voters. The Statement of Responsibility for Temporary Political Signs is an acknowledgement that you and your campaign understand your responsibility to know the rules and remove the signs in a timely way.

You are responsible for knowing the political signage ordinances and the rule on no electioneering.

Political signs are not allowed within 100 feet of the entrance to a vote center or drop box. We recommended that you keep a list of Nevada County vote centers and drop boxes so you can comply with the rule on no electioneering. If we find that your sign violates the rule on no electioneering, we will remove the sign and will make a reasonable effort to contact your campaign so that you may collect it.

For any sign that falls outside of the electioneering buffer zone, you must ensure that you follow relevant ordinances. **Nevada County Elections is not responsible for removing any signs that violate city and county ordinances, or for signs that fall within the Department of Transportation's jurisdiction.**

Political Signage Ordinances

State	The California Department of Transportation is prepared to answer questions about state regulation of campaign signs. For further information call (916) 654-6473.
Nevada County Community Development Agency	Political signs or temporary signs not exceeding 32 square feet per sign are permitted, providing that such signs are not posted more than 90 days preceding the election and are removed within 10 days following the election. (Nevada County Zoning Ordinance § L-II, 4.2.12)
City of Grass Valley	<p>No person shall post, stick, stamp, paint or otherwise fix, or cause the same to be done by any person, any notice, placard, card, poster, advertisement or other paper or device calculated to attract the attention of the public, to or upon any sidewalk, crosswalk, curb or curbstone, flagstone, or any other portion or part of any public way or public place, or any lamp post, electric light, telegraph, telephone or trolley line pole, or railway structure, hydrant, shade tree or tree-box or upon the piers, columns, trusses, girders, railings, gates or other parts of any public bridge or viaduct, or other public structure or building, or upon any pole, box or fixture of the fire alarm or police telegraph system except such as may be authorized or required by the laws of the United States, or state, and the ordinances of the city. (GV City Code § 5.28.020)</p> <p>Temporary political signs shall be allowed without a sign permit. No political sign shall be erected prior to 90 days before the election to which the sign pertains. In residential zones, no political sign shall exceed four square feet in total area. In commercial, industrial, and other non-residential zones, each political sign and the total of all political signs on a parcel shall not exceed 32 square feet in total sign area. No political sign shall be located within a public right-of-way. All political signs shall be removed within 5 days after the election to which the signs pertain. (GV Zoning Ordinance § 17.38.040)</p>
City of Nevada City	Political signs may be erected within the city limits, but outside the Historical District. No single sign shall exceed 12 square feet in size. If the sign is two-sided, the area of both sides shall be counted toward the maximum size. The area of an irregular sign shall be the area of the smallest rectangle which can wholly contain the sign. Political signs shall not contain any flashing, blinking or moving letters, characters or other elements, the sign itself shall not move, and shall not contain any outline tubing. Signs should be removed no later than six (6) days following the election. (Nevada City Ordinance 2007-04)
Town of Truckee	Temporary political signs not exceeding sixteen (16) square feet total for each property in residential zones and thirty-two (32) square feet total for each property in non-residential zones, provided that campaign signs are not posted more than sixty (60) days preceding the election and are removed within fourteen (14) days following the election (Town of Truckee Zoning Ordinance). The Public Works Department will coordinate the size and number of signs allowed per parcel with the Planning Department. The public right-of-way frontage of a parcel will be considered the same as the property line for the adjoining private property. For sight distance or right-of-way obstruction, the candidate will be requested to relocate the sign. Failure to relocate will result in removal of offending sign by Town staff.

Candidate's Statement of Qualifications (Optional)

A Candidate's Statement of Qualifications (SOQ) gives you the opportunity explain your qualifications and experience to voters. SOQs are published in the County Voter Information Guide, which we mail to registered voters beginning 40 days before the election.

SOQ fees are calculated by taking the number of registered voters in the district you are running in, multiplied by \$0.025 plus another \$75.00 to cover the balance of printing costs. If you want to have your SOQ appear in Spanish as well as English, then the fee is doubled plus another \$100.00 for the translation, provided by an approved Spanish language translator retained by the county.

It is entirely up to you to decide whether to submit an SOQ. If you do, then it must be filed and paid for at the same time you file your Declaration of Candidacy.

SOQs are confidential until after the close of the nomination period. Copies of all SOQs will be available for public inspection at the Elections Office after the filing deadline.

Submit your SOQ via email or attach a physical print to the "Statement of Qualifications" form provided by the Elections Office.

Dos and Don'ts

The law requires all SOQs to appear uniform when printed. All are set in a justified format to fit within a 1/4-page space. Generally, any characters that can be produced by a standard keyboard are acceptable (e.g., !, @, *, -, (), %, #).

SOQs may include:

- Your name
- Your age
- Your occupation
- A brief description of your education and qualifications for the office you seek

SOQs may not:

- Exceed 200 words (250 words for candidates for legislative office who meet FPPC eligibility)
- Mention your political opponents
- Reference your political party affiliation or partisan political activity if you run for a nonpartisan office
- Contain **bolded**, CAPITALIZED, *italicized*, or underlined words
- Contain multiple indentations or underscoring, circles, bullets, or arrows
- Contain lists (unless the list is in the form of a paragraph)

How To Count Words for a Candidate's Statement of Qualifications

- Name, age, and office title (located at the top of the form) or signature (at the bottom) are not included in the final word count.
- Punctuation marks are not counted as words.
- Cities, towns, states, and other geographical names are counted as one (1) word. Examples: Los Angeles, City and County of San Francisco, Nevada County.
- The words “a”, “I”, and “an” are counted one (1) word.
- A monetary amount such as \$1,000.00 is counted as one (1) word.
- Abbreviations are counted as one (1) word. Examples: UCLA, U.S.A.F., PTA, AFL-CIO.
- Hyphenated words that appear in any generally available dictionary are counted as one (1) word. Each part of all other hyphenated words are counted as separate words.
- Numeric combinations are counted as one (1) word. Examples: 1999, 13½, 1998-99, 5% 6/1/99.
- Any number that is spelled out, such as “one” are counted as a separate word or words. “One” is counted as one word, whereas “one hundred” is counted as two words. “#1” is considered one word.

Elections Staff will count words when SOQs are submitted. If you exceed the word limit, you must provide updates until the statement complies with the guidelines.

An SOQ can be withdrawn, but not changed, once filed. You may withdraw the SOQ at any time during the candidate filing period up until 5:00 pm of the next business day after the close of the nomination period. Statements with spelling, punctuation, and grammatical errors will be printed precisely as submitted. Though we may make formatting changes, **the Nevada County Registrar will not correct spelling or grammatical errors.**

It is your responsibility to request assistance or clarification if you have any questions about the SOQ guidelines. Non-compliant portions of your SOQ will be removed. Nothing in these guidelines make any SOQ or its authors free or exempt from any legal action stemming from false, slanderous, or libelous statements printed in the County Voter Information Guide.

Code of Fair Campaign Practices (Optional)

The Code of Fair Campaign Practices is a declaration that you and your campaign will conduct all campaign activities lawfully and ethically. It not only tells voters that you understand what lawful campaign conduct is, but it is also a promise that you will wage a fair fight with your opponents. This includes everything from campaign communications to a pledge of non-interference in elections process. This form is optional; you do not need to complete this form to file for candidacy.

Services and Resources

Candidate and Vendor Services

All services must be **paid for when ordered**. Please make checks payable to Nevada County Elections Office with an amount stating "Not to exceed" and write in an amount. Write this below the line where you normally write out the dollar amount. Leave the rest of the check blank.

The diagram shows a check form with the following elements:

- Top left: Three lines of "XXXXXXXX" representing a MICR line.
- Payable to: "Pay to the order of *Nevada County Elections Office* \$ _____".
- Amount line: A horizontal line with the text "*Not to exceed <provide an amount>*" written below it.
- Annotations: Two red arrows point to the blank space after the dollar sign and the amount line. One arrow points to the word "Dollars" written below the amount line. A red text label "Leave Blank" is positioned to the right of these arrows.

The Elections Office will maintain a running balance. If the balance reaches the maximum amount, we will let you know so you can submit another check. All payments are non-refundable. Allow at least 24 hours for processing. We will make every reasonable effort to provide a completion time when you place an order. Requests for data not associated with an impending election may be postponed until after the election.

When ordering voter registration information, you must complete an application and provide a copy of the requesting party's driver's license. The applicant must swear the voter registration information will be used only for election, governmental, or research purposes as defined by law.

Printed Alphabetized Voter Lists and Street Indexes

Voter lists can be countywide or by district/precinct. Lists are in alphabetical order by last name within each precinct, district, or countywide. Walking lists are in alphabetical order by street name within each precinct. Lists can be limited to a political party. There are minor differences between lists of voters eligible for a specific election and lists not associated with an election. **Digital or printed lists are \$50 for countywide list and \$37 for single district/precinct list.**

Vote-by-Mail Ballot Issued and Returned Lists

Vote-by-mail lists include the names of all voters who have returned a ballot for an upcoming election. The lists indicate whether a voter has returned a ballot and whether the Elections Office has checked the ballot for the correct signature. Lists are available as soon as precinct consolidation has been finalized, which is usually two months before an election. Vote-by-mail ballot services will be provided upon receipt of the request if accompanied by a check made payable to the Nevada County Elections Office for an amount "Not to exceed \$_____". A running balance of the total cost will be maintained. **The first report is \$37. An additional fee of \$8/thousand names will be charged for each report after the initial run.**

Statement of Vote

The Statement of Vote is the report of final, official election results. **Printed copies are \$.10 per page.** The Statement of Vote can also be found at www.mynevadacounty.com/elections in PDF format.

Other Services

Certified photocopy of any original paper record on file in the Elections Office, unless otherwise specified.	\$11.00
Photocopy of Campaign Finance Reports and Statements of Economic Interests (FPPC)	\$.10 per page
Certified copy of affidavit of voter registration.	\$1.50

Observer Guidelines

The Nevada County Elections Office prepares observer guidelines for everyone interested in participating in election observation, including your campaign staff. One copy is available for each campaign.

Observers may not interfere in any way with the conduct of the election or the closing of the polls. Any person who interferes with the conduct of the election or interferes with a voter is punishable by incarceration for 16 months to three years.

The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the vote center. Do not ask to use the telephone or other facilities. The Elections Office must always have the means of direct contact to our vote centers. The area between the official table and the voting booths is for voters only and may not be used as an observer post. Observers may not sit at the official table or handle any official voting equipment, supplies, or ballots. A public roster is posted near the vote center entrance is available for reference by the public or any observer. The public roster is updated hourly up until 6:00pm on Election Night.

Electioneering may not be conducted within 100 feet of a vote center, elections headquarters, or drop box. The 100-foot mark starts from the room or rooms in which voters are signing-in and casting ballots. Markers around drop boxes are measured from the place where a voter drops their ballot into the drop box. No one, including observers, may engage in active or passive forms of electioneering, such as wearing campaign buttons, discussing candidates or measures on the ballot, telling someone how to vote, or bringing any campaign material into the vote center. No Electioneering signs are posted outside of each vote center to mark the 100 foot boundary.

All vote center and drop box locations are available on our website ahead of each election.

News Media and Exit Polls

Members of the news media are allowed to interview voters but may not photograph voters entering or exiting a vote center. Other news media requests must be directed to the Registrar of Voters.

Research firms and other pollsters are permitted to conduct exit polls outside of vote centers on Election Day. Surveys may take place no closer than 25 feet from the door to vote centers.

Frequently Asked Questions

When can I file for candidacy?

Candidate filing begins 113 days before an election.

For this election, candidate filing begins on July 18, 2022.

Can I file for more than one office?

No. You may file for only one office at the same election.

How much are filing fees?

In most cases, the filing fee is 1 percent of the annual salary of the office the candidate seeks. You must pay the filing fee upon declaring candidacy; if you are a judicial candidate, then you pay when filing the declaration of intent. Candidates may offset the filing fee with signatures in lieu. There are no filing fees if the annual salary for the office sought is \$2,500 or less. Please refer to the Offices, Qualifications, Nomination, and Fee Information Table for more information.

Are there any other fees that I should know about?

Yes. You have the option to submit a Statement of Qualifications (SOQ). The SOQ appears in the County Voter Information Guide for most offices. Nevada County Elections will charge you a fee to cover the printing costs, based on the number of registered voters in the district in which you are running. Please refer to the Offices, Qualifications, Nomination, and Fee Information Table for more information.

You may also need district or countywide voter lists to conduct campaign activities. Please refer to pages 15-16 to learn more about the paid services we provide to candidates and campaigns.

What are signatures in lieu, and when can I start gathering them?

“In lieu” in this case means to substitute at least some of the filing fee with signatures. If you are required to pay a filing fee, then you may offset the cost with a Petition In-Lieu of Filing Fee.

You may start gathering signatures in lieu 173 days prior to the election. You may apply the signatures you gather toward your nomination, but you have to let our office know that is your intent before you start that process so that we can give you the proper forms. Please refer to the Offices, Qualifications, Nomination, and Fee Information Table for more information.

How many nomination signatures do I need?

It depends. The number of signatures required varies depending on the office sought. Please refer to the Offices, Qualifications, Nomination, and Fee Information Table for more information.

You must gather signatures from voters of the district you are running in; if the office is countywide, then you may gather signatures from any registered voter of the county. If the office you are running for is party-specific, you must collect signatures from members of your party. Each signature is checked against the voter’s registration information.

You must gather the minimum number of valid signatures required for nomination. Our office will accept no more than the maximum number of signatures allowed. If a voter signs nomination petitions for more candidates than there are offices to be filled, the signatures are counted only on those nomination papers which, taken in the order filed, do not exceed the number of offices to be filled. You will be notified immediately if there are any irregularities or if you are disqualified.

Signatures on the Petition In-Lieu of Filing Fee may be applied toward your nomination, but you must let us know ahead of time that that is your intent.

What nomination documents do I file and when?

Candidate filing opens 113 days before an election and closes at 88 days before an election, unless extended. Please refer to the candidate calendar shown in the front of the handbook.

You may only use official nomination documents issued by the Nevada County Elections Office. The forms for most candidates are available in our office. Candidates filing for a municipal office should refer to the appropriate City or Town Clerk for candidate filing documents and questions.

While appointments are not mandatory, they are highly recommended. Candidates should expect to spend approximately 30 minutes to complete the filing process.

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

Is the nomination period ever extended?

Sometimes, but don't count on it. If an incumbent does not file nomination documents by 5:00 pm on the 88th day before the election, any person other than the incumbent has until 5:00 pm on the 83rd day before the election to file nomination documents for the elective office. This section is not applicable where there is no incumbent eligible to be elected.

Can documents be issued to someone other than me?

Nomination documents cannot be issued to or accepted by an unauthorized person. You may authorize another to act on your behalf, as long as you do so in a signed writing.

I've been convicted of a felony. Do I qualify to run?

It depends. Certain types of felonies are disqualifying under section 20 of the California Elections Code. Please consult your legal advisor for more information.

Can I withdraw my candidacy?

Once you complete the Declaration of Candidacy, you may not withdraw.

How can my name appear on the ballot?

The ballot name may be designated as follows:

- First, middle, and last name.
- Initials only and last name.
- A nickname may be included but must be in quotation marks, not parentheses.
- A familiar short version of the first name, such as “Bill” for “William”, “Jen” for “Jennifer” or “Jim” for “James.”
- No title or degree can appear on the same line on a ballot as a candidate’s name, either before or after the candidate’s name.
- A change in legal name is not allowed unless the change was made by marriage or by court decree.

Are there any restrictions for ballot designations?

Yes. The Ballot Designation Worksheet will help you navigate all these rules. Please contact our office for any specific questions about your ballot designation. For more details about ballot designations, please refer to page 10.

What if there is an insufficient number of candidates?

If there is only one candidate for a county position, the candidate's name will appear alone on the ballot. For most other offices, the Board of Supervisors will make appointments in lieu of an election.

The campaign finance rules and reporting schedules are a little overwhelming. Who can help me?

You are responsible for knowing the campaign finance rules and reporting requirements. Your best resources are NetFile and the Fair Political Practices Commission. Please refer to page 5 for contact information and page 7 for more information about NetFile and the FPPC.

Can you help me complete my required campaign disclosures?

No. As a nonpartisan governmental entity, we cannot complete your disclosure forms and we will not provide any legal advice or in-kind services for any political campaign. If you have questions about a disclosure form, please ask the FPPC staff or your legal advisor. Please refer to page 5 for contact information and page 7 for more information about NetFile and the FPPC.

Can I file my required campaign disclosures on paper?

No. In 2016, Nevada County passed Ordinance 2404, which requires candidates and political committees to file most documents electronically. The good news is, the FPPC and NetFile staff are incredibly helpful and will provide help and training suited to your needs. Please refer to page 5 for contact information and page 7 for more information about NetFile and the FPPC.

I want to communicate to as many potential voters as possible. What do I need to know?

The Government and Elections Codes provide most of the details that you need to know. In general, the law will require you and your campaign to be transparent. There will be specific rules you need to follow for political mail, radio and television ads, and other forms of outreach. Please consult a legal advisor for specific questions.

I have more questions—how do I contact you?

You may call, email, or make an appointment to stop by. Our office is open Monday – Friday, 8:00 am – 5:00 pm, excluding county holidays.

Phone: (530) 265-1298

Email: elections.mail@co.nevada.ca.us

Physical Address: 950 Maidu Avenue, Second Floor, Suite 210, Nevada City.

Offices, Qualifications, Nomination, and Fee Information

Candidates' Statements of Qualifications (SOQ) may appear in both English and Spanish in the County Voter Information Guide. The fee for a Spanish SOQ is double the fee shown for English only plus \$100.00. Voter Nominated candidates running in this election, and local candidates subject to a run-off, may resubmit a SOQ and ballot designation different than the one submitted in the June 7, 2022 Statewide Direct Primary.

Voter Nominated Offices on the November Ballot:

Office	Length of Term	SOQ Fee (Eng. Only)
Federal		
United States Representative, District 3	2 years	\$1,959.93
United States Senate, Full Term	6 years	Please see Secretary of State for more information
United States Senate, Unexpired/Partial Term		Please see Secretary of State for more information
State Legislative		
State Assembly Member, District 1	2 years	\$1,884.93
State Senator, District 4	4 years	\$301.73
Statewide Offices		
Governor	4 years	Please see Secretary of State for more information
Lieutenant Governor	4 years	Please see Secretary of State for more information
Secretary of State	4 years	Please see Secretary of State for more information
Controller	4 years	Please see Secretary of State for more information
Treasurer	4 years	Please see Secretary of State for more information
Attorney General	4 years	Please see Secretary of State for more information
Insurance Commissioner	4 years	Please see Secretary of State for more information
Member, State Board of Equalization	4 years	Please see Secretary of State for more information
Superintendent of Public Instruction	4 years	Please see Secretary of State for more information
Local Offices		
County Supervisor, District 3	4 years	\$409.88

Offices Up For Election

Some candidates meeting the minimum qualifications may be disqualified from running for office under California law. Please consult your legal advisor if you have specific questions or concerns.

Office	Minimum Qualifications	Length of Term	Filing Fee	Nomination Signatures	Sigs In Lieu	SOQ Fee (Eng. Only)
Nonpartisan Offices						
Judicial						
Chief/Associate Justice of the Supreme Court	<ul style="list-style-type: none"> US Citizen California registered voter and otherwise qualified to run Member of the State Bar for 10 years or service as a judge of a California court of record for 10 years immediately preceding the election Not convicted of a disqualifying felony <p><i>Cal. Const. art. VI, §§ 15, 16; Cal. Elec. Code §§ 20, 201</i></p>	12 years	Chief Justice: \$5,762.00 Prorated Value Per Signature: \$0.823142 Associate Justice: \$5,494.64 Prorated Value Per Signature: \$0.784948	65-100	7,000	Please see Secretary of State for more information
Presiding/Associate Justice, Court of Appeal, Third Appellate Division	<ul style="list-style-type: none"> US Citizen California registered voter and otherwise qualified to run Member of the State Bar for 10 years or service as a judge of a California court of record for 10 years immediately preceding the election Not convicted of a disqualifying felony <p><i>Cal. Const. art. VI, §§ 15, 16; Cal. Elec. Code §§ 20, 201</i></p>	12 years	\$2,575.62 Prorated Value Per Signature: \$0.333327	40-60	7,727	Please see Secretary of State for more information

Office	Minimum Qualifications	Length of Term	Filing Fee	Nomination Signatures	Sigs In Lieu	SOQ Fee (Eng. Only)
Municipal Offices Candidates file for candidacy with the City or Town Clerk's Office.						
City of Grass Valley City Councilmember Seats up for election: 2	<ul style="list-style-type: none"> • Registered voter of the city at the time nomination papers are issued • Not convicted of a disqualifying felony • <i>Cal. Elec. Code §§ 20, 201; Cal. Gov. Code § 36502</i> 	4 years	N/A	20-30	N/A	\$286.65
Town of Truckee Town Council Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the city at the time nomination papers are issued • Not convicted of a disqualifying felony • <i>Cal. Elec. Code §§ 20, 201; Cal. Gov. Code § 36502</i> 	4 years	N/A	20-30	N/A	\$366.10

Office	Minimum Qualifications	Length of Term	SOQ Fee
School District Offices			
Boards of Education and Community Colleges			
Nevada County Board of Education, Trustee Area 1 (at large) Seats up for election: 2	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$1,621.95
Nevada County Board of Education, Trustee Area 2 (at large) Seats up for election: 1	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$1,621.95
Sierra Joint Community College District, Trustee Area 2	<ul style="list-style-type: none"> • Registered voter of the district residing within the trustee area • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$431.83
Sierra Joint Community College District, Trustee Area 6	<ul style="list-style-type: none"> • Registered voter of the district residing within the trustee area • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$1,548.05
Local School Districts			
Chicago Park School District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$97.10
Clear Creek Elementary School District, full term Seats up for election: 2	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$108.10
Clear Creek Elementary School District, short term Seats up for election: 1	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	2 years	\$108.10

Office	Minimum Qualifications	Length of Term	SOQ Fee
Grass Valley School District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$525.43
Nevada City School District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$386.28
Nevada Joint Union High School District, Trustee Area 1	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$397.93
Nevada Joint Union High School District, Trustee Area 2	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	2 years	\$351.28
Nevada Joint Union High School District, Trustee Area 5	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$401.93
Penn Valley Union Elementary School District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$318.90
Pleasant Ridge School District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$463.33
Tahoe Truckee Unified School District, Trustee Area 1	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$191.95

Office	Minimum Qualifications	Length of Term	SOQ Fee
Tahoe Truckee Unified School District, Trustee Area 4	<ul style="list-style-type: none"> Registered voter of the district Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$142.50
Twin Ridges Elementary School District, full term Seats up for election: 2	<ul style="list-style-type: none"> Registered voter of the district Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$125.75
Twin Ridges Elementary School District, short term Seats up for election: 2	<ul style="list-style-type: none"> Registered voter of the district Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	2 years	\$125.75
Union Hill School District Seats up for election: 3	<ul style="list-style-type: none"> Registered voter of the district Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Educ. Code §§ 5030, 35107</i>	4 years	\$122.08
Special Districts			
Airport Districts			
Truckee Tahoe Airport District Seats up for election: 2	<ul style="list-style-type: none"> Registered voter of the district Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Pub. Util. Code § 22401</i>	4 years	\$380.50
Community Service Districts			
Lake of the Pines Rancho Community Service District Seats up for election: 3	<ul style="list-style-type: none"> Registered voter of the district Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Gov. Code §§ 61000 – 61009</i>	4 years	\$83.93
Mystic Mine Community Service District Seats up for election: 1	<ul style="list-style-type: none"> Registered voter of the district Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Gov. Code §§ 61000 – 61009</i>	4 years	\$79.18

Office	Minimum Qualifications	Length of Term	SOQ Fee
Mystic Mine Community Service District Seats up for election: 4	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Gov. Code §§ 61000 – 61009</i>	2 years	\$79.18
Fire Districts			
Higgins Area Fire Protection District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Health & Safety Code §13841</i>	4 years	\$267.65
Nevada County Consolidated Fire Protection District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Health & Safety Code §13841</i>	4 years	\$695.85
North San Juan Fire Protection District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Health & Safety Code §13841</i>	4 years	\$126.58
Ophir Hill Fire Protection District Seats up for election: 2	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Health & Safety Code §13841</i>	4 years	\$138.13
Peardale-Chicago Park Fire Protection District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Health & Safety Code §13841</i>	4 years	\$150.25
Penn Valley Fire Protection District Seats up for election: 2	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Health & Safety Code §13841</i>	4 years	\$308.70
Truckee Fire Protection District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Health & Safety Code §13841</i>	4 years	\$376.90

Office	Minimum Qualifications	Length of Term	SOQ Fee
Hospital Districts			
Tahoe Forest Hospital District, full term Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Health & Safety Code § 32100</i>	4 years	\$380.75
Tahoe Forest Hospital District, short term Seats up for election: 1	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Health & Safety Code § 32100</i>	2 years	\$380.75
Public Utility Districts			
Donner Summit Public Utility District, full term Seats up for election: 2	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Pub. Util. Code § 15952</i>	4 years	\$77.40
Donner Summit Public Utility District, short term Seats up for election: 2	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Pub. Util. Code § 15952</i>	2 years	\$77.40
Truckee Donner Public Utility District Seats up for election: 2	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Pub. Util. Code § 15952</i>	4 years	\$366.60
Recreation and Park Districts			
Oak Tree Community Park and Recreation District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Pub. Res. Code §§ 5783.1, 5784.1</i>	4 years	\$126.73
Truckee Donner Recreation and Park District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Pub. Res. Code §§ 5783.1, 5784.1</i>	4 years	\$380.50

Office	Minimum Qualifications	Length of Term	SOQ Fee
Western Gateway Recreation and Park District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Pub. Res. Code §§ 5783.1, 5784.1</i>	4 years	\$372.48
Sanitary Districts			
Truckee Sanitary District Seats up for election: 3	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Health & Safety Code § 4730.1</i>	4 years	\$332.50
Water Districts			
Nevada Irrigation District - Division 1	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Water Code §21100</i>	4 years	\$429.13
Nevada Irrigation District - Division 2	<ul style="list-style-type: none"> • Registered voter of the district • Not convicted of a disqualifying felony <i>Cal. Elec. Code §§ 20, 201; Cal. Water Code §21100</i>	4 years	\$404.00

Nevada County Elections
Gregory J. Diaz
County Clerk-Recorder/Registrar of Voters

950 Maidu Ave Ste. 210

Nevada City, CA 95959

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Web: www.mynevadacounty.com/elections

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