



**Board Policy No. 140**

**Candidates Statement of Qualification Costs**

**ADOPTED:** 07/1990  
**RECENT AMENDMENT:** 12/2017  
**SEE ALSO:** N/A

**SUBJECT CATEGORY:** SECTION 100, GOVERNANCE &  
ADMINISTRATION  
**SUBSECTION:** ELECTIONS  
**CONTROL DEPARTMENT:** DISTRICT SECRETARY

**I. ATTACHMENTS**

Resolution No. 17-045, Enacted by the Board of Directors on December 13, 2017.

**ALAMEDA-CONTRA COSTA TRANSIT DISTRICT  
RESOLUTION NO. 17-045**

**A RESOLUTION AMENDING THE DISTRICT'S POLICIES AND REGULATIONS FOR THE HANDLING  
AND COSTS FOR CANDIDATE'S STATEMENTS OF QUALIFICATIONS FOR CANDIDATES FOR  
ELECTIVE OFFICE AND REPEALING RESOLUTION NO. 15-048**

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**WHEREAS**, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a local district election, including costs of the Candidate's Statements.

**NOW, THEREFORE**, the Board of Directors of the Alameda-Contra Costa Transit District does resolve as follows:

**Section 1. GENERAL PROVISIONS.** Pursuant to Section 13307 of the Elections Code of the State of California, each candidate for nonpartisan elective office to be voted for at an election held in the Alameda-Contra Costa Transit District may prepare a Candidate's Statement on an appropriate form provided by the Elections Official in Alameda and/or Contra Costa County. The statement may include the name, age, and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate him/herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

The statement shall be filed with the Elections Official in Alameda and/or Contra Costa County at the time the candidate's nomination papers are filed. Candidates for Ward 1 and At-large seats shall contact the Elections Official in the shared county for instructions on filing the Candidate's Statement in that county. The statement may be withdrawn, but not changed, during the period for filing nomination papers, and until 5:00 p.m. of the next working day after the close of the nomination period.

**Section 2. ADDITIONAL MATERIALS.** No candidate will be permitted to include additional materials in the sample ballot package.

**Section 3. COSTS.** The estimated costs incurred by a candidate for printing, handling, translating, and mailing the Candidate's Statement filed pursuant to the Elections Code shall not exceed the following amounts:

\$1,000 for those candidates elected from Wards;  
\$3,350 for those candidates elected At-Large

For Ward 1 and At-Large seats with boundaries that span both Alameda and Contra Costa Counties, the fee for filing a Candidate's Statement shall be paid only **once** at the time candidacy papers are filed with the Elections Official in the county of domicile. It is the

responsibility of the candidate to contact the Elections Official in the shared county to obtain information on filing a Candidate's Statement in the shared county. A copy of the receipt for the amount paid in the county of domicile shall accompany the Candidate's Statement to be filed in the shared county as verification that all required fees have been paid.

**Section 4. PAYMENT.** Except as provided in Elections Code Section 13309, as a condition of having his/her Candidate's Statement included in the voter's pamphlet, each candidate filing a statement shall be required to pay, in advance, at the time of filing his/her Candidate's Statement of Qualification the amount specified in Section 3 above. The amount received by the Alameda County Elections Official shall be immediately forwarded to the AC Transit District Secretary. The amount received by the Contra Costa County Elections Official shall be deducted from the District's invoice for election expenses.

Following receipt from the Elections Officials in Alameda and Contra Costa Counties of final pro rata costs, should actual costs not exceed the amount paid by a candidate, the District Secretary shall refund the unused portion of the payment within 30 days of the election.

**Section 5.** The District Secretary is authorized and directed to pay the balance, if any, of said actual costs incurred by the District for printing, handling, translating, and mailing each candidate's statement and to refund any portion of a candidate's deposit which is not expended for printing, handling, translating, and mailing the candidate's statement.

**Section 6.** The Elections Official in Alameda and/or Contra Costa County (or the District Secretary on behalf of the Registrar) shall provide each candidate or the candidate's representative a copy of this resolution at the time nominating petitions are issued.

**Section 7.** Repeals Resolution No. 15-048 in its entirety.

**Section 8.** The amounts set forth in Section 3 shall be reviewed biennially by the Board of Directors in non-election years.

**Section 9.** This Resolution shall become effective immediately upon its adoption by four affirmative votes of the Board of Directors.

**PASSED AND ADOPTED** this 13th day of December, 2017.

  
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Elsa Ortiz, President

ATTEST:

  
Linda A. Nemeroff, District Secretary

I, Linda A. Nemeroff, District Secretary for the Alameda-Contra Costa Transit District, do hereby certify that the foregoing Resolution was passed and adopted at a regular meeting of the Board of Directors held on the 13th day of December, 2017, by the following roll call vote:

AYES: DIRECTOR YOUNG, PRESIDENT ORTIZ, DIRECTORS HARPER, WILLIAMS, DAVIS

NOES: DIRECTOR PEEPLES, VICE PRESIDENT WALLACE

ABSENT: NONE

ABSTAIN: NONE

  
Linda A. Nemeroff, District Secretary

Approved as to form:

  
Denise C. Standridge, General Counsel