



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 462-2716

CONNOR B. McCORMACK
REGISTRAR-RECORDER/COUNTY CLERK

TO: Candidates, Campaign Managers and Other Interested Individuals

FROM: Conny B. McCormack, Registrar-Recorder/County Clerk

SUBJECT: **CANDIDATE HANDBOOK:**

April 13, 2004 Election of Long Beach Unified School District and
Community College District Governing Board Members
(Consolidated with the Long Beach Primary Nominating Election)

We are pleased to present the 2004 Candidate Handbook for the candidates running for the Long Beach Unified School District Governing Board and the Long Beach Community College Governing Board. It includes critical deadlines, guidelines for candidate statements, campaign finance disclosure filing requirements and other valuable information. Please review the information provided in this handbook carefully. For your convenience, the Candidate Handbook is on our website at www.lavote.net.

The City of Long Beach will be conducting the April 13, 2004 Election and the June 8, 2004 Runoff Election (if needed). In accordance with the Long Beach City Charter, the Long Beach Unified School District candidates are required to file nomination documents with the county election official. Candidates for the Long Beach Community College Board are required to file a declaration of candidacy with the County Registrar-Recorder/County Clerk.

For additional information regarding the Long Beach election, including election results, please call (562)570-6555. The Long Beach City Clerk fax # is (562)570-6107; the email address is www.ci.long-beach.ca.us/cityclerk.

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

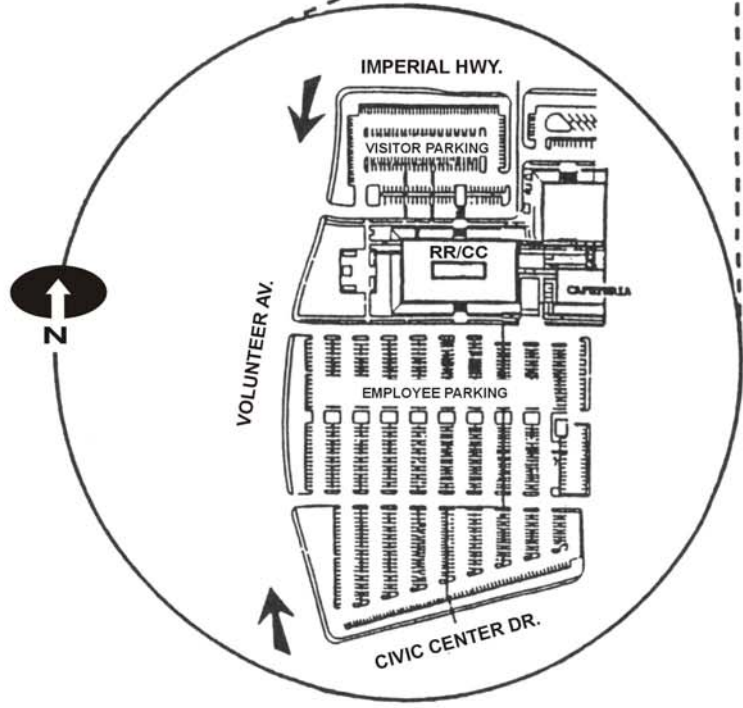
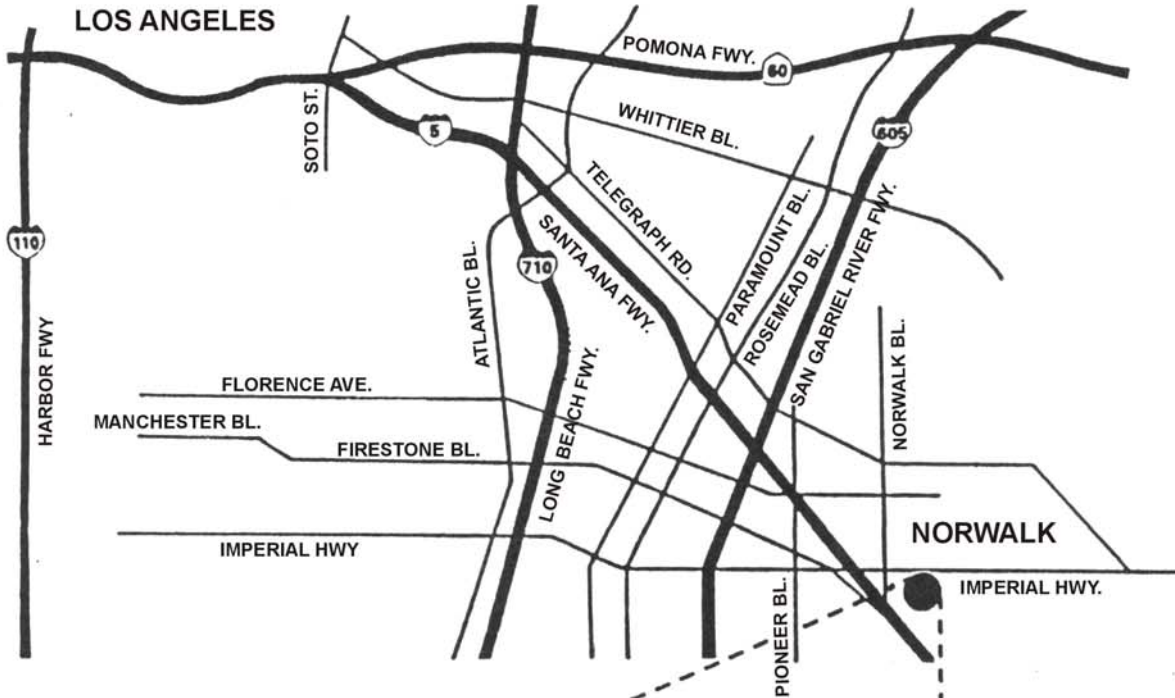


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NOTICE

This reference manual has been prepared to assist you in filing any document 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. The Declaration of Candidacy signed under penalty of perjury by each candidate declares that the candidate meets the statutory and/or constitutional requirements to hold office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

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

CHAPTER 1

Getting Started

Qualifications and Offices To Be Filled

- Calendar of Events For Candidates
 - a. Primary Nominating Election
 - b. Runoff Election
- Offices to be Filled
- Candidate Qualifications and Information on Offices

**CHAPTER 1: Getting Started
Qualifications And Offices Up For Election**

CALENDAR OF EVENTS FOR CANDIDATES

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

APRIL 13, 2004

IMPORTANT NOTICE

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

DATES	EVENTS
<p>(2003) DEC. 8 (M) E - 127</p>	<p>NOTICE OF ELECTION – UNIFIED SCHOOL DISTRICT – PUBLICATION DEC. 22 (M) E - 113</p> <p>Between these dates the notice of election shall be published once. (E. C. §§ 12101 & 12102)</p>
<p>DEC. 12 (F) E - 123</p>	<p>ADOPT ELECTION RESOLUTION – COMMUNITY COLLEGE DISTRICT</p> <p>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)</p>
<p>DEC. 15 (M) E - 120</p>	<p>FORMAL NOTICE OF ELECTION – COMMUNITY COLLEGE DISTRICT</p> <p>Not later than this date the County Superintendent of Schools shall deliver the formal notice of election. (Ed. Code §§ 5324 & 5325)</p> <p>BOARD RESOLUTION re CANDIDATE STATEMENTS</p> <p>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 candidates or the district will bear the costs of printing and distributing the statements, and if cost is to be paid by candidate, whether advance payment is required. (E. C. § 13307)</p>

DATES

EVENTS

DEC. 15 (M)	JAN. 14 (W) (2004)	NOTICE OF ELECTION – COMMUNITY COLLEGE DISTRICT – PUBLICATION
E - 120	E - 90	Between these dates the notice of election shall be published once. 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) A copy of the published notices shall be delivered to the District Secretary/Superintendent and each notice shall be posted in the district office. (E. C. § 12113)
DEC. 22 (M)	JAN. 16, (F) 5 P. M.	NOMINATION PERIOD
E - 113	E - 88	First and last day for candidates to file declarations of candidacy and nominating petitions, if applicable. (E. C. §§ 10220 & 10603 & Long Beach City Charter § 2204)
		CANDIDATE STATEMENTS
		During this period candidates may file a candidate statement not to exceed the word limitation prescribed by the district board (200 or 400 words) for inclusion with the sample ballot. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307)
JAN. 16, (F) 5 P. M.		NOMINATION PERIOD – DEADLINE DATE
E - 88		Last day for candidates to file declarations of candidacy and nominating petitions, if applicable. (E. C. §§ 10220 & 10603)
		CANDIDATE WITHDRAWAL
		No candidate including incumbent, whose declaration of candidacy has been filed may withdraw after this date except when nomination period has been extended for that office. (E. C. §§ 10224 & 10603)

DATES	EVENTS
<p>JAN. 16, (F) 5 P. M. E - 88</p>	<p>APPOINTMENT – NO ELECTION – COMMUNITY COLLEGE DISTRICT</p> <p>If only one person or no person has filed a declaration of candidacy and if a petition to hold an election has not been filed by this date, the qualified person or persons 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 or persons at a meeting prior to the day fixed for the election.</p> <p>(Ed. Code § 5328)</p> <p>NOTICE OF APPOINTMENT – NO ELECTION – COMMUNITY COLLEGE DISTRICT – PUBLICATION</p> <p>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.</p> <p>(Ed. Code §§ 5303 & 5328.5)</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>
<p>JAN. 17** (Sa) JAN. 21 (W) E - 87** E - 83</p>	<p>NOMINATION EXTENSION PERIOD IF INCUMBENT DOES NOT FILE</p> <p>If a declaration of candidacy for the incumbent is not filed by 5 p. m. on January 16, the nomination period shall be extended until January 21, 5 p. m., for persons other than the person(s) who was the incumbent on January 16, 2004.</p> <p>The extension does not apply where there is no incumbent eligible to be elected.</p> <p>(E. C. §§ 10225 & 10604)</p>

** January 17 (Saturday), January 18 (Sunday) and January 19 (Holiday) – Office is scheduled to be closed.

DATES

EVENTS

JAN. 17** (Sa) JAN. 26 (M)	PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS/CANDIDATES’ NAMES AND BALLOT DESIGNATIONS
E - 87** E - 78	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 22 through February 2.
JAN. 21, (W) 5:00 P. M.	PETITION TO HOLD ELECTION – COMMUNITY COLLEGE DISTRICT
E - 83	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. 22, (Th) 11:00 P. M.	RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE
E - 82	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)
FEB. 5 (Th)	DEATH OF A CANDIDATE — COMMUNITY COLLEGE DISTRICT
E - 68	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)
FEB. 17* (Tu) MAR. 30, (Tu) 5:00 P. M.	WRITE-IN CANDIDATE DECLARATION PERIOD
E - 56* E - 14	A name written on a ballot will not be counted unless the person has filed during this period a declaration and sponsors’ signatures, if applicable, stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601)

* Date adjusted due to weekend and/or holiday

**January 17 (Saturday), January 18 (Sunday) and January 19 (Holiday) – Office is scheduled to be closed.

DATES		EVENTS
MAR. 4 (Th) E - 40	MAR. 23 (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)
MAR. 15 (M) E - 29		POLLWORKERS AND POLLING PLACES — APPOINTMENT Last day for City Clerk to appoint pollworkers and designate polling places. City Clerk shall mail a notice of appointment to each pollworker. (E. C. § 12286)
MAR. 15 (M) E - 29	APR. 6 (Tu) E - 7	ABSENT VOTERS — 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 29 th day will be kept and processed during this period. (E. C. § 3001)
MAR. 19 (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. 29 (M) E - 15		REGISTRATION CLOSES Last day to transfer or register to vote in the election. (E. C. § 2107)
MAR. 30 (Tu) E - 14	APR. 6 (Tu) 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 14 th day prior to the election but on or before the 7 th 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.

DATES		EVENTS
MAR. 30, (Tu) 5:00 P. M. E - 14		WRITE-IN CANDIDATE DECLARATION DEADLINE Last day for a candidate to file a declaration and sponsors' signatures, if applicable, stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601)
APR. 6 (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) POLLWORKERS AND POLLING PLACES – PUBLICATION Last date for City Clerk to publish once in a newspaper of general circulation within the jurisdiction, a list of pollworkers and polling places for each precinct. (E. C. § 12105 & Gov. Code § 6061) CANVASS ABSENT VOTER BALLOTS The City Clerk may commence the canvass on the 7 th day before the election but shall not release the results of the tally until after the polls close. (E. C. § 15101) LIST OF NOMINEES – UNIFIED SCHOOL DISTRICT – PUBLICATION 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)
APR. 7 (W) E - 6	APR. 13 (Tu) E	EMERGENCY ABSENT VOTING Between these dates any voter may apply to the City Clerk for an absentee ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick-up and return the ballot. (E. C. § 3021)

DATES

EVENTS

APR. 13 (Tu)	ELECTION DAY
E	Polls open 7 a.m., close 8 p.m. (E. C. § 10212, Ed. Code § 5000 & Long Beach City Charter §§ 1901 & 2206)
	ABSENT VOTER BALLOTS RETURNED – 8:00 P.M.
	Last day for absent voter 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. 27 (Tu)	COMPLETION OF OFFICIAL CANVASS
E + 14	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 (Sa)	TAKE OFFICE – COMMUNITY COLLEGE DISTRICT
E + 18	Newly elected board of trustees members take office on the first day of the calendar month next succeeding their election. (Ed. Code § 5017 (b))
JULY 19 (M)	TAKE OFFICE – UNIFIED SCHOOL DISTRICT
E + 97	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 8, 2004).
(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)

RUNOFF ELECTION

LONG BEACH UNIFIED SCHOOL DISTRICT

JUNE 8, 2004

DATES	EVENTS	
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)		
POLLWORKERS AND POLLING PLACES – APPOINTMENT		
MAY 10 (M)	Suggested last day for City Clerk to appoint pollworkers and designate polling places. A notice of appointment shall be mailed to each pollworker appointed. (E. C. § 12286)	
RE - 29		
ABSENT VOTERS – FIRST AND LAST DAY TO APPLY		
MAY 10 (M)	June 1 (Tu)	Applications may be filed with City Clerk between these dates (both dates inclusive). Applications received prior to the 29 th day will be kept and processed during this period. (E. C. § 3001)
RE - 29	RE - 7	
MAIL SAMPLE BALLOTS		
MAY 18 (Tu)	Last day for the City Clerk to mail a sample ballot pamphlet to each voter in the district. (E. C. § 13303)	
RE - 21		
REGISTRATION CLOSURES		
MAY 24 (M)	Last day to transfer or register to vote in the election. (E. C. § 2107)	
RE - 15		

DATES**EVENTS**

MAY 25, (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 25 (Tu)

JUNE 1 (Tu)

RE - 14

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 in this office. 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.

JUNE 1 (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)

POLLWORKERS 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 pollworkers and polling places for each precinct.

(E. C. § 12105 & Gov. Code § 6061)

CANVASS ABSENT VOTER 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)

DATES		EVENTS
JUNE 2 (W)	JUNE 8 (Tu)	EMERGENCY ABSENT VOTING
RE - 6	E	Between these dates any voter may apply to the City Clerk for an absentee 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)
JUNE 8, (Tu)		ELECTION DAY
8 P. M.		
RE		Polls open 7 a.m., close 8 p.m. (E. C. § 10212, Ed. Code § 5000 & Long Beach City Charter § 1901 & 2206)
		ABSENT VOTER BALLOTS RETURNED – 8:00 P.M.
		Last day for absent voter 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 15 (Tu)		COMPLETION OF OFFICIAL CANVASS
RE + 7		On or before this date, the City Clerk shall certify the election results to the governing board. (E. C. § 10262)
JULY 19 (M)		TAKE OFFICE – UNIFIED SCHOOL DISTRICT
RE + 41		Newly elected school board members take office on third Monday in July after election. (Long Beach City Charter § 2205)

OFFICES TO BE FILLED

GOVERNING BOARD MEMBER ELECTIONS

APRIL 13, 2004

DISTRICTS	NUMBER TO ELECTED	OFFICEHOLDERS
LONG BEACH UNIFIED MEMBER, BOARD OF EDUCATION	2 DISTRICT # 2 DISTRICT # 4	BOBBIE SMITH JON MEYER
LONG BEACH COMMUNITY COLLEGE MEMBER, BOARD OF TRUSTEES	2 TRUSTEE AREA # 2 TRUSTEE AREA # 4	ROBERTO URANGA TRUDY POLSKY

CANDIDATE QUALIFICATIONS AND INFORMATION ON OFFICES

LONG BEACH UNIFIED SCHOOL DISTRICT LONG BEACH COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD MEMBER ELECTIONS

APRIL 13, 2004

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS	NOMINATING SIGNATURES MIN. MAX	SALARY	FILING FEE
<p>LONG BEACH UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION MEMBERS</p> <p>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)</p>	<p>District Nos. 2 & 4</p> <p>4 Years</p> <p>July 19, 2004</p> <p>(Long Beach City Charter § 2205)</p>	<p>20 30</p> <p>(E. C. § 10220)</p>	<p>Varies</p>	<p>None</p>
<p>LONG BEACH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES MEMBERS</p> <p>A registered voter of the Trustee Area at the time nomination documents are issued. (Ed. Code § 72103 & E. C. § 201)</p>	<p>Trustee Area Nos. 2 & 4</p> <p>4 Years</p> <p>May 1, 2004</p> <p>Ed. Code § 5017 (b)</p>	<p>None</p>	<p>Varies</p>	<p>None</p>
<p>PARTY AFFILIATION – NO PARTY AFFILIATION REQUIRED (E. C. § 334)</p> <p>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)</p>				

*Note: All candidates filing for office must meet the qualifications outlined in the Election information Manual for the specified office.

CHAPTER 2

Candidate Filing Process

- How Do I Begin?
- Campaign Statement Filing Requirements
- Ballot Designations
- Write-in Candidates

CHAPTER 2: CANDIDATE FILING PROCESS

The Candidate Filing period **BEGINS** on December 22, 2003. The **DEADLINE** for candidate filing is 5:00 P.M. on January 16, 2004.

NOTE: If documents are mailed, they must be received by the above deadline. A postmark is not sufficient.

EXTENSION OF DEADLINE: In the event an incumbent fails to file for office by the close of nomination on Friday, January 16, 2004, any person other than the incumbent shall have until 5:00 p.m., on Wednesday, January 21, 2004 to file for the office.
(E.C. 10225, 10604)

NOTE: Extension does not apply: Where there is no incumbent to be elected.

WITHDRAWAL OF CANDIDACY: No candidate for district (school or special district) office may withdraw as a candidate after 5:00 p.m. on January 16, 2004 unless there is an extension for that district. In the event of an extension, candidates affected have until 5:00 p.m. on January 21st to withdraw.
(E.C. 10224 & 10603)

HOW DO I BEGIN?

Step 1 – Receive/Review copy of this “Candidate Handbook”. The Candidate Handbook explains rules, requirements, services, etc. Your signature is required verifying that you received your Candidate Handbook.

Step 2 – Fill out Candidate Registration and Qualification (CRQ) form:

- registered name; name as you wish it to appear on ballot
- residence address
- telephone/fax numbers
- address and telephone number for publication / media / Internet
- elective office title for which you are applying
- sign and date.

Public vs. confidential information on the CRQ. The CRQ contains a space to provide a mailing address, phone number(s) and email address that will appear on a listing issued to the news media and the public. This is separate from the residence address which is required for voter registration verification. If no address is given in this section, your residence address, telephone and e-mail will be used for public distribution.

HOW DO I BEGIN (Continued)

The CRQ form is available at this office or on-line at www.lavote.net. You may also call us and we will mail you the filing documents.

SAVE TIME! Complete and submit the CRQ form on-line so that your documents are ready when you come to the office.

Note: If you are unable to come to this office personally, you may authorize a person to act in your behalf to receive your documents from this office and/or return them to this office. No nomination documents will be issued to or accepted from an unauthorized person. This authorization must be signed by the candidate. If you have questions, call the Election Information Section at (562) 466-1310.

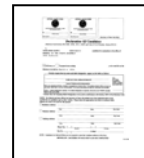


Step 3 – Receive Nomination Documents. Upon receipt of the **CRQ** form, this office will verify your voter registration and prepare nomination documents. It is important that information on your form is complete and accurate. If you submit the form in person, you will have a short wait as documents are prepared. If you submit the form on-line, your documents and the handbook will be available when you or your authorized representative come into the office.

Step 4 – Sign “Application for Nomination Documents” form. The “Application for Nomination Documents” form is computer generated and uses information from the Candidate Registration and Qualification (CRQ) form. Your signature is required verifying that you received your Nomination Documents.

Step 5 – Filing Of Nomination Documents

A. For Long Beach Community College District only



DECLARATION OF CANDIDACY FORM (Executed under penalty of perjury)

The Declaration of Candidacy 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.

- a. Fill in residence, business and mailing addresses.
- b. Fill in ballot designation (occupation) to appear on ballot.
- c. Fill in place of execution and date.
- d. Candidate signs name under penalty of perjury that information is true and correct and provides telephone number(s).

DECLARATION OF CANDIDACY FORM (Continued)

NOTE: This form must be notarized if it is signed outside of the State of California.

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 familiar short version of the first name, such as "Bill for William", "Dick for Richard" or "Kathy for Kathleen".

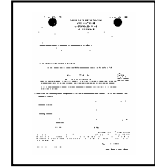
NO TITLES OR DEGREES ARE ALLOWED IN THE BALLOT NAME. (E. C. § 13106)
A CHANGE IN LEGAL NAME IS NOT ALLOWED UNLESS THE CHANGE WAS
MADE BY MARRIAGE OR BY DECREE OF COURT. (E. C. § 13104)

Except as provided below a candidate shall not remove a Declaration of Candidacy form from the office of the elections official, and the elections official shall require all candidates filing a Declaration of Candidacy to execute the declaration 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 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 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. 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.

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.

A prospective candidate must execute the Affidavit of Nominee and file it with the county elections official.

- a. Fill in occupational designation to appear on ballot.
- b. Fill in residence, business and mailing addresses.
- c. Print name in space provided in "Oath of Office".
- d. Candidate must appear before a Registrar Recorder/County Clerk elections deputy to witness the candidate's signature or submit a notarized signature.

NOTE: This form must be notarized if it is signed outside of the State of California.

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 familiar 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)
A CHANGE IN LEGAL NAME IS NOT ALLOWED UNLESS THE CHANGE WAS
MADE BY MARRIAGE OR BY DECREE OF COURT. (E. C. § 13104)**

Except as provided below a candidate shall not remove the Affidavit of Nominee form from the office of the elections official, and the elections official shall require all candidates filing an Affidavit of Nominee form to execute the declaration 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 an Affidavit of Nominee form from the elections official and deliver it to the candidate .

The statement shall include language indicating that the candidate is aware that the Affidavit of Nominee form 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.

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE (Continued)

A candidate may request the county elections official to provide the candidate with an Affidavit of Nominee form. The county elections official shall not require a candidate to sign, file, or sign and file, an Affidavit of Nominee as a condition of receiving nomination papers.



NOMINATION PAPERS

(Applies to Long Beach Unified School District only)

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

SIGNERS QUALIFICATIONS

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

EACH SIGNER must personally affix his/her own printed name, signature and 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 nomination petition. Two witnesses to such 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 to and sign his/her own nomination papers regardless of whether the candidate resides in the jurisdiction.

If district includes more than one county, the circulator can only circulate the nomination paper 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**.

- a. Fills in appropriate information in blank spaces. **DO NOT TYPE.**
- b. Fills in **dates signatures were obtained.**
- c. Fills in execution **date** and **place of signing.**
- d. Signs name.

Step 6 – File Candidate Statement Form (optional). Candidate statements are printed in the sample ballot booklet and go to all registered voters in the district.

This form contains the following:

- Instructions, guidelines, word counts and sample of candidate statement format
- Selection of English-only or English and Spanish, Chinese, Japanese, Korean, Cambodian, Vietnamese and Tagalog
- Option for not printing a statement

Step 7 – Receive a Candidate Receipt for Nomination Documents.

Step 8 – Submit a “Code of Fair Campaign Practices” form (optional). There are basic principles of decency, honesty, and fair play which every candidate for public office has a moral obligation to observe and uphold. This form lists what a candidate shall and shall not do to adhere to these principles. This is a voluntary form and can be signed and filed anytime prior to the election.

Step 9 – Submit Campaign Finance Disclosure Filing forms/instructions. When you receive your nomination documents you will also be given a Campaign Finance Disclosure Kit. This kit contains forms and instructions for complying with FPPC rules on establishing accounts, reporting contributions and expenditures, etc.

NOTE: If you anticipate receiving/spending less than \$1000 on your campaign you may file a Form 470 (short form) at the same time nomination documents are filed or no later than the first campaign statement deadline.

**ADDITIONAL FILING REQUIREMENTS FOR LONG BEACH UNIFIED SCHOOL
DISTRICT RUNOFF ELECTION JUNE 8, 2004**

**(CANDIDATES AND COMMITTEES SUPPORTING OR OPPOSING AN
UNSUCCESSFUL CANDIDATE IN THE PRIMARY ELECTION
ARE NOT REQUIRED TO FILE THIS STATEMENT)**

**MAY 22 (Sa)
THROUGH
MAY 27 (Th)**

PRE-RUNOFF ELECTION CAMPAIGN STATEMENT

All candidates, their controlled committees, and committees primarily formed to support or oppose candidates in this election, **must** file campaign statements at this time for the period between March 28 and May 22, even if no reportable activity occurred during this period. This statement **must** be filed by guaranteed overnight delivery service or by personal delivery. (Government Code Section 84200.8)

**WITHIN
24 HOURS
BETWEEN
MAY 23 (Su)
AND
JUNE 7 (M)**

LATE CONTRIBUTION AND/OR LATE INDEPENDENT EXPENDITURE REPORTS

Each candidate or committee that makes or receives a contribution (including a loan) of \$1,000 or more, or makes an independent expenditure of \$1,000 or more between May 23 and the election, shall report it by fax, telegram, guaranteed overnight mail through the U.S. Postal Service or personal delivery within 24 hours. (Government Code Section 84203.3 & 84204)

All contributors making late in-kind contributions must notify the recipient of its value within 24 hours from the time the contribution is made. (Government Code Section 84203.3)

**JULY 1 (Th)
THROUGH
JULY 31 (Sa)**

SEMI-ANNUAL CAMPAIGN STATEMENT

Same requirements as above for the period between May 23 and June 30. (Government Code Section 84200)

WHERE TO FILE

Candidates and committees file an original and copy of each campaign statement with the REGISTRAR-RECORDER/COUNTY CLERK, CAMPAIGN FINANCE DISCLOSURE SECTION at:

Mailing Address
P.O. Box 1024
Norwalk, CA 90651-1024

Business Address
12400 Imperial Highway, Room 2003
Norwalk, CA 90650

STATEMENT OF TERMINATION – FORM 410, PART V

Candidates and their committees are required to file semi-annual statements every six months until all campaign activity ceases and Form 410, Part V is filed. (Government Code Section 84214)

STATEMENT OF TERMINATION

FORM 410, see PART V

Committees are required to file semi-annual statements every six months until all campaign activity ceases and a Statement of Termination is filed. Filing obligations will continue until this form is filed. (Government Code Section 84214)

**FOR ADDITIONAL INFORMATION, CALL 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 Act Reform imposes certain duties and obligations on candidates, officeholders, committees 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, however, candidates can avoid filing campaign statements by submitting a “Candidate and Officeholder Campaign Statement Short Form (Form 470).”
- The only postmark which can be accepted as evidence of a filing date is one for first class mail. Mail, which is not received by the filing officer shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of deposit, and the name and address of the addressee.
- Any candidate or committee who files an original statement after an imposed deadline is liable in the amount of \$10 per day after the deadline until the document is filed. The liability is limited to the cumulative amount reported in the last document or \$100, whichever is greater.

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

DEFEATED CANDIDATES

Must file campaign disclosure reports until:

- ✓ **Campaign committee has been terminated (Form 410, Part V)**

It is recommended that campaign disclosure statements be mailed by certified mail or by purchasing 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.

BALLOT DESIGNATIONS

Generally, a ballot designation describes the current profession, vocation, occupation or incumbency status of the candidate.

Ballot designations:

- Can be no more than three words.
- Must appear on the Declaration of Candidacy at the time it is filed.
- Are public records that cannot be changed after the final date to file nomination documents.
- Are public record as soon as the information is filed on the Declaration of Candidacy.

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.

If this office finds the designation to be in violation of any of the restrictions set forth in the California Elections Code, this office will provide you with a "**Ballot Designation Worksheet.**" This form is intended to assist in the prompt evaluation of requested ballot designations.

If upon checking your ballot designation, the elections official finds the designation to be in violation of any of the restrictions this office will notify you by certified mail return receipt requested, addressed to the mailing address appearing on the candidate's Declaration of Candidacy. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. (E.C. Sec.13107(c))

Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to Section 13107(f) of the Elections Code.

Selecting your Ballot Designation. The following information should be used in selecting the designation that you wish to appear on the official ballot. The listing of an occupational 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: Boardmember, 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 Boardmember, XYZ School District

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

4) Principal Occupation

No more than **three words** to either describe the current principal professions, vocations, or occupations of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. State geographical names are considered one word.

Example A: High School Teacher

Example B: Attorney / Educator / Business owner

Example C: CEO / Councilmember

5) Community Volunteer

A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- 1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
- 2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
- 3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

6) No Occupation Desired

A ballot designation is optional. If no ballot designation is requested, write the word "NONE" and mark your initials in the appropriate box.

Candidate Review. You may view your own designation, as well as that of other candidates, at this office, from **January 17, 2004** through **January 26, 2004, (Excluding Saturdays, Sundays and Holidays. Office is scheduled to be closed on Saturday, January 17, Sunday, January 18 and Monday January 19.)**

NOTE: BALLOT DESIGNATIONS CANNOT BE CHANGED AFTER
THE FINAL DATE TO FILE NOMINATION DOCUMENTS

BALLOT DESIGNATION “NO-NOs”

The elections official shall not accept a ballot designation which:

- misleads the voter
- suggests an evaluation, such as outstanding, leading, expert, virtuous or eminent
- is an abbreviation of the word Retired, or follows the word or words it modifies
- contains words meaning a prior status, such as "former" or "ex-"
- uses the name of any political party
- refers to a racial, religious, or ethnic group
- refers to any activity prohibited by law

The candidate will be notified by the elections official if an occupation designation is in violation of the above restrictions. If an alternative designation is not provided within the time allowed, no occupation will appear on the ballot.

(E. C. § 13107)

BASIC TEST

Guidelines to ballot designations include:

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



WRITE-IN CANDIDATES

<p>GENERAL INFORMATION</p>	<p>Persons who did not file a Declaration of Candidacy and fulfill their nomination requirements to place their name on the ballot may run for office as a write-in candidate. Write-in votes will be counted and certified in the Statement of Vote only for <i>qualified</i> write-in candidates who file the required forms with the elections department no later than 14 days prior to election day.</p> <p>Voters may write-in any person they wish for any office regardless of whether the person qualified or not. However, the votes will be tabulated only for qualified write-in candidates.</p>	<p>E. C. § 8600</p>
<p>OFFICES OMITTED FROM BALLOT</p>	<p>Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. When school and UDEL districts are involved, if the number of persons qualifying for the ballot does not exceed the number of offices to be filled, the election is cancelled and eligible candidates are appointed in lieu of the election. There is a provision in the law, however, to require that the offices be placed on the ballot by means of a petition drive.</p>	<p>E. C. §§ 7228, 7423, 7673, 8203; Ed. Code § 5362</p>
<p>FILING PERIOD/FEE</p>	<p>The filing period is 8:00 a.m. February 16, 2004, until 5:00 p.m. on March 30, 2004.</p> <p>Write-in candidates follow the same nomination procedures as other candidates (the Declaration of Candidacy is the only form that is different). No filing fee is required.</p> <p>NOTE: Write-in candidates do not require ballot designations because their names will not appear on the ballot.</p>	
<p>BALLOT</p>	<p>The candidate's name does not appear on the official ballot. The candidate is not entitled to a candidate statement in the sample ballot pamphlet.</p>	<p>E. C. § 302</p>
<p>TO BE ELECTED</p>	<p>A write-in candidate for a school district governing board member or special district board of director member contest, 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.</p>	<p>E. C. § 8140</p>

CHAPTER 3

Candidate Statements

- Estimated Cost of Candidate Statements
- Content of Candidate Statements
- Form and Style
- Administrative Guidelines
- Access/Public Examination Period
- Notice to Persons Submitting Candidate Statements
- Candidate's Statement Information Sheet (Form)
- Candidate Statement Guidelines & Word Count Standards (Form)

ESTIMATED COST OF CANDIDATES STATEMENTS

DISTRICTS	APPROXIMATE* REGISTRATION	ENGLISH	ENGLISH & SPANISH	ADDITIONAL COST TO PRINT AND TRANSLATE EACH ADDITIONAL LANGUAGE**	WORD LIMIT	WHO PAYS?
LONG BEACH UNIFIED						
District 2	31,248	\$950.00	\$2,050.00	\$1,225.00	200	Candidate - Advance
District 4	59,001	\$1,400.00	\$2,950.00	\$1,675.00	200	Candidate - Advance
LONG BEACH COMMUNITY COLLEGE						
Trustee Area 2	32,980	\$1,100.00	\$2,350.00	\$1,375.00	200	Candidate - Advance
Trustee Area 4	59,932	\$1,400.00	\$2,950.00	\$1,675.00	200	Candidate - Advance

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

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

*Registration as of 11/10/03

**Languages available: Chinese, Japanese, Korean, Cambodian, Vietnamese and Tagalog

CHAPTER 3: 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. CONTENT OF CANDIDATE STATEMENTS

WHAT IS ALLOWED

- Candidate Statements include 1) the candidate's name, and 2) a brief description of no more than 20-0 words of the candidate's education and qualifications expressed by the candidate.
- Candidate Statements may include the age and a brief occupation of the candidate.
- Statements shall NOT include the party affiliation of the candidate nor membership or activity in partisan political organizations.
- Statements should be limited to a recitation of the candidate's own personal background and qualifications (See enclosed notice to persons submitting candidate statements.)
- "Nothing in this section shall be deemed to make any such statement, or the authors thereof, free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet."
(E. C. §13307d)
- Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to E. C. §11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000).
(E. C. §18351)

B. FORM & 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 will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. Words to be printed in **boldface** type, underscored and/or CAPITALIZED are to be clearly indicated. 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.
- Type your statement clearly and legibly as it will be scanned by a scanner that cannot read handwriting or printing.
- Statement will be typeset exactly as submitted. Candidates are therefore advised to carefully check their statements for errors in spelling, punctuation and grammar. This office is authorized to make corrections only to the format of the statement.



C. 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.

- **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.

ADMINISTRATIVE GUIDELINES (Continued)

- **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, Chinese, Japanese, Korean, Cambodian, Vietnamese and Tagalog, for candidates who wish to have one, at the candidate's own expense.

D. ACCESS/PUBLIC EXAMINATION PERIOD

Candidate statements are confidential until the filing period ends on January 16th at 5 P.M. Candidate statements will be available for public examination from Tuesday January 20th and through Monday January 26th. 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 22nd through February 2nd.
(E.C §13311)

E. NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

Court Decision Prohibits Any Reference to Opponents

This decision applies to all candidates.

All prospective candidates should be aware of the Court of Appeals ruling in the recent court case of **Dean v. Superior Court**. The 1998 decision analyzed California Elections Code Section 13307, the statute governing the content of a candidate's statement for local office. The Court of Appeals concluded that the statement prepared by a candidate for inclusion in a voter's pamphlet may include comments on one's own qualifications, but may not include comments on one's opponents' qualifications, or lack thereof. A copy of the **Dean** decision is available from our office at no cost.

The Dean decision is clear... candidates are not to refer to their opponents in any manner in the candidate's statement. All candidates should confine their voter pamphlet statement to a listing of their particular qualifications and pertinent biographical information.

Importantly, persons seeking office that use the candidate's statement as a forum for attacking an opponent are subject to legal action by the opponent. The opponent can request that the court strike all improper content in a candidate's statement. **If successful in this effort, the candidate can request and the court can order the losing candidate to pay the attorney's fees and costs incurred by the opponent in challenging the candidate's non-conforming statement.** Accordingly, it is in each candidate's best interest to use his or her allotted words wisely and within the permissible scope of Elections Code Section 13307.

Prospective candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with Elections Code Section 13307 and other pertinent provisions of the California Elections Code. Challenges to written material in a voter's pamphlet are governed by Elections Code Section 13313, which **authorizes the courts** to amend or delete false, misleading or inconsistent material.

California Elections Code and case law prohibits prospective candidates from making any reference to another candidate or to another candidate's qualification, character or activities. **In these cases, the County elections official is required to reject any such statement in its entirety.** (Candidate will be advised in writing and if time permits the candidate may substitute another statement.)

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: _____	
<input type="checkbox"/> 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	

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) ®

Forms/Candidate Statement 2004

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 4

Campaign Information

- General Campaign Information
 - a. Code Sections Pertaining to Campaign Literature

GENERAL CAMPAIGN INFORMATION

CODE SECTIONS PERTAINING TO CAMPAIGN LITERATURE

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.
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- PART 9 - U.S. POSTAL SERVICE – POLITICAL MAILINGS.
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- PART 11 - INFORMATION ON FEDERAL LAW PROHIBITING FOREIGN NATIONALS
FROM MAKING CONTRIBUTIONS OR EXPENDITURES.

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.

GENERAL CAMPAIGN INFORMATION (Continued)

(d) That by requiring identification, a candidate who believes he 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 unspoiled 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.

(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 such endorsements in a manner which has resulted in considerable public doubt and confusion as to whether such endorsements are those of a private group of citizens or of an official governing body of a political party.

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

20006. Restraining order or injunction.

GENERAL CAMPAIGN INFORMATION (Continued)

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

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

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

20008. Political advertisement requirements.

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which 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." Such 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 Clerk, Registrar of Voters, or the Secretary of State.

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

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

GENERAL CAMPAIGN INFORMATION (Continued)

(b) No such simulated ballot or simulated sample ballot 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, advertisements in a newspaper or other periodical, television commercial, or computer image. For purposes of this section, "actual malice" means the knowledge that the image of a person has been superimposed on a picture or photograph to create a false representation, or a reckless disregard of whether or not the image of a person has been superimposed on a picture or photograph to create a false representation.

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

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

(2) A candidate for public office whose likeness appears in a picture or photograph prohibited by subdivision (a) may bring a civil action against any person, firm, association, corporation, campaign committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a). The court may award damages in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney's fees and costs.

(d) (1) This act shall not apply to a holder of a license granted pursuant to the Federal Communications Act of 1934 (47 U.S.C. Sec. 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 which does not contain the statement required by Section 20009 or which uses an official seal or insignia in violation thereof, is guilty of a misdemeanor.

GENERAL CAMPAIGN INFORMATION (Continued)

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 which includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list which constituted the latest official precinct polling list at sometime not more than 30 days prior to such 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.

Elections Code Sections

18370. Electioneering near polling place.

No person, on Election Day, shall, within 100 feet of a polling place:

- (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 ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in Section 14240.
- (d) Do any electioneering.

As used in this section "100 feet of a polling place" shall mean 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 absentee 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 an absentee 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 absentee 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 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 for a polling place;

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

GENERAL CAMPAIGN INFORMATION (Continued)

- (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, videotapes or otherwise record a voter entering or exiting a polling place.
- (b) Any person who violates this section is punishable by imprisonment in the county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.
- (c) For purposes of this section, 100 feet shall mean 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 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. Definition of elections official and immediate vicinity.

As used in this article:

- (a) "Elections official" means County Clerk, 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 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 Government Code.

GENERAL CAMPAIGN INFORMATION (Continued)

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.

PART 8

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

Business and Professions Code Sections

5405.3 Outdoor Advertising-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 TELEPHONE (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
ELECTION INFORMATION SECTION
12400 IMPERIAL HIGHWAY
NORWALK, CALIFORNIA 90650
Telephone (562) 466-1310 or 1-800-481-VOTE

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 ABSENTEE BALLOTS

ABSENTEE BALLOT APPLICATION

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

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

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

(b) Uniform Absentee Voting Application

Pursuant to Elections Code Section 18402, the Secretary of State has prepared a uniform application format for an absentee voter ballot for use by all individuals, organizations and groups distributing absent voter applications. Failure to conform your applications with the uniform format is a misdemeanor. (Elections Code Section 18402)

(c) Important Information

GENERAL CAMPAIGN INFORMATION (Continued)

Some of the important points you need to be aware of in regard to your effort to distribute applications for absentee 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 absentee 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 voters 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 an absentee 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 an absentee ballot be mailed to the candidate's residence address.

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

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

This statement must be conspicuously printed on the application form.

Absentee Ballot Application (Continued)

(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 who/which distributes applications for absent voter ballots and receives completed application forms back from voters shall deliver the forms to the appropriate elections official **within 36 hours** of receiving the completed forms. Note that Elections Code Sections 18576 makes it a misdemeanor to delay the proper return of an absent voter application.

(8) Any application for an absentee voter ballot which is sent by a group or organization to a voter shall be sent by nonforwardable mail.

(9) Any individual, group or organization who/which knowingly distributes any application for an absent voter's ballot which does not conform to the requirements of the absentee voter provision is guilty of a misdemeanor. (Elections Code Section 18402)

(10) Voters who use the absentee 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 Section 3006 requires that the absentee ballot application contain information about California's permanent absentee voter provision.

(d) Absentee Ballot Application Format

ABSENT VOTER APPLICATIONS WILL BE ISSUED BY THE CITY CLERK

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

PROHIBITIONS

(a) Voting more than once.

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

(b) Interfering with the absent voting process.

It is a misdemeanor to willfully interfere with the prompt delivery to the elections official of a completed application for an absentee ballot. (Elections Code Section 18576)

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

No one can deny a voter the right to return his or her application for an absentee ballot to the elections official. (Elections Code Section 18576)

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

It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time he or she is voting an absentee ballot. (Elections Code Section 18371)

Absentee return envelopes are signed under penalty of perjury, a violation of which can result in a prison term. (Penal Code Section 126)

(c) Other penalties.

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

GENERAL CAMPAIGN INFORMATION (Continued)

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. (Election Code Sections 18521, 18522 and 18524)

PART 11

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

Federal law prohibits foreign nationals from making contributing 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 (the 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.