



Candidate Election Guide

General Municipal Election
Tuesday, November 5, 2024

City Clerk's Office
City Hall - 1232 Washington Street
Calistoga, CA 94515
Phone: (707) 942-2807
<https://www.ci.calistoga.ca.us/city-clerk>

TABLE OF CONTENTS

1. INTRODUCTION 1	7. CAMPAIGN DISCLOSURE 20
City Clerk Welcome		Getting Started	
About City Government		Future Filings	
Candidate Election Guide as a Resource		Instructions	
Important Contact Information		Filing Deadlines	
Key Election Dates		Electronic Completion Required	
Key Campaign Disclosure Dates		Basic Rules for Campaign Treasurers	
Incompatible Offices			
Functions of the City Clerk/County Elections Office		8. PREPARING FOR AND FILING	
Voter Registration & Residency Resources		NOMINATION DOCUMENTS 23
2. GETTING STARTED –		Nomination Document Pre-Check	
THE NOMINATION PROCESS 8	Filing Appointment with the City Clerk	
Qualifications for Office		Filing Checklist	
Use of USB Flash Drive		Fee for Candidate Statement	
Nomination Period		USB Flash Drive	
Extended Nomination Period		Signature Validation by County Elections Office	
Nomination Documents		Supplemental Nomination Paper	
The Nomination Paper		Ballot Placement	
Declaration of Candidacy [Affidavit/Oath]		Transparency of Candidate Information	
Name on Ballot		Permission to Post Information Online	
No Nomination Paper Filing Fee			
Failure to File		9. CAMPAIGN CONTRIBUTIONS 26
Candidate Unable to File		About Contribution Limits	
Withdrawal of Candidacy			
Write-In Candidacy		10. CAMPAIGN PRACTICES 27
3. BALLOT DESIGNATION 13	Political Advertising (Communications)	
About the Designation		Mass Mailing	
Secretary of State’s Regulations		Electioneering on Election Day	
Unacceptable Designations/Denial Process		False or Misleading Information to Voters	
		Simulated Ballots	
4. CANDIDATE’S STATEMENT 15	Polling Place Information	
About the Statement		Political Sign Regulations	
Format		Political Activity and City Employees	
Official Word Count		Election Activities Prohibited in City Facilities	
Endorsements and Names of Others		Using City Parks/Facilities for Campaign Activities	
Electronic Version			
Deposit Payment		11. AFTER ELECTION DAY 30
Cost Deferral		Counting and Certifying the Vote	
Withdrawal of Statement		Taking Office	
Confidentiality		Council Meetings	
10-Day Public Examination Period		County and Regional Appointments	
		Meeting Recordings	
5. STATEMENT OF ECONOMIC INTERESTS		Meeting Materials	
(FORM 700) 18	Council Compensation	
About the Statement		Council Contact and Administrative Business	
Electronic Completion Required			
6. CODE OF FAIR CAMPAIGN PRACTICES 19	APPENDIX 32
About the Code		Sample Nomination Documents	
		Forms & Resources on USB Drive	
		Forms Available from City Clerk	

1. INTRODUCTION

Welcome, and congratulations on your decision to run for elective office in the City of Calistoga. The following offices are open for nomination, to be voted on at the General Municipal Election to be held on Tuesday, November 5, 2024:

Seat	Term	Incumbent
Mayor	2 Years (2024-2026)	Donald Williams
Councilmember	4 Years (2024-2028)	Irais Lopez-Ortega
Councilmember	4 Years (2024-2028)	Lisa Gift

Running for public office is a challenging and exciting experience that carries certain legal requirements and responsibilities. This Candidate Election Guide (Guide) is designed to assist you in navigating the nomination and election process. It contains information such as critical deadlines, instructions, regulatory sources, nomination process steps and forms, campaign filing requirements, and an overview of relevant State and local laws.

The Guide includes direct links to the original information sources to ensure you have the most accurate and up-to-date information possible. Candidates are encouraged to use the interactive links to support the information provided in this document.

In this process, candidates will complete forms using PDF fillable format to ensure accurate readability and translation of each document. Forms shall not be handwritten except for placing a wet signature where indicated.

I realize that many, or all, of the materials covered in the Guide may be new to you. Know that I am available to make the process as meaningful and understandable as possible. Do not hesitate to reach out as often as needed until you feel confident about the process. City Clerk office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m., except holidays.

Best of luck with your campaign!

Yudiana Galvan
City Clerk
1232 Washington Street
Calistoga, CA 94515
(707) 942-2807
ygalvan@ci.calistoga.ca.us
<https://www.ci.calistoga.ca.us/city-clerk>

About City Government -

The City of Calistoga was incorporated on January 6, 1886, as a general law city. The City is governed by the City Council and operates under a Council-Manager form of government.

Calistoga's five-member City Council is elected from the city at large. The Mayor serves a two-year term, and the remaining four Councilmembers serve staggered four-year terms. The City conducts a general municipal election in November of every even-numbered year to fill seats that are scheduled to expire. In 2024 the office of Mayor (Williams) and Councilmembers (Lopez-Ortega and Gift) will expire and be up for election. The seats held by Councilmembers Cooper and Eisenberg (and Mayor) will be up for election in 2026.

As the policy-making body, the City Council has the ultimate responsibility to the people of Calistoga for all programs and City services. It approves all ordinances, resolutions, and significant contracts, modifies and approves the budget, and has the responsibility of employing a City Manager. The City Manager and staff enforce the laws and implement the programs and policies which are established by the City Council. All significant changes in direction or emphasis and organizational changes must be approved by the City Council. The Council also appoints citizens to various citizen advisory bodies.

The Mayor chairs the City Council meetings, issues proclamations of recognition, represents the City in certain intergovernmental affairs, and is the ceremonial head of the City. Although the Mayor is expected to provide political leadership on City issues, the Mayor has no greater authority than any other City Councilmember. The Mayor and City Council as a collective body is the power of authority. The Mayor and City Councilmembers must act by a majority to achieve their objectives for the betterment of the community.

More information about the City Council can be found on the Council's [website](#). Information about the City Council-appointed citizen boards, commissions, and committees is available on the City Clerk's [website](#).

Candidate Election Guide as a Resource -

This Guide has been prepared to assist candidates running for office at the General Municipal Election on November 5, 2024, and summarizes the major provisions relating to City Council candidates in the City of Calistoga. It is intended as a tool for understanding important Nomination Papers, official forms, and campaign deadlines. Please take the time to review the information, which will help answer questions regarding the rules and guidelines for running for public office. This Guide should be used as a general reference only, in addition to other references used by you or your campaign.

This Guide does not have the force and effect of law, regulation, or rule; in the case of conflict, the law, regulation, or rule will apply. Questions may be directed to the City Clerk's Office. However, we are precluded by law from providing legal advice. Legal questions should be directed to private legal counsel. Other valuable resources are provided on the USB flash drive issued to candidates.

The following legend is provided to help candidates understand the State of California statutory references and acronyms used throughout this Guide.

- E.C. = California Elections Code
- G.C. = Government Code
- C.c. = City Municipal Code
- CAC = California Administrative Code aka CCR
- CCR = California Code of Regulation
- CC = California Constitution
- FPPC = Fair Political Practices Commission

Important Contact Information -

City Clerk City of Calistoga

1232 Washington Street
Calistoga, CA 94515

Yudiana Galvan
Phone: (707) 942-2807
Fax: (707) 942-0732
E-Mail: ygalvan@ci.calistoga.ca.us
Website: <https://www.ci.calistoga.ca.us/city-clerk>
Hours: 8:00 a.m. - 4:30 p.m. Mon-Fri

Napa County Elections Office / Registrar of Voters

1127 First Street, Ste. E
Napa, CA 94559

John Tuteur, Registrar
Phone: (707) 253-4321
Fax: (707) 253-4390
E-Mail: elections@countyofnapa.org
Website: <https://www.countyofnapa.org/396/Elections>

Secretary of State Campaign / Elections Division

1500 11th Street, 5th Floor
Sacramento, CA 95814
Phone: (916) 653-6224
Website: www.sos.ca.gov

- Organization of Committees
- Committee Identification Numbers
- Termination of Committees

Elections Division

Phone: (916) 657-2166
Website: www.sos.ca.gov

- Questions Related to the Elections Code

Fair Political Practices Commission

P.O. Box 807 (95812-0807)
1102 Q Street, Suite 3050
Sacramento, CA 95811
Phone: (916) 322-5660
Toll-Free: (866) ASK-FPPC (866) 275-3772*1
Email: Complaint@fppc.ca.gov
Fax: (916) 322-0886
Website: www.fppc.ca.gov

- [Candidate Tool Kit](#)
- [Campaign Disclosure Manual 2](#)
- [Conflict of Interest Disclosure](#)
- [Conflict of Interest Disqualification](#)
- [Contribution Limits](#)
- [Candidate-Treasurer Video Tutorial](#)
- [Use of Campaign Funds](#)

To Report a Violation:

Website: www.fppc.ca.gov/complaint

League of California Cities / Institute for Local Government

1400 K Street, Suite 205
Sacramento, CA 95814
Phone: (916) 658-8208
Fax: (916) 444-7535
Website: www.cacities.org
www.ca-ilg.org

Key Election Dates –

Deadlines and time frames are by close of posted business hours unless expressly noted.

Date	Activity
07/15/24	OPEN of nomination filing period. E.C. 10220 ; E.C. 10224 ; E.C. 10407(a)
08/09/24	CLOSE of nomination filing period. E.C. 10220 DEADLINE to withdraw nomination. E.C. 10224
08/10/24 – 08/19/24	10-calendar day public examination period for candidate statements filed during regular nomination period. To seek writ of mandate/injunction over false or misleading content. E.C. 13313 Candidate statements remain confidential through the close of the nomination period. E.C. 13311
08/12/24	DEADLINE to withdraw candidate statement. E.C. 13307(a)(3)
08/12/24	OPEN of extended nomination period. ONLY in offices where incumbent did not file by the 08/09 filing deadline. Does not apply for offices where there is <u>no eligible incumbent</u> . E.C. 10407(b) ; E.C. 10225(a),(b)
08/14/24	CLOSE of extended nomination filing period. E.C. 10225(b) DEADLINE to withdraw nomination for extended nomination period. E.C. 10224
08/15/24	DEADLINE to withdraw candidate statement for extended nomination period. E.C. 13307(a)(3)
08/15/24 – 08/24/24	10-calendar day public examination period for candidate statements filed during extended nomination period. To seek writ of mandate/injunction over false or misleading content. E.C. 13313 Candidate statements remain confidential through the close of the extended nomination period. E.C. 13311
08/15/24	Random Alpha Drawing by Secretary of State’s Office to determine candidate ballot order. E.C. 13112(b)(c)(i)
09/02/24	LABOR DAY HOLIDAY [offices closed]
09/06/24	First day that City political/election signs may be erected. Cc 17.58.040(l)
09/09/24 – 10/22/24	Write-In Candidate Nomination Period. E.C. 8601
10/07/24	Start of vote-by-mail ballot mailing by County Elections Office.
10/21/24	Voter registration closes for November election.
10/26/24	Vote centers open. Main location: Napa County Elections Office.
11/01/24	Vote centers open. Additional locations.
11/05/24	Election day! Polls open from 7 a.m. to 8 p.m.
11/10/24	Last day to remove City political/election signs. Cc 17.58.040(l)
12/09/24	City Council Certify Election Results and Install Officers (estimated date).

Key Campaign Disclosure Dates -

Date	Activity
07/31/24	DEADLINE for 1 st semi-annual campaign disclosure statement (FPPC Form 460) [01/01/24 to 06/30/24]. For officially organized campaign committees with FPPC Form 410 on file with Secretary of State. FPPC Filing Schedule ; FPPC Campaign Manual 2
08/07/24 - 11/05/24	24-hour contribution report (FPPC 497) filing period. Within 24 hours of receipt of qualifying contribution. FPPC Filing Schedule ; FPPC Campaign Manual 2
09/26/24	DEADLINE for 1 st pre-election campaign disclosure statement FPPC Form 460 [07/01/24 to 09/21/24]. FPPC Filing Schedule ; FPPC Campaign Manual 2
10/24/24	DEADLINE for 2 nd pre-election campaign disclosure statement FPPC Form 460 [09/22/24 to 10/19/24]. FPPC Filing Schedule ; FPPC Campaign Manual 2
01/31/25	DEADLINE for 2 nd semi-annual campaign disclosure statement (FPPC Form 460) [10/20/24 to 12/31/24]. FPPC Filing Schedule ; FPPC Campaign Manual 2 . Refer to Chapter 12 of Manual 2 on filing obligations after the election and terminating the committee.

Fair Political Practices Commission			
Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the November 5, 2024 Ballot			
Deadline	Period	Form	Notes
Jul 31, 2024 Semi-Annual	* – 6/30/24	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 24 Hours Election Cycle Reports	8/7/24 – 11/5/24	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the November 5, 2024, ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sep 26, 2024 1 st Pre-Election	7/1/24 – 9/21/24	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 24, 2024 2 nd Pre-Election	9/22/24 – 10/19/24	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2025 Semi-Annual	10/20/24 – 12/31/24	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.

Additional Notes:

- *Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

(Illustrative Purposes Only)

Incompatible Offices -

The State of California does not prohibit any office holder from holding multiple public offices or seeking more than one elective office as long as the offices are not incompatible due to overlapping and conflicting public duties. If a candidate who currently holds an office is elected to a second office that is incompatible with the first, the first office becomes vacant upon taking the second office. This prohibition was established by California case law, and in 2006 was codified in Government Code § [1099](#) which provides, in relevant part, that:

“Offices are incompatible when any of the following circumstances are present, unless simultaneous holding of the particular offices is compelled or expressly authorized by law: 1) Either of the offices may audit, overrule, remove members of, dismiss employees of, or exercise supervisory power over the other office or body. 2) Based on the powers and jurisdictions of the offices, there is a possibility of a significant clash of duties or loyalties between the offices. 3) Public policy considerations make it improper for one person to hold both offices.”

The Attorney General’s Office has given numerous opinions on the subject of incompatible offices. If you have any questions about whether two public offices are considered incompatible, contact your attorney or the [Attorney General’s Office](#). The FPPC also addresses the issue of [holding two positions](#) and has information available on their website.

Functions of the City Clerk and County Elections Offices –

The City of Calistoga contracts with the County Elections Office to assist in the conduct of the City’s elections. However, each agency plays a key role in the facilitation of the election. Responsibilities of each agency are as follows:

The City Clerk: Issues and accepts Nomination Papers, publishes necessary legal notices, receives campaign disclosure statements, proofreads ballot materials, and processes arguments and impartial analyses for city measures.

The County Elections Office: Verifies signatures on petitions, arranges for the printing and mailing of all necessary voter information, publishes precinct information, and locates and staffs all polling places or vote centers. Additionally, the County Elections Office is responsible on Election Day for counting the votes cast and conducting post-election activities such as canvassing the returns and certifying election results.

Voter Registration & Residency Resources -

The [County Elections Office](#) offers [lists of registered](#) voters to help candidates confirm if citizens are currently registered to vote in the appropriate jurisdiction. A fee of \$0.50 per 1,000 voters will be charged. For more information contact the Napa County Elections Office via email at elections@countyofnapa.org. The County’s request form is provided on the USB drive issued to all candidates.

2. GETTING STARTED – THE NOMINATION PROCESS

Qualifications For Office -

Government Code § [36502](#) requires a candidate for municipal office be an elector (registered voter) of the City at the time Nomination Papers are issued. If, during the term of office, the official moves to reside outside of the city limits or ceases to be an elector of the city, the office shall immediately become vacant.

Prior to scheduling the issuance appointment, the City Clerk will confirm voter registration to ensure eligibility.

Use of USB Flash Drive -

All nomination forms and resources will be issued on a USB flash drive, with the exception of the Nomination Paper which is printed on paper. Forms are completed using pdf fillable format that are saved back to the flash drive and used when reviewing/submitting materials to the City Clerk.

Nomination Period -

The nomination period is the time when a candidate may obtain, complete, and file to run for elective office. The nomination period **OPENS** Monday, July 15, 2024, at 8:00 a.m. and **CLOSES** at 4:30 p.m. on Friday, August 9, 2024. [E.C. 10220](#)

July 2024							
No.	Su	Mo	Tu	We	Th	Fr	Sa
27		1	2	3	4	5	6
28	7	8	9	10	11	12	13
29	14	15	16	17	18	19	20
30	21	22	23	24	25	26	27
31	28	29	30	31			

August 2024							
No.	Su	Mo	Tu	We	Th	Fr	Sa
31					1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31

Extended Nomination Period -

If an incumbent does not file for re-election, the issuance and filing deadline is extended until 4:30 p.m. on Wednesday, August 14, 2024. The incumbent cannot file during the extended deadline. If there is no incumbent “eligible” to file, the deadline for that office is Friday, August 9, 2024. [E.C. 10225](#)

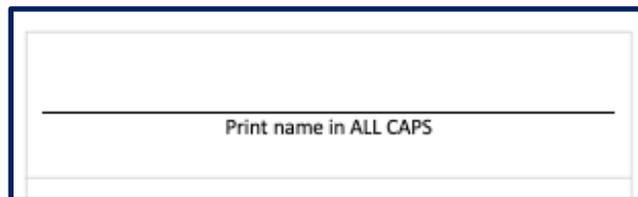
August 2024							
No.	Su	Mo	Tu	We	Th	Fr	Sa
31					1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31

Declaration of Candidacy [Affidavit of Nominee / Oath of Office] –

The declaration of candidacy is the section of the official nomination document wherein the candidate indicates how their name and ballot designation is to appear on the ballot. Additionally, the candidate declares that they meet the statutory and constitutional qualifications for the office sought, and if nominated, the candidate will accept the nomination and not withdraw. The declaration is contained within the Nomination Paper and shall be executed in the City Clerk's Office.

Name on Ballot -

There is a place on the nomination petition for candidates to write how they would like their name to appear on the ballot. The name must be recognizable as the name under which the candidate is registered to vote, though not identical. A nickname may be used in addition to the name. The law **prohibits** using a TITLE or DEGREE on the same line as the name.



- First, middle, and last names. Example: John James Doe or John Doe
- First and middle initials and last name. Example: John J. Doe, J.J. Doe, or J. James Doe
- A short version of the first name. Example: "Jim" for James or "Katie" for Kathryn
- A nickname designated with parentheses () or quotation marks "". Example: John "Jon-Jon" Doe

No Nomination Paper Filing Fee -

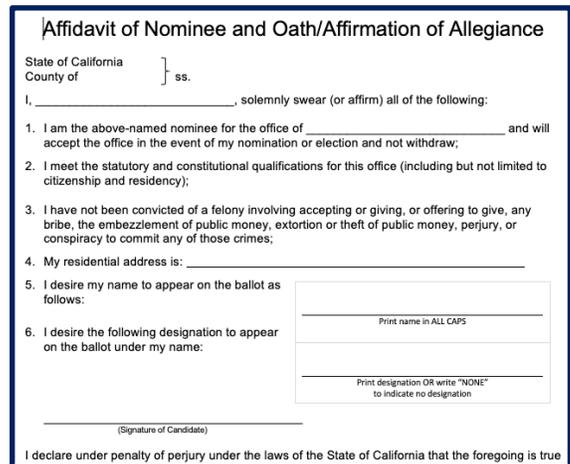
There is no fee for filing the Nomination Paper; however, there is a fee for the optional candidate statement of qualifications. Refer to the section on candidate statements for details.

Failure to File -

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time, and in the proper place, any declaration of candidacy in the person's possession which is entitled to be filed under the provisions of the Elections Code § [18202](#).

Candidate Unable to File -

A candidate may authorize another person to file the nomination documents; however, this is highly discouraged. Authorization shall be in writing on a form provided by the City Clerk.



Affidavit of Nominee and Oath/Affirmation of Allegiance

State of California }
County of _____ } ss. _____

I, _____, solemnly swear (or affirm) all of the following:

1. I am the above-named nominee for the office of _____ and will accept the office in the event of my nomination or election and not withdraw;
2. I meet the statutory and constitutional qualifications for this office (including but not limited to citizenship and residency);
3. 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;
4. My residential address is: _____
5. I desire my name to appear on the ballot as follows:

Print name in ALL CAPS
6. I desire the following designation to appear on the ballot under my name:

Print designation OR write "NONE" to indicate no designation

(Signature of Candidate)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true

Withdrawal of Candidacy -

No candidate may withdraw nomination after 4:30 p.m. on Friday, August 9, 2024. If the filing period is extended, for that office only, the deadline to withdraw is 4:30 p.m. on Wednesday, August 14, 2024. After those dates the candidate’s name will appear on the ballot.

Sample Nomination Paper -

The following sample is provided for illustrative and instructional purposes only. The complete sample document can be found in the Appendix of this Guide.

City of Smallville Nomination Paper

(Elections Code §§ 100, 104, 200, 8041, 10102, 10220 -10228;
Code of Civil Procedure § 2015.5)

Official Filing Form

Jessica Martin

Name of City Clerk

By: *Jessica Martin*

Date Issued: 07/15/24

We, the undersigned voters of the City of Smallville hereby nominate _____

Rayna Cole, for the office of City Councilmember Dist. # to be voted for at the

General Municipal Election to be held on Tuesday, November 5, 2024.

PRECINCT (FOR OFFICIAL USE ONLY)	NAME	RESIDENCE	VERIFICATION (FOR OFFICIAL USE ONLY)
	Print 1..... Sign	Residence Address ONLY City or Town	
	Print 2..... Sign	Residence Address ONLY City or Town	
	Print 3..... Sign	Residence Address ONLY City or Town	
	Print 4..... Sign	Residence Address ONLY City or Town	
	Print 5..... Sign	Residence Address ONLY City or Town	
	Print 6..... Sign	Residence Address ONLY City or Town	
	Print 7..... Sign	Residence Address ONLY City or Town	
	Print 8.....	Residence Address ONLY	

(Illustrative Purposes Only)

Write-In Candidacy -

As provided in Elections Code § [8600](#) et seq., any person who desires may run for office as a write-in candidate. Write-in votes will only be counted for qualified write-in candidates who file the required forms with the City Clerk no later than the deadline for the write-in nomination period **[09/09/24 - 10/22/24]**.

To be a qualified write-in candidate for a particular office a person shall file:

- Write-In Nomination Paper
- Statement of Write-In Candidacy

As with other candidates, write-in candidates are also required to file:

- Statement of Economic Interests Form 700
- Code of Fair Campaign Practices
- Candidate Intention Statement Form 501
- Officeholder/Candidate Campaign Statement Short Form 470 (or F410, F460)

<p>WRITE-IN Nomination Paper <small>(Elections Code §§ 100, 104, 200, 8041, 8600, 10102, 10220 -10228; Code of Civil Procedure § 2015.5)</small></p>		<p>_____ Name of City Clerk</p> <p>By: _____</p> <p>Date Issued: _____</p>	
<p>We, the undersigned voters of the City of _____ hereby nominate _____, for the office of _____ to be voted for at the General Municipal Election to be held on Tuesday, November 5, 2024.</p>			
PRECINCT (FOR OFFICIAL USE ONLY)	NAME	RESIDENCE	VERIFICATION (FOR OFFICIAL USE ONLY)
	Print 1..... Sign	Residence Address ONLY City or To.....	
	Print 2..... Sign	Residence City or To.....	

**Statement of Write-In Candidacy
Oath/Affirmation of Allegiance**

State of California }
County of _____ } ss.

I, _____, do solemnly swear (or affirm) all of the following:

1. I am a write-in candidate for the office of _____ and will accept the office in the event of my election;
2. I meet the statutory and constitutional qualifications for this office (including but not limited to citizenship and residency);
3. 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;
4. My residential address is: _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed by me at _____, on _____, 2024.

The Ballot Designation Worksheet and Candidate’s Statement **do not apply** to write-in candidates. The required number of signatures, and completion instructions, is the same as the regular Nomination Paper.

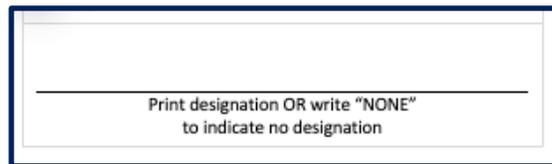
3. BALLOT DESIGNATION / WORKSHEET

The ballot designation (optional) will appear directly under the candidate's name on the official ballot. California Elections Code § [13107](#) provides that the candidate select from only one (1) of the following category options. The candidate must be **qualified** to use the selected category.

1. No more than three (3) words that generically describes the candidate's current principal profession, vocation, or occupation;
2. The full title of the elective office currently held by candidate;
3. The word "appointed [full title of public office] currently held by candidate;
4. The word "incumbent";
5. The phrase "appointed incumbent."

This is one of the most regulated components of the nomination process, with each category having strict rules and use conditions. Candidates are encouraged to thoroughly read the instructions and be prepared to provide evidence of the ability to use the proposed designation(s). Evidence will be documented on the required Ballot Designation Worksheet and submitted with attachments such as employer contact information, job specification, a certificate of election, a professional license, or a business license.

The candidate will write the designation on the Nomination Paper where indicated. If no designation is selected, write the word "NONE."



Print designation OR write "NONE"
to indicate no designation

The Ballot Designation Worksheet shall be filed with the City Clerk at the same time as Nomination Papers. The worksheet is not required if "NONE" is indicated. If a candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot.

Secretary of State's Regulations -

The California Secretary of State has adopted regulations (Chapter 7 of Division 7 of Title 2 of the [California Code of Regulations](#)) relating to ballot designations. The County Elections Official, and thus the City of Calistoga, has opted to refer to those regulations to address issues relating to ballot designations for local offices; however, the local official retains full discretion to interpret the regulations and to make decisions based on other considerations. Specifically helpful is Code of Regulations § [20716](#), which describes **unacceptable** ballot designations.

Unacceptable Designations / Denial Process -

If the City Clerk finds the designation to be in violation of the Elections Code, the candidate will be notified and shall appear before the City Clerk within three (3) days of receiving notice. If the candidate fails to provide a designation that complies, no designation will appear after the candidate's name.

Sample Ballot Designation Worksheet -

The following sample is provided for illustrative and instructional purposes only. The complete sample document can be found in the Appendix of this Guide.

 California Secretary of State BALLOT DESIGNATION WORKSHEET <small>November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)</small>			
<p>This entire form must be completed, or it will not be accepted, and you will not be entitled to a ballot designation. DO NOT LEAVE ANY RESPONSE SPACES BLANK. If information requested is not applicable, please write "N/A" in the space provided, otherwise the information MUST be provided. UPON FILING, THIS WORKSHEET WILL BE A PUBLIC DOCUMENT.</p>			
Candidate Information	1	Candidate Name: Rayna Cole Office: Councilmember Email: rcole-law2000@gmail.com Home Address: 1212 Fourth Avenue, Smallville, CA 95### Mailing Address: Same Business Address: Cole Law & Associates, LLP Phone Number(s) Business: (###) ###-#### Home/Mobile: (###) ###-#### Fax: n/a	
	Attorney or Other Authorized Person Information	2	Attorney Name (or other person authorized to act on your behalf): Self Address: Phone Number(s) Business: Mobile: Fax:
		<p>You may select as your ballot designation one of the following designations:</p> <ul style="list-style-type: none"> (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/)]. (b) The full title of the public office you currently occupy and to which you were elected. (c) "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. (d) "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. (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office. 	
		Proposed Ballot Designation(s)	3
	<p>If your proposed ballot designation is pursuant to Elections Code § 13107(a)(3): The professions, vocations or occupations relied upon to support my proposed ballot designation(s) constitute my primary, main or leading professions, vocations or occupations. Initial _____</p>		
	<p>Translation of Proposed Designation: Gender specific translations will default to the masculine form for uniformity in translation unless you specify otherwise: <input type="checkbox"/> Masculine <input checked="" type="checkbox"/> Feminine</p>		

(Illustrative Purposes Only)

4. CANDIDATE'S STATEMENT

As provided in Elections Code § [13307](#), each candidate may prepare a Candidate's Statement on an appropriate form provided by the City Clerk. The Candidate's Statement is designed to acquaint voters with a candidate's qualifications for the office sought, and shall not to exceed 200 words. Submitting a Candidate's Statement for the voter's pamphlet is **optional**; however, the form indicating whether or not the candidate is submitting a statement is **required**.

The statement contains the candidate's:

- Name
- Age (optional)
- Occupation (optional)
- A brief description of the candidate's qualifications and education.

Statements will be printed exactly as submitted as prescribed by Elections Code § 13307. Statements exceeding the word limit will have words stricken (from the end) by the Elections Official until compliance is reached.

The Federal Voting Rights Act requires all information that is provided in the voter pamphlet be provided in Spanish, as well as English.

Format -

The statement must be written in first person, with uniform type, size, darkness, single spacing, and block paragraph form. It may not include party affiliation nor membership in partisan political organizations. **DO NOT USE: Bolding, Italics, Bullets, Diamonds, Stars, Boxes, Circles, Check Marks, Asterisks, Underlining, unusual spacing, or ALL CAPITAL LETTERS (except in Titles and Acronyms).** Unauthorized formatting will be removed by the Elections Official.

The County Voter Information Guide has limited print space for candidate statements. Therefore, statements that do not fit will be adjusted by the County Elections Office to fit within the space allowed. Adjustments may include combining paragraphs.

Official Word Count -

Candidates are provided with an "official" [word count](#) to ensure the statement contains no more than 200 words. The City Clerk will count the words prior to acceptance, giving the candidate an opportunity to shorten the statement if needed. Filed statements exceeding 200 words will be shorted starting with the last word and moving backward until the limit is met.

Endorsements and Names of Others -

Statements containing endorsements or mentioning the names of others, shall be accompanied by written authorization(s) from the person or organization offering the endorsement or anyone being mentioned.

Electronic Version -

In addition to the hard copy, candidates shall provide the City Clerk with an electronic version of the Candidate Statement at the time of filing. The electronic version shall be submitted via email or using the USB flash drive issued to each candidate when the nomination documents were issued. If any discrepancy between the two formats is found, the hard copy will prevail.

Deposit Payment -

The candidate desiring a statement in the voter's pamphlet is required to pay a pro-rata share of the cost. That cost will vary based on the number of candidates, printing charges, and translation costs. Payment for the estimated amount is due when filing nomination documents.

The candidate shall submit the amount of **\$688**. via check payable to the "City of Calistoga." Electronic means of payment are **not** accepted. Additional foreign language translations have additional costs.

If the final cost differs from the estimate, the candidate will be invoiced or reimbursed the difference. If a refund is due, reimbursement will occur within 30 days of receiving the election invoice from the County Elections Office.

Cost Deferral -

Elections Code § [13309](#) establishes a procedure for candidates who are unable to pay the cost of the Candidate Statement in advance. This procedure allows a candidate to allege indigency with the submission of a fee waiver request and a Statement of Financial Worth form. Candidates should be prepared to provide, for example, bank statements along with the candidate's most recent federal income tax form. If indigency is approved, the candidate is still obligated to pay the fee at a later date. If the candidate does not qualify, the fee must be paid within three (3) business days, or the statement will be withdrawn.

Withdrawal of Statement -

Candidates may withdraw but may not change a Candidate Statement once submitted and no later than 4:30 p.m. on Monday, August 12, 2024. In any office where the nomination period is extended, Thursday, August 15, 2024, is the last day a statement may be withdrawn.

Confidentiality -

Candidate Statements are confidential until the close of the nomination period.

10-Day Public Examination Period -

Immediately after the close of the nomination period, Candidate Statements will be subject to a 10-day public examination period as contained in Elections Code § [13313](#). During this period, any person may challenge the statement's content in court if it contains information that is false, misleading, or inconsistent with the requirements of the Elections Code.

Sample Candidate Statement -

The following sample is provided for illustrative and instructional purposes only. The complete sample document can be found in the Appendix of this Guide.

Name, Occupation and Age to appear above Candidate statement	2	Office:	Councilmember
		Name:	Rayna Cole
		Occupation:	Small Business Owner
		Age (Optional):	37

Notice to Candidates

All candidates, regardless of whether or not they choose to publish a candidate statement, are required to complete and file a candidate statement form. If Section 6 is executed for "no statement filed", leave below field blank.

Type 200 word statement below (do not include information from Section 2 above):

Born and raised in Smallville, I know many of the residents like family. I grew up watching the City expand and change into the community we enjoy today. I have a small legal practice in town and take pride in representing the needs of city residents. For the past four years I've held the position of Planning Commissioner, and have gained a strong understanding of how local government works. I'm also a Smallville Chamber of Commerce member. This experience, along with the relationships I've built as a Commissioner, business leader, and long-time resident, gives me the perfect voice for you on the City Council.

Although a great City, it's not without challenge. New development has brought jobs and tax dollars, but we've also watched the deterioration of the downtown core, aging parks, lack of affordable housing, and a reduced feeling of safety. It's time for new priorities.

I think fresh ideas are needed to ensure the community remains vibrant yet honors the rich history and resources of this small town. I plan to introduce ideas that center around revitalization, smart growth, public safety, and fiscal accountability.

Let me speak for you. Vote Rayna Cole for City Council.

(Illustrative Purposes Only)

5. STATEMENT OF ECONOMIC INTERESTS FORM 700

As part of the nomination documents, candidates are required to submit a FPPC Statement of Economic Interests Form 700. This public transparency document lists a candidate's economic interests so that voters can determine if the candidate will have any potential financial conflicts if elected to office. The Form 700 is very specific regarding what is required (and what is not required) to be reported. Reportable interests typically include various sources of income, real property, investments, and business positions. Refer to the FPPC's Statement of Economic Interests website for more information.

Electronic Completion Required –

The City of Calistoga is an e-filing agency as provided in Calistoga Municipal Code § [2.20.010](#). Candidates will utilize the electronic software program to complete, sign, and submit the statement. Filed statements may be viewed on the Clerk's Financial Disclosure [webpage](#). Instructions on how to access and file using the electronic system will be provided. Forms may not be handwritten.

Sample Statement of Economic Interests Form -

The following sample is provided for illustrative and instructional purposes only. The complete sample document can be found in the Appendix of this Guide.

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION		STATEMENT OF ECONOMIC INTERESTS COVER PAGE A PUBLIC DOCUMENT		Date Initial Filing Received Filing Official Use Only
<i>Please type or print in ink.</i>				
NAME OF FILER (LAST)	(FIRST)	(MIDDLE)		
Cole	Rayna			
1. Office, Agency, or Court				
Agency Name (Do not use acronyms)				
City of Smallville				
Division, Board, Department, District, if applicable		Your Position		
City Council		Councilmember		
► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)				
Agency: _____		Position: _____		
2. Jurisdiction of Office (Check at least one box)				
<input type="checkbox"/> State		<input type="checkbox"/> Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)		
<input type="checkbox"/> Multi-County _____		<input type="checkbox"/> County of _____		
<input checked="" type="checkbox"/> City of Smallville		<input type="checkbox"/> Other _____		
3. Type of Statement (Check at least one box)				
<input type="checkbox"/> Annual: The period covered is January 1, 2023, through December 31, 2023.		<input type="checkbox"/> Leaving Office: Date Left ____/____/____ (Check one circle.)		
<input type="checkbox"/> -or- The period covered is ____/____/____, through December 31, 2023.		<input type="checkbox"/> The period covered is January 1, 2023, through the date of leaving office.		
<input type="checkbox"/> Assuming Office: Date assumed ____/____/____		<input type="checkbox"/> -or- The period covered is ____/____/____, through the date of leaving office.		
<input checked="" type="checkbox"/> Candidate: Date of Election <u>11/05/24</u> and office sought, if different than Part 1: _____				
4. Schedule Summary (required) ► Total number of pages including this cover page: _____				
Schedules attached				
<input type="checkbox"/> Schedule A-1 - Investments – schedule attached		<input type="checkbox"/> Schedule C - Income, Loans, & Business Positions – schedule attached		
<input type="checkbox"/> Schedule A-2 - Investments – schedule attached		<input type="checkbox"/> Schedule D - Income – Gifts – schedule attached		

(Illustrative Purposes Only)

6. CODE OF FAIR CAMPAIGN PRACTICES

Candidates who subscribe to the Code of Fair Campaign Practices are pledging to follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters. This is an optional form and is due at the time of filing nomination documents. [E.C. § 20400 et seq.](#)

If the candidate does not desire to subscribe, the form must be filed, but not signed.

Sample Code of Fair Campaign Practices -

The following sample is provided for illustrative and instructional purposes only. The complete sample document can be found in the Appendix of this Guide.

 <p>California Secretary of State CODE OF FAIR CAMPAIGN PRACTICES (Elections Code § 20440)</p> <p>There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.</p> <p>THEREFORE:</p> <p>(1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.</p> <p>(2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.</p> <p>(3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.</p> <p>(4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.</p> <p>(5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.</p> <p>(6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on</p>
--

(Illustrative Purposes Only)

7. CAMPAIGN DISCLOSURE

All candidates are required to file campaign disclosure statements with the City Clerk's Office, unless stated otherwise. The statements to be filed, and how often, will depend on the value of contributions received or expenditures made in support of the candidate's election. Candidates with a qualifying campaign committee will have additional and continued filing requirements.

Getting Started –

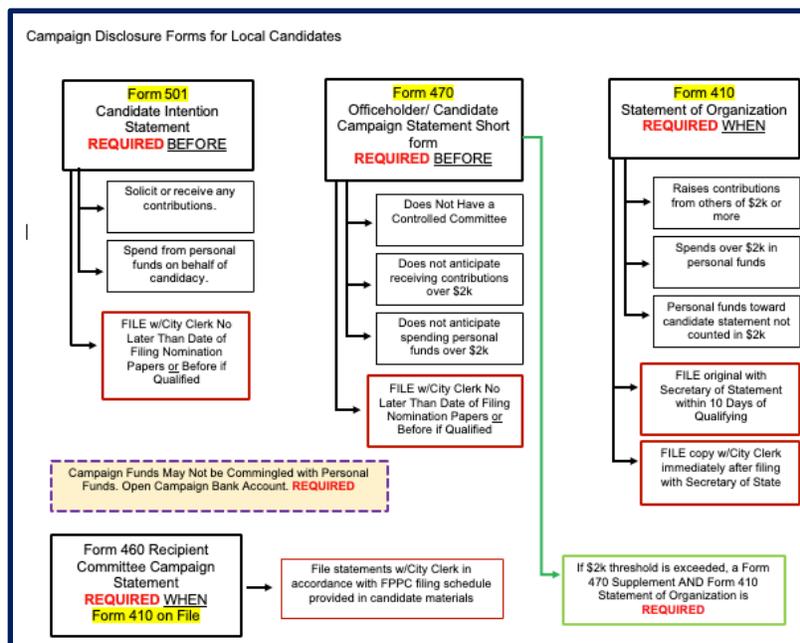
Campaign funds may not be commingled with personal funds; therefore, a campaign bank account must be opened if contributions are received, or the candidate makes expenditures beyond the deposit for the candidate statement. A candidate's personal account may not be used.

FPPC Candidate Intention Statement [Form 501](#) – File **before** soliciting or receiving any contributions or before making expenditures from personal funds on behalf of a candidacy. The Form 501 shall be filed immediately upon qualification, or no later than the time nomination documents are filed.

FPPC Officeholder/Candidate Campaign Statement Short [Form 470](#) – File **with** nomination documents, but no later than the first pre-election filing deadline, when candidate does not anticipate raising or spending more than \$2,000 during the calendar year. Or, for incumbents, no later than July 31.

FPPC Officeholder/Candidate Campaign Statement Supplement [Form 470S](#) - File, and distribute notifications, **within** 48 hours of exceeding the \$2,000 threshold.

FPPC Statement of Organization Recipient Committee [Form 410](#) – File original and two copies, along with a fee of \$50, with the Secretary of State **within** 10 days of raising or spending \$2,000. Immediately thereafter, file a copy with the City Clerk.



Future Filings –

FPPC Recipient Campaign Statement [Form 460](#) - A candidate, with a qualified committee, will have continuous Form 460 filing requirements on designated **deadlines**, covering specific periods of time, until the committee has been legally terminated.

FPPC 24-Hour/10-Day Contribution Report [Form 497](#) – File **within 24 hours** of making or receiving \$1,000, or that total in the aggregate \$1,000, or more from a single source within 90 days **(08/07/24 to 11/05/24)** prior to the election.

FPPC 24-Hour/10-Day Independent Expenditure Report [Form 496](#) - File **within 24 hours** of making an independent expenditure totaling \$1,000 or more to support or oppose a single candidate or measure within 90 days **(08/07/24 to 11/05/24)** of the election. OR, of making \$5,000 to support or oppose the qualification of a single local ballot measure.

FPPC Verification of Independent Expenditure Report [Form 462](#) - File **within 10 days** from the date of a committee’s first independent expenditure that totals, in aggregate, \$1,000 or more in a calendar year to support or oppose a candidate or measure. File via email with the Fair Political Practices Commission.

Any campaign committee that anticipates gross contributions of \$25,000 or more in any taxable year must notify the US Department of Treasury IRS **within 24 hours** of qualification, that it is a “[Section 527 Organization](#)” and file an initial statement [Form 8871](#) and annual tax returns.

Instructions –

Instructions on all filing requirements are detailed in the FPPC’s [Campaign Disclosure Manual 2](#) for Local Elections, and in the FPPC’s straightforward [Campaign Activity FAQ](#). For ease in navigation, a bookmarked version of Manual 2 is provided on the USB flash driven issued to each candidate.

Filing Deadlines –

Filing deadlines for the November 2024 election are detailed in the FPPC’s Filing Schedules for Local Officials and also contained in this Guide.

Electronic Completion Required -

Candidates will utilize the FPPC PDF fillable format to complete, print, and sign the statement(s) due before or with nomination documents. This includes the Form 501, 470, 470S, and 410. Forms may not be handwritten.

Electronic statement preparation and filing is required once a candidate has filed a Statement of Organization Form 410 with the Secretary of State. The City Clerk becomes aware of the candidate’s committee status upon receiving a copy of the Form 410. The City Clerk’s Office will then provide instructions on how to access and file in the electronic system. Forms may not be filed in paper format. Calistoga Municipal Code § [2.20.010](#).

Basic Rules for Campaign Treasurers –

A candidate must select a treasurer before raising or spending any money for an election. The role of treasurer may be performed by the candidate. The FPPC provides information on this responsibility on its website under [Basic Rules for Treasurers](#), in a [video tutorial](#) for candidates and treasurers, and more specifically described in the Campaign Disclosure Manual 2 for Local Candidates that is provided.

Candidates and treasurers are required to exercise great detail and care over campaign accountancy, and are required to sign under penalty of perjury that all reasonable diligence was used in the preparation and review of the statement.

Sample FPPC Forms -

Completed sample forms are provided for illustrative and instructional purposes only, and can be found in the Appendix of this Guide.

The image displays three sample FPPC forms. The top form is California Form 470, titled 'Officeholder and Candidate Campaign Statement - Short Form'. It includes fields for 'Date Filed', 'CALIFORNIA FORM 470', and 'For Official Use Only'. Below this are sections for '1. Statement Covers Calendar Year 20...', '2. Officeholder or Candidate Information', and '3. Office Sought or Held'. The middle form is California Form 410, titled 'Statement of Organization Recipient Committee'. It includes fields for 'Date Filed', 'CALIFORNIA FORM 410', and 'For Official Use Only'. It has sections for '1. Committee Information', 'I.D. Number', and '2. Treasurer and Other Principal Officers'. The bottom form is California Form 501, titled 'Candidate Intention Statement'. It includes fields for 'Date Filed', 'CALIFORNIA FORM 501', and 'For Official Use Only'. It has sections for '1. Candidate Information', '2. State Candidate Expenditure Limit Statement', and '3. Verification'. The forms are overlaid and partially obscured, showing their relative positions and content.

(Illustrative Purposes Only)

8. PREPARING FOR AND FILING NOMINATION DOCUMENTS

Nomination Document Pre-Check -

The City Clerk is available to answer questions about the process and to perform a cursory review of draft documents prior to the official filing appointment. Candidates may also email draft documents requesting a review. The candidate will be promptly notified of the Clerk’s findings. Review documents carefully, as the City Clerk does not proof for spelling, punctuation, or grammatical errors.

Filing Appointment with the City Clerk -

Candidates must schedule an appointment with the City Clerk to file the completed nomination documents. All paperwork must be filed together. Candidates should anticipate an appointment of at least 45 minutes. To schedule an appointment, email or call the City Clerk’s Office at (707) 942-2807.

The City Clerk will perform a cursory review of documents to confirm completion and compliance, but not for content nor grammar.

Filing Checklist –

When preparing for the official filing appointment, candidates are urged to use the provided filing checklist to ensure all nomination documents and fees (if applicable) are in order and **complete**.

CANDIDATE FILING CHECKLIST		
<p>This checklist is provided to assist candidates in preparing for the nomination document filing appointment with the City Clerk’s Office. Be prepared to bring all completed, printed, and signed documents, along with the USB flash drive issued by the City Clerk.</p>		
<p>Due <u>When</u> Filing Nomination Papers</p>		<p>Submission Appt. Time/Date: _____</p>
Document	Candidate Checklist	<input checked="" type="checkbox"/> For Use by City Clerk
Nomination Petition	<input type="checkbox"/> 20+ Signatures Affixed	<input type="checkbox"/>
	<input type="checkbox"/> Affidavit of Circulator Complete & Signed	<input type="checkbox"/>
	<input type="checkbox"/> Affidavit of Nominee Complete & Signed	<input type="checkbox"/>
	<input type="checkbox"/> Ballot Name Printed in ALL CAPS	<input type="checkbox"/>
	<input type="checkbox"/> Ballot Designation or NONE Printed	<input type="checkbox"/>
	<input type="checkbox"/> Declaration Completed, Dated & Signed	<input type="checkbox"/>
	<input type="checkbox"/> Oath DON'T SIGN . To be Executed in Clerk’s Office	<input type="checkbox"/>
Ballot Designation Worksheet	<input type="checkbox"/> Sec. 1-Candidate Information Completed	<input type="checkbox"/>
	<input type="checkbox"/> Sec. 2-Attorney Information Completed (if applicable)	<input type="checkbox"/>
	<input type="checkbox"/> Sec. 3-Proposed Ballot Designation Completed	<input type="checkbox"/>
	<input type="checkbox"/> Sec. 3-Translation Box Marked	<input type="checkbox"/>
	SKIP Sec 4. IF USING ELECTIVE TITLE OR INCUMBENT	
<input type="checkbox"/> Answered 12 Yes/No Questions	<input type="checkbox"/>	

(Illustrative Purposes Only)

Fee for Candidate Statement -

Make the check payable to the City of Calistoga for the amount noted in the Candidate Statement section of this Guide. Electronic forms of payment are not accepted.

USB Flash Drive -

Candidates will bring the issued USB flash drive, along with printed and signed forms, to the City Clerk's Office for the official filing appointment. Ensure that final versions of all documents are completed and saved to the drive in the event modification and re-printing is needed.

Signature Validation by the County Elections Office -

The following guidelines will be used when validating signatures on a Nomination Paper. A signature can be challenged if the signer:

- Is not registered to vote;
- Provides a signature that does not compare to the signature on the voter's affidavit of registration;
- Allows another to fill in voter's information (different handwriting);
- Does not reside in the appropriate district or political subdivision;
- Uses a P.O. Box number for residence;
- Omits voter's residential address;
- Uses a mail drop number for residence address;
- Provides an address that is different from the voter's residential address on the affidavit of registration on record with the Registrar of Voters;
- Prints voter's name for the signature, unless registered as such;
- Lists and signs voter name using spouse's name, such as "Mrs. John Jones"; or
- Uses ditto marks for an address previously listed.
- Uses corrective tape/liquid to cover errors.

Supplemental Nomination Paper -

If, after filing the Nomination Paper, the candidate has less than 20 valid signatures, the City Clerk may issue a Supplemental Nomination Paper giving the candidate an opportunity to gather additional signatures. Candidates are encouraged to file early to allow time for the signature verification process.

Ballot Placement -

Placement of candidates' names on the ballot will be according to the official order of letters determined by a randomized alphabet drawing to be conducted by the Secretary of State's Office on Thursday, August 15, 2024. The City Clerk will notify candidates of ballot order.

Transparency of Candidate Information -

The City is committed to ensuring full transparency in the election process and will provide voters with candidacy information. The nomination status for each candidate will be posted on the City's website, with the exception of the Nomination Paper as reproduction is prohibited by law. Information may include the candidate's name, nomination status, Candidate Statement (when it is no longer confidential), the Statement of Economic Interests Form 700, and campaign disclosure statements.

Permission to Post Information Online -

In accordance with Government Code § [7920.500](#) (Public Records Act), governmental agencies are restricted from posting the home address or telephone number of an elected official on the internet without first obtaining written permission. This is relevant to the elective process as a candidate today could ultimately become the elected official.

As a candidate for elective office, it is expected that some form of contact information be available so voters may connect with the candidate to discuss jurisdictional issues. Candidate's may consider creating campaign specific email addresses or websites to aid in communicating with the voting public.

To comply with Government Code, the City Clerk will have the candidate complete a permission form to identify what information may not be posted online.

9. CAMPAIGN CONTRIBUTIONS

About Contribution Limits -

Government Code § 85301(d) sets a limit on the solicitation and receipt of contributions in cities that have not enacted campaign contribution limits. This is set on a “per election” basis. For candidates, the 2024 limit per contributor is \$5,500 for each election. Limits also apply to officeholders and other committees as described in Government Code. For more information on campaign contribution limits, refer to the FPPC [contribution limits](#) website.

California Fair Political Practices Commission

California State Contribution Limits

(Effective January 1, 2023 - December 31, 2024)

Candidates seeking a state office and committees that make contributions to state candidates are subject to contribution limits from a single source. Effective January 1, 2021 a state campaign contribution limit will by default apply to city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates. (Sections 85301 - 85303.) Contributions from affiliated entities are aggregated for purposes of the limits. (Regulation 18215.1.) The chart below shows the current limits per contributor for state offices and city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates. The primary, general, special, and special run-off elections are considered separate elections. Contribution limits to candidates apply to each election. Contribution limits to officeholder and other committees apply on a calendar year basis. Contact your city or county about contribution limits for local offices. The state campaign contribution limit will by default apply to city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates.

Contribution Limits to State and Local* Candidates Per Election

Candidate or Officeholder	Contributor Sources		
	Person (individual, business entity, committee/PAC)	Small Contributor Committee (see definition on page 2)	Political Party
City and County Candidates subject to Section 85301 (d)	\$5,500	\$5,500	\$5,500

(Illustrative Purposes Only)

10. CAMPAIGN PRACTICES

Political Advertising (Communications) -

California State law dictates how candidates must manage political advertising, and what information shall be disclosed in political communications to comply with the law. Types may include mass mailings, mass emails, newspaper ads, telephone calls, text messages, lawn signs, billboards, and social media ads. Candidates are encouraged to thoroughly read the materials published by the FPPC to ensure compliance. [Political Advertisement Disclosures "Q&A"](#) and [Political Advertising Disclosure "Chart"](#).

Mass Mailing –

Government Code § [84305](#) requires that candidates be issued the complete text on mass mailing. In part, a candidate for an elective office shall not send a mass mailing unless the name, street address, and city of the candidate are shown on the outside of each piece of mail. The complete text and requirements are provided on the USB flash drive issued to all candidates.

Electioneering on Election Day –

Pursuant to Elections Code § [18370](#) no person on Election Day shall, within 100 feet of a polling place, do any of the following:

- 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/her qualifications except as provided in Elections Code § [14240](#).
- Do any electioneering. This includes wearing buttons, T-shirts, stickers, etc. that promote a candidate or issue on the ballot.
- Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

As used in this section "100 feet from a polling place" shall mean a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Elections Code § [18541](#) provides that any person who violates the above provisions is punishable by imprisonment in county jail for not more than 12 months or state prison. Any person who conspires to violate this section is guilty of a felony.

False or Misleading Information to Voters -

No candidate shall, in his occupational designation on the ballot, assume a designation that would mislead the voters. (E.C. § [13107](#))

Every candidate is guilty of a misdemeanor who pretends or implies that he or she is an incumbent of a public office or that he or she has acted in the capacity of a public officer when this is not the case. (E.C. § [18350](#))

Any candidate who knowingly makes a false statement of material fact in a candidate's statement, with the intent to mislead the voters, is punishable by a fine not to exceed \$1,000. (E.C. § [18351](#))

Simulated Ballots -

Every simulated ballot shall bear a printed notice, as provided in Elections Code § [20009](#), stating that this is not an official ballot but rather an unofficial marked ballot prepared by (name and address of person or organization responsible); and no official seal or insignia may appear on the envelope in which it is contained.

Polling Place Information -

Every person is guilty of a misdemeanor who distributes, or causes to be distributed, literature to voters that includes the designation of a voter's precinct polling place other than the precinct polling place listed for that voter in the latest official precinct polling list at some time not more than 30 days prior to the distribution. (E.C. § [18302](#))

Political Sign Regulations -

Calistoga Municipal Code Section § [Cc 17.58.040\(l\)](#) regulates the placement of political signs associated with an election. Signs identifying a person or issue scheduled for an upcoming election shall not be erected more than 60 days prior to an election day and shall be removed within five days after the election day. Such signs may be placed in any district on private property with the consent of the property owner. No one sign shall be authorized to exceed eight square feet. The number of signs permitted on a parcel shall be limited to one sign per candidate or issue, per each parcel frontage along a public right-of-way. **[09/26/24-11/10/24]**

The State of California Department of Transportation regulates the placement of signs on State property, within the right-of-way, and/or near a landscaped freeway. The Caltrans website details the [State regulations](#) and provides a [Statement of Responsibility](#) form that is filed with the State. Caltrans will remove unauthorized temporary political signs and bill the responsible party for removal.

Candidates are reminded to share with their enthusiastic campaign workers that it is unlawful to remove or deface another candidate's sign. Candidates must also have the **property owner permission** to place a sign on private property.

If you, or your campaign workers, notice an illegally placed sign, contact Greg Desmond with the Planning and Building Department at (707) 942-2830 or via email at gdesmond@calistoga.ca.gov. Do not remove the sign yourself.

Political Activity and City Employees -

City staff members are precluded from participating in any electioneering activities for a candidate while on paid city time, or on city property, and in all instances must follow applicable state law. Do not approach city employees while they are fulfilling their official duties regarding your campaign.

Election Activities Prohibited in City Facilities -

Electioneering is prohibited at City Hall. This means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot. This includes: (a) a display of a candidate's name, likeness, or logo; (b) A display of a ballot measure's number, title, subject, or logo; (c) Buttons, hats, pencils, pens, shirts, signs or stickers containing electioneering information; and (d) dissemination of audible electioneering information.

Using City Parks and Facilities for Campaign Activities -

Candidates may rent City recreation facilities for an event so long as they meet the insurance requirements, complete the application form, and pay applicable facility fees.

For a Special Event Permit on private property contact the Planning Department at (707) 942-2830. If your event will be held on public property, contact the Parks and Rec Department at (707) 942-2838.

11. AFTER ELECTION DAY

Counting and Certifying the Vote -

Election night semi-official results are available as they are posted on the County Elections Office [website](#). Election Code § [15372](#) provides for votes to be counted and results certified to the local governing body within 30 day of the election. The City intends to accept the certified election results at the next regularly scheduled council meeting following receipt of the County's canvass of the vote. If the certified results come in after the last regularly scheduled meeting of the year, a special meeting will be added.

Taking Office -

Councilmembers are sworn into office in December following the November election. In 2024, swearing in is anticipated on Tuesday, December 09, 2024, or at a special meeting after the canvass of the vote has been received and certified by the City Council as provided in Elections Code. The Oath of Office will be administered at that meeting along with presentation of the Certificate of Election.

Council Meetings -

The Calistoga City Council holds regular meetings tri-weekly on Tuesdays at 6:00 p.m. A [schedule](#) of regular meeting dates is approved annually.

It is the common practice of the City Council to hold Special Meetings to conduct business, study sessions and/or closed sessions. Special Meeting days and start times vary. Additional meetings are called when required and may be scheduled on alternative meeting days depending on the City Council availability and the work program demand. Special meetings may be called with a minimum of 24 hours' notice.

Because of the quantity of items that the City Council must undertake, as well as the difficulty in finding additional days for the City Council to meet, City Councilmembers are asked to be available from 5:30 p.m. onwards on regular Council meeting days.

County and Regional Appointments -

City Councilmembers are also appointed to separate legislative bodies to represent the City's regional interests. These regional appointments are made by the Mayor and are reviewed and approved by the City Council annually, typically at the first meeting in January. These appointments generally last for the calendar year. Some appointments become multi-year commitments because of the depth or complexity of the work, and these are known as continuity appointments. Any regional body that a City Councilmember is appointed to will also have regular and/or special meetings. A list of the 2024 Appointments is on the City Council [website](#).

In addition to regional appointments, City Councilmembers may also act as a lead or liaison with community partners (for example: Chamber of Commerce, or local associations), and also with the City's own commissions, boards, and committees.

Meeting Recordings -

City Council meetings are held in person at 1307 Washington Street, streamed live via Zoom, broadcast live on Channel 28 and streamed live via [YouTube](#). Closed sessions are not recorded.

Meeting Materials -

Prepared materials for City Council meetings, called “Agenda Packets”, are available for the City Council and the general public on the Friday preceding the Tuesday City Council meeting, in most cases. Packets are available through the City’s website. City Councilmembers access the meeting packet on the City’s website by clicking on the Regular City Council Meeting link on the [date of the meeting](#) . Packets can be lengthy, or complicated and City Councilmembers should plan time to review the packet well before the meeting and are encouraged to submit questions to the City Manager's Office in advance of the meeting.

Council Compensation -

Calistoga Municipal Code § [2.04.060](#) establishes the salary of each City Councilmember at \$950.00 per month. The Mayor shall also receive an additional monthly salary of \$550.00. Mileage reimbursement is available for Councilmember travel to the appointed regional committee meetings.

Annual compensation of all of the City's elected officials, officers, and employees is available on the [California State Controller's website](#).

Council Contact and Administrative Business -

The Mayor and the City Council do not maintain full-time offices at City Hall but can be reached through the City Manager's Office or by direct email, which can be found on each City Councilmember website.

Each City Councilmember has a mailbox for City business and mail at City Hall. The City Manager’s Office and City Clerk’s Office coordinate for City Council invoices and other budget-related activities, including registration for conferences, annual membership to regional partnerships, etc.

Sample Nomination Documents:

- 1. Nomination Paper
- 2. Ballot Designation Worksheet
- 3. Candidate Statement
- 4. Statement of Economic Interests Form 700
- 5. Code of Fair Campaign Practices
- 6. FPPC Campaign Forms 501, 470, 470S, 410

Forms & Resources on USB Drive:

- 1. Ballot Designation Worksheet*
- 2. Candidate Statement*
- 3. Official Word Count
- 4. Statement of Economic Interests Form 700* [E-Filing System]
- 5. Code of Fair Campaign Practices Form*
- 6. Candidate Filing Checklist
- 7. Resolution Calling Election
- 8. Resolution of Candidate Statement Regulations
- 9. FPPC Campaign Disclosure Forms 501*, 470*, 470S, 410
- 10. FPPC Campaign Disclosure Manual 2 for Local Officials

- 11. FPPC Campaign Activity FAQ
- 12. FPPC Campaign Disclosure Form Workflow
- 13. FPPC November 2024 Filing Schedule
- 14. FPPC Political Advertisement-Communication Regulations
- 15. Mass Mailing Regulations (G.C. § [84305](#))
- 16. City Map
- 17. City Organizational Chart
- 18. Voter File Request Application

Forms Available from City Clerk:

- 1. E-Filing Registration / Instructions
- 2. Indigency Forms
 - a. Waiver Application
 - b. Affidavit of Financial Worth
- 3. Request to Withdraw Candidacy Language
- 4. Request to Withdraw Candidate Statement Language

* = Official Nomination Document

City of Smallville Nomination Paper

(Elections Code §§ 100, 104, 200, 8041, 10102, 10220 -10228;
Code of Civil Procedure § 2015.5)

Official Filing Form
Jessica Martin
Name of City Clerk
By: <i>Jessica Martin</i>
Date Issued: 07/15/24

We, the undersigned voters of the City of Smallville hereby nominate _____

Rayna Cole, for the office of Councilmember to be voted for at the
General Municipal Election to be held on Tuesday, November 5, 2024.



PRECINCT (FOR OFFICIAL USE ONLY)	NAME	RESIDENCE	VERIFICATION (FOR OFFICIAL USE ONLY)
	Print 1..... Sign	Residence Address ONLY City or Town	
	Print 2..... Sign	Residence Address ONLY City or Town	
	Print 3..... Sign	Residence Address ONLY City or Town	
	Print 4..... Sign	Residence Address ONLY City or Town	
	Print 5..... Sign	Residence Address ONLY City or Town	
	Print 6..... Sign	Residence Address ONLY City or Town	
	Print 7..... Sign	Residence Address ONLY City or Town	
	Print 8..... Sign	Residence Address ONLY City or Town	
	Print 9..... Sign	Residence Address ONLY City or Town	
	Print 10..... Sign	Residence Address ONLY City or Town	

Public Access to this document is limited to viewing only. No individual may copy or distribute copies of documents containing signatures of voters.
(California Elections Code section 17100(c)).



PRECINCT (FOR OFFICIAL USE ONLY)	NAME	RESIDENCE	VERIFICATION (FOR OFFICIAL USE ONLY)
Print 11..... Sign		Residence Address ONLY City or Town	
Print 12..... Sign		Residence Address ONLY City or Town	
Print 13..... Sign		Residence Address ONLY City or Town	
Print 14..... Sign		Residence Address ONLY City or Town	
Print 15..... Sign		Residence Address ONLY City or Town	
Print 16..... Sign		Residence Address ONLY City or Town	
Print 17..... Sign		Residence Address ONLY City or Town	
Print 18..... Sign		Residence Address ONLY City or Town	
Print 19..... Sign		Residence Address ONLY City or Town	
Print 20..... Sign		Residence Address ONLY City or Town	
Print 21..... Sign		Residence Address ONLY City or Town	
Print 22..... Sign		Residence Address ONLY City or Town	
Print 23..... Sign		Residence Address ONLY City or Town	
Print 24..... Sign		Residence Address ONLY City or Town	
Print 25..... Sign		Residence Address ONLY City or Town	
Print 26..... Sign		Residence Address ONLY City or Town	



PRECINCT (FOR OFFICIAL USE ONLY)	NAME	RESIDENCE	VERIFICATION (FOR OFFICIAL USE ONLY)
Print 27..... Sign		Residence Address ONLY City or Town	
Print 28..... Sign		Residence Address ONLY City or Town	
Print 29..... Sign		Residence Address ONLY City or Town	
Print 30..... Sign		Residence Address ONLY City or Town	

A candidate may sign his or her own nomination paper

Affidavit of Circulator

(To be completed in circulator's own hand)

State of California }
County of Big Valley } ss.

I, Jackson Cole, solemnly swear (or affirm) all of the following:
(Print Name)

- That I am 18 years of age or older;
- That my residence address, including street and number, is:
1212 Fourth Avenue, Smallville, CA 95###

If no street or number exists, a designation of my residence adequate to readily ascertain its location is _____.

- That the signatures on this nomination paper were obtained between July 15 and July 29 and
(Month/Day/Year) (Month/Day/Year)
- That I circulated the petition, and I saw the signatures on this section of the nomination paper being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

Jackson Cole

(Signature of Circulator)

I certify (declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed by me at Smallville, CA 95###, on July 29, 2024.
(Location) (Month and Day)

(Please see the reverse side for required information)

Affidavit of Nominee and Oath/Affirmation of Allegiance

State of California }
County of Big Valley } ss.

I, Rayna Cole, solemnly swear (or affirm) all of the following:

1. I am the above-named nominee for the office of Councilmember and will accept the office in the event of my nomination or election and not withdraw;
2. I meet the statutory and constitutional qualifications for this office (including but not limited to citizenship and residency);
3. 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;
4. My residential address is: 1212 Fourth Avenue, Smallville, CA 95###

5. I desire my name to appear on the ballot as follows:

RAYNA COLE

Print name in ALL CAPS

6. I desire the following designation to appear on the ballot under my name:

ATTORNEY/BUSINESS OWNER

Print designation OR write "NONE"
to indicate no designation

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed by me at 1212 Fourth Avenue, Smallville, CA 95###, on July 29, 2024.
(Location) (Month and Day)

Rayna Cole

(Signature of Candidate)

I, Rayna Cole, 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.

Rayna Cole

(Signature of Candidate)

Subscribed (or affirmed) and sworn to before me this ____ day of _____, 2024.

(Signature of Notary Public OR City Clerk/Designee)

FOR OFFICIAL USE ONLY

Examined and certified by me this ____ day of _____, 2024.

(Signature of City Clerk or Designee)



California Secretary of State
BALLOT DESIGNATION WORKSHEET

November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form must be completed, or it will not be accepted, and you will not be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC DOCUMENT.**

Candidate Information	1	Candidate Name:	Rayna Cole		
		Office:	Councilmember	Email:	rcole-law2000@gmail.com
		Home Address:	1212 Fourth Avenue, Smallville, CA 95###		
		Mailing Address:	same		
		Business Address:	same		
		Phone Number(s) Business:	(###) ###-####	Home/Mobile:	(###) ###-####

Attorney or Other Authorized Person Information	2	Attorney Name (or other person authorized to act on your behalf):	Self				
		Address:					
		Phone Number(s) Business:		Mobile:		Fax:	

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/)].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "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.
- (d) "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.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s)	3	Proposed Ballot Designation(s):	Attorney / Business Owner		
		Alternate Ballot Designation(s) 1:	Businesswoman		
		Alternate Ballot Designation(s) 2:			

If your proposed ballot designation is pursuant to Elections Code § 13107(a)(3):

The professions, vocations or occupations relied upon to support my proposed ballot designation(s) constitute my primary, main or leading professions, vocations or occupations. Initial RC

Translation of Proposed Designation: Gender specific translations will default to the masculine form for uniformity in translation unless you specify otherwise: () Masculine () Feminine

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/) separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation. (Note: It is not necessary to provide copies of Certificates of Election if you are currently a seated member for a voter-nominated office).
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

(Illustrative Purposes Only)



California Secretary of State
BALLOT DESIGNATION WORKSHEET

November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)
Page 2

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

If your proposed ballot designation contains one or more slashes ("/") separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.

Justification for use of Proposed Ballot Designation(s) If you are proposing alternate ballot designations, please provide justification for use of those on Page 3.

4	Justification for use of 1 st PVO:		
	State licensed attorney. Copy of state license attached.		
	Current or most recent job title:	Principal	Start Date: 2015 End Date: Current
	Employer Name or Business:	Cole Law & Associates, LLP	
	Person who can verify this information:		
	Name:	Jason Bennett	Phone Number(s): ###-###-#### Email: jbenett###@gmail.com
	Justification for use of 2 nd PVO:		
	Business owner. Copy of business license attached.		
	Current or most recent job title:	same as above	Start Date: End Date:
	Employer Name or Business:		
	Person who can verify this information:		
	Name:		Phone Number(s): Email:
Justification for use of 3 rd PVO:			
Current or most recent job title:		Start Date: End Date:	
Employer Name or Business:			
Person who can verify this information:			
Name:		Phone Number(s): Email:	

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- | | | |
|--|---|-------------------|
| 1) Use only a portion of the title of your current elected office? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |
| 2) Non-judicial candidates: Use only the word "Incumbent" for an elective office to which you were appointed? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |
| 3) Use more than three total words for your principal professions, vocations, or occupations? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |
| 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |
| 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |
| 6) Abbreviate the word "retired"? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |
| 7) Place the word "retired" after the words it modifies? Example: Accountant, retired | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |
| 8) Use a word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation, or occupation? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |
| 9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |
| 10) Use the name of a political party or political body? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |
| 11) Refer to a racial, religious, or ethnic group? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |
| 12) Refer to any activity prohibited by law? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Initial <u>rc</u> |

If the answer to any of these questions is "yes," your proposed ballot designation is likely to be rejected.

X Rayna Cole 07/29/24
Candidate's Signature Date Signed: Month/Day/Year

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish to consult CCR, title 2, sections, 20712-20719 (found at www.sos.ca.gov).

(Illustrative Purposes Only)



California Secretary of State
BALLOT DESIGNATION WORKSHEET

November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

Page 3

RC

COMPLETE THIS PAGE ONLY IF one or more Alternate Ballot Designation(s) are provided. If this page is not applicable, please initial:

Justification for
Alternate Ballot
Designation(s) 1

A	Justification for use of 1 st PVO:
	Business owner and certified local woman-owned business. Copy of business license and certification attached.
	Current or most recent job title: See information in Section 4. Start Date: End Date:
	Employer Name or Business:
	Person who can verify this information:
	Name: Phone Number(s): Email:
	Justification for use of 2 nd PVO:
	Current or most recent job title: Start Date: End Date:
	Employer Name or Business:
	Person who can verify this information:
	Name: Phone Number(s): Email:
	Justification for use of 3 rd PVO:
Current or most recent job title: Start Date: End Date:	
Employer Name or Business:	
Person who can verify this information:	
Name: Phone Number(s): Email:	

Justification for
Alternate Ballot
Designation(s) 2

B	Justification for use of 1 st PVO:
	Current or most recent job title: Start Date: End Date:
	Employer Name or Business:
	Person who can verify this information:
	Name: Phone Number(s): Email:
	Justification for use of 2 nd PVO:
	Current or most recent job title: Start Date: End Date:
	Employer Name or Business:
	Person who can verify this information:
	Name: Phone Number(s): Email:
	Justification for use of 3 rd PVO:
	Current or most recent job title: Start Date: End Date:
Employer Name or Business:	
Person who can verify this information:	
Name: Phone Number(s): Email:	

(Illustrative Purposes Only)

Page left intentionally blank



CANDIDATE STATEMENT OF QUALIFICATIONS WORKSHEET

(Elections Code §§ 13307, 13307.5, 13307.7, 13308, 13311)

Election, Candidate & Office Information	1	Election:	General Municipal Election
		Office:	Councilmember
		Candidate Name:	Rayna Cole

IMPORTANT INSTRUCTIONS (If No Statement is be filed please skip to Section 6)

- Prepare statement in word, block paragraph, single space. No bold, italic, underline, stars **, dots ..., ALL CAPS, etc.
- Include all information from box 2 at the top of statement. If Section 2 is left blank, only the Name will be printed above the statement.
- Submit a printed version of statement and email a word version of statement to yqaivan@ci.calistoga.ca.us
- Elections Code 13307(d) states the following:
 (d) The local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency their estimated pro rata share as a condition of having their statement included in the voter's pamphlet. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just 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. Accordingly, the local agency is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the local agency may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the local agency which, or the elections official who, collected the estimated cost shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

Name, Occupation and Age to appear above Candidate statement	2	Office:	Councilmember
		Name:	Rayna Cole
		Occupation:	Small Business Owner
		Age (Optional):	37

Language Preference	3	<input checked="" type="checkbox"/> English and Spanish (All statements will be printed in both languages if filed.)	<input type="checkbox"/> Additional Languages(please list languages):

Statement Cost Responsibility	4	<input checked="" type="checkbox"/> I understand that I am responsible for the cost of this statement.
-------------------------------	---	--

Signature	5	I understand that my name, occupation, and age, as listed above will appear with my statement in the Voter Information Guide for the County.	
		Rayna Cole Signature	07/29/24 Date

No Statement Filed	6	<input type="checkbox"/> I DO NOT elect to file a Statement of Qualifications as permitted by Election Code 13307.
		Signature _____ Date _____

Office Use Only	!	<input type="checkbox"/> Check# _____	Word Count
		Total Cost: _____	

Notice to Candidates

All candidates, regardless of whether or not they choose to publish a candidate statement, are required to complete and file a candidate statement form. If Section 6 is executed for "no statement filed", leave below field blank.

Type 200 word statement below (do not include information from Section 2 above):

Born and raised in Smallville, I know many of the residents like family. I grew up watching the City expand and change into the community we enjoy today. I have a small legal practice in town and take pride in representing the needs of city residents. For the past four years I've held the position of Planning Commissioner, and have gained a strong understanding of how local government works. I'm also a Smallville Chamber of Commerce member. This experience, along with the relationships I've built as a Commissioner, business leader, and long-time resident, gives me the perfect voice for you on the City Council.

Although a great City, it's not without challenge. New development has brought jobs and tax dollars, but we've also watched the deterioration of the downtown core, aging parks, lack of affordable housing, and a reduced feeling of safety. It's time for new priorities.

I think fresh ideas are needed to ensure the community remains vibrant yet honors the rich history and resources of this small town. I plan to introduce ideas that center around revitalization, smart growth, public safety, and fiscal accountability.

Let me speak for you. Vote Rayna Cole for City Council.

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Date Initial Filing Received
Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Cole Rayna

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

City of Smallville

Division, Board, Department, District, if applicable

Your Position

City Council

Councilmember

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- State
- Multi-County _____
- City of Smallville
- Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
- County of _____
- Other _____

3. Type of Statement (Check at least one box)

- Annual:** The period covered is January 1, 2023, through December 31, 2023.
-or- The period covered is ____/____/____, through December 31, 2023.
- Assuming Office:** Date assumed ____/____/____
- Candidate:** Date of Election 11/05/24 and office sought, if different than Part 1: _____
- Leaving Office:** Date Left ____/____/____
(Check one circle.)
- The period covered is January 1, 2023, through the date of leaving office.
- or-**
- The period covered is ____/____/____, through the date of leaving office.

4. Schedule Summary (required)

► Total number of pages including this cover page: _____

Schedules attached

- Schedule A-1 - Investments** – schedule attached
- Schedule A-2 - Investments** – schedule attached
- Schedule B - Real Property** – schedule attached
- Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule D - Income – Gifts** – schedule attached
- Schedule E - Income – Gifts – Travel Payments** – schedule attached

Boxes are automatically checked when data is entered into the filing schedule(s).

-or- **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
1212 Fourth Avenue, Smallville, CA 95###

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
(###) ###-#### rcole-law2000@gmail.com

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 07/29/24
(month, day, year)

Signature _____
(File the originally signed paper statement with your filing official.)

Page left intentionally blank





California Secretary of State
CODE OF FAIR CAMPAIGN PRACTICES
 (Elections Code § 20440)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Rayna Cole

Print Name

July 29, 2024

Date

Rayna Cole Or, unsigned if not pledging

Signature

Councilmember

Office

Page left intentionally blank



Candidate Intention Statement

CALIFORNIA
FORM
501

For Official Use Only

Date Stamp

Check One: Initial Amendment (Explain) _____

1 Candidate Information:

NAME OF CANDIDATE (Last, First Middle Initial)

Cole, Rayna

DAYTIME TELEPHONE NUMBER

(707) 555-1234

FAX NUMBER (optional)

(707) 555-1235 rcole@gmail.com

EMAIL (optional)

STREET ADDRESS

1212 Fourth Avenue

CITY

Oakmont

STATE

CA

ZIP CODE

95443

OFFICE SOUGHT (POSITION TITLE)

City Council

AGENCY NAME

City of Oakmont

DISTRICT NUMBER, if applicable, NON-PARTISAN OFFICE

1

PARTY PREFERENCE:

(Check one box, if applicable.)

State (Complete Part 2.)

City County Multi-County: _____

(Name of Multi-County Jurisdiction)

20XX

(Year of Election)

PRIMARY / GENERAL

SPECIAL / RUNOFF

2 State Candidate Expenditure Limit Statement:

(CalPERS and CalSTRS candidates, judges, judicial candidates, and candidates for local offices do not complete Part 2.)

(Check one box)

I accept the voluntary expenditure ceiling for the election stated above.

I do not accept the voluntary expenditure ceiling for the election stated above.

Amendment:

I did not exceed the expenditure ceiling in the primary or special election held on: ____/____/____ and I accept the voluntary expenditure ceiling for the general or special run-off election.

(Mark if applicable)

On ____/____/____, I contributed personal funds in excess of the expenditure ceiling for the election stated above.

3 Verification:

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ [Date Required] _____ Signature _____ [Signature Required] _____
(month, day, year) (Candidate)

**Officeholder and Candidate
Campaign Statement –
Short Form**

Date Stamp

**CALIFORNIA
FORM 470**
For Official Use Only

A **Amendment** (Explain Below)

Date of election if applicable:
(Month, Day, Year)
6/6/XX

1 Statement Covers Calendar Year 20 XX.

2 **Officeholder or Candidate Information**

NAME OF OFFICEHOLDER OR CANDIDATE
Rayna Cole

STREET ADDRESS
1212 Fourth Avenue

CITY STATE ZIP CODE
Oakmont CA 95443

AREA CODE/DAYTIME PHONE NUMBER EMAIL ADDRESS
707-555-1234 rcole@gmail.com

OPTIONAL FAX
707-555-1235

3 **Office Sought or Held**

OFFICE SOUGHT OR HELD
City Council

JURISDICTION (LOCATION)
City of Oakmont

DISTRICT NUMBER (IF APPLICABLE)
1

4 **Committee Information**

List all committees of which you have knowledge that are primarily formed to receive contributions or to make expenditures on behalf of your candidacy.

COMMITTEE NAME AND I.D. NUMBER	COMMITTEE ADDRESS	NAME OF TREASURER
Friends Supporting Rayna Cole for City Council 20XX ID Number 1533XX	1618 C Street Oakmont, CA 95443	Gabriel Stoll

5 **Verification**

I anticipate that I will receive less than \$2,000 and that I will spend less than \$2,000 during the calendar year. I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and, to the best of my knowledge, the information contained in it is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ DATE
By _____ [Signature Required]
SIGNATURE OF OFFICEHOLDER OR CANDIDATE

**Campaign Statement
Form 470 Supplement**

Date Stamp

**CALIFORNIA
FORM 470
SUPPLEMENT**

For Official Use Only

Amendment (Explain Below)

SEE INSTRUCTIONS ON REVERSE

This form is written notification that the officeholder/candidate listed below has received contributions totaling \$2,000 or more or has made expenditures of \$2,000 or more during the calendar year.

1 Officeholder or Candidate Information

NAME OF OFFICEHOLDER OR CANDIDATE
Rayna Cole

STREET ADDRESS
1212 Fourth Avenue

CITY STATE ZIP CODE EMAIL ADDRESS
Oakmont CA 95443 rcole@gmail.com

AREA CODE/DAYTIME PHONE NUMBER OPTIONAL: FAX
707-555-1234 707-555-1235

2 Office Sought

OFFICE SOUGHT
Oakmont City Council

DATE OF ELECTION (MONTH, DAY, YEAR)
6/6/XX

DISTRICT NUMBER (IF APPLICABLE)
1

3 Date Contributions Totalling \$2,000 or More Were Received or Date Expenditures of \$2,000 or More Were Made

4/1/XX
(MONTH, DAY, YEAR)

**Statement of Organization
Recipient Committee**

Statement Type Initial

A Not yet qualified
or

Date qualification threshold met
09 / 04 / 20XX

Amendment

Date qualification threshold met
____ / ____ / ____

Termination – See Part 5

Date of termination
____ / ____ / ____

Date Stamp

**CALIFORNIA 410
FORM**

For Official Use Only

1 Committee Information

I.D. Number
(if applicable)

NAME OF COMMITTEE

Manuel Alvarez for Mayor 20XX

STREET ADDRESS (NO P.O. BOX)

225 Presley Street

CITY

Oakmont

STATE

CA

ZIP CODE

95443

AREA CODE/PHONE

(707)555-6868

FULL MAILING ADDRESS (IF DIFFERENT)

P.O. Box 1744, Oakmont, CA 95434

E-MAIL ADDRESS (REQUIRED) / FAX (OPTIONAL)

707-555-6869 / mrichards@oakmontmail.com

COUNTY OF DOMICILE

San Marino

JURISDICTION WHERE COMMITTEE IS ACTIVE

Oakmont

2 Treasurer and Other Principal Officers

NAME OF TREASURER

Madeline Richards

STREET ADDRESS (NO P.O. BOX)

225 Presley Street

CITY

Oakmont

STATE

CA

ZIP CODE

95443

AREA CODE/PHONE

(707)555-6868

NAME OF ASSISTANT TREASURER, IF ANY

Manuel Alvarez

STREET ADDRESS (NO P.O. BOX)

225 Presley Street

CITY

Oakmont

STATE

CA

ZIP CODE

95443

AREA CODE/PHONE

(707)555-6868

NAME OF PRINCIPAL OFFICER(S)

N/A

STREET ADDRESS (NO P.O. BOX)

CITY

STATE

ZIP CODE

AREA CODE/PHONE

Attach additional information on appropriately labeled continuation sheets.

3 Verification

I have used all reasonable diligence in preparing this statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ By _____
[Date Required] DATE SIGNATURE OF TREASURER OR ASSISTANT TREASURER

Executed on _____ By _____
[Date Required] DATE SIGNATURE OF CONTROLLING OFFICERHOLDER, CANDIDATE, OR STATE MEASURE PROponent

Executed on _____ By _____
DATE SIGNATURE OF CONTROLLING OFFICERHOLDER, CANDIDATE, OR STATE MEASURE PROponent

Executed on _____ By _____
DATE SIGNATURE OF CONTROLLING OFFICERHOLDER, CANDIDATE, OR STATE MEASURE PROponent

**Statement of Organization
Recipient Committee**

Statement Type Initial

A Not yet qualified
or
 Date qualification threshold met

09 / 04 / 20XX

Amendment

Date qualification threshold met

Termination – See Part 5

Date of termination

Date Stamp

**CALIFORNIA 410
FORM**

For Official Use Only

1 Committee Information

NAME OF COMMITTEE

Manuel Alvarez for Mayor 20XX

I.D. Number
(if applicable)

2 Treasurer and Other Principal Officers

NAME OF TREASURER

Madeline Richards

STREET ADDRESS (NO P.O. BOX)

225 Presley Street

CITY

Oakmont

STATE

CA

ZIP CODE

95443

AREA CODE/PHONE

(707)555-6868

NAME OF ASSISTANT TREASURER, IF ANY

Manuel Alvarez

STREET ADDRESS (NO P.O. BOX)

225 Presley Street

CITY

Oakmont

STATE

CA

ZIP CODE

95443

AREA CODE/PHONE

(707)555-6868

NAME OF PRINCIPAL OFFICER(S)

N/A

STREET ADDRESS (NO P.O. BOX)

CITY

STATE

ZIP CODE

AREA CODE/PHONE

Attach additional information on appropriately labeled continuation sheets.

3 Verification

I have used all reasonable diligence in preparing this statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ [Date Required] By _____
DATE SIGNATURE OF TREASURER OR ASSISTANT TREASURER

Executed on _____ [Date Required] By _____
DATE SIGNATURE OF CONTROLLING OFFICERHOLDER, CANDIDATE, OR STATE MEASURE PROponent

Executed on _____ [Date Required] By _____
DATE SIGNATURE OF CONTROLLING OFFICERHOLDER, CANDIDATE, OR STATE MEASURE PROponent

Executed on _____ [Date Required] By _____
DATE SIGNATURE OF CONTROLLING OFFICERHOLDER, CANDIDATE, OR STATE MEASURE PROponent