



# CITY of NAPA

2014

## General Municipal Election

Prepared by  
Dorothy Roberts, CMC  
City Clerk

## TABLE OF CONTENTS

SECTION I .....	4
<i>Elected Officials and Department Directors</i> .....	4
<i>Candidate's Guidelines for Municipal Office</i> .....	5
<i>Council Meetings and Salary</i> .....	5
<i>What do I need to know?</i> .....	7
<i>The Brown Act - The "Peoples' Business"</i> .....	7
<i>State Ethics Requirements:</i> .....	7
<i>Fair Political Practices Commission (FPPC) Filing Requirements:</i> .....	7
SECTION II - Getting Started .....	8
1. FORM 501 <i>Candidate Intention Statement</i> .....	8
2. NOMINATION FORM - <i>Your BIG Step!</i> .....	9
3. Ballot Designation Form- <i>Who are you?</i> .....	10
4. Statement of Qualifications- <i>What can you do for us?</i> .....	10
5. Statement of Economic Interests- <i>What are your economic conflicts?</i> .....	11
6. Fair Campaign Practices - <i>how will you run your campaign?</i> .....	11
SECTION III - Your Campaign Disclosure Requirements .....	12
<i>Surplus Campaign Funds</i> .....	16
SECTION IV - Signs, Mailing, Advertisements .....	17
<i>Political and Campaign Signs</i> .....	17
SECTION V: General Information .....	19
Helpful Hints: .....	19



955 School Street  
Mailing Address:  
PO Box 660  
Napa, CA 94559  
(707) 257-9503  
[www.cityofnapa.org](http://www.cityofnapa.org)

Dear Candidates,

Thank you for your interest in serving the citizens of the City of Napa as an elected official.

We hope the following pages are helpful in providing an overview of some of your responsibilities as a candidate for municipal office.

Please don't hesitate to call me or come by the Office of the City Clerk for more information. We are here to assist you and to help you find the resources you need.

Again, thank you for your interest in serving your City. While the decision to serve as an elected official will require a substantial commitment of time, research, and energy, it also can prove to be a rewarding and life-changing experience!

Sincerely,

A handwritten signature in blue ink that reads "Dorothy Roberts".

City Clerk  
[droberts@cityofnapa.org](mailto:droberts@cityofnapa.org)

# SECTION I

## Elected Officials and Department Directors

---

### Mayor:

Jill Techel

### City Council:

Councilmember Peter Mott  
Councilmember Alfredo Pedroza  
Councilmember Scott Sedgley  
Vice Mayor Juliana Inman

### City Commissions & Boards:

- Bicycle & Trails Advisory Commission
- Building & Fire Code Board of Appeals
- Civil Service Commission
- Community Development Block Grant Committee
- Cultural Heritage Commission
- Disability Access Board of Appeals
- Parks & Recreation Advisory Commission
- Planning Commission
- Public Art Steering Committee
- Senior Center Advisory Commission
- Tree Advisory Commission

### Napa County Boards with city-appointed representatives:

- Napa Library Commission
- Napa County Local Food Advisory Committee
- Napa County Measure A Financial Oversight Committee
- Napa County Mosquito Abatement District Board
- Napa County Transportation Planning Agency Active Transportation Advisory Committee
- Napa Public Access Cable TV Board (Napa TV)

City Manager: Mike Parness  
City Attorney: Michael Barrett  
City Clerk: Dorothy Roberts

Assistant City Manager for Administrative Services:  
Nancy Weiss

Finance Director  
Roberta Raper

Human Resources Director  
Darlene Colaso

Police Chief  
Richard Melton

Fire Chief  
Mike Randolph

Community Development Director  
Rick Tooker

Public Works Director  
Jacques LaRoche

Parks & Recreation Services Director  
John Coates

### ***Candidate's Guidelines for Municipal Office***

---

#### **YOU ARE ELIGIBLE TO RUN FOR CITY OFFICE IF YOU ARE:**

- A United States citizen;
- 18 years of age or older;
- A resident of the City of Napa for a period of one year immediately preceding the date of the election, and
- A registered voter (no later than the issuance of nomination papers).

### ***Council Meetings and Salary***

---

The Mayor and City Council of the City of Napa are elected to four year terms on an at-large, non-partisan basis. The Mayor is an elected position; the Vice Mayor is appointed by the Mayor and City Council on an annual basis.

According to the City Charter, members of City Council, including the Mayor, receive compensation in the form of: salary, retirement, health and welfare benefits, and reimbursement for expenses.

**Refer to Section 2.04.110 in the Napa Municipal Code for more information.**

Council meetings are held on the first and third Tuesdays of the month. The Afternoon Session begins at 3:30 p.m., with a break at 5:00 p.m. (frequently used to convene to a Closed Session meeting). The Evening Session begins at 6:30 p.m. Special meetings are called as needed.

**Note:** You may view the Municipal Code, City Council Meetings, City Council Agendas, Minutes and Staff reports by going to the City of Napa website ([www.cityofnapa.org](http://www.cityofnapa.org)).

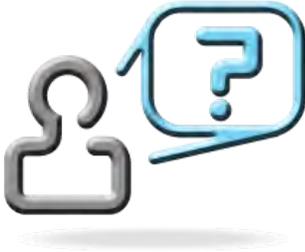
Members of the City Council serve as the Board to the Housing Authority of the City of Napa and as the “Successor Agency” to the Napa Community Redevelopment Agency. Councilmembers also serve on various regional, county or inter-jurisdictional boards such as:

- Napa County Flood Control and Water Conservation District
- Napa Sanitation District
- Napa-Vallejo Waste Management Authority
- Napa County Transportation and Planning Agency (NCTPA)
- Local Agency Formation Commission (LAFCO)
- Napa County City Selection Committee (Mayor only)
- Watershed Information Center and Conservancy of Napa County
- Association of Bay Area Governments
- League of California Cities Policy Committees



## ***What do I need to know?***

---



Councilmembers must be informed on local issues and also have some familiarity with various federal and state laws and regulations. These laws include, but are not limited to, the Federal and State Constitutions, Open Meetings laws (commonly referred to as the “Brown Act”), Ethics Laws and Fair Political Practices Commission regulations.

### ***The Brown Act – The “Peoples’ Business”***

---

The Brown Act was adopted by the California Legislature in 1953. While it has been amended several times throughout the years, the first Section provides for its intent, and has not changed since its adoption:

*“In enacting this chapter, the Legislature finds and declares that the public commissions, boards, and councils and the other public agencies in this State exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.”*

The law requires that public agency decision-making bodies must conduct the public’s business in an open and public meeting. A majority of the governing body cannot discuss an issue that will be coming before them, regardless of how informally the discussion comes up. This includes phone calls, e-mails, texts, or social gatherings. The Brown Act also requires the public be provided with notice of meetings, easy access, copies of written material, and the right to participate in public meetings.

### ***State Ethics Requirements:***

---

The State of California Ethics Law was signed into law in 2005. This law requires that all members of legislative bodies that receive compensation, whether by salary, stipend or expense reimbursement, must attend ethics training once every two years.

### ***Fair Political Practices Commission (FPPC) Filing Requirements:***

---

#### **Statement of Economic Interests or Form 700 (See Section II)**

The California [Political Reform Act](#) and the City of Napa Conflict of Interest Code require annual filings of Statements of Economic Interests (aka Form 700). Elected officials must publicly disclose personal assets and income. Elected officials who find they have a financial conflict concerning a matter before the governing body must disqualify (or recuse) themselves from participating in the vote.

#### **Campaign Disclosure Requirements (See Section III)**

The Political Reform Act was adopted as a statewide initiative (Proposition 9) in 1974. The law requires detailed disclosure of the role of money in California politics. This includes the disclosure of contributions and expenditures in connection with campaigns supporting or opposing state and local candidates and ballot measures as well as the disclosure of expenditures made in connection with lobbying the State Legislature.

## SECTION II – Getting Started

---

### File Required Forms:



No later than the end of the filing period, provide the following documents:

1. Signed Nomination Paper with no less than 20 signatures
2. \$25 filing fee
3. Ballot Designation Form
4. Form 700 - Statement of Economic Interests
5. Form 501- *(if candidate will raise or spend more than \$1,000)*
6. Statement of Qualifications and \$200 fee *(optional)*
7. Code of Fair Campaign Practices *(optional)*

### 1. FORM 501 *Candidate Intention Statement*

---

#### Who files:

Candidates that will be soliciting and receiving campaign contributions.

Candidates are not required to file Form 501 if they will not solicit or receive contributions from other persons and the only expenditures from personal funds are to pay the Filing Fee and the Statement of Qualifications.

Campaign fundraising may begin *at any time* provided the candidate has filed Form 501 and the appropriate 400 series form (refer below). No expenditures/contributions of \$100 or more may be made in cash. Candidates must file a separate Form 501 for each election (including reelection).

#### When to File:

File the Form 501 when you file your Nomination Papers, or earlier, if you will be soliciting or receiving campaign contributions prior to filing.

#### Where to File:

File original and one copy with the City Clerk.

## 2. NOMINATION FORM – *Your BIG Step!*

---

File your Nomination Papers during the NOMINATION PERIOD.

The Nomination Period begins:

- Monday, July 14, 2014 through Friday, August 8<sup>th</sup>, 2014 (5:00 p.m.)
- *Exception* - if incumbents with terms expiring do not file for reelection by August 8th, the filing deadline for ***non-incumbents*** extends to August 13th. (Elections Code Section 10225).

### **NOMINATION FILING PROCEDURES:**

(Elections Code Section 10220 & 10221)

- Request your Nomination Form; submit \$25 filing fee.
- Obtain not less than 20 (no more than 30) signatures from City of Napa registered voters.
- Signatures must match the signature on the voter's registration information.
- Each signer must provide his/her signature and name and address in his/her own handwriting.
- Once filed, nomination papers may not be returned to obtain additional signatures. If more signatures are needed, the City Clerk will retain the original nomination paper and provide you with a copy indicating which signatures are valid, and a **supplemental petition** to obtain the required number of signatures. (EC 10221).
- No voter may sign more than one nomination paper for the same office; if the voter does so, the voter's signature will only be counted on the first nomination paper filed. (EC 10220).
- The Clerk's office verifies voter registration through Napa County Elections Department to determine if there are a sufficient amount of signatures on your Nomination Form.
- *The Circulator* must personally witness the signature of each sponsor (signer); and must complete the "Affidavit of Circulator" in the circulator's own handwriting under penalty of perjury.
- *The Candidate* must complete a Statement of Acceptance (Affidavit of Nominee) prior to filing the nomination form, attesting that he/she will accept the nomination.



### 3. Ballot Designation Form- *Who are you?*

---

The Clerk will provide you with a “Ballot Designation Form” and Worksheet to assist you in determining how you want your name and occupation listed on the Ballot. There are strict Election Code requirements that must be adhered to, so read this form carefully in order to assure that you comply with the law in the designation of your name and occupation.



### 4. Statement of Qualifications- *What can you do for us?*

---

A decision you must make is whether you want to include a Statement of Qualifications<sup>1</sup> in the Sample Ballot.

- Statements must be filed in the Office of the City Clerk when the nomination papers are returned for filing or not at all. (EC13307)
- Statements must be typed; double-spaced, in lowercase except where capitalization is warranted. Handwritten forms will not be accepted.
- Statements must be in essay form; first person.
- One copy of the statement must be provided on a computer disk or transmitted electronically to the City Clerk.
- Statements will be printed in the Sample Ballot exactly as submitted.
- Statements may be withdrawn during the nomination filing period and until 5:00 p.m., the next working day after the close of nomination period. The Statement may not be changed after filing.
- The Statement remains confidential until the expiration of the filing period. (EC13311)

The Statement may include name, age, and occupation of candidate and a brief description (not more than 200 words) of candidate's education, experience, and qualifications. No party affiliation or membership in partisan political organizations is included.

The City of Napa charges \$200.00 for publication of the candidate's statement in English and Spanish. Consistent with the Voting Rights Act, the City of Napa must provide all election materials in Spanish. In the event of overpayment, the excess will be prorated among the candidates and refunded within 30 days of the election; if the cost exceeds payment made, each candidate may be billed for his/her prorated share.

#### Public Review:

Elections Code 13313: The elections official will make a copy of the Statement of Qualifications available for public examination for 10 calendar days immediately following the filing deadline. The public may examine or make copies of the documents. During this 10-calendar day public examination period, any voter of the jurisdiction or the elections official may seek a writ of mandate or an injunction requiring any or all of the material in the candidate's statements to be amended or deleted. This writ of mandate or injunction cannot be filed after the end of the 10-calendar day public examination period.

---

<sup>1</sup> See City of Napa Policy Resolution No. 14

## 5. Statement of Economic Interests— *What are your economic conflicts?*

---

### Who files:

Local public officials and employees must disclose their personal assets and income and must disqualify themselves from participating in decisions which may affect personal economic interests – regardless of whether it is a positive or negative affect.

### When to file:



The Statement of Economic Interests (or Form 700), must be filed no later than the final filing date for the declaration of candidacy or nomination documents. Also, candidates file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended Conflict of Interest Code.

File with: Original and one copy with the City Clerk at the time nomination papers are filed. City Clerk forwards the Original to the FPPC

### Your Information is Public Record:

Form 700s must be readily available to the public no later than the 2<sup>nd</sup> business day after statements are received. Reproduction fees of no more than 10 cents per page may be charged. These are public documents and those persons requesting copies do not need to identify themselves when requesting forms.

### For more information:

The Clerk's office is happy to provide you with FPPC forms, or they can be accessed via Internet from the Fair Political Practices Commission website at [www.fppc.ca.gov](http://www.fppc.ca.gov)

## 6. Fair Campaign Practices – *how will you run your campaign?*

---

At the time you file your declaration of candidacy or nomination papers, the City Clerk will ask you if you wish to participate in the Code of Fair Campaign Practices. This is optional.

The Legislature created the Code of Fair Campaign Practices to give voters guidelines in determining fair play (EC 20400). Every candidate for public office in the State of California who subscribes to the Code of Fair Campaign Practices must follow the basic principles of decency, honesty, and fair play in order that citizens may exercise their constitutional right to vote, free from dishonest and unethical practices.

## SECTION III – Your Campaign Disclosure Requirements



The State's Political Reform Act, adopted in 1974 and administered and enforced by the Fair Political Practices Commission (FPPC), mandates that every candidate for any elective office must file campaign disclosure statements.

The amount of money you "raise or spend" will determine what forms you will need to file. Candidates must file the Candidate Intention Form 501 before raising or spending any money. The Form 410 must also be filed within 10 days of raising or spending \$1,000. In addition, the Form 460 needs to be filed at certain reporting periods during your campaign.

Candidates who anticipate soliciting or receiving contributions from others, or who anticipate spending \$1,000 or more of their personal funds in connection with their election, **must** open a campaign bank account. A candidate's personal funds used to pay the filing fee and/or the ballot statement fee do not count toward the \$1,000 threshold.

**Please read the Campaign Disclosure Manual 2 published by the Fair Political Practices Commission to become familiar with campaign funds.**

### **Form 410:** Statement of Organization Recipient Committee

#### Who files:

Candidates who will receive contributions totaling \$1,000 or more.

A recipient committee is any individual, group of individuals, or any other entity that receives contributions totaling \$1,000 or more during a calendar year. A candidate's personal funds in connection with seeking elective office are contributions "counted toward" this, (with the exception of the payment for the Filing Fee and Statement of Qualifications). The term "contribution" includes monetary payments, loans, non-monetary goods or services.

#### When to File:

File no later than ten days after receiving \$1,000 in contributions. Mailed forms are considered filed on the postmark date. (GC 84101 [a]). Candidates filing a Form 410 prior to June 30th must also file a semi-annual statement Form 460 by July 31st for the period January 1 through June 30 of the election year - whether or not the \$1,000 threshold has been reached. Govt. Code 84200.

#### Where to File:

File original with the Secretary of State; one copy is filed with the City Clerk.

## **Form 460:** Recipient Committee Campaign Statement (Long Form)

### Who files:

Candidates that will receive contributions or make expenditures of \$1,000 or more. An expense incurred in one reporting period but paid in another must be itemized on Schedule "F" of Form 460 through each reporting period until it is paid in full.

### When to File:

Review your FPPC filing date calendar. There are two "pre-election" reporting periods. If you have filed a 410 prior to June 30<sup>th</sup>, your first filing date will be July 31<sup>st</sup>. You will need to follow the FPPC filing deadlines, and continue to file semi-annually until your committee is terminated.

### Where to File:

Original and one copy are filed with the City Clerk.

---

## **Form 470:** Candidate or Officeholder Campaign Statement (Short Form)

### Who files:

Candidates who will receive contributions or make expenditures less than \$1,000.

### When to File:

File on or before the filing deadline for the first campaign statement required for the calendar year. Remember, personal funds used for a Filing Fee or costs for the Statement of Qualifications are excluded from the \$1,000 threshold.

### Where to File:

Original and one copy are filed with the City Clerk.

---

## **Form 470 Supplement:**

### Who files:

A candidate that has filed a Form 470 and later receives contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling \$1,000 or more, or makes expenditures totaling \$1,000 or more prior to the election.

### When to File:

Within 48 hours after expending or receiving \$1,000 or more.

### Where to File:

Candidates who file 470 Supplement must send written notification within 48 hours to the Secretary of State, the City Clerk, and each candidate seeking the same office. Notification must be sent guaranteed overnight, personal delivery, or FAX. Regular mail may not be used.

---

## **Form 497:** 24-Hour Late Contribution Report

### Who files:

Candidates who receive or make a late contribution totaling \$1,000 or more from a single source within 90 days preceding the election.

### When to File:

File the Form 497 within twenty-four hours of receipt if you have received or made a late contribution totaling \$1,000 or more from a single source within 90 days immediately preceding the election. A late contribution includes contributions or loans from a candidate's personal funds.

### Where to File:

Original and one copy: file with the Napa City Clerk.



Consult the [FPPC Campaign Disclosure Manual](#).

---

## **Form 496:** Late Independent Expenditure Report:

### Who files:

Any Committee that makes independent expenditures<sup>2</sup> totaling \$1,000 or more to support or oppose a candidate (other than the candidate for whom the committee was formed) or receives contributions which total \$100 or more (but less than \$1,000 from any single source).

### When to File:

During the 16 days immediately prior to the election, candidates must file a Late Independent Expenditure Report within 24 hours. File by FAX, guaranteed overnight delivery or personal delivery.

Note: Government Code Section 85501 prohibits a candidate's controlled committee from making an independent expenditure or contributing funds to another committee for the purpose of making independent expenditures<sup>2</sup> to support or oppose other candidates.

### Where to File:

Original and one copy are filed with the City Clerk.

---

<sup>2</sup> An "independent expenditure" is an expenditure made in connection with a communication (e.g., a billboard, advertisement, or mailing) that expressly advocates nomination, election, or defeat of a clearly identified measure or candidate which urges a particular result in an election **but which is not made to, or at the behest of, the affected candidate or committee.**

## ***Duties and Obligations of Candidate and Campaign Treasurer***

---



The Political Reform Act requires that officeholders and candidates without a committee must verify their own statements and reports.

Officeholders/candidates with a committee must have a treasurer. The treasurer may be the officeholder or candidate, if so desired. Committees may not accept contributions or make expenditures before a treasurer is appointed. Committee treasurers are required to sign campaign statements under penalty of perjury and are legally responsible for the accuracy and completeness of campaign statements. A recipient committee may designate one assistant treasurer on the committee's Statement of Organization (Form 410).

Controlling officeholders and candidates must also sign the campaign statement of each committee subject to their control. The officeholder or candidate must verify that, to the best of his/her knowledge, the statement is true and complete.

It is the duty of each treasurer, candidate and elected officer to maintain detailed accounts, records, bills and receipts that are necessary to prepare campaign statements.

If any person files a statement or report or a copy of a statement or report after any deadline, he/she is liable to the filing officer in the amount of dollars due (\$10.00 per day) after the deadline (Govt. Code Section 91013).

**CONTRIBUTIONS** - All contributions received by a person acting as an agent of a committee must be reported promptly by the recipient to the committee's treasurer or any of his designated agents.

All contributions must be segregated from and may not be co-mingled with any personal funds of the recipient or any other person.

## ***Surplus Campaign Funds***

---

There are restrictions on how campaign funds held by an elected officeholder or candidate may be spent once the funds become “surplus.” (Refer to the FPPC Manual on Local election campaign disclosure [see link below]). Campaign funds become surplus when the officeholder leaves the office for which the funds were raised or at the end of the semi-annual reporting period following his or her defeat, whichever occurs last.

### **Surplus funds may only be spent in the following manner:**

- Payment of outstanding campaign debts or officeholder expenses;
- Refunds to contributors;
- Donation to a bona fide charitable, educational, civic, religious, or similar tax-exempt non-profit organization, provided no substantial part of the proceeds will have a material financial effect on the candidate, on any member of the candidate’s immediate family (spouse or registered domestic partner and children), or the campaign treasurer;
- Contributions to a political party or committee, as long as the funds are not used to make contributions in support of or in opposition to a candidate for elective office. (The funds must be used for the party’s or committee’s overhead expenses.)
- Contributions to support or oppose any candidate for Federal office, any candidate for elected office in a state other than California, or any ballot measure;
- Payment for professional services or attorneys’ fees for litigation which arises out of campaign or election activities; or
- Payment for an electronic security system. Contact the FPPC for information about specific requirements that must be met.

Fair Political Practices Commission (FPPC)  
1-916-322-5660 1-866-ASK-FPPC [www.fppc.ca.gov](http://www.fppc.ca.gov)

## SECTION IV – Signs, Mailing, Advertisements

### *Political and Campaign Signs*

---



Please become acquainted with the City's requirements regarding political signs and refer to Napa Municipal Code 15.56.110 – "Special signs". The Napa Municipal Code is available at City offices or online at [www.cityofnapa.org](http://www.cityofnapa.org). Click the link entitled "Municipal Code".

#### **When to place signs and remove signs:**

Political signs should not be placed more than one hundred twenty days (120) immediately preceding the date of the election, and must be removed no later than 14 days after the election. Signs must not be placed in a manner which endangers motorists or pedestrians.

#### **Maintenance:**

All signs must be maintained in a state of safe and good repair. If the City should determine that any sign is unsafe or in poor repair, the owner will be given written notice to correct the condition. Failure to correct the cited condition(s) or remove the sign within 10 days following the notice may cause the sign to be removed by the City, at cost to the owner.

Any sign causing immediate danger to person or property may be removed without prior notice to the owner.

#### **Location of signs:**

No sign may be located within the area designated as the "vision triangle", as contained within Title 17 of the Napa Municipal Code. The "vision triangle" is the area at the corner of the intersection of two streets or the intersection of a driveway and a street, which has specific height limitations for vegetation and structures (See 15.56.070 Napa Municipal Code.)

### *Posting of Political Literature/Handbills*

---

Posting notices on any sidewalk, crosswalk, curb or any other portion of any public right of way or public place is prohibited.

### *Mass Mailing*

---



The Political Reform Act defines "mass mailings" and provides rules regarding the sending of such material to the public. The FPPC provides more information regarding mass mailing requirements. See the FPPC website [www.fppc.ca.gov](http://www.fppc.ca.gov).

"Mass mailing" means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail sent in response to an unsolicited request or letter.

- Any person who uses or allows to use any reproduction of the seal or logo of the City in any campaign literature or mass mailing, as defined in Section 82041.5, with intent to deceive the voters, is guilty of a misdemeanor. (GC 34501.5)

- Candidates/committees must show the name, street address, and city of the candidate or committee on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type in a color or print which contrasts with the background, making it easily legible. A post office box may be stated in lieu of a street address, if the organization's address is a matter of public record with the Secretary of State. (GC 84305)
- If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee must be included in addition to the above information.
- No newsletter or other mass mailing shall be sent at public expense (GC 89001).

### *Campaign Literature/ Paid Political Ads*

---

Any paid political advertisement, referring to an election or to any candidate, that is printed in a newspaper must be in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point Roman type, whichever is larger, with the words "Paid Political Advertisement". These words shall be set apart from any other printed matter. "Paid Political Advertisement" means published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office (EC 20008).

## SECTION V: General Information

### *Order of Names on the Ballot*

---

The Secretary of State conducts a drawing for a randomized alphabet to determine the order of names on the ballot (EC 13112).

### *Smart Voter Website*

---

The League of Women Voters offers candidates an opportunity to share information about themselves and their campaigns with voters using the Smart Voter website. See: [www.smartvoter.org](http://www.smartvoter.org)

### *Soliciting of Votes near Polling Places*

---

Within 100 feet of a polling place on Election Day, it is unlawful to:

- Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking his ballot.
- Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in Elections Code Section 14240.
- Photograph, videotape or otherwise record a voter entering or exiting a polling place.
- Do any electioneering.
- Any person who violates any of the provisions of this section is guilty of a misdemeanor (see EC 18370).

### *Voter Registration*

---

Voter Registration information is available from the Napa County Elections Department.

## Helpful Hints:

1. Study resources, such as the *Campaign Disclosure Manual 2 for Local Candidates*.
2. Mark your calendar for deadline dates for Forms 501, 410 and 460, see the FPPC filing calendar. If you have a committee, you must file until you terminate the committee.
3. Get an identification number by filing a Form 410. Form 410 is the only FPPC form whereby you must file the original with the Secretary of State. All other originals come to the City Clerk.
4. Keep good records. Complete details, for example: for a cash contribution of \$25 or more, record the giver's name and address for your records.
5. Be aware of CASH contributions. Never accept or spend cash amounts of \$100 or more. Contributions of \$100 or more must be in the form of a check and documented on your financial statement.



6. Don't spend personal funds. If you will be expending personal funds, deposit the funds in your campaign bank account first. Never co-mingle funds.
7. Multiple contributions from one source? Keep track of each check. Report the aggregate amount.
8. Report late contributions If \$1,000 or more is received from one contributor Use Form 497 to disclose within 24 hours -- even if it's your own money.
9. Itemize. For contributions of \$100 or more you must show the contributor's name, address (including zip code), occupation, and employer.
10. Report in-kind contributions. Report goods and services at fair market value.
11. Disclose original loan sources List any loan, even a personal loan to yourself.
12. Show who sent the mail. The name & address of the candidate and/or committee must appear in at least six-point type on the outside of mass mailings (more than 200 pieces).
13. No personal use of campaign funds. Use campaign funds only for political, governmental, or legislative purposes.
14. Learn more by calling the Clerk's office or the FPPC. If scheduled in your area, attend a campaign disclosure workshop. FPPC is helpful, responsive and a great resource.