



CANDIDATE HANDBOOK and Resource Guide

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

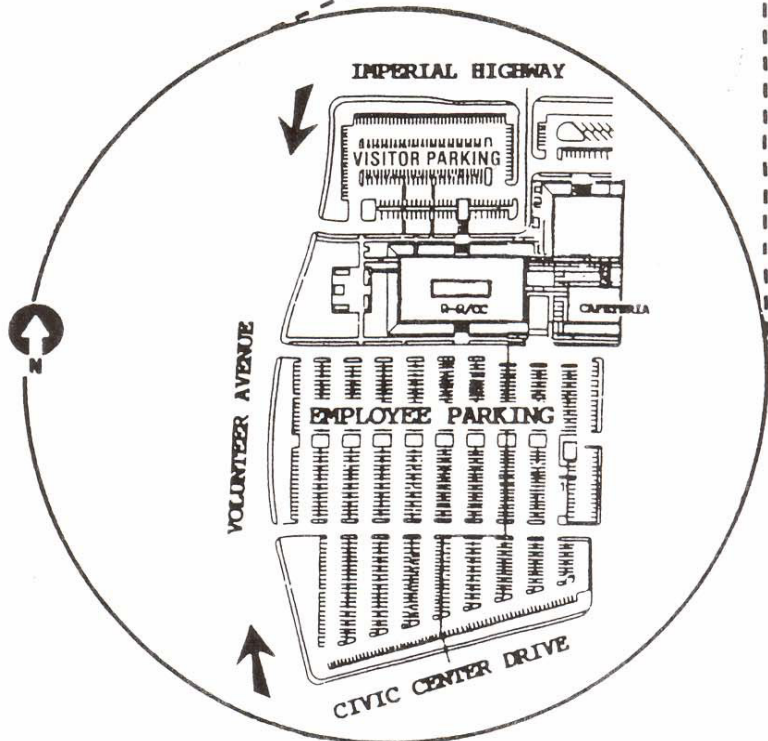
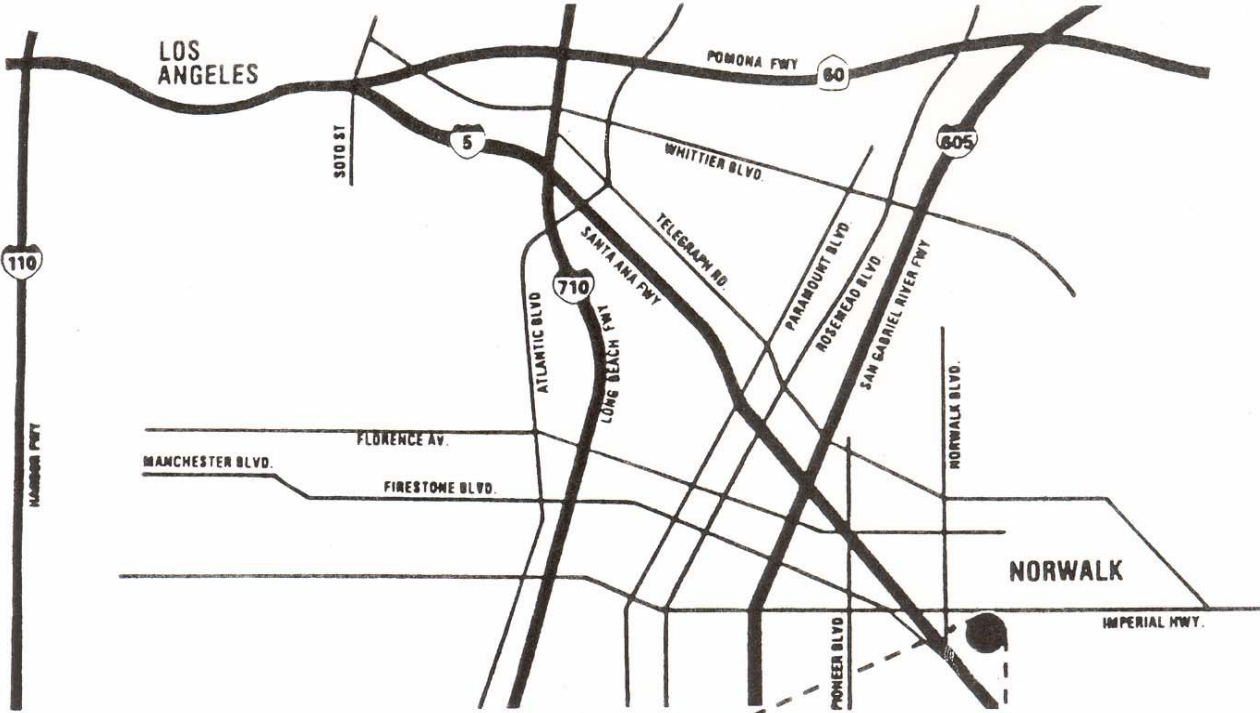
(Consolidated with Long Beach City Primary Nominating Election)

APRIL 8, 2008



Registrar-Recorder/County Clerk
12400 Imperial Highway - Norwalk, CA 90650
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www.lavote.net

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY, NORWALK, CA 90650





COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

TO: Candidates, Campaign Managers and other Interested Individuals

FROM: Dean Logan, Chief Deputy, Registrar-Recorder/County Clerk *ML*

SUBJECT: **CANDIDATE HANDBOOK AND RESOURCE GUIDE**

The City of Long Beach will be conducting the April 8, 2008 Long Beach Unified School District and Community College District Governing Board Members Election (Consolidated with the Long Beach City Primary Nomination Election). In accordance with the Long Beach City Charter, the Unified School District candidates and the Community College District candidates are required to file nomination documents with the county elections official.

This Candidate Handbook and Resource Guide has been prepared to assist candidates filing for offices on the ballot for the Long Beach Unified School District Governing Board and the Long Beach Community College District Board of Trustees. The handbook provides a general overview of major events and valuable information related to critical deadlines for the candidate filing process, guidelines for candidate statements and campaign finance disclosure filing requirements.

Please review the information provided in this handbook carefully. We hope you will find the handbook to be both informative and useful. Section 1, Chapters 1 through 5, include general candidate filing information and Section 2, Chapters 1 and 2, include election and campaign information. On-line access to this handbook is available on our website www.lavote.net. The names of candidates for offices to be filled and other information will be updated daily on website listings to assist you with the candidate filing process.

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

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

NOTICE

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

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

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

Section

1

A stylized graphic of the American flag, featuring a blue field with white stars on the left and pink and white wavy stripes on the right.

**Candidate
Handbook**

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Chapter 1

Calendar of Events

CALENDAR OF EVENTS

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

APRIL 8, 2008

IMPORTANT NOTICE

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

DATES	EVENTS
(2007) DEC. 3 (M) DEC. 17 (M) E - 127 E-113	NOTICE OF ELECTION – PUBLICATION (UNIFIED SCHOOL DISTRICT) Between these dates the notice of election shall be published once. (E. C. §§ 12101 & 12102)
DEC. 7 (F) E-123	ADOPT ELECTION RESOLUTION (COMMUNITY COLLEGE DISTRICT) Last day for Board of Trustees to adopt resolution calling the community college district election and setting forth the specifications of the election order. (Ed. Code §§ 5000 & 5322)
DEC. 10 (M) E-120	FORMAL NOTICE OF ELECTION (COMMUNITY COLLEGE DISTRICT) Not later than this date the County Superintendent of Schools shall deliver the formal notice of election. (Ed. Code §§ 5324 & 5325) BOARD RESOLUTION re CANDIDATE STATEMENTS Not later than this date the district board shall by resolution determine the word limitation for candidate statements (200 or 400 words); specify if the candidate(s) or the district will bear the costs of printing and distributing the statements, and if cost is to be paid by the candidate, whether advance payment is required. (E. C. § 13307)

DATES	EVENTS
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<p>DEC. 10 (M) E-120</p>	<p>(2008) JAN. 9 (W) E-90</p>	<p>NOTICE OF ELECTION – PUBLICATION (COMMUNITY COLLEGE DISTRICT) Between these dates the notice of election shall be published once.</p> <p>A general press release shall be issued providing information on the elective offices and the telephone number to call regarding candidate nomination procedures. (E. C. § 12112 & Ed. Code § 5363)</p> <p>A copy of the published notices shall be delivered to the District Secretary/Superintendent and each notice shall be posted in the district office. (E. C. § 12113)</p>
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<p>DEC. 17 (M) E-113</p>	<p>JAN. 11 (F) E-88</p>	<p>NOMINATION PERIOD First and last day for candidates to file nomination documents. (E. C. §§ 10220 & 10603 & Long Beach City Charter § 2204)</p> <p>DECLARATION OF CANDIDACY – AFFIDAVIT OF NOMINEE AND OATH OF AFFIRMATION OF ALLEGIANCE Declarations of Candidacy must be filed during this period for candidates for the community college district. Nominating Petitions, Affidavit of Nominee and Oath of Affirmation of Allegiance must be filed for candidates for the unified school district during this period. (E.C. §§ 10220, 10226 & 10603 & Long Beach City Charter § 2204)</p> <p>CANDIDATE STATEMENTS During this period candidates may file a candidate statement not to exceed the word limitation prescribed by the district board (200 or 400 words) for inclusion with the sample ballot. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307)</p>
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DATES	EVENTS
<p>JAN. 11 (F) 5 P.M. E-88</p>	<p>NOMINATION PERIOD – DEADLINE DATE Last day for candidates to file declarations of candidacy/affidavits of nominee and oath of affirmation of allegiance and nominating petitions as specified. (E. C. §§ 10220 & 10603)</p> <p>CANDIDATE WITHDRAWAL No candidate including incumbent, whose declaration of candidacy/affidavit of nominee and oath of affirmation of allegiance has been filed may withdraw after this date except when nomination period has been extended for that office. (E. C. §§ 10224 & 10603)</p> <p>APPOINTMENT – NO ELECTION (COMMUNITY COLLEGE DISTRICT) If only one person or no person has filed a declaration of candidacy/affidavit of nominee and oath of affirmation of allegiance if a petition to hold an election has not been filed by this date, the qualified person(s) nominated shall be seated at the organizational meeting of the board or, if no person has been nominated, the governing board shall appoint a qualified person(s) at a meeting prior to the day fixed for the election. (Ed. Code § 5328)</p> <p>NOTICE OF APPOINTMENT – NO ELECTION – COMMUNITY COLLEGE DISTRICT – PUBLICATION After this date, if no one has been nominated to the office, a notice shall be published once stating that the governing board intends to make an appointment and procedures for applying for the office. (Ed. Code §§ 5303 & 5328.5)</p>

DATES	EVENTS
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<p>JAN. 11 (F) 5 P. M. E-88</p>	<p>APPOINTMENT IN-LIEU OF ELECTION – UNIFIED SCHOOL DISTRICT PUBLICATION</p> <p>If no more candidates file for office than there are offices to be filled and if there are no other offices or measures on the ballot the board of education shall be notified that it may:</p> <ol style="list-style-type: none"> (1) Appoint to the office the person who has been nominated. (2) Appoint to the office any eligible elector if no one has been nominated. (3) Hold the election if either no one or only one person has been nominated. <p>A notice of these facts shall be published once in a newspaper in the city. After publication, the board of education may make the appointment or direct the election to be held.</p> <p>(E. C. § 10229 & Gov. Code § 6061)</p>
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<p>JAN. 12** (Sa) E-87**</p>	<p>JAN. 16 (W) 5 P. M. E-83</p>	<p>NOMINATION EXTENSION PERIOD IF INCUMBENT DOES NOT FILE</p> <p>If a declaration of candidacy/affidavit of nominee and oath of affirmation of allegiance for the incumbents not filed by 5 p. m. on January 12, the nomination period shall be extended until January 16, 5 p. m., for persons other than the person(s) who was the incumbent on January 12, 2008. The extension does not apply where there is no incumbent eligible to be elected.</p> <p>(E. C. §§ 10225 & 10604)</p>
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**January 12 (Saturday) and January 13 (Sunday) office will be closed

DATES	EVENTS
JAN. 12** (Sa) E-87**	JAN. 22* (Tu) 5 P. M. E-77* PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS/CANDIDATES' NAMES AND BALLOT DESIGNATIONS During this period candidate statements and candidates' names and ballot designations shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. § 13313) NOTE: If the nomination period is extended for a particular office, the inspection period for that office shall be adjusted to January 17 through January 28* .
JAN. 16 (W) 5 P.M. E-83	PETITION TO HOLD ELECTION (COMMUNITY COLLEGE DISTRICT) Last day to file a petition signed by 10% or 50 voters (whichever is smaller in number) in the district or trustee area, requesting that an election be held if no one has been nominated for the office. (Ed. Code § 5326)
JAN. 17 (Th) 11:00 A.M. E-82	RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)
JAN. 31 (Th) E-68	DEATH OF A CANDIDATE (COMMUNITY COLLEGE DISTRICT) Last day on which the name of a deceased candidate may be removed from the ballot. Facts regarding death must be ascertained at least 68 days prior to election. (Ed. Code § 5329)

*Date adjusted due to weekend and/or holiday.

**January 12 (Saturday), January 13 (Sunday) the Registrar-Recorder/ County Clerk's Office will be closed.

DATES

EVENTS

FEB. 11 (M) E-57	MAR. 25 (Tu) 11 A.M. E-14	WRITE-IN CANDIDATE DECLARATION PERIOD A name written on a ballot will not be counted unless the person has filed during this period a declaration of candidacy/affidavit of nominee and oath of affirmation of allegiance and sponsors' signatures, if applicable, stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601)
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FEB. 28 (Th) E-40	MAR. 18 (Tu) E-21	MAIL SAMPLE BALLOTS The City Clerk shall mail a sample ballot pamphlet to each voter in the district during this period. (E. C. § 13303)
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MAR. 10 (M) E-29	PRECINCT OFFICERS AND POLLING PLACES APPOINTMENT Last day for City Clerk to appoint precinct officers and designate polling places. City Clerk shall mail a notice of appointment to each precinct officer. (E. C. § 12286)
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MAR. 10 (M) E-29	APR. 1 (Tu) E-7	VOTE BY MAIL – FIRST AND LAST DAY TO APPLY Applications may be filed with the City Clerk between these dates (both dates inclusive). Applications received prior to the 29th day will be kept and processed during this period. (E. C. § 3001)
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DATES

EVENTS

MAR. 14 (F)
E-25

COPIES OF VOTER INDEX

Last day to be notified by the district of the number of copies required, not to exceed two (2), of the voter index.
(E. C. § 2183)

MAR. 24 (M)
E-15

REGISTRATION CLOSES

Last day to transfer or register to vote in the election.
(E. C. § 2107)

MAR. 25 (Tu) APR. 1 (Tu)
E-14 E-7

NEW CITIZEN REGISTRATION/VOTING

Between these dates any new citizen (a person who meets all requirements of an elector and has become a U. S. citizen after the **14th** day prior to the election but on or before the **7th** day prior to that election) is eligible to register. This registration must be executed in this office. New citizen must provide proof of citizenship prior to voting.
(E. C. §§ 331 & 3500-3503)

NOTE: The new citizen must vote at the Long Beach City Clerk's Office.

MAR. 25 (Tu)
E-14

WRITE-IN CANDIDATE DECLARATION DEADLINE

Last day for a candidate to file a declaration of candidacy, affidavit of nominee and oath of affirmation of allegiance and sponsors' signatures, if applicable, stating that he or she is a write-in candidate for the election.
(E. C. §§ 8600 & 8601)

DATES

EVENTS

APR. 1 (Tu)
E-7

NOTICE OF TALLY CENTER LOCATION – PUBLICATION/POST

Last date for City Clerk to publish or post a notice specifying the public place to be used as the central tally center for counting the ballots.
(E. C. § 12109)

PRECINCT OFFICERS AND POLLING PLACES – PUBLICATION

Last date for City Clerk to publish once in a newspaper of general circulation within the jurisdiction, a list of precinct officers and polling places for each precinct.
(E. C. § 12105 & Gov. Code § 6061)

CANVASS VOTE BY MAIL BALLOTS

The City Clerk may commence the canvass on the 7th day before the election but shall not release the results of the tally until after the polls close.
(E. C. § 15101)

LIST OF NOMINEES – PUBLICATION (UNIFIED SCHOOL DISTRICT)

On or before this date, a notice shall be published once in a newspaper of general circulation published in the city.
(E. C. § 12110 & Gov. Code § 6061)

DATES

EVENTS

APR. 2 (W)
E-6

APR. 8 (Tu)
ELECTION
DAY

EMERGENCY VOTING BY MAIL

Between these dates any voter may apply to the City Clerk for a vote by mail ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick-up and return the ballot.

(E. C. § 3021)

APR. 8 (Tu)
ELECTION
DAY

ELECTION DAY

Polls open 7 a.m., close 8 p.m.

(E. C. § 10212, Ed. Code § 5000 & Long Beach City Charter §§ 1901 & 2206)

VOTE BY MAIL BALLOTS RETURNED – 8 P. M.

Last day for vote by mail ballots to be received by the City Clerk or turned in personally by the voter at any polling place in the jurisdiction. A designated family member may return the voted ballot under specified conditions.

(E. C. §§ 3017 & 3020)

APR. 22 (Tu)
E+14

COMPLETION OF OFFICIAL CANVASS

On or before this date, the City Clerk shall certify the election results to the governing boards.

(E. C. § 10262 & Long Beach City Charter § 2206)

MAY 1 (Th)
E+23

TAKE OFFICE (COMMUNITY COLLEGE DISTRICT)

Newly elected board of trustee members take office on the first day of the calendar month next succeeding their election.

(Ed. Code § 5017 (b))

DATES	EVENTS
JULY 21 (M) E+104	TAKE OFFICE (UNIFIED SCHOOL DISTRICT) Newly elected school board members take office on the third Monday in July after the election. (Long Beach City Charter § 2205)

NOTES: If any board of education (unified school district) candidate receives a majority of all votes cast at the primary nomination election, he or she shall be declared elected. If no candidate receives a majority of votes cast at the primary nominating election, the names of the two candidates who receive the most votes cast for all candidates shall be placed on the ballot for the board of education runoff election to be held on the first Tuesday after the first Monday in June (June 3, 2008).
 (Long Beach City Charter § 2206)

Candidates for board of trustees (community college district) who receive the highest number of votes cast shall be declared elected.
 (E. C. § 10600)

**RUN OFF ELECTION
LONG BEACH UNIFIED SCHOOL DISTRICT**

JUNE 3, 2008

DATES	EVENTS
	<p>CANDIDATE STATEMENT – UNIFIED SCHOOL DISTRICT No later than the third day following the governing body’s declaration of the results from the primary election, candidates may file a candidate statement not to exceed the word limitation prescribed by the district board (200 or 400 words) for inclusion with the sample ballot. (E. C. § 13307)</p>
<p>MAY 5 (M) RE - 29</p>	<p>PRECINCT OFFICERS AND POLLING PLACES – APPOINTMENT Suggested last day for City Clerk to appoint precinct officers and designate polling places. A notice of appointment shall be mailed to each precinct officer appointed. (E. C. § 12286)</p>
<p>MAY 5 (M) RE - 29</p>	<p>MAY 27 (Tu) RE - 7</p> <p>VOTE BY MAIL – FIRST AND LAST DAY TO APPLY Applications may be filed with City Clerk between these dates (both dates inclusive). Applications received prior to the 29th day will be kept and processed during this period. (E. C. § 3001)</p>

DATES		EVENTS
MAY 13 (Tu) RE - 21		MAIL SAMPLE BALLOTS Last day for the City Clerk to mail a sample ballot pamphlet to each voter in the district. (E. C. § 13303)
MAY 19, (M) RE - 15		REGISTRATION CLOSSES Last day to transfer or register to vote in the election. (E. C. § 2107)
MAY 20, (Tu) 5 P. M. RE - 14		WRITE – IN CANDIDATE DECLARATION A name written on a ballot will not be counted unless the person has filed a declaration and sponsors’ signatures stating that he or she is a write – in candidate for the election. (E. C. §§ 8600 & 8601)
MAY 20 (Tu) RE - 14	MAY 27 (Tu) RE - 7	NEW CITIZEN REGISTRATION/VOTING Between these dates any new citizen (a person who meets all requirements of an elector and has become a U. S. citizen after the 14th day prior to the election but on or before the 7th day prior to that election) is eligible to register. This registration must be executed at the office of the County Elections Official. New citizen must provide proof of citizenship prior to voting. (E. C. §§ 331 & 3500-3503) NOTE: The new citizen shall vote at the Long Beach City Clerk’s Office.

DATES

EVENTS

MAY 27 (Tu)
RE - 7

NOTICE OF TALLY CENTER LOCATION – PUBLICATION/ POST

Last date for City Clerk to publish or post a notice specifying the public place to be used as the central tally center for counting the ballots.
(E. C. § 12109)

PRECINCT OFFICERS AND POLLING PLACES – PUBLICATION

Last day for the City Clerk to publish once in a newspaper of general circulation within the jurisdiction, a list of precinct officers and polling places for each precinct.
(E. C. § 12105 & Gov. Code § 6061)

CANVASS VOTE BY MAIL BALLOTS

The City Clerk may commence the absent voter canvass on this date. The count may not be released until after the polls close on election day.
(E. C. § 15101)

MAY 28 (W)
RE - 6

JUNE 3 (Tu)
ELECTION
DAY

EMERGENCY VOTING BY MAIL

Between these dates any voter may apply to the City Clerk for a vote by mail ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot.
(E. C. § 3021)

DATES

EVENTS

JUNE 3, (Tu)
8 P. M.
ELECTION
DAY

ELECTION DAY
Polls open 7 a.m., close 8 p.m.
(E. C. § 10212, Ed. Code § 5000 & Long Beach
City Charter §§ 1901 & 2206)

VOTE BY MAIL BALLOTS RETURNED – 8 P.M.
Last day for vote by mail ballots to be received by
the City Clerk or turned in personally by the voter
at any polling place in the jurisdiction. A
designated family member may return the voted
ballot under specified conditions.
(E. C. §§ 3017 & 3020)

JUNE 17 (Tu)
RE + 14

COMPLETION OF OFFICIAL CANVASS
On or before this date, the City Clerk shall certify
the election results to the governing boards.
(E. C. § 10262 & Long Beach City Charter §
2206)

JULY 21 (M)
RE + 48

TAKE OFFICE – UNIFIED SCHOOL DISTRICT
Newly elected school board members take office
on third Monday in July after election.
(Long Beach City Charter § 2205)

Chapter 2

**Offices to be Filled,
Candidate Qualifications
and Information on Offices**

OFFICES TO BE FILLED

GOVERNING BOARD MEMBER ELECTIONS

APRIL 8, 2008

DISTRICTS	NUMBER TO BE ELECTED	OFFICEHOLDERS
LONG BEACH UNIFIED MEMBER, BOARD OF EDUCATION	DISTRICT NO. 2 DISTRICT NO. 4	Felton Williams Jon Meyer
LONG BEACH COMMUNITY COLLEGE MEMBER, BOARD OF TRUSTEES	TRUSTEE AREA NO. 2 TRUSTEE AREA NO. 4	Roberto Uranga Douglas W. Otto

CANDIDATE QUALIFICATIONS AND OFFICE INFORMATION

LONG BEACH UNIFIED SCHOOL DISTRICT LONG BEACH COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD MEMBER ELECTIONS

APRIL 8, 2008

OFFICE & QUALIFICATIONS	TERM OF OFFICE	NOMINATING SIGNATURES		FILING FEE	
		MIN.	MAX.	SALARY	FEE
LONG BEACH UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION MEMBERS A registered voter of the candidate's respective district at least thirty days prior to the first day nomination documents may be filed. (Long Beach City Charter § 2204)	District Nos. 2 & 4 4 Years	20	30	Varies	None
	TERM BEGINS	(E. C. § 10220)			
	July 21, 2008 (Long Beach City Charter § 2205)				

OFFICE & QUALIFICATIONS	TERM OF OFFICE	NOMINATING SIGNATURES		FILING FEE	
		MIN.	MAX.	SALARY	FEE
LONG BEACH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES MEMBERS A registered voter of the Trustee Area at the time nomination documents are issued. (Ed. Code § 72103 & E. C. § 201)	Trustee Area Nos. 2 & 4 4 Years	None		Varies	None
	TERM BEGINS				
	May 5, 2008 Ed. Code § 5017 (b)				

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

PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. No rotation.
(E. C. §§ 13111 & 13112)

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

Chapter 3

Filing Procedures

<p>GENERAL INFORMATION ON FILING PROCEDURES FOR CANDIDATES</p>

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

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

Only official documents issued by the Registrar-Recorder/County Clerk may be used. The forms are available at the Registrar-Recorder/County Clerk's Office, 12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding Saturdays, Sundays and holidays.

NOMINATION FILING PERIOD

<p>DEC.17 (M) Through JAN. 11, (F) 5 P.M.</p>	<p>E - 113 - 88</p>	<p>NOMINATION PERIOD FOR ALL CANDIDATES First and last day for candidates to file Declarations of Candidacy of Affidavit of Nominee and Oath of Affirmation of Allegiance and Nominating Petitions, if applicable.</p>
<p>JAN. 12** (Sa) Through JAN.16, (W) 5 P.M.</p>	<p>E - 87** - 83</p>	<p>NOMINATION EXTENSION PERIOD (If Incumbent Does Not File)</p>
<p>FEB. 11 (M) Through MAR. 25, (Tu) 5 P.M.</p>	<p>E - 57 - 14</p>	<p>FIRST AND LAST DAY TO FILE WRITE-IN NOMINATION DOCUMENTS</p>

**January 12 (Saturday) and January 13 (Sunday) office will be closed

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

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

CANDIDATE WITHDRAWAL – Withdrawal of candidacy is permitted up to and including the deadline date to file a Declaration of Candidacy or Affidavit of Nominee and Oath of Affirmation of Allegiance for that office.
(E. C. §§ 10220 & 10603)

NAME TO APPEAR ON THE BALLOT

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

- First, middle and last names.
- Initials only and last name.
- A nickname may be included but must be in parentheses () or quotation marks “ ”.
- A short version of the first name, such as “Bill for William,” “Dick for Richard” or “Kathy for Kathleen.”

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

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

Except as provided below a candidate shall not remove a Declaration of Candidacy or Affidavit of Nominee and Oath of Affirmation of Allegiance form from the office of the elections official, and the elections official shall require all candidates filing a Declaration of Candidacy or Affidavit of Nominee and Oath of Affirmation of Allegiance to execute the declaration or affidavit in the office of the elections official.

A candidate may, in a written statement signed and dated by the candidate, designate a person to receive a Declaration of Candidacy or Affidavit of Nominee and Oath of Affirmation of Allegiance form from the elections official and deliver it to the candidate. The statement shall include language indicating that the candidate is aware that the Declaration of Candidacy or Affidavit of Nominee and Oath of Affirmation of Allegiance must be properly executed and delivered to the elections official of the county of the candidate's residence by the 88th day prior to the direct primary election.

A candidate may request the county elections official to provide the candidate with a Declaration of Candidacy or Affidavit of Nominee and Oath of Affirmation of Allegiance. The county elections official shall not require a candidate to sign, file, or sign and file, a declaration of candidacy as a condition of receiving nomination papers.

BALLOT DESIGNATION PROVISIONS

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

Ballot designations:

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

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

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

Example A: Governing Board Member

Example B: Board member, XYZ School District

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

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

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

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

BALLOT DESIGNATIONS (Cont'd)

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

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

- 5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:
- a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
 - b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
 - c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.
- 6) **No Occupation Desired:** If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to § 13107(f) of the California Elections Code. **Restrictions:** The rules governing ballot designations can be the subject of confusion. The California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section, 2nd Floor, Room 2013.

BALLOT DESIGNATION WORKSHEET – A ballot designation worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/County Clerk at the same time that you file the declaration of candidacy. If a candidate fails to file a ballot designation worksheet, no designation will appear on the ballot.

(E.C. § 13107.3)

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

(E.C. § 13107(c))

BALLOT DESIGNATIONS (Cont'd)

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

- a. It would mislead the voter.
- b. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- c. It abbreviates the word “retired” or places it following any word(s) that it modifies.
- d. It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
- e. It includes the name of any political party, whether or not it has qualified for the ballot.
- f. It uses a word(s) referring to a racial, religious or ethnic group.
- g. It refers to any activity that is prohibited by law.

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

- a. Is it true?
- b. Is it accurate?
- c. Does it mislead?
- d. Is it generic? (This means “IBM” is unacceptable, “computer company” is acceptable)
- e. Is it neutral? (This means not for or against)
- f. Is it how this person makes a living?

Candidates may review their own ballot designation, as well as that of other candidates, at this office during working hours: Monday through Friday from **January 12,**2008** through **January 21, 2008** or if the nomination period is extended, from **January 12** through **January 16 (excluding Saturdays, Sundays and Holidays)**.

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

**January 12 (Saturday), January 13 (Sunday) the Registrar-Recorder/ County Clerk’s office will be closed.

CANDIDATE NOMINATION PROCESS

You are planning on filing as a candidate for elective office and want to know **“HOW DO I GET STARTED?”** There are six (6) easy steps to the candidate nomination process:

STEP 1 – CANDIDATE REGISTRATION (Applying For Nomination Documents)

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

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

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK CANDIDATE REGISTRATION & QUALIFICATION FORM		FOR OFFICE USE	
		<input type="checkbox"/> SIL _____ <input type="checkbox"/> NOM _____ <input type="checkbox"/> PROVISIONAL FOR REASON OF: _____ AGENT: _____	
NAME TO APPEAR ON BALLOT AS (Please Print IN ALL CAPS)			
FIRST		MIDDLE NAME OR INITIAL (and/or nickname)	
		LAST	
NAME AS REGISTERED (if different from ballot name)			
RESIDENCE STREET ADDRESS			
CITY NAME		ZIP CODE	
TELEPHONE NUMBERS DAYTIME: ()		EVENING: ()	
		FAX: ()	
WEBSITE:		EMAIL:	
<small>ADDRESS AND TELEPHONE NUMBER FOR PUBLICATION / INTERNET AND ISSUED TO NEWS MEDIA (if none given, above residence address and telephone numbers will be used)</small>			
STREET ADDRESS			
CITY NAME		TELEPHONE NO.	
OFFICE TITLE (include District, Division or Office No.)			
			Initial if FULL TERM
			Initial if UNEXPIRED TERM
<small>POLITICAL PARTY (Not Applicable to Non-Partisan Offices)</small>			
ARE YOU AN INCUMBENT?	YES	NO	IF "YES", CHECK ONE
			ELECTED
			APPOINTED
			APPOINTMENT DATE
<small>*I am aware of the qualifications for office and understand this is not an official filing document.*</small>			
SIGNATURE OF CANDIDATE OR AGENT			DATE
FOR OFFICE USE			
FILING FEE/SIGNATURE IN LIEU INFO		PRECINCT NUMBER	CONTEST CONTROL NO.
FILING FEE	\$	RESIDENCE CHECKED <input type="checkbox"/>	PTY CODE
DATE FILED	NO. SIGNATURES	RE-REG (NEW ADDRESS) <input type="checkbox"/>	VOTER ID NO.
	@ \$ EACH	DISTRICT CHECKED <input type="checkbox"/>	CANDIDATE FILING NO.
	BALANCE \$	PARTY CHECKED <input type="checkbox"/>	
CASHIER'S INITIALS	RECEIPT NO.	CAMPAIGN FINANCE DISCLOSURE #	ABL OPER <input type="checkbox"/> SIL <input type="checkbox"/> NOM <input type="checkbox"/>
		REVIEWER / TIME	INSTRUCTOR
			INITIALS & DATE
COMMENTS:			
ELECTION PLANNING COPY			
<small>8/16/07 Rev. 6-13-05</small>			

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

CANDIDATE NOMINATION PROCESS (Cont'd)


STEP 2 – ISSUING NOMINATION DOCUMENTS

An **Application for Nomination Documents** is prepared from information provided on the Candidate Registration and Qualification (CRQ) form.

This Application must be signed by the candidate or an authorized agent acknowledging awareness of:

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

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

COUNTY OF LOS ANGELES REGISTRAR - RECORDER/COUNTY CLERK APPLICATION FOR NOMINATION DOCUMENTS																	
		I am aware of the following: 1. Qualifications for Candidacy for office. 2. Requirements for filing Campaign Statements. 3. Election Candidate Handbook was received. 4. Last day to file Nomination Papers.															
		<table border="1"> <tr> <th colspan="2">PETITION SIGNERS REQUIRED</th> </tr> <tr> <td>SIGS IN LIEU</td> <td>NOMINATION</td> </tr> </table>		PETITION SIGNERS REQUIRED		SIGS IN LIEU	NOMINATION										
PETITION SIGNERS REQUIRED																	
SIGS IN LIEU	NOMINATION																
Which is		5:00 P.M.															
FULL TERM	(PLEASE INITIAL)	UNEXPIRED TERM	(PLEASE INITIAL)														
(CANDIDATE or AUTHORIZED REPRESENTATIVE)																	
(FILED BY)		(DATE FILED)															
NAME TO APPEAR ON BALLOT																	
<table border="1"> <tr> <td colspan="2">OFFICE AND DISTRICT</td> <td>FILING NUMBER</td> <td></td> </tr> <tr> <td colspan="2" rowspan="2"></td> <td>ELECTION NUMBER</td> <td></td> </tr> <tr> <td>CONTEST NUMBER</td> <td></td> </tr> <tr> <td>PARTY (IF APPLICABLE)</td> <td></td> <td>ISSUE DATE</td> <td></td> </tr> </table>				OFFICE AND DISTRICT		FILING NUMBER				ELECTION NUMBER		CONTEST NUMBER		PARTY (IF APPLICABLE)		ISSUE DATE	
OFFICE AND DISTRICT		FILING NUMBER															
		ELECTION NUMBER															
		CONTEST NUMBER															
PARTY (IF APPLICABLE)		ISSUE DATE															
OCCUPATION																	
RESIDENCE ADDRESS		ZIP CODE															
STREET ADDRESS																	
CITY NAME																	
TELEPHONE NUMBERS	EVENING	DAYTIME	EXTENSION														
	FAX	E-MAIL															
WEB SITE:																	
PUBLICATION ADDRESS		ZIP CODE															
STREET ADDRESS																	
CITY NAME																	
DATE ISSUED	SIGNATURE IN LIEU	NOMINATION PAPERS	PUBLICATION PHONE														
DATE FILED																	
CANDIDATE NAME FIELDS			INCUMBENT (Elected/Appointed)														
FIRST	MIDDLE	NICKNAME															
LAST	SUFFIX	CRD #															
		EI #															
SHORT NAME																	

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

CANDIDATE NOMINATION PROCESS (Cont'd)

STEP 3 – COMPLETING NOMINATION DOCUMENTS

A. For Long Beach Community College District only

**DECLARATION OF CANDIDACY FORM
(Executed under penalty of perjury)**

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

1. Fill in your name and designation (occupation) to appear on ballot. Refer to Name to Appear on the Ballot and Ballot Designation Provisions in this Chapter.
2. Fill in your residence, business and mailing addresses.
3. Provide day time and evening telephone numbers (fax numbers, e-mail and web site address information is optional).
4. If you are an incumbent, you are to list the name of public office you presently hold.
5. Print name in space provided in "Oath of Office".
6. Fill in place of execution and date.
7. Sign name under penalty of perjury that information is true and correct.

The top half of the form is titled "Declaration Of Candidacy" and includes the following sections:

- Three "SPECIAL FILING FORM" boxes for Registrar-Recorder/County Clerk, with fields for "By:" (Elections Deputy) and "Date Received:".
- Section I: "I hereby declare myself a candidate for nomination to the office of" followed by a blank line and "to be voted for at the Election to be held on" followed by a blank line.
- Section II: "I hereby request that my name and ballot designation appear on the ballot as follows:" with a box for "NAME AS IT WILL APPEAR ON BALLOT" and a "BALLOT DESIGNATION REQUESTED" section.
- Section III: "I declare that the foregoing Ballot Designation is true and in conformance with Section 13187 of the Elections Code." followed by a "NOTE" and checkboxes for Residence, Business, and Mailing addresses, each with fields for City, State, and Zip Code.
- Contact information fields for E-Mail, Web site, Fax No., Phone Nos., and Home/Evening.
- A "NOTE" for Judicial Officers and an "IMPORTANT: BACKSIDE OF PAGE MUST ALSO BE COMPLETED" warning.

The bottom half of the form includes:

- A section for "I am at present an incumbent of the following public office (if any):" with a line for "NAME OF PUBLIC OFFICE".
- A "I solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."
- A section for "I meet all the statutory and/or constitutional qualifications for this office (including but not limited to citizenship, residency, and party affiliation, if required). If nominated by petition I will accept the nomination/office and will not withdraw my candidacy from the primary or general election."
- A section for "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct."
- Fields for "Executed by me in" (City, State, Day, Month, Year) and a line for "Signature of Candidate".
- A "WARNING" section regarding the penalty of perjury for false information.
- A section for "FOR USE BY REGISTRAR-RECORDER/COUNTY CLERK'S OFFICE" with a line for "Examined and certified by me this" (Day, Month, Year) and a signature line for "CONNIE B. MCCORMACK, Registrar-Recorder/County Clerk".
- A line for "By" (Elections Deputy) and a date field.

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

CANDIDATE NOMINATION PROCESS (Cont'd)

B. – For Long Beach Unified School District only

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

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

1. Fill in your name and designation (occupation) to appear on ballot. Refer to Name to Appear on the Ballot and Ballot Designation Provisions in this Chapter.
2. Fill in your residence, business and mailing addresses.
3. Provide day time and evening telephone numbers (fax numbers, e-mail and web site address information is optional).
4. If you are an incumbent, you are to list the name of public office you presently hold.
5. Print name in space provided in "Oath of Office".
6. Fill in place of execution and date.
7. Sign name under penalty of perjury that information is true and correct.

The form is titled "OFFICIAL FILING FORM" and "AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE (Elections Code Section 10226)". It is from the Registrar-Recorder/County Clerk, Los Angeles County. The form includes fields for "By:" (Election Deputy) and "Date Issued:".

The candidate information is as follows:
 I, _____, do hereby declare myself a candidate for nomination to the office of
 LONG BEACH UNIFIED SCHOOL DISTRICT
 Member, Board of Education District 1

To be voted for at the Election to be held on 04/11/06
 I hereby request that my name and ballot designation appear on the ballot as follows:

NAME AS IT WILL APPEAR ON BALLOT: _____
 BALLOT DESIGNATION REQUESTED: _____
 Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples.
 NOTE: A Ballot Designation is optional. If no Ballot Designation is requested, write in the word "NONE" and place initials in box on the right.

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

Residence Address: _____
 City _____ State _____ Zip Code _____

Business Address: _____
 City _____ State _____ Zip Code _____

Mailing Address: _____
 City _____ State _____ Zip Code _____

E-Mail: _____ Web site: _____
 Fax No. () _____ Phone Nos. () _____ Daytime () _____ Evening () _____

"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
 Executed by me in _____, California, on this _____ day of _____ in the year _____.

Signature of Candidate _____

AND 605

CANDIDATE NOMINATION PROCESS (Cont'd)

C. – Applies to Long Beach Unified School District only

STEP 4 – NOMINATION PAPER FORM

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

SIGNER QUALIFICATIONS

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

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

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

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

CIRCULATOR QUALIFICATIONS

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

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

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

Only one circulator is allowed to circulate a petition section.

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

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

CANDIDATE NOMINATION PROCESS (Cont'd)

STEP 5 – FILING NOMINATION DOCUMENTS

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



All candidates are urged to file documents as early as possible to avoid a last minute rush.

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

STEP 6 – RECEIVE A CANDIDATE RECEIPT FOR NOMINATION DOCUMENTS

Chapter 4

Candidate Statements

ESTIMATED COST OF CANDIDATES STATEMENTS

DISTRICT	*APPROXIMATE REGISTRATION	ENGLISH	ENGLISH & SPANISH	ADDITIONAL COST TO PRINT & TRANSLATE EACH ADDITIONAL LANGUAGE	WORD LIMIT	WHO PAYS?
LONG BEACH UNIFIED						
District 2	23,397	\$1,670.00	\$3,340.00	\$1,670.00	200	Candidate - Advance
District 4	22,082	\$2,895.00	\$5,790.00	\$2,895.00	200	Candidate - Advance
LONG BEACH COMMUNITY COLLEGE						
Trustee Area 2	33,324	\$1,150.00	\$2,300.00	\$1,150.00	200	Candidate - Advance
Trustee Area 4	57,850	\$1,150.00	\$2,300.00	\$1,150.00	200	Candidate - Advance

NOTE: All checks are to be made payable to the appropriate district:

**Long Beach Community College District
or
Long Beach Unified School District**

*Registration information as of 10/31/07
Languages available: Khmer, Vietnamese and Tagalog/ Filipino

CANDIDATE STATEMENTS

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

A. FORM AND STYLE

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

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

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

B. ADMINISTRATIVE GUIDELINES

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

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

Administrative Guidelines (Cont'd)

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

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

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

INDIGENT CANDIDATES – If a candidate alleges to be indigent, and unable to pay the fee for submitting a candidate statement in advance, the candidate shall submit to the RR/CC an Affidavit of Financial Worth to be used in determining eligibility to submit a candidate statement without payment of the advanced fee.

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

DISTRIBUTION OF SAMPLE BALLOT – The City Clerk sends an Official Sample Ballot and Voter Information Booklet to every voter in the election who registers within 29 days prior to the election. Note: Voters who register later than 29 days prior to the election may not receive a sample ballot booklet in the mail. Instead, they will receive a postcard advising them where to vote.

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

C. ACCESS/PUBLIC EXAMINATION PERIOD

Candidate statements are confidential until the filing period ends on **January 11** at 5 P.M. Public examination period is from **January 12** (Saturday, office will be closed) through **January 22***. A fee may be charged to any person wishing to obtain a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to **January 17** through **January 28***.
(E.C. § 13311)

*Date adjusted due to weekend and/or holiday.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

This decision applies to all candidates.

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

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

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

CANDIDATE'S STATEMENT INFORMATION SHEET

Complete the top portion of this form. Use a SEPARATE SHEET of paper for your candidate statement.

Please use upper and lower case letters (do not use all caps).

The candidate statement is a brief description of no more than 200 words, of the candidate's education and qualifications.

Be sure to include the official title of the office you are a candidate for, your name, age, and occupation.

(see reverse side for sample format)

↓ Enter the jurisdictions' name and the candidates' name in all CAPS.	↓ Check the box of the title of Office for which the person is a candidate.
_____ (↑ Jurisdiction's name in CAPS)	<input type="checkbox"/> MAYOR <input type="checkbox"/> MEMBER OF THE CITY COUNCIL (District _____) <input type="checkbox"/> CITY CLERK <input type="checkbox"/> CITY TREASURER <input type="checkbox"/> MEMBER OF THE BOARD OF EDUCATION (District _____) <input type="checkbox"/> Other: _____
_____ (↑ Candidate's name in CAPS)	
<input type="checkbox"/> I DO NOT WANT a candidate statement to appear in the Sample Ballot Voter Pamphlet.	
Signature of candidate: _____	
I DO WANT my Candidate Statement to appear in the following languages in the Sample Ballot Voter Pamphlet: <input type="checkbox"/> English <input type="checkbox"/> Spanish / Colloquial (informal) <input type="checkbox"/> Chinese / Mandarin (informal) <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Tagalog <input type="checkbox"/> Spanish / Castillian (formal) <input type="checkbox"/> Chinese / Cantonese (formal) <input type="checkbox"/> Vietnamese <input type="checkbox"/> _____	

STATE LAW PROVIDES:

1. A Candidate Statement is optional and available to all candidates for nonpartisan offices only.
2. The statement may include candidate's age, occupation and a brief description of education and qualifications.
3. Each local jurisdiction determines:
 - a. the maximum number of words allowed, usually 200 words
 - b. responsibility for payment, the candidate or the jurisdiction
 - c. whether the costs are to be paid in advance.
4. No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.
5. **No changes of any kind are allowed AFTER the statement is filed.**
6. The statement may be withdrawn (in writing) up to 5:00 pm of the next working day after the close of the nomination period.
7. Statements are confidential until after the close of the nomination period.
8. A candidate may request that the statement also be printed in other languages and included in the Sample Ballot Voter Information Pamphlet mailed to all voters in the election area. An additional fee may be required to print the additional languages.

CANDIDATE'S STATEMENTS MUST BE FILED AT THE TIME NOMINATION PAPERS ARE FILED.

COST INFORMATION:

The estimated cost is determined prior to all information being available, therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

For Election Official's use only: Estimated Cost of Printing Candidate's Statement in:	
English: \$ _____	Spanish: \$ _____ : \$ _____ : \$ _____ : \$ _____
If applicable, the below estimated cost is for Translations and Typesetting (and formatting if translation is provided by the candidate) and this cost does not include printing, which cost is noted above:	
Spanish: \$ _____	: \$ _____ : \$ _____ : \$ _____ : \$ _____

- Election Official: a. Send one copy of this page and the candidate statement to the vendor/printer
 b. keep original set for your files
 c. make one copy for the candidate
 d. make one or more copies for the translator(s) if necessary.

(more information on reverse side) →

CANDIDATE'S STATEMENT GUIDELINES

**Please type using upper and lowercase letters, do not use all CAPS.
Type your statement clearly and legibly as it will be scanned by a scanner
that cannot not read handwriting or printing.**

Section 13307 of the Elections Code of the State of California sets forth guidelines for candidate's statements.
Please follow them:

1. The statement of each candidate shall be printed in type of uniform size and darkness and with uniform spacing.
2. The statement shall not include any party affiliation or membership or activity in partisan political organizations.
3. Your statement will be printed as submitted; therefore you are advised to carefully check for errors in punctuation and grammar. Spelling however, will be corrected by the computer automatically.
4. Remember to sign this form and any supplemental sheets if used and attach them to your statement. If you wish to have a Foreign language translation of your statement prepared for printing in the Voter's Pamphlet, be sure to check the space(s) provided on the front of this form.

WORD COUNT STANDARDS

As stated in Section 9 of the Elections Code.

- (a) Counting of words, for purposes of this code, shall be as follows:
 - (1) Punctuation is not counted.
 - (2) Each word shall be counted as one word except as specified in this section.
 - (3) All geographical names shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
 - (4) Each abbreviation for a word, phrase, or expression shall be counted as one word. *E.G. UCLA, PTA, L.A.P.D.*
 - (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
 - (6) Dates consisting of a combination of words and digits shall be counted as two words. *E.G. April 10, 1990.* Dates consisting only of a combination of digits shall be counted as one word. *E.G. 4/10/90.*
 - (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
 - (8) Telephone numbers shall be counted as one word.
 - (9) Internet web site and email addresses shall be counted as one word.
- (b) This section shall not apply to counting words for ballot designations under Sections 13107 and 13107.5.

SAMPLE OF CANDIDATE STATEMENT FORMAT

FOR
MEMBER OF THE CITY COUNCIL

JOHN SMITH

Age: 45

Occupation: Businessman

I have been a 30 year resident of this City and thoroughly enjoy living here. I would like to increase citizen education and police resources to stop the gang and graffiti activity that are overtaking our city.

I would like to implement environmental standards for cleaner water and air quality.

I respectfully ask for your support and thank those of you who cast your vote for me. A vote for me is a vote for a better City Council.

Chapter 5

Write-In Candidates

**GENERAL INFORMATION FOR
WRITE-IN CANDIDATES**

(Election Code §§ 8600 & 8601)

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

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

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

FILING DEADLINE

FEB. 11 (M) Through MAR. 25 (Tu) 5:00 P.M.	E- 57 – 14	FIRST & LAST DAY TO FILE WRITE-IN CANDIDATE DECLARATION OF CANDIDACY OR AFFIDAVIT OF NOMINEE AND OATH OF AFFIRMATION OF ALLEGIANCE
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The Write-In candidacy forms must be filed with the Registrar-Recorder/County Clerk’s Office **NO LATER THAN 5 P.M. ON THE 14th DAY** prior to the election.

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

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

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

ELECTION RESULTS FOR WRITE-IN CANDIDATES

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

WRITE-IN CANDIDATES TO BE ELECTED

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

(E. C. §§ 8600 and Ed. Code § 5326)

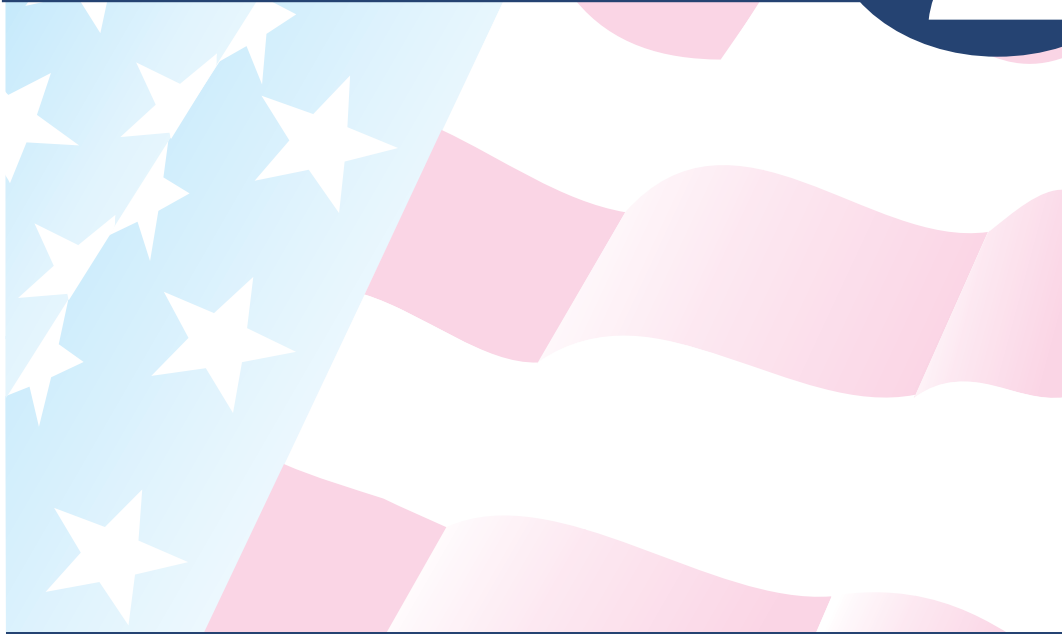
The write-in candidate must receive more votes than any other candidate running for that office. When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes equal to the number of offices to be filled are elected.

(E. C. § 10551)

Voters may write-in any person they wish for any office regardless of whether the person qualified or not. However, votes will only be tabulated for qualified write-in candidates.

Section

2



**RESOURCE
GUIDE**

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Chapter 1

FINANCIAL REPORTING

**CAMPAIGN FILING REQUIREMENTS FOR CANDIDATES AND CONTROLLED
COMMITTEES PARTICIPATING IN THE APRIL 8, 2008
LONG BEACH UNIFIED SCHOOL & COMMUNITY COLLEGE
DISTRICT ELECTION**

All candidates/committees are required by the Political Reform Act to meet the first campaign statement filing deadline regardless of activity. The period covered by any statement begins on the day after the closing date of the last statement or January 1 if no previous statement has been submitted. Monetary penalties may be assessed for failure to file required statements.

**FILING
DEADLINE**

2008 FILING REQUIREMENTS

<p>FEB. 28, 2008</p>	<p><u>FIRST CAMPAIGN STATEMENT</u> Candidates who have a controlled committee and committee primarily formed to support or oppose candidates or measures in this election at this time file a Form 460 to cover the period between January 1, and February 23, 2008. All other candidates who do not raise over one thousand dollars (\$1,000) file a Form 470. All reports must be received by personal delivery or first class mail. (Gov. Code § 84200.8)</p>
<p>MAR. 27, 2008</p>	<p><u>SECOND CAMPAIGN STATEMENT</u> The reporting requirements mentioned above apply to statements for the period between February 24 and March 22, 2008. All reports must be filed by personal delivery or guaranteed overnight service. (Gov. Code § 84200.8)</p>
<p>WITHIN 24 HOURS BETWEEN MAR. 23 (Sun) AND APR. 7 (Mon)</p>	<p><u>LATE CONTRIBUTION AND/OR LATE INDEPENDENT EXPENDITURE REPORTS</u> Each candidate or committee that makes or receives a contribution (including a loan) of one thousand dollars (\$1,000) or more, or makes an independent expenditure of one thousand dollars (\$1,000) or more between March 23, 2008 and the election, must be filed by fax, guaranteed overnight delivery service or personal delivery within 24 hours. Regular mail may not be used. (Gov. Code §§ 84203 & 84204)</p>
<p>JULY 31, 2008</p>	<p><u>SEMI-ANNUAL CAMPAIGN STATEMENT</u> Same requirements as above for the period between March 23, 2008 and June 30, 2008 (Gov. Code § 84200)</p>

CAMPAIGN DISCLOSURE FORMS

FORM 501

Candidates who **intend** to receive contributions from others for their campaign, must file a Candidate Intention Statement, Form 501 with the Los Angeles County Registrar-Recorder/County Clerk's Office (Not the **Secretary of State's Office**).

(Gov. Code § 85200)

FORM 470

Candidates who **anticipate** receiving less than one thousand dollars (\$1,000) in contributions and spending less than one thousand dollars (\$1,000) during the entire calendar year, exclusive of the cost of a candidate statement, if paid from personal funds, may reduce their filing obligation by filing a Form 470, Candidate and Officeholder Campaign Statement Short Form by **February 28, 2008**. No further statements need be filed for this election **unless** the one thousand dollars (\$1,000) threshold is reached.

*Candidates who have filed a Form 470 and **thereafter** receive contributions or make expenditures totaling one thousand dollars (\$1,000) or more **are** required to file a 470 Supplement with 1) Secretary of State 2) the local filing officer and 3) each candidate contending for the same office. The notice must be sent **within 48 hours** of receiving or expending the one thousand dollars (\$1,000).*

(Gov. Code § 84206)

FORM 410

Recipient committees, including any group, individual or candidate, that receive one thousand dollars (\$1,000) or more in contributions during a calendar year must file with the Secretary of State and the local filing officer a Statement of Organization, Form 410, within 10 days of receiving the contributions.

(Gov. Code § 84101)

FORM 460

A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend one thousand dollars (\$1,000) or more during a calendar year in connection with the election, is required to file the recipient committee campaign statement Form 460. The Form 460 is also required if one thousand dollars (\$1,000) or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

(Gov. Code §§ 84200-84216.5)

FORM 497

A Late Contribution is a monetary or non-monetary contribution, including a loan, totaling one thousand dollars (\$1,000) or more from a single source and is made or received during the 16 days immediately preceding the election in which the recipient candidate is to be voted on.

(Gov. Code § 82036)

WHERE TO FILE

Candidates and committees file an original and copy of each campaign statement with:

Los Angeles County Registrar-Recorder/County-Clerk

Campaign Finance Disclosure Section

Mailing Address: P.O. Box 1024

12400 Imperial Hwy., Room 2003

Norwalk, CA 90650

Fax: (562) 651-2548

STATEMENT OF TERMINATION - FORM 410, (see PART 5)

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

(Gov. Code § 84214)

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

**FOR ADDITIONAL INFORMATION, CALL OR FAX THE
CAMPAIGN FINANCE DISCLOSURE SECTION**

TELEPHONE (562) 462-2339 ♦ FAX (562) 651-2548

REVIEW OF REPORTING REQUIREMENTS
Campaign Disclosure Filing Requirements for ALL
Candidates and Committees

PLEASE READ CAREFULLY....

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

- Detailed records must be maintained for all financial activity; and contributions received for political purposes must not be commingled with personal funds.
- Campaign statements must be filed at specified times disclosing contributions received, expenditures made and other financial information. In some cases, candidates can avoid filing campaign statements by submitting a “Candidate and Officeholder Campaign Statement Short Form (Form 470).”
- Campaign statements must be hand delivered or postmarked as first-class mail by the legal filing deadline established by law. NOTE: The **second pre-election statement** must be filed in person or guaranteed overnight delivery.
- The Political Reform Act provides a formula for assessing late fines of original campaign statements filed in our office. The fine is \$10 per day, starting the day after the filing deadline, until the statement is filed; however, no liability may exceed the cumulative amount of reported contributions or expenditures, of \$100, whichever is greater.

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

DEFEATED CANDIDATES

Must file campaign disclosure reports until:

- ✓ **Campaign committee has been terminated Form 410 (see Part 5)**

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

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

Chapter 2

CAMPAIGNING

GENERAL CAMPAIGN INFORMATION

The following code sections pertaining to campaign literature and related matters have been reproduced in full for your information.

- PART 1 - Chapter 976, 1977 Legislation.
LEGISLATIVE INTENT.
- PART 2 - Sections 82041.5, 84305 and 89001 Government Code.
MASS MAILINGS.
- PART 3 - Sections 20000 – 20010 Elections Code.
TRUTH IN ENDORSEMENTS LAW.
- PART 4 - Section 18301, Elections Code.
PRINTING OF SIMULATED SAMPLE BALLOTS.
- PART 5 - Section 18302, Elections Code.
DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION
- PART 6 - Sections 18370, 18371, 18540, 18541, 18544, 18545 and 18546
Elections Code.
**ELECTIONEERING/INTIMIDATION OF VOTERS/POSSESSION OF
FIREARMS AT POLLING PLACE.**
- PART 7 - Sections 20202 and 20203, Elections Code.
SOLICITATION OF FUNDS.
- PART 8 - Section 5405.3, Business and Professions Code.
OUTDOOR ADVERTISING: POLITICAL SIGNS.
- PART 9 - **U.S. POSTAL SERVICE – POLITICAL MAILINGS.**
- PART 10 - **INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS
DISTRIBUTING APPLICATIONS FOR VOTE BY MAIL BALLOTS.**
- PART 11 - **INFORMATION ON FEDERAL LAW PROHIBITING FOREIGN
NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES.**

GENERAL CAMPAIGN INFORMATION (Continued)

PART 1

LEGISLATIVE INTENT. CHAPTER 976, 1977 STATUTES.

The Legislature finds and declares:

- (a) That a need exists for adequate identification of the source of campaign appeals directed at the voters in order to assist them in making rational decisions at the polls.
- (b) That by requiring such identification of campaign literature, the public is better able to evaluate the source of campaign material, may be more adequately informed, and can better distinguish between truth and falsity.
- (c) That by requiring identification, anonymous attacks, which cannot adequately be responded to in the heat of a campaign, will be discouraged.
- (d) That by requiring identification, a candidate who believes he or she has been libeled may more readily seek redress in a civil action for damages.
- (e) That limiting identification requirements to pejorative campaign material is inadequate because subtle attacks on candidates or measures can be framed which appear to be supportive but, in fact, are pejorative.
- (f) That a distinction needs to be made between campaign materials of small size that usually carry little more than a "Vote for _____" message, such as is often the case with buttons, matchbooks, pens, and the like, on the one hand, and campaign materials which carry more complex messages, on the other. In the case of the former, because of their characteristically small size and limited content, it would be an undue burden to require that identification as to source be included.

PART 2

Government Code Sections

82041.5. Mass Mailing – Definition.

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

84305. Manner of sending mass mailings.

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

GENERAL CAMPAIGN INFORMATION (Continued)

(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).

89001. Newsletter or mass mailing.

No newsletter or other mass mailing shall be sent at public expense.

PART 3

Elections Code Sections

20000. Name of chapter.

This chapter shall be known and may be cited as the Truth in Endorsements Law.

20001. Legislature's findings.

The Legislature hereby finds the following to be true:

- (1) The major political parties have become an integral part of the American governmental system requiring regulation as to their structure, governing bodies, and functions by state government in the public interest.
- (2) The Legislature has found it necessary and appropriate in the regulation of political parties to create and provide for the convening of state conventions, state central committees, and county central committees for parties qualified by law to participate in the direct primary election, by statute.
- (3) Over the several years preceding the adoption of this section organizations of electors using as a part of their names the name of a political party qualified to participate in the direct primary election have endorsed candidates for nomination of that party for partisan office in the direct primary election and have publicized and promulgated the endorsements in a manner that has resulted in considerable public doubt and confusion as to whether the endorsements are those of a private group of citizens or of an official governing body of a political party.
- (4) The voting public is entitled to protection by law from deception in political campaigns in the same manner and for the same reasons that it is entitled to protection from deception by advertisers of commercial products.

20006. Restraining order or injunction.

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

20007. Representation requirements.

No candidate or committee in his or her behalf shall represent in connection with an election campaign, either orally or in campaign material, that the candidate has the

GENERAL CAMPAIGN INFORMATION (Continued)

support of a committee or organization which includes as part of its name the name or any variation upon the name of a qualified political party with which the candidate is not affiliated, together with the words "county committee," "central committee," "county," or any other term that might tend to mislead the voters into believing that the candidate has the support of that party's county central committee or state central committee, when that is not the case.

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

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

20008. Political advertisement requirements.

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

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

20009. Simulated ballot requirements.

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

"NOTICE TO VOTERS

"(Required by Law)

"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.

"This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof)."

GENERAL CAMPAIGN INFORMATION (Continued)

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

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

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

20010. No pictures of candidates in campaign material.

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

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

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

(2) A candidate for public office whose likeness appears in a picture or photograph prohibited by subdivision (a) may bring a civil action against any

GENERAL CAMPAIGN INFORMATION (Continued)

person, firm, association, corporation, campaign committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a). The court may award damages in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney's fees and costs.

(d) (1) This act shall not apply to a holder of a license granted pursuant to the Federal Communications Act of 1934 (47 U.S.C. § 151 et seq.) in the performance of the functions for which the license is granted.

(2) This act shall not apply to the publisher or an employee of a newspaper, magazine, or other periodical that is published on a regular basis for any material published in that newspaper, magazine, or other periodical. For purposes of this subdivision, a "newspaper, magazine, or other periodical that is published on a regular basis" shall not include any newspaper, magazine, or other periodical that has as its primary purpose the publication of campaign advertising or communication, as defined by Section 304.

PART 4

Elections Code Section

18301. Printing of simulated sample ballots.

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

PART 5

Elections Code Section

18302. Distribution of precinct polling place information.

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

PART 6

Legislature's findings.

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

GENERAL CAMPAIGN INFORMATION (Continued)

Elections Code Sections

18370. Electioneering within 100 feet of a polling place.

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

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of making his or her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering.

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

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

18371. Electioneering during vote by mail voting.

- (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.
- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any provision of the Federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

18540. Compelling another in voting.

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

GENERAL CAMPAIGN INFORMATION (Continued)

voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in state prison for 16 months or two or three years.

18541. Solicitation dissuading persons from voting.

(a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place, do any of the following:

- (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (3) Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

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

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

18544. Fine for person in possession of firearm or unauthorized uniformed personnel.

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

(b) This section shall not apply to any of the following:

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

18545. Fine for hiring of person in possession of firearm or uniformed personnel.

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

GENERAL CAMPAIGN INFORMATION (Continued)

a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to the owner or manager of the facility or property in which the polling place is located if the private guard or security personnel is not hired or arranged solely for the day on which the election is held.

18546. Definitions.

As used in this article:

- (a) "Elections official" means county elections official, registrar of voters, or city clerk.
- (b) "Immediate vicinity" means the area within a distance of 100 feet from the room or rooms in which the voters are signing the roster and casting ballots.

PART 7

Elections Code Sections

20202. Authorization to use candidate or committee name.

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

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

20203. Notice of nonauthorization to be included in fundraising communication.

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

GENERAL CAMPAIGN INFORMATION (Continued)

PART 8

**PLACEMENT AND REMOVAL OF TEMPORARY POLITICAL SIGNS INCLUDING
PLACARDS AND POSTERS**

Business and Professions Code Sections

5405.3 Outdoor Temporary Political Signs.

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

A temporary political sign is a sign which:

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

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

STATE OFFICE

**DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY
OUTDOOR ADVERTISING BRANCH
1120 N. STREET, MS-37
P.O. BOX 942874
SACRAMENTO, CA 94274-0001
TDD 1-800-735-2929
PHONE (916) 654-4790
FAX (916) 654-4956**

DISTRICT OFFICE

**DEPARTMENT OF TRANSPORTATION
DIVISION OF RIGHT OF WAY
OUTDOOR ADVERTISING BRANCH
464 W. 4TH STREET
8TH FLOOR, MS 854
SAN BERNARDINO, CA 92401-1400
SACRAMENTO OFFICE PHONE (916) 654-4790**

A **notarized** Statement of Responsibility must be filed with the Department of Transportation. The forms may be obtained from that department at the address above, or

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

GENERAL CAMPAIGN INFORMATION (Continued)

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

PART 9

**IMPORTANT NOTICE TO CANDIDATES
WHO PLAN TO MAIL CAMPAIGN MATERIALS**

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

To avoid delays and other delivery problems in your campaign mailings, call:

**CUSTOMER SERVICES
U.S. POSTAL SERVICE**

ZIP CODE AREAS SERVED	LOCATION OF OFFICE	OFFICE TELEPHONE NUMBER
900XX	LOS ANGELES CITY	(323) 586-2605
902XX – 908XX	LONG BEACH DIST.	(562) 986-7360
910XX – 935XX	VAN NUYS DIST.	(661) 775-6663
917XX – 918XX 926XX – 928	SANTA ANA DIST.	(714) 662-6248 OPTION #4

PART 10

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

VOTE BY MAIL BALLOT APPLICATION

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

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

GENERAL CAMPAIGN INFORMATION (Continued)

If you need assistance or have any further questions concerning use of the vote by mail application form, please call Mr. Steve Logan, Head, Document Receipt and Absent Voting Section at (562) 462-2381.

(b) Uniform Vote By Mail Application

Pursuant to Elections Code § 3007, the Secretary of State has prepared a uniform application format for a vote by mail ballot for use by all individuals, organizations and groups distributing vote by mail applications. Failure to conform your applications with the uniform format is a misdemeanor.

(Elections Code § 18402)

(c) Important Information

Some of the important points you need to be aware of in your effort to distribute applications for vote by mail ballots include:

- (1) In order to ensure accuracy, the voter should fill out all the information on the application himself or herself. The law does, however, permit the following information to be preprinted on the application form prior to distribution to the voter:
 - (a) The voter's name and residence address as they appear on the voter's affidavit of registration;
 - (b) The name and date of the election for which the vote by mail ballot is being requested; and,
 - (c) The deadline date by which the application must be received by the elections official.
- (2) There is a separate section of the form for the voter to indicate a "mailing address" if he or she receives mail at an address other than his or her residence address. This section of the form may **only** be completed by the voter (**mailing address information may not be printed by the person, group or organization distributing the applications**).
- (3) The voter must personally affix his or her signature
- (4) The mailing address to which a vote by mail ballot is requested to be sent may not be the address of any political party, political campaign headquarters, or a candidate's residence. This provision, of course, does not apply to the candidate or the candidate's immediate family members or housemates who requests that a vote by mail ballot be mailed to the candidate's residence address.

GENERAL CAMPAIGN INFORMATION (Continued)

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

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

This statement must be conspicuously printed on the application form.

- (6) The name, address and telephone number of any organization, individual or group which authorizes the distribution of applications shall be printed on the application.
- (7) Any individual, organization or group that distributes applications for vote by mail ballots and receives completed application forms back from voters shall deliver the forms to the appropriate elections official **within 72 hours** of receiving the completed forms. Note that Elections Code § 18576 makes it a misdemeanor to delay the proper return of a vote by mail application.
- (8) Any application for a vote by mail ballot which is sent by a group or organization to a voter shall be sent by nonforwardable mail.
- (9) Any individual, group or organization that knowingly distributes any application for a vote by mail ballot which does not conform to the requirements of the vote by mail provision is guilty of a misdemeanor. (Elections Code § 18402)
- (10) Voters who use the vote by mail ballot applications provided by individuals, groups and organizations must attest to the truth and correctness of the contents of the application and sign the application under penalty of perjury.
- (11) Elections Code § 3006 requires that the vote by mail ballot application contain information about California's permanent vote by mail provision.

California Elections Code § 3007 requires all individuals, groups and organizations distributing vote by mail ballot applications to use standard format approved by the Secretary of State.

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

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

PENALTIES FOR FRAUDULENT VOTE BY MAIL VOTING

(a) Voting more than once.

It is a crime to vote more than once in any election. (Elections Code § 18560)

(b) Interfering with the vote by mail voting process.

It is a misdemeanor to willfully interfere with the prompt delivery to the elections official of a completed application for a vote by mail ballot. (Elections Code § 18576)

A third party may not (without the voter's authorization) retain a completed application for a vote by mail ballot for more than 36 hours (excluding weekends and holidays) or beyond the deadline for applying, whichever is earlier. (Elections Code § 18576)

No one can deny a voter the right to return his or her application for a vote by mail ballot to the elections official. (Elections Code § 18576)

It is a crime to interfere with the prompt return of a voted vote by mail ballot (Elections Code § 18577), or to vote or attempt to vote a fraudulent vote by mail ballot. (Elections Code § 18578)

It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time he or she is voting a vote by mail ballot. (Elections Code § 18371)

Vote by mail ballot return envelopes are signed under penalty of perjury, a violation of which can result in a prison term. (Penal Code § 126)

GENERAL CAMPAIGN INFORMATION (Continued)

(c) Other penalties.

It is a crime to interfere with anyone's right to vote. (Elections Code § 18502)

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

It is a crime to violate the secrecy of the ballot, or otherwise tamper with ballots or the voting system. (Elections Code §§18564 and 18565)

PART 11

INFORMATION ON FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES

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

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

If you have any questions on this matter, please call the FEC in Washington, D.C. at 800 424-9530 or (202) 219-3420



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 466-1310

CONNOR B. McCORMACK

Registrar-Recorder/County Clerk

Fee Schedule

Item	Fee
Boundary Maps - District Congressional, Senate, Assembly, Bd. Of Equalization & Supervisorial	\$ 0.03 Per Map Plus \$0.75 Handling Fee Per Request.
Certified Copy - Affidavit Or Transcript	\$1.50 For Copy Of Own Registration. \$6.50 Per Copy For All Others. (Public And Authorized)
Campaign Statement Copies	\$0.10 Per Page.
Certification Of Election Documents (Except Affidavits Of Registration)	\$1.75 Per Certified Copy.
I Registered To Vote Stickers	\$2.22 Per Each Batch Of 600 Labels <u>Plus</u> \$9.84 Handling Charge Per Order.
Precincting Book	\$34.00 Per Set.
Precinct Maps – 18” X 24” - Large 18” X 12” - Small	\$2.00 Per Map Page. (Handling Fee Included In Cost)
Precincting G I S Maps 3” X 3 ½”	\$30.00 Each
Polling Place Maps	\$17.00 Small 11” X 17” Each Page. \$26.00 Large – Each Page Varies In Size
Photocopies (Miscellaneous)	\$0.46 Per Copy
Returned Checks	\$33.00 Each
Search – Voter Registration File	\$5.00 Per Name For Each Year Of Records Searched.
Statement Of Votes Cast (SVC)	\$0.36 Per Page. (Handling Fee Included In Cost)
Telefaxing	\$0.04 Per Page Plus \$0.75 Handling Fee.

Fee Schedule

Item	Fee
Customized Wall Maps	\$30.00 Each
Customized District Map With Acetate Overlay Map That Allows Distinction From Original Background Map.	\$48.00 Each
Video Tapes (Personnel Training)	\$10.00 Each
*Compact Disc (CD) Text File Los Angeles County Voter Files	\$146.00 Per File.
*Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	(Excluding Los Angeles County Voter Files) \$54.00 Per File \$39.00 For Each Additional File
*Index To Voter (Street Index)	Candidates/Committees: \$0.50 Per Thousand Names.
*Voted Index	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Precinct Rosters (Combined Index-Roster)	\$5.50 Per Roster Or \$0.22 Per Page. (Handling Fee Included In Cost)
* Vote by mail Voter Report	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Applicant Is Required To Execute Contract With The Registrar-Recorder/County Clerk	

2008

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