CANDIDATE HANDBOOK
and Resource Guide

LONG BEACH UNIFIED SCHOOL DISTRICT
AND LONG BEACH COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEMBER ELECTIONS

(Consolidated with Long Beach City Primary Nominating Election)

APRIL 8, 2014

Candidate Filing conducted by the Registrar-Recorder/County Clerk
All other events conducted by the City of Long Beach

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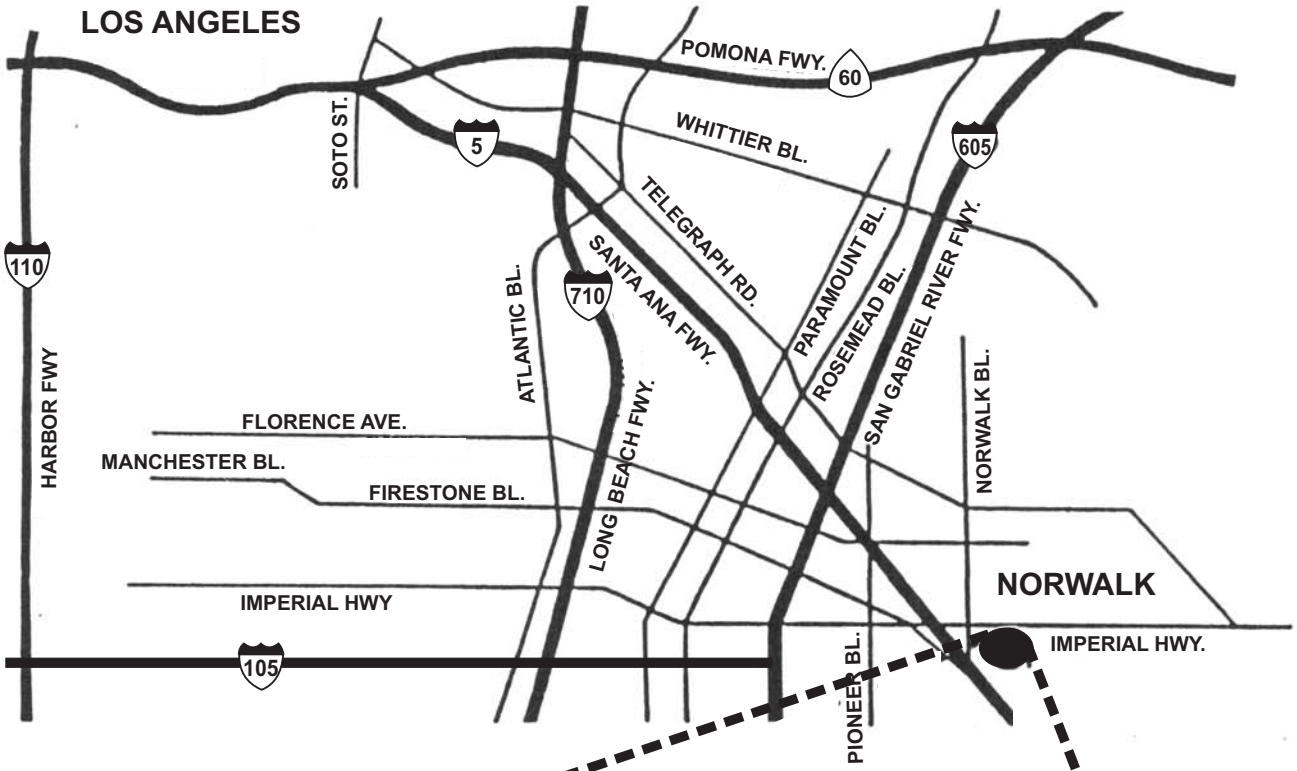
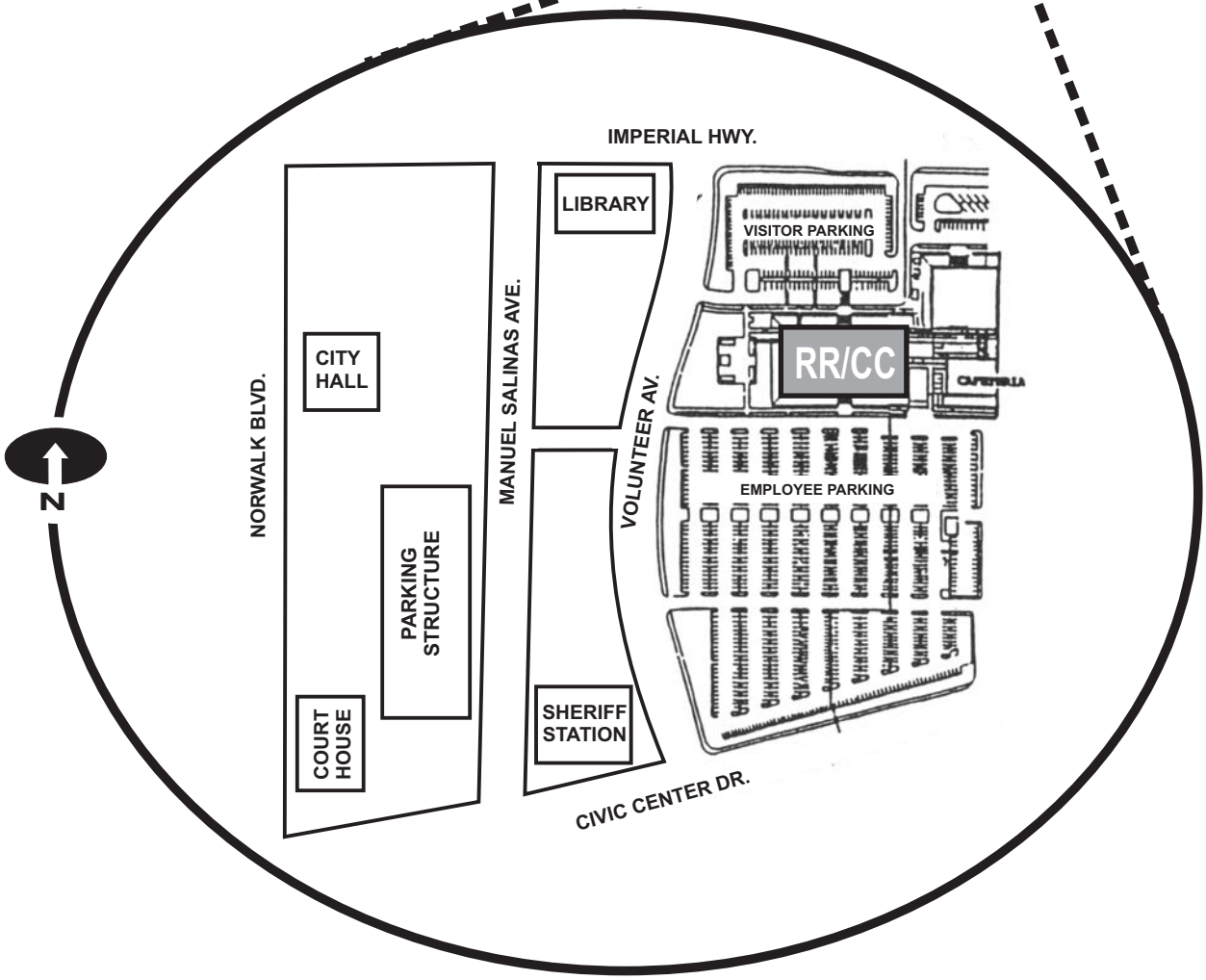
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY., NORWALK, CA 90650





Los Angeles County **REGISTRAR-RECORDER/COUNTY CLERK**

DEAN C. LOGAN
Registrar-Recorder/County Clerk

TO: Candidates, Campaign Managers and other Interested Individuals

FROM: Dean C. Logan, Registrar-Recorder/County Clerk

SUBJECT: **CANDIDATE HANDBOOK AND RESOURCE GUIDE**

The City of Long Beach will be conducting the April 8, 2014 Long Beach Unified School District and Community College District Governing Board Member Elections (consolidated with the Long Beach City Primary Election). In accordance with the Long Beach City Charter, Unified School District candidates are required to file nomination documents with the county elections official. As for Community College District candidates, filing of nomination documents will take place with the county elections officials as well.

This Candidate Handbook and Resource Guide has been prepared to assist candidates who are filing for office. The handbook provides an overview of major events and critical deadlines for the candidate filing process, guidelines for candidate statements, and filing requirements for campaign finance disclosure.

Please review the information provided in this handbook carefully. Section 1 includes general candidate filing information and Section 2 includes election and campaign information. Online access to this handbook is available on our website at **www.lavote.net**. The names of candidates for offices to be filled and other information will be updated daily on website listings to assist you with the candidate filing process.

The Registrar-Recorder/County Clerk staff is committed to providing the best possible service to you, your campaign staff and the voters of Los Angeles County. If you have questions or comments regarding items you would like to suggest for future candidate handbooks, please write a letter, send an email to DLogan@rrcc.lacounty.gov or call me at (562) 462-2716.

For additional information regarding the election, including election results, please consult our website or call (562) 466-1310.

NOTICE

This Candidate Handbook and Resource Guide has been prepared to assist you in filing documents relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

Candidates and others using this Candidate Handbook and Resource Guide must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

Section 1

Candidate Handbook

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Chapter 1

Calendar of Events

CALENDAR OF EVENTS

LONG BEACH UNIFIED SCHOOL DISTRICT AND LONG BEACH COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEMBER ELECTIONS

APRIL 8, 2014

IMPORTANT NOTICE
All documents are to be filed with and specific duties performed by the Registrar-Recorder/County Clerk unless otherwise specified.

DATES	EVENTS
(2013) **DEC. 2 (M)** **DEC. 16 (M)** E-127 E-113	**NOTICE OF ELECTION – PUBLICATION (UNIFIED SCHOOL DISTRICT)** Between these dates a notice of election shall be published once. (E. C. §§ 12101 and 12102)
DEC. 6 (F) E-123	**ADOPTION OF ELECTION RESOLUTION (COMMUNITY COLLEGE DISTRICT)** Last day for Board of Trustees to adopt resolution calling the community college district election and setting forth the specifications of the election order. (Ed. Code § 5322)
DEC. 9 (M) E-120	**FORMAL NOTICE OF ELECTION (COMMUNITY COLLEGE DISTRICT)** Not later than this date the County Superintendent of Schools shall deliver the formal notice of election to the County Elections Official. (Ed. Code §§ 5324 and 5325) **RESOLUTION CANDIDATE STATEMENTS** Not later than this date the district board shall by resolution determine the word limitation for candidate statements **(200 or 400 words)**; specify if the candidate(s) or the district will bear the costs of printing and distributing the statements; and indicate if cost is to be paid by the candidate, and if the advance payment is required. (E. C. § 13307)

DATES		EVENTS
(2013) **DEC. 9 (M)** E-120	**(2014)** **JAN. 8 (W)** E-90	**NOTICE OF ELECTION – PUBLICATION (COMMUNITY COLLEGE DISTRICT)** Between these dates, the County Elections Official shall publish a notice of election and issue a general press release providing information on the elective offices and the telephone number to call regarding candidate nomination procedures. (E. C. § 12112 and Ed. Code § 5363) A copy of the published notices shall be delivered to the District Secretary/Superintendent and each notice shall be posted in the district office. (E. C. § 12113)
DEC. 16 (M) E-113	**JAN. 10 (F)** E-88	**NOMINATION PERIOD** First and last day for candidates to file nomination documents. (E. C. §§ 10220 and 10603) **DECLARATION OF CANDIDACY / AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE** Declarations of Candidacy must be filed during this period for candidates for the community college district. (E.C. § 10603) Nominating petitions, Affidavit of Nominee and Oath or Affirmation of Allegiance must be filed for candidates for the unified school district during this period. (E.C. §§ 10220, 10226 and Long Beach City Charter Art.XXII § 2204) **CANDIDATE STATEMENTS** During this period, candidates may file a candidate statement not to exceed the word limitation prescribed by the district board **(200 or 400 words)** for inclusion with the sample ballot. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307)

DATES	EVENTS
JAN. 10 (F) E-88 **5:00 P.M.**	**NOMINATION PERIOD – DEADLINE DATE** Last day for candidates to file Declarations of Candidacy/Affidavits of Nominee and Oath or Affirmation of Allegiance and nominating petitions as specified. (E. C. §§ 10220 and 10603) **CANDIDATE WITHDRAWAL** No candidate, including the incumbent, whose Declaration of Candidacy/Affidavit of Nominee and Oath or Affirmation of Allegiance, has been filed may withdraw after this date except when the nomination period has been extended for that office. (E. C. §§ 10224 and 10603) **NOTICE OF APPOINTMENT / NO ELECTION – PUBLICATION (COMMUNITY COLLEGE DISTRICT)** After this date, if no one has been nominated to the office, a notice shall be published once stating that the governing board intends to make an appointment and informing persons of the procedures for applying for the office. (Ed. Code § 5328.5) **APPOINTMENT IN-LIEU OF ELECTION – PUBLICATION (UNIFIED SCHOOL DISTRICT)** If no more candidates file for office than there are offices to be filled and if there are no other offices or measures on the ballot, the board of education shall be notified that it may: (1) Appoint to the office the person who has been nominated (2) Appoint to the office any eligible elector if no one has been nominated (3) Hold the election if either no one or only one person has been nominated A notice of these facts shall be published once in a newspaper in the city. After publication, the board of education may make the appointment or direct the election to be held. (E. C. § 10229 and Gov. Code § 6061)

DATES		EVENTS
JAN. 11 (Sa)** E-87**	**JAN. 15 (W) 5:00 P.M.** E-83	**NOMINATION EXTENSION PERIOD IF INCUMBENT DOES NOT FILE** If a Declaration of Candidacy/Affidavit of Nominee and Oath or Affirmation of Allegiance for an incumbent is not filed by 5:00 p.m. on **January 10**, the nomination period shall be extended until **January 15**, 5:00 p.m., for persons other than the person who was the incumbent on **January 10**, **2014**. The extension does not apply where there is no incumbent eligible to be elected. (E. C. §§ 10225 and 10604)
JAN. 11 (Sa)** E-87**	**JAN. 20 (M)** E-78 **5:00 P.M.**	**PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS, CANDIDATE NAMES AND BALLOT DESIGNATIONS** During this period, candidate statements, candidate names and ballot designations shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the material in a candidate statement to be amended or deleted. (E. C. § 13313) For candidate names and ballot designations, a writ may be filed pursuant to (E.C. § 13314) NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to **January 16** through **January 25****.
JAN. 15 (W) E-83 **5:00 P.M.**		**PETITION TO HOLD ELECTION (COMMUNITY COLLEGE DISTRICT)** Last day to file a petition signed by **10% or 50** voters (whichever is smaller in number) in the district or trustee area, requesting that an election be held if no one has been nominated for the office. (Ed. Code § 5326)

**January 11, 18 and 25 (Saturday), January 12 and 19 (Sunday) and January 20 (holiday), the Registrar-Recorder/County Clerk's Office will be closed.

DATES		EVENTS
JAN. 16 (Th) E-82 **11:00 A.M.**		**RANDOMIZED ALPHABET DRAWING BY SECREATARY OF STATE** The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)
JAN. 30 (Th) E-68		**DEATH OF CANDIDATE (COMMUNITY COLLEGE DISTRICT)** Last day the name of a deceased candidate may be removed from the ballot. Facts regarding death must be ascertained at least 68 days prior to election. (Ed. Code § 5329)
FEB. 10 (M) E-57	**MAR. 25 (Tu)** E-14 **5:00 P.M.**	**WRITE-IN CANDIDATE DECLARATION PERIOD** A name written on a ballot will not be counted unless the person has filed during this period a Declaration of Candidacy/Affidavit of Nominee and Oath or Affirmation of Allegiance and sponsor signatures, if applicable, stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)
FEB. 27 (Th) E-40	**MAR. 18 (Tu)** E-21	**MAILING OF SAMPLE BALLOTS** The City Clerk shall mail a sample ballot to each voter in the district during this period. (E. C. § 13303)
MAR. 10 (M) E-29		**POLLWORKERS AND POLLING PLACES – APPOINTMENT** Last day for City Clerk to appoint pollworkers and designate polling places. City Clerk shall mail a notice of appointment to each pollworker. (E. C. § 12286) **MAILING OF VOTE BY MAIL BALLOTS** First day of elections official delivers Vote By Mail ballots in compliance with E.C. 3001. (E.C. § 3010 and 3206)

DATES		EVENTS
MAR. 10 (M) E-29	**APR. 1 (Tu)** E-7	**VOTE BY MAIL – FIRST AND LAST DAY TO APPLY** Applications may be filed with the City Clerk between these dates (both dates inclusive). Applications received prior to the **29th** day will be kept and processed during this period. (E. C. § 3001)
MAR. 14 (F) E-25		**COPIES OF VOTER INDEX** Last day to be notified by the district of the number of copies required, not to exceed four (4), of the voter index. (E. C. § 2183)
MAR. 24 (M) E-15		**CLOSE OF REGISTRATION** Last day to transfer or register to vote in the election. (E. C. §§ 2102 and 2107)
MAR. 25 (Tu) E-14	**APR. 8 (Tu)** ELECTION DAY	**NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE** A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E.C. § 3500)
MAR. 25 (Tu) E-14		**WRITE-IN CANDIDATE DECLARATION DEADLINE** Last day for a candidate to file a Declaration of Candidacy, Affidavit of Nominee and Oath or Affirmation of Allegiance and sponsor signatures, if applicable, stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)

DATES	EVENTS
APR. 1 (Tu) E-7	**NOTICE OF TALLY CENTER LOCATION – PUBLICATION/POST** Last date for City Clerk to publish or post a notice specifying the public place to be used as the central tally location for counting the ballots. (E. C. § 12109) **POLLING PLACES – PUBLICATION** Last date for City Clerk to publish once in a newspaper of general circulation within the jurisdiction, a list of pollworkers and polling places for each precinct. (E. C. § 12105 and Gov. Code § 6061) **CANVASS OF VOTE BY MAIL BALLOTS** The City Clerk may commence the canvass on the **7th** day before the election, but shall not release the results of the tally until after the polls close. (E. C. § 15101) **LIST OF NOMINEES – PUBLICATION (UNIFIED SCHOOL DISTRICT)** On or before this date, a notice shall be published once in a newspaper of general circulation published in the city. (E. C. § 12110 and Gov. Code § 6061)

APR. 2 (W) E-6	**APR. 8 (Tu)** ELECTION DAY	**EMERGENCY VOTING BY MAIL** Between these dates any voter may apply to the City Clerk for a Vote By Mail ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick-up and return the ballot. (E. C. § 3021)

DATES	EVENTS
APR. 8 (Tu) ELECTION DAY	**ELECTION DAY** Polls open 7:00 a.m., close 8:00 p.m. (E. C. § 14212) **VOTE BY MAIL BALLOTS RETURNED – 8:00 P.M.** Last day for Vote By Mail ballots to be received by the City Clerk or turned in personally by the voter at any polling place in the jurisdiction. A designated person may return the voted ballot under specified conditions. (E. C. §§ 3017 and 3020)
APR. 29 (Tu) E+21	**COMPLETION OF OFFICIAL CANVASS** On or before this date, the City Clerk shall certify the election results to the governing boards. (E. C. § 10262 and Long Beach City Charter § 2206)
JULY 14 (M) E+97	**COMMENCEMENT OF TERM (UNIFIED SCHOOL DISTRICT AND COMMUNITY COLLEGE DISTRICT)** Member terms shall commence on the third Monday in July after the election. (Long Beach City Charter Art. XXII § 2205)

NOTE: If any Board of Education (Unified School District) candidate receives a majority of all votes cast at the Primary Nominating Election, he or she shall be declared elected. If no candidate receives a majority of votes cast at the Primary Nominating Election, the names of the two candidates who receive the most votes cast shall be placed on the ballot for the Board of Education Runoff Election to be held on the first Tuesday (June 3, 2014) after the first Monday in June.
(Long Beach City Charter Art. XXII § 2206)

Candidates for Board of Trustees (Community College District) who receive the highest number of votes cast shall be declared elected.
(E. C. § 10600)

Chapter 2

Offices to Be Filled, Candidate Qualifications and Office Information

OFFICES TO BE FILLED

GOVERNING BOARD MEMBER ELECTIONS

APRIL 8, 2014

DISTRICTS	NUMBER TO BE ELECTED	OFFICEHOLDERS
LONG BEACH UNIFIED SCHOOL DISTRICT – MEMBER, BOARD OF EDUCATION	DISTRICT NO. 1	Mary Stanton
	DISTRICT NO. 3	John McGinnis
	DISTRICT NO. 5	Diana Craighead
LONG BEACH COMMUNITY COLLEGE DISTRICT – MEMBER, BOARD OF TRUSTEES	TRUSTEE AREA NO. 1	Jeffrey A. Kellogg
	TRUSTEE AREA NO. 3	Mark Bowen
	TRUSTEE AREA NO. 5	Thomas J. Clark

CANDIDATE QUALIFICATIONS AND OFFICE INFORMATION

LONG BEACH UNIFIED SCHOOL DISTRICT
LONG BEACH COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD MEMBER ELECTIONS

APRIL 8, 2014

OFFICE AND QUALIFICATIONS	TERM OF OFFICE	NOMINATING SIGNATURES MIN.	NOMINATING SIGNATURES MAX.	SALARY	FILING FEE
LONG BEACH UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION MEMBERS A registered voter of the candidate's respective district at least thirty days prior to the first day nomination documents may be filed. (Long Beach City Charter § 2204)	District Nos. 1, 3 and 5 4 Years **TERM BEGINS** July 21, 2014 (Long Beach City Charter § 2205)	20 (E. C. § 10220)	30	Varies	None

OFFICE AND QUALIFICATIONS	TERM OF OFFICE	NOMINATING SIGNATURES MIN.	NOMINATING SIGNATURES MAX.	SALARY	FILING FEE
LONG BEACH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES MEMBERS A registered voter of the Trustee Area at the time nomination documents are issued. (Ed. Code § 72103 and E. C. § 201)	Trustee Area Nos. 1, 3 and 5 4 Years **TERM BEGINS** July 21, 2014 (Long Beach City Charter § 2205)	None		Varies	None

PARTY AFFILIATION – NONE REQUIRED
(E. C. § 334)

PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidate names on ballot by randomly drawing each letter of the alphabet. There is no rotation.
(E. C. §§ 13111 and 13112)

NOTE: All candidates filing for office must meet the qualifications outlined in the Handbook for the specified office.

Chapter 3

Filing Procedures

GENERAL INFORMATION ON FILING PROCEDURES FOR CANDIDATES

GENERAL INFORMATION – All candidates must be registered voters at the time nomination documents are issued and otherwise qualified to vote for the office for which he or she is filing. **(E.C. § 201)**

State law requires that all nomination documents contain the candidate's name and the elective office title to which he or she is seeking nomination or election, and be signed by the elections official at the time of issuance. Oral and written instructions regarding procedures to be followed in completing the nomination process are given to candidates or authorized agents when the forms are issued.

Only official documents issued by the Registrar-Recorder/County Clerk may be used. The forms are available between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday excluding holidays, at the **public counter** in the **Election Information Section** as listed below.

WRITTEN AUTHORIZATION FROM CANDIDATE — NOMINATION DOCUMENTS **WILL NOT BE ISSUED TO OR ACCEPTED FROM** AN UNAUTHORIZED PERSON. The authorization must be signed by the candidate.

Completed nomination documents must be **mailed or delivered back** to:

MAIL	**DELIVER**
Registrar-Recorder/County Clerk **Election Planning Section** Second Floor, Room 2015 12400 Imperial Highway Norwalk, CA 90650 **(Indicate on envelope Nomination Documents Enclosed)**	Registrar-Recorder/County Clerk **Election Information Section** Second Floor, Room 2013 12400 Imperial Highway Norwalk, CA 90650 **(Business Hours: 8:00 a.m. to 5:00 p.m.)**

The Registrar-Recorder/County Clerk **cannot** legally accept any nomination documents sent via U.S. Mail or personal delivery **WHICH ARE RECEIVED BY THIS OFFICE AFTER 5:00 p.m. on Friday, January 10, 2014.**

NOMINATION FILING PERIOD

DEC. 16 (M) through JAN. 10, (F) 5:00 P.M.	**E - 113 - 88**	**NOMINATION PERIOD FOR ALL CANDIDATES** First and last day for Community College District candidates to file a Declaration of Candidacy and Unified School District candidates to file an Affidavit of Nominee and Oath or Affirmation of Allegiance form and Nomination Papers.
JAN. 11 (Sa) through JAN. 15, (W) 5:00 P.M.**	**E - 87**- 83**	**NOMINATION EXTENSION PERIOD (If Incumbent Does Not File)**
FEB. 10 (M) through MAR. 25, (Tu) 5:00 P.M.	**E - 57 - 14**	**FIRST AND LAST DAY TO FILE WRITE-IN NOMINATION DOCUMENTS**

**January 11 (Saturday) and January 12 (Sunday), the Registrar-Recorder/County Clerk's office will be closed.

EXTENSION OF NOMINATION PERIOD – If an incumbent for any office fails to file nomination documents by the deadline date, the nomination period is extended for five (5) days. During this period, any qualified person, other than the incumbent, may file nomination documents for the office.

NOTE: The extension does not apply where there is no incumbent to be elected.

CANDIDATE WITHDRAWAL – Withdrawal of candidacy, to be effected in writing utilizing official Registrar-Recorder/County Clerks forms, is permitted up to and including the deadline date to file a Declaration of Candidacy or Affidavit of Nominee and Oath or Affirmation of Allegiance for that office.
(E. C. §§ 10224 and 10603)

NAME TO APPEAR ON THE BALLOT

The **ballot name** may be designated as follows:

- First, middle and last names
- Initials only and last name
- A nickname contained within parentheses ( ) or quotation marks “ ”
- A short version of the first name, such as “Bill” for William, “Dick” for Richard or “Kathy” for Kathleen

NO TITLES OR DEGREES ARE ALLOWED IN THE BALLOT NAME. (E.C. § 13106)

WITHIN ONE YEAR OF ANY ELECTION, A CHANGE IN LEGAL NAME SHALL NOT APPEAR ON THE BALLOT UNLESS THE CHANGE WAS MADE BY MARRIAGE OR BY DECREE OF COURT. (E.C. § 13104)

TRANSLITERATION OF CANDIDATE NAMES – Candidates may request that their names be transliterated to those languages that do not use Roman characters as instructed by the Department of Justice. These languages include Japanese and Korean. If applicable, candidates must complete a Transliteration Form and file it with their nomination documents by the specified deadline (88 days prior to the election). Candidates may review the transliteration of names and submit changes to the elections official no later than the last day of the review period, which is normally 60 days prior to the election but subject to change. For more information please contact the Election Bureau of the Long Beach City Clerk at (562) 570-7479.

BALLOT DESIGNATION PROVISIONS

SELECTING YOUR BALLOT DESIGNATION – The **ballot designation** describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

Ballot designations:

- Can be no more than three words.
- Must appear on the Declaration of Candidacy or Affidavit of Nominee and Oath or Affirmation of Allegiance at the time it is filed.
- Become public record once the Declaration of Candidacy or Affidavit of Nominee and Oath or Affirmation of Allegiance is filed. Ballot designations **cannot be changed after the final date to file nomination documents**.

The listing of a designation on the ballot is OPTIONAL. Only one of the following categories is allowed:

1) **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

   Example A: Governing Board Member
   Example B: Board member, XYZ School District

2) **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

3) **Appointed Incumbent:** The words **Appointed Incumbent** <u>must</u> be used **IF** the candidate was appointed to the office and is seeking election to that office. The word Appointed may also be used with the office title.

   Example A: Appointed Incumbent
   Example B: Appointed Board member, XYZ School District

Exception: Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

4) **Principal Occupation:** No more than **three words may be used** to describe the current principal profession, vocation, or occupation of the candidate **OR** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

   Example A: High School Teacher
   Example B: Attorney/Educator/Rancher
   Example C: CEO/Councilmember

5) **Community Volunteer:** A community volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

   a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation

   b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation

   c) A candidate is not engaged concurrently in another principal profession, vocation or occupation

6) **No Occupation Desired:** If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to E. C. § 13107(f). **Note:** For more information on other possible restrictions, the California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section, 2nd Floor, Room 2013.

BALLOT DESIGNATION WORKSHEET – A ballot designation worksheet is required to be filed with the Registrar-Recorder/County Clerk at the same time the Declaration of Candidacy is filed. If a candidate fails to file a ballot designation worksheet, no designation will appear on the ballot.
(E.C. § 13107.3)

REJECTION OF BALLOT DESIGNATION – If the designation is in violation of any of the restrictions set forth in the California Elections Code, the candidate will be notified by certified mail return receipt requested, addressed to the mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.
(E.C. § 13107(c))

UNACCEPTABLE DESIGNATIONS – Pursuant to Elections Code §13107(b), the elections official shall not accept a ballot designation if:

a. It would mislead the voter

b. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent

c. It abbreviates the word "retired" or places it following any word(s) that it modifies

d. It uses a word or prefix, such as "former" or "ex-," which means a prior status The only exception is the use of the word "retired"

e. It includes the name of any political party, whether or not it has qualified for the ballot

f. It uses a word(s) referring to a racial, religious or ethnic group

g. It refers to any activity that is prohibited by law

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST)

a. Is it true?

b. Is it accurate?

c. Does it mislead?

d. Is it generic? (This means "IBM" is unacceptable, "computer company" is acceptable)

e. Is it neutral? (This means not for or against)

f. Is it how this person makes a living?

Candidates may review their own ballot designation, as well as that of other candidates, at the Registrar-Recorder/County Clerk's office during working hours: Monday through Friday from **January 11,** ** **2014** through **January 20, 2014** or if the nomination period is extended, from **January 16** through **January 25** ** **(excluding Saturdays, Sundays and holidays).**

If you have any questions regarding the nomination procedures, please call the Election Planning Section at (562) 462-2317.

**January 11 and 18 (Saturdays), January 12 (Sunday) and January 13 (holiday), the Registrar-Recorder/County Clerk's office will be closed.

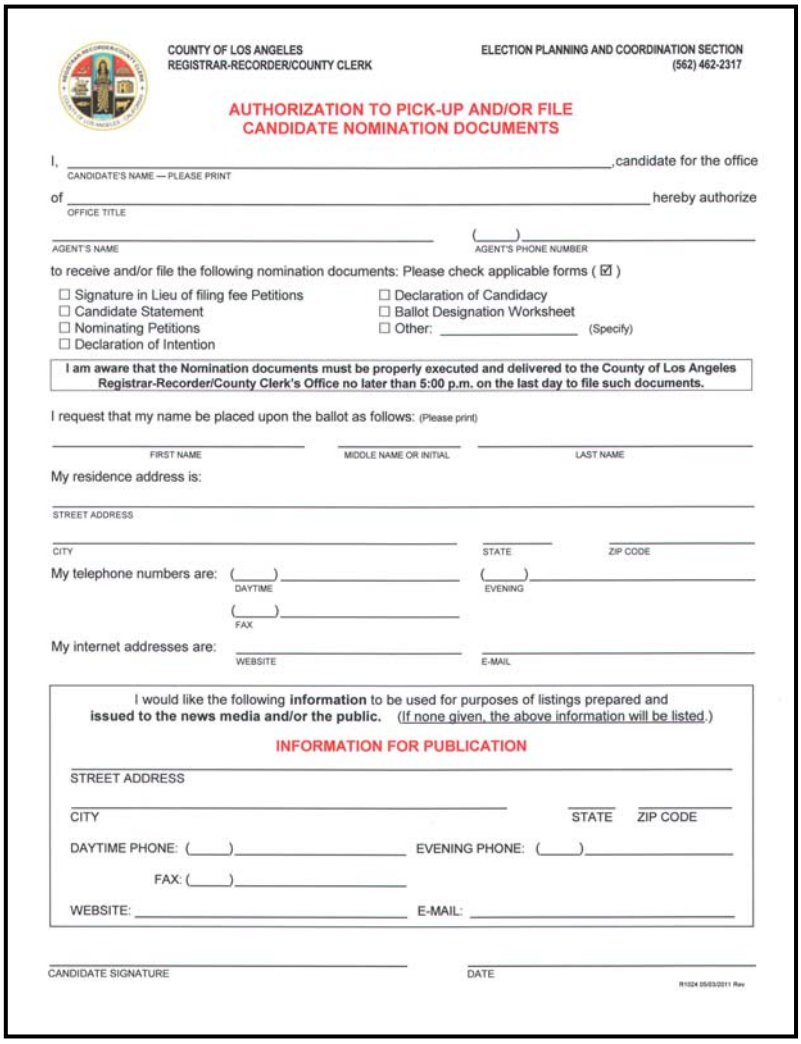
CANDIDATE NOMINATION PROCESS

AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS

Candidates who will have their Candidate Nomination Documents picked up and/or filed **via an Agent** must complete the AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS form.

Below is a **generic sample** of the Authorization Form.

1. Print candidate's (your) name.
2. Print the elective office title.
3. Print the agent's name and phone number.
4. Check the box for each applicable form.
5. Complete the middle section of the form as you would like your name to appear on the ballot, along with the other information requested.
6. Complete **INFORMATION FOR PUBLICATION** box.
7. Sign and date the form before giving it to your Agent.



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING AND COORDINATION SECTION
(562) 462-2317

AUTHORIZATION TO PICK-UP AND/OR FILE
CANDIDATE NOMINATION DOCUMENTS

I, _____ (CANDIDATE'S NAME — PLEASE PRINT), candidate for the office of _____ (OFFICE TITLE) hereby authorize

_____ (AGENT'S NAME) (____)_____ (AGENT'S PHONE NUMBER)

to receive and/or file the following nomination documents: Please check applicable forms (☑)

- ☐ Signature in Lieu of filing fee Petitions
- ☐ Candidate Statement
- ☐ Nominating Petitions
- ☐ Declaration of Intention
- ☐ Declaration of Candidacy
- ☐ Ballot Designation Worksheet
- ☐ Other: _____ (Specify)

I am aware that the Nomination documents must be properly executed and delivered to the County of Los Angeles Registrar-Recorder/County Clerk's Office no later than 5:00 p.m. on the last day to file such documents.

I request that my name be placed upon the ballot as follows: (Please print)

_____ (FIRST NAME) _____ (MIDDLE NAME OR INITIAL) _____ (LAST NAME)

My residence address is:

_____ (STREET ADDRESS)

_____ (CITY) _____ (STATE) _____ (ZIP CODE)

My telephone numbers are: (____)_____ (DAYTIME) (____)_____ (EVENING)

(____)_____ (FAX)

My internet addresses are: _____ (WEBSITE) _____ (E-MAIL)

I would like the following **information** to be used for purposes of listings prepared and **issued to the news media and/or the public.** (If none given, the above information will be listed.)

INFORMATION FOR PUBLICATION

STREET ADDRESS

CITY STATE ZIP CODE

DAYTIME PHONE: (____)_____ EVENING PHONE: (____)_____

FAX: (____)_____

WEBSITE: _____ E-MAIL: _____

_____ (CANDIDATE SIGNATURE) _____ (DATE)

R1024 05/03/2011 Rev

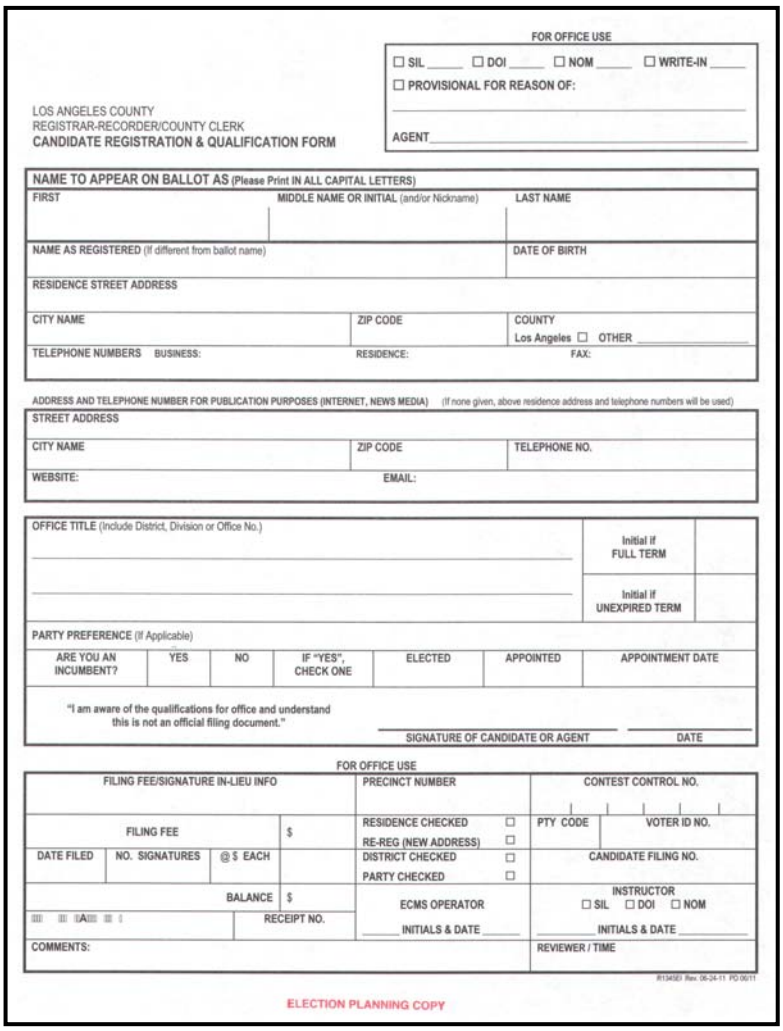
CANDIDATE NOMINATION PROCESS (Continued)

You are planning on filing as a candidate for elective office and want to know **"HOW DO I GET STARTED?"** There are five (5) easy steps to the candidate nomination process.

STEP 1 – CANDIDATE REGISTRATION (Applying For Nomination Documents)

Candidates or authorized agents are required to fill out a Candidate Registration and Qualification (CRQ) form providing the following information:

1. Name as you wish it to appear on ballot.
2. Full name as registered to vote.
3. Residence address.
4. Telephone/fax numbers.
5. E-mail and/or web site address.
6. Address and telephone number for publication/ media/internet.
7. Elective office title for which you are applying.
8. Signature and date.



FOR OFFICE USE

☐ SIL ____ ☐ DOI ____ ☐ NOM ____ ☐ WRITE-IN ____

☐ PROVISIONAL FOR REASON OF:

AGENT ____

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK
CANDIDATE REGISTRATION & QUALIFICATION FORM

NAME TO APPEAR ON BALLOT AS (Please Print IN ALL CAPITAL LETTERS)

FIRST	MIDDLE NAME OR INITIAL (and/or Nickname)	LAST NAME
NAME AS REGISTERED (If different from ballot name)		DATE OF BIRTH
RESIDENCE STREET ADDRESS		
CITY NAME	ZIP CODE	COUNTY Los Angeles ☐ OTHER ____
TELEPHONE NUMBERS BUSINESS:	RESIDENCE:	FAX:

ADDRESS AND TELEPHONE NUMBER FOR PUBLICATION PURPOSES (INTERNET, NEWS MEDIA) (If none given, above residence address and telephone numbers will be used)

STREET ADDRESS		
CITY NAME	ZIP CODE	TELEPHONE NO.
WEBSITE:	EMAIL:	

OFFICE TITLE (Include District, Division or Office No.) — Initial if FULL TERM — Initial if UNEXPIRED TERM

PARTY PREFERENCE (If Applicable)

ARE YOU AN INCUMBENT?	YES	NO	IF "YES", CHECK ONE	ELECTED	APPOINTED	APPOINTMENT DATE

"I am aware of the qualifications for office and understand this is not an official filing document."

SIGNATURE OF CANDIDATE OR AGENT — DATE

FOR OFFICE USE

FILING FEE/SIGNATURE IN-LIEU INFO			PRECINCT NUMBER	CONTEST CONTROL NO.
FILING FEE		$	RESIDENCE CHECKED ☐ RE-REG (NEW ADDRESS) ☐	PTY CODE / VOTER ID NO.
DATE FILED	NO. SIGNATURES	@ $ EACH	DISTRICT CHECKED ☐ PARTY CHECKED ☐	CANDIDATE FILING NO.
	BALANCE	$	ECMS OPERATOR ____ INITIALS & DATE ____	INSTRUCTOR ☐ SIL ☐ DOI ☐ NOM ____ INITIALS & DATE ____
	RECEIPT NO.			
COMMENTS:				REVIEWER / TIME

ELECTION PLANNING COPY

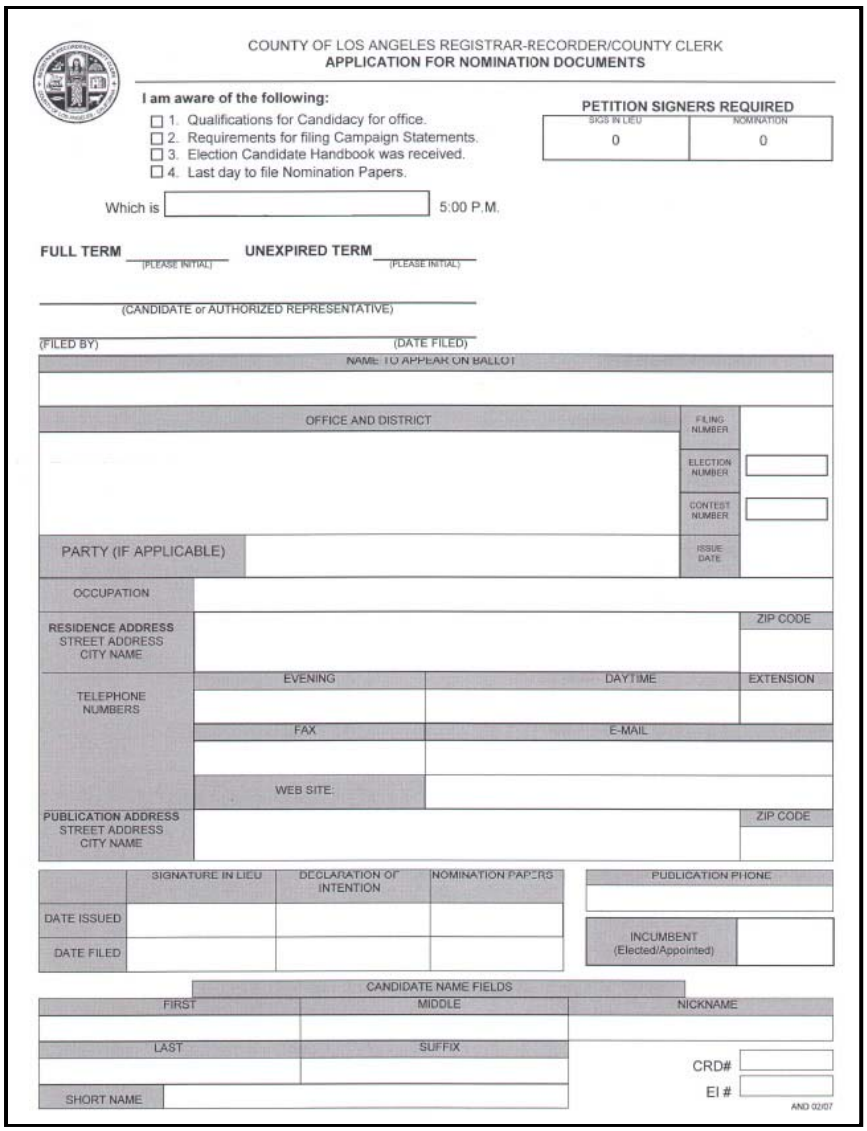
The Candidate Registration and Qualification form is also available on-line at www.lavote.net. Information on the form is used in preparing nomination documents. It is important that the information is accurate. This information will be printed on listings distributed to the news media and the general public. CANDIDATE QUALIFICATIONS ARE VERIFIED AT THE TIME OF FILING NOMINATION DOCUMENTS.

STEP 2 – ISSUING NOMINATION DOCUMENTS

An **Application for Nomination Documents** is prepared from information provided on the Candidate Registration and Qualification (CRQ) form.
This application must be signed by the candidate or an authorized agent acknowledging awareness of:

1. Qualifications for office.
2. Campaign statement filing requirements.
3. Receipt of candidate handbook.
4. Last day to file nomination papers.

Candidates must verify that the candidate information, including the name to appear on ballot, office title, addresses, telephone/fax numbers, e-mail and web site is printed correctly on all forms.


COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK
APPLICATION FOR NOMINATION DOCUMENTS

I am aware of the following:
☐ 1. Qualifications for Candidacy for office.
☐ 2. Requirements for filing Campaign Statements.
☐ 3. Election Candidate Handbook was received.
☐ 4. Last day to file Nomination Papers.

PETITION SIGNERS REQUIRED
SIGS IN LIEU: 0
NOMINATION: 0

Which is _____ 5:00 P.M.

FULL TERM _____ (PLEASE INITIAL) UNEXPIRED TERM _____ (PLEASE INITIAL)

_____ (CANDIDATE or AUTHORIZED REPRESENTATIVE)

(FILED BY) _____ (DATE FILED)

NAME TO APPEAR ON BALLOT

OFFICE AND DISTRICT

FILING NUMBER
ELECTION NUMBER
CONTEST NUMBER
ISSUE DATE

PARTY (IF APPLICABLE)

OCCUPATION

RESIDENCE ADDRESS
STREET ADDRESS
CITY NAME

ZIP CODE

TELEPHONE NUMBERS
EVENING | DAYTIME | EXTENSION

FAX | E-MAIL

WEB SITE:

PUBLICATION ADDRESS
STREET ADDRESS
CITY NAME

ZIP CODE

	SIGNATURE IN LIEU	DECLARATION OF INTENTION	NOMINATION PAPERS
DATE ISSUED			
DATE FILED			

PUBLICATION PHONE

INCUMBENT (Elected/Appointed)

CANDIDATE NAME FIELDS

FIRST | MIDDLE | NICKNAME

LAST | SUFFIX

SHORT NAME

CRD#

EI #

AND 02/07

THE CANDIDATE HANDBOOK AND RESOURCE GUIDE, A CAMPAIGN FINANCIAL DISCLOSURE PACKET AND NOMINATION PETITION FORMS, IF APPLICABLE, ARE ISSUED AT THIS TIME.

STEP 3 – COMPLETING NOMINATION DOCUMENTS
A – For Long Beach Community College District Only

DECLARATION OF CANDIDACY FORM
(Executed under penalty of perjury)

The Declaration of Candidacy Form is a two-sided form used to declare your candidacy, provide your ballot designation, and take the loyalty oath. This form contains the candidate's name as it will appear on the ballot, based on data from the CRQ. Once filed, these forms are public information. A prospective candidate must execute the Declaration of Candidacy and file it with the county elections official.

1. Fill in your name and designation (occupation) to appear on ballot. Refer to Name to Appear on the Ballot and Ballot Designation Provisions in this Chapter.

2. Fill in your residence, business and mailing addresses.

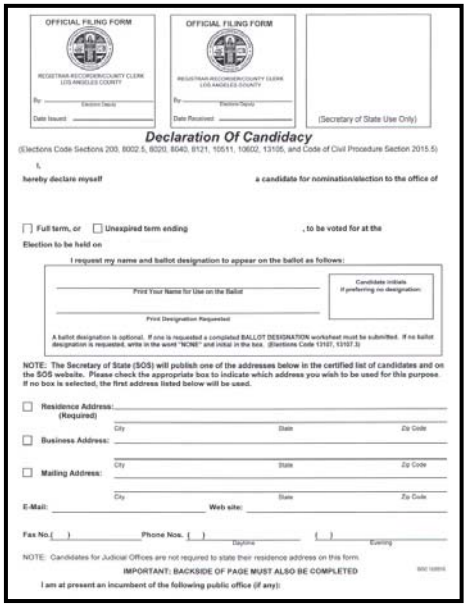
3. Provide daytime and evening telephone numbers (fax numbers, e-mail and web site address information is optional).

4. If you are an incumbent, you are to list the name of public office you presently hold.

5. Print name in space provided in "Oath of Office".

6. Fill in place of execution and date.

7. Sign name under penalty of perjury that information is true and correct.



OFFICIAL FILING FORM

REGISTRAR-RECORDER/COUNTY CLERK
LOS ANGELES COUNTY

By: _____ Elections Deputy

Date Issued: _____

OFFICIAL FILING FORM

REGISTRAR-RECORDER/COUNTY CLERK
LOS ANGELES COUNTY

By: _____ Elections Deputy

Date Received: _____

(Secretary of State Use Only)

Declaration Of Candidacy

(Elections Code Sections 200, 8002.5, 8020, 8040, 8121, 10511, 10602, 13105, and Code of Civil Procedure Section 2015.5)

I,

hereby declare myself **a candidate for nomination/election to the office of**

☐ **Full term, or** ☐ **Unexpired term ending** **, to be voted for at the**

Election to be held on

I request my name and ballot designation to appear on the ballot as follows:

Print Your Name for Use on the Ballot

Print Designation Requested

Candidate initials if preferring no designation:

A ballot designation is optional. If one is requested a completed BALLOT DESIGNATION worksheet must be submitted. If no ballot designation is requested, write in the word "NONE" and initial in the box. (Elections Code 13107, 13107.3)

NOTE: The Secretary of State (SOS) will publish one of the addresses below in the certified list of candidates and on the SOS website. Please check the appropriate box to indicate which address you wish to be used for this purpose. If no box is selected, the first address listed below will be used.

☐ **Residence Address:** _____
(Required)
City State Zip Code

☐ **Business Address:** _____
City State Zip Code

☐ **Mailing Address:** _____
City State Zip Code

E-Mail: _____ **Web site:** _____

Fax No. ( ) _____ **Phone Nos.** ( ) _____ ( ) _____
Daytime Evening

NOTE: Candidates for Judicial Offices are not required to state their residence address on this form.

IMPORTANT: BACKSIDE OF PAGE MUST ALSO BE COMPLETED

I am at present an incumbent of the following public office (if any):

_____
NAME OF PUBLIC OFFICE

"I _____, do solemly 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."

I meet the statutory and constitutional qualifications for this office (including but not limited to citizenship, residency, and party affiliation, if required). If nominated/elected, I will accept the nomination/election and not withdraw.

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

Executed by me in _____, California, this _____ day of _____ in the year _____.

_____
Signature of Candidate

WARNING: Every person acting on behalf of a candidate is guilty of misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in his/her possession which is entitled to be filed under the provisions of the Elections Code (Section 18202).

I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Section 18203 of the Elections Code.

_____
FOR USE BY REGISTRAR-RECORDER/COUNTY CLERK'S OFFICE

Examined and certified by me this _____ day of _____ in the year _____.

DEAN C. LOGAN
Registrar-Recorder/County Clerk

By _____
Elections Deputy

NOTE: THIS FORM MUST BE NOTARIZED IF SIGNED OUTSIDE CALIFORNIA.

B – For Long Beach Unified School District Only

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE
(Subscribed and sworn before a notary public or elections official)

The Affidavit of Nominee is a one-sided form used to declare your candidacy, provide your ballot designation, and take the loyalty oath. This form contains the candidate's name as it will appear on the ballot, based on data from the CRQ. Once filed, these forms are public information.

1. Fill in your name and designation (occupation) to appear on the ballot. Refer to Name to Appear on the Ballot and Ballot Designation Provisions in this Chapter.

2. Fill in your residence, business and mailing addresses.

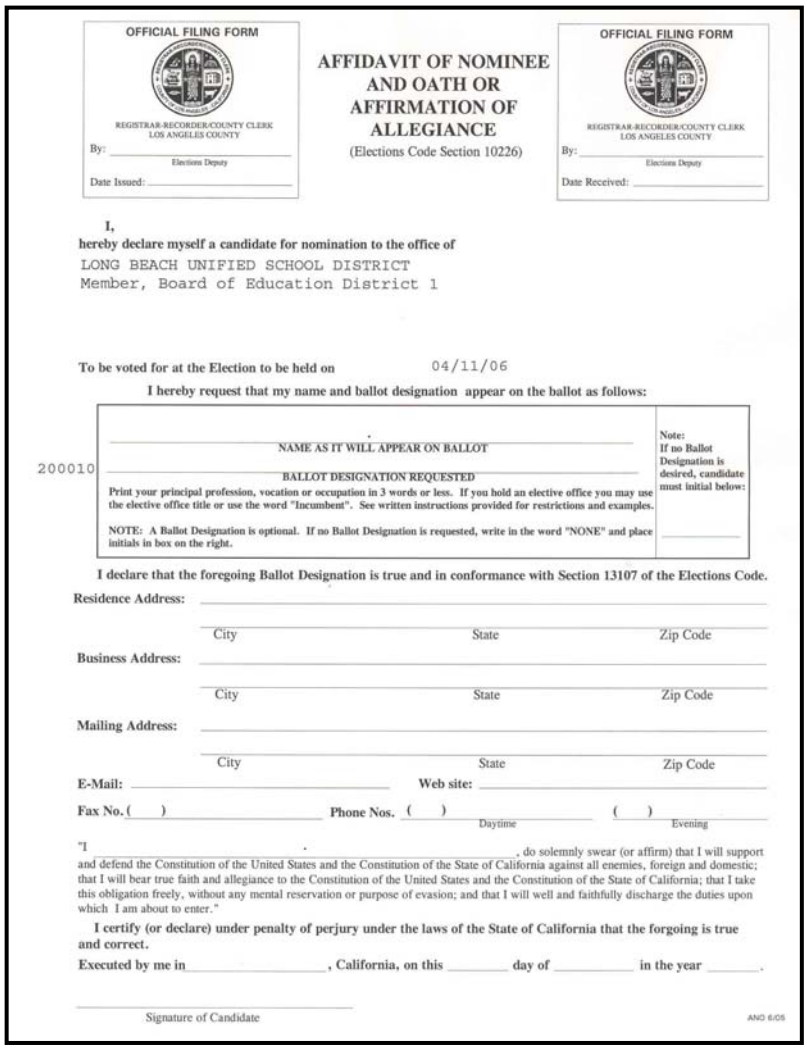
3. Provide daytime and evening telephone numbers (fax numbers, e-mail and web site address information is optional).

4. If you are an incumbent, you are to list the name of public office you presently hold.

5. Print name in space provided in "Oath of Office".

6. Fill in place of execution and date.

7. Sign name under penalty of perjury that information is true and correct.



OFFICIAL FILING FORM
REGISTRAR-RECORDER/COUNTY CLERK
LOS ANGELES COUNTY
By: _____ Elections Deputy
Date Issued: _____

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE
(Elections Code Section 10226)

OFFICIAL FILING FORM
REGISTRAR-RECORDER/COUNTY CLERK
LOS ANGELES COUNTY
By: _____ Elections Deputy
Date Received: _____

I,
hereby declare myself a candidate for nomination to the office of
LONG BEACH UNIFIED SCHOOL DISTRICT
Member, Board of Education District 1

To be voted for at the Election to be held on 04/11/06

I hereby request that my name and ballot designation appear on the ballot as follows:

200010

NAME AS IT WILL APPEAR ON BALLOT

BALLOT DESIGNATION REQUESTED

Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples.

NOTE: A Ballot Designation is optional. If no Ballot Designation is requested, write in the word "NONE" and place initials in box on the right.

Note: If no Ballot Designation is desired, candidate must initial below: _____

I declare that the foregoing Ballot Designation is true and in conformance with Section 13107 of the Elections Code.

Residence Address: _____
City State Zip Code

Business Address: _____
City State Zip Code

Mailing Address: _____
City State Zip Code

E-Mail: _____ Web site: _____

Fax No. ( ) _____ Phone Nos. ( ) _____ Daytime ( ) _____ Evening

"I _____, 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."

I certify (or declare) under penalty of perjury under the laws of the State of California that the forgoing is true and correct.

Executed by me in _____, California, on this _____ day of _____ in the year _____.

_____
Signature of Candidate

ANO 6/05

C – Applies to Long Beach Unified School District Only

NOMINATION PAPER

A prospective candidate must submit nomination papers containing a requisite number of signatures.

SIGNER QUALIFICATIONS

Must be a registered voter and resident of election area at the time of signing.

EACH SIGNER must print and **sign** own **name** and include **residence address**.

Exception: A signer who is unable to affix his/her own name and/or address on the petition personally may be assisted by another person. The voter must however, affix his/her own mark/signature on the petition personally. Two witnesses to signature (or mark) are required and such witnesses must also sign their names.

a) Married women must sign own name, not husband's.
b) P.O. Box numbers or mailing addresses are not acceptable.

OFFICIAL FILING FORM
Registrar-Recorder/County Clerk
Los Angeles County
By: Election Deputy
Date Issued:

Nomination Paper

(Elections Code Sections 100, 104, 8041, 8061, 8068, 8101, 10232, 10226, 10704 and Code of Civil Procedure Section 2015.5)

FILED IN COUNTY
COUNTY ELECTIONS OFFICIAL
By: Deputy
Date Received:

I, the undersigned signer for , candidate

for the nomination to the office of

☐ Full term, or ☐ Unexpired term ending , to be voted for at the

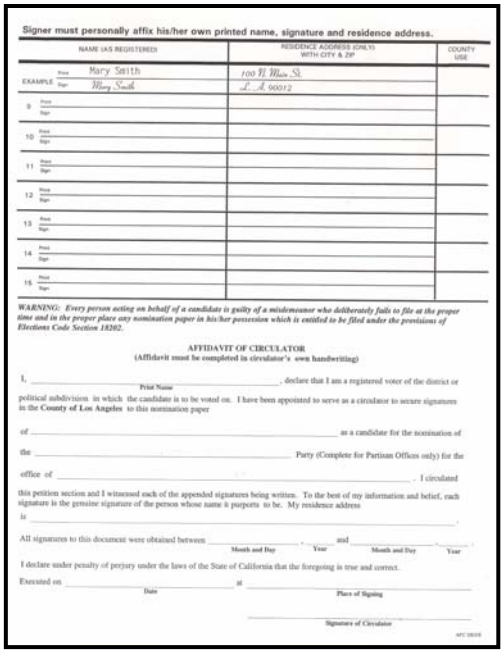
Election to be held on hereby asserts as follows:

I am a registered voter of the election area in Los Angeles County and a resident at the address shown on this paper and affiliated with the Party.

I am not at this time a signer of any other nomination paper of any other candidate for the above-named office, or in case there are several places to be filled in the above-named office, I have not signed more nomination papers than there are places to be filled in the above-named office. **My residence is correctly set forth after my signature hereto:**

Signer must personally affix his/her own printed name, signature and residence address.

	NAME (AS REGISTERED)	RESIDENCE ADDRESS (ONLY) WITH CITY & ZIP	COUNTY USE
EXAMPLE	Print Mary Smith Sign Mary Smith	100 N. Main St. L. A. 90012	
1	Print Sign		
2	Print Sign		
3	Print Sign		
4	Print Sign		
5	Print Sign		
6	Print Sign		
7	Print Sign		
8	Print Sign		



Signer must personally affix his/her own printed name, signature and residence address.

	NAME (AS REGISTERED)	RESIDENCE ADDRESS (ONLY) WITH CITY & ZIP	COUNTY USE
EXAMPLE	Print Mary Smith Sign Mary Smith	100 N. Main St. L. A. 90012	
9	Print Sign		
10	Print Sign		
11	Print Sign		
12	Print Sign		
13	Print Sign		
14	Print Sign		
15	Print Sign		

***WARNING:** 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 nomination paper in his/her possession which is entitled to be filed under the provisions of Elections Code Section 18202.*

AFFIDAVIT OF CIRCULATOR
(Affidavit must be completed in circulator's own handwriting)

I, _____, declare that I am a registered voter of the district or
Print Name
political subdivision in which the candidate is to be voted on. I have been appointed to serve as a circulator to secure signatures in the **County of Los Angeles** to this nomination paper

of _____ as a candidate for the nomination of

the _____ Party (Complete for Partisan Offices only) for the

office of _____. I circulated

this petition section and I witnessed each of the appended signatures being written. To the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be. My residence address

is _____.

All signatures to this document were obtained between _____, _____ and _____, _____.
Month and Day Year Month and Day Year

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

Executed on _____ at _____
Date Place of Signing

_____
Signature of Circulator

Circulator completes "Affidavit of Circulator" **in own handwriting. DO NOT TYPE.** The Circulator must**:**

a) Fill in appropriate information in blank spaces.
b) Fill in **dates signatures were obtained.**
c) Fill in execution **date** and **place of signing.**
d) **Sign name.**

STEP 4 – BALLOT DESIGNATION WORKSHEET

If a candidate submits a ballot designation, the "Ballot Designation Worksheet" shall be filed with the elections official at the time the candidate files his or her Affidavit of Nominee and Oath or Affirmation of Allegiance. If a candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot.

Ballot Designation Worksheet

Candidate Information

Candidate Name: _____

Office: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Evening: _____ Fax: _____

Attorney Information

Attorney Name (or other person authorized to act in your behalf): _____

Address: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Evening: _____ Fax: _____

Proposed Ballot Designation: _____

1st Alternative: _____

2nd Alternative: _____

Describe what you do and why you believe you are entitled to use the proposed ballot designation. If using the title of an elective office, you may submit a copy of your certificate of election or appointment.

_____

_____

_____

Job Title: _____ Dates in Position: _____

Employer Name or Business: _____

Person(s) who can verify this information:

Name(s): _____ Phone Number: _____

Name(s): _____ Phone Number: _____

Candidate's Signature _____ Dated _____

You may attach any documents or exhibits that you believe support your proposed ballot designation. These documents will not be returned to you, so **do not submit originals**.

Rev 12/1/10

STEP 5 – FILING NOMINATION DOCUMENTS

Listed below are mandatory and optional documents to be filed for candidacy. It is the obligation of the candidate to ensure that filing requirements and deadlines are met.

All candidates are urged to file documents as early as possible to avoid a last minute rush. Once filed, candidates will be issued a receipt.

DOCUMENTS	APPLIES TO	FOR FURTHER INFORMATION CONTACT
Declaration of Candidacy	Long Beach Community College District	Election Planning Section (562) 462-2317
Affidavit of Nominee and Oath or Affirmation of Allegiance	Long Beach Unified School District	Election Planning Section (562) 462-2317
Nomination Paper	Long Beach Unified School District	Election Planning Section (562) 462-2317
Ballot Designation Worksheet	All Candidates who Submit a Ballot Designation	Election Planning Section (562) 462-2317
Candidate Campaign Statement Forms	All Candidates	Campaign Finance Section (562) 462-2339
Candidate Statement Form	Optional for candidates	Election Planning Section (562) 462-2317

Chapter 4

Candidate Statements

ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT	*APPROXIMATE REGISTRATION	ENGLISH AND SPANISH	**ADDITIONAL COST** TO PRINT AND TRANSLATE EACH ADDITIONAL LANGUAGE	WORD LIMIT	WHO PAYS?
LONG BEACH UNIFIED					
District 1	52,432	$ 2,712	$ 1,356	200	Candidate in Advance
District 3	46,627	$ 2,412	$ 1,206	200	Candidate in Advance
District 5	73,476	$ 3,801	$ 1,901	200	Candidate in Advance
LONG BEACH COMMUNITY COLLEGE					
Trustee Area 1	51,175	$ 2,647	$ 1,324	200	Candidate in Advance
Trustee Area 3	46,940	$ 2,428	$ 1,214	200	Candidate in Advance
Trustee Area 5	71,549	$ 3,701	$ 1,851	200	Candidate in Advance

NOTE: All checks are to be made payable to :

City of Long Beach/City Clerk

CANDIDATE STATEMENTS

California law permits local nonpartisan candidates to file a candidate statement to be printed and mailed to voters in a sample ballot. Filing of a candidate statement is not mandatory but is permitted if the candidate desires to file and pay the appropriate fee. A local agency may opt to pay for the cost of the statement.

A. FORM AND STYLE

The candidate's statement should be prepared on a form provided by this office and filed with the Declaration of Candidacy or Affidavit of Nominee and Oath or Affirmation of Allegiance.

Statements must be neatly typed using upper and lower case letters. Use block paragraphs and single space format. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. Words to be printed in **boldface** type, <u>underscored</u> and/or CAPITALIZED are to be clearly indicated. However, the number of letters/words that can be in **boldface**, <u>underscored</u> or CAPITALIZED shall not exceed 25 words per a 200 word statement.

All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.

B. ADMINISTRATIVE GUIDELINES

FILING – Candidate statements shall be filed with this office no later than 5:00 p.m. on the last day of the candidate filing period.

WITHDRAWAL/CHANGES – Statements may be withdrawn (in writing), but not changed, during the period for filing candidate papers and until 5:00 p.m. of the next business day after the close of the candidate filing period.

DEPOSIT OF ESTIMATED FEE – A deposit of the estimated payment is required at the time the candidate statement is filed. All checks are to be made payable to the appropriate jurisdiction.

The estimated candidate statement cost is based on translating, processing, printing, and mailing of the candidate statement in the sample ballot. It is an **estimated** cost only and may increase or decrease substantially.

NOTE: If a statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed statement may extend to two (2) pages. In such cases, the actual cost for the statement may double and the additional cost will be billed to the candidate after the election.

INDIGENT CANDIDATES – If a candidate alleges to be indigent, and is unable to pay the fee for submitting a candidate statement in advance, the candidate shall submit an Affidavit of Financial Worth to be used in determining eligibility to defer the advanced payment fee until after the election when submitting a candidate statement.

The Affidavit shall be submitted by the candidate together with the candidate statement in accordance with the specified election deadline. The candidate shall certify the content of the affidavit as to its truth and correctness under penalty of perjury. A determination shall be made whether or not the candidate is indigent. The local agency will notify the candidate of its findings. If it is determined that the candidate is not indigent, the candidate shall within three days of notification, excluding Saturdays, Sundays and State holidays, withdraw the statement or pay the requisite fee. If a determination is made that the candidate is indigent, the local agency shall print and mail the statement, and bill the candidate for actual costs following the election.

DISTRIBUTION OF SAMPLE BALLOT – The City Clerk sends a sample ballot to every voter in the election who registers within 15 days prior to the election. Voters who register later than 15 days prior to the election may not receive a sample ballot in the mail. Instead, they will receive a postcard advising them where to vote.

TRANSLATION – Translations of candidate statements for voter information booklets may be provided in Spanish, Khmer, Vietnamese and Tagalog/Filipino, for candidates who wish to have one, at the candidate's own expense.

C. ACCESS/PUBLIC EXAMINATION PERIOD

Candidate statements are confidential until the filing period ends on **January 10** at 5:00 P.M. (E.C. § 13311) The public examination period is from **January 11**** through **January 20****. A fee may be charged to any person wishing to obtain a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to **January 16** through **January 25**.

**January 11 and 18, 25 (Saturdays), January 12 (Sunday) and January 20 (holiday), the Registrar-Recorder/County Clerk's Office will be closed.

SAMPLE

CANDIDATE STATEMENT FORM

CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES
LONG BEACH UNIFIED SCHOOL DISTRICT AND LONG BEACH COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD MEMBER ELECTIONS

READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

STATEMENT OF:

CANDIDATE FOR:

ELECTION DATE: AGE: (Optional) _____ OCCUPATION: (Optional) _____

Please type your statement below in upper and lower case letters Statements will be printed in uniform type, style and spacing. Using block paragraphs and single space format.

SAMPLE

CANDIDATE STATEMENT FORM (Continued)

CANDIDATE STATEMENT INFORMATION AND GUIDELINES
(Elections Code Section 13307, 13308, 13311 and 13313)

GENERAL INFORMATION: Filing of a statement is optional and applies to local nonpartisan offices. The elections official sends to each registered voter a sample ballot which contains the candidate statements prepared and submitted.

FILING PERIOD: Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

WITHDRAWAL: A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5:00 p.m. of the next business day after the last day to file the statement.

CONTENTS: Statement may include candidate's age and occupation and a 200 word description of the candidate's education and qualifications.

WORD COUNT: Please refer to the Candidate Handbook for detailed information regarding word counting guidelines.

FORMAT: Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. **Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated**. However, you may use dashes/hyphens. Words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. However, the number of words/acronyms that can be in **boldface type,** underscored and/or CAPITALIZED shall not exceed 25 words per a 200 word statement. All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein.

RESTRICTIONS: The candidate statement shall not include the party affiliation of the candidate nor reference any membership or activity in political organizations.

ADDITIONAL RESTRICTIONS FOR CANDIDATES: Any candidate statement submitted by a candidate shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates or to another candidate's qualifications, character, or activities. Any voter may request that the court strike any or all improper content in such a statement. In addition, no candidate statement shall be printed which the elections official determines is not so limited or which includes any reference prohibited.

PUBLIC EXAMINATION PERIOD: Candidate statements shall be confidential until the close of the nomination period. The statements are open to public examination for a ten (10) calendar day period. During this period, a voter may file a writ of mandate or an injunction requiring any or all material to be amended or deleted.

ESTIMATED COST INFORMATION: 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, or the length and/or format of the statement submitted. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund and excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the elections official shall prorate the excess amount among the candidates and refund the excess amount paid.

ESTIMATED COST

The estimated cost of your statement is $ _____.

I have read and understand the provisions contained on this form and in the Candidate Handbook, and request that my statement as shown on the reverse side be printed as indicated:

Please mark (x) one box: **English and Spanish** ☐ **English and Other Language** ☐

_____ Signature of Candidate _____ Date

Phone Numbers: ( ) _____ Daytime ( ) _____ Evening

OFFICE USE ONLY

Project Code No.:
Candidate File No.:
Total No. of Words: _____
Total No. of Words in boldface, capital letters, and/or underscored: _____
By Deputy: _____

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

This decision applies to all candidates.

The California Elections Code and case law prohibit **CANDIDATES** from making any reference to another candidate or to another candidate's qualification, character or activities. If the **COUNTY ELECTIONS OFFICIAL** discovers improper content in a candidate statement, the **COUNTY ELECTIONS OFFICIAL** will notify the candidate and give the individual an opportunity to correct the improper language in the candidate statement. If the candidate refuses to correct the improper language, the **COUNTY ELECTIONS OFFICIAL**, as well as any other voter, may bring legal action against the candidate to correct the statement. The prevailing party may also be entitled to obtain attorney's fees for bringing the action.

The **COUNTY ELECTIONS OFFICIAL** will not accept language in a candidate statement that in any way makes reference to other candidates or to another candidate's qualifications, character, or activities pursuant to California Elections Code Section 13308. For these candidates, the **COUNTY ELECTIONS OFFICIAL** will remove the improper language from the statement and not allow it to be printed. The candidate will be notified of the improper language and its removal from the statement.

All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in *Dean v. Superior Court*, (1998 4th Dist.) 62 Cal. App.4th 638. However, this list is not exhaustive and candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with the law. A copy of the above described Elections Code Sections and the *Dean* decision are available from our office at no cost.

Chapter 5

Write-In Candidates

GENERAL INFORMATION FOR WRITE-IN CANDIDATES

(Elections Code §§ 8600 and 8601)

A person who has not followed the usual procedure for placing his or her name on the ballot for the election may still be elected to office as a write-in candidate.

You may file the required forms to run for office as a write-in candidate no later than 14 days prior to Election Day.

A Write-in Candidate **is not required** to pay a filing fee.

FILING DEADLINE

FEB. 10 (M) through MAR. 25 (Tu) 5:00 P.M.	**E - 57 - 14**	First and last day to file a Declaration Of Candidacy or Affidavit Of Nominee and Oath Or Affirmation Of Allegiance

Write-in candidacy forms must be filed with the Registrar-Recorder/County Clerk's Office NO LATER THAN 5:00 p.m. on the 14th day prior to the election.

All candidates are urged to file the following documents as early as possible.

WRITE-IN CANDIDATE'S DECLARATION OF CANDIDACY OR AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE – Refer to General Information for Nomination of Candidates.

CANDIDATE CAMPAIGN STATEMENT FORMS – If you have any questions regarding the completion of these forms, contact the Campaign Finance and Proposition B Section at (562) 462-2339.

WRITE-IN CANDIDATES TO BE ELECTED

OFFICES OMITTED FROM BALLOT. Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. When school contests are involved, if the number of persons qualifying for the ballot does not exceed the number of offices to be filled, the election is cancelled. In this case, an eligible candidate is appointed in lieu of the election. California law, however, allows for a petition indicating that a write-in campaign will be conducted. The petition must be filed with the elections official to require the office(s) be placed on the ballot by means of a petition drive.
(Ed. Code § 5326)

The write-in candidate must receive more votes than any other candidate running for that office. When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes equal to the number of offices to be filled are elected.
(E. C. § 10551)

NAME DOES NOT APPEAR ON BALLOT – Write-in candidate names do not appear on the ballot. Write-in candidates are not entitled to a candidate statement in the Official Sample Ballot Booklet.
(E. C. § 302)

Voters may hand write any person's name on the ballot for any office, regardless of whether the person qualified or not. However, votes will only be tabulated for qualified write-in candidates.

Section 2

RESOURCE GUIDE

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Section 2 Resource Guide

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Chapter 1

Financial Reporting

CAMPAIGN FILING REQUIREMENTS FOR CANDIDATES AND CONTROLLED COMMITTEES PARTICIPATING IN THE APRIL 8, 2014 LONG BEACH UNIFIED SCHOOL DISTRICT AND LONG BEACH COMMUNITY COLLEGE DISTRICT ELECTIONS

All candidates/committees are required by the Political Reform Act to file a campaign statement by the first filing deadline listed below **regardless of activity**. All statements filed should reflect the cover period after the closing date of the last statement or January 1 if no previous statement has been submitted. ***Monetary penalties may be assessed for late filing of campaign statements. Failure to file required statements will be referred to the Fair Political Practices Commission.***

FILING DEADLINES	2014 FILING REQUIREMENTS
WITHIN 24 HOURS between JAN. 8 (Wed) and APR. 7 (Mon)	**LATE CONTRIBUTION and/or LATE INDEPENDENT EXPENDITURE REPORTS** Each candidate or committee that makes or receives a late contribution (including a loan) that total in the aggregate of one thousand dollars ($1,000) or more **or** makes an independent expenditure of one thousand dollars ($1,000) or more after January 8, 2014 and before the election on April 7, 2014 must file a Contribution Report Form 497 or Independent Expenditure Report Form 496 **within 24 hours.** The recipient of a non-monetary or in-kind contribution of $1,000 or more must file a Form 497 report **within 48 hours** from the time the contribution is received. **File by personal delivery, guaranteed overnight service or fax. Regular mail may not be used.** **(Gov. Code §§ 84203 and 84204)**
FEB. 27, 2014 ***(Statements for this deadline cover the period January 1 – February 22, 2014)***	**FIRST CAMPAIGN STATEMENT** Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election should file a Form 460. Candidates who do not raise over one thousand dollars ($1,000) should file a Form 470. All statements must be received by personal delivery or first class mail. ***Note: If this is your first time filing a Form 460, please be sure to begin your report with January 1. *** **(Gov. Code §§ 81007 and 84200.8)**

MAR. 27, 2014 ***(Statements for this deadline cover the period February 23 – March 22, 2014)***	**SECOND CAMPAIGN STATEMENT** Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election file a Form 460. All statements must be filed by personal delivery or guaranteed overnight service. **(Gov. Code § 84200.8)**
JUL. 31, 2014	**SEMI-ANNUAL CAMPAIGN STATEMENT** Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election file a Form 460. All statements must be received by personal delivery or first class mail. **(Gov. Code §§ 81007 and 84200)**

CAMPAIGN DISCLOSURE FORMS

FORM 700 - STATEMENT OF ECONOMIC INTERESTS

Candidates must file **no later than January 10, 2014** (**Gov. Code § 87302.3(a))**

FORM 501 - CANDIDATE INTENTION STATEMENT

Candidates who **intend** to receive contributions from others for their campaign must file a Candidate Intention Statement, Form 501. **(Gov. Code § 85200)**

FORM 470 - OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT (SHORT FORM)

Candidates who **anticipate** receiving less than one thousand dollars ($1,000) in contributions and spend less than one thousand dollars ($1,000) during the entire calendar year, exclusive of the cost of a candidate statement if paid from personal funds, may reduce their filing obligation by filing this form by **February 27, 2014**. No further statements need be filed for this election **unless** the one thousand dollars ($1,000) threshold is reached. **(Gov. Code § 84206)**

FORM 470S - OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT (SUPPLEMENT)

Candidates who have filed a Form 470 Short Form and **thereafter** receive contributions or make expenditures totaling one thousand dollars ($1,000) or more are required to file this form with whom original campaign statements are filed and with each candidate contending for the same office. The notice must be sent **within 48 hours** of receiving or expending the one thousand dollars ($1,000). **(Gov. Code § 84206)**

FORM 410 - STATEMENT OF ORGANIZATION

Recipient committees, including any group, individual, or candidate, that receive one thousand dollars ($1,000) or more in contributions during a calendar year must file with the Secretary of State and our office, within 10 days of receiving the contributions.

(Gov. Code § 84101)

FORM 410 - STATEMENT OF ORGANIZATION

Recipient committees, including any group, individual, or candidate, that receive one thousand dollars ($1,000) or more in contributions during a calendar year must file with the Secretary of State and our office, within 10 days of receiving the contributions. They must also include a $50 payment made to the Secretary of State. Thereafter, the annual fee must be paid no later than January 15 of each year until the committee terminates.

(Gov. Code § 84101.5)

FORM 410 - STATEMENT OF TERMINATION

Candidates and their committees are required to file semi-annual statements every six months **until** all campaign activity ceases, all campaign money is spent, and Form 410 (see part 5) is filed. **(Gov. Code § 84214)**

FORM 460 - RECIPIENT COMMITTEE CAMPAIGN STATEMENT

A candidate or officeholder who has a controlled committee, or who has raised or spent, or will raise or spend one thousand dollars ($1,000) or more during a calendar year in connection with the election AND/OR if one thousand dollars ($1,000) or more will be raised or spent during the calendar year at the behest of the officeholder or candidate, is required to file this form. **(Gov. Code §§ 84200-84216.5)**

WHERE TO FILE

Candidates and committees file original campaign statements with:

Los Angeles County Registrar-Recorder/County Clerk
Campaign Finance Section
12400 Imperial Hwy., Room 2003
Norwalk, California 90650
Phone: (562) 462-2339
Fax: (562) 651-2548

Detailed instructions for complying with the Political Reform Act are in each candidate's **Campaign Finance Packet**.

Campaign Disclosure Filing Requirements for Candidates and Committees

PLEASE READ CAREFULLY....

The Political Reform Act imposes certain duties and obligations on candidates, officeholders, committee treasurers and others participating in the political process. For example:

— Detailed records must be maintained for all financial activity, and contributions received for political purposes must not be commingled with personal funds.

— Campaign statements must be filed at specified times disclosing contributions received, expenditures made, and other financial information. In some cases, candidates can avoid filing long form campaign statements by submitting a "Candidate and Officeholder Campaign Statement Short Form (Form 470)."

— Campaign statements must be hand delivered or postmarked as first-class mail by the legal filing deadline date established by law. NOTE: The **second pre-election statement** must be filed in person or guaranteed overnight delivery. Mail which is not received by the filing officer shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of the deposit, and the name and address of the addressee.

— The Political Reform Act provides a formula for assessing late fines of original campaign statements filed in our office. The fine is $10 per day, starting the day after the filing deadline, until the statement is filed; however, no liability may exceed the cumulative amount of reported contributions, expenditures, of the Form 460 or $100, whichever is greater.

Failure to submit a required statement is a misdemeanor. Persons who fail to submit required statements are referred to the Fair Political Practices Commission.

DEFEATED CANDIDATES

Defeated candidates must file campaign disclosure reports until the campaign committee has been terminated by filing Form 410 (see part 5).

It is recommended that campaign disclosure statements be mailed by certified mail or by purchasing a certificate of mailing. This will eliminate any question regarding receipt of your statement.

Unsigned forms are incomplete and are not considered filed until they are signed.

Chapter 2

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Campaigning

GENERAL CAMPAIGN INFORMATION

PART 1 - **LEGISLATIVE INTENT**
Chapter 976, 1977 Legislation.

PART 2 - **MASS MAILINGS**
Government Code §§ 82041.5, 84305 and 89001.

PART 3 - **TRUTH IN ENDORSEMENTS LAW**
Elections Code §§ 20000 – 20010.

PART 4 - **PRINTING OF SIMULATED SAMPLE BALLOTS**
Elections Code § 18301.

PART 5 - **DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION**
Elections Code § 18302.

PART 6 - **ELECTIONEERING/INTIMIDATION OF VOTERS/POSSESSION OF FIREARMS AT POLLING PLACE**
Elections Code §§ 18370, 18371, 18540, 18541, 18544, 18545 and 18546.

PART 7 - **SOLICITATION OF FUNDS**
Elections Code §§ 20202 and 20203.

PART 8 - **OUTDOOR ADVERTISING – POLITICAL SIGNS**
Business and Professions Code § 5405.3.

PART 9 - **U.S. POSTAL SERVICE – POLITICAL MAILINGS**

PART 10 - **INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS DISTRIBUTING APPLICATIONS FOR VOTE BY MAIL BALLOTS**

PART 11 - **FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES**

PART 1

LEGISLATIVE INTENT

Pursuant to Chapter 976, 1977 Statutes, the Legislature finds and declares:

(a) That a need exists for adequate identification of the source of campaign appeals directed at the voters in order to assist them in making rational decisions at the polls.

(b) That by requiring such identification of campaign literature, the public is better able to evaluate the source of campaign material, may be more adequately informed, and can better distinguish between truth and falsity.

(c) That by requiring identification, anonymous attacks, which cannot adequately be responded to in the heat of a campaign, will be discouraged.

(d) That by requiring identification, a candidate who believes he or she has been libeled may more readily seek redress in a civil action for damages.

(e) That limiting identification requirements to pejorative campaign material is inadequate because subtle attacks on candidates or measures can be framed which appear to be supportive but, in fact, are pejorative.

(f) That a distinction needs to be made between campaign materials of small size that usually carry little more than a "Vote for_____" message, such as is often the case with buttons, matchbooks, pens, and the like, on the one hand, and campaign materials which carry more complex messages, on the other. In the case of the former, because of their characteristically small size and limited content, it would be an undue burden to require that identification as to source be included.

PART 2

MASS MAILINGS

Definition.
"Mass mailing" means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry. **Gov. Code § 82041.5**

Manner of sending mass mailings.

(a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of such mailing in no less than 6-point type. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a). **Gov. Code § 84305**

Newsletter or mass mailing.
No newsletter or other mass mailing shall be sent at public expense. **Gov. Code § 89001**

PART 3

TRUTH IN ENDORSEMENTS LAW

Legislature's findings.
The Legislature hereby finds the following to be true:

(1) The major political parties have become an integral part of the American governmental system requiring regulation as to their structure, governing bodies, and functions by state government in the public interest.

(2) The Legislature has found it necessary and appropriate in the regulation of political parties to create and provide for the convening of state conventions, state central committees, and county central committees for parties qualified by law to participate in the direct primary election, by statute.

(3) Over the several years preceding the adoption of this section organizations of electors using as a part of their names the name of a political party qualified to participate in the direct primary election have endorsed candidates for nomination of that party for partisan office in the direct primary election and have publicized and promulgated such endorsements in a manner which has resulted in considerable public doubt and confusion as to whether such endorsements are those of a private group of citizens or of an official governing body of a political party.

(4) The voting public is entitled to protection by law from deception in political campaigns in the same manner and for the same reasons that it is entitled to protection from deception by advertisers of commercial products.

E. C. § 20001

Restraining order or injunction.
The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, broadcasting, or telecasting of any matter in violation of this chapter, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. **E. C. § 20006**

Representation requirements.
No candidate or committee in his or her behalf shall represent in connection with an election campaign, either orally or in campaign material, that the candidate has the support of a committee or organization which includes as part of its name the name or any variation upon the name of a qualified political party with which the candidate is not affiliated, together with the words "county committee," "central committee," "county," or any other term that might tend to mislead the voters into believing that the candidate has the support of the party's county central committee or state central committee, when that is not the case.

This section shall not be construed to prevent a candidate or committee from representing that the candidate has the support of a committee or group of voters affiliated with another political party, which committee or group is identified by the name of that party, where the name of the committee or group also includes the name of the candidate.

Any member of a county central committee or state central committee may commence an action in the superior court to enjoin misrepresentation by a candidate or committee in his or her behalf, in the manner prohibited by this section, to the effect that the candidate has the support of the state or county central committee involved.
E. C. § 20007

Political advertisement requirements.
Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. **E. C. § 20008**

Simulated ballot requirements.

(a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of such statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

"NOTICE TO VOTERS"
(Required by Law)
"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State."
"This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof)."

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No simulated ballot or simulated sample ballot referred to in subdivision shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. **E. C. § 20009**

No pictures of candidates in campaign material.

(a) Except as provided in subdivision (b) no person, firm, association, corporation, campaign committee, or organization may, with actual malice, produce, distribute, publish, or broadcast campaign material that contains (1) a picture or photograph of a person or persons into which the image of a candidate for public office is superimposed or (2) a picture or photograph of a candidate for public office into which the image of another person or persons is superimposed. "Campaign material" includes, but is not limited to, any printed matter, advertisement in a newspaper or other periodical, television commercial, or computer image. For purposes of this section, "actual malice" means the knowledge that the image of a person has been superimposed on a picture or photograph to create a false representation, or a reckless disregard of whether or not the image of a person has been superimposed on a picture or photograph to create a false representation.

(b) A person, firm, association, corporation, campaign committee, or organization may produce, distribute, publish, or broadcast campaign material that contains a picture or photograph prohibited by subdivision (a) only if each picture or photograph in the campaign material includes the following statement in the same point size type as the largest point size type used elsewhere in the campaign material: "This picture is not an accurate representation of fact." The statement shall be immediately adjacent to each picture or photograph prohibited by subdivision (a).

(c) (1) Any registered voter may seek a temporary restraining order and an injunction prohibiting the publication, distribution, or broadcasting of any campaign material in violation of this section. Upon filing a petition under this section, the plaintiff may obtain a temporary restraining order in accordance with Section 527 of the Code of Civil Procedure.

(2) a candidate for public office whose likeness appears in a picture or photograph prohibited by subdivision (a) may bring a civil action against any person, firm, association, corporation, campaign committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a).

The court may award damages in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney's fees and costs.

(d) (1) This act shall not apply to a holder of a license granted pursuant to the Federal Communications Act of 1934 (47 U.S.C. § 151 et seq.) in the performance of the functions for which the license is granted.
(2)This act shall not apply to the publisher or an employee of a newspaper, magazine, or other periodical that is published on a regular basis for any material published in that newspaper, magazine, or other periodical. For purposes of this subdivision, a "newspaper, magazine, or other periodical that is published on a regular basis" shall not include any newspaper, magazine, or other periodical that has as its primary purpose the publication of campaign advertising or communication, as defined by Section 304. **E. C. § 20010**

PART 4

PRINTING OF SIMULATED SAMPLE BALLOTS

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor. **E. C. § 18301**

PART 5

DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter which includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to such mailing or distribution.
E. C. § 18302

PART 6

ELECTIONEERING/INTIMIDATION OF VOTERS/ POSSESSION OF FIREARMS AT POLLING PLACES

Legislature's findings.
The Legislature finds and declares that no person, other than the voter and the election official, should have access to, or possession of, the ballot except as permitted by the Federal Voting Rights Act of 1965, as amended.

Definition.
"Electioneering" means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official's office, or a satellite location under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:

(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.

(d) Dissemination of audible electioneering information. **E. C. § 319.5**

Electioneering within 100 feet of a polling place.
No person, on election day, or at any time that a voter might be casting a ballot, shall within 100 feet of a polling place or an elections official's office:

(a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.

(b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.

(c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.

(d) Do any electioneering as defined by Section 319.5.

As used in this section "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.
E. C. § 18370

Electioneering during Vote By Mail voting.

(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a Vote By Mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the Vote By Mail voter is voting.

(b) Any person who knowingly violates this section is guilty of a misdemeanor.

(c) This section shall not be construed to conflict with any provision of the Federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

E. C. § 18371

Compelling another in voting.

(a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years.

(b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in state prison for 16 months or two or three years. **E. C. § 18540**

Solicitation dissuading persons from voting.

(a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place:
(1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
(2) Place a sign relating to voters qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
(3) Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

(b) Any person who violates this section is punishable by imprisonment in the county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.

(c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots. **E. C. § 18541**

Fine for person in possession of firearm or unauthorized uniformed personnel.

(a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars ($10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

(b) This section shall not apply to any of the following:
(1) An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.
(2) A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.
(3) A private guard or security personnel hired or arranged for by a city or county elections official.
(4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held. **E. C. § 18544**

Fine for hiring of person in possession of firearm or uniformed personnel.
Any person who hires or arranges for any other person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, to be stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate elections official is punishable by a fine not exceeding ten thousand dollars ($10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to the owner or manager of the facility or property in which the polling place is located if the private guard or security personnel is not hired or arranged solely for the day on which the election is held. **E. C. § 18545**

Definitions.
As used in this article:

(a) “Elections official” means county elections official, registrar of voters, or city clerk.

(b) “Immediate vicinity” means the area within a distance of 100 feet from the room or rooms in which the voters are signing the roster and casting ballots. **E. C. § 18546**

PART 7

SOLICITATION OF FUNDS

Authorization to use candidate or committee name.
It is unlawful for any person who solicits funds for the purpose of supporting or promoting any candidates or committees to include in any part of its name the name of that candidate or committee unless that person shall have previously obtained the authorization of the candidate or committee or the candidate’s or committee’s designated agent to use the candidate’s or committee’s name in the name of that person.

Authorization by a candidate or committee shall not be construed as rendering the person soliciting funds a controlled committee as defined by Section 82016 of the Government Code. **E. C. § 20202**

Notice of non-authorization to be included in fundraising communication.
Any person who solicits or receives contributions on behalf of any candidate or committee for the purported and exclusive use of that committee or the candidate's election campaign and who is not authorized by the candidate or committee or the candidate's or committee's designated agent to do so, shall include a notice in any fundraising communication, whether through any broadcasting station, newspaper, magazine, printed literature, direct mailing, or any other type of general public advertising, or through telephone or individual oral fundraising appeal, clearly and conspicuously stating that the person is not authorized by the candidate or committee and that the candidate or committee is not responsible for the actions of that person.
E. C. § 20203

PART 8

OUTDOOR ADVERTISING – POLITICAL SIGNS (INCLUDING PLACARDS AND POSTERS)

Outdoor Temporary Political Signs.
Nothing in this chapter, including, but not limited to, § 5405, shall prohibit the placing of temporary political signs, unless a federal agency determines that such placement would violate federal regulations. However, no such sign shall be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

A temporary political sign is a sign which:

(a) Encourages a particular vote in a scheduled election.
(b) Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
(c) Is no larger than 32 square feet.
(d) Has had a statement of responsibility filed with the department certifying a person who will be responsible for removing the temporary political sign and who will reimburse the department for any cost incurred to remove it.

B. & P. Code § 5405.3

The State agency responsible for administering outdoor advertising laws including those for political signs is:

STATE OFFICE	DISTRICT OFFICE
DEPARTMENT OF TRANSPORTATION **TRAFFIC OPERATIONS** **OUTDOOR ADVERTISING PROGRAM** **P.O. BOX 942874, MS-36** **SACRAMENTO, CA 94274-0001** **TDD 1-800-735-2929** **PHONE (916) 654-6413** **FAX (916) 651-9359**	**DEPARTMENT OF TRANSPORTATION** **DIVISION OF TRAFFIC OPERATIONS** **OUTDOOR ADVERTISING PROGRAM** **100 S. MAIN STREET, MS-9** **LOS ANGELES, CA 90012** **PHONE (213) 897-6123** **FAX (213) 897-7197**

A Statement of Responsibility must be submitted to the appropriate Department of Transportation district office according to the county location of the temporary political sign(s). The forms may be obtained by contacting a department listed on page 21 or from the:

REGISTRAR-RECORDER/COUNTY CLERK
CAMPAIGN FINANCE, ROOM 2003
12400 IMPERIAL HIGHWAY
NORWALK, CALIFORNIA 90650
Telephone (562) 462-2339

Placement of Signs in Unincorporated Areas.
The Outdoor Advertising Act prohibits placement of any temporary political signs on interstate highways, public or primary highways, and streets in unincorporated areas of the state, including Los Angeles County. This includes telephone poles, street signs, utility poles, street medians, sidewalks, bus stop benches and bus shelters located on the above highways and streets. (Please see B & P Code § 5215 and § 5220 for definitions of various highways.) The County Code provisions also prohibit the placement of temporary political signs on private property in the unincorporated areas without the consent of the owner or occupant.

Note: In some instances, **city ordinances** also regulate the placement and removal of temporary political signs. Please check with the city clerk or police department of a city before placing such signs within its boundaries.

PART 9

U.S. POSTAL SERVICE – POLITICAL MAILINGS

The U.S. Postal Service can provide assistance for mailing requirements to political candidates and committees. Business Mail Entry Units will explain addressing, sorting, fees and postage. Additionally, they will also review a mailing piece to ensure mailability.

To avoid delays and other delivery problems in your campaign mailings, call the U.S. Postal Service:

ZIP CODE AREAS SERVED	LOCATION OF OFFICE	OFFICE TELEPHONE NUMBER
900XX	LOS ANGELES CITY	(323) 586-2605
902XX – 908XX	LONG BEACH DIST.	(714) 662-6447
910XX – 935XX	VAN NUYS DIST.	(661) 775-6663
917XX – 918XX 926XX – 928	SANTA ANA DIST.	(714) 662-6447

PART 10

INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS DISTRIBUTING APPLICATIONS FOR VOTE BY MAIL BALLOTS

VOTE BY MAIL BALLOT APPLICATION

Before you do anything else, contact your local elections official.

The local elections official can assist you in your Vote By Mail voter drive. He or she can provide information to ensure that your application format is correct, as well as other important details. Failure to make early contact with the elections official could result in delays or problems which might interfere with your intended goal of enabling people to Vote By Mail.

If you need assistance or have any further questions concerning use of the Vote By Mail voter application form, please call the City Clerk's Vote By Mail Section at
(562) 570-6101.

Uniform Vote By Mail Voting Application

Pursuant to Elections Code § 3007, the Secretary of State has prepared a uniform application format for a Vote By Mail voter's ballot for use by all individuals, organizations and groups distributing Vote By Mail voter applications. Failure to conform your applications to the uniform format is a misdemeanor. **E. C. § 18402**

Important Vote By Mail Ballot Application Information

Some of the important points you need to be aware of in your effort to distribute applications for Vote By Mail ballots include:

(1) In order to ensure accuracy, the voter should fill out all the information on the application himself or herself. The law does, however, permit the following information to be preprinted on the application form prior to distribution to the voter:

(a) The voter's name and residence address as they appear on the voter's affidavit of registration.
(b) The name and date of the election for which the Vote By Mail ballot is being requested.
(c) The deadline date by which the application must be received by the elections official.

(2) There is a separate section of the form for the voter to indicate a "mailing address" if he or she receives mail at an address other than his or her residence address. This section of the form may **only** be completed by the voter **(mailing address information may not be printed by the person, group or organization distributing the applications).**

(3) The voter must personally affix his or her signature.

(4) The mailing address to which a Vote By Mail ballot is requested to be sent may not be the address of any political party, political campaign headquarters, or a candidate's residence. This provision, of course, does not apply to the candidate or the candidate's immediate family members or housemates who requests that a Vote By Mail ballot be mailed to the candidate's residence address.

(5) Any application containing preprinted information shall contain the following statement (verbatim):

You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.

This statement must be conspicuously printed on the application form.

(6) The name, address and telephone number of any organization, individual or group which authorizes the distribution of applications shall be printed on the application.

(7) Any individual, organization or group that distributes applications for Vote By Mail voter ballots and receives completed application forms back from voters shall deliver the forms to the appropriate elections official **within 72 hours** of receiving the completed forms. **Note that Elections Code § 18576 makes it a misdemeanor to delay the proper return of a Vote By Mail voter application.**

(8) Any application for a Vote By Mail voter's ballot which is sent by a group or organization to a voter shall be sent by non-forwardable mail.

(9) Any individual, group or organization that knowingly distributes any application for a Vote By Mail voter's ballot which does not conform to the requirements of the Vote By Mail voter provision is guilty of a misdemeanor. **E. C. § 18402**

(10) Voters who use the Vote By Mail ballot applications provided by individuals, groups and organizations must attest to the truth and correctness of the contents of the application and sign the application under penalty of perjury.

(11) The Vote By Mail ballot application must contain information about California's permanent Vote By Mail voter provision. **E. C. § 3006**

Vote By Mail Ballot Application Format

All individuals, groups and organizations distributing Vote By Mail ballot applications must use the standard format approved by the Secretary of State. **E. C. § 3007**

VOTE BY MAIL VOTER APPLICATIONS WILL BE ISSUED BY THE CITY CLERK

NOTE: The Postal Service will not process Vote By Mail applications prepared by a committee which contains a postage pre-paid permit if it is addressed to the City Clerk's Office even though the committee uses their own permit number.

PENALTIES FOR FRAUDULENT VOTE BY MAIL VOTING

Voting more than once.

It is a crime to vote more than once in any election. **E. C. § 18560**

Interfering with the Vote By Mail voting process.

It is a misdemeanor to willfully interfere with the prompt delivery to the elections official of a completed application for a Vote By Mail ballot. **E. C. § 18576**

A third party may not (without the voter's authorization) retain a completed application for a Vote By Mail ballot for more than 72 hours (excluding weekends and holidays) or beyond the deadline for applying, whichever is earlier. **E. C. § 18576**

No one can deny a voter the right to return his or her application for a Vote By Mail ballot to the elections official. **E. C. § 18576**

It is a crime to interfere with the prompt return of a voted Vote By Mail ballot or to vote or attempt to vote a fraudulent Vote By Mail ballot. **E. C. §§ 18577 and 18578**

It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time he or she is voting a Vote By Mail ballot. **E. C. § 18371**

Vote By Mail ballot return envelopes are signed under penalty of perjury, a violation of which can result in a prison term. **Penal Code § 126**

Other penalties.

It is a crime to interfere with anyone's right to vote. **E. C. § 18502**

It is a crime to pay, or offer to pay, a person any amount of money or to give them anything of value in exchange their vote for a particular person or issue. Similarly, it is against the law to pay someone to not vote. **E. C. §§ 18521, 18522 and 18524**

It is a crime to violate the secrecy of the ballot, or otherwise tamper with ballots or the voting system. **E. C. §§ 18564 and 18565**

PART 11

FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES

Federal law prohibits foreign nationals from making contributions or expenditures in connection with any U.S. election (federal, state, or local), either directly or through another person. This prohibition applies to foreign-owned corporations and associations, as well as to foreign governments, political parties and certain individuals and partnerships. Additionally, U.S. candidates for federal, state and local offices are prohibited from accepting contributions from these sources.

The ban on political contributions and expenditures by foreign nationals was first enacted in 1966 as part of the amendments to the Foreign Agents Registration Act (FARA), an "internal security" statute. The goal of the FARA was to minimize foreign intervention in U.S. elections by establishing a series of limitations on foreign nationals. These included registration requirements for the agents of foreign principals and general prohibition on political contributions by foreign nationals. In 1974, the prohibition was incorporated into the Federal Campaign Act which gave the Federal Election Commission (FEC) jurisdiction over its enforcement and interpretation.

If you have any questions on this matter, please call the FEC in Washington, D.C. at (800) 424-9530 or (202) 694-1120.

Fee Schedule
As of 10/2011

Item	Fee
Boundary Maps - District Congressional, Senate, Assembly & Supervisorial	**$ 0.03 Per Map Plus $0.75 Handling Fee Per Request.**
****Certified Copy - Affidavit Or Transcript**	**$1.50 For Copy Of Own Registration. **$6.75 Per Copy For All Others. (Public And Authorized)**
Campaign Statement Copies	**$0.10 Per Page.**
Certification Of Election Documents (Except Affidavits Of Registration)	**$1.75 Per Certified Copy.**
Precinct Map on Plotter Paper (11" X 17") **Precinct Map on Standard Paper (11" X 17") Precinct Maps on CD or GIS Shape File Precinct Maps on DVD Precinct/District Maps on 35 mm Microfilm Shipping and Handling Fee for CD or DVD	**$11.00 Per Page. (Handling Fee Included In Cost) $4.67 $16.00 $18.00 $246.00 $6.00**
Precincting G I S Maps (3' X 3') (Customized Wall Map w/ color) Precincting G I S Maps (3' X 3') (Customized Wall Map w/o color)	**$30.00 Each $13.00 Each**
Customized District Map With Acetate Overlay Map That Allows Distinction From Original Background Map.	**$48.00 Each**
Polling Place Maps	**$17.00 Small (11" X 17") Each Page. $26.00 Large – Each Page Varies In Size.**
Photocopies (Miscellaneous)	**$0.46 Per Copy.**

Fee Schedule (Continued)
As of 10/2011

Item	Fee
Returned Checks	**$33.00 Each**
Search – Voter Registration File	**$5.00 Per Name For Each Year Of Records Searched.**
Statement Of Votes Cast (Svc)	**$0.37 Per Page.** **(Handling Fee Included In Cost)**
Telefaxing	**$0.04 Per Page Plus $0.75 Handling Fee.**
***Compact Disc (CD) Text File** **Los Angeles County Voter Files** ***Compact Disc (CD) Text File** **(Voter/Precinct/Election Information Files)**	**$146.00 Per File.** **(Excluding Los Angeles County Voter Files)** **$54.00 Per File** **$39.00 For Each Additional File**
***Index To Voter (Street Index)**	**Candidates/Committees: $0.50 Per Thousand Names.** **General Public for Political Purposes Only: $0.10 Per Page Plus $1.60 Handling Fee Per Request.**
***Voted Index**	**$0.10 Per Page Plus $1.60 Handling Fee Per Request.**
***Precinct Rosters (Combined Index-Roster)**	**$5.50 Per Roster Or $0.22 Per Page. (Handling Fee Included In Cost)**
***Absent Voter Report**	**$0.10 Per Page Plus $1.60 Handling Fee Per Request.**
***Applicant Is Required To Execute Contract With The Registrar-Recorder/County Clerk**	
****Revised 10/2011**	

2014

JANUARY

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30	31					

APRIL

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SEPTEMBER

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OCTOBER

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NOVEMBER

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16	17	18	19	20	21	22
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DECEMBER

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