

NOVEMBER 3, 2020,  
GENERAL ELECTION

# CANDIDATE FILING STEP BY STEP GUIDE

# DATES TO REMEMBER

- Important Deadlines:
  - Nomination filing period: **July 13, 2020** through **August 7, 2020**
  - Extension period: August 8, 2020 through August 12, 2020

Please note:

- The extension period is for anyone other than the Incumbent.
- The office only extends if the Incumbent fails to file.
- There is no extension for vacant offices.

# STARTING THE PROCESS

- Visit our website at [kernvote.com](http://kernvote.com)
- Click on Campaign and Candidate, and then click on Potential Candidates
- Download and complete the Candidate Information Sheet
- Send an email to [candidatefiling@kerncounty.com](mailto:candidatefiling@kerncounty.com) requesting your candidate filing forms
- Attach your Candidate Information Sheet to the email request

# CANDIDATE INFORMATION SHEET

1. Enter the name of the office you are filing for, including District/Office/Trustee numbers.
2. Enter whether the term of office is Full (4 years) or Short (2 years).
3. If you currently hold office by appointment, mark yes. You may use **Appointed Incumbent** as your ballot designation.
4. If you currently hold office because you were elected, mark yes. You may use **Incumbent** as your ballot designation.
5. Enter your name as you would like it to appear on the ballot.
6. Enter your proposed ballot designation. It can be up to three words and must be justified on the ballot designation worksheet. See the worksheet for guidelines to follow.
7. Enter your residence address.
8. Enter your mailing address if it is different than your residence address.
9. Enter your business address, if applicable.
10. Enter any phone numbers you would like to have on file.
11. Enter your email address.
12. Enter your website, if applicable.
13. Select your gender for translation purposes.
14. Sign and date the form.

# CHOOSING YOUR BALLOT DESIGNATION

A ballot designation describes your current profession, vocation, occupation or incumbency status. It appears on the ballot under your name. A ballot designation is optional. If a ballot designation is desired, you must file a Ballot Designation Worksheet.

You may select as your ballot designation:

- a) Your current principal profession(s), vocation(s), or occupation(s) (maximum total of three words)
- b) The full title of the public office you currently occupy and to which you were elected
- c) “Incumbent” if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office
- d) “Appointed Incumbent” if you were appointed to your current elective public office and seek election to the same office
- e) “Appointed [full title of public office]” if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details. Refer to Elections Code 13107 for the relevant provisions.

# BALLOT DESIGNATION WORKSHEET

The entire form must be completed. Do not leave any spaces blank. If something does not apply, write N/A on the field.

1. Candidate Information: Enter your name, the office you are filing for, your home address, and any phone numbers you would like to enter. If something does not apply, write N/A.
2. Attorney Information: This is optional. If you do not have an attorney, write N/A on each field.
3. Proposed Ballot Designation: Enter your proposed ballot designation. Make sure it matches what you put on your candidate information sheet. You may enter two alternate ballot designations, or write N/A on both fields.
4. Justification for use of Proposed Ballot Designation: You must provide a justification as to why you chose your ballot designation. Enter your current or most recent job title, start and end dates, employer name and a person who can verify the information provided. You must provide either a phone number or an email for the person who can verify your information. Please note: If you have multiple ballot designations separated by slashes, you must provide justification for each one.
5. Questions 1-12: Answer each question in regards to your ballot designation and initial next to each question. If you answer “Yes” to any of the questions, your ballot designation is likely to be rejected.
6. Sign and date the form.
7. Page 3: If you provided alternate ballot designations, you must justify them on this page. If you did not provide alternate ballot designations, initial on the top right corner of the page.

# DECLARATION OF CANDIDACY

The Declaration of Candidacy will be prepared by the Elections Division when your request for candidate filing documents is received. You must review your Declaration of Candidacy and ensure your information is correct. The next two pages will go into detail on how to complete your Declaration of Candidacy.

Issued

# Declaration of Candidacy

For Governing Board Member

(Elections Code §§ 20, 200, 10802, 13107)

Contest ID: 3844

Official Filing Form

Mary B. Bedard  
Registrar of Voters

Filed

Verify that your name, office you are running for, and election name and title are correct.



I, **JANE DOE**, do hereby declare myself as a candidate for election to the **Member, Board of Education Trustee Area 4 of Kern County Board Of Education Trustee Area 4**, of the County of Kern; I am a registered voter; if elected I will qualify and serve to the best of my ability; and I request my name be placed on the official ballots of the district, for the **General Election** to be held on **November 3, 2020**.

Print your name legibly.



My name is \_\_\_\_\_  
First Middle/Initial (optional) Last

This is how your name will appear on the ballot.



<b>IMPORTANT NOTE:</b> A ballot designation is optional. If one is requested, a completed <b>BALLOT DESIGNATION WORKSHEET</b> must be submitted. If no ballot designation is requested, write "NONE" and initial in the box. (Elections Code §§ 13107, 13107.3)		Candidate initials if preferring <b>NO</b> designation
I request my name and ballot designation to appear on the ballot as follows:  <b>JANE DOE</b> Your Name for Use on the Ballot		
<b>Proposed Ballot Designation</b> Ballot Designation Requested		
<input type="checkbox"/>	I have a character-based name I would like to use instead of a phonetic transliteration. (Please complete Character-Based Name Form.)	

This is your proposed ballot designation.



Initial here if you prefer no ballot designation.



The Elections Division will publish one of the addresses you provide in the Certified List of Candidates and on their website. Choose which address you would like to use for publishing purposes. If you don't check a box, your mailing address will be published.



This occupational ballot designation is true and in conformance with Section 13107 of the Elections Code.

**IMPORTANT NOTE:** The Kern County Elections Division will publish one of the addresses below in the Certified List of Candidates and on the Kern County Elections Division website.

- ! Please check the appropriate box to indicate which address you wish to be used for publishing purposes.
- ! If **NO BOX IS CHECKED**, the first address listed and provided below will be published.
- ! If a day telephone number, FAX number, email address, or website is provided, that information will also be published.

Publish  Mailing Address: PO Box 123  
Bakersfield, CA 93311

Publish  Residence Address: 123 Maple St.  
(Required) Bakersfield, CA 93311

Publish  Business Address: \_\_\_\_\_

Verify that your phone number(s), fax, email, and website are correct.



Telephone - Daytime: (661)868-3590  
Telephone - Evening: (661)123-4567  
Fax: (661)987-6543

E-mail: doej@kerncounty.com  
Website: kernvote.com

Circle yes or no for a candidate statement.

Candidates Statement:	
YES	NO



\_\_\_\_\_  
Signature of Candidate

Sign here if everything on the form is correct.



If you are currently an incumbent to a public office, enter it here.

I meet the statutory and constitutional qualifications for this office (including, but not limited to, citizenship and residency).  
I am at present an incumbent of the following public office (if any): \_\_\_\_\_  
I have not been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. If nominated/elected, I will accept the nomination/election and not withdraw. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

X   
Signature of Candidate

Sign here if the above statement is true and correct.

The Oath of Office **MUST** be administered by an election's official or a notary public.

**Oath of Office**  
I, JANE DOE, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.  
Member, Board of Education Trustee Area 4, Kern County Board Of Education Trustee Area 4

X   
Signature of Candidate

**DO NOT** sign here unless you are in the presence of an election's official or a notary public.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

This portion is to be completed **only** by an election's official or a notary public.

STATE OF CALIFORNIA  
COUNTY OF KERN  
Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020,  
by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person who appeared before me.  
(Seal) Signature \_\_\_\_\_

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.  
County Elections Official \_\_\_\_\_

This portion is to be completed **only** by an election's official.

# PROVISION OF THE CODE OF FAIR CAMPAIGN PRACTICES

This form is optional. Read over the code.

Sign the form if you wish to voluntarily conduct your campaign in accordance with the principles and practices set forth in the code.

If you choose not to sign, you still need to return the form with your documents.

# QUALIFICATION STATEMENT

The Qualification Statement sets forth the requirements needed to fill the position you are filing for.

- For Governing Board Members: Select whether you are filing for the Board of Education or a School/College District (includes community colleges, school districts, high school districts and unified school districts)
- For Directors: Select the type of office you are filing for.

Read over the statement and sign and date if you meet the requirements.

# CANDIDATE'S STATEMENT

Filing a Candidate's Statement is optional. If you choose to file a statement, it must be filed with the rest of your candidate filing forms.

You must type the Candidate's Statement in upper and lower-case type and exercise caution as neither grammar or spelling will be proofread or changed.

Refer to the Rules Governing Filing of Candidate's Statement (included in Candidate's Statement form) for guidelines to follow.

All costs of printing, handling, etc., shall be paid by you upon filing the statement.

Completing the form:

- You may submit this form online which in turn saves you \$78.00 off the cost. You can also type it in a word document and send it as an attachment.
- Enter the office you are filing for, election name and date, and your name on the first page .Your occupation and age are optional.
- The second page contains 7 statements. Read all statements and initial each one.
- Select whether you want to withdraw your statement by the close of nominations if no one has filed against you and initial. If you select yes, mark the appropriate box informing us what you would like us to do with your check.
- Sign and date the form.
- Make your check payable to Auditor-Controller-County Clerk.

## ACKNOWLEDGEMENTS

The first acknowledgement is regarding a candidate's statement. By signing, you acknowledge that you have been advised of the option to file a candidate's statement and what the cost would be. Please make your selection, sign and date.

The second acknowledgement is regarding contributions and expenditure limits. By signing, you acknowledge that you will need to report any contributions or expenditures of \$2,000 or more, or any contributions of \$100 or more from a single source.

# FPPC FORMS

## **Form 700**

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. You must file this form with your candidate filing documents. Please contact the FPPC if you should have any questions on filling out this form. You can also visit <http://www.fppc.ca.gov/Form700.html> for more information and tutorials on how to complete the form.

## **Form 470**

This form is for use by officeholders and candidates who:

- do not have a controlled committee;
- do not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and
- do not anticipate spending \$2,000 or more during the calendar year.

You must file this form with your candidate filing documents if you do not have a committee.

## **Form 501**

This form needs to be filed before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy.

# INFORMATIONAL FORMS

You will receive three informational forms for your record:

- Requirements for Mass Mailing
- Information for Candidates regarding Candidate's Statements and Campaign Reporting and Statement Filing
- Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for Local Office Listed on the November 3, 2020 Ballot

# REVIEWING YOUR FORMS AND COMPLETING THE PROCESS

After you have completed your forms, scan them and email them to the election's official who issued the forms to you. They will then review the forms for accuracy and inform you if anything needs to be corrected.

Once the forms are deemed complete and accurate, the election's official will schedule an appointment to administer your oath.

Your other option is to have a notary public administer the oath to you and mail or drop off your completed packet to our office. If you choose this method, you **MUST** ensure we receive your forms by **5pm on August 7<sup>th</sup>**. We will not take postmarked forms after the deadline.



# QUESTIONS?

If you have additional questions or need help completing your forms, you may call or email the election's official assigned to complete your candidate filing forms. Additionally, they can setup a video conference call to assist you with the process.

We hope this guide assists you in completing your candidate filing forms in a timely manner while ensuring complete accuracy.

Thank you and we wish you the best in this process.