

Candidate Handbook  
and  
Resource Guide

**ARCADIA UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION ELECTION**

April 16, 2013



**DEAN C. LOGAN**  
**Los Angeles County**

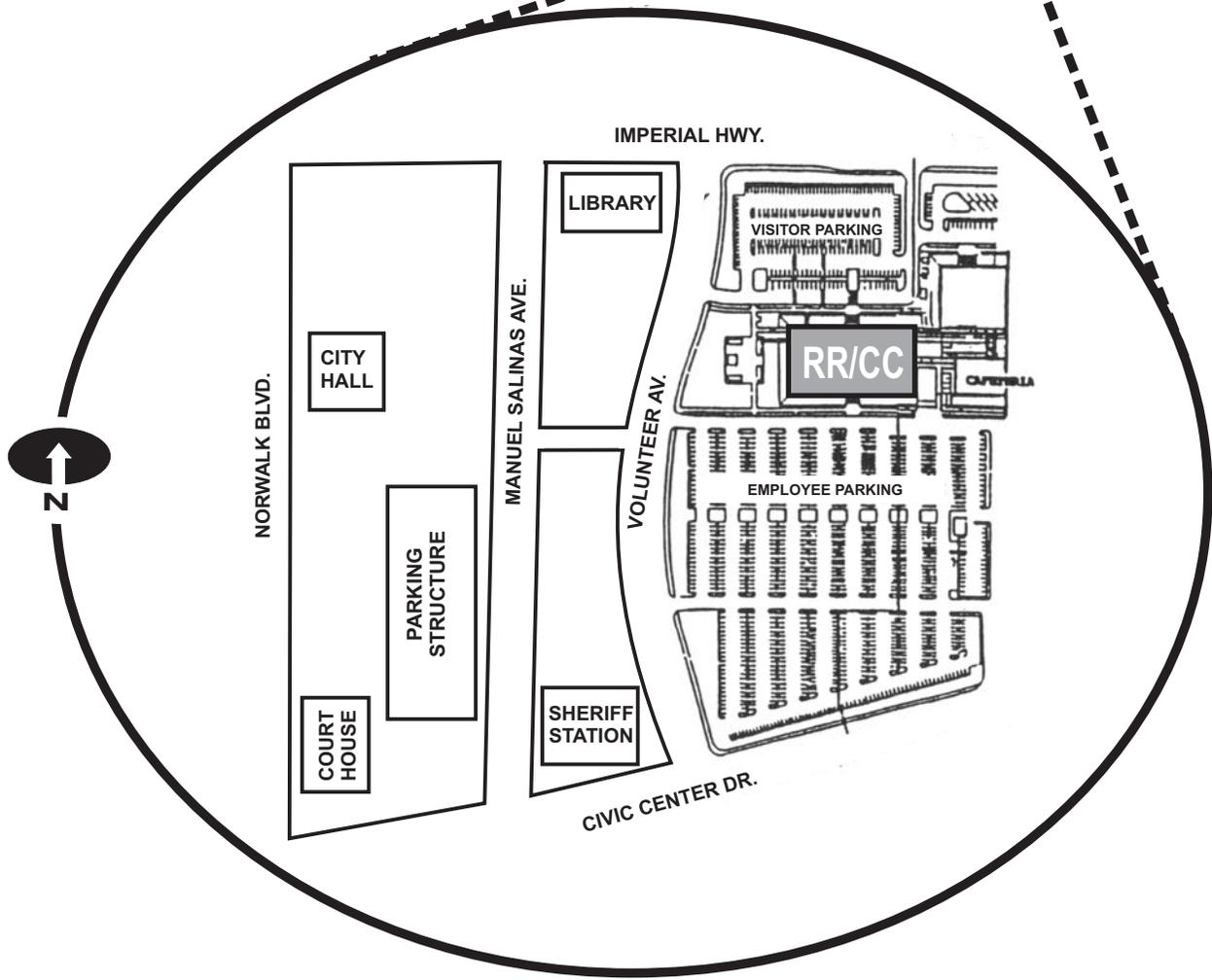
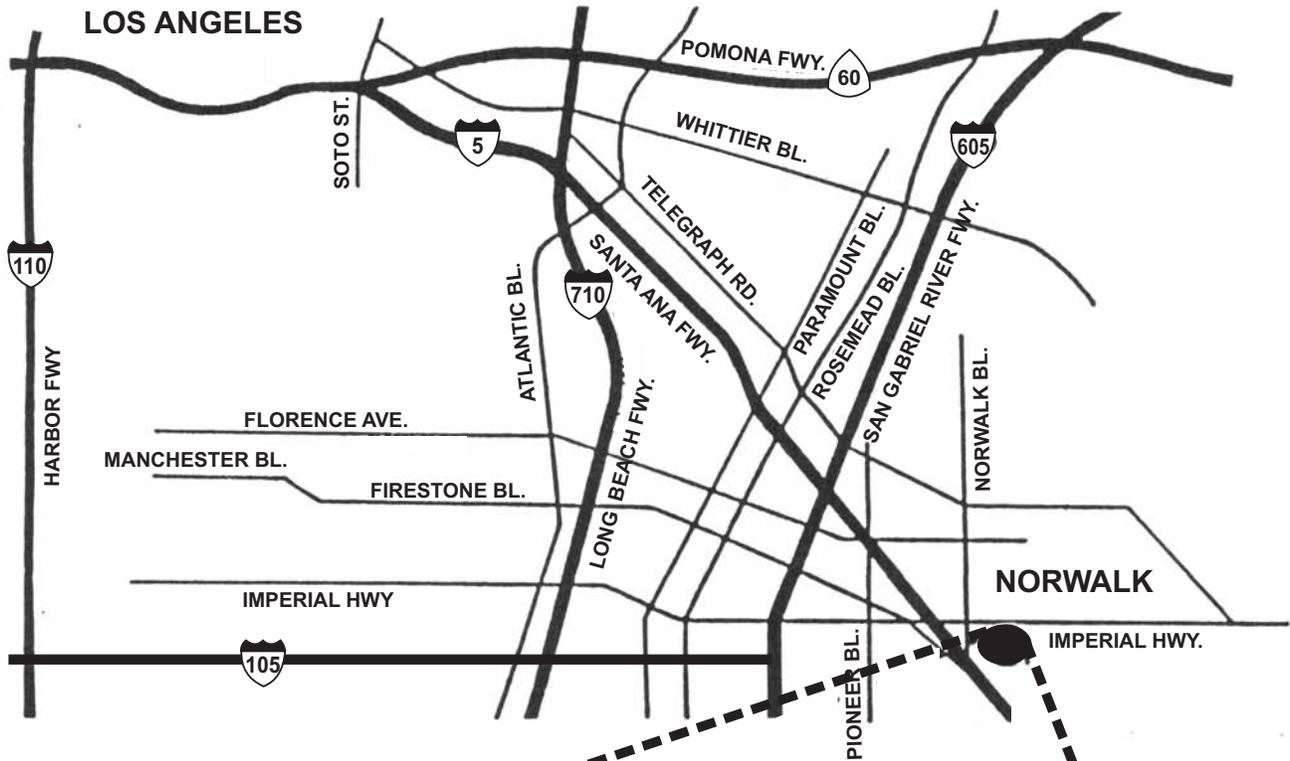
REGISTRAR-RECORDER/COUNTY CLERK

Norwalk, California 90650

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COUNTY OF LOS ANGELES  
**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**  
April 16, 2013 Arcadia Unified School District Board of Education Election

This Candidate Handbook and Resource Guide has been prepared to assist candidates filing for offices in the April 16, 2013 Arcadia Unified School District Board of Education Election. The handbook provides a general overview of major events and valuable information related to critical deadlines for the candidate filing process, guidelines for candidate statements, and campaign finance disclosure filing requirements.

We hope that you will find the current handbook format to be both informative and useful. 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, [www.lavote.net](http://www.lavote.net). Daily listings of candidates filing for elective offices will also be posted to the website for public access.

Voters participating in the April 16<sup>th</sup> election will be using the INKAVOTE PLUS Voting System consisting of a voting device for marking ballot choices and a Precinct Ballot Reader (PBR) which checks for voting errors and provides an opportunity for voters to correct their ballot or request a replacement. There is also an Audio Ballot Booth available at each polling place to assist voters with specific needs to cast their votes privately and independently.

Our office 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 e-mail to [DLogan@rrcc.lacounty.gov](mailto:DLogan@rrcc.lacounty.gov) or call me at (562) 462-2716.

For additional information regarding the election, including election results or the INKAVOTE PLUS Voting System, 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.







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# Chapter 1

Calendar of Events



# CALENDAR OF EVENTS

## ARCADIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION ELECTION

APRIL 16, 2013

### IMPORTANT NOTICE

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

DATES	EVENTS
<p>(2012) <b>DEC. 10 (M)</b>    <b>DEC. 24 (M)</b> E-127            E-113</p>	<p><b>NOTICE OF ELECTION — PUBLICATION</b></p> <p>Between these dates the notice of election shall be published once in a newspaper of general circulation in the district. A copy of the notice shall be delivered to the school district's superintendent for posting. <b>(E. C. § 12101 and Govt. Code § 6061)</b></p> <p>A general press release will also be issued providing information on the elective offices and the telephone number to call regarding candidate nomination procedures.</p>
<p><b>DEC. 17 (M)</b> E-120</p>	<p><b>BOARD RESOLUTION (FOR CANDIDATE STATEMENTS)</b></p> <p>Not later than this date the district board shall by resolution determine the word limitation for candidate statements (<b>200</b> or <b>400</b> words), and whether advance payment is required. <b>(E. C. § 13307 (c) (e))</b></p>
<p><b>DEC. 24 (M)</b> E-113</p>	<p><b>REQUEST SECRETARY OF STATE TO CONDUCT RANDOMIZED ALPHABET DRAWING</b></p> <p>Recommended last day to notify the Secretary of State of the date of the election and the close of candidate filing period, and request that a randomized alphabet drawing be held. <b>(E. C. § 13113)</b></p>

<b>DATES</b>		<b>EVENTS</b>
<b>DEC. 24 (M)</b> E-113	<b>(2013)</b> <b>JAN. 18 (F)</b> <b>5:00 P.M.</b> E-88	<p><b>NOMINATION PERIOD — FILING NOMINATION DOCUMENTS</b> First and last day for candidates to file nomination documents with the Registrar-Recorder/County Clerk (12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013). <b>(E. C. § 10220)</b></p> <p><b>CANDIDATE STATEMENTS</b> During this period, candidates may file a candidate statement not to exceed the word limitation prescribed by the district board (<b>200</b> or <b>400</b> words) for inclusion with the Official Sample Ballot Booklet. The statement shall be filed with the Registrar-Recorder/County Clerk not later than the last day to file nomination documents. <b>(E. C. § 13307 (a) (1) (2))</b></p>
<b>JAN. 18 (F)</b> <b>5:00 P.M.</b> E-88		<p><b>CONSOLIDATION OF ELECTIONS</b> Last day for local jurisdictions to file a resolution with the Board of Supervisors and Registrar-Recorder/County Clerk requesting consolidation with the election. <b>(E. C. §§ 10400, 10402, 10403 and Ed. Code § 5342)</b></p> <p><b>ADOPT SPECIAL MEASURE ELECTION RESOLUTION</b> Last day for governing board to adopt a resolution calling a special election to place a measure on the ballot. Copies shall be filed with the Board of Supervisors and the Registrar-Recorder/County Clerk.</p> <p><b>NOTE:</b> Ballot Measure text should not exceed <b>75</b> words.</p> <p><b>STATEMENT IN COMPLIANCE — LAST DAY TO SUBMIT</b> Last day for school district to file statement in compliance (if the election is for a bond measure) with the Registrar-Recorder/County Clerk. <b>(E. C. § 9401 (a))</b></p>

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**DATES**

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**EVENTS**

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**JAN. 18 (F)**  
**5:00 P.M.**  
E-88

**NOMINATION PERIOD — DEADLINE DATE**

Last day for prospective candidates to file nomination documents with the Registrar-Recorder/County Clerk.  
**(E. C. § 10220)**

**CANDIDATE WITHDRAWAL**

No candidate who has filed nomination documents may withdraw as a candidate after this date.  
**(E. C. § 10224)**

**APPOINTMENT IN-LIEU OF ELECTION — PUBLICATION**

If the number of persons nominated does not exceed the number of 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 district. After publication, the Board of Education may make the appointment the fifth day following the date of posting or direct the election to be held.

**(E. C. § 10229 (a) and Govt. Code § 6061)**

**JAN. 19\*\* (Sa)**  
E-87\*\*

**JAN. 23 (W)**  
**5:00 P.M.**  
E-83

**EXTENSION OF NOMINATION PERIOD**

If nomination documents for an incumbent are not filed by **5:00 p.m. on Friday, January 18**, the nomination period shall be extended until **Wednesday, January 23, 5:00 p.m.**, for persons other than the incumbent.

**(E. C. § 10225 (a))**

\*\*January 19 (Saturday), January 20 (Sunday), and January 21 (Holiday) office will be closed.

**DATES****EVENTS**

<b>JAN. 19** (Sa)</b> E-87**	<b>JAN. 28 (M)</b> E-78	<p><b>PUBLIC EXAMINATION PERIOD — CANDIDATE STATEMENTS, CANDIDATE NAMES, AND BALLOT DESIGNATIONS</b></p> <p>During this period, <b>candidate statements</b> 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 data/material to be amended or deleted. For <b>candidate names</b> and <b>ballot designations</b>, a writ may be filed pursuant to E.C. §§ 13313 and 13314.</p> <p><b>NOTE:</b> If the nomination period is extended, the examination period shall be adjusted to <b>Thursday, January 24</b> through <b>Monday, February 4*</b>.</p>
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<b>JAN. 23 (W)</b> E-83	<p><b>AMENDMENT OR WITHDRAWAL OF MEASURE – DEADLINE</b></p> <p>Last day for the Board of Supervisors and the Registrar-Recorder/County Clerk to receive a resolution from the legislative body requesting to withdraw or amend a measure previously submitted for placement on the ballot.</p> <p><b>(E. C. § 9605)</b></p>
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<b>JAN. 24 (Th)</b> E-82	<p><b>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</b></p> <p>The Secretary of State shall hold a public drawing to determine order of candidate names on the ballot by randomly drawing each letter of the alphabet.</p> <p><b>(E. C. § 13113 (a))</b></p>
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<b>JAN. 25 (F)</b> E-81	<p><b>DATE FIXED TO SUBMIT ARGUMENTS – PUBLICATION</b></p> <p>Not later than this date a notice shall be published once in a newspaper of general circulation in the district setting forth the date fixed for submitting arguments for or against a school measure.</p> <p><b>(E. C. § 9502 and Govt. Code § 6061)</b></p> <p><b>NOTE:</b> A copy of the published notice shall be delivered to the district superintendent, and each notice shall be posted in the district office.</p> <p><b>(E. C. § 12113)</b></p>
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\*Date adjusted due to weekend and/or holiday.

\*\*January 19 (Saturday) , January 20 (Sunday), and January 21 (Holiday) office will be closed.

DATES	EVENTS
<b>JAN. 28 (M)</b> E-78	<p><b>ARGUMENTS – LAST DAY TO SUBMIT</b>            Last day to submit arguments for or against any school measure. Arguments may not exceed <b>300</b> words in length.  <b>(E. C. §§ 9501 and 9502)</b></p> <p><b>EXCEPTION:</b> These provisions do not apply to a measure for school district reorganization.</p> <p><b>IMPARTIAL ANALYSIS – LAST DAY TO SUBMIT</b>            Recommended last day for County Counsel to transmit impartial analysis of any school measure.  <b>(E. C. § 9500)</b></p>
<b>JAN. 29 (Tu)</b> E-77	<p><b>FEB. 7 (Th)</b>            E-68</p> <p><b>PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS</b>            During this period the elections official shall make available for public examination a copy of <b>any ballot measure text, impartial analysis, argument, or bond statement</b> if applicable, for any school measure. A fee may be charged to any person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted.  <b>(E. C. § 9509)</b></p>
<b>FEB. 8 (F)</b> E-67	<p><b>REBUTTALS – LAST DAY TO SUBMIT</b>            Last day for authors of arguments for or against a county, school or district measure to submit rebuttals. <b>Rebuttals</b> may not exceed <b>250</b> words in length.  <b>(E. C. § 9504)</b></p>

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**DATES**

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**EVENTS**

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**FEB. 9\*\* (Sa)**  
E-66\*\*

**FEB. 19\*\* (Tu)**  
E-56\*\*

**PUBLIC EXAMINATION PERIOD FOR REBUTTALS**

During this period, **rebuttals** for measures shall be available 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 to be amended or deleted.

**(E. C. § 9509)**

**FEB. 19\* (Tu)**  
E-56\*

**APR. 2 (Tu)**  
E-14

**STATEMENT OF WRITE-IN CANDIDACY**

A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsors' signatures, stating that he or she is a write-in candidate for the election.

**(E. C. §§ 8600 and 8601)**

**MAR. 7 (Th)**  
E-40

**MAR. 26 (Tu)**  
E-21

**MAILING OF OFFICIAL SAMPLE BALLOT BOOKLETS**

An Official Sample Ballot Booklet shall be mailed to each voter in the jurisdiction during this period.

**(E. C. § 13303 (a))**

**MAR. 18 (M)**  
E-29

**POLLWORKERS AND POLLING PLACES — APPOINTMENT**

Last day to appoint pollworkers and designate polling places. A notice of appointment shall be mailed to each pollworker appointed.

**(E. C. §§ 12286, 12307 and 12319)**

**\*\*February 9 (Saturday) and February 10 (Sunday) office will be closed.**

**\*Date adjusted due to weekend and/or holiday.**

<b>DATES</b>		<b>EVENTS</b>
<b>MAR. 18 (M)</b> E-29	<b>APR. 9 (Tu)</b> E-7	<p><b>VOTE BY MAIL — FIRST AND LAST DAY TO APPLY</b></p> <p>Between these dates (both dates inclusive) applications may be filed. Applications received prior to the <b>29th</b> day preceding the election will be kept and processed during this period.</p> <p><b>(E. C. §§ 3001 and 3003)</b></p>
<b>APR. 1 (M)</b> E-15		<p><b>REGISTRATION CLOSES</b></p> <p>Last day to transfer or register to vote in the election.</p> <p><b>(E. C. §§ 2102 and 2107)</b></p>
<b>APR. 2 (Tu)</b> E-14	<b>APR. 16 (Tu)</b> 8:00 P.M. ELECTION DAY	<p><b>NEW RESIDENTS AND NEW CITIZEN REGISTRATION PERIOD</b></p> <p>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.</p> <p><b>(E.C. § 3500)</b></p>
<b>APR. 2 (Tu)</b> E-14		<p><b>STATEMENT OF WRITE-IN CANDIDACY DEADLINE</b></p> <p>Last day for a prospective write-in candidate to file his/her Statement of Write-In Candidacy with the Registrar- Recorder/County Clerk stating that he/she is a write-in candidate for the election.</p> <p><b>(E. C. §§ 8600 and 8601)</b></p> <p><b>BILINGUAL PRECINCT BOARD MEMBER LIST</b></p> <p>Last day to prepare list of appointed bilingual precinct board members.</p> <p><b>(E. C. § 12303)</b></p>

<b>DATES</b>	<b>EVENTS</b>
<b>APR.6** (Sa)</b> E-10**	<b>CENTRAL TALLY LOCATION — PUBLICATION</b> On or before this date a notice specifying the public place to be used as the Central Tally location for counting the ballots shall be published once in a newspaper of general circulation within the district. <b>(E. C. § 12109 and Govt. § 6061)</b>
<b>APR. 9 (Tu)</b> E-7	<b>POLLING PLACES — PUBLICATION</b> On or before this date a list of polling places for each precinct shall be published once in a newspaper of general circulation within the district. <b>(E. C. §§ 12105, 12106 and Govt. Code § 6061)</b>  <b>CANVASS OF VOTE BY MAIL BALLOTS</b> The canvass may commence on the <b>7th</b> day before the election, but the results of the tally shall not be released until after the polls close. <b>(E. C. § 15101)</b>
<b>APR. 10 (W)</b> E-6	<b>APR. 16 (Tu)</b> <b>ELECTION DAY</b> <b>EMERGENCY VOTE BY MAIL</b> Between these dates, any voter may apply 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. <b>(E. C. §§ 3021 and 3110)</b>
<b>APR. 16 (Tu)</b> <b>8:00 P.M.</b> <b>ELECTION DAY</b>	<b>ELECTION DAY</b> Polls open at 7:00 A. M., close at 8:00 P. M. <b>(Arcadia City Charter § 1402 and E. C. § 14212)</b>  <b>VOTE BY MAIL BALLOTS RETURNED — 8:00 P. M.</b> Last day for Vote By Mail Ballots to be received or turned in personally by the voter at any polling place in the district. A designated family member may return the voted ballot under specified conditions. <b>(E. C. §§ 3017 and 3020 )</b>  <b>SEALING OF UNUSED BALLOTS</b> At 8:00 p.m., immediately after polls close, commence defacing or sealing all unused ballots and file an affidavit of the number of ballots destroyed or sealed. <b>(E. C. §§ 14403 and 14404)</b>

\*\* April 6 (Saturday) and April 7 (Sunday) office will be closed.

<b>DATES</b>	<b>EVENTS</b>
<p><b>APR. 18 (Th)</b> E+2</p>	<p><b>CANVASS OF ELECTION RETURNS</b> The canvass of returns shall commence no later than the first Thursday following the election. <b>(E. C. § 15301)</b></p>
<p><b>MAY 14 (Tu)</b> E+28</p>	<p><b>COMPLETION OF OFFICIAL CANVASS</b> The Official Canvass of returns shall be completed within <b>28</b> days of the election. <b>(E. C. § 10262)</b></p> <p><b>NOTE:</b> On <b>Friday, April 26, 2013 (E+10)</b> the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On <b>Tuesday, April 30, 2013</b> the Board of Supervisors is tentatively scheduled to declare the election results official. <b>(E. C. § 15400)</b></p>
<p><b>JULY 9 (Tu)</b> E+84</p>	<p><b>TAKING OF OFFICE — BOARD OF EDUCATION MEMBERS</b> Newly elected or appointed Board of Education members take office on or before the <b>2nd Tuesday in July</b> after the election. <b>(Arcadia City Charter Art. XIV § 1403)</b></p> <p><b>NOTE:</b> When one member of the governing board is to be elected, the candidate receiving the highest number of votes shall be elected. When two or more members are to be elected, the two or more candidates receiving the highest number of votes shall be elected. <b>(E. C. § 10600)</b></p>



# Chapter 2

Offices to be Filled, Candidate  
Qualifications and Office  
Information



## QUALIFICATIONS AND OFFICE INFORMATION

QUALIFICATIONS	OFFICES TO BE FILLED	NOMINATING SIGNATURES MIN.    MAX.	SALARY
A registered voter of the District  (Arcadia City Charter Art. XIV §1400)	BOARD OF EDUCATION MEMBER  Two  <b>INCUMBENTS:</b> Joann E. Steinmeier Janet Chew	20      30 (E. C. § 10220)	Varies
<b>OFFICE TERM:</b> Four Years	<b>TERM BEGINS:</b> On or before the 2 <sup>nd</sup> Tuesday in July following the election. (July 9, 2013) (Arcadia City Charter Art. XIV §§ 1401 and 1403)		
<b>PARTY AFFILIATION – NO PARTY AFFILIATION REQUIRED</b> (E. C. § 334)			
<b>FILING FEE – NONE REQUIRED</b>			
<b>PLACEMENT OF NAME ON BALLOT –</b> The Secretary of State holds a public drawing to determine order of candidate names on ballot by randomly drawing each letter of the alphabet. No rotation of names on ballot. (E. C. §§ 13112 and 13113)			
<b>Votes Required to Elect Candidates –</b> Highest Number of Votes Cast			



# Chapter 3

Filing Procedures



## GENERAL INFORMATION AND 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.

Nomination documents must be **mailed or delivered** to the following addresses:

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

The Registrar-Recorder/County Clerk **cannot** legally accept any Candidate Nomination Documents sent via U.S. Mail or personal delivery, **WHICH ARE RECEIVED BY THIS OFFICE AFTER 5:00 P.M. on Friday, January 18, 2013.**

## GENERAL INFORMATION (Continued)

### NOMINATION FILING PERIOD

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<b>DEC. 24 (M)</b> through <b>JAN. 18 (F)</b> 5:00 P.M.	<b>E - 113 - 88</b>	<b>NOMINATION PERIOD FOR ALL CANDIDATES</b> First and last day for candidates to file Affidavit of Nominee and Oath or Affirmation of Allegiance, and Nominating Petitions.
<b>JAN. 19** (Sa)</b> through <b>JAN. 23 (W)</b> 5:00 P.M.	<b>E - 87** - 83</b>	<b>NOMINATION EXTENSION PERIOD</b> (If incumbent does not file)
<b>FEB. 19* (Tu)</b> through <b>APR. 2 (Tu)</b> 5:00 P.M.	<b>E - 56* - 14</b>	<b>FIRST AND LAST DAY TO FILE STATEMENT OF WRITE-IN CANDIDACY</b>

\*\*January 19 (Saturday) and January 20 (Sunday) office will be closed.

\*Date adjusted due to weekend and/or holiday.

**EXTENSION OF NOMINATION PERIOD** – If an incumbent for any office fails to file nomination documents by the deadline date, **Friday, January 18, 2013** 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 is permitted up to and including the deadline date to file an Affidavit of Nominee and Oath or Affirmation of Allegiance for that office.

**(E. C. § 10603(b))**

## 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 may be included but must be in 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 in those languages that do not use Roman characters as instructed by the Department of Justice. These languages include Chinese, 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. To schedule a review of your transliterated name, you may call (562) 462-2730 or (562) 462-2832. Refer to Multilingual Voting Services Chapter in Section 2 of this Resource Guide for additional information.

**NOTE:** On **January 24, 2013** 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.

## 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 Affidavit of Nominee and Oath or Affirmation of Allegiance at the time it is filed.
- Become public record once the information is filed on the Affidavit of Nominee and Oath of Affirmation of Allegiance. 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** must 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.

## BALLOT DESIGNATION PROVISIONS (Continued)

- 4) **Principal Occupation:** No more than **three words** to either 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 § 13107(f) of the California Elections Code. **Restrictions:** The rules governing ballot designations can be the subject of confusion. The California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section, 2<sup>nd</sup> Floor, Room 2013.

**BALLOT DESIGNATION WORKSHEET** – A Ballot Designation Worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/ County Clerk at the same time as the Affidavit of Nominee and Oath or Affirmation of Allegiance. 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 California Elections Code, the candidate will be notified by certified mail with a return receipt addressed to 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))**

## BALLOT DESIGNATION PROVISIONS (Continued)

**UNACCEPTABLE DESIGNATIONS** – Pursuant to Elections Code §13107(b), the election 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 includes 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 includes 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, in this office during working hours, Monday through Friday from **January 19\*** through **January 28** or if the nomination period is extended, **the dates will be adjusted appropriately.**

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

\*January 19 (Saturday) and January 20 (Sunday) 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 for the office  
CANDIDATE'S NAME — PLEASE PRINT

of \_\_\_\_\_ hereby authorize  
OFFICE TITLE

AGENT'S NAME \_\_\_\_\_ AGENT'S PHONE NUMBER \_\_\_\_\_  
( )

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

<input type="checkbox"/> Signature in Lieu of Filing Fee Petitions	<input type="checkbox"/> Declaration of Candidacy
<input type="checkbox"/> Candidate Statement	<input type="checkbox"/> Ballot Designation Worksheet
<input type="checkbox"/> Nominating Petitions	<input type="checkbox"/> Other: _____ (Specify)
<input type="checkbox"/> Declaration of Intention	

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: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
WEBSITE

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 \_\_\_\_\_

R124 10/16/2011 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 seven (7) 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			
<input type="checkbox"/> SIL <input type="checkbox"/> DOI <input type="checkbox"/> NOM <input type="checkbox"/> WRITE-IN			
<input type="checkbox"/> PROVISIONAL FOR REASON OF: _____			
AGENT _____			
LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK <b>CANDIDATE REGISTRATION &amp; QUALIFICATION FORM</b>			
<b>NAME TO APPEAR ON BALLOT AS</b> (Please Print in ALL CAPITAL LETTERS)			
FIRST	MIDDLE NAME OR INITIAL (2nd/3rd Nickname)	LAST NAME	
NAME AS REGISTERED (if different from ballot name)			DATE OF BIRTH
RESIDENCE STREET ADDRESS			
CITY NAME	ZIP CODE	COUNTY	
TELEPHONE NUMBERS BUSINESS:		RESIDENCE:	FAX: <input type="checkbox"/> OTHER _____
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 <input type="checkbox"/>	PTY CODE
DATE FILED		RE-REG (NEW ADDRESS) <input type="checkbox"/>	VOTER ID NO.
NO. SIGNATURES @ \$ EACH	BALANCE \$ _____	DISTRICT CHECKED <input type="checkbox"/>	CANDIDATE FILING NO.
_____	_____	PARTY CHECKED <input type="checkbox"/>	_____
CASHIER'S INITIALS	RECEIPT NO.	ECMS OPER	INSTRUCTOR
_____	_____	_____	<input type="checkbox"/> SIL <input type="checkbox"/> DOI <input type="checkbox"/> NOM
COMMENTS:		INITIALS & DATE	INITIALS & DATE
_____		_____	_____
REVIEWER / TIME			_____
_____			_____
ELECTION INFORMATION COPY			
R134E Rev. 03-22-11			

The Candidate Registration and Qualification form is used for preparing nomination documents. It is important that the information be accurate. This information will be printed on listings and distributed to the news media and the general public. **CANDIDATE QUALIFICATIONS ARE VERIFIED AT THE TIME OF FILING NOMINATION DOCUMENTS.**

CANDIDATE NOMINATION PROCESS (Continued)

**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 candidate or an authorized agent acknowledging awareness of:

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

The candidate or agent must verify that the candidate information, including 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: <input type="checkbox"/> 1. Qualifications for Candidacy for office. <input type="checkbox"/> 2. Requirements for filing Campaign Statements. <input type="checkbox"/> 3. Election Candidate Handbook was received. <input type="checkbox"/> 4. Last day to file Nomination Papers.		
			PETITION SIGNERS REQUIRED SIGNATURE      NOMINATION		
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	
PARTY (IF APPLICABLE)				ISSUE DATE	
OCCUPATION					
RESIDENCE ADDRESS STREET ADDRESS CITY NAME					ZIP CODE
		EVENING		DAYTIME	EXTENSION
TELEPHONE NUMBERS		FAX		E-MAIL	
PUBLICATION ADDRESS STREET ADDRESS CITY NAME					ZIP CODE
				PUBLICATION PHONE	
SIGNATURE IN LIEU		DECLARATION OF INTENTION		NOMINATION PAPERS	
DATE ISSUED					
DATE FILED				INCUMBENT (Elected/Appointed)	
CANDIDATE NAME FIELDS					
FIRST		MIDDLE		NICKNAME	
LAST		SUFFIX			
				CRD# _____	
SHORT NAME				EI # _____	
AND 02/07					

THE CANDIDATE HANDBOOK AND RESOURCE GUIDE, A CAMPAIGN FINANCIAL DISCLOSURE PACKET AND NOMINATION DOCUMENTS ARE ISSUED AT THIS TIME.



CANDIDATE NOMINATION PROCESS (Continued)

**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 of Affirmation of Allegiance. If the 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:** \_\_\_\_\_

**1<sup>st</sup> Alternative:** \_\_\_\_\_

**2<sup>nd</sup> 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

CANDIDATE NOMINATION PROCESS (Continued)

**STEP 5 – NOMINATION PAPER FORM**

A prospective candidate must submit nomination papers containing **no less than 20 and no more than 30 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**.

- Married women must sign name as registered to vote.
- P.O. Box numbers or mailing addresses are not acceptable.

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

**CIRCULATOR QUALIFICATIONS**

Must be a registered voter and resident of the election area in which the candidate is to be voted on, i.e., District or Division.

**Exception:** Any registered voter of the State who is a candidate for any office may obtain signatures and sign his/her own nominating petitions regardless of whether the candidate resides in the jurisdiction.

If the district includes more than one county, the circulator can only circulate the petition in the county in which he or she resides.

Only one circulator is allowed to circulate a petition section.

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

- Fill in appropriate information in blank spaces.
- Fill in **dates signatures were obtained**.
- Fill in execution **date** and **place of signing**.
- Sign name**.

**OFFICIAL FILING FORM**  
 Registrar-Recorder/County Clerk  
 Los Angeles County

**Nomination Paper**  
 For Voter-Nominees and Nominating Offices  
 (Elections Code §§ 100, 1041, 1062, 1066, 1068, 1069, Code of Civil Procedure § 2015.5)

I, the undersigned signer for \_\_\_\_\_, for the nomination to the office of \_\_\_\_\_, to be voted for at the \_\_\_\_\_, hereby assert as follows:  
 I am a resident of \_\_\_\_\_ County and am registered to vote at the address shown on this paper. I am not at this time a signer of any other nomination paper of any other candidate for the above-named office.

PRECINCT (To be entered by Election Official)	NAME (As Registered)	RESIDENCE (As Registered - No P.O. Box)	VERIFICATION (To be entered by Election Official)
1	Sign _____	Residence Address ONLY _____	
2	Sign _____	Residence Address ONLY _____	
3	Sign _____	Residence Address ONLY _____	
4	Sign _____	Residence Address ONLY _____	
5	Sign _____	Residence Address ONLY _____	

Please Complete Affidavit of Circulator on Reverse Side

**AFFIDAVIT OF CIRCULATOR**  
 (To be completed in circulator's own handwriting)

I, \_\_\_\_\_, solemnly swear (or affirm) that the signatures on this section of the nomination paper were obtained between \_\_\_\_\_ 20\_\_\_\_ and \_\_\_\_\_ 20\_\_\_\_; \_\_\_\_\_ month and day \_\_\_\_\_ month and day

that I circulated the petition and I witnessed the signatures on this section of the nomination paper being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

My voting residence is \_\_\_\_\_

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

Date \_\_\_\_\_ Circulator's Signature \_\_\_\_\_

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County Election Official \_\_\_\_\_

(TO BE ENTERED BY ELECTIONS OFFICIAL AFTER VERIFICATION)  
 Number of valid signatures on this section \_\_\_\_\_  
 Date \_\_\_\_\_  
 Deputy \_\_\_\_\_

**WARNING:** Every person acting on behalf of a candidate is guilty of a misdemeanor who declares false to the at the proper time and in the proper place any nomination paper in their possession which is entitled to be filed under the provisions of the Elections Code (Elections Code § 10202)

CANDIDATE NOMINATION PROCESS (Continued)

**STEP 6 – FILING NOMINATION DOCUMENTS**

Listed below are mandatory and optional documents to be filed for candidacy. It is the responsibility 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.



<b>DOCUMENTS</b>	<b>APPLIES TO</b>	<b>FOR FURTHER INFORMATION CONTACT</b>
Affidavit of Nominee and Oath or Affirmation of Allegiance	All Candidates	Election Planning Section (562) 462-2317
Nomination Paper	All Candidates	Election Planning Section (562) 462-2317
Ballot Designation Worksheet	All Candidates	Election Planning Section (562) 462-2317
Candidate Statement Form	Optional for Candidates	Election Planning Section (562) 462-2317
Transliteration Form	All Candidates	Multilingual Services Section (562) 462-2730 (562) 462-2832
Candidate Campaign Statement Forms	All Candidates	Campaign Finance Section (562) 462-2339



# Chapter 4

Candidate Statements



## ESTIMATED COST OF CANDIDATE STATEMENTS

APPROXIMATE REGISTRATION (AS OF 10/30/12)	ESTIMATED COST	WHO PAYS?
29,361	\$1,100 For English only – 1 page	Candidate Pays In Advance
	\$2,200 For English & Spanish – 2 pages	

### WORD LIMIT ALLOWED IS 200 WORDS

California law permits local nonpartisan candidates to file a candidate statement to be printed and mailed to voters in the Official Sample Ballot Booklet. 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.

### 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 form.

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, underscored and/or CAPITALIZED are to be clearly indicated. However, the number of letters/words that can be in **boldface**, underscored or CAPITALIZED shall not exceed 25 words per 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.

### 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.

## CANDIDATE STATEMENTS (Continued)

**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 appropriate district.

The estimated candidate statement cost is based on printing, handling, translating 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.

## ACCESS/PUBLIC EXAMINATION PERIOD

Candidate statements are confidential until the filing period ends on **Friday, January 18, 2013 at 5:00 P.M.** The public examination period is from **Saturday, January 19, 2013** (Saturday and Sunday, office will be closed) through **Monday, January 28, 2013**. 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 text/language 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 **Thursday, January 24, 2013** through **Monday, February 4, 2013\***.  
**(E.C. § 13313)**

## MULTILINGUAL TRANSLATIONS

Multilingual translations of candidate statements for voter information booklets may be provided in Chinese, Hindi, Japanese, Khmer, Korean, Spanish, Tagalog/Filipino, Thai and Vietnamese for qualifying jurisdictions in accordance with National Voting Rights Act provisions and Department of Justice specifications. These booklets are sent only to voters who have requested translated material. Additional booklets are provided at the polling places on Election Day.

\*Date adjusted due to weekend and/or holiday.

FORMS AND CONTENT REQUIREMENT (Continued)

**INDIGENT CANDIDATES** – If a candidate alleges to be indigent and is unable to pay the advance fee for submitting a candidate statement, the candidate shall submit an Affidavit of Financial Worth to the local agency to be used in determining the candidate’s indigence eligibility. The affidavit shall be submitted by the candidate with his/her candidate statement by the specified deadline. The candidate shall certify under penalty of perjury the truth and correctness of the content of the affidavit. A determination shall be made whether or not the candidate is indigent and the local agency will notify the candidate of its findings. If a determination is made that the candidate is indigent, the local agency shall print and mail the statement without payment of the advance fee. The candidate will be billed the actual pro rata share of the cost following the election. If a determination is made that the candidate is **not** indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and State holidays.

**AFFIDAVIT OF FINANCIAL WORTH**

**Form 4506** Request for Copy of Tax Return  
 (Rev. January 2006) Department of the Treasury Internal Revenue Service

Read the instructions on page 2.  
 Do not sign this form unless all applicable parts have been completed.  
 Request may be rejected if the form is incomplete, illegible, or any required part was blank at the time of signature.

OMB No. 1545-0029

**TIP:** You may be able to get your tax return or return information from other sources. If you had your tax return completed by a paid preparer, they should be able to provide you a copy of the return. The IRS can provide a Tax Return Transcript for many returns free of charge. The transcript provides most of the line entries from the tax return and usually contains the information that a third party (such as a mortgage company) requires. See new Form 4506-T, Request for Transcript of Tax Return, to order a transcript or you can call 1-800-459-1343 to order a transcript.

1a Name shown on tax return. If a joint return, enter the name shown first. 1b First social security number on tax return or employer identification number (see instructions)

2a If a joint return, enter spouse's name shown on tax return. 2b Second social security number if joint tax return

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code

4 Address, (including apt., room, or suite no.), city, state, and ZIP code shown on the last return filed if different from line 3

5 If the tax return is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax return.

**CAUTION:** Lines 6 and 7 must be completed if the third party requires you to complete Form 4506. Do not sign Form 4506 if the third party requests that you sign Form 4506 and lines 6 and 7 are blank.

6 Tax return requested (Form 1040, 1120, 941, etc.) and all attachments as originally submitted to the IRS, including Forms W-2, schedules, or amended returns. Copies of Forms 1040, 1040A, and 1040EZ are generally available for 7 years from filing before they are destroyed by law. Other returns may be available for a longer period of time. Enter only one return number. If you need more than one type of return, you must complete another Form 4506.

Note: If the copies must be certified for court or administrative proceedings, check here.

7 Year or period requested. Enter the ending date of the year or period, using the mm/yy/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506.

8 Fee. There is a \$39 fee for each return requested. Full payment must be included with your request or it will be rejected. Make your check or money order payable to "United States Treasury." Enter your SSN or EIN and "Form 4506 request" on your check or money order.

a Cost for each return \$ 39.00  
 b Number of returns requested on line 7  
 c Total cost. Multiply line 8a by line 8b \$

If we cannot find the tax return, we will refund the fee. If the refund should go to the third party listed on line 5, check here.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax return requested. If the request applies to a joint return, either husband or wife must sign. If signed by a corporate officer, partner, guardian, tax return preparer, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506 on behalf of the taxpayer.

Signature (see instructions) Date Telephone number of taxpayer on line 1a or 2a ( )

Sign Here Title (if line 1a above is a corporation, partnership, estate, or trust)

Signature Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 41721E Form 4506 (Rev. 1-2006)

**STATEMENTS MUST BE FILED NO LATER THAN 5:00 P.M. ON THE LAST DAY OF THE NOMINATION PERIOD.**

**CANDIDATE STATEMENT FORM** – This is an example of the Candidate Statement Form used by nonpartisan candidates in submitting their statement to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when nomination documents are issued.

**BACK**

**FRONT**

**CANDIDATE STATEMENT FORM – NONPARTISAN OFFICES**  
 READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

STATEMENT OF: \_\_\_\_\_

CANDIDATE FOR: **ARCADIA UNIFIED SCHOOL DISTRICT**  
 Member, Board of Education

ELECTION DATE: **04/19/11** AGE: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_  
 (Optional) (Optional)

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style DUTCH801 RM BT, size 10 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are only included in the Official Sample Ballot Booklet and will not be included in the Official Absentee/Vote by Mail Ballot Instructions and Guide.

CSF 0106

**CANDIDATE STATEMENT INFORMATION AND GUIDELINES**  
 (Elections Code Sections 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 an Official Sample Ballot Booklet 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 p.m. of the next statement.

candidate's age and occupation and a 200 word description of the candidate's education and qualifications. Some 30 words.

Candidate Handbook for detailed information regarding word counting guidelines.

uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or ph form. **Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics** However, you may use dashes/hyphens. Words to be printed in **boldface type, underscored** and/or Any combinations of enhanced words are counted as one word. However, the number of words/acronyms and/or **CAPITALIZED** shall not exceed 25 words per a 200 word statement and 50 words per a 400 word tted by the candidate for spelling and punctuation as the elections official is not permitted to edit any material

it shall not include the party affiliation of the candidate nor reference any membership or activity in political

**NOTES:** Any candidate statement submitted by a candidate shall be limited to a recitation of the candidate's ons, and shall not in any way make reference to other candidates or to another candidate's qualifications, request that the court strike any or all improper content in such a statement. In addition, no candidate tions official determines is not so limited or which includes any reference prohibited.

ate statements shall be confidential until the close of the nomination period. Once the nomination period e examination for a ten (10) calendar day period. During this period, any person may file a writ of mandate or terial to be amended or deleted.

estimate is just an approximation of the actual cost that varies from one election to another election and may inate, depending on the actual number of candidates filing statements, or the length and/or format of ections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional e depending on the final actual cost. In the event of underpayment, the elections official may require the incurred. In the event of overpayment, the elections official shall prorate the excess amount among the t paid.

**ESTIMATED COST**

ncy has authorized a  200  400 word maximum, and requires that the estimated cost be paid:  
 District will pay for all candidate statements  
 \_\_\_\_\_

lection \_\_\_\_\_  
 ment is \$ \_\_\_\_\_. The estimated cost of your English & Spanish statement is \$ \_\_\_\_\_.

visions contained on this form and in the Candidate Handbook, and request that my statement as id as indicated:

one box: English  English & Spanish

# Candidates \_\_\_\_\_ Date \_\_\_\_\_  
 ( )

Daytime \_\_\_\_\_ Evening \_\_\_\_\_

**DO NOT PRINT THIS STATEMENT IN THE EVENT**

contest on the ballot. \_\_\_\_\_ No other candidate for this contest files a statement.  
 Initials \_\_\_\_\_

**OFFICE USE ONLY**

Project Code No.: **0748**  
 Candidate File No.: \_\_\_\_\_  
 Total No. of Words: \_\_\_\_\_  
 Total No. of Words in boldface, capital letters, and/or underscored: \_\_\_\_\_  
 By Deputy: \_\_\_\_\_

CSF 0107

## NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

### CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

This 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 4<sup>th</sup> Dist.) 62 Cal. App.4<sup>th</sup> 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.

## **WORD COUNTING GUIDELINES**

(Elections Code Chapter 1, General Provisions, Section 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.
3. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.

**EXAMPLE:** "City of Los Angeles" = 1 word  
"City and County of San Francisco" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

**EXAMPLE:** UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.

**EXAMPLE:** Attorney-at-law

6. **DATES...** consisting of a combination of digits are counted as one (1) word.

**EXAMPLE:** 3/18                      7/21/89

**DATES...** consisting of a combination of words and digits are counted as two (2) words.

**EXAMPLE:** July 21, 1983                      18 June, 1987

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

**EXAMPLE:** 1973                      13 1/2                      1971-73                      5%                      8/3/73                      #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

**EXAMPLE:** \$1,000.00

**MONETARY AMOUNTS** consisting of a combination of words and digits are counted as two (2) words.

**EXAMPLE:** \$4 million

9. **NAMES OF PERSONS AND THINGS** are counted as individual words.

**EXAMPLE:** Gus Enwright                      (2 words)  
L. A. Basketball Team                      (3 words)

10. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

**EXAMPLE:** 1-800-815-2666                      1-562-462-2317

11. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

**EXAMPLE:** <http://www.co.la.ca.us>    [www.lavote.net](http://www.lavote.net)    <http://www.lacounty.info>

# Chapter 5

Write-In Candidates



## GENERAL INFORMATION FOR WRITE-IN CANDIDATES

(Election 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.

**NOMINATION PAPERS** – The required number of signers to a write-in candidate's nomination paper for the respective office is **20** nominating signatures.

## FILING DEADLINE

**FEB. 19\* (Tu) E - 57\* - 14 FIRST AND LAST DAY TO FILE STATEMENT  
through OF WRITE-IN CANDIDACY  
APR. 2 (Tu)  
5:00 P.M.**

Write-in candidacy forms must be filed with the Registrar-Recorder/County Clerk **NO LATER THAN 5:00 P.M. ON THE 14<sup>th</sup> DAY** prior to the election.

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

**STATEMENT OF WRITE-IN CANDIDACY** – Refer to the General Information for Nomination of Candidates in Chapter 3 of Section 1 of this handbook.

**CANDIDATE CAMPAIGN STATEMENT FORMS** – If you have any questions regarding the completion of this form, contact the Campaign Finance Section at (562) 462-2339.

\*Date adjusted due to weekend and/or holiday.

## ELECTION RESULTS FOR WRITE-IN CANDIDATES

Write-in election results are not determined until the canvass is completed. California election law allows a prescribed number of days for the conduct of the official canvass. During the official canvass, write-in ballots must be individually reviewed to determine if the write-in vote is for a qualified/unqualified write-in candidate and whether a voter has overvoted. All aspects of the canvass shall be open to the public. **Write-in votes are counted and certified in an election only if qualified candidates have filed the required nomination documents with the elections official.**

**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 and UDEL 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 and eligible candidates are appointed in lieu of the election. California law however, provides that for such offices a petition indicating that a write-in campaign will be conducted must have been filed with the elections official to require the office(s) be placed on the ballot by means of a petition drive. (E. C. §§ 8203 and 10515; Ed. Code § 5326)

**NAME DOES NOT APPEAR ON BALLOT** – The candidate's name does not appear on the ballot. The candidate is not entitled to a candidate statement in the Official Sample Ballot Booklet. (E. C. § 302)

## WRITE-IN CANDIDATES TO BE ELECTED

A write-in candidate running for a school district governing board member office 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)





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# **Chapter 1**

Financial Reporting



**CAMPAIGN FILING REQUIREMENTS FOR CANDIDATES AND CONTROLLED COMMITTEES PARTICIPATING IN THE APRIL 16, 2013  
ARCADIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION ELECTION**

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**

**2013 FILING REQUIREMENTS**

**MAR. 7, 2013**

*(Statements for this deadline cover the period January 1 – March 2, 2013)*

**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)**

**APR. 4, 2013**

*(Statements for this deadline cover the period March 3 – March 30, 2013)*

**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)**

**WITHIN 24  
HOURS  
between  
MAR. 31 (Sun )  
and  
APR. 15 (Mon)**

**JUL. 31, 2013**

**LATE CONTRIBUTION and/or LATE INDEPENDENT EXPENDITURE  
REPORTS**

Each candidate or committee that makes or receives a late contribution (including a loan) of one thousand dollars (\$1,000) or more **or** makes an independent expenditure of one thousand dollars (\$1,000) or more after the closing date of March 30, 2013 and before the election on April 16, 2012 must file a Contribution Report Form 497 or Independent Expenditure Report Form 496 by fax, guaranteed overnight delivery service or personal delivery within 24 hours. **Regular mail may not be used.**

**(Gov. Code §§ 84203 and 84204)**

**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 18, 2013**. (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 **March 7, 2013**. 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)

**Effective January 1, 2013:** Pursuant to SB 1001 (Yee), all committees required to file the Form 410 must pay a \$50 annual fee to the Secretary of State. For committees that existed prior to January 1, 2013, the initial fee must be paid by February 15, 2013. For committees formed on or after January 1, 2013, the fee must be paid with 15 days of filing the Form 410. The annual fee must be paid no later than January 15 of each year until the committee terminates. If you have questions, please call the Secretary of State's office at 916-653-6224.

### **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.**

**REVIEW OF REPORTING REQUIREMENTS**  
**Campaign Disclosure Filing Requirements for ALL**  
**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

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.

GENERAL CAMPAIGN INFORMATION (Continued)

- (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. **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 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:

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

## GENERAL CAMPAIGN INFORMATION (Continued)

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 (a) 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).

## GENERAL CAMPAIGN INFORMATION (Continued)

- (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 PLACE**

**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.

**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 used in this section "100 feet of a polling place 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.

GENERAL CAMPAIGN INFORMATION (Continued)

(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.

GENERAL CAMPAIGN INFORMATION (Continued)

- (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**

**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**

**DISTRICT OFFICE**

**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 above or from the:

**REGISTRAR-RECORDER/COUNTY CLERK  
CAMPAIGN FINANCE SECTION 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:

<b>ZIP CODE AREAS SERVED</b>	<b>LOCATION OF OFFICE</b>	<b>OFFICE TELEPHONE NUMBER</b>
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 Vote By Mail Voting Section at (562) 462-2381.

**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.**

GENERAL CAMPAIGN INFORMATION (Continued)

- (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**

GENERAL CAMPAIGN INFORMATION (Continued)

**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**

**APPLICATION FOR A VOTE BY MAIL BALLOT**

To request a Vote By Mail ballot, complete the information on this form. This Application Form must be received by the Elections official no later than seven days prior to an election.

**FOR OFFICIAL USE ONLY**

1. PRINT NAME:

2. DATE OF BIRTH:

\_\_\_\_\_  
First Name Middle Name or Initial Last Name

3. RESIDENCE ADDRESS (please print):

\_\_\_\_\_  
Number and Street - as registered (P.O. Box, Rural Route, etc. not acceptable) (Designate N.S.E.W. if used)

\_\_\_\_\_  
City County Zip Code

4. TELEPHONE NUMBER: ( ) (Optional)

Daytime

( ) Evening

5. MAILING ADDRESS FOR BALLOT, IF DIFFERENT FROM ABOVE. (PLEASE PRINT)

NOTE: ORGANIZATIONS DISTRIBUTING THIS FORM MAY NOT PREPRINT MAILING ADDRESS INFORMATION.

\_\_\_\_\_  
Number and Street/P.O. Box (Designate N.S.E.W. if used)

\_\_\_\_\_  
City U.S. State or Foreign Country Zip Code

**NOTICE** – You have the legal right to mail this form to:  
  
Registrar-Recorder/County Clerk  
Vote By Mail Voters Section  
P. O. Box 30450,  
Los Angeles, CA 90030-0450  
  
Or deliver to:  
  
12400 Imperial Hwy.  
Norwalk, CA 90650  
3<sup>rd</sup> Floor Room 3002  
8am – 5pm  
(562) 466-1323  
FAX: (562) 462-3035

Any Voter wishing to become a Permanent Vote By Mail Voter can call our Office at: (562) 466-1323 for further information

Returning this application to anyone else may cause a delay that could interfere with your right or ability to vote.  
  
The format used on this application MUST be used by ALL individuals, organizations, and groups that distribute Vote By Mail ballot applications. Failure to conform to this format may result in criminal prosecution. Election Code Sections 3007 & 18402  
  
Under Federal law, election materials are available in other languages in

**6. THIS APPLICATION FORM WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT**  
  
I have not applied for, nor do I intend to apply for, a Vote By Mail ballot from any other jurisdiction for this election. I certify under penalty of perjury under the laws of the State of California that the name, residence address and information I have provided on this application are true and correct.  
  
\_\_\_\_\_  
SIGNATURE Date  
  
**WARNING:** Perjury is punishable by imprisonment in state prison for two, three or four years. (Section 126 of the California Penal Code)

7. THIS FORM IS PROVIDED BY: \_\_\_\_\_  
**IMPORTANT:** ORGANIZATIONS PROVIDING THIS FORM MUST ENTER THEIR NAME, ADDRESS AND TELEPHONE NUMBER

AVAPP5/2004

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

If the applications are addressed directly from a computer file of registered voters, please include the voter identification number (9 digits) with the names and street addresses of the voters.

If bar coding or OCR font of the voter identification number is used, submit samples to this office for testing.

**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.



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

## Fee Schedule As of 10/2011

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

**Fee Schedule (Continued)  
As of 10/2011**

Item	Fee
Returned Checks	\$33.00 Each
**Search – Records or Files	\$5.00 for each record or file 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	\$146.00 Per File.
*Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	(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 12/2/11	



# **Chapter 3**

Multilingual Voting  
Services



## MULTILINGUAL VOTING SERVICES

### BACKGROUND

Public Law 109-246 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English, Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese-speaking voters. In January 2000, the Department of Justice further directed this office to **transliterate** the names of candidates in those languages that do not use Roman Characters. (*Transliteration* is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) These languages include Chinese, Japanese and Korean.



### TRANSLATION OF ELECTION MATERIALS

A language is considered to be covered by the Voting Rights Act (VRA) and thus mandatory for translation of election materials if 1) more than 5% of the citizens of voting age are members of a single language minority and are limited English proficient (LEP) or 2) more than 10,000 of the citizens of voting age are members of a single language minority and are limited English proficient.

Although the VRA has established a 5% threshold for languages to be covered, Los Angeles County has set a 3% standard as established by the State Elections Code (§14201.) to provide minority language materials in every election. If the number of eligible voters for a specific language is higher or equal to the 3% criteria, that language qualifies for translation. Languages that fall under the 3% criteria do not qualify for translation. This criteria not only identifies the election district/city areas throughout the county with a cost-effective method of meeting the VRA requirements, but also helps minimize printing/translation costs for election jurisdictions.

### IMPLICATIONS TO CANDIDATE COST

The County will automatically provide *translated sample ballot booklets* to voters who request it two weeks before the election and after they received the English sample ballot booklet. However, as noted in the *Candidate Statements* (see Chapter 4) there is a cost for a Spanish translated candidate statement which appears in the English sample ballot booklet. This translation is optional and the candidate needs to make a request for this service and pay for it when he/she files candidate statements with the county elections official.

## **TRANSLITERATION OF CANDIDATE NAMES**

For certain languages, this department will transliterate your name. Candidate names will be transliterated to Chinese, Japanese and Korean. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the translated sample ballot print deadline. Various minority community groups and news media assist this office by reviewing submitted transliterations to insure uniform name recognition within the community. Once transliterations are considered final, no further changes or submission of transliteration requests will be accepted after the review period. **There will be no exceptions.**

All candidates will be required to file a transliteration form (see next page) together with their nomination documents. Transliteration forms must be submitted no later than the last day to file nomination documents.

## **TRANSLITERATION REVIEW PERIOD**

Candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official only during the established review period. Timeframe: **E-62 through E-60** (subject to change). To review your transliterated name and obtain the schedule for the established review period, you may call (562) 462-2730.

## **MULTILINGUAL VOTER SERVICES**

In compliance with federal law and local ordinance, we provide services to voters who require assistance in Chinese, Hindi, Japanese, Khmer, Korean, Spanish, Tagalog/Filipino, Thai and Vietnamese.

The ML Voter Services Program includes services such as:

- ◆ Multilingual Assistance Hotline (800) 481-8683
- ◆ Mailing of translated election materials to voters before every election, upon request
- ◆ Multilingual assistance at targeted polling places

Translated copies of the "ML Voter Services" brochure are available at the RR/CC Election Information counter, 2<sup>nd</sup> Floor, Room 2013, and online at [www.lavote.net](http://www.lavote.net). For further assistance please contact the Ballot Management Section at (562) 462-2832.



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

## TRANSLITERATION FORM

I, \_\_\_\_\_, candidate for nomination to the office  
of \_\_\_\_\_  
office of \_\_\_\_\_

to be voted for at the \_\_\_\_\_

agree as indicated below:

**CHECK ONE:**

I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk in Chinese, Japanese and Korean.

**OR**

I am submitting transliteration(s) for the languages below. I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk for any language not submitted.

Languages

Name Transliteration

Chinese:

Japanese:

Korean:

**GENDER:**

Male

Female

I am aware of the deadline to submit transliterations and review period. I understand that I may request changes to transliterations during the review period and that transliterations are considered final upon expiration of the deadline. I further understand that there will not be an extension of the review period.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

Candidate Filing #

TRN 409

12400 Imperial Highway, Norwalk, California 90650 - (562) 462-2317 - www.lavote.net



# Chapter 4

Election Day



## ELECTION DAY

### ENHANCED VOTING SYSTEM – INKAVOTE PLUS

Voters will be using the InkaVote Plus voting system at all voting precincts on Election Day. InkaVote Plus enhances the existing InkaVote optical scan system to comply with federal Help America Vote Act (HAVA) requirements. The enhanced system allows disabled voters, including those who are blind and visually impaired, to cast a ballot privately and independently using an audio headset. Additionally, the InkaVote Plus system will provide all voters with the opportunity to have their ballots reviewed for errors prior to casting their votes.



After using the inking device provided to mark the InkaVote ballot, the voter will insert the ballot into the ballot reader slot. The ballot reader machine will alert the voter if a mistake occurred - for example, if a voter "overvoted" in any one contest for more candidates than allowed. The voter may then receive a replacement ballot to correct the error.





# Chapter 5

Recounts



# RECOUNTS

## REQUESTING A RECOUNT

A recount is conducted by the elections official for the purpose of verifying the number of votes counted for any office or measure in an election. California Elections Code Division 15, Chapter 9, Sections 15620 through 15634 govern voter requested recounts.

### Who May Request a Recount?

Any voter of the state may file a request. **(E.C. § 15620)**

### Timing of Recount Request

The request must be filed within five (5) calendar days after the completion of the official canvass. The canvass is complete when the elections official signs the Certification of the Election Results. **(E.C. § 15620)**

### Format of Request

The request must:

- be submitted in writing. **(E.C. § 15620)**
- specify the contest to be recounted. **(E.C. § 15620)**
- state on behalf of which candidate, slate of electors, or position on a measure (affirmative or negative) it is filed. **(E.C. § 15620)**

The request may specify:

- the order in which precincts shall be counted. **(E.C. § 15622)**
- the method of counting to be used (computer, manual or both). **(E.C. § 15627)**
- in which county or counties the recount is sought for statewide contests. **(E.C. § 15621)**
- any other relevant material to be examined. **(E.C. § 15630)**

## Requesting a Recount (Continued)

### Place of Filing

- With the county elections official responsible for conducting the election, if the contest is not voted upon statewide. **(E.C. § 15620)**
- With the county elections official of any or all of the affected counties if the election is conducted in more than one county. **(E.C. § 15620)**
- With the Secretary of State if the contest is voted upon statewide. **(E.C. § 15621)**
- With the City Clerk if it is a city election (or if the city has not consolidated with the county). **(E.C. § 15620)**

### Notice of Recount

A notice stating the date and place of the recount will be posted by the elections official at least one day prior to the recount and the following persons will be notified in person or by telegram:

- All candidates for the office being recounted.
- Proponents of any initiative or referendum or persons filing ballot arguments for or against any initiative, referendum or measure to be recounted.
- The Secretary of State if the recount is for candidates for any state or federal office, delegates to a national convention, or any state measure. **(E.C. § 15628)**

### Process of Recount

- The recount is open to the public. **(E.C. § 15629)**
- A recount shall start no later than seven calendar days following the receipt of the request and shall be continued daily except for Saturdays, Sundays, and holidays, for not less than six hours each day until completed. **(E.C. § 15626)**
- A manual recount must be conducted under the supervision of the elections official by recount boards, consisting of four voters of the county, appointed by the elections official. **(E.C. § 15625)**

## Requesting a Recount (Continued)

### Result of Recount

- The results of a recount are declared null and void unless every vote in which the contest appeared is recounted. **(E.C. § 15632)**
- Upon completion of a recount, if a different candidate, slate of electors, or position on a measure receives a plurality of votes, the results of the official canvass will be changed and the election results re-certified. **(E.C. § 15632)**
- A copy of the results of any recount conducted shall be posted conspicuously in the office of the elections official. **(E.C. § 15633)**

### Cost and Payment

- The elections official shall determine the amount of deposit necessary to cover costs of the recount for each day. **(E.C. § 15624)**
- The voter filing the request for recount must deposit, before the recount commences and at the beginning of each day following, such sums as required by the elections official to cover the cost of the recount for that day. **(E.C. § 15624)**
- If upon completion of the recount the results are reversed, the deposit shall be returned. **(E.C. § 15624)**



# 2013

## JANUARY

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## MARCH

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL

S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY

S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE

S	M	T	W	Th	F	S
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23	24	25	26	27	28	29
30						

## JULY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER

S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## NOVEMBER

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				