

The background features a pattern of light blue and light red stars scattered across a white field. A large, stylized American flag is positioned on the left side, with its stars and stripes extending towards the center. The text is overlaid on horizontal bands of blue and red.

City of Waterford

2018 Candidate Guide

November 6, 2018 Election

Prepared by the Office of the City Clerk

City of Waterford, 101 E Street, Waterford, CA 95386
(209) 874-2328 Ext. 109 | www.cityofwaterford.org

-DISCLAIMER-

This candidate guide is intended to provide general information for candidates and committees and does not have the force or effect of law, regulation, or rule. It is distributed with the understanding that the City of Waterford is not rendering legal advice. This handbook is not to be a substitute for legal counsel for the individual, organization or candidate using it. In case of conflict, the law, regulation or rule will apply.



City of Waterford
City Clerk's Office
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Dear Candidate,

Congratulations on your decision to seek elective office as a Waterford City Council Member. Your candidacy provides voters in Waterford with a choice of representation wherein our democratic processes are sustained.

There are several filing requirements associated with candidacy and we have prepared this Candidate's Guide to assist you in understanding these requirements to better prepare you throughout the nomination and pre-election periods. This guide contains valuable information on the qualifications for office, procedures and forms required, as well as all pertinent dates to be aware of. The information provided within this guide is not a substitute for legal counsel for the individual, organization or candidate using it.

As you prepare yourself to file the requisite nomination papers, I recommend that you file as early as possible to ensure that your documents are complete, and that all signatures are valid and sufficient in number. Waiting until the end of the filing period could result in the inability to secure the required number of valid signatures for nomination, which would exclude you from running for office.

The Office of the City Clerk is open between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday during the nomination period, and I will take appointments with anyone wishing to secure a specific time to pull nomination papers. The filing deadline is August 10, 2018 at 5:00 p.m.

I am committed to providing you with as much assistance as possible to ensure that seeking elective office is a positive experience for you. If you have any questions, would like to schedule an appointment, or need additional information, please call me at (209) 874-2328 Ext. 109 or email me at mlutzow@cityofwaterford.org.

Best of luck with your campaign!

Best Regards,

Miranda Lutzow, MPA, CMC
Waterford City Clerk

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ELECTION INFORMATION

General Guidance Only

This manual has been prepared to assist candidates in the election process by providing general guidance only. It is not intended to provide legal advice. Candidates and others using this manual must bear full responsibility for making their own determinations as to all legal standards, duties and factual material contained herein.

City of Waterford Election Services

The Waterford City Clerk serves as the Election Official for the City of Waterford. If you would like to be included on the ballot for mayor or city council member, follow these three steps:

- 1) Contact the City Clerk's Office at 209-874-2328 Ext. 109. The Clerk's Office can provide information about the availability of filing papers and answer questions regarding nominating petitions and other ballot procedures.
- 2) Arrange to pick up required paperwork.
- 3) Return your completed paperwork within the designated filing window. If the incumbent does not file for re-election, the deadline will be extended five days for other candidates.

Information Available from City Offices

Information is available in City offices during regular business hours - Monday through Thursday, 8:00 a.m. to 5:30 p.m. and Fridays 8:00 a.m. to 5:00 p.m.

Once candidates are certified and the nomination period closes, candidates will be provided with the process for requesting information. In general, requests will be assigned to appropriate department staff for response. Depending on records requested and copies required, it may take a few days to respond. Candidates will be provided information free of charge up to 10 pages per request. Information prepared for candidates over 10 pages will be charged at the standard rate for public records requests (15¢ per page).

Stanislaus County Election Services

The City of Waterford consolidates election services with Stanislaus County; however, all paperwork must be filed with the Waterford City Clerk. If a candidate requires voter registration information, all requests must be made to Stanislaus County Registrar of Voters in accordance with the provisions of §2188 of the California Elections Code. An application for voter registration information

must be filed with the Stanislaus County Elections Division, (209) 525-5200.

ABOUT THE CITY OF WATERFORD

Waterford City Council

The City Council consists of five (5) members, including a directly elected Mayor and four (4) Council Members who are elected at large and do not represent specific districts, but rather represent all members of the community as a whole. The Mayor holds office for a term of two (2) years, and the members of the City Council hold office for four (4) year terms with no term limits.

Each year in December at the City Council Reorganization Meeting, or if a vacancy occurs, the City Council selects the Vice-Mayor from among its members. The Vice-Mayor acts as Mayor in the absence or disability of the Mayor.

City Council meetings are generally held twice each month on the first and third Thursdays beginning at 6:30 p.m. The meeting schedule is set by City Council Resolution. Additional meetings may be scheduled as needed.

Special meetings may be called at any time by the Mayor or a majority (three members) of the Council regarding specific business that has been stated.

City Council may hold "Closed Sessions" to consider any matter permitted by State Law to be so considered. Closed Sessions are generally held at the end of the Council meeting, however, on occasion, Closed Sessions may be scheduled prior to Regular Council Meetings.

Council/Manager Form of Government

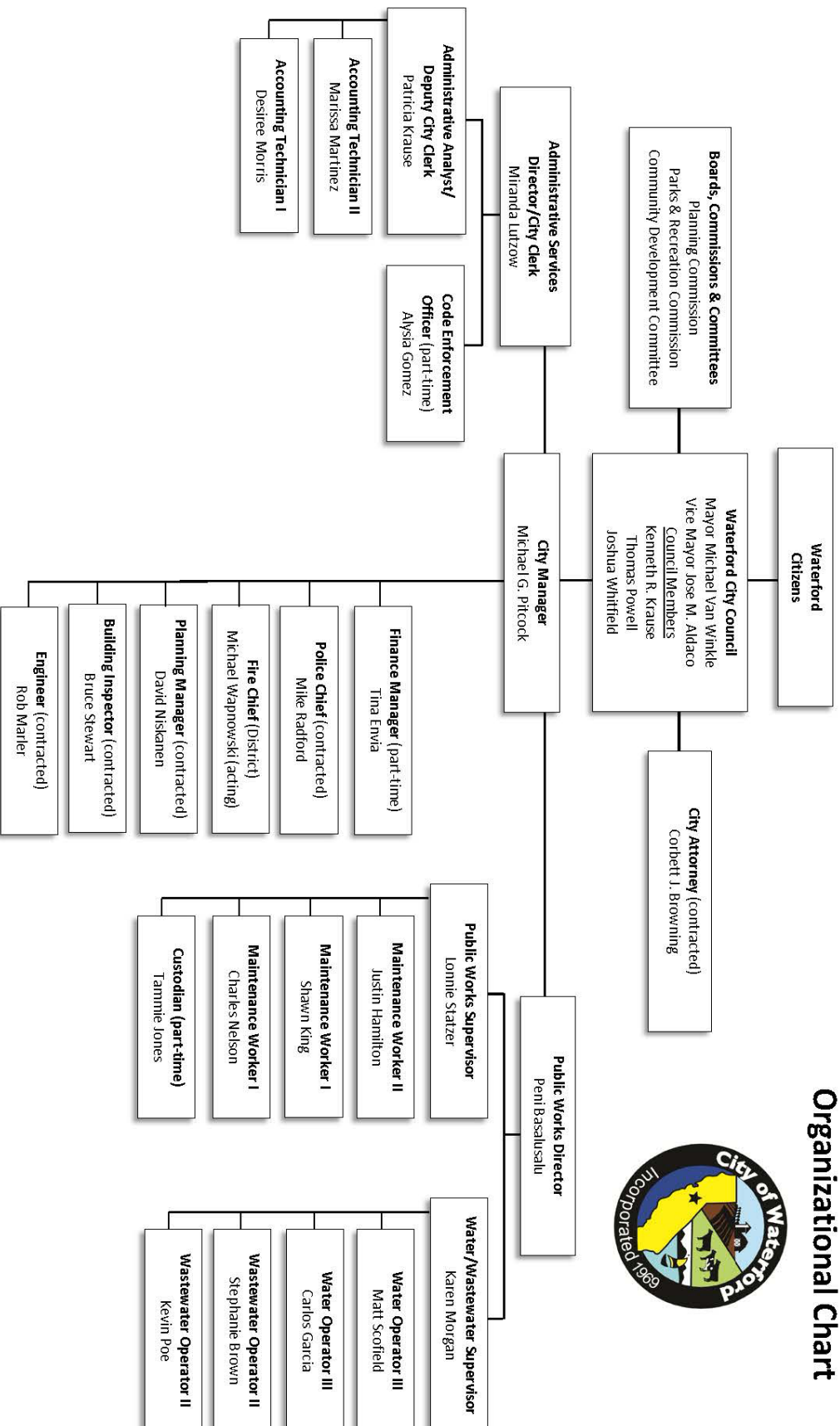
The council-manager form is the most popular structure of government in the United States among municipalities with populations of 2,500 or more. It is one of several ways U.S. municipalities and counties can organize.

Under this form, residents elect a governing body—including a chief elected official, such as a mayor or board chairperson—to adopt legislation and set policy. The governing body then hires a manager or administrator with broad executive authority to carry out those policies and oversee the local government's day-to-day operations.

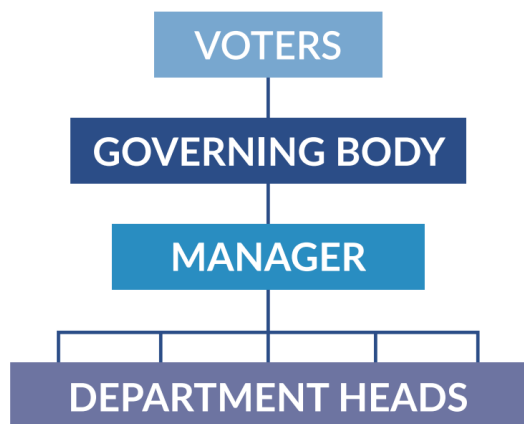
The Mayor's Role

The mayor is a voting member of the governing body who is directly elected. The mayor is the public face of the community who presides at meetings, assigns agenda items to committees, facilitates

City of Waterford Organizational Chart



communication and understanding between elected and appointed officials, and assists the governing body in setting goals and advocating policy decisions.



The Council's Role

Under the council-manager form, the elected officials are the legislative body and the community's policy makers. Power is centralized in this body, which approves the budget and adopts local laws and regulations. The elected officials also focus on the community's big-picture goals, such as community growth and sustainability.

The elected officials hire a professional city, town, or county manager based on that person's education, experience, skills, and abilities and NOT on their political allegiances. The elected officials supervise the manager's performance, and if that person is not responsive and effective in their role, the elected officials have the authority to remove her or him at any time.

The Manager's Role

The City Manager exercises general supervision and provides direction to the City staff. Council deals with the administration of the City through the City Manager. The City Manager typically has the following responsibilities:

- Prepares a budget for the governing body's consideration.
- Recruits, hires, supervises, and terminates government staff.
- Serves as the governing body's chief advisor by providing complete and objective information about local operations, discussing options, offering an assessment of the long-term consequences of decisions, and making policy recommendations.
- Carries out the policies established by the governing body.

Compensation & Benefits

All Council Members are eligible to receive a \$300 monthly stipend for their service, as well as CalPERS retirement benefits, and may choose to take a variety of medical benefits offered by the City.

RUNNING FOR OFFICE

Qualifications for all Offices

The following Elections Code sections are a sample of what is required to qualify to run for City Council. Please refer to the Elections Code for a full listing of qualifications.

Registered Voter

A person is not eligible to hold office as councilmember unless he or she is, at the time of assuming that office, an elector of the city, and was a registered voter of the city at the time nomination papers are issued to the candidate. Election Code §10227 / Government Code 36502

A person is incapable of holding a civil office if, at the time of his or her election or appointment, he or she is not 18 years of age and a citizen of the state. Government Code §1020

Residence and Domicile

A candidate must have a domicile within the City of Waterford. For voting purposes, "residence" means a person's domicile. The domicile of a person is that place in which his or her habilitation is fixed and the person has the intention of remaining and returning to. At a given time a person may have only one domicile. EC §349

If, during his or her term of office, he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant. Government Code §36502

Declaration of Candidacy

A person shall not be considered a legally qualified candidate for office under the laws of the State of California, unless that person has filed a Declaration of Candidacy or statement of write-in candidacy with a the elections official (City Clerk). EC §13

Running for More Than One Office

Notwithstanding any other provision of law, a candidate shall not file nomination papers for more than one municipal office or term of office for the same municipality in the same election. EC §10220.5

Felony Conviction

A person shall not be considered a candidate for, and is not eligible to be elected to, any state or local elective

office if the person has been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. EC §20

Documents to be Filed

Listed below are the various forms to be filed for candidacy for office. It is the obligation of the candidate to ensure that all filing requirements and deadlines have been met.

The deadline for filing candidacy documents is August 10, 2018 at 5:00 p.m.

THE FOLLOWING DOCUMENTS ARE REQUIRED OF ALL CANDIDATES:

1. Nomination Paper/Declaration of Candidacy

The nomination paper must be signed by not less than 20, nor more than 30 registered voters of the City of Waterford nominating the candidate for the office they are seeking, and must be filed no later than August 10, 2018. The Affidavit of Nominee and Oath of Allegiance must be taken and signed by the candidate before the City Clerk, her designee or another person authorized to administer oaths.

2. Ballot Designation Worksheet

This form is to be used to validate the designation chosen by the candidate to be placed on the ballot, and must fall within one of the five (5) categories as defined in the California Elections Code.

3. Candidate Statement of Qualifications

Candidates have the opportunity to provide a candidate statement of no more than 200 words to be printed in the Official Voter Information Guide. Each candidate is responsible to pay a deposit for the estimated cost of this statement (\$750.00) at the time of filing. If the actual cost of the statement is more than \$750, the candidate will be responsible for paying the remaining balance before August 19, 2018.

4. Candidate Information Request Form

The Waterford City Clerk's Office and the Stanislaus County Registrar of Voters (ROV) uses this information to compile a comprehensive listing to be supplied to the public throughout the pre-election process.

5. FPPC (Fair Political Practices Commission) / Financial Disclosure Reports

These documents are filed with the Office of the City Clerk and are public documents once filed.

a) Form 700 (Statement of Economic Interests)

Candidates running for municipal office must file a Form 700 candidate statement. The Political Reform Act (Gov. Code Sections 81000-91014) requires candidates for local office to fully disclose their investments, interests in real property, business positions, and income, and the FPPC is the State Agency responsible for issuing this Form 700 and interpreting the Act. The Form 700 candidate statement must be filed with the City Clerk's Office no later than the final filing date of your nomination documents.

b) Form 501 (Candidate Intention Statement)

A candidate must file this form prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election other than personal funds to be used for the fee for printing the candidate's statement of qualifications in the Official Voter Information Guide.

c) Form 410 (Statement of Organization – Recipient Committee)

A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$1,000 or more during a calendar year. File this form within 10 days of receiving \$1,000 in contributions (Personal funds used to pay for the statement of qualifications to appear in the Official Voter Information Guide are not calculated towards the \$1,000 threshold).

This form must be filed in original form with the Secretary of State. Include a \$50 payment made payable to the Secretary of State, thereafter, the \$50 fee is due annually no later than January 15th. File a copy of this form with the Waterford City Clerk.

Effective January 1, 2013: All committees must now disclose the financial institution and bank account number used by the committee.

d) Form 460/470 (Recipient Committee/ Candidate Campaign Statements)

Submitted throughout the pre-election period to disclose funds raised and expended in connection with the election

e) *Code of Fair Campaign Practices (optional)*

This form encourages every candidate for public office in California to subscribe to the code of Fair Campaign Practices.

The Nomination Process

Upon request of a candidate, the city elections official shall provide the candidate with a declaration of candidacy no earlier than July 16, 2018. The nomination paper must be signed by not less than 20, nor more than 30 registered voters of the City of Waterford nominating the candidate for the office they are seeking, and must be filed no later than August 10, 2018.

Who Can Circulate the Nomination Paper

Circulators of nomination papers need only be 18 years of age or older; there are no other requirements to be a circulator. The City Clerk shall not accept for filing any nomination paper unless all blanks in the certificate are filled. A candidate may circulate his or her own petition and all signatures must be obtained and witnessed by the same circulator. The circulator must complete, by hand, and sign the affidavit on the reverse side of the petition form and return the petition to the candidate or person designated by the candidate. EC §102

Who Can Sign the Nomination Paper

All signers of nomination papers must be registered voters of the City of Waterford. No voter may sign more than one nomination paper per vacancy on the City Council and in the event a voter does so, their signature shall count only on that first nomination paper filed with the City elections official.

No candidate's name shall be printed on the election ballot unless a declaration of candidacy is filed with the City elections official. The candidate is to execute the declaration of candidacy in the office of the City Clerk, unless the candidate has signed and dated a written statement authorizing a person to receive a declaration of candidacy form from the City elections official for the candidate. Such statement shall include language explaining that the candidate is aware that the declaration of candidacy must be properly executed and delivered to the City elections official by 5:00 p.m., August 10, 2018. Sample letters of authorization will be made available by the County Office of the Registrar of Voters.

Withdrawal of Candidate

No candidate shall withdraw his or her declaration of candidacy after 5 p.m. on the 88th day (August 10, 2018) prior to the election. EC §10224

In the case of an extension, no candidate may withdraw after 5 p.m. on the 83rd day (August 15, 2018) prior to the election.

Verification of Nomination Signatures

The City Clerk's Office will verify with the Registrar of Voters (ROV) that all signatures are valid, registered voters of the City of Waterford. The ROV will mark "not sufficient" at any signature that does not appear valid and shall cease to verify signatures once the minimum requisite number of signatures (20) has been verified. No defect in any nomination document presented shall prevent the filing of another nomination document within the period allowed for resending nomination papers.

The nomination paper is filed with the City Clerk. If the nomination paper is determined to be insufficient or the candidate fails to obtain the correct number of valid signatures on his or her nomination paper, the elections official shall retain the original nomination paper, provide a copy of the nomination paper to the candidate with an indication on of which signatures are valid, and issue one supplemental petition to the candidate on which the candidate may collect additional signatures. The supplemental petition shall be filed not later than the last day for filing for that office. EC §10221(b)

**Please note that the Declaration of Candidacy, Ballot Designation Worksheet and Candidate Statement of Qualifications must be filed at the same time. EC §13107.3(b) and §13307 (a)(2)*

Selecting Your Name and Designation for Ballot

Name as it Will Appear on the Ballot and Ballot Designation

The candidate's name will appear on the ballot as provided on the declaration of candidacy (last page of the nomination paper). The declaration of candidacy is signed and submitted once all signatures have been secured on the nomination paper, and cannot be changed after the nomination paper has been submitted to the City Clerk.

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. EC §13106

If a candidate changes his or her name within one year

A candidate may choose only ONE ballot designation from the list below:

1. Words designating the elective office which the candidate currently holds: It can be the office title and/or the jurisdiction name. There is no word limit for this category.
 Examples: Governing Board Member, Waterford Unified School District
 Member, Stanislaus County Board of Supervisors
2. The word “Incumbent” if the candidate is currently holding the same office they are now filing for. The word “incumbent” must stand alone.
3. The words “appointed Incumbent” if the candidate was appointed to fill the remainder of someone else’s term. The words “appointed incumbent” must stand alone.
4. No more than 3 words designating either a candidate’s current occupation(s) or profession(s), or the occupation(s) or profession(s) of the candidate during the last 12 months.
5. “Community Volunteer” may be used if the candidate has no current occupation and is a volunteer. The words “Community Volunteer” must stand alone.

The following ballot designations are examples of designations that are not easily identifiable as being either an acceptable or not acceptable designation.

ACCEPTABLE

Homemaker
 Mother, Father
 Retired Sergeant
 Minister, Priest
 School Board Member
 Governing Board Member
 Retired (No abbreviations. If used with a prior job title, the word Retired must come first.)
 Incumbent
 Parent

Student
 Community Volunteer
 (Must stand alone and be primary occupation)

NOT ACCEPTABLE

Taxpayer Advocate
 Volunteer
 Veteran
 “Anything”, Retired
 Ret. Anything
 Dad, Mom
 Housewife
 Honorary Professor
 Goodwill Ambassador
 Activist
 Taxpayer
 Philanthropist
 Husband, Wife
 Expert “Anything”
 Honest “Anything”
 School Board
 Civil Servant
 Director, “Anything” Foundation, or
 UCLA Professor (No Specific Names)

of any election, the new name shall not appear upon the ballot unless the change was made by either of the following:

- (a) Marriage.
- (b) Decree of any court of competent jurisdiction. EC §13104

The ballot designation is the word or group of not more than three (3) words that will appear on the ballot under the candidate’s name. It designates the current principal profession, vocation, or occupation of the candidate. The ballot designation is further defined in Table A “Ballot Designation Cheat Sheet”.

Random Alphabetical Listing

The placement of names on the ballot will be determined by a random alphabet draw which is held by the Secretary of State and the Stanislaus County Registrar of Voters on August 16, 2018. If more than one candidate has the same first letter of their last name, this draw applies throughout the name. EC §13112

Preparation of the Candidate’s Statement

Each candidate for a nonpartisan elective office may submit a candidate statement for the Voter Information portion of the Sample Ballot at the time that he or she files nomination papers. The purpose of the voluntary candidate statement is to acquaint voters with the candidate’s qualifications for the office he or she is seeking. The candidate statement is incorporated into the Voter Information portion of the Sample Ballot pamphlet and is mailed to all registered voters eligible to vote for the candidate.

Content

A candidate’s statement may contain the candidate’s name, occupation, age, and a brief description of their education and qualifications as expressed by the candidate. Statements shall not, in any way, make reference to other candidates for office or to another candidate’s qualifications, character, or activities. The occupation listed on a candidate statement is not mandated to be the same occupation listed as your ballot designation on the Declaration of Candidacy. The occupation on the statement is not limited to the laws



that apply to your ballot designation. Statements are limited in length to not more than 200 words. The candidate statement may not include any party affiliation of the candidate, nor include membership or activity in partisan political organizations.

The use of jargon, colloquialisms, slang, or other such expressions is strongly discouraged. Phrases such as “monster home” and “where’s the beef” are difficult to translate appropriately into other languages and the meanings are often misinterpreted or lost. For example, “monster home”, a local term for a home that is much larger than the other homes in the neighborhood, may be incorrectly translated as a “home of monsters”. Candidates are encouraged to keep the translation process in mind when developing their statements and to use unambiguous and straightforward vocabulary.

Format

Candidate statements are printed in the Official Voter Information Guide in block paragraph format with standard indents at the beginning of each paragraph. In order to insure uniformity, candidates must prepare their statements as follows:

- Type the statement in single spaced paragraph format with upper and lower case letters. Each paragraph must begin with a standard indent of 5 spaces. Statements must be typewritten or computer printed.
- Typeface of statement must be of uniform size and darkness with no unusual spacing. This means no bullets, NO CAPITALS used for emphasis, underlining, bold face or italics will be permitted.
- Check the statement for errors in spelling, punctuation and grammar. Statements will appear exactly as submitted by the candidate. No corrections or changes to content, format or spacing will be allowed after the statement has been filed with the City Clerk’s Office.
- Statements must be confined to 200 words at a maximum of 22 lines with approximately 72 character positions per line. If blank lines between paragraphs are contained in the statement, the blank lines will be included in the line maximum count. Punctuation and spaces are included in the character position maximum count. If your occupation requires more than one line, each additional line will be counted in the maximum line count for the statement. Using a computer to determine a statement’s word count is not recommended. Please refer to “Rules for Counting Words” on the next page for guidelines on computing word counts.

- Statements will NOT be accepted unless they conform to these uniform guidelines.

The amount of text increases when candidate statements are translated into other languages; some translations grow up to 30% in size from the original statement. The limit of 22 lines per 200 word count candidate statement is an estimate which varies depending on the length of words and characters in a line. It may be necessary for the City Clerk’s Office to contact a candidate to reduce the number of lines in their candidate statement; which is usually accomplished by combining paragraphs.

Restrictions

The candidate statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations and photographs are not permitted.

Confidentiality

The candidate statements shall remain confidential until the end of the nomination period for the office sought. You may view or purchase copies of any candidate’s statement beginning the next business day after the close of the nomination period.

Withdrawal

The statement may be withdrawn until 5:00 p.m. of the next business day after the close of the nomination period, but cannot be changed. If a candidate statement is withdrawn a new one cannot be filed.

Translations of Statements

Pursuant to the 2000 Census population results and the Federal Voting Rights Act of 1965, the Stanislaus County Registrar of Voters office is mandated to print and distribute election materials, including candidate statements in the Sample Ballots/Official Voter Information Guide Pamphlets in Spanish.

Cost

The City Council of the City of Waterford has established that each statement not exceed 200 words. The cost to print each Candidate Statement is estimated to be \$750.00 and candidates are required to pre-pay the full cost at the time of filing their statement.

Candidates who have filed a candidate statement will receive a full refund if that race does not appear on the ballot due to insufficient filings. If actual costs are less than the pre-paid estimated costs, candidates will receive a refund. If the actual costs are more than the estimated costs, the City will be billed for the additional charges and will subsequently bill the nominee.

Liability

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter Information portion of the Sample Ballot.

Pursuant to EC §18351, any candidate who knowingly makes a false statement of a material fact in a candidate's statement, with the intent to mislead the voters in connection with his or her campaign for nomination of election to a nonpartisan office, is punishable by a fine not to exceed \$1,000.

Rules for Counting Words

The following guidelines are for computing word count for candidate statements. The title, occupation and age are not included in the word count, only the text of the statement is counted. The Office of the City Clerk will make final determination on word count.

- PunctuationFree
- Dictionary words.....One
"I", "the", "and", etc. are counted as individual words.
- Contractions (it's, I've, etc).....One
- Abbreviations/AcronymsOne
Examples: SJSU, PTA, U.S.M.C., S.J.P.D.
- Geographical name.....One
Only State of California, City, County and District names
- Examples: Stanislaus County - 1 word
Turlock Irrigation District - 1 word
- Numbers/Numerical Combinations/E-Mail Addresses:
Digits (1, 10, or 100, etc...).....One
Spelled out (two hundred).....One for each word
50%, 1/2, etc.....One
Internet URLs/E-mail.....One
Telephone number.....One
- Dates:
All digits (01/01/10)One
Words and digits (January 1, 2014)Two
- Hyphenated words that appear in any generally available dictionary, printed in the United States within the past 10 years, shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words. Example: mother-in-law = 1 word

Challenge of Contents

There is a 10 calendar-day public examination period of candidate statements immediately following the filing deadline, when the statements may be reviewed for potential legal action. During this 10 calendar-day examination period, any voter of the jurisdiction in which the election is being held, or any candidate, may take legal action to challenge the contents of the statement. If anyone wishes to pursue a legal challenge and obtain a writ of mandate to amend or delete any portion of a candidate's statement, this legal challenge should be filed immediately.

CAMPAIGN FINANCE DISCLOSURE

The Political Reform Act of 1974 requires all candidates for elective office, all officeholders and all committees supporting or opposing candidates, measures and petition circulation drives to file campaign disclosure statements disclosing contributions received and expenditures made. The filing deadlines for this election are listed in the appendices.

A candidate is not required to file any itemized disclosure forms for the candidate's campaign if the candidate does not receive any contributions and the only expenditures will be from the candidate's personal funds and expenditures are limited to a filing fee and/or candidate's statement.

Filing is the responsibility of the candidate or committee. It is the responsibility of candidates and/or committees to be aware of deadlines and to file the required campaign disclosure statements in a correct and timely manner. Late statements are subject to a \$10 per day late fine. All statements are considered public record. Copies can be obtained at the cost of \$0.10 per page from the City Clerk's Office.

Tips for Complying with Campaign Disclosure Laws

The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures. The purpose of campaign disclosure is to provide the public with the identity of contributors and the amounts they give, as well as the amount officeholders, candidates and committees spend. The laws passed to enforce that purpose can be challenging for the unwary, therefore some helpful tips are listed below:



1. **FPPC forms, manuals, filing schedules, and webinars.** The FPPC website at www.fppc.com provides forms, manuals, filing schedules, tips, and now FREE webinars! It is highly recommended that new candidates and their treasurers review this helpful information.
2. **Be informed.** Study FPPC Information Manual 2 for Local Candidates. All candidates, including unopposed candidates, are subject to the campaign disclosure provisions of the Political Reform Act.
3. **Free FPPC helpline.** The FPPC toll free Helpline at 1-866-275-3772 can answer specific questions and provide advice on campaign disclosure rules.
4. **Before raising or spending money.** File FPPC Form 501 Candidate Intention Statement. A separate Form 501 is required for each election, including re-election to the same office.
5. **If less than \$2,000 will be raised or spent.** File FPPC Short Form 470 prior to the 1st pre-election deadline. No additional forms will be required unless you later exceed the \$2,000 threshold.
6. **If more than \$2,000 will be raised or spent.** Open a separate bank account for campaign purposes. File FPPC Form 410 Statement of Organization with the Secretary of State and a copy with the Waterford City Clerk. The Secretary of State will issue a committee number.
7. **Keep committee information up-to-date.** File an FPPC Form 410 Amendment if changes are made to treasurer, committee name, addresses, etc.
8. **\$50 annual fee.** The Secretary of State imposes an annual \$50 fee for all open FPPC committees. This is payable directly to the Secretary of State and must be paid within 15 days of filing the initial FPPC Form 410 and thereafter, before January 15 of each year until the committee terminates. Failure to timely pay the annual fee is subject to a penalty of \$150. For questions, contact the Secretary of State's office at 916-653-6224.
9. **Mark your calendar.** Know the filing deadlines for campaign statements and file on time! All open committees must file periodic disclosure statements that are subject to late fees and fines if deadlines are not met. All campaign statements are filed with the Waterford City Clerk.
10. **Keep good records.** Maintain details on contributions and expenditures of \$25 or more. Refer to record keeping guidelines in FPPC Information Manual 2. It's a good idea to keep copies of all contributor checks received.
11. **\$100 or more in cash?** Never accept or spend more than \$100 in cash.
12. **Don't spend personal funds.** Any personal funds used for campaign purposes must first be deposited into your campaign bank account, unless they are used for a candidate statement published in the County Voter Information Guide and/or for a filing fee. You have a choice of depositing your personal funds into your campaign bank account as either a contribution or a loan to your committee.
13. **Purchases.** If any campaign goods or services are purchased, disclose vendors, sub-vendors and the amounts they were paid.
14. **Itemize contributors.** For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.
15. **Report late contributions.** If \$1,000 or more is received from one contributor during the last 90 days before the Election, disclose the receipt within 24 hours, even if the contribution is from your own personal funds. Each late contribution report FPPC Form 497 must have a unique report number to be issued by the filer.
16. **Multiple contributions from one source.** Keep track of each check. Report the aggregate amount.
17. **If an agent or campaign consultant buys goods or services for the campaign.** Itemize expenditures of \$500 or more made by the agent or consultant. Make sure to always keep receipts for all purchases.
18. **Identify candidate/committee on mailings.** Include the words "paid for by" and your committee name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces) and on at least one insert in a color that contrasts with the background. No newsletter or other mass mailing can be sent at public expense.
19. **Disclose original loan sources.** List any loan, even a personal loan to the candidate, all or partly used for the campaign. Also disclose all loan guarantors of \$100 or more.

Gubernatorial General Election – Tuesday, November 6, 2018 County of Stanislaus – Registrar of Voters (ROV)

Code references, unless otherwise stated, refer to California Elections Code (EC), Government Code (GC) & Education Code (ED Code)

Prior to Soliciting or Accepting Contributions for Campaign Purposes	<p>All candidates must file FPPC Form 501 – Candidate Intention Statement Form 501 must be filed with the appropriate filing officer before soliciting or accepting contributions to their campaign. GC 85200</p>
See Attached Measure Consolidation Calendar	<p>Governing Bodies Requesting Measure Consolidation Pursuant to EC 10403, measure resolutions are to be submitted to the Board of Supervisors requesting consolidation with this election by E-88; however, the Registrar of Voters has <u>administrative deadlines</u> necessary to meet vendor and print deadlines. See attached <i>Measure Consolidation Calendar</i> for ROV administrative deadlines.</p>
July 2 – July 16 (E-127 to E-113)	<p>Municipal Notice of Election For cities consolidating with this election, the city clerk shall publish the Notice of Election between these dates. This notice shall contain the date of the election, polling hours, any offices to be filled and / or measures to be voted on, the qualifications required for each office, location where Declaration of Candidacy forms will be available, where the forms are to be filed and the deadline for filing these forms. EC 12101, 12111</p>
July 6 (E-123)	<p>Specifications of the Election Order School boards to deliver this document to the County Superintendent of Schools and the county elections official. ED Code 5322</p>
July 9 – August 8 (E-120 to E-90)	<p>County Notice of Election The county elections official shall publish a Notice of Election between these dates. The notice shall contain the date of the election, name of the offices for which candidates may file, state the qualifications required for each office, location where Declaration of Candidacy forms will be available, where the forms are to be filed and the deadline for filing these forms. EC 12112</p>
July 15 (E-114)	<p>Municipal Calling of Special Election to Fill Vacancy Last date for a city council to call a special election to fill a vacancy on the next regularly established election date, to be held not less than 114 days from the call of the election. If the election is not called by this date, the vacancy cannot go to election on this established election date. GC 36512 (b)</p>
July 16 – August 10 (E-113 to E-88)	<p>Candidate Nomination Period – ALL CANDIDATES All candidates, including incumbents, must file nomination documents with the appropriate elections official during this period. If applicable, a <u>nonrefundable filing fee</u> (money, signatures or a prorated combination of both) shall be paid at the time the candidate obtains nomination forms. EC 8040-8041, 8060-8070, 8100-8107, 8800-8811</p> <p>Optional Candidate Statement of Qualifications Submittal Deadline All candidates who opt to include a Candidate Statement of Qualifications in the county voter information guide provided to voters by the Stanislaus County Registrar of Voters office must submit a statement and pay the deposit when the candidate's Declaration of Candidacy is filed. Statements may not be changed but may be withdrawn up until 5:00 p.m. of the next business day after the close of the nomination period. EC 13307-13308</p> <p>Form 700 Candidate Statement of Economic Interest Filing deadline for candidates who have not submitted a Form 700 within the previous 60 days. U.S. Senate, congressional and central committee candidates are exempt. GC 87100-87314</p>
July 31	<p>FPPC Semiannual Campaign Statement Due For period covering 1/1/18 – 6/30/18. GC 84200, 84218</p>

July 31 (E-98)	Ballot Designation Change Deadline Last day that a candidate can submit a written request to change their ballot designation as used in the primary election. EC 13107(e)
August 8 – November 6 (E-90 to E)	Late Contributions and Independent Expenditures of \$1,000 or More Within 24 hours of the transaction, FPPC Form 462, Form 496 or Form 497 must be filed with the appropriate filing officer. GC 82036, 82036.5, 84200.6
August 10 5:00 p.m. (E-88)	Close of Candidate Nomination Period Candidate nomination documents are due. Incumbents who wish to file as a candidate for their own office must file by this date. Last day to withdraw Declaration of Candidacy papers except when there is an extension to that office. Form 700 Statements of Economic Interest are due. EC 8020, 8022, GC 87200
August 11 – August 20 (E-87 to E-78)	10-day Public Examination Period For Statement of Qualifications Public examination period for offices that close during the nomination period. Any voter of the jurisdiction or the county elections official may file a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. EC 13313
August 11 – August 15 (E-87 to E-83)	Candidate Nomination Extension Period – If Applicable For anyone other than the incumbent if the incumbent did not file by E-88. This provision does not apply if there is no eligible incumbent to be elected or if the incumbent has met a term limit. EC 8022, 8024, 8204, 10225, 10407, 10516, 10604
August 15 (E-83)	Unopposed Superior Court Judge Write-In Campaign Deadline Last day to file a petition indicating that a write-in campaign will be conducted against an unopposed incumbent Superior Court judicial candidate who has filed Nomination Petitions. The petition must be signed by at least 0.1% (at least 100 but no more than 600) qualified registered voters. Once the petition is complete, write-in candidates must file their write-in statement and Nomination Petitions between E-57 and E-14. EC 8203, 8600-8606
August 16 – August 25 (E-82 to E-73)	10-day Public Examination Period For Statement of Qualifications Public examination period for offices that close during an extended nomination period. Any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction must be filed no later than the end of this period. EC 13313
August 16 11:00 a.m. (E-82)	Randomized Alphabet Drawing Conducted by the Secretary of State to determine candidate name order as it will appear on the ballot. The county elections official will also hold a drawing at 11:00 a.m. for multi-county legislative offices. EC 13112
September 7 – September 22 (E-60 to E-45)	Military / Overseas Vote by Mail Ballots Mailing and processing period for military and overseas voters. EC 300, 3101-3206
September 10 – October 23 (E-57 to E-14)	Write-In Candidacy Statement of Write-in Candidacy and Nomination Petitions must be filed with the county elections official to be a qualified write-in candidate for offices appearing on the ballot. A person may not be a write-in candidate for a Voter Nominated office at a general election. EC 8600-8606
September 27 – October 16 (E-40 to E-21)	County Voter Information Guide Mailed by the county elections official to each registered voter. EC 13303
September 29 – October 16 (E-40 to E-21)	State Voter Information Guide Mailed by the Secretary of State to each household in which voters were registered by E-60. EC 9094

September 27	1st Pre-Election Campaign Statement For period covering 7/1/18 – 9/22/18. GC 84200.8(a)
October 8 – October 30 (E-29 to E-7)	Vote by Mail Ballots Mailing and processing period for vote by mail ballots. Ballots will be available at the county elections office. EC 3001
October 22 (E-15)	15-Day Close of Registration Last day to register for this election. Postmarks, DMV submissions and elections office delivery/drop off are acceptable.
October 23 – November 6 (E-14 to E)	Conditional Registration Period Eligible persons who missed the 15 day close of registration may appear in person at the county election official's office and register to vote provisionally for this election. EC 2170
October 25	2nd FPPC Pre-Election Campaign Statement Due For period covering 9/23/18 – 10/20/18. GC 84200.8(a)
October 30 (E-7)	Last Day to Request Vote by Mail Ballot
October 31 – November 6 (E-6 to E)	Special 7-Day Ballots Available Available at the county elections official's office for those voters unable to vote at the polls on Election Day. EC 3021
November 6 (E)	ELECTION DAY Polls are open from 7:00 a.m. until 8:00 p.m. EC 1000, 14212
November 8 – December 6 (E+2 to E+30)	Official Canvass of the Vote The official canvass of precinct returns shall commence and be completed during this time. The county elections official shall prepare a certified statement of the results and submit it to the governing bodies consolidated with this election. EC 15301, 15372
January 31, 2019	FPPC Semiannual Campaign Statement Due For period covering 10/21/18 – 12/31/18. GC 84200, 84218

Notwithstanding any other provision of law, whenever a date prescribed by law falls on a weekend or holiday, such act may be performed on the next business day. EC 15; GC 6700, 6701, 6707

***This calendar is for general information only and does not have the force and effect of law, regulations or rule
In case of conflict, the law, regulation or rule will apply***



- 20. **No personal use of campaign funds.** Use campaign funds only for political, legislative, or governmental purposes.
- 21. **Where to file.** City Council candidates file with their City Clerk.
- 22. **Tax ID number requirement.** The FPPC does not require a tax ID number; however, some banks may require one in order to open a campaign bank account. A tax ID number may be requested through the Internal Revenue Service (IRS) website at <http://www.irs.gov>.
- 23. **Gifts, meals and travel.** There are special reporting rules for candidate controlled committees when reporting expenditures for gifts, meals and travel. Restrictions and detailed information can be found in FPPC Information Manual 2.
- 24. **Ready to close your committee?** Filing requirements for open committees do not automatically terminate when activity ceases or when an officeholder vacates the office. You must file an FPPC Form 460 Termination Statement showing a zero balance and an FPPC Form 410 Termination Statement to stop future filing obligations.

The FPPC website at www.fppc.ca.gov provides detailed and up-to-date information to help you navigate the highly complex campaign disclosure rules and requirements. The “Campaign Rules, Forms & Manuals” link provides access to many detailed and easy to read resources such as election specific filing deadlines, fast facts, frequently asked questions and all the necessary forms and manuals.

You can contact the FPPC at:

Toll Free Helpline: 1-866-275-3772 (1-866-ASK-FPPC)
 Monday - Thursday 9:00 am - 11:30 am
 Press 2 to speak to a political reform consultant in the Technical Assistance Division

Email Questions: advice@fppc.ca.gov

Assistance by Mail (Formal Advice)
 Fair Political Practices Commission
 1102 Q Street, Suite 3000
 Sacramento, CA 95811

Common Campaign Finance Disclosure Forms

Form 501 - Candidate Intention Statement

What: This form is used for declaring the formation of a financial campaign.

Who: All candidates who intend to raise or spend money on behalf of their campaign.

When: Form 501 must be filed prior to the solicitation or receipt of any contribution or expenditure, including any personal funds, used for election. A new Form 501 must be filed for each election even if a candidate is running for re-election. The form must be filed with the City Clerk.

Form 410 - Statement of Organization Recipient Committee

What: A recipient committee is any individual, officeholder, candidate, group of individuals, organization, or any other entity that receives contributions totalling \$2,000 or more during a calendar year.

Who: All candidates who receive or spend \$2,000 or more on their campaign. Candidates must open a separate bank account dedicated to their campaign.

When: The initial Form 410 must be filed within 10 days of raising \$2,000; however, it can be filed prior to receiving \$2,000 and then amended within 10 days of reaching the \$2,000 threshold. The original and one copy must be filed with the Secretary of State’s Political Reform Division and one copy with the City Clerk.

Form 470 - Officeholder and Candidate Campaign Statement - Short Form

What: Used when a candidate does not have a controlled committee and does not anticipate raising or spending \$2,000 or more in a calendar year.

Who: All candidates who do not plan on spending or raising more than \$2,000 on their campaign in a calendar year.

When: Must be filed no later than the deadline for the first required campaign disclosure statement. The original must be filed with the City Clerk.

Form 470 - Supplement

What: Used by an officeholder or candidate who has filed a Form 470 in connection with an election and subsequently receives contributions or expenditures totalling \$2,000 or more is required to send written notification.

Who: All candidates who have filed a Form 470 and then reach the \$2,000 threshold for contributions or expenditures.

When: Must be filed with City Clerk within 48 hours of reaching \$2,000 threshold.

Form 460 - Recipient Committee Campaign Statement - Long Form

What: This form is used by candidates and their controlled committees to disclose itemized receipts and expenditures.

Who: All candidates who have filed a Form 410 and have raised or spent \$2,000 or more in a calendar year

When: Must be filed with the City Clerk according to applicable filing schedules (see the FPPC Filing Schedule in the appendix of this guide.)

Form 497 - Late Contribution Report

What: This report must be filed if a committee controlled by the candidate or a primarily formed committee receives or makes a contribution totalling \$1,000 or more during the 90 days before the candidate's election.

Who: All candidates, when applicable.

When: Must file with the City Clerk within 24 hours of receiving the contribution via personal delivery, fax or guaranteed overnight delivery.

Form 496 - Late Independent Expenditure Report

What: This form must be filed if the committee makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate during the 90 days prior to the election.

Who: All candidates, when applicable.

When: Must file with the City Clerk within 24 hours of making the expenditure via personal delivery, fax or guaranteed overnight delivery.

Form 700 - Statement of Economic Interest

What: This form is used for disclosure of certain personal financial interests under the Political Reform Act's conflict of interest rules. Investments and real property held on the day of the Declaration of Candidacy is due, as well as income received during the 12 months prior to the date of filing the Declaration of Candidacy must be reported.

Who: All candidates who have not filed this form for the same office within 60 days prior to the nomination period.

When: File with the City Clerk before the end of the nomination period.

Please see the appendix of this guide for the complete FPPC filing schedule.

MANAGING A CAMPAIGN

Code of Fair Campaign Practices

Background Information

In 1982, legislation was passed which established a "Code of Fair Campaign Practices" in California to which candidates for public office could voluntarily subscribe. Amendments in 1987 expanded the provisions of the code so as to apply to committees formed primarily to support/oppose a ballot measure, and also reaffirmed civil liability provisions pertaining to libel and slander in campaign advertising and communications.

The text of the provisions of the Code of Fair Campaign Practices is included in the appendices.

City Clerk's Requirement

The elections official is required to provide the candidate a blank form on which to subscribe to the "Code of Fair Campaign Practices" and a copy of the Elections Code provisions at the time an individual is issued his/her Declaration of Candidacy nomination papers, or any other paper evidencing an intention to be a candidate for public office.

Voluntary Subscription

Subscription to the code is voluntary. Completed forms are to be filed with the City Clerk and shall be retained for public inspection until 30 days after the election.

Political Advertising

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. EC §20008

Campaign Literature

Including Voter Polling Precincts

Candidates are requested not to distribute or mail campaign literature telling a voter where his/her polling place is located. Invariably some polling place changes occur in the last few days before an election. The Election Code states:

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that 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 some time not more than 30 days prior to the mailing or distribution. EC §18302

Mass Mailing Requirements

Section 84305 of the Government Code provides as follows:

(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 mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

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

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the

information required by subdivision (a).

"Mass Mailing" means over two hundred (200) 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.

Telephone Advocacy

A candidate or committee that uses campaign funds to make 500 or more telephone calls must disclose the name of the person or organization that authorized or paid for the call. A script of the call or a copy of a recorded telephone message must be retained by the Committee. [Government Code §84310 and FPPC Reg. 18440]

False or Misleading Information

Any person who files or submits for filing a nomination paper or declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or by both the fine and imprisonment. EC §18203

Every person is guilty of a misdemeanor who, with intent to mislead the voters in connection with his or her campaign for nomination or election to a public office or in connection with the campaign of another person for nomination or election to a public office, does either of the following acts:

(a) Assume, pretend, or imply, by his or her statements or conduct, that he or she is the incumbent of a public office when that is not the case.

(b) Assume, pretend, or imply, by his or her statements or conduct, that he or she is or has been acting in the capacity of a public officer when that is not the case.

Any violation of this section may be enjoined in a civil action brought by any candidate for the public office involved. EC §18350

Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:

(1) It would mislead the voter.

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

(3) It abbreviates the word “retired” or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.
EC §13107(b)

Use of City of Waterford Logo/Seal

Any person who uses or allows to be used any reproduction or facsimile of the seal of the county or the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.

For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.

For purposes of this section, the term “local government agency” means a school district, special or other district, or any other board, commission, or agency of local jurisdiction. EC §18304.

Political Signs

City Requirements

In general, political advertising, according to the City of Waterford’s Municipal Code, is “permitted” subject to specific standards and conditions. A political sign is defined as follows:

“Political sign” means any impermanent sign or advertising device or display, with or without letters, words, numbers or figures thereon, which is designed to advertise a candidate for political office, a political party or a measure scheduled for an election. See section 17.60.140-Special purpose signs, (B).

The question of when a “political sign” can be displayed has been raised. First of all a “political sign” must be for an election campaign and the campaign process begins

with “filing” of a “candidate” or “measure”, with the City Clerk or Secretary of State, for a scheduled “election.”

In general, this is interpreted to mean that political advertising can generally be displayed upon the official filing, with the City Clerk, by a candidate or of an initiative for the next scheduled election. All “political advertising” must be removed within 10-days following the election.

This does not, however, mean that signs advertising candidates, political parties, etc., cannot be displayed but they would not be considered “political signs” and would be subject to the general sign regulations of the City.

“Political Signs” are subject to special standards and are considered “permitted” in accordance with the following City Code provisions.

17.60.140 Special Purpose Signs

The following special purpose signs shall be permitted:

A. Direction Signs. In any zone, one parking directional sign not exceeding ten square feet in area or six feet in height at each parking area entrance or exit.

B. Political Sign.

1. In any residential zone, one unlit sign for each building not exceeding eight square feet. In all other zones, one unlit sign for each building not exceeding thirty-two square feet;

2. Freestanding signs shall not exceed six feet in height and thirty-two square feet in size;

State Requirements

Political signs within view of State or County highways are subject to the provisions of the Outdoor Advertising Act. The Division of Highways is prepared to answer questions about state regulation of campaign signs, and can be reached at (916) 651-9327.

Other Elections Code Regulations

Candidates are encouraged to familiarize themselves with the Elections Code, which can be found at <http://bit.ly/electionscode>. Pertinent sections of the code are also listed in the appendices of this guide.

CONTACT INFORMATION

City of Waterford
City Clerk
101 E Street
Waterford, CA 95386
Phone: (209) 874-2328 Ext. 109
Fax: (209) 874-9656
Email: mlutzow@cityofwaterford.org

Stanislaus County
Registrar of Voters
1021 "I" Street, Suite 101
Modesto, CA 95354
Phone: (209) 525-5200
Fax: (209) 525-5802
Email: stanvote@stancounty.com

Secretary of State
Political Reform Division
1500 11th Street, 4th Floor, Room 495
Sacramento, CA 95814
Phone: (916) 653-6224
Fax: (916) 653-5045

Fair Political Practices Commission (FPPC)
1102 Q Street, Suite 3000
Sacramento, CA 95811
Phone: (866) ASK-FPPC or (866) 275-3772
Email: advice@fppc.ca.gov



**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on November 6, 2018**

Deadline	Period	Form	Notes
Jul 31, 2018 <i>Semi-Annual</i>	* – 6/30/18	460	<ul style="list-style-type: none"> All committees must file Form 460.
Within 24 Hours <i>Contribution Reports</i>	8/8/18 – 11/6/18	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or measure being voted upon November 6, 2018. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sep 27, 2018 <i>1st Pre-Election</i>	7/1/18 – 9/22/18	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 25, 2018 <i>2nd Pre-Election</i>	9/23/18 – 10/20/18	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery, guaranteed overnight service or online, if available.
Jan 31, 2019 <i>Semi-Annual</i>	10/21/18 – 12/31/18	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2018.

Additional Notes:

- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2018 and do not have an open committee may file Form 470 on or before September 27, 2018. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov. Click on Learn, then Campaign Rules.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- Click [here](#) to view a video on basic information for candidates and committees.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

(EC 13307-13317, 18350, 18351)

A statement by the candidate describing his or her education and qualifications is optional and can be printed in the voter information pamphlet section of the County Voter Information Guide. The candidate statement and full deposit must be submitted at the same time and must be received by the Registrar of Voters office before the end of the nomination filing period.

The candidate's statement is designed to acquaint voters with a candidate's qualifications for the office he/she is seeking. The statement may include the name, age and occupation of the candidate and a brief description of no more than **200 words** of the candidate's education and qualifications.

State Senate and State Assembly candidates who have accepted voluntary spending limits and U.S. Representative candidates may file a statement of no more than 250 words.

Statements should not contain any demonstrably false, slanderous or libelous statements.

The candidate is responsible for the content of the statement submitted for inclusion in the County Voter Information Guide. It is a misdemeanor for a candidate to knowingly make a false statement of a material fact in a candidate statement with intent to mislead voters in connection with his/her campaign for election to a nonpartisan office.

Stanislaus County candidate statements are required by U.S. Code Title 42, Chapter 20, Subchapter I-B to be in the English and Spanish languages.

Time Period for Filing: The optional Candidate Statement of Qualifications is filed during the candidate nomination period. It is recommended you submit your final draft via email to stanvote@stancounty.com with "Candidate Services" in the subject line so your statement can be reviewed prior to your visit to the ROV to officially file and pay for the candidate statement. This review provides an opportunity for corrections to formatting, word count, spelling, documentation needed, etc. **PRIMARY ELECTIONS:** Candidate Statement of Qualifications must be filed at the same time the Declaration of Candidacy is filed.

Where: Stanislaus County Registrar of Voters
1021 "I" Street, Suite 101
Modesto, CA 95354

Contents: The statement may contain the name, age and occupation of the candidate and a brief description of no more the 200 words (*unless otherwise stated*) of the candidate's education and qualifications expressed by the candidate. The spacing for the statement is to be uniform and conform to the guidelines on the next page. Statements not in compliance will not be accepted.

Restrictions: The candidate's statement shall not include the political party affiliation of the candidate nor membership or activity in partisan political organizations. Candidate photographs are not permitted. (13307(a)(1))

Candidate statements should be about the candidate's own personal background and qualifications and shall not in any way make reference to other candidates. The elections official shall not print or circulate any statement that the elections official determines does not meet this restriction. (EC 13308)

Withdrawal: The statement may be withdrawn **but not changed** during the period for filing Nomination Petitions and until 5:00 pm of the next business day after the close of the nomination period. Any request for withdrawal of a candidate's statement must be in writing and signed by the candidate.

- Candidate Re-filing:** Candidates may withdraw their candidacy during the nomination period and re-file as a new candidate prior to the close of nomination. Filing fees (if any) are non-refundable. Candidate statement fees are refundable. A re-filing candidate must re-pay all filing fees associated with the office sought and submit new candidacy paperwork. The candidate may then choose to re-submit the same or a completely different candidate statement.
- Endorsements:** If your statement contains endorsements you must file written authorization with your statement from the person(s) giving you the endorsement. Letters must be signed and dated.
- Permission:** If you use someone else's name or the name of a business in your statement you must file written authorization from the person or business stating that you have their permission to use their name in this manner. Letters must be signed and dated.
- Confirmation of Position:** Plan to produce confirmation in writing if you include your position (not mere membership) in an association, group or a business title. Example: *President of the Grand Central Ballroom Association* could be proven by production of an agenda, plaque, letter, business card or other item which indicates your name and title.
- Confidentiality of Statements:** Notwithstanding any other provisions of law, candidates' statements filed pursuant to EC 13307 shall remain confidential until the close of the nomination period for the office sought. (EC 13311)
- Public Examination:** During the 10 calendar day period commencing the day after the close of the nomination period, anyone may examine a candidate's statement and may purchase copies. During this period any voter of the jurisdiction in which the election is being held or the county elections official may seek a writ of mandate or an injunction requiring any or all of the material in a candidate's statement to be amended or deleted. (EC 13313-13314)
- Cost:** An estimated printing cost deposit is required when a candidate statement is filed. Candidates will be invoiced for the difference if the actual cost exceeds the deposit and will receive a refund if the actual cost is less than the deposit. The deposit table is located on page 39 of this guide.

For shared county districts, it is the responsibility of the candidate to contact other counties for their prices and formatting restrictions. The candidate will be responsible for submitting his/her statement with each county involved in the shared district.

It is recommended that a candidate not wait until the last minute to draft and submit a candidate statement! Check the statement carefully for errors in spelling, punctuation and grammar. Neither the candidate nor the elections official can make any corrections to a statement once the candidate statement is filed.

PREPARATION OF THE CANDIDATE'S STATEMENT FORMATTING GUIDELINES

(EC 13307)

In order to ensure uniformity of all candidate statements, all candidates must prepare their statements using the following guidelines:

- The statement must contain no more than 200 words (*unless otherwise stated*). See “*How to Count Words*” in the following pages.
- Statements must be **electronically submitted on a CD or via e-mail** which will be printed in the Registrar of Voters office and attached to the *Candidate Statement of Qualifications* form. Candidate statements submitted via e-mail to stanvote@stancounty.com should make note in the subject line *Attn: Candidate Services*.
- Format all text *flush left* – no indentations allowed.
- Must fit within the allotted ¼ page space.
- The statement should be in Word format in Arial 10.
- Only solid round bullets are allowed and must be flush left.
- Capitalization is only allowed at the beginning of a sentence or for proper nouns.
- The statement must be written in the first person.
- The following standard header format of the statement will include the district office, candidate name, age (optional) and occupation. This standard header will appear above all candidate statements and is not counted as part of the word limit:

STATEMENT OF CANDIDATE FOR CONSOLIDATED UNION SCHOOL DISTRICT – AREA 4	
Fred Businessman	Age: 38
Occupation: Health Facility Director	
Education and Qualifications: (<i>Your 200 or 250 word statement starts here</i>)	

- **Do not use any of the following:**
 - Italics
 - Indents
 - All Capital Letters
 - Bold Type
 - Underlines
 - Quotation Marks
 - Tables
 - Multiple Punctuation
 - Unusual Spacing

The format of your statement may need to be changed by the Candidate Services Manager to conform to these formatting guidelines for inclusion in the County Voter Information Guide.

CANDIDATE STATEMENT EXAMPLES

Fictitious examples of Candidate Statements of Qualifications

<u>ACCEPTABLE</u>	<u>NOT ACCEPTABLE</u>
<p align="center">STATEMENT OF CANDIDATE FOR CONSOLIDATED UNION SCHOOL DISTRICT – AREA 4</p> <p>Joseph W. Candidate Occupation: Businessman</p> <p>Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be.</p> <p>If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.</p> <p>I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. A vote for me is a vote for change!</p> <p>Contact me at:</p> <ul style="list-style-type: none"> • 209-555-5555 • jcandidate@email.com • www.joecandidate.com 	<p align="center">STATEMENT OF CANDIDATE FOR CONSOLIDATED UNION SCHOOL DISTRICT – AREA 4</p> <p>Joseph W. Candidate Occupation: Businessman</p> <p>Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be.</p> <p>If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.</p> <p><i>Unlike my opponent...</i> I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs.</p> <p><i>A vote for Joseph W. Candidate is a vote for change!!!</i></p> <p>Contact me at:</p> <ul style="list-style-type: none"> • Jcandidate@email.com • www.joecandidate.com • 209-555-5555
<u>ACCEPTABLE</u>	<u>NOT ACCEPTABLE</u>
<p align="center">STATEMENT OF CANDIDATE FOR CONSOLIDATED UNION SCHOOL DISTRICT – AREA 4</p> <p>Fred Businessman Age: 38 Occupation: Health Facility Director</p> <p>Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs and believe that I am the best person for this position. I am willing to work very hard to make our lovely little community the best that it can possibly be.</p> <p>If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.</p> <p>I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. I appreciate your support!</p>	<p align="center">STATEMENT OF CANDIDATE FOR CONSOLIDATED UNION SCHOOL DISTRICT – AREA 4</p> <p>Fred Businessman Age: 38 Occupation: Health Facility Director</p> <p>Education and Qualifications:</p> <ul style="list-style-type: none"> ➤ I have lived here my entire life and I love this community. ➤ I would like to get more involved in our community affairs. ➤ I believe that I am the best person for this position. ➤ I am willing to work very hard to make our lovely little community the best that it can possibly be. <p><u>If you elect me I promise</u> that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.</p> <p>I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs.</p> <p><i>VOTE FOR FRED BUSINESSMAN!!!</i></p>

HOW TO COUNT WORDS

(EC 9)

Listed below are the guidelines specified in Elections Code 9 for counting the number of words submitted on any document whose content is limited by statute, such as candidate statements:

Count as one word:

Punctuation: Punctuation is not counted.

Titles: Each word used in a title of a document, such as "Friends for Measure A," is counted separately.

Cities/Counties: All geographical names will be counted as one word. For example, "County of Stanislaus" will be counted as one word.

Abbreviations: Each abbreviation for a word, phrase or expression will be counted as one word.

Hyphenations: Hyphenated words that appear in any generally available standard reference dictionary will be considered as one word. Each part of all other hyphenated words will be counted as a separate word.

Dates: Dates will be counted as one word.

Numbers: Any number consisting of a digit or digits will be considered as one word. Any number that is spelled will be considered as a separate word. "100" will be counted as one word, whereas "one hundred" will be counted as two words.

Telephone & Internet: Website addresses and telephone numbers are one word.

Percent, Etc.: It is department policy to count numbers consisting of a digit or digits used with a dollar sign (\$), cent sign (¢), percentage sign (%) or number sign (#) as one word.

Examples:

Category	Example	Word Count
Acronyms and Abbreviations	CSUS, C.S.U.S., Nov., etc.	One
Dates	01/01/2014 or January 1, 2014	One
E-Mail	stanvote@stancounty.com	One
Geographical Name	Stanislaus County or City of Modesto	One
Hyphenated Words - Published in U.S. dictionary within the past 10 years	Mother-in-law	One
Hyphenated Words - <u>Not</u> published in U.S. dictionary within the past 10 years	Taxpayer-advocate	One for each (Two)
Internet Address	www.stanvote.com	One
Numbers Using Digits	1, 10, 100, etc.	One
Numbers Spelled Out	One Hundred Thousand	One for each (Three)
Numerical Computations	50%, 1/2, 2.3, etc.	One
Telephone Numbers	209-525-5200	One
Titles	Friends for Measure A	One for each (Four)

ADVANCE PAYMENT FOR CANDIDATE STATEMENTS

(EC 13307(c))

An estimation of the total prorated cost of printing, handling and mailing the 1/4 page candidate statements will include costs incurred as a result of complying with the Voting Rights Act of 1965. This estimated cost is due upon filing the statement. Cost of the statement will double if the candidate statement extends beyond the allotted 1/4 page space. Make checks payable to: **Stanislaus County Clerk-Recorder**.

If the actual cost is less than the deposit you will receive a refund. If the actual cost is more than the deposit, you will receive an invoice for the difference and are required to pay the balance upon receipt of the invoice. It can take up to 3 months to produce a refund or invoice. In the case of shared county districts it is the responsibility of the candidate to contact each county involved and establish their costs and formatting restrictions. The Stanislaus County Registrar of Voters does not accept candidate statements or statement fees on behalf of other counties.

COST TABLE FOR CANDIDATE STATEMENTS

(This cost estimate includes printing charges for both the English and Spanish languages)

Number of Registered Voters In District	Deposit Amount Required
1 - 5,000	\$750
5,001 - 25,000	\$1,000
25,001 - 50,000	\$1,250
50,001 - 100,000	\$1,500
100,001 - 150,000	\$2,250
150,001 - 200,000	\$2,750
201,000 and over	\$3,000

The estimates quoted above are based on a 200 word statement formatted to fit within the allotted 1/4 page space. Costs may vary depending upon the number of candidates who file a statement for the same office, number of ballot types in the district, number of pages in the various County Voter Information Guides and number of registered voters who will be receiving the various County Voter Information Guides. These variables may cause actual costs to vary significantly from estimated costs.

INDIGENT CANDIDATES

(EC 13309)

When advance payment is required for a candidate statement but the candidate alleges to be indigent and unable to pay the required deposit in advance, the candidate must submit to the county elections official a statement of financial worth to be used in determining whether or not he/she is eligible to submit a candidate's statement without advance payment. The statement of financial worth is submitted by the candidate together with the candidate's statement during the filing period. The "Statement of Financial Worth" forms are available at the county elections official's office and will be furnished upon request. Necessary data requested includes candidate's most recent federal income tax returns, candidate's employer, income, real estate holdings, tangible personal property and financial obligations. The candidate will certify under penalty of perjury under the laws of the State of California that the contents of the statement are true and correct.

If the county elections official determines that the candidate is indigent, his/her statement will be printed and mailed without advance payment. If the county elections official determines that the candidate is not indigent, the candidate has three days to either withdraw the candidate's statement or pay the estimated deposit amount. The Registrar of Voters is not obligated to print and mail the statement if payment is not received.

An indigent candidate will be invoiced and must pay the full cost of the candidate's statement following the election. The "Statement of Financial Worth" is a public record and is available for review.

CONFIDENTIALITY OF CANDIDATE STATEMENTS

Ten Calendar Day Public Examination Period

(EC 13311, 13313)

Candidate statements filed pursuant to EC 13307 shall remain confidential until the expiration of the filing deadline. Candidate statements are available for viewing after the filing deadline has passed. There is a ten calendar day public examination period when the documents may be reviewed and copies obtained for \$3.00 per statement. During this 10 calendar day examination period, any voter of the affected jurisdiction may take legal action to challenge the contents of the candidate's statement pursuant to EC 13313. A peremptory writ of mandate or an injunction will issue only upon clear and convincing proof that the material in question is false, misleading or inconsistent with the requirements of this chapter, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official elections materials as provided by law.

FALSE STATEMENTS IN CANDIDATE STATEMENT- PENALTY

(EC 18351)

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to EC 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office, is punishable by a fine not to exceed \$1,000.

CALIFORNIA LEAGUE OF WOMEN VOTERS

The California League of Women Voters website provides valuable election related information including candidate profiles. Contact the League of Women Voters at (209) 524-1698 or visit www.SmartVoter.org for more information.

Code of Fair Campaign Practices

Election Code 20440

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

THEREFORE:

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

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

Print Name

Signature

Date

Office Sought

**ELECTIONS CODE
SECTION 20400**

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. Intent of legislature. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices. It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters. The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. Definition of "Code". As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. Subscription to code; form. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary. In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

20441. Supply of forms. The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. Retention of forms; public inspection. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Public record. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. Voluntary. In no event shall a candidate for public office be required to subscribe to or endorse the code.

MASS AND SLATE MAILING REQUIREMENTS

(GC 82041.5, 82048.3, 84305, 84305.5)

Pursuant to Elections Code (EC) 16:

GC 82041.5 “Mass mailing” means over 200 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.

GC 84305. (a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not 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 mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate’s, candidate controlled committee established for an elective office for the controlling candidate’s, or political party committee’s address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is 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 mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee’s address is a matter of public record with the Secretary of State.

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

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

(d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

(e) For purposes of this section, the following terms have the following meaning:

(1) “Mass electronic mailing” means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.

(2) “Sender” means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84217, inclusive.

(3) To “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

GC 82048.3 "Slate mailer" means a mass mailing which supports or opposes a total of four or more candidates or ballot measures.

GC 84305.5. (a) No slate mailer organization or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:

(1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of slate mail in no less than 8-point Roman type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measure is a matter of public record with the Secretary of State's Political Reform Division.

(2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point Roman boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

NOTICE TO VOTERS

THIS DOCUMENT WAS PREPARED BY (name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. Appearance in this mailer does not necessarily imply endorsement of others appearing in this mailer, nor does it imply endorsement of, or opposition to, any issues set forth in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an *.

(3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.

(4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by an *. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by an *.

The * required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position advocated to which the * designation applies except that in no case shall the * be required to be larger than 10-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

(5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point Roman type which shall be in a color or print that contrasts with the background so as to be easily legible. The designation shall not be required in the case of candidates for nonpartisan office.

(b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of Section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the * designation. The payment shall also be deemed to constitute authorization to appear in the mailer.

POLITICAL ADVERTISEMENT REQUIREMENTS

(EC 20008)

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and 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" means published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

For further information on political advertising, refer to the FPPC website at www.fppc.ca.gov.

FALSE OR FORGED CAMPAIGN MATERIALS

(PC 115.2)

No person shall knowingly publish or cause to be published any campaign advertisement containing false or fraudulent depictions or representations of official public documents or purported official public documents with intent to deceive.

For purposes of this section "campaign advertisement" means any communication directed to voters by means of a mass mailing as defined in GC 82041.5, a paid newspaper advertisement, an outdoor advertisement or any other printed matter, if the expenditures for that communication are required to be reported by Chapter 4, commencing with 84100, of Title 9 of the Government Code.

Any violation of this section is a misdemeanor punishable by imprisonment in the county jail or by a fine not to exceed \$50,000 or both.

TRUTH IN ENDORSEMENTS LAW

(EC 20000-20010)

This code section provides information regarding restrictions on endorsements, representation requirements, etc. To reference California Elections Code visit: leginfo.legislature.ca.gov/faces/codes.xhtml

OUTDOOR POLITICAL ADVERTISING

The California Department of Transportation Outdoor Advertising Branch regulates political sign placement in the unincorporated areas of Stanislaus County. A *Statement of Responsibility for Temporary Political Signs* form must be signed and submitted to the California Department of Transportation before placing signs in these areas. A copy of this form is included in the following pages. For more information call the California Department of Transportation at (916) 654-6473.

The City of Modesto requires a *Neighborhood Preservation Unit* form be filed with the City Clerk prior to posting signs within the city limits of Modesto. A copy of the form is included in the following pages.

The Registrar of Voters does not have jurisdiction over the placement or removal of campaign lawn signs or other outdoor advertising. Contact the City Clerk's Office for information concerning requirements or restrictions for local municipal jurisdictions. Contact the Department of Transportation regarding unincorporated areas.

Public utilities prohibit the posting of signs on their property; this includes telephone poles.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY _____
DATE

Mail Statement of Responsibility to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

REGISTRATION AND ELECTION DATA

(EC 2187, 2188, 2194)

VOTER FILES

Voter registration information is available to persons or groups for election, scholarly, journalistic, political or governmental purposes, as determined by the Secretary of State. Each written request to view, purchase or use voter registration information must be submitted in person and with identification on an application available at the Stanislaus County Registrar of Voters office.

PERMISSIBLE USAGE

The California Code of Regulations, Division 7, Article 1, Section 19003, specifies permissible uses for any data obtained from voter registration files. Permissible usage includes, but is not limited to using registration information for purposes of communicating with others in connection with any election; sending communications, including but not limited to, mailings which campaign for or against any candidate or ballot measure in any election; sending communications, including but not limited to, mailings by or on behalf of any political party; provided however, that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments and related matters; sending communications, including but not limited to, mailings, incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition; sending of newsletters or bulletins by any elected public official, political party or candidate for public office; conducting any survey of voters in connection with any election campaign; conducting any survey of opinions of voters by any government agency, political party, elected official or political candidate for election or governmental purposes; conducting an audit of voter registration lists for the purposes of detecting voter registration fraud; soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure; any official use by any local, state or federal governmental agency.

PROHIBITED USAGE

Prohibited usage includes: Any communication or other use solely or partially for any commercial purpose; solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support or opposition of a ballot measure; conducting any survey of opinions of voters other than those permitted by EC 19003. EC 18109 states: "(a) It is a misdemeanor for any person in possession of information obtained pursuant to Article 5 (commencing with EC 2180) of Chapter 2 of Division 2, or Section 6254.4 of the Government Code, knowingly to use or permit the use of all or any part of that information for any purpose other than as permitted by law. (b) It is a misdemeanor for any person knowingly to acquire possession or use of voter registration information referred to in subdivision (a) without first complying with EC 2188."

PRICE LIST

Allow 2 working days for all data requests

(Update to price list anticipated July 2018, check with office)

- Indexes / Walking Lists: \$12.75 for each request plus \$0.0005 per name. (CD add \$2.00)
- Labels: \$40 minimum; contact the Registrar of Voters office for a quote.
- Statement of Vote: Online version is available free at www.stanvote.com starting with the November 6, 2007 Consolidated District Election.
- Statement of Vote: Printed copy version is \$40.00 for the entire document or \$3.00 for the first page and \$2.00 for each additional page.
- GIS Precinct Maps: Available through ARC (209) 524-2924, 1801 H Street, Modesto, CA
- Vote by mail voter lists: \$6.50 per list plus \$0.30 per page.

To obtain voter registration and election data, call (209) 525-5201 and ask for the Tech Team.

**SECRETARY OF STATE
BALLOT DESIGNATION REGULATIONS**

Chapter 7. Ballot Designations

§ 20710. General Provisions.

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.

(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.

(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.

(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.

(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

Note: Authority cited: Section 12172.5, Government Code.

Reference: Sections 13107, 13107.3, Elections Code.

§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

(d) Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," "City of Orange Mayor Pro Tem," and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, subject to the three-word limit, be considered under the provisions of § 13107(a)(3). Examples of acceptable ballot designations under this section include, but are not limited to, "Assembly Minority Leader," "California Assembly Speaker," and "Mayor Pro Tem."

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority cited: Section 12172.5, Government Code.
Reference: Section 13107, Elections Code.

§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent."

(c) The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

(1) "Profession" means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable

license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three-word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language, which was published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as that term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of . . . ," "County of . . . ," or "City and County of . . ." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento. Examples of designations containing a special district or political subdivision that are not geographical names include "Butte County Rural Fire District Captain," "Huntington Beach Unified School District President," and "South Bay Irrigation District Director."

(4) An acronym shall be counted as one word.

(g) A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so pursuant to Elections Code section 13107(a)(3), but that ballot designation shall be limited to no more than three words. Examples of acceptable designations under this section include "State Senator/Rancher," "California Assemblywoman/Attorney," "County Supervisor/Teacher," and "State Controller/Businessman." Examples of unacceptable designations under this section include "Assemblyman, 57th District/Educator," "California State Senator/Architect," "Placer County Supervisor/Business Owner," and "Member, Board of Equalization/Banker."

Note: Authority cited: Section 12172.5, Government Code.
Reference: Sections 9, 13107, Elections Code.

§ 20714.5. “Community Volunteer.”

(a) “Community Volunteer” means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

(1) A charitable, educational, or religious organization as defined by the United States Internal Revenue Code section 501(c)(3);

(2) A governmental agency; or

(3) An educational institution.

(b) The activity or service must constitute substantial involvement of the candidate’s time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate within the meaning of subdivisions (a) and (b) of section 20714 of this Chapter.

Note: Authority cited: Section 12172.5, Government Code; Section 13107.5(b), Elections Code.

Reference: Sections 13107 and 13107.5, Elections Code; Section 501(c)(3), United States Internal Revenue Code.

§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase “appointed incumbent” if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work (except as set forth in Section 20714.5 of this Chapter), and matters pursued as an amateur.

(2) Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated, except as set forth in Section 20714.5 of this Chapter. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "senior," "emeritus," "specialist," "magnate," "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h)(1) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.

(2) In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

(A) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;

(B) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;

(C) The candidate has reached at least the age of 55 years;

(D) The candidate voluntarily left his or her last professional, vocational or occupational position; and,

(E) The candidate's retirement benefits are providing him or her with a principal source of income.

(3) If a candidate is requesting a ballot designation that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word "retired" in his or her ballot designation.

(4) A candidate may not use the word "retired" in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority cited: Section 12172.5, Government Code.
Reference: Section 13107, Elections Code.

§ 20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet required to be filed with the Secretary of State pursuant to Elections Code § 13107.3 and § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials in and the rendering of a final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority cited: Section 12172.5, Government Code.

Reference: Sections 13107, 13107.3, Elections Code.

§ 20718. Communication of Decisions Regarding Ballot Designations.

(a) If a candidate's proposed ballot designation has been rejected, an official copy of the decision of the Secretary of State will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit a copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission or e-mail to the facsimile number or e-mail address listed on the candidate's Ballot Designation Worksheet.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority cited: Section 12172.5, Government Code.
Reference: Section 13107, Elections Code.

§ 20719. Service of Legal Process Regarding Ballot Designations.

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

(d) The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Elections Code § 15375, except for a candidate for judge of the superior court.

Note: Authority cited: Section 12172.5, Government Code.
Reference: Sections 13107, 13314, Elections Code.

Code of Fair Campaign Practices

Election Code 20440

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

THEREFORE:

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

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

Print Name

Signature

Date

Office Sought

**ELECTIONS CODE
SECTION 20400**

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. Intent of legislature. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices. It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters. The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. Definition of "Code". As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. Subscription to code; form. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary. In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

20441. Supply of forms. The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. Retention of forms; public inspection. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Public record. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. Voluntary. In no event shall a candidate for public office be required to subscribe to or endorse the code.