



COUNTY OF HUMBOLDT  
Office of Elections & Voter Registration

2426 6<sup>th</sup> Street  
Eureka, CA 95501-0788  
707-445-7481 / Fax 707-445-7204  
humboldt\_elections@co.humboldt.ca.us

TO: Klamath-Trinity Joint Unified School District  
PO Box 1308  
Hoopa, CA 95546

FROM: Lucinda Jackson, Administrative Analyst  
DATE: May 15, 2020  
SUBJECT: Presidential General Election on November 3, 2020  
**Candidacy**

Klamath-Trinity Joint Unified School District will be participating in the upcoming Presidential General Election on November 3, 2020. Answers to frequently asked questions regarding candidacy and filing timelines are below. Please feel free to contact our office anytime with questions or for assistance.

#### OFFICER TERMS EXPIRING IN 2020

Your district board will have the following officer terms expire in 2020:

No. of Positions	Area	Term (in years)	Incumbents
1	2	4	Thomas Patrick O'Gorman Jr
1	4	4	Lois Jane Risling
1	5	2	Martha Elizabeth McLaughlin
1	7	4	Darlene Magee

#### FILING CANDIDACY PAPERS FOR DISTRICT BOARD SEATS

Candidates must complete and file candidacy papers with the Humboldt County Office of Elections. To request candidacy papers, candidates must complete and submit the attached Acknowledgement of Receipt of Instructions & Request for Candidacy Filing Documents form (Attachment 1). The request form can be returned by email, fax, mail, or in person by appointment as follows:

**Email:** [humboldt\\_elections@co.humboldt.ca.us](mailto:humboldt_elections@co.humboldt.ca.us)

**Fax:** 707-445-7204

**Mail:** 2426 6<sup>th</sup> Street, Eureka, CA 95501

**In Person by Appointment:** Call 707-445-7481 to schedule.

Upon receipt of the request form, the Office of Elections will distribute candidacy papers to the candidate by (1) email, (2) mail, or (3) in person by appointment at the Office of Elections, per the method indicated on the request form. Candidates will not be charged a fee to file candidacy papers.

Expect completion of the candidacy papers to take a minimum of one hour. Required forms include:

- Ballot Designation Worksheet
- Declaration of Candidacy
- Fair Campaign Practices
- Financial Forms

Candidates may sign candidacy papers in the presence of a Notary Public or in person by appointment at the Office of Elections.

**Important:** Candidates must return fully completed wet-signature original candidacy papers to the Office of Elections (located at 2426 6<sup>th</sup> Street, Eureka, CA 95501) by the close of the candidacy period to complete candidacy filing. Candidates are encouraged to additionally email scanned copies of their

signed candidacy papers to the Office of Elections at [humboldt\\_elections@co.humboldt.ca.us](mailto:humboldt_elections@co.humboldt.ca.us) prior to mailing originals to facilitate early review.

### ELECTIONS CALENDAR

Attached is an election calendar for district reference (Attachment 2). Dates and deadlines included on the calendar are specific to activities affecting school and special districts. A complete election calendar with district, measure, candidate, and voter dates and deadlines will be available on the Office of Elections website (<https://humboldt.gov/elections>) by July 1<sup>st</sup>.

### CANDIDACY FILING PERIOD

The candidacy period for the Presidential General Election is July 13, 2020 – August 7, 2020. The Office of Elections recommends candidates file candidacy papers early on to avoid missing the deadline. If an incumbent does not file candidacy papers by August 7<sup>th</sup>, the candidacy period for that district board seat will extend to August 12, 2020.

### WHO CAN FILE CANDIDACY PAPERS

Humboldt County residents who are registered to vote in Humboldt County and live in the district for which they are applying may file candidacy papers.

### CANDIDATE STATEMENTS

Filing a Candidate Statement is optional. Candidates **will be charged** a fee to file Candidate Statements. Candidate Statement filing fees vary by district and number of candidates filing Candidate Statements. Specific district filing fees will be outlined in the Candidate Guide. The Office of Elections requires candidates to include a check with “do not exceed” the maximum fee written on the check with signed original candidacy papers. When the candidacy period is complete, the Office of Elections will calculate fees and provide candidates with total fees charged.

A hard copy statement must be submitted. Candidates who **additionally** submit their candidate statement electronically in Microsoft Word format via compact disc (CD) or email will receive a \$50 discount. Candidates requesting language translation of their Candidate Statement in Spanish or Hmong will be charged an additional translation \$75 fee per language. Fees are summarized below.

Service	Cost
Filing Candidate Statement	varies by office
Language Translation of Candidate Statement	\$75 per language

**NOTE:** Candidates who additionally submit their candidate statement electronically will receive a \$50 discount.

### CANDIDATE GUIDE

The Office of Elections will publish a general purpose Candidate Guide to its website (<https://humboldt.gov/elections>) by July 1<sup>st</sup>. The Candidate Guide includes the following sections:

- ✓ Guidelines for Filing Candidacy Papers
- ✓ Election Calendar for Candidates
- ✓ Available Board Seats
- ✓ Write-In Candidacy
- ✓ Sample Ballot Designation Worksheet
- ✓ Guidelines to complete Ballot Designation Worksheet
- ✓ Incompatibility of Offices
- ✓ Candidate Statement – Guidelines & Costs
- ✓ Campaign Financial Filing Requirements
- ✓ Humboldt County Campaign Finance Ordinance

### ATTACHMENTS

Attachment 1: Acknowledgement of Receipt of Instructions & Request for Candidacy Filing Documents  
Attachment 2: School and Special District Election Calendar



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Presidential General Election  
November 3, 2020

**Acknowledgement of Receipt of Instructions &  
Request for Candidate Filing Documents**

I have received the instructions for candidate filings for the November 3, 2020, Presidential General Election by the Humboldt County Office of Elections.

I ask that the Humboldt County Office of Elections issue me candidacy papers necessary to file for candidacy.

**Office Information**

Office sought: \_\_\_\_\_

Candidate name: \_\_\_\_\_

Residential address: \_\_\_\_\_

**Contact Information**

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Contact Method: \_\_\_\_\_

I wish to receive candidacy papers by (select one of the following options):

Email

Mail

In Person Appointment at the Office of Elections

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important:** This form must be returned to the Office of Elections before candidacy papers will be issued to the candidate. The candidate may return this signed request form by email, fax, mail, or in person by appointment.

## INSTRUCTIONS FOR FILING CANDIDACY PAPERS FOR DISTRICT BOARD SEATS

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Presidential General Election  
November 3, 2020

**School District & Special District Calendar**

This 2020 Humboldt County election calendar is intended to provide general information about the nomination and election of candidates, and qualification of ballot measures. It does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the Office of Elections is not rendering legal advice and, therefore, this calendar is not to be a substitute for legal counsel for the individual, organization or candidate using it.

<p><b>July 1</b> <b>E-125</b></p>	<p><b>Special Districts &amp; Cities Deliver Notice of Election to County</b> Last day for district secretaries and city clerks to deliver notice of election listing the elective offices to be filled and any measures (if known at the time) to be voted on and to deliver a map of the district or city to the Office of Elections. Cities and special districts should include how a tie vote will be resolved.  Elections Code 10509, 10522, 10524, 10551, 15651</p>
<p><b>July 3</b> <b>E-123</b></p>	<p><b>Schools to Deliver Specifications of the Election Order – Candidates</b> Last day for a school board conducting a governing board election to deliver a resolution known as “Specifications of the Election Order” listing the elective offices to be filled and any measure (if known at the time) to be voted on, and file it with the County Superintendent of Schools and the Office of Elections, stating the date and purpose of the election, as well as provide a map of the district.  Education Code 5322 A clause to determine a tie vote is included in the order. Education Code 5016</p>
<p><b>July 13 –</b> <b>August 7</b>  E-113 – E-88</p>	<p><b>Declaration of Candidacy Period</b> Between these dates all candidates must file their declarations of candidacy along with their candidate statements of qualifications if they choose to submit one. Forms are obtained from and filed with the Humboldt County Office of Elections at 2426 6<sup>th</sup> Street, Eureka. Contact the Office of Elections for details: 707-445-7481; <a href="mailto:humboldt_elections@co.humboldt.ca.us">humboldt_elections@co.humboldt.ca.us</a>.  Elections Code 8020</p>
<p><b>August 7</b>  E-88</p>	<p><b>Last Day to Submit Resolutions of Consolidation</b> Last day for the governing body of a district, city, school or other political subdivision to file a request for consolidation with the November 2020 election with the Humboldt County Office of Elections. Copy sent to the Board of Supervisors.  Whenever resolutions calling for a measure to be placed on the ballot are filed, immediately after that filing date there will be a 10-day public inspection period. Documents will be on public display at the Office of Elections, 2426 6<sup>th</sup> Street, Eureka. During this period, any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted.  Elections Code 9190, 9380, 10401, 10402, 10403</p>

<p><b>August 7</b>  E-88</p>	<p><b>Deadline to File Candidate Statements</b> Last day for nominees for city, county, district, or any other local agency to file a statement of qualifications, not to exceed 200 words (unless district chooses to allow longer), to be included in the Voter Information Guide. The statement shall be paid for at the same time that it is filed. Cost information is available from the county elections office.  Elections Code 13307</p>
<p><b>August 8 – 12</b>  E-87 – E-83</p>	<p><b>Extension of Declaration of Candidacy Period</b> Extension period for anyone other than the incumbent to file a declaration of candidacy and nomination documents if the incumbent did not file by August 7, 2020. This provision does not apply if there is no incumbent eligible to be elected.  Elections Code 8022, 8024</p>
<p><b>August 12</b></p>	<p><b>Insufficient Number of Nominees</b></p> <p><b>Special Districts:</b> if by 5 pm on this day only one person has been nominated or an insufficient number of persons have been nominated to fill an office or offices, and a petition signed by 10% or 50 voters (whichever is the smaller number) has not been submitted, the elections official shall certify this fact to the Board of Supervisors. A person who has filed a declaration of candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the first Monday before the first Friday in December. If no one filed, another qualified person shall be appointed by the Board of Supervisors on or before November 3 and shall take office and serve as if elected.  Elections Code 10515</p> <p><b>School Districts:</b> If by 5 pm on this day only one person has been nominated or there are no nominees for the office(s) to be filled or in the case of members elected at large or by trustee areas there are fewer than the number to be elected, and no petition is signed by 10% or 50 voters (whichever is the smaller number), an appointment will be made. The qualified person nominated shall be seated at the organizational meeting of the board, or if an insufficient number is nominated the governing board shall appoint as necessary at a meeting prior to Election Day. Persons so appointed shall be seated at the organizational meeting as if they had been elected.</p> <p>In the event no one is nominated the governing board shall publish a notice one time in a newspaper of general circulation in the district stating the board intends to make an appointment and informing the public how to apply for the office.  Education Code 5326, 5328, 5328.5</p>
<p><b>NOVEMBER 3</b></p>	<p><b>ELECTION DAY</b></p>
<p><b>December 4</b></p>	<p>Special district governing board officers assume office.  Government Code 61042</p>
<p><b>December 11</b></p>	<p>School district governing board officers assume office.  Education Code 5017</p>