



CANDIDATE INFORMATION GUIDE

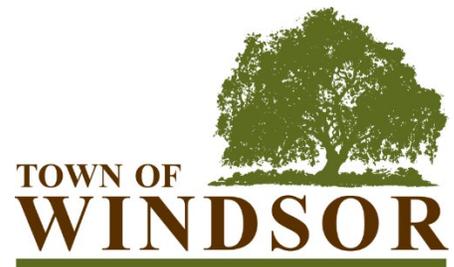
April 12, 2022
Special Municipal Election

ELECTIONS OFFICIAL

Irene Camacho-Werby, Town Clerk
Sommer Hageman, Deputy Town Clerk
Windsor Town Hall
9291 Old Redwood Highway, Bldg. 400
Windsor, CA 95492
(707) 838-5315
townclerk@townofwindsor.com

Town Clerk's Office Hours

Monday through Thursday
7:00 a.m. to 6:00 p.m.



The Town Clerk's Office highly recommends **appointments to file and submit nomination papers**. Appointments can be made by calling 707-838-5315 or emailing townclerk@townofwindsor.com.

This information is intended to provide general guidance only. While the information contained herein is believed to be substantially correct, it is not intended to provide legal or factual advice. Candidates and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

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INTRODUCTION

The following is a summary of election information. It is not a substitute for the provisions of state and local law which it summarizes. An attempt has been made to make this summary accurate, but if there are any differences between this summary and the applicable provisions of state law, the Elections Code, the Windsor Municipal Code or duly adopted Town Resolutions, the state and local law will prevail.

This Candidate Handbook and Resource Guide is intended to provide general information about the nomination and election of candidates. The Town Clerk is precluded by law from providing legal advice; any legal questions should be directed to private legal counsel.

Town Clerk's Office Contact Information: (707) 838-5315 • townclerk@townofwindsor.com •
Town Hall, 9291 Old Redwood Highway, Building 400, Windsor, CA 95492

Town Councilmember

Sam Salmon, Mayor

Esther Lemus, Vice Mayor

Debora Fudge, Councilmember District 3

Rosa Reynoza, Councilmember

Vacant

Term Expires

December 2022

December 2022

December 2024

December 2022

December 2022

Meeting Dates: First and third Wednesdays of each month, as well as other special meetings, as scheduled. Councilmembers also sit on various Boards and Commissions throughout Sonoma County and the Bay Area region, on behalf of the Town of Windsor.

OFFICES TO BE FILLED AND BENEFITS

Election Date: Tuesday, April 12, 2022

Nomination Filing Period: Monday, December 20, 2021 through Friday, January 14, 2022

OFFICE	NO. TO BE ELECTED	TERM OF OFFICE	QUALIFICATIONS
Councilmember, Town Council	1	Remaining Term Expiring December 2022	Registered Voter within the Town

Note that this special election is to fill the vacancy created when former Vice Mayor Sam Salmon was appointed to the At-large Mayor Town Council seat, therefore, there are no incumbents currently holding those offices. As such, there will be no extension of the nomination period pursuant to Elections Code 10225.

BENEFITS

Councilmembers receive a monthly stipend of \$300 (\$138 per pay period). In addition to the stipend, each Councilmember receives \$85 per meeting, out of which \$10 is taken and put in a benevolent fund that is administered by the Administrative Services Director. Councilmembers pool the money from the benevolent fund and use it for such things as Employee of the Quarter, non-profit donations to the community, etc. Councilmembers are also eligible for enrollment in Town health insurance plans.

CANDIDATE ELIGIBILITY

In order to be eligible to hold office as a Town Councilmember, a candidate must be a U.S. citizen, 18 years of age or older on or before Election Day and a registered voter of the Town of Windsor are issued for their candidacy and shall continue to reside in the Town of Windsor during the term of office. (Government Code § 34882, 34904, 36502)

A person is disqualified from holding any office upon conviction of designated crimes as specified in the California Constitution and laws of California (Government Code § 1021). Additionally, no person may file nomination papers for more than one office at the same election (CA Elections Code §8003b, 10220.5).

If you meet these requirements but are not a registered voter of the Town, the Town Clerk can register you at the time you request nomination documents.

FILING PERIOD FOR NOMINATION DOCUMENTS

Section 10220 – Elections Code

Monday, December 20, 2021, at 7:00 a.m. will be the first date and time that nomination documents will be available by appointment only at the Town Clerk's Office, Windsor Civic Center, Building 400, 9291 Old Redwood Highway, Windsor, California.

Friday, January 14, 2022, at 5:00 p.m. will be the final date and time for filing any nomination documents. Appointments must be made.

NOTE: Please make an **appointment** to file nomination papers. To schedule an appointment, please email townclerk@townofwindsor.com or call (707) 838-5315. Please note that a face covering is required when entering Town offices.

ELECTIONS CALENDAR

The Elections Calendar provided in **Tab #1** includes important dates and deadlines for the nomination process.

RESOLUTION CALLING AND GIVING NOTICE OF ELECTION

The Town Council adopted Resolution No. 3690-21 on August 4, 2021, calling and giving notice of a Special Municipal Election to be held on April 12, 2022. View the adopted resolution under **Tab #2**.

FILING FEE

Section 10228 – Elections Code

The Town of Windsor does **not** collect a filing fee. However, candidates are required to pay the printing and translation (if desired) costs of the Candidate's Statement. (See page 10 of this Guide for additional information regarding costs.)

PLACEMENT OF NAMES ON BALLOT

Section 13112 – Elections Code

The Secretary of State will conduct a random drawing of letters of the alphabet following the close of the nomination period. Candidates' names will be placed on the ballot by their surnames in the

order determined by this drawing. The Town Clerk will notify candidates of the results of the drawing.

VOTER REGISTRATION DEADLINE

Section 2107 – Elections Code

The regular voter registration deadline is Monday, March 28, 2022. After this date, a conditional (a.k.a. late) voter registration period will be held from March 28, 2022 through April 12, 2022. You can obtain voter registration forms at the Town Clerk's Office or register online at <https://registertovote.ca.gov>.

LITERATURE/MASS MAILING REQUIREMENTS

Section 84305 – Government Code

The Political Reform Act specifies that a candidate or committee that sends a mass mailing (200 or more substantially similar pieces of mail in a calendar month) must identify itself on the mailer (Government Code Section 84305). The Elections Code (Section 16) requires that Town Clerk's/Elections Officials provide a copy of Government Code Section 84305 to each candidate or the candidates agent at the time that a Nomination Paper is filed.

Additional information regarding mass mailings can be found in the Fair Political Practices Commission (FPPC) *Campaign Disclosure Manual 2* which is also included in this Candidate Information Guide ([see FPPC Manual Tab](#)).

The Registrar of Voters of Sonoma County (ROV) provides a fee schedule that states what information is available and the cost of that information. The telephone number for the Registrar of Voters is (707) 565-6818, or you can request by email at rov-materials@sonoma-county.org.

A copy of Section 84305 and ROV Fee Schedule can be viewed under **Tab #3**.

ELECTIONEERING NEAR POLLING PLACE

Section 18370, 18371 – Elections Code

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an elections official's office:

- a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- b) Solicit a vote or speak to a voter on the subject of marking their ballot.
- c) Place a sign relating to voters' qualifications or speak to a voter on the subject of a candidate's qualifications except as provided in Section 14240.
- d) Do any electioneering.

As used in this section, "100 feet of a polling place or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

DISTRICT-BASED ELECTIONS

The Town of Windsor continues its transition from at-large elections to district-based elections. Ordinance No. 2019-332 amended Title 1, Chapter 2 of the Town Code to establish a district-based election system of four districts and an At-large Mayor. Ordinance No. 2019-336 adjusted the boundaries to include an area located north of Arata Lane that was annexed into Town limits following adoption of Ordinance No. 2019-332. These ordinances and a larger District Map can be reviewed under **Tab #4**. All current at-large Councilmembers will continue to represent the Town at-large until their term ends. At the end of their terms, the Councilmembers may run for election in the district they reside in, or for the At-large Mayor seat, at the time they file their nomination papers.

The district-based election system started with the November 3, 2020 election and will be completed as follows:

2020 ELECTION

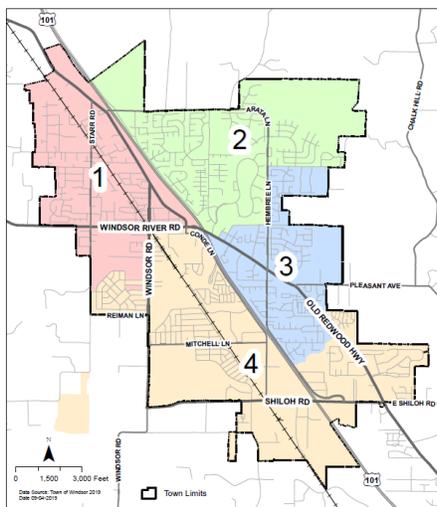
- The "At-large" Mayor seat was elected beginning with the November 3, 2020 General Municipal Election, and every two-years thereafter.
- A Town Councilmember seat was elected from Town Council District 3 at the November 3, 2020 General Municipal Election, and every four-years thereafter.

2022 ELECTION

- The two-year "At-large" Mayor seat will be up for election at the November 2022 election.
- Town Councilmember seats from Town Council Districts 1, 2, and 4 shall be elected at the November 2022 General Municipal Election, and every four-years thereafter.

For additional information on the Town's transition to district-based elections, please visit: <https://www.townofwindsor.com/1149/District-Election-Information>. The District Map is attached, for reference, to this guide.

District Map:



OFFICIAL FILING REQUIREMENTS

Below is a list of forms and documents that will be provided at the time the Official Nomination Forms are issued. The list indicates which forms are optional and which are required to be filed. All required forms and any optional forms you decide to file, must be submitted at the same time.

REQUIRED	OPTIONAL	FORM
✓		Nomination Paper
✓		Declaration of Candidacy
✓		Ballot Designation Worksheet
	✓	Candidate's Statement of Qualifications
	✓	Candidate Biographical Information Form
	✓	Code of Fair Campaign Practices
✓		Campaign Disclosure Statement Declaration
✓		Form 700 Statement of Economic Interests
	✓	Form 501 Candidate Intention Statement (may have been filed prior to filing paperwork)

OFFICIAL NOMINATION PAPER

Sections 10221 – 10222 – Elections Code

The **Nomination Paper (Official Filing Form)** is **important** and should be handled **very** carefully. It is recommended that candidates file as far in advance as possible of the deadline so that any deficiency in the papers may be found and cleared in time to qualify.

The **first step** you should take in completing your Nomination Paper is to decide if you will personally be the circulator or if someone else will circulate it for you. Remember, whoever circulates the petition must personally witness each person's signature. Also, if you have someone else circulate the petition for you, they must be a registered voter in the Town of Windsor and must complete the "Declaration of Circulator" in the same way as registered. (If there is any doubt about the candidate's and/or circulator's registration, verification should be made with the **Registrar of Voters Office (707) 565-6800**, before proceeding). If you choose to personally be the circulator, the "Affidavit of Circulator" portion must be completed in the presence of the Town Clerk or Deputy Town Clerk at the time the candidate files their nomination paper. **Do not sign it prior to that time.**

The **second step** is to obtain signatures. You will notice that the petition has 30 spaces for signatures. Although only 20 signatures are required, it is advisable to obtain 30. This will give you 10 extra signatures in case some of the first 20 signatures do not qualify. *Signatures qualify if they are registered voters of the Town of Windsor.* Signatures and the residence address must match the information on the voter's registration card or affidavit on file at the Sonoma County Registrar of Voters Office. Please do not use ditto marks. *The signatures have to be verified by the Registrar of Voters and if a name or address is not legible, verification may not be possible.*

Signatures; Verifications; Residence Address

Section 105 – Elections Code

For purposes of verifying signatures on any Nomination Paper, the Elections Official shall determine that the residence address on the petition is the same as the residence address on the affidavit of registration. If the addresses are different, the affected signature shall not be counted as valid. All signatures must be an original wet signature.

Refer to **Tab #5** for a Sample of the Nomination Paper.

(See next section for completing last page of Nomination Paper.)

DECLARATION OF CANDIDACY

AFFIDAVIT OF NOMINEE AND OATH OF AFFIRMATION OF ALLEGIANCE

Section 10223 – Elections Code

This section is contained on the back of the Nomination Paper. It includes a declaration stating that the candidate will accept the nomination and the office in the event of election, and an oath or affirmation of allegiance. In addition, the candidate must state their ballot designation. (Please see guidelines relating to ballot designations below.) The **declaration** and **oath or affirmation of allegiance** **MUST BE SIGNED IN THE PRESENCE OF THE TOWN CLERK OR DEPUTY TOWN CLERK AT THE TIME YOU FILE YOUR NOMINATION DOCUMENTS. DO NOT SIGN IT PRIOR TO THAT TIME.**

Refer to **Tab #6** for a Sample of this Section.

BALLOT DESIGNATION WORKSHEET

Section 13107 – Elections Code

The **Ballot Designation Worksheet** must be completed, or it will not be accepted, and you will not be entitled to a ballot designation. This worksheet corresponds with the Affidavit of the Nominee on the Declaration of Candidacy. The Town Clerk/Deputy Town Clerk, as the Elections Official, follows the Secretary of State Ballot Designation Regulations set forth in the California Administrative Code, Chapter 7 (commencing with section 20710) and Elections Code 13107. In the event the candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot.

Ballot Designations

Immediately under the name of each candidate on the ballot, and separated from the name by any line, may appear, at the option of the candidate, only one of the following designations:

- 1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which the candidate was elected by vote of the people.
- 2) The word "incumbent" may be used if the candidate is a candidate for the same office held at the time of filing the nomination papers and was elected to that office by a vote of the people.
- 3) No more than three words designating either the current principal profession(s), vocation(s), or occupation(s) of the candidate or the principal profession(s), vocation(s) or occupation(s) during the calendar year immediately preceding the filing of nomination documents.

- 4) More than one occupation may be designated. Voluntary positions may be acceptable as occupational designations if performed on a regular basis.
- 5) If a candidate desires no occupation to appear on the ballot, the candidate must enter the word “none” in the appropriate space on the Affidavit of Nominee.
- 6) An occupational designation may not be changed after the deadline for filing nomination papers except as specifically requested by the Town Clerk.

Unacceptable Ballot Designations

No Election Official shall accept a Ballot Designation which:

- 1) Misleads the voter.
- 2) Suggests an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- 3) Abbreviates the word “retired” or places it following any word which it modifies.
- 4) Uses a word or prefix, such as “former” or “ex,” which means a prior status. The only exception is the use of the word “retired”.
- 5) Uses the name of any political party, whether or not it has qualified for the ballot.
- 6) Uses a word(s) referring to a racial, religious, or ethnic group.
- 7) Refers to any activity that is prohibited by law.

If, upon checking the nomination documents and the ballot designation worksheet, the elections official finds the *designation to be in violation* of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested. *The candidate shall, within three (3) days, excluding Saturday, Sunday, and state holidays, from the date the notice is received by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official and provide a designation that complies with this section.*

In the event the candidate fails to provide an alternate designation, within the three-day period specified, a designation shall not appear after the candidate’s name.

No designation given by a candidate shall be changed by the candidate after the final date for filing Nomination Papers except as specifically requested by the election official under circumstances heretofore set forth.

Refer to **Tab #7** for Sample Form.

CANDIDATE’S STATEMENT OF QUALIFICATIONS

Section 13307 – Elections Code

Each candidate may file a **Candidate’s Statement of Qualifications** of no more than 200 words. The Statement will be printed in the Voter’s Pamphlet and distributed to all registered voters with the sample ballot prior to the election. Statements must be filed at the same time the Nomination Paper is filed. **This Statement may be withdrawn, but not changed**, on or before 5:00 p.m. on the next working day after the close of the nomination period. The Statement may include the name, age, and occupation of the candidate and a description of the candidate’s education and qualifications. You are requested to type your statement on a sheet of paper.

FORMAT OF STATEMENTS OF QUALIFICATIONS

State law requires that each statement be printed in uniform type (size and darkness), with uniform spacing. All statements should be typewritten in upper and lower case, with paragraphs clearly indicated. Your name, age and occupation are not included in the word count. If you leave your age

or occupation blank, it will not be printed (we will not contact you to determine whether this was intentional). Your occupation is not subject to the same restrictions that apply to your ballot designation; however, reason must apply and occupations exceeding one line will be shortened. Statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations). Words in all capitals, indentations, italics, underlines, stars, dots, etc., are prohibited. Lists and enumerations will be wrapped as a single paragraph. Multiple single sentence paragraphs that do not fit in the space allotted will be wrapped.

Please Proofread Your Statement. This office will not be responsible for the accurate printing of any re-formatted statement or handwritten statement, nor will it correct any misspellings or errors in grammar or punctuation. The Town accepts statements that are typewritten (or computer generated) and attached to our form. However, it is extremely important that all pertinent information be included. We will not attempt to clarify information that is missing and/or unclear due to the attachment of your own form.

WORD COUNT STANDARDS

Section 9 – Elections Code

- 1) The name and official title at the top of the form are not counted. Only the text of the Statement of Qualifications is counted.
- 2) Punctuation is not counted.
- 3) Each word shall be counted as one word except as specified in the following information.
- 4) All geographical names shall be counted as one word (i.e., "Town of Windsor" or "County of Sonoma" shall be counted as one word).
- 5) Each abbreviation for a word, phrase, or expression shall be counted as one word (i.e., A.D.A.).
- 6) Hyphenated words that appear in any generally available dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
- 7) Dates consisting of a combination of words and digits shall be counted as two words (i.e., July 18, 2021). Dates consisting of only digits shall be counted as one word (i.e., 7/18/21). Digital numbers shall be counted as one word (i.e., 100). Numbers that are written out are counted as one word each (i.e., "one" shall be counted as one word and "one hundred" shall be counted as two words).
- 8) Telephone numbers shall be counted as one word.
- 9) Internet web site addresses shall be counted as one word.

This is a sample of a Candidate's Statement of qualifications, as it will appear in the Voter's Information Pamphlet.

The word count begins after the heading "Occupation."

WASHINGTON UNIFIED SCHOOL DISTRICT	
ELITA P. SNODGRASS	Age: 32
Occupation: Businesswoman	
I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington 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 the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.	
I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.	
I am looking forward to serving you on the Washington Unified School District Governing Board.	
Thank you for your vote.	

COSTS OF STATEMENTS OF QUALIFICATIONS

The cost for printing and handling the Statement in English or English and Spanish is the responsibility of the candidate per Council Resolution No. 3691-21. The **estimated** cost for printing and distributing a Candidate's Statement in English is \$238.00*. If the candidate chooses to have the Statement printed and distributed in both English and Spanish, the **estimated** cost is \$576.00*. Payment is required at the time the Statement is filed.

**This is an estimate of the actual cost for the candidate's statement printed in the Sample Ballot and Voter Information Pamphlet. This estimate is an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements and the layout of the Sample Ballot and Voter Information Pamphlet. The Town is not bound by the estimate and may bill the candidate for additional actual expenses or refund any excess paid depending on the final actual cost. If the candidate lacks sufficient funds to pay the cost, the candidate may sign a declaration provided by the Town Clerk to that effect and the statement will be printed and distributed. The candidate will then be billed the actual costs when they are ascertained.*

CONFIDENTIALITY OF STATEMENTS

Elections Code Section 13311 makes the Candidate's Statement confidential until the close of nominations. The purpose of confidentiality is to prevent candidates from writing what amounts to a rebuttal. The Town Clerk will not release the statement to the media until the expiration of the filing deadline.

Refer to **Tab #8** for important additional information to be used in completing your Candidate Statement, including: Blank Candidate's Statement of Qualifications, Requirements for Preparing Candidate's Statement of Qualifications, and Resolution No. 3691-21 Adopting Regulations Pertaining to Candidate's Statements.

CODE OF FAIR CAMPAIGN PRACTICES

Section 20440 – Elections Code

Enclosed in this candidate's packet, **Tab #9**, is a copy of the Code of Fair Campaign Practices. In endorsing this Code, you pledge to conduct your campaign in a fair and honest manner. Endorsement of the Code is voluntary and is not a requirement. If you choose to sign the Code, it will be on file in the Town Clerk's Office for public inspection.

CANDIDATE BIOGRAPHICAL INFORMATION FORM

This optional form is to be completed at the candidate's discretion and will be kept on file in the Town Clerk's Office. The information will be provided to the public and/or news media upon request.

FILING OF NOMINATION PAPER

Section 10224 – Elections Code

Once all signatures have been obtained, the candidate must file the Nomination Paper with the Town Clerk/Deputy Town Clerk. Please note that all election papers (Nomination Paper, Ballot Designation Worksheet, Declaration of Candidacy, Candidate's Statement of Qualifications, and Statement of Economic Interests [Form 700], etc.) must be filed at the same time. Please refer to the Checklist for Filing (**Included in the white "FORMS" envelope**).

Appointments are required to file Nomination Papers. Please contact the Town Clerk's Office at (707) 838-5315 or via email at townclerk@townofwindsor.com to schedule an appointment. Appointments can be scheduled during regular business hours, 7:00 a.m. to 6:00 p.m., Monday through Thursday. The Town Clerk's Office will also be available for appointments on the last day of the nomination period from 8:00 a.m. to 5:00 p.m. on Friday, January 14, 2022. Please note, the Town of Windsor will be closed the week of December 20, 2021 (December 20 – 23, 2021).

FPPC FILING REQUIREMENTS

FAIR POLITICAL PRACTICES COMMISSION (FPPC)

The Fair Political Practices Commission (FPPC) is a five-member independent, non-partisan commission that has primary responsibility for the impartial and effective administration of the Political Reform Act. The FPPC mandates the filing requirements for candidates.

Appropriate informational manuals, addendums, and forms will be provided to each candidate. Copies of the Political Reform Act, manuals, additional forms, and other helpful information may be obtained by contacting the FPPC. The FPPC website will also connect you with valuable tools, the Clerk's Office recommends you become familiar with its resources.

General Information:

1-916-322-5660

<http://www.fppc.ca.gov/>

FPPC Toll-Free

1-866-ASK-FPPC (1-866-275-3772)

Monday – Thursday 9 a.m. to 11:30 a.m.

advice@fppc.ca.gov

Gift Tracking Mobile Application

The FPPC has created and launched a gift tracking app for mobile devices. The app helps filers track gifts they receive in a calendar year and provides a quick and easy way to upload the information to the Form 700. The data is not collected electronically; it is fully stored on the phone.

Please note: Once filed, all of the following statements/forms become public records.

FILING SCHEDULE FOR LOCAL OFFICE

The filing schedule provides deadlines, period covered, the form to use, and notes regarding filing requirements.

It is your responsibility to become familiar with the filing requirements and request forms from this office as you need them. You will be fined by this office and/or the FPPC if filing deadlines are not met.

Refer to **TAB A** for more information.

FAQs: CAMPAIGN ACTIVITY AND FAST FACTS

The FAQs are selected from questions people frequently ask the FPPC about campaign-related activities. Also included are some Fast Facts from the FPPC on how to get started for candidates spending \$2,000 or more.

Refer to **TAB B** for more information.

STATEMENT OF ECONOMIC INTERESTS (FORM 700)

Each candidate is required to file a **Statement of Economic Interests** form (Form 700) with the Town Clerk and should be filed at the time the Nomination Paper is filed. The form is then forwarded to the FPPC in accordance with the Political Reform Act of 1974.

Please carefully read the manuals and forms that you are provided. Candidates for office need to only disclose investments and interests in real property held on the date at which time this form is completed/filed. If you need assistance with the form, you may contact the FPPC at 1-866-275-3772 *2.

Refer to **TAB C** for more information.

CAMPAIGN STATEMENTS

CANDIDATE INTENTION STATEMENT (FORM 501)

This form is required for all candidates, including incumbents, who intend to raise or spend campaign funds must file a Form 501 before soliciting or receiving any contributions (including loans) or making expenditures from personal funds. **It must be filed with the Town Clerk.** Please refer to the Campaign Disclosure Manual 2 for instructions of completing the form.

Refer to **Tab D** for more information.

STATEMENT OF ORGANIZATION/RECIPIENT COMMITTEE (FORM 410)

This form is required for all candidates and “recipient committees” who have received contributions of \$250 (Town of Windsor Code 1-7-040) or more. The original and one copy of this form must be filed with the Secretary of State’s Office within 10 days of receiving \$250 in contributions. Include a payment of \$50 made payable to the Secretary of State when filing this form. One copy must also be filed with the Town Clerk at the same time.

The Secretary of State will issue an identification number to the committee. The identification number is to be included on all campaign disclosure forms. If any of the information on a Statement of Organization changes, the committee must file an amendment to the Statement within 10 days of the change. Please refer to the *Campaign Disclosure Manual 2* for instructions on completing the form.

There are special requirements for committees which qualify (i.e. receive \$250) during the 90 days prior to the election in which the committee would otherwise be required to file pre-election statements and for committees, which must amend certain information contained on a Statement of Organization during the 90 days before an election.

Refer to **Tab E** for more information.

RECIPIENT COMMITTEE CAMPAIGN STATEMENT (FORM 460)

Who files:

- Candidates, Officeholders and their Controlled Committees who will spend or raise \$250 or more (Windsor Code 1-7-040)
- Primarily formed Ballot Measure Committees
- Primarily formed Candidate/Officeholder Committees
- General Purpose Committees

When to file:

Refer to **Tab A** for filing schedule for Local Office.

Where to file:

All campaign statements are filed with the Town Clerk.

**** Penalties may be imposed on late filings.**

Refer to **Tab F** for more information.

OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT – SHORT FORM AND FORM 470 SUPPLEMENT (FORM 470/470 SUPPLEMENT)

Who files:

Candidates who do **not**:

- Have a controlled committee
- Anticipate receiving contributions totaling \$250 or more in a calendar year
- Anticipate spending \$250 or more in a calendar year

After filing a Form 470, if the candidate raises/spends \$250 or more in the calendar year then the candidate must refer to Campaign Disclosure Manual 2, Chapter 4, for additional required filings.

When to file:

Candidates should file at the same time as the Nomination Papers are filed, or as a first pre-election statement in connection with an election, covering the year of the election, is due.

Where to file:

All campaign statements are filed with the Town Clerk (**original and one copy**).

Refer to **Tab G** for more information.

24-HOUR CONTRIBUTION REPORT (FORM 497)

Form 497, 24-hour Contribution Report, provides immediate reporting of contribution received or made near or on the election date. The Form must be filed if a committee receives or makes contributions total in the aggregate of \$250 or more. A late contribution includes contributions or loans from a candidate to their campaign committee during the late contribution period.

The Form 497 must be filed by email, fax, guaranteed overnight delivery service, or personal delivery. **Regular mail may not be used.** The Form must be filed **within 24-hours** at the Town Clerk's Office, located at 9291 Old Redwood Highway, Building 400, Windsor, by emailing townclerk@townofwindsor.com, or by faxing: (707) 838-7349. Reports due on a weekend or state holiday, other than the weekend before the election, are extended to the next business day.

Please see the *Campaign Disclosure Manual 2*, Chapter 10 and refer to **Tab H** for more information.

TOWN OF WINDSOR CAMPAIGN DISCLOSURE REQUIREMENTS

Please refer to Chapter 7, Campaign Disclosure Requirements, of the Code of the Town of Windsor for additional political campaign reporting requirements enacted by the Town of Windsor. A copy of this chapter is included under **Tab #10** (Ordinance No. 98-106).

STATE CAMPAIGN CONTRIBUTION LIMIT EFFECTIVE JANUARY 1, 2021

Effective January 1, 2021, the State's contribution limit for 2021-2022 is \$4,900 per contribution per election. Since the Town of Windsor did not implement its own contribution limits, the Town is subject to the State's current limits and their enforcement. Therefore, a person cannot contribute, and a candidate for elective Town office may not accept, a contribution totaling more than the limit set forth for candidates for statewide elective office (State Senate and Assembly) as per Government Code Section 85301(d) (as amended). The limit is \$4,900 per contribution per election for 2021-2022 and will be adjusted by the FPPC every two years.

CAMPAIGN DISCLOSURE MANUAL 2

This manual provides detailed information to assist both the candidate and his/her treasurer.

Refer to **FPPC Manual Tab**.

Campaign forms are available in the Town Clerk's office upon request. We urge all Candidates and their Treasurers to read the information manual and guidelines accompanying all forms.

FUTURE FILINGS

Future filings will depend on your success in this election and whether you retain your committee status.

CAMPAIGN SIGNS

TEMPORARY OFF-SITE SIGNS

Town of Windsor Zoning Ordinance No. 2009-256

Political signs are a traditional means of expressing a candidate's philosophy or position. As a candidate for Town Council, your interest in reducing litter and preventing aesthetic blight is appreciated. The Town's Zoning Ordinance regulates political signs to prevent any undue concentration of signs and clutter throughout the Town and avoid an embarrassing situation from occurring to you or members of your campaign staff.

Temporary off-site signs are subject to the following standards. The candidate, campaign manager, or sponsor shall contact the Community Development Department at 707-838-1021, to determine the applicable sign regulations prior to placing any temporary off-site signs.

- a. Each permittee shall pay the fee required by the Town for a Sign Permit prior to the placement of any temporary sign.
- b. In residential districts, no more than 32 square feet of total signage area is permitted, counting only a single side of any two-sided sign toward the signage area. Sign height shall not exceed four feet above the ground.

- c. In all other zoning districts, no more than 64 square feet of total signage area is permitted, counting only a single side of any two-sided sign toward the signage area. No sign shall exceed six feet in height above the ground.
- d. No sign shall be erected more than 45 days. (First day the sign can go up is Sunday, September 19, 2021).
- e. No sign shall be displayed without the consent of the legal owner of the property and/or person holding present right to possess and control property (“owner”). Each permittee shall obtain permission from the “owner”, prior to placing a sign on the property. The permittee may, upon request, be required to provide the Town with a copy of written permission from the “owner”. In the event a permittee is unable to provide written permission to post signs, the signs shall be immediately removed, or the Town may impose a penalty on the permittee sufficient to cover the costs of removal.
- f. The maintenance and removal of the signs are the responsibility of the permittee. All signs shall be removed entirely within the allotted time on the permit. In the event that all signs are not properly removed within the allotted time, the Town may impose a penalty on the permittee sufficient to cover the costs of removal.
- g. No portion of a sign shall be located within five feet of road, street, or common driveway and no sign may obstruct vision on the public right-of-way or at any other location where, by reason of the sign’s position, shape or color it interferes or may be confused with any authorized traffic sign, signal or device. Signs erected on public property and/or in the public right-of-way, may be abated by the Town without notice.
- h. Signs shall not be erected above the height limitations of Section 9, on/or attached to a pole, or suspended without support from the ground (i.e. from a crane, or similar device). With the exception of magnetic signs attached to the doors, no signs shall be mounted on a vehicle or similar object.
- i. The height of a sign shall be measured from the existing grade to the top of the sign and shall not exceed 4’ in height in a residential zone nor 6’ in height in a non-residential zone.
- j. If the Town Manager determines that any sign has been posted in violation of these conditions, but not in such a manner that poses an immediate safety hazard, the Town Manager will notify the permittee by phone and in writing of the violation. The permittee will then have two working days to correct the violation. Any major violation, as determined by the Town Manager, to the provisions herein shall result in the immediate and summary abatement by the Town. The permittee shall be liable to the Town for any and all removal and abatement costs.
- k. The permit shall be subject to revocation upon failure to comply with the above conditions.

Please call the Community Development Department at 838-1021 for additional information regarding the Town’s Temporary Off-Site sign code and permit requirements.

Staff Contact:

Sheila Wolski, Planner I
707-838-5337 Direct
swolski@townofwindsor.com

STATE LAW GOVERNING CAMPAIGN SIGNS

A Statement of Responsibility for Temporary Political Signs must be filled out and submitted to the Department of Transportation Division of Right of Way. A form and additional information have been included for your convenience.

Refer to **Tab #11** for more information on campaign signs.

ELECTION RESOURCES

Refer to **Tab #12** for Election Contact Resources.