

**CANDIDATE HANDBOOK
AND
RESOURCE GUIDE**

**NOVEMBER 4, 2003
CONSOLIDATED ELECTIONS**



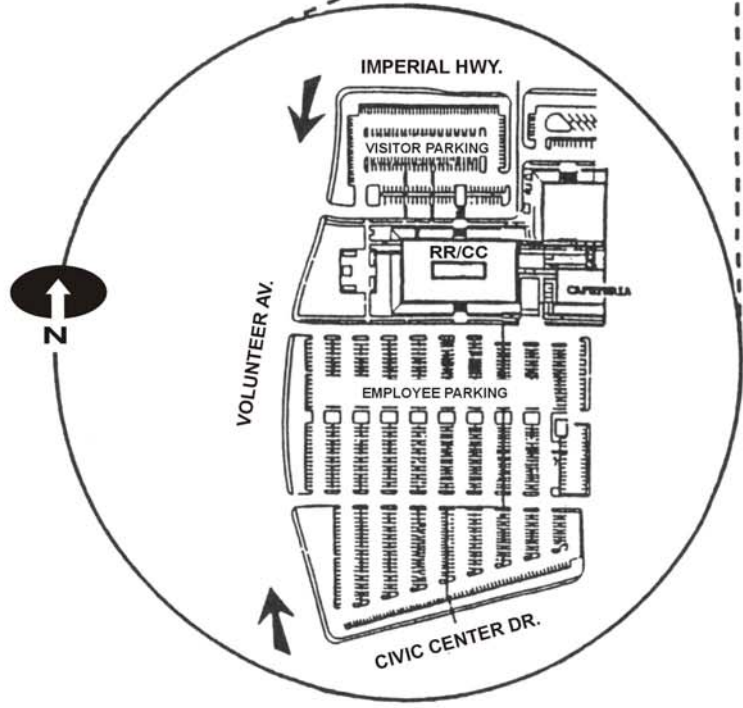
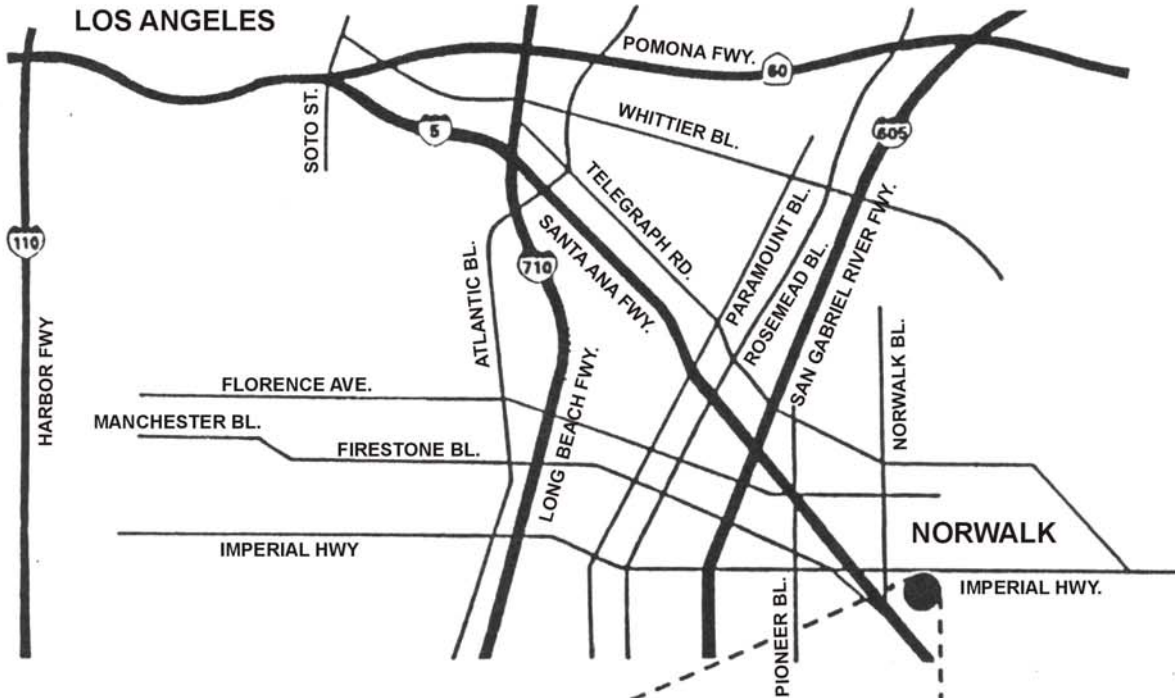
Conny B. McCormack

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HIGHWAY - NORWALK, CA 90650 - (562)462-2748

**(562) 466-1310
www.lavote.net**

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





COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

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

CONNIE B. McCORMACK

REGISTRAR-RECORDER/COUNTY CLERK

July 2003

TO: Candidates, Campaign Managers and Other Interested Individuals

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

SUBJECT: **CANDIDATE HANDBOOK AND RESOURCE GUIDE**
November 4, 2003 - Consolidated Elections

We are pleased to present this newly formatted *Candidate Handbook and Resource Guide*. The Handbook contains information for candidates running for elected office. It includes critical deadlines, rules and guidelines for campaigning, campaign finance disclosure filing requirements and other valuable information. We believe this new handbook contains important information you always wanted to know about being a candidate but were afraid to ask! For your convenience the Candidate Handbook and Resource Guide is on our website at www.lavote.net.

You're Invited! You are invited to attend one of our two Candidate Information Briefings. These briefing sessions are an opportunity for you and your organization to learn and ask questions regarding the candidate filing process. We encourage all candidates, their campaign managers and treasurers to attend. For further information, refer to the flyer on page i.

Why should you read this Candidate Handbook and Resource Guide? Running for office can be a confusing and difficult process, especially for the first time candidate. If you have run for office in the past, the laws may have changed. (For example, the requirements and nomination forms needed for different types of elections may be different). Please review the information provided in this handbook carefully. NOTE: This book is for general guidance only and is not intended to provide legal advice. Candidates bear full responsibility to make their own determination as to all legal standards and duties.

Did you know that to file for this election, you do not have to travel to Norwalk? Candidates filing for office for the November 2003, Consolidated Elections MAY conduct all aspects of the candidacy process via mail and on-line without having to travel to Norwalk! We do encourage novice candidates to visit the Norwalk office in person to speak with our staff and take advantage of the many materials and supplemental services available to voters and candidates.

What is a "Consolidated Election?" The County conducts consolidated elections in November of odd-numbered years for a variety of jurisdictions, including county water, irrigation, library, recreation and park, California water, and community service districts. These elections are known as "UDELS" (Uniform District Elections

Law.) School and community college districts, and a limited number of cities have joined with the UDEL jurisdictions on a consolidated ballot to reduce election costs.

What's New at the RR/CC? Los Angeles County voters will be using a new voting system this November – the “InkaVote” system (see chapter 9 for details) InkaVote will be used as an interim system in the November 2003, Consolidated Elections, and in the Presidential Primary and Presidential General Elections in 2004.



Important Websites. This handbook, information regarding election/recorder services and access to campaign finance filing requirement information are available on our website at www.lavote.net. Lists of candidates who have filed are available on a daily basis. Up-to-the-minute election results will be posted on election night. Other relevant websites are available in the Important Phone Numbers and Contact Information Section.

Assistance and Feedback. Our office is committed to providing the best possible service to you, your campaign staff and the voters of Los Angeles County. I congratulate you on your decision to participate in the electoral process and hope that it will be a positive experience. If you have questions or comments regarding items you would like to suggest for future candidate guides, please write a letter, send an email to (cmccorma@rrcc.co.la.ca.us) or call me at (562) 462-2716.

**Candidate
Services /
Information
Briefings**

YOU'RE INVITED!

Candidates will have an opportunity to ask questions, including:

- ? What are the *reasons* for the rules and requirements related to running for office?
- ? What services does the RR/CC have to offer that might make it easier to run a campaign?
- ? Who's Who at the RR/CC for future questions?

RSVP: You are encouraged to bring others with you if they will be involved in your campaign.

Call Ella Cotton from Information Services Division at (562) 462-2695 to RSVP.

2 SESSIONS!

First Session

DATE: Monday: July 21st, 2003

TIME: 12 P.M. — 2 P.M.

PLACE: Registrar-Recorder /
County Clerk
12400 Imperial Hwy
Norwalk, CA 90650
7th floor Executive Conference
(Room 7001)

OR

Second Session

DATE: Saturday: July 26th, 2003

TIME: 10 A.M. — Noon

PLACE: Registrar-Recorder /
County Clerk
12400 Imperial Hwy
Norwalk, CA 90650
7th floor Executive Conference
(Room 7001)

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IMPORTANT PHONE NUMBERS AND CONTACT INFORMATION



REGISTRAR-RECORDER/COUNTY CLERK

Office Hours:	8 a.m. - 5 p.m. Monday-Friday (Except for Holidays)
Office Address:	12400 Imperial Highway Norwalk, CA 90650
Mailing Address:	P.O. Box 1024 Norwalk, CA 90651-1024
	FAX: (562) 462-3030
TDD (Telecommunications Device for the Deaf)	(562) 462-2259
Election Information – 2nd Floor, Room 2013 General information on election, registration and voter services.	(562) 466-1310
Candidate Nomination Procedures – 2nd Floor, Room 2013 Information regarding election dates, offices to be filled, qualifications for office, nomination filing dates and procedures.	(562) 462-2317
Campaign Finance Disclosure – 2nd Floor, Room 2003 Campaign finance filing requirements for candidates, committees and officeholders.	(562) 462-2339
Registering to Vote Register to vote during regular office hours from 8 a.m. to 5 p.m. After hours, call (562) 462-2260 to leave a recorded message to request a voter registration form to be mailed. Note: The registration deadline for the November 4 th Election will be on Monday, October 20, 2003.	(562) 466-1310
Absentee / Vote-by-Mail Ballot Inquiries	(562) 466-1323



Sample Ballot Translation

(800) 481-8683

To receive a Sample Ballot booklet translated into Chinese, Japanese, Korean, Spanish, Tagalog or Vietnamese.

Precinct Pollworkers/Polls

(562) 466-1373

To become a pollworker, offer a home as a polling place or report problems at a polling place on Election Day.

Hourly Voter Turnout Information

(562) 462-2726

Projected turnout reports based on phone calls to Sample Precincts (for media use) will be issued each hour on the half-hour from 8:30 a.m. to 8:30 p.m. on Election Day.

Semi-Official Election Results

(562) 466-1323

Preliminary absentee voting results will be available at approximately 8:30 p.m. Election Night. As ballots arrive from the precincts and are tabulated, results will be available approximately every 20 minutes until all voting precincts have reported (approximately 1,100 precincts). ***Election results will be continuously updated and displayed on the Internet Election Night at www.lavote.net.***

Election Results Information

(562) 466-1310

Available on Wednesday, **November 5, 2003** from 8:00 a.m. to 5:00 p.m.

Voter Fraud Hot Line

(800) 815-2666

To report factual information on illegal voter registration and/or voting activities. **(Press 6 in the option menu.)**

PARTICIPATING CITIES

Although the majority of cities in Los Angeles County conduct their own municipal elections, a small number of cities have requested that the RR/CC place their election on the County's ballot. The following cities will be consolidating their elections with the County for this UDEL election:

CITY	PHONE/FAX	INTERNET
Agoura Hills	(818) 597-7303 Fax: (818) 597-7352	www.ci.agoura-hills.ca.us
Diamond Bar	(909) 396-5682 Fax: (909) 861-3117	www.cityofdiamondbar.com
Duarte	(626) 357-7931 X 2592 Fax: (626) 358-0018	www.accessduarte.com
Hawthorne	(310) 970-7921 Fax: (310) 970-7074	www.cityofhawthorne.com
Hawaiian Gardens	(562) 420-2641 Fax: (562) 496-3708	www.hawaiiangardenscity.org
Hermosa Beach	(310) 318-0203 Fax: (310) 372-6186	www.hermosabch.org
Lynwood	(310) 603-0220 X 210 Fax: (310) 764-4908	www.lynwood.ca.us
Montebello	(323) 887-1437 Fax: (323) 887-1410	www.cityofmontebello.com
Palmdale	(661) 267-5151 Fax: (661) 267-5193	www.cityofpalmdale.org
Rancho Palos Verdes	(310) 377-0360 Fax: (310) 377-4155	www.palosverdes.com/rpv
Rolling Hills Estates	(310) 377-1577 Fax: (310)377-4468	www.rollinghillsestates.com

NOTE: Candidates for city office file with their respective city. For more information, please contact the appropriate City Clerk office.

NEIGHBORING COUNTIES

The following is a list of counties that are adjacent to Los Angeles County and with whom we share a district on the ballot for this election:

ORANGE COUNTY

Steve Rodermund
(Interim) 1300 S. Grand Ave., Building C (714) 567-7600
Santa Ana, CA 92705 Fax: (714) 567-7556

KERN COUNTY

Sandra Brockman 1115 Truxtun Ave. (661) 868-3590
Bakersfield, CA 93301 Fax: (661) 868-3768

SAN BERNARDINO COUNTY

Scott Konopasek 777 E. Rialto Ave. (909) 387-8300
San Bernardino, CA 92415 Fax: (909) 387-2022

VENTURA COUNTY

Phil Schmit 800 S. Victoria Ave., L-1200 (805) 654-2266
Ventura, CA 93009 Fax: (805) 654-2664

CALIFORNIA SECRETARY OF STATE

POLITICAL REFORM DIVISION 1500 11th Street, Room 495 (916) 653-6224
Sacramento, CA 95814 Fax: (916) 653-5045

ELECTIONS DIVISION 500 11th Street, 5th Floor (916) 657-2166
Sacramento, CA 95814 Fax: (916) 653-3214

TDD: 1-800-833-8683
Web: www.ss.ca.gov

WHO TO CALL FOR POSSIBLE ELECTION VIOLATIONS OR FRAUD?

NOTE: The RR/CC's office is NOT an enforcement agency and is therefore unable to investigate any violations. When our office receives reports of violations, we refer them to the agencies listed below:

VIOLATIONS OF:	REFERRED TO:
False or misleading campaign materials	There is no agency enforcement. These issues are dealt with in court.
The Political Reform Act (Title 9 of California Government Code at Sections 81000 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests	Fair Political Practices Commission (FPPC) (866) 275-3772
Election fraud	Local District Attorney, or the California Secretary of State Elections Division (916) 657-2166
Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act	Local District Attorney, or the California State Attorney General (213) 974-3501
Federal campaigns (Congress, U.S. Senate, President)	Federal Election Commission (1-800) 424-9530
Open meeting laws (Brown Act)	Local District Attorney, or the California State Attorney General
Local ordinances	Local City Attorney or District Attorney (213) 974-3501
Vandalism or requirements concerning campaign signs	Local City Attorney or District Attorney



On **ELECTION DAY**, if you or your campaign workers observe problems at the polls that need attention, please contact our office at **(562) 462-2512** so that we have the opportunity to immediately look into the problem and make necessary corrections before more voters are affected.



CHAPTER 1: GETTING STARTED QUALIFICATIONS AND OFFICES UP FOR ELECTION

CALENDAR OF EVENTS FOR CANDIDATES

CONSOLIDATED ELECTIONS – NOVEMBER 4, 2003

IMPORTANT NOTICE

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

DATES		EVENTS
JULY 14 (M)	AUG. 8 (F) 5 P.M.	NOMINATION PERIOD – FILING DECLARATION OF CANDIDACY
E-113	E-88	First and last day for candidates to file declarations of candidacy. (E. C. Secs. 10510 & 10603)
		CANDIDATE STATEMENTS During this period, candidates may file a candidate statement not to exceed the word limitation prescribed by the district governing body (200 or 400 words) for inclusion with the sample ballot. The statement shall be filed not later than the last day to file declarations of candidacy. (E. C. Secs. 10540 & 13307)
AUG. 8 (F) 5 P.M.		DECLARATION OF CANDIDACY – DEADLINE DATE (UDEL & SCHOOL DISTRICTS)
E-88		Last day for candidates to file declarations of candidacy. (E. C. Secs. 10510 & 10603)
		CANDIDATE WITHDRAWAL (UDEL & SCHOOL DISTRICTS) 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. Secs. 10510 & 10603)
AUG. 9** (Sa)	AUG. 13 (W) 5 P.M.	NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE)
E-87**	E-83	If a declaration of candidacy for the incumbent is not filed by 5 p.m. on August 8, the declaration period shall be extended until August 13, 5 p.m., for persons other than the incumbent. NOTE: The extension does not apply where there is no incumbent eligible to be elected. (E. C. Secs. 10516 & 10604)

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

DATES		EVENTS
AUG. 9** (Sa) E-87**	AUG. 18 (M) E-78	<p>PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS, CANDIDATES’ NAMES AND BALLOT DESIGNATIONS</p> <p>During this period candidate statements, 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 data/material to be amended or deleted. (E. C. Sec. 13313)</p> <p>NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 14 through August 25*.</p>
AUG. 13 (W) 5 P.M. E-83		<p>PETITION TO HOLD ELECTION - DEADLINE</p> <p>Last day to file a petition signed by 10% or 50 voters (whichever is smaller in number) in the district, trustee area or division requesting that an election be held if the number of candidates do not exceed offices to be filled. (E. C. Secs. 10515 & Ed. Code Sec. 5326)</p> <p>APPOINTMENT – NO ELECTION (SCHOOL DISTRICTS)</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. (Ed. Code Sec. 5328)</p> <p>APPOINTMENT – NO ELECTION (UDEL DISTRICTS)</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, a certificate shall be submitted to the Board of Supervisors requesting appointment of the candidates or, if there are no candidates, appointment of any qualified person. Appointments shall be made not later than November 25. (E. C. Sec. 10515)</p> <p>CANDIDATE WITHDRAWAL – NOMINATION EXTENTION PERIOD</p> <p>Last day a candidate may withdraw declaration of candidacy papers when nomination period has been extended for that office. (E. C. Secs. 10516 & 10604)</p>
AUG. 14 (Th) 11 A. M. E-82		<p>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</p> <p>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. Sec. 13112)</p>

*Date adjusted due to weekend and/or holiday.

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

DATES		EVENTS
AUG. 28 (Th) 5 P.M.		DEATH OF CANDIDATE
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 the election. (Ed. Code Sec. 5329 & E. C. Sec. 10529) NOTE: This provision does not apply under certain circumstances as set forth in Election Code Sections 8026 & 8027.
SEPT. 3 (W)	SEPT. 5 (F)	TRANSLITERATION REVIEW PERIOD
E-62	E-60	First and last day candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official no later than the last day of the review period.
SEPT. 8 (M)	OCT. 21 (Tu) 5 P.M.	WRITE-IN CANDIDATE DECLARATION PERIOD
E-57	E-14	A name written on a ballot in any election will not be counted unless the person has filed a declaration of candidacy during this period stating that he or she is a write-in candidate for the election. (E. C. Secs. 8600 & 8601)
SEPT. 25 (Th)	OCT. 14 (Tu)	MAIL SAMPLE BALLOTS
E-40	E-21	A sample ballot booklet shall be mailed to each voter in the district during this period. (E. C. Sec. 13303)
OCT. 6 (M)	OCT. 28 (Tu)	ABSENT VOTERS – FIRST AND LAST DAY TO APPLY
E-29	E-7	Between these dates (both dates inclusive) applications may be filed. Applications received prior to the 29 th day preceding the election will be kept and processed during this period. (E. C. Sec. 3001)
OCT. 18 (Sa)	OCT. 23 (Th)	CAMPAIGN REPORTING – SECOND FILING PERIOD
E-17	E-12	Refer to Campaign Finance Disclosure Filing Requirements.
OCT 20 (M)		REGISTRATION CLOSES
E-15		Last day to transfer or register to vote in the election. (E. C. Sec. 2107)
OCT. 21 (Tu) 5 P.M.		WRITE-IN CANDIDATES DECLARATION – DEADLINE
E-14		Last day for a candidate to file declaration stating that he or she is a write-in candidate for the election. (E. C. Secs. 8600 & 8601)

DATES		EVENTS
NOV. 4 (Tu) 8 P.M.		ELECTION DAY
E		Polls open 7 A.M., close 8 P.M. (E. C. Secs. 1304, 10541 & 14212 & Ed. Code Secs. 5000 & 19700)
NOV. 6 (Th)		OFFICIAL CANVASS
E+2		The official canvass shall commence no later than the first Thursday following the election. (E. C. Secs. 10547 & 15301)
NOV. 24 (M)		COMPLETION OF OFFICIAL CANVASS
E+20		The clerk shall prepare a certified statement of the results of the election and submit it to the governing board no later than the last Monday before the last Friday in November. (E. C. Secs. 10550, 10551 & 15372)
NOV. 25 (Tu)		APPOINT CANDIDATES (UDEL DISTRICTS)
E+21		On or before this date the Board of Supervisors shall, if no election is held, appoint the persons who have filed declarations of candidacy or, if no person has filed a declaration of candidacy, appoint any qualified person. (E. C. Sec. 10515)
DEC. 1 (M)		DECLARE ELECTED CANDIDATES AND DELIVER CERTIFICATES OF ELECTION (UDEL AND SCHOOL DISTRICTS)
E+27		No later than this date candidates shall be declared elected. A certificate of election shall be prepared and delivered to each person elected. NOTE: The person or persons if applicable receiving the highest number of votes cast shall be declared elected. (E. C. Secs. 10551, 15401 & 10553)
DEC. 5 (F)		TAKE OFFICE (UDEL AND SCHOOL DISTRICTS)
E+31		Officers, elected or appointed, take office on the first Friday in December next following the election. (E. C. Sec. 10554, Ed. Code Secs. 5017, 19700 & Water Code Sec. 21101)
2004 JAN. 1 (Th)	JAN. 31 (Sa)	CAMPAIGN STATEMENTS – THIRD FILING PERIOD
E+58	+88	Refer to Campaign Finance Disclosure Filing Requirements.

CANDIDATE QUALIFICATIONS AND ELIGIBILITY

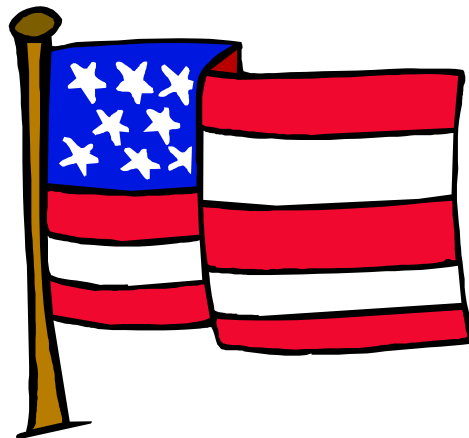
The information in this chapter is provided to assist you in understanding the candidate filing process. The following charts and checklists give a brief overview of the process, candidate qualifications, offices on the ballot and what is required of a candidate. Complete information on the filing process and how to get started are provided in Chapters 1 – 3.

A. QUALIFICATIONS TO RUN FOR OFFICE

Q. WHAT QUALIFICATIONS DO I NEED TO RUN FOR A PARTICULAR OFFICE?

A. In general, it is not the responsibility of this office to determine whether a candidate meets eligibility and qualification requirements. However, this office does verify that the candidate is registered within the district. The candidate signs the Declaration of Candidacy under penalty of perjury stating that he or she meets the requirements for that office.

Not every qualification applies to every office, so please review the information carefully and call (562) 262-2317 if you have a question.



CANDIDATE QUALIFICATIONS

NOVEMBER 4, 2003 – CONSOLIDATED ELECTIONS

OFFICE & QUALIFICATIONS	TERM OF OFFICE BEGINS
<p>TRUSTEE - LIBRARY DISTRICT</p> <p>Each trustee shall be a registered voter of the district at the time nomination documents are issued.</p> <p>(Ed. Code Sec. 19611 and E. C. Sec. 201)</p>	<p>4 Years</p> <p>Noon on December 5, 2003</p> <p>(Ed. Code Sec. 19700 (b))</p>
<p>DIRECTOR - RECREATION AND PARK DISTRICT</p> <p>Each director shall be a registered voter of the district at the time nomination documents are issued.</p> <p>(Public Resources Code Sec. 5783.3 and E. C. Sec. 201)</p>	<p>4 Years</p> <p>Noon on December 5, 2003</p> <p>(E. C. Secs. 10554 and Public Resources Code Secs. 5781.6 and 5783.6)</p>
<p>GOVERNING BOARD MEMBER - SCHOOL AND COMMUNITY COLLEGE DISTRICTS</p> <p>A registered voter of the district or trustee area, if applicable, at the time nomination documents are issued.</p> <p>(Ed. Code Secs. 5030, 35107, 72022 and 72103 and E. C. Sec. 201)</p>	<p>4 Years</p> <p>December 5, 2003</p> <p>(Ed. Code Sec. 5017)</p>
<p>PARTY AFFILIATION - NO PARTY AFFILIATION REQUIRED.</p> <p>FILING FEE, NOMINATING PETITION AND SALARY - Neither a filing fee nor a nominating petition is required. Salaries vary. (E. C. Secs. 10510 & 10603)</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. Secs. 13111 & 13112)</p> <p>VOTES REQUIRED TO ELECT CANDIDATES - PLURALITY When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes equal to the number of offices to be filled are elected. (E. C. Sec. 10551)</p>	

CANDIDATE QUALIFICATIONS

OFFICE & QUALIFICATIONS	TERM OF OFFICE BEGINS
<p>DIRECTOR - CALIFORNIA WATER DISTRICT</p> <p>Each director shall be a registered voter of the division at the time nomination documents are issued.</p> <p>(Water Code Sec. 35055 and E. C. Sec. 201)</p>	<p>4 Years</p> <p>Noon on December 5, 2003</p> <p>(E. C. Sec. 10554 and Water Code Secs. 34701 and 34705)</p>
<p>DIRECTOR - COMMUNITY SERVICES DISTRICT</p> <p>Each director shall be a registered voter of the district at the time nomination documents are issued.</p> <p>(Govt. Code Sec. 61200 and E. C. Sec. 201)</p>	<p>4 Years</p> <p>Noon on December 5, 2003</p> <p>(E. C. Secs. 10507 and 10554)</p>
<p>DIRECTOR - COUNTY WATER DISTRICT</p> <p>Each director shall be a registered voter of the district or division, if applicable, at the time nomination documents are issued.</p> <p>(Water Code Sec. 30500 and E. C. Sec. 201)</p>	<p>4 Years</p> <p>Noon on December 5, 2003</p> <p>(E. C. Sec. 10554 and Water Code Sec. 30502)</p>
<p>DIRECTOR - IRRIGATION DISTRICT</p> <p>Each director shall be a voter and landowner of the district and a resident of the division, at the time nomination documents are issued or appointment is made.</p> <p>(Water Code Sec. 21100 and E. C. Sec. 201)</p>	<p>4 Years</p> <p>Noon on December 5, 2003</p> <p>(Water Code Secs. 21101 and 21104)</p>
<p>PARTY AFFILIATION - NO PARTY AFFILIATION REQUIRED.</p> <p>FILING FEE, NOMINATING PETITIONS AND SALARY - Neither a filing fee nor a nominating petition is required. Salaries vary. (E. C. Secs. 10510 & 10603)</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. Secs. 13111 & 13112)</p> <p>VOTES REQUIRED TO ELECT CANDIDATES - PLURALITY When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes equal to the number of offices to be filled are elected. (E. C. Sec. 10551)</p>	

B. HOW DOES THE “NOMINATION” / CANDIDATE FILING PROCESS WORK?



WHAT YOU SHOULD DO FOR THIS ELECTION:

- Apply for Nomination Documents.** Use the “**Candidate Registration and Qualification**” (CRQ) form to request nomination documents. Completed forms are, obtained from and filed with the RR/CC office, Election Information Section, 2nd Floor, Room 2013. You may complete the CRQ in person or on-line at www.lavote.net

Q. *Can a representative pick up Nomination Documents?*

- A.** Yes, the candidate must fill out an “Authorization to pick-up and/or file candidate nomination documents form.”

Candidate Filing Period:

- ◆ **Begins Monday, July 14, 2003 at 8 a.m. and it ends 5 p.m. on Friday, August 8, 2003.**
- ◆ **If an incumbent fails to file, there is an extension on Wednesday, August 13, 2003 until 5 p.m.**

- Complete all Nomination Documents.**

The following documents are generated by computer when candidates apply for Nomination Documents using the CRQ:

- Application For Nomination Documents
- Declaration of Candidacy
- Candidate Receipt for Nomination Documents
- Candidate Statement Form (See Chapter 3). Candidate statements are optional. A deposit of the estimated cost applies for most offices.
- Transliteration Form (See Chapter 8)
- Form 470 (See Chapter 4)

NOTE TO CANDIDATES REGARDING CLOSE OF FILING: At 5:00 p.m. on Friday, August 8th all candidates in the building to file nomination documents will be asked to proceed to the Election Information Section lobby on the 2nd floor, Room 2013. Any candidates or representatives in the building but not in Room 2013 by 5:10 p.m. will not be permitted to file documents. Additionally, any candidates or representatives who leave Room 2013 after 5:00 p.m. will not be permitted to re-enter. No exceptions will be made.

Complete all relevant Campaign Finance documents. A Campaign Finance Disclosure Kit containing forms relevant to the office filed for will be provided to the candidate by the Election Information Section. Questions on materials in the Kit can be answered by Campaign Finance Disclosure Section, Room 2003, (562) 462-2339.

- Cover letter (Information for Filing Campaign Finance Disclosure Statements.)
- Campaign Statement Short Form 470.
- Candidate Intention Statement Form 501 must be filed with before you solicit or receive any contributions.
- Code of Fair Campaign Practices Form:
(Voluntary statement pledging to subscribe to fair practices during the candidate's campaign for public office.)

Candidates filing for local offices in this election have fewer requirements than those running in a statewide election.

- No filing fee.** There is no filing fee and no need for obtaining signatures in lieu of paying the fee.
- No nomination signatures, no nomination petitions.** There is no requirement for nomination signatures, therefore, no nomination petitions.

What if I am a “write-in candidate”? Write-in candidates follow the same nomination procedures as other candidates ***with the exception of the write-in Declaration of Candidacy form.***

Note: Write-in candidates' names and ballot designations do not appear on the ballot.



OFFICES TO BE FILLED

SCHOOL DISTRICTS

DISTRICT	NUMBER OF GOVERNING BOARD MEMBERS TO BE ELECTED	INCUMBENT
ABC UNIFIED	4 Full terms	Robert Baldwin Cecy Groom Armin Reyes Celia Spitzer
ACTON-AGUA DULCE UNIFIED	2 Full terms	James F. Duzick John Sisco
ANTELOPE VALLEY COMMUNITY COLLEGE (Shared with Kern County)	2 Full terms	Jack D. Seefus Earl J. Wilson
ANTELOPE VALLEY UNION HIGH (Shared with Kern County)	2 Full terms	(Vacant) Donita Winn (A)
AZUSA UNIFIED	2 Full terms	Ilean M. Ochoa Jose L. Torres
BALDWIN PARK UNIFIED	3 Full terms	Anthony Bejarano Frank Rivas Jack B. White
BASSETT UNIFIED	2 Full terms	Andrea Elias Brenda Johnson
BELLFLOWER UNIFIED	2 Full terms	Jerry Cleveland Michael Hersek (A)
BEVERLY HILLS UNIFIED	3 Full terms	William W. Brien Virginia Maas Alissa Roston

SCHOOL DISTRICTS (CONTINUED)

DISTRICT	NUMBER OF GOVERNING BOARD MEMBERS TO BE ELECTED	INCUMBENT
BONITA UNIFIED	3 Full terms	Robin Carder Ed Jones Michele McClowry
CASTAIC UNION	2 Full terms	Thomas Caesar Steven Sansone
CENTINELA VALLEY UNION HIGH **	2 Full terms	Ernest Chacon Patricia Mansfield
CERRITOS COMMUNITY COLLEGE	4 Full terms	Bob Arthur Theodore Edmiston Mary Loya John Moore
CHARTER OAK UNIFIED	3 Full terms	Brian R. Akers Robert J. Cruz Joseph M. Probst
CITRUS COMMUNITY COLLEGE	3 Full terms	Susan M. Keith Michael Bevilacqua Joanne Montgomery
CLAREMONT UNIFIED	2 Full terms	Jack I. Mills (A) Joan Presecan

(A) Appointed to fill vacancy

** Nominated by Trustee Area - Elected At Large

SCHOOL DISTRICTS (CONTINUED)

DISTRICT	NUMBER OF GOVERNING BOARD MEMBERS TO BE ELECTED	INCUMBENT
COMPTON COMMUNITY COLLEGE	3 Full terms Trustee Area #1 Trustee Area #3 Trustee Area #4	Stephen Randle Kent Swift Ignacio Pena
COMPTON UNIFIED	3 Full terms 3 (Unexpired terms ending 12/02/05)	Erica Quijada-Barrera Cloria Patillo Emma Shaif (A) (Vacancies)
COVINA-VALLEY UNIFIED	3 Full terms	Mary L. Hanes William L. Knoll Darrell A. Myrick (A)
CULVER CITY UNIFIED	2 Full terms	Stewart Bubar Marla Wolkovitz
DOWNEY UNIFIED**	4 Full terms Trustee Area #2 Trustee Area #3 Trustee Area #4 Trustee Area #6	(Vacant) William Gutierrez Donald E. LaPlante D. Mark Morris
DUARTE UNIFIED	3 Full terms	Ed Ferguson Frank Figueroa Marshall Jackman
EAST WHITTIER CITY	2 Full terms	Candace Harris Alison Pigott
EASTSIDE UNION	2 Full terms	Janette T. Crawford Ida E. Ward

(A) Appointed to fill vacancy

** Nominated by Trustee Area - Elected At Large

SCHOOL DISTRICTS (CONTINUED)

DISTRICT	NUMBER OF GOVERNING BOARD MEMBERS TO BE ELECTED	INCUMBENT
EL CAMINO COMMUNITY COLLEGE**	3 Full terms Trustee Area #1 Trustee Area #2 Trustee Area #3	Nathaniel Jackson Delmer L. Fox William Beverly
EL MONTE CITY	2 Full terms	Stephen D. Hake Emily Ishigaki
EL MONTE UNION HIGH	2 Full terms	David A. Flores Frank Ogaz
EL RANCHO UNIFIED	2 Full terms	Vincent Chavez Raul P. Salcido
EL SEGUNDO UNIFIED	2 Full terms	Michael D. Briney Chris J. Powell
GARVEY	2 Full terms 1 (Unexpired term ending 12/02/05)	Loretta Gonzalez John T. Tran Anthony Wong (A)
GLENDORA UNIFIED	2 Full terms	Doris Blum Douglas R. Ferrell
GORMAN (Shared with Kern County)	2 Full terms	Ruth Ralphs Steven Sonder
HACIENDA LA PUENTE UNIFIED	2 Full terms	Norman Hsu Sandy Johnson

(A) Appointed to fill vacancy

** Nominated by Trustee Area - Elected At Large

SCHOOL DISTRICTS (CONTINUED)

DISTRICT	NUMBER OF GOVERNING BOARD MEMBERS TO BE ELECTED	INCUMBENT
HAWTHORNE	2 Full terms	Cristina Chiappe Frank DeSimone
HERMOSA BEACH CITY	2 Full terms	Cary Bichlmeier Catherine Shea McCurdy
HUGHES-ELIZABETH LAKES UNION	2 Full terms	William D. Axelrod Judy Toothaker
KEPPEL UNION	2 Full terms	Cristina Arklin Bert Hayman
	1 (Unexpired term ending 12/02/05)	Valorie Gorny (A)
LA CANADA UNIFIED	2 Full terms	Virginia A. Dalbeck Meredith Reynolds
LANCASTER	2 Full terms	Merle "Mel" Kleven John L. Miller
LAS VIRGENES UNIFIED (Shared with Ventura County)	2 Full terms	Terilyn Finders Patricia Schulz
LAWNDALE	2 Full terms	Craig W. Burris Patsy A. Roth
LENNOX	2 Full terms	Mary E. Davis Trini Jimenez
LITTLE LAKE CITY	3 Full terms	Richard A. Martinez Sara P. Mendez Laurie M. Rios
LOS NIETOS	2 Full terms	I. Betty Elizalde Oscar Payan

(A) Appointed to fill vacancy

SCHOOL DISTRICTS (CONTINUED)

DISTRICT	NUMBER OF GOVERNING BOARD MEMBERS TO BE ELECTED	INCUMBENT
LYNWOOD UNIFIED	3 Full terms	Domitila Aguilar Cynthia Green-Geter Maria Medina
MANHATTAN BEACH UNIFIED	2 Full terms	Teri Greene Tracey Windes
MONROVIA UNIFIED	3 Full terms	Frances Cash Roger D. Graziani Betty Sandford
MONTEBELLO UNIFIED	2 Full terms	Richard L. Adams, II Marcella Calderon
MOUNTAIN VIEW	2 Full terms	Mary Espinoza John S. Garcia
MT. SAN ANTONIO COMMUNITY COLLEGE (Shared with Orange County)	3 Full terms	Manuel Baca Fred Chyr Gayle Pacheco
NEWHALL	2 Full terms	Suzan T. Solomon Ronald E. Winkler
NORWALK-LA MIRADA UNIFIED	3 Full terms	Pauline Deal Richard LeGaspi Leonard Shryock
PALMDALE	2 Full terms	Dolores Dominguez Thomas Lackey
PALOS VERDES PENINSULA UNIFIED	2 Full terms	Jim Goodhart Ian Hunter

SCHOOL DISTRICTS (CONTINUED)

DISTRICT	NUMBER OF GOVERNING BOARD MEMBERS TO BE ELECTED		INCUMBENT
PARAMOUNT UNIFIED	2	Full terms	Linda Garcia Vivian Hansen
PASADENA AREA COMMUNITY COLLEGE	3	Full terms	Jeanette W. Mann Susanna H. Miele John H. Martin
POMONA UNIFIED	2	Full terms	Nancy J. McCracken Richard L. Rodriguez (A)
RIO HONDO COMMUNITY COLLEGE	2	Full terms	Maria Elena Martinez Gary Mendez
ROSEMEAD	2	Full terms	Randall C. Cantrell Ronald G. Esquivel
	1	(Unexpired term ending 12/02/05)	(Vacant)
ROWLAND UNIFIED (Shared with Orange County)	2	Full terms	Gloria Burt (Vacant)
SAN GABRIEL UNIFIED	2	Full terms	Daniel R. Hernandez Gary T. Scott
SAN MARINO UNIFIED	2	Full terms	Robert C. Gayl Becky Ung
SANTA CLARITA COMMUNITY COLLEGE**	3	Full terms	Michele R. Jenkins Bruce D. Fortine Ronald E. Gillis

(A) Appointed to fill vacancy

** Nominated by Office - Elected At Large

SCHOOL DISTRICTS (CONTINUED)

DISTRICT	NUMBER OF GOVERNING BOARD MEMBERS TO BE ELECTED	INCUMBENT
SAUGUS UNION	2 Full terms	Rose S. Diaz Rose Koscielny
SNOWLINE JOINT UNIFIED (Shared with San Bernardino County)	2 Full terms	Ann Bashaw (A) Dale D. Schinke
SOUTH PASADENA UNIFIED	2 Full terms	Marget Ann Abdalla Joseph Loo (A)
SOUTH WHITTIER	2 Full terms	Teresa "Terri" Halstead Sharon Stys
SULPHUR SPRINGS UNION	2 Full terms	Marilyn Sparks M. Teresa Todd
TEMPLE CITY UNIFIED	3 Full terms	Mukesh Luhar (A) Robert V. McKendrick (A) Joan Vizcarra
TORRANCE UNIFIED	2 Full terms	Heidi A. Ashcraft Beth Wilson
VALLE LINDO	2 Full terms	Richard Angel Ruth Gonzales
VICTOR VALLEY COMMUNITY COLLEGE (Shared with San Bernardino County)	2 Full terms	Thomas M. Elder, II Maxine Moore

(A) Appointed to fill vacancy

SCHOOL DISTRICTS (CONTINUED)

DISTRICT	NUMBER OF GOVERNING BOARD MEMBERS TO BE ELECTED	INCUMBENT
WALNUT VALLEY UNIFIED	2 Full terms	Carolyn J. Elfelt Larry L. Redinger
WEST COVINA UNIFIED	3 Full terms	Stephen Cox Camie Poulos Mike Spence
WESTSIDE UNION	2 Full terms	Gwendolyn A. Farrell John Ward (A)
WHITTIER CITY	2 Full terms	J. C. Mac McFarland (A) Brigitta Weger
WHITTIER UNION HIGH	2 Full terms	Ralph S. Pacheco Cathy Warner
WILLIAM S. HART UNION HIGH	2 Full terms	Philip C. Ellis, Jr. Steven M. Sturgeon
WILSONA	2 Full terms	Maurice Kunkel Sharon M. Toyne
	1 (Unexpired term ending 12/02/05)	Patricia Greene (A)
WISEBURN	2 Full terms	Dennis A. Curtis Brian Meath

(A) Appointed to fill vacancy

OFFICES TO BE FILLED

GENERAL DISTRICTS

DISTRICT	NUMBER OF DIRECTORS TO BE ELECTED	INCUMBENT
CALIFORNIA WATER DISTRICT		
WALNUT VALLEY	3 Full terms	
	Division #1	William G. Wentworth
	Division #4	Donald L. Nettles
	Division #5	Keith K. (Ken) Gunn
	1 (Unexpired term ending 12/02/05)	
	Division #2	Edwin M. Hilden (A)
COMMUNITY SERVICES DISTRICT		
POINT DUME	2 Full terms	Paul R. Major Kevin Crane
COUNTY WATER DISTRICTS		
CRESCENTA VALLEY WATER	2 Full terms	Kathleen M. Ross (A) Judy L. Tejada
GREEN VALLEY	2 Full terms	Richard W. Kirchner Jeffrey A. McCracken
	1 (Unexpired term ending 12/02/05)	William Folwell (A)
LA HABRA HEIGHTS	3 Full terms	Ralph E. Bolles Roy S. Stewart Robert Wilson
LA PUENTE VALLEY	2 Full terms	Yvonne A. Garcia George Gaytan (A)

(A) Appointed to fill vacancy

GENERAL DISTRICTS (Continued)

DISTRICT	NUMBER OF DIRECTORS TO BE ELECTED	INCUMBENT
COUNTY WATER DISTRICTS (Continued)		
NEWHALL	2 Full terms	Randall D. Pfiester Lynne A. Plambeck
	1 (Unexpired term ending 12/02/05)	Valerie Thomas (A)
ORCHARD DALE WATER	2 Full terms	Joseph K. Kennedy Clifford E. Lee
	1 (Unexpired term ending 12/02/05)	Harold C. Estabrook (A)
PICO WATER	2 Full terms	Robert A. Martinez Fred L. Silva
QUARTZ HILL WATER	2 Full terms	Benjamin Harrison, Jr. Frank Tymon
ROWLAND WATER	2 Full terms	
	Division #1 Division #2	Rene Rios (A) Anthony J. Lima
SAN GABRIEL	2 Full terms	Kenneth W. Bauchman Carl S. Bonenberger
SATIVA-LOS ANGELES	3 Full terms	Mamie E. Franklin Ruben Hernandez Burnett W. Spruell
VALLEY	2 Full terms	Dolores M. Holguin Larry A. Walton, Sr.
WEST VALLEY	3 Full terms	Luci Artukovich John G. Gaglione Wanda Watkins

(A) Appointed to fill vacancy

GENERAL DISTRICTS (Continued)

DISTRICT	NUMBER OF DIRECTORS TO BE ELECTED	INCUMBENT
IRRIGATION DISTRICTS		
KINNELOA	3 Full terms	
	Division #1 Division #4 Division #5	Robert T. Brain Maurice A. Pickard Steven G. Sorell
LA CANADA	3 Full terms	
	Division #2 Division #3 Division #5	Daniel A. Mackenzie Arthur H. Littlejohns Anthony D. Angelica
LITTLEROCK CREEK	2 Full terms	Larry J. Connelly Leo C. Thibault (A)
PALM RANCH*	3 Full terms	
	Division #1 Division #3 Division #5	Jess W. Baker Wayne D. Nygaard Phillip L. Counts
	1 (Unexpired term ending 12/02/05)	
	Division # 2	Brett M. Valasek (A)
PALMDALE WATER*	3 Full terms	
	Division #1 Division #3 Division #4	Leslie O. Carter Jay B. Freeman Lynn D. Coffey
SOUTH MONTEBELLO*	1 Full term	
	Division #3	James E. Steinmetz
	1 (Unexpired term ending 12/02/05)	
	Division #2	Annette Sanchez (A)

(A) Appointed to fill vacancy

*Nominated by Division – Elected at Large

GENERAL DISTRICTS (Continued)

DISTRICT	NUMBER OF DIRECTORS TO BE ELECTED	INCUMBENT
LIBRARY DISTRICTS		
ALTADENA	3 Full terms	Maurya Hogan Mark Mariscal (A) Howard D. Miller
	1 (Unexpired term ending 12/02/05)	G. Jeffrey Snyder (A)
PALOS VERDES	3 Full terms	Robert Katherman James Moore George Uraguchi
RECREATION AND PARK DISTRICTS		
MIRALESTE	3 Full terms	Keith Harter Kimberly Stull Carol Swets
RIDGECREST RANCHOS	2 Full terms	Endsley H. Collett, Jr. E. Wayne Fager
	1 (Unexpired term ending 12/02/05)	Susan E. Anderson (A)

(A) Appointed to fill vacancy

SUPPLEMENTAL INFORMATION

GENERAL LEGAL PROVISIONS REGARDING ELIGIBILITY

- ◆ Except as otherwise provided, a person is not eligible to run for a county, city or district office unless he/she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that Declaration of Candidacy/Nomination Papers are issued to the person or at the time of the person's appointment.
(Govt. Code §24991)
- ◆ Notwithstanding any other provisions of law, a public officer who is a minor shall have the right and liability of an adult, both civil and criminal, with regard to his official duties, and a candidate for nomination or election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her activities as a candidate.
(Govt. Code §275.2)
- ◆ A person is incapable of holding a civic office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the state.
(Govt. Code §1020)
- ◆ A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of this state.
(Govt. Code §1021)

LOSS OF CONFIDENTIALITY

The papers you complete during the process of running for office are public information and are available for public inspection without authorization or application.

The voter file is confidential. Access is governed by the Elections Code and is essentially limited to use for governmental, election, scholarly or journalistic purposes. Those who seek access to confidential voter information must fill out an application in the Election Information Section and be qualified under one of the provisions listed. This confidentiality prevents a person from walking into the Elections Office and viewing residence address information on a voter without authorization. Once you become a candidate these rules do not change.

PROHIBITIONS

Neither candidates nor members of a candidate's household may serve as pollworkers or host a polling place for any election at which the candidate's name appears on the ballot. However, the candidate or members of a candidate's household may serve as pollworkers or host a polling place for another election outside the candidate's jurisdiction but within the county.

INCOMPATIBILITY OF OFFICES

The Political Reform Act (PRA) does not prohibit any officeholder from holding multiple public offices or seeking more than one elective office. For example, a district attorney can hold the office of city council member, OR a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

The courts have defined this concepts as follows: “one individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, due to conflicting interests, or overlapping duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the California State Attorney General’s office. For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission. For contact information see “Important Phone Numbers and Contact Information” in this Handbook.

<p>53227</p>	<p><u>Government Code</u> Section 1. Article 1.8 (commencing with Section 53227) is added to Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code:</p> <p>(.a) An employee of a local agency may not be sworn into office as an elected or appointed member of the legislative body of that local agency unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office.</p> <p>(.b) or any individual who is an employee of a local agency and elected or appointed member of that local agency’s legislative body prior to January 1, 1996, this section shall apply when he or she is re-elected or re-appointed, on or after January 1, 1996, as a member of the local Agency’s legislative body.</p> <p>(.c) This section does not apply to any volunteer firefighter who does not receive a salary, or where the salary the volunteer firefighter would otherwise receive is applied directly by the local agency toward the purchase of disability life, health, or similar insurance coverage.</p> <p>.1 This article shall not be construed to preempt Sections 35107 and 72103 of the Education Code.</p> <p>.2 For purposes of this article, the following definitions apply:</p> <p>a. “Local agency” means a city, city and county, district,</p> <p>b. Municipal or public corporation, political subdivision, or other public agency of the state.</p> <p>c. “Legislative body” means the board of supervisors of a city and county, the city council of a city, or the governing body of a district, municipal or public corporation, political subdivision, or other public agency of the state.</p>
<p>FORM 700 – CONFLICT OF INTEREST CODE</p>	<p>Each district has adopted a conflict of interest code pursuant to the provisions of the Political Reform Act of 1974 as amended. Statements shall be filed by designated officers and employees as required by the district’s code and shall disclose any reportable investments and interests in real property. This form will be in your Campaign Finance Disclosure Kit. (Govt. Code 87300 et seq.)</p>

CHAPTER 2: CANDIDATE FILING PROCESS

The Candidate Filing period **BEGINS** at 8:00 A.M. on July 14, 2003. The **DEADLINE** for candidate filing is 5:00 P.M. on August 8, 2003.

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, August 8, 2003, any person other than the incumbent shall have until 5:00 p.m., on August 13, 2003 to file for the office.

(E.C. 10516, 10604)

NOTE: Extension does not apply: 1) where there is no incumbent to be elected, or 2) to Water Agency elections.

WITHDRAWAL OF CANDIDACY: No candidate for district (school or special district) office may withdraw as a candidate after 5:00 p.m. on August 8, 2003 unless there is an extension for that district. In the event of an extension, candidates affected have until 5:00 p.m. on August 13th to withdraw.

(E.C. 10510, 10604)

HOW DO I BEGIN?

Step 1 – Receive/Review copy of this “Candidate Handbook and Resource Guide”. 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.

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 – Execute Declaration of Candidacy (includes Ballot Designation and Oath of Allegiance.) The Declaration of Candidacy is a two-sided form used to declare your candidacy, provide your ballot designation, and take the oath of allegiance. 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 ballot designation is optional. (For more details please see page 35.) If no ballot designation is requested, write the word “NONE” and affix your initials.

- If you are not prepared to select a ballot designation, the Declaration of Candidacy may be taken and returned at a later date.

CAUTION: You are not considered a qualified candidate until your Declaration of Candidacy is filed.

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, and word counts
- Space to state your age and occupation
- Selection of English-only or English and Spanish
- Option for not printing this statement in the event that (a) there is no opposition to this contest on the ballot or (b) no other candidate for this contest files a statement.

Step 7 – Complete Transliteration Form. (See Chapter 8). Transliteration is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system to another. The Department of Justice has directed this office to transliterate the names of candidates on the ballot in languages that do not use Roman characters; i.e. Chinese, Japanese and Korean. The purpose of the transliteration process is to assist limited-English proficiency voters to readily identify the sounds of candidate names.

You will be provided an option to either:

- accept transliteration of your name on the ballot as provided by the RR/CC's translation service, OR
- submit your own transliteration(s).

The signed transliteration form is due no later than the August 8th nomination deadline.

Step 8 – Receive a Candidate Receipt for Nomination Documents.

Step 9 – 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 10 – 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. (See Chapter 4 for information on campaign finance filing deadlines.)

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 / Businessowner

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 August 9, 2003 through August 18, 2003. (Please note that RR/CC office will be closed Saturday and Sunday, August 9-10.) (See Chapter 3 for more information on Access / Viewing and the Public Examination period.)

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

BALLOT DESIGNATION “NO-NOs”

The elections official shall not accept an occupation 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. Sec. 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?



ORDER OF NAMES ON THE BALLOT

The order in which candidates' names appear on the ballot is prescribed in Elections Codes 13109, 13111, and 13112.

RANDOM ALPHABET DRAWING

At 11:00 a.m. on the 82nd day before each election, the Secretary of State's office (SOS) draws each letter of the alphabet at random and compiles a randomized alphabet. This then becomes the order for all contests except those for multi-county state legislative districts. For those districts the local elections official conducts a random alphabet drawing. These drawings are open for public observation.

ROTATION OF NAMES ON THE BALLOT

Candidates for Statewide Offices – are placed on the ballot in the SOS random alphabet order in the First State Assembly District. In the next district, the candidates listed first move to the bottom of the list and all other candidates move up one position. This rotation continues through all 80 assembly districts.

Candidates for Congress – are placed on the ballot in SOS random alphabet order in the lowest numbered assembly district within the congressional district. They are then rotated but only by the assembly districts within the congressional district.

Candidates for State Board of Equalization – are placed on the ballot in the SOS random alphabet order in the lowest numbered assembly district within the equalization district and are rotated by assembly district.

Candidates for State Senate and Member of the Assembly (where district is wholly contained in one county) – are placed on the ballot in SOS random alphabet order and do not rotate.

Candidates for State Senate and Member of the Assembly (where the district crosses county lines) – are placed on the ballot in a random alphabet order drawn by the local elections officials of each county and do not rotate.

Candidates for County Central Committee/County Council – are placed on the ballot in SOS random alphabet order and do not rotate.

Candidates for Countywide Offices – are placed on the ballot in SOS random alphabet order and rotated by assembly district.

Candidates running for other offices – are placed on the ballot in the SOS random alphabet order and do not rotate.

WRITE-IN CANDIDATES

GENERAL INFORMATION	<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>	E.C. 8600
OFFICES OMITTED FROM BALLOT	<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>	E.C. 7228,7423, 7673,8203; Ed.Code 5362
FILING PERIOD/FEE	<p>The filing period is 8:00 a.m. September 8, 2003 until 5:00 p.m. on October 21, 2003.</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 or charge is required.</p> <p>NOTE: Write-in candidates do not require ballot designations because their names will not appear on the ballot.</p>	
BALLOT	<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>	
TO BE ELECTED	<p>The write-in candidate must receive more votes than any other candidate running for that office. When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes equal to the number of offices to be filled are elected. (E.C. Sec. 10551)</p>	E.C. 8604

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 200 words of the candidate's education and qualifications expressed by the candidate. (Some jurisdictions involved in this election increased the word limit to 400+ words. See attached "Estimated Cost of Candidate Statement" for details.)
- Candidate Statements may include the age and a brief occupation of the candidate.

WHAT IS NOT ALLOWED.....

- Statements should be limited to a recitation of the candidate's own personal background and qualifications (See notice to persons submitting candidate statements on page 56.)
- Statements shall NOT include the party affiliation of the candidate nor membership or activity in partisan political organizations.
- "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. Section 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.
- 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. See sample Candidate Statement form for limit of words that may be boldface typed, underscored and/or capitalized.
- Statements must be neatly typed. Statement will be typeset using Dutch801 Rm BT font in 10 point size.
- 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 PAYMENT OF FEE	<p>A deposit of the estimated payment is required at the time the candidate statement is filed, unless the agency or district pays the cost of candidate statements for all candidates. Candidates who submit checks which are returned from the bank for non-sufficient funds (NSF) will be assessed a \$33 charge. If the RR/CC Financial Services Division receives NSF notification from the Treasurer-Tax Collector (TTC) before printing, the Election Information Section will be notified and candidates will be given an opportunity to cancel printing or pay cash, cashier's check or money order. If NSF is received after printing, candidates will be given 30 days to pay cash, cashier's check or money order. After the 30 days, unpaid accounts will be referred to TTC for further collection action.</p> <p>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. If the word limitation is 400 words, and a 200 word or less statement is submitted, only one-half of the estimated cost shall be required to be deposited.</p> <p>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.</p>
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.

INDIGENT CANDIDATES (Continued)	The Affidavit shall be submitted by the candidate together with the candidate statement in accordance with the specified election deadline. The candidate shall certify the content of the affidavit as to its truth and correctness under penalty of perjury. A determination shall be made whether or not the candidate is indigent. The RR/CC will notify the candidate of its findings. If it is determined that the candidate is not indigent, the candidate shall within three days of notification, excluding Saturdays, Sundays and State holidays, withdraw the statement or pay the requisite fee. If a determination is made that the candidate is indigent, the local agency shall print and mail the statement. The RR/CC will bill the candidate for actual costs following the election.
DISTRIBUTION OF SAMPLE BALLOT	The Registrar-Recorder/County 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	<p>A candidate may request that the statement also be printed in Spanish and included in the English version of the Official Sample Ballot and Voter Information Booklet to be mailed to all voters in the election. An additional fee is required to print the Spanish statement.</p> <p>Minority language translations of candidate statements for voter information booklets may be provided in Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese for qualifying jurisdictions in accordance with federal Voting Rights Act provisions and Department of Justice specifications. These materials, when printed, are sent only to voters who have requested them.</p>

D. ACCESS/PUBLIC EXAMINATION PERIOD

Candidate statements are confidential until the filing period ends on August 8th at 5 P.M. Candidate statements, Candidate’s names and ballot designations will be available for public examination from Saturday August 9th and through Monday August 18th. (NOTE: The office will be closed August 9th and August 10th.) 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 August 14th through August 25th. (E.C 13311)

VIEWING CITY CANDIDATE STATEMENTS

City candidates should contact the City Clerk for information on viewing candidate statement content. Each city shall make candidates’ statements available for public examination.

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 STATEMENT FORM — NONPARTISAN OFFICES
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

STATEMENT OF **GUS ENWRIGHT**

CANDIDATE FOR TORRANCE UNIFIED SCHOOL DISTRICT
 Member of the Governing Board

AGE: **OCCUPATION:**
ELECTION DATE: 11/04/03 (Optional) 42 (Optional) Incumbent

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style DUTCH801 RM BT, size 10 point.

STATEMENT OF GUS ENWRIGHT

CANDIDATE FOR MEMBER OF THE GOVERNING BOARD
 TORRANCE UNIFIED SCHOOL DISTRICT

Age: 42

Occupation: Incumbent

As a candidate for the Board of Education, Imperial School District, I dedicate myself to serving the children, parents, and staff of Imperial School District. I would like to provide a comfortable and safe environment for students to receive a high quality education. I will safeguard the finance of our school district. Every penny of our school funds and school bonds will be made accountable for improving the quality of both certificated and classified staff by offering them reasonable compensations in order to maximize their contributions to the learning of our children with higher academic standards.

I would like to implement higher and more diversified after-school programs for all children and for all schools in our district. The after-school program will consist of intervention for below-grade level students and advanced education for the students at or above grade level. Music, arts, and sports should also be provided for every child for a rounded education. In order to increase more services to our children, I would like to implement a plan for Imperial School Foundation. Through the Foundation, I will work with all city councils and businesses leaders to raise more funds and integrate more resources.

I value diversity and I strongly believe in equal educational opportunity and equal representation. Every child and every school should be able to achieve equally well. Please vote for me and support my vision to provide the opportunity of a well-balanced education for our children. Thank you very much!

WORD COUNTING GUIDELINES

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

The guidelines below are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the word limit, the author will be asked to delete or change a sufficient number of words, or a sentence, until the statement is within the required word limit.

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

Examples: "City of Los Angeles" = 1 word

"City and County of San Francisco" = 1 word

4. **ABBREVIATIONS** each abbreviation for a word, phrase, or expression is counted as one (1) word.

Examples: UCLA, PTA, USMC, LAPD, U.S.M.C.

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

Examples: Attorney-at-law

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

Examples: 3/18 7/21/89

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

Examples: July 21, 1983 18 June, 1987

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

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

8. **MONETARY AMOUNTS...** such as \$1,000.00 are counted as one (1) word.
...such as \$4 million is counted as two (2) words

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

Examples: Gus Enwright (2) words

L. A. Basketball Team (3) words

10. **TELEPHONE/FAX NUMBERS.** - should be counted as one word

Examples: 1-800 815-2666 1-562-462-2317

11. **INTERNET WEBSITES/E-MAIL ADDRESSES** should be counted as one word.

Examples: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty>.

Info

CHAPTER 4: CAMPAIGN FINANCE DISCLOSURE PROCESS

OVERVIEW OF THE RULES AND REQUIREMENTS OF CAMPAIGN DISCLOSURE

PURPOSE OF CAMPAIGN DISCLOSURE. To provide the public with the identity of contributors and the amounts they give, as well as the amount officeholders, candidates and committees spend.

All candidates for state and local office are required to file campaign disclosure statements. Additionally, any committee formed to support or oppose a candidate or ballot measure is required to file campaign disclosure statements.

When candidates are issued the Declaration of Candidacy packet, they receive the appropriate forms and instructions for campaign finance disclosure. There are many different types of forms, for many purposes. Candidates should familiarize themselves thoroughly with the information received and note carefully the filing deadlines.

Detailed records must be maintained for all financial activity. Contributions received for political purposes must not be commingled with personal funds.

The information in this section should be used as a supplement to (and not a replacement for) the Fair Political Reform Act Campaign Disclosure Manuals. These manuals are included in the “Campaign Finance Disclosure Kit” issued to candidates with their nomination papers.

NOTE: Candidates who will raise or spend less than \$1,000 will greatly reduce their filing requirements by using a Form 470 (short form) “Candidate and officeholder Campaign Statement.”

ASSISTANCE	If you need more information or have any questions, call the Campaign Finance Disclosure Section at (562) 462-2339 or fax to (562) 651-2548.
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<p>WHO MUST REPORT/FILE (G.C. 81000 – 91015)</p>	<p>All candidates except those for federal office are required to file campaign disclosure documents in accordance with the California Political Reform Act of 1974, as amended. For more information contact the Fair Political Practices Commission at (866) 275-3772. It is the responsibility of candidates and/or committee treasurers to be aware of and to file the required campaign disclosure statements in a correct and timely manner.</p>
<p>(G.C. 82007)</p>	<p><u>CANDIDATE:</u> “Candidate” means an individual who is listed on the ballot or who has qualified to have write-in votes on his or her behalf counted by election officials, for nomination or election to any elective office, or who receives a contribution or makes an expenditure or gives his or her consent for any other person to receive a contribution or make an expenditure with a view to bringing about his or her nomination or election to any elective office, whether or not the specific elective office for which he or she will seek nomination or election is known at the time the contribution is received or the expenditure is made and whether or not he or she has announced his or her candidacy or filed a declaration of candidacy at such time.</p> <ul style="list-style-type: none"> • “Candidate” also includes any officeholder who is the subject of a recall election. • An individual who becomes a candidate shall retain his or her status as a candidate until such time as that status is terminated.
<p>(G.C. 82013)</p>	<p><u>COMMITTEE:</u> “Committee” means any person or combination of persons who directly or indirectly does any of the following:</p> <ol style="list-style-type: none"> a. Receive contributions totaling one thousand dollars (\$1,000) or more in a calendar year; or b. Makes independent expenditures totaling one thousand dollars (\$1,000) or more in a calendar year; or c. Makes contributions totaling ten thousand dollars (10,000) or more in a calendar year to or at the behest of candidates or committees.
<p>(G.C. 82016)</p>	<p><u>CONTROLLED COMMITTEE:</u> “Controlled Committee” means a committee which is controlled directly or indirectly by a candidate or state measure proponent or which acts jointly with a candidate, controlled committee or state measure proponent in connection with the making of expenditures. A candidate or state measure proponent controls a committee if he or she, his or her agent or any other committee he or she controls has a significant influence on the actions or decisions of the committee.</p>

(FPPC Manual A)	<u>MULTIPLE COMMITTEES:</u> Whenever an elected officeholder in one jurisdiction runs for an elected office in another jurisdiction, the officeholder and all committees he/she controls must file campaign disclosure statements with the filing officer in the jurisdiction in which the officeholder holds office AND in which the officeholder is seeking office.
WHAT IS REPORTED (G.C. 84307)	<u>CAMPAIGN FUNDS:</u> All contributions must be segregated and shall not be commingled with the personal funds of the recipient or any other person.
(G.C. 84300(a)) (G.C. 84301) (G.C. 84304) (FPPC Manual A) (G.C. 84300(b))	<u>CONTRIBUTIONS/EXPENDITURES:</u> <ul style="list-style-type: none"> • No monetary contribution of \$100 or more shall be made or received in cash. • No contribution shall be made, directly or indirectly, by any person in a name other than the name by which such person is identified for legal purposes. • No person shall make an anonymous contribution or contributions to a candidate, committee or any other person totaling one hundred dollars (\$100) or more in a calendar year. An anonymous contribution of one hundred dollars (\$100) or more shall not be kept by the intended recipient but instead shall be promptly paid to the Secretary of State for deposit in the General Fund of the State. • Written solicitation (including invitations to fund-raisers) sent by candidates and officeholders must identify the name of the particular controlled committee, the specific office, and the particular election for which contributions are being solicited. • No expenditure of \$100 or more shall be made in cash.
(G.C. 84203.5)	<u>INDEPENDENT EXPENDITURES:</u> In addition to any campaign statements required by law, if a candidate or committee has made independent expenditures totaling one thousand dollars (\$1,000) or more in a calendar year to support or oppose a candidate, a measure or qualification of a measure, it shall file independent expenditure reports at the same time, covering the same periods, and in the places where the candidate or committee would be required to file campaign statements as if it were formed or existing primarily to support or oppose the candidate or measure or qualification of the measure. No independent expenditure report needs to be filed to cover a period for which there has been no activity to report.

(G.C. 84211)	<p><u>CONTENTS OF CAMPAIGN DISCLOSURE STATEMENTS:</u> In addition to listing the total amounts received and disbursed during the filing period, campaign disclosure statements must list:</p> <p>(a) Full name, street address, occupation, name of employer or principal place of business if self-employed, amount contributed, dates of each contribution and cumulative amount contributed during the calendar year of each person from whom a contribution or contributions totaling \$100 or more has been received, and ;</p> <p>(b) Full name and street address of each person to whom an expenditure or expenditures totaling \$100 or more has been made together with the amount of each separate expenditure and a brief description of the consideration for which the expenditure was made.</p>
<p>PENALTIES (G.C. 91013)</p> <p>(G.C. 91000)</p>	<p><u>CAUTION:</u> If any person files an original statement or report after any deadline imposed by this act, (Political Reform Act) he or she shall, in addition to any other penalties or remedies established by this act, be liable by the amount of ten dollars (\$10) per day after the deadline until the statement or report is filed, to the officer with whom the statement or report is required to be filed. Depending on the form you filed (Form 460 or 470) a penalty will be assessed.</p> <p>Except for deadlines, which fall on a Saturday, Sunday, or official state holiday, there are no provisions in the law for extensions of the due dates.</p> <p>Failure to submit a required statement is a misdemeanor.</p> <p>Note: Persons who fail to submit required statements are referred to the FPPC.</p>
BEWARE	<p>The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit campaign disclosure statements. The audit can include tests of the accounting records and other such auditing procedures.</p>

<p>DUTIES OF CANDIDATES AND CAMPAIGN TREASURER (FPPC Manual A)</p>	<p>Note: Use of a treasurer of a committee does not relieve the candidate of responsibility. Read the following information carefully.</p> <ol style="list-style-type: none"> 1.) The treasurer of committees must verify that to the best of his or her knowledge the committee campaign disclosure statements are true and complete and must use all reasonable diligence in the preparation of such statements. <ol style="list-style-type: none"> a. Establish a system of record keeping sufficient to ensure that receipts and expenditures are recorded promptly and accurately, and sufficient to comply with regulations established by the commission related to record keeping. b. Either maintain the records personally or monitor such record keeping by others. c. Take steps to ensure that all requirements of the act concerning the receipt and expenditure of funds and the reporting of such funds are complied with. d. Correct any inaccuracies or omissions in campaign statements of which the treasurer knows, and cause to be checked, and, if necessary correct, any information in campaign statements which a person of reasonable prudence would question based on all the surrounding circumstances which the treasurer is aware or should be aware by reason of his or her duties. Under this regulation and the Act. 2.) Candidates with respect to campaign disclosure statements: a candidate must verify to the best of his or her knowledge his or her own campaign statements are true and complete and must use all reasonable diligence in the preparation of such statements. To comply with these duties the candidate shall be subject to the same duties imposed upon treasurers as stated in paragraph 1 above. 3.) Candidates with respect to statement of committees they control: a candidate must verify to the best of his or her knowledge that the campaign statements filed by a committee he or she controls are true and complete and that the treasurer has used all reasonable diligence in the preparation of such campaign statements. To comply with these duties the candidates shall:
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**DUTIES OF
CANDIDATES AND
CAMPAIGN
TREASURER**

(FPPC Manual A)
(Continued)

- a. Ascertain whether the treasurer is exercising all reasonable diligence in the performance of his or her duties including those duties specified under paragraph 1 above.
 - b. Take whatever steps are necessary to replace the treasurer or raise the treasurer's performance to required standards, if the candidate knows or has reason to know that the treasurer is not exercising all reasonable diligence in the performance of his or her duties.
 - c. Review with care the campaign disclosure statements prepared for filing by the committee.
 - d. Correct any inaccuracies and omissions in campaign disclosure statements of which the candidate knows, and has caused to be checked, and, if necessary, correct, any information in the campaign disclosure statements which a person of reasonable prudence would question based on all surrounding circumstances of which the candidate is aware should be aware by reason of his or her duties.
 - e. Perform with due care any other tasks assumed in connections with the raising, spending or recording of campaign funds in so far as such tasks relate to the accuracy of information entered on campaign disclosure statements.
 - f. Unless such steps are required to meet the standards set forth in the foregoing paragraphs 3a through 3e, a candidate is not responsible for establishing a record keeping, reviewing campaign finance records other than campaign disclosure statement, or personally taking steps to corroborate any information contained on a campaign disclosure statement.
- 4.) Committees where no treasurer is designated, if a committee fails to designate a treasurer as required by Government Code Section 84100, the person who is primarily responsible for initiating and implementing the political activity of the committee will be considered the treasurer and will be subject to all the duties.

<p>SURPLUS FUNDS (G.C. 89519)</p>	<p>Campaign funds held by a candidate or officeholder become “surplus” on the closing date for the post-election filing period if defeated in an election, or the date of leaving office, whichever occurs last, unless the funds have been re-designated for a future election prior to that date. Surplus funds may be spent only in the following manner:</p> <ul style="list-style-type: none"> (a) Payments of outstanding campaign debts; (b) Refunding to contributors on a pro-rate basis; (c) Donations to a bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, provided no substantial part of the proceeds will have a material financial effect on the candidate, on any member of the candidate’s immediate family (spouse and children under age 18 who are claimed as deductions for tax purposes), or the campaign treasurer; (d) Contributions to a political party or committee, so long as the funds are not used to make contributions in support of or opposition to a candidate for elective office (The funds must be used for the party or committee’s overhead expenses); (e) Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure; (f) Payment for professional services or attorneys’ fees for litigation which arises out of campaign or election activities.
<p>TERMINATION OF REPORTING (G.C. 84214)</p>	<p>Candidates, controlled committees and other committees do not automatically terminate or cease to have filing obligations unless they file a termination statement. They terminate their committees and I.D. numbers by filing the original Statement of Organization (Form 410) with the Secretary of State and a copy with Registrar of Voters (for local offices) along with their final Form 460 depicting a zero balance.</p> <p>Note: Defeated candidates must file campaign disclosure statements until the campaign committee has been terminated.</p>

<p>TERMINATION OF REPORTING (Continued)</p>	<p>The Statement of Termination requires that the candidate or committee has:</p> <ol style="list-style-type: none"> (1) Ceased to receive contributions or make expenditures or does not anticipate receiving contributions or make expenditures in the future. (2) Not anticipated receiving contributions, repayments of outstanding loans made to others, or any other receipts in the future, and they do not anticipate making expenditures in the future; and (3) Eliminated or has declared that it has no intention or ability to discharge all of its debts, loans received and other obligations; (4) No surplus funds; (5) Filed all required campaign disclosure statements disclosing all reportable transactions. <p>ANY committee that begins raising or spending funds or receives the forgiveness of a loan after filing a Statement of Termination, will incur additional filing obligations.</p>
<p>FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES</p>	<p>Federal law prohibits foreign nationals from making contributions or expenditures in connection with any U.S. election (federal, state or local), either directly or through another person. This prohibition applies to foreign-owned corporations and associations, as well as to foreign governments, political parties and certain individuals and partnerships. Additionally, U.S. candidates for federal, state and local offices are prohibited from accepting contributions from these sources.</p> <p>If you have any questions on this matter, please call the Federal Elections Commission (FEC) in Washington, D.C. at (800) 424-9530.</p>

WHERE TO FILE

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

Mailing Address

P.O. BOX 1024
Norwalk, California 90651-1024

Business Address

12400 Imperial Highway, Room 2003
Norwalk, California 90650

STATEMENT OF TERMINATION – FORM 410

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

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

**FOR ADDITIONAL INFORMATION, CALL THE
CAMPAIGN FINANCE DISCLOSURE SECTION
TELEPHONE (562) 462-2339 ♦ FAX (562) 651-2548**

**SCHEDULE OF FILING FOR THE NOVEMBER 4, 2003
CONSOLIDATED ELECTIONS**

FILING DEADLINE	TYPE OF STATEMENT	STATEMENT PERIOD	FORM	METHOD OF DELIVERY
September 25, 2003	First Pre-Election	¹ Jan 1 – Sep 20, 2003	460 or 470	<ul style="list-style-type: none"> • Personal Delivery • First Class Mail
October 23, 2003	Second Pre-Election ²	Sep 21, 2003 – Oct 18, 2003	460	<ul style="list-style-type: none"> • Personal Delivery • Guaranteed Overnight Service
Within 24 Hours	If you receive a Late Contribution or make a Late Independent Expenditure of \$1,000 or more from a single source	Oct 19 – Nov 3, 2003	496 or 497	<ul style="list-style-type: none"> • Personal Delivery • Telegram • Guaranteed Overnight Service • FAX
January 31, 2004	Semi-Annual	¹ - Dec 31, 2003	460	<ul style="list-style-type: none"> • Personal Delivery • First Class Mail

Related Information:

- There is no provision in the law for an extension of the filing deadline. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Campaign statements of 30 pages or fewer may be faxed provided that the exact original and the required copies are sent to the filing officer(s) by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline.
- New disclosure requirements are in effect for state and local candidates and committees. For more information, visit the FPPC website at www.fppc.ca.gov

METHOD OF DELIVERY	CONSIDERED RECEIVED (For Penalty Assessment)
First Class Mail	On date of postmark. If not received, sender must possess post office receipt with date of deposit and filing officer's name and address.
Personal Delivery	On date delivered
Guaranteed Overnight Service	On date delivery service receives materials

¹ The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

² File the September 25 and October 23 statements if contributions or independent expenditures aggregating \$1,000 or more are made during the period covered by the statement.

FAIR POLITICAL PRACTICES COMMISSION (FPPC) CAMPAIGN DISCLOSURE INFORMATION MANUALS

The Fair Political Practices Commission prepares campaign disclosure information manuals that provide information on who must file, when campaign disclosure statements must be filed, where they are to be filed, etc. Current manuals are available at the Campaign Finance Disclosure Section. Candidates or committees must check to be sure they are using the correct manual and addendum.

- MANUAL A** - is for elected officers or candidates for state and local elective offices (including judges) and their controlled campaign committees.
- MANUAL B** - is for non-controlled committees primarily formed to support or oppose specific state or local candidates.
- MANUAL C** - is for general purpose committees including political committees and broad based political committees.
- MANUAL D** - is for recipient committees formed to support or oppose the qualification or passage of a state or local ballot measure.
- MANUAL E** - is for major donor committees and independent expenditure committees.
- MANUAL F** - is for slate mailer organizations.



**“Just ask! We’d love to give you the
FPPC Manual that’s right for you!”**

WHAT TO FILE - SUMMARY OF FORMS

FORM #	PURPOSE	WHERE TO FILE	TIME FRAME
<p>410</p>	<p>STATEMENT OF ORGANIZATION Used by individuals, groups or any other entity in organizing a committee that receives contributions totaling \$1,000 or more during a calendar year. (The term “contribution” includes monetary payments, loans and non-monetary goods or services.)</p> <p>Used to: (1) establish a committee, (2) amend a previously filed Form 410; or (3) terminate a committee(s) (when requirements are met as listed on Form 410.)</p> <p>The Form 410 incorporates the candidate’s campaign bank account information.</p> <p>The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions or loans. However, personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the ballot are not counted toward the \$1,000 threshold. (G.C. 74103)</p> <p>Officeholders and candidates who do not have a committee are no longer required to terminate their status.</p>	<p>Secretary of State original and one copy.</p> <p>Local filing officer one copy. (RR/CC)</p>	<p>If it is known at the time of filing that contributions will exceed \$1,000, file Form 410 immediately.</p> <p>If it is unknown at the time of filing that contributions will exceed \$1,000, Form 410 does not need to be filed until contributions reach \$1,000.</p> <p>Form must be filed within 10 days of receiving \$1,000.</p>

WHAT TO FILE - SUMMARY OF FORMS

FORM #	PURPOSE	WHERE TO FILE	TIME FRAME
<p>460</p>	<p>RECIPIENT COMMITTEE CAMPAIGN STATEMENT – LONG FORM</p> <p>Used by all candidates and committees. An amendment box is provided to identify amended filings. Form 405 is no longer used to amend the Form 460. See 2003 Addendum for complete changes.</p> <p>CANDIDATES, OFFICEHOLDERS AND THEIR CONTROLLED COMMITTEES</p> <p>Used by a candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$1,000 or more during a calendar year in connection with election to office or holding office. The Form 460 is also required if \$1,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.</p> <p>BALLOT MEASURE COMMITTEES</p> <p>Used by a recipient committee that receives contributions totaling \$1,000 or more during a calendar year for the primary purpose of supporting or opposing the qualification, passage, or defeat of one or more ballot measures.</p> <p>PRIMARILY FORMED CANDIDATE/OFFICEHOLDER COMMITTEES</p> <p>Used by a recipient committee that receives contributions totaling \$1,000 or more during a calendar year to support or oppose a single candidate or officeholder, or two or more candidates or officeholders who are being voted upon in the same city, county, or multi-county election. This type of committee is not controlled by the candidate(s) or officeholder.</p>	<p>Local Filing Officer (RR/CC) Original and one copy</p>	<p>Close 09/20/2003 File 09/25/2003</p> <p>Close 10/18/2003 File 10/23/2003</p> <p>Close 12/31/2003 File 01/31/2004</p> <p>See filing schedule issued with nomination papers.</p>

<p>460 (Continued)</p>	<p>GENERAL PURPOSE COMMITTEES</p> <p>Used by a recipient committee that receives contributions totaling \$1,000 or more during a calendar year to support or oppose various candidates and measures (e.g., political parties, political action committees).</p> <p>Committees that do not receive contributions, loans, or miscellaneous receipts totaling \$100 or more from a single source during a calendar year may use Form 450 – Recipient Committee Campaign Statement – Short Form</p>		
<p>465</p>	<p>SUPPLEMENTAL INDEPENDENT EXPENDITURE REPORT</p> <p>Used by any person or committee. Which makes independent expenditures totaling \$500 or more in a calendar year to support or oppose a single candidate, a single ballot measure, or the qualification of a single measure.</p>	<p>All locations where filer is required to file regular campaign statements.</p>	
<p>470</p>	<p>CANDIDATE AND OFFICEHOLDER CAMPAIGN STATEMENT – SHORT FORM</p> <p>Form 470 may be used in connection with an election if less than \$1,000 has been raised or spent by or on behalf of the candidate, and the candidate anticipates raising or spending less than \$1,000 in connection with his or her candidacy for the entire calendar year (exclusive of the cost of a candidate statement if paid from personal funds). If the Form 470 is filed with the declaration of candidacy, or on or before the filing deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts and expenditures remain less than \$1,000.</p>	<p>All locations where filer is required to file regular campaign statements.</p>	<p>Form 470 can be filed with Declaration of Candidacy if the intent is not to receive or spend \$1,000 or more.</p> <p>Must be filed prior to first filing deadline 09/25/03.</p>

<p>470</p> <p>Supplement</p>	<p>SUPPLEMENTAL CANDIDATE AND OFFICEHOLDER CAMPAIGN STATEMENT</p> <p>This form only applies to candidates and officeholders who have filed the Form 470 and thereafter receive contributions or makes expenditures totaling \$1,000 or more in a calendar year. A candidate’s personal funds spent for a Candidate Statement are excluded from the \$1,000 threshold. The Form 470 Supplement revokes the previous Form 470.</p> <p>NOTE: Once a candidate or officeholder files a Form 470 Supplement, she/he will be required to file a Form 460. The cost of a Candidate Statement is included on the Form 460 as an expenditure.</p>	<p>Local filing officer (RR/CC), and each candidate seeking the same office.</p>	<p>Within 48 hours of receiving or expending a total of \$1,000.</p>
<p>496</p>	<p>LATE INDEPENDENT EXPENDITURE REPORT</p> <p>Used to report late independent expenditures. Independent expenditure(s) aggregating \$1,000 or more made to support or oppose a single candidate or a single ballot measure during the last 16 days before the election in which the candidate or measure is being voted on.</p> <p>NOTE: An “independent expenditure” is a payment for a communication (e.g., a mailing, billboard, or other advertisement) that supports or opposes the nomination, election or defeat of a clearly identified candidate or the passage or defeat of a ballot measure. An independent expenditure is different from a contribution in that the person making the expenditure is not making a payment to or at the behest of a candidate or a ballot measure committee, but is acting independently to support or oppose the candidate or ballot measure.</p>	<p>Filing officer(s) who would receive campaign disclosure statements.</p>	<p>Require the filing of a 24-hour report each time an independent expenditure(s) aggregating \$1,000 is made to support/ oppose a single candidate or measure.</p>

<p>497</p>	<p>LATE CONTRIBUTION REPORT</p> <p>Used by candidates or committees making or receiving contributions, which total \$1,000 or more. A late contribution includes loans from a candidate's personal funds to his/her campaign committee during the late contribution period.</p>	<p>Filing officer(s) who would receive campaign disclosure statements.</p>	<p>Require the filing of a 24-hour report each time a late contribution is made or received.</p>
<p>501</p>	<p>CANDIDATE INTENTION</p> <p>To be filed by any candidate for a local office in Los Angeles County – before you solicit or receive any contributions (contributions include loans and the use of your personal funds for your campaign.)</p> <p>NOTE: This form is not required if you do not solicit or receive contributions from others, and the only expenditures will be your personal funds for a filing fee and/or candidate statement.</p> <p>Amendment to Candidate Intention. Permissible under certain circumstances.</p>	<p>Local Filing Officer (RR/CC)</p>	<p>Prior to soliciting or receiving campaign contributions</p> <p>Within 24 hours of opening the campaign account.</p> <p>As soon as the changes take place.</p>

NOTICE OF 2003 FAIR POLITICAL PRACTICES COMMISSION (FPPC) ADDENDUM

Fair Political Practices Commission campaign disclosure manuals are dated 1995/96. FPPC has prepared a 2003 Addendum to these manuals. The Addendum summarizes regulatory and statutory changes to the campaign disclosure provisions of the Political Reform Act since publication of the campaign manuals. It also highlights changes made to several campaign forms. The Addendum supersedes the campaign manuals where there are discrepancies in the information presented. The Addendum also replaces the 2002 Addendum.

Candidates who file nomination papers will be given a “Campaign Finance Information Kit” at that time.

INFORMATION ON THE FOLLOWING TOPICS ARE INCLUDED IN THE ADDENDUM:

PROPOSITION 34	<ul style="list-style-type: none"> • Contribution and Voluntary Expenditure Limits – State Candidates, Officeholders and Committees • Provisions Affecting State and Local Committees • New Online Reporting Requirements for State Candidates and Committees • New and Amended FPPC Regulations
CAMPAIGN REPORTING	<ul style="list-style-type: none"> • New Statement of Organization Requirement • Reporting Thresholds Raised • Assistant Treasurer • Zip Codes Now Required on Campaign Disclosure Statements • New Notice to \$5,000 Contributors • Termination of Candidate and Committee Filing Requirements • Personal Payment for Candidate Filing Fee/Ballot Statement Fee • Faxing Campaign Statements • Judges’ Filing Requirements • Reporting Late “In-Kind” Contributions • Estimating Late “In-Kind” Contributions – Regulation 18425 • State Electronic Filing Program • Proposition 218 Election Filing Requirements
CAMPAIGN FORM CHANGES	<ul style="list-style-type: none"> • Form 460 (Combines Forms 419, 420, and 490) • Other Form Changes
GENERAL INFORMATION ON WHEN TO FILE CAMPAIGN STATEMENTS	<ul style="list-style-type: none"> • Semi-Annual Statements • Pre-Election Statements • Quarterly Statements • Supplemental Pre Election Campaign Statements • Late Contribution Reports

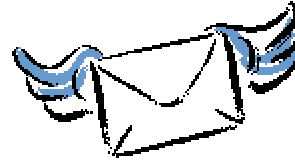
NOTICE OF 2003 FAIR POLITICAL PRACTICES COMMISSION (FPPC) ADDENDUM

<p>GENERAL INFORMATION ON WHEN TO FILE CAMPAIGN STATEMENTS (Continued)</p>	<ul style="list-style-type: none"> • Late Independent Expenditure Reports • Supplemental Independent Expenditure Report • Special Odd-Year Reports • New Online Reports • Paid Spokesperson Report
<p>PROHIBITIONS/ RESTRICTIONS</p>	<ul style="list-style-type: none"> • Ban on Foreign Government/Foreign Principal Contributions/Expenditures for Ballot Measures • Contributions Drawn from Account of Donor • Candidate Contribution Solicitations of Public Employees • Returning Candidate's Own Contributions • Election Expenditures by Local Agencies
<p>ENFORCEMENT MATTERS</p>	<ul style="list-style-type: none"> • Violations of the Political Reform Act • New Statute of Limitations Concerning Administrative Proceedings
<p>CAMPAIGN INFORMATION RESOURCES</p>	<ul style="list-style-type: none"> • Fair Political Practices Commission • Secretary of State • Registrar-Recorder of Los Angeles County • Federal Election Commission • State Franchise Tax Board • Internal Revenue Service • Attorney General
<p>CURRENT CAMPAIGN FORMS</p>	<ul style="list-style-type: none"> • Campaign Disclosure Forms • Electronic Campaign Disclosure Form (State Candidates and Committees) • Campaign Disclosure Manuals • Slate Mailer Organizations

CHAPTER 5: GUIDELINES AND RULES FOR CAMPAIGNING

A. ABSENTEE VOTING: Information For Individuals, Groups And Organizations Distributing Applications For Absentee Ballots

VOTE-BY-MAIL APPLICATION



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

The local election 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 election 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 vote-by-mail application form, please call Steve Logan, Head, Document Receipt and Absent Voting Section at (562) 462-2381.

(b) Uniform Absentee Voting Application

Pursuant to E.C. Section 3007, 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

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 voter to indicate a "mailing address" if he or she receives mail at an address other than his or her residence address. This section of the form may **only** be completed by the Voter **(put another way, this information may not be preprinted 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 request 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 election official of the county where you reside.

This statement must be conspicuously printed on the application form.

- (6) The name, address and telephone number of any organization, individual or group which authorizes the distribution of applications shall be printed on the application.
- (7) Any individual, organization or group 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: Elections Code Section 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 provisions is guilty of a misdemeanor. (Elections Code Section 18402)
- (10) Voters who use the 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 applications contain information about California's permanent absentee provision.

(d) Absentee Ballot Application Format

California Elections Code Section 3007 requires all individuals, groups and organizations distributing absentee voter ballot applications to use a standard format approved by the Secretary of State.

Below is a sample form for applying for an absentee ballot:

NOVEMBER 4, 2003 CONSOLIDATED ELECTIONS APPLICATION FOR AN ABSENTEE BALLOT			FOR OFFICIAL USE ONLY
To request an absentee ballot, complete the information on this form. This Application Form must be received by the Elections official no later than OCTOBER 28, 2003 .			
1. PRINT NAME: _____		2. DATE OF BIRTH: _____	
First Name	Middle Name or Initial	Last Name	
3. RESIDENCE ADDRESS (please print):			
Number and Street - as registered (P.O. Box, Rural Route, etc. not acceptable)		(Designate N,S,E,W if used)	
City	County	Zip Code	
4. TELEPHONE NUMBER: () _____ () _____ (Optional)			
5. MAILING ADDRESS FOR BALLOT, IF DIFFERENT FROM ABOVE. (PLEASE PRINT) NOTE: ORGANIZATIONS DISTRIBUTING THIS FORM MAY NOT PREPRINT MAILING ADDRESS INFORMATION.			
Number and Street/P.O. Box (Designate N,S,E,W if used)			
City	U.S. State or Foreign Country	Zip Code	
6. THIS APPLICATION FORM WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT			
I have not applied for, nor do I intend to apply for, an absentee ballot from any other jurisdiction for this election. I certify under penalty of perjury under the laws of the State of California that the name, residence address and information I have provided on this application are true and correct.			
SIGNATURE _____		Date _____	
<i>WARNING: Perjury is punishable by imprisonment in state prison for two, three or four years. (Section 126 of the California Penal Code)</i>			
7. THIS FORM IS PROVIDED BY: _____			
IMPORTANT: ORGANIZATIONS PROVIDING THIS FORM MUST ENTER THEIR NAME, ADDRESS AND TELEPHONE NUMBER			AVAPP11/2002

NOTICE – You have the legal right to mail this form to:
 Registrar-Recorder/County Clerk
 Absent Voters Section
 P O Box 30450, Los Angeles,
 90030-0450 Or deliver to:
 12400 Imperial Hwy. Norwalk, CA
 3rd Floor Room 3002 8am – 5pm
 (562) 466-1323 Fax (562) 462-3035
Any Voter wishing to become a Permanent Absent Voter can call our office at: (562) 466-1323 for further information.
 Returning this application to anyone else may cause a delay that could **interfere with your right or ability to vote.**
 The format used on this application **MUST** be used by ALL individuals, organizations, and groups that distribute absentee ballot applications. Failure to conform to this format may result in criminal prosecution. Elec. Code Secs. 3007 & 18402
 Under Federal law, election materials are available in other languages in Los Angeles County 1-800-581-VOTE.

NOTE: 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 Registrar-Recorder/County Clerk's Office even though the committee uses their own permit number.

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

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

B. PENALTIES FOR INTERFERING WITH THE ABSENTEE VOTING PROCESS

(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 ballot 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)

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 for their vote for a particular person or issue. Similarly, it is against the law to pay someone to not vote. (Elections Code Sections 18521, 18522 and 18524)

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

C. USE OF ABSENTEE VOTING CAMPAIGNS

BEFORE YOU DO ANYTHING ELSE, CONTACT YOUR LOCAL ELECTIONS OFFICIAL

DEFINITIONS: The words “absentee” and “ vote by mail ballot” are sometimes used interchangeably and can be confusing.

- Any voter may apply for an absentee ballot. There are no special requirements/ no need to be out of town, etc. These voters have the option of going to their polls to vote or of voting an absentee ballot. Because we mail these ballots to voters upon their request, they are sometimes called mailed ballots.
- Also, there is a category of voter who lives in an area designated a “Vote By Mail” or “Declared AV” precinct, which means there are 250 or less registered voters and no polling place has been established. This means that all voters will automatically receive an absentee ballot. (If the voters find a poll location and pollworkers they can then be a regular voting precinct.)
- During the last seven days prior to the election no absentee ballots can be mailed to voters. However, any voter can come in to the RR/CC office and receive an absentee ballot during that time- either to vote on-site, or to take and return by election day. These voted ballots cannot be returned by mail. This method of voting is called “emergency ballot”.

VOTING BY MAIL IN CALIFORNIA

Getting out the absentee vote can be an effective tool. However, there are many laws that apply to this process. Whether you want to target absentee voters, or just want to know more about the process and laws, you should study the attached pamphlet prepared by the Secretary of State. This pamphlet contains valuable information on all phases of the absentee voting process, including legal penalties for fraudulent absentee voting/activities.

ABSENTEE VOTER APPLICATION (Election Code 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.

The RR/CC provides each voter with an application for an absentee ballot, on the back cover of the sample ballot. These applications are the easiest for us to process because they contain special bar codes that eliminate data entry. However, candidates or campaigns may want to distribute their own absentee application. If so,

- Study the attached pamphlet carefully before proceeding.
- The forms must state:
 - ⇒ Name of Candidate
 - ⇒ Name of campaign or organization
 - ⇒ Address and phone number of organization providing form.
- Have your application approved by the RR/CC before copies are made.

CAUTIONS REGARDING APPLICATIONS

- Targeting voters using outdated tapes or reports can inflate printing and mailing cost, minimizing the expected results for your campaign.
- In order to avoid confusing the voters and creating duplicate application problems, candidates/campaigns/Individuals should not distribute applications earlier than 60 days prior to an election.
- Preprinting the voter's mailing address on the application instead of the residence address results in ballot delays due to additional required correspondence to and from the voter to verify the residence address.
- Misleading the voter by making the voter think he/she is signing something other than an absentee/mail ballot application results in accusation of campaign "foul play" and blemishes the integrity of the candidate or cause.
- Misleading the voters by using a return address such as "Absentee Ballot Center" in care of the candidate's headquarters or Post Office Box. This implies that applications are being returned to an official government election office.
- Withholding applications longer than the 36-hour legal requirement, or beyond the application deadline, is a misdemeanor. This also delays the ballot delivery to the voter, who may be leaving town. Therefore, withholding the application may result in loss of voters.

D. GUIDELINES FOR VOTER REGISTRATION DRIVES

DO YOU PLAN TO CONDUCT A VOTER REGISTRATION DRIVE?

If so, the following services/information are available to help you have a successful drive and avoid unnecessary problems.

VOTER REGISTRATION SERVICES

OBTAINING REGISTRATION FORMS

Affidavit Distribution Section – 3rd Floor, Room 3002

The general public may obtain a one-time per year issuance of 50 registration forms from the Elections Office. If a campaign, organization, individual requires more than 50 forms, candidate or designated coordinator of campaign/political organization must complete and sign a “Statement of Distribution Plan and be instructed on the basic procedures for conducting an effective registration drive, including information regarding any new election laws.

OVERVIEW OF REGISTRATION PROCESS

There are many guidelines and laws that relate to the voter registration process. Campaigns, organizations, individuals requesting registration forms are expected to comply with legal requirements and established office policy procedures when registering persons to avoid the disenfranchisement of voters due to improperly filed, incomplete registration forms.

Campaigns must provide a voter registration form to any person requesting it. Completed forms must be submitted to the Elections Office within 3 business days or by the close of registration, depending upon time of receipt from voters? Failure to do so is a misdemeanor.

California Law allows voters to register up until the 15th day before the election. Voters who submit voter registrations by this date, names will be added to the precinct registration rolls and they will receive a sample ballot booklet. Voters who submit registrations after this date may not receive a sample ballot booklet and may have to vote a provisional ballot at the polling place.

ADDITIONAL ELECTION INFORMATION SERVICES

ELECTION REPORTS AND RESEARCH LIBRARY

Election Information Section – 2nd Floor, Room 2013

A pamphlet providing information on Election reports, materials and services is available at the Election Information counter. Voter registration reports, election results, polling place locations, maps and customized CD's are among the many available services.

ON-LINE VOTER REGISTRATION ACCESS

Election Information Section – 2nd Floor, Room 2013

Computer access is available for viewing voter registration information. This is useful for checking nomination or other petition signatures before turning your petitions in to the Elections Office. There is no charge for this service. However, you must sign a contract “under penalty of perjury” stating that you meet legally established criteria for access to confidential voter information.

VOTER EDUCATIONAL/OUTREACH MATERIALS

Affidavit Distribution Section – 3rd Floor, Room 3002

Several information handouts related to voter registration and election processes are available upon request. Brochures and pamphlets are provided free of charge.

ABSENTEE BALLOT APPLICATION & VOTING

Absent Voting Section, 3rd Floor, Room 3002

Campaigns distributing absentee ballot applications for an election must adhere to all the legal guidelines and laws specified in Chapter 5.

In person voting is available at the Elections Office commencing 29 days before the election through 8:00 p.m. on Election Night. Voted ballots must be received at the Elections Office no later than 8:00 p.m. **Postmarks are not acceptable.**

E. MAILINGS/CAMPAIGN LITERATURE/COMMUNICATIONS

LEGISLATIVE INTENT (Chapter 976, 1977 Legislation)

“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 the campaign literature, the public is better able to evaluate the source of campaign material, may be more adequately informed, and can better distinguish between truth and falsity.
- (c) That by requiring identification, anonymous attacks, which cannot adequately be responded to in the heat of a campaign, will be discouraged.
- (d) That by requiring identification, a candidate who believes he 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, and the like, on 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.”

TRUTH IN ENDORSEMENTS LAW (Elections Code E.C. 20000, 200001, 20006, 20007, 20008, 20009, 200010)

E.C. 20000. This chapter shall be known and may be cited as The Truth in Endorsements Law.

E.C. 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 public 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.”

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

E.C. 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 it’s 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 from representing that the candidate has the support of a committee or group of voters affiliated with another political party, where the name of the committee or group is identified by the name of that party, where the name of the committee or group also includes the name of the candidate.” “Any member of a county central committee or state central committee may commence an action in the superior court to enjoin misrepresentation by a candidate or committee in his behalf, in the manner prohibited by this section, to the effect that the candidate has the support of the state or county central committee involved.”

E.C. 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 a 10 point roman type, whichever is larger, the words “Paid Political Advertisement”. Such words shall be set apart from any other printed manner. “As used in this section “paid political advertisement” shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.”

E.C. 2009. 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 the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

NOTICE TO VOTERS
(Required by Law)

“This is not an official ballot or an official sample ballot prepared by the county elections officials, 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 should be construed to require any such notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.”

- (b) “No such simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall any such seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.”
- (c) “The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter is a violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

E.C. 2010. No pictures of candidates in campaign material.

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

- (b) “A person, firm, association, corporation, campaign committee, or organization may produce, distribute, publish, or broadcast campaign material that contains a picture or photograph prohibited by subdivision (a) only if each picture or photograph in the campaign material includes the following statement in the same point size type as the largest point size type used elsewhere in the campaign material: “This picture is not an accurate representation of fact.” The statement shall be immediately adjacent to each picture or photograph prohibited by subdivision (a).”
- (c) “(1) Any registered voter may seek a temporary restraining order and an injunction prohibiting the publication, distribution, or broadcasting of any campaign material in violation of this section. Upon filing a petition under this section, the plaintiff may obtain a temporary restraining order in accordance with Section 527 of the Code of Civil Procedure.”
“(2) A candidate for public office whose likeness appears in a picture or photograph 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 changes 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 cost.”
- (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 action 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.”

ADDITIONAL PENALTY (Elections Code 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.

FALSE OR FORGED CAMPAIGN MATERIALS (Penal Code 115.2)

No person shall publish or cause to be published, knowledge, and intent to deceive any campaign advertisement containing false or fraudulent depictions, or false or fraudulent representations, of official public documents or purported official public documents. For purposes of this section, "campaign advertisement" means any communication directed to voters by means of a mass mailing as defined in Government Code 82041.5, a paid newspaper advertisement, an outdoor advertisement, or any other printed matter, if the expenditures for that communication are required to be reported by Chapter 4 (commencing with Government Code 4100) of Title 9. Any violation of this section is a misdemeanor punishable by imprisonment in the county jail, or by a fine not to exceed \$50,000, or both.

SOLICITATION OF FUNDS (Elections Code 20202, 20203)

E.C. 20202. Authorization to use candidate or committee name.

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

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

E.C. 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.

MANNER OF SENDING MASS MAILINGS (Government Code 84305)

- (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 to the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.
- (b) If the sender of the mass mailing is a single candidate or committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).
- (c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

"Mass mailing" means over 200 substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request letter or other inquiry are not "mass mailings." Government Code 82041.5

MASS MAILINGS AT PUBLIC EXPENSE (Government Code 89001)

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

SLATE MAILSLATE MAILERS (Government Code 82048.3)

"Slate mailer," means a mass mailing that supports or opposes a total of four or more candidates or ballot measures.

SLATE MAILER ORGANIZATION (Government Code 82048.4)

- a) Slate mailer organizer means, except as provided in subdivision (b) any person who, directly or indirectly, does the following: 1) is involved in the production of one or more slate mailers and exercises control over the selection of the candidate and measure to be supported or opposed in slate mailers. 2) receives or is promised payments totaling \$500 or more in a calendar year for the production of one or more slate mailers.
- b) Notwithstanding subdivision (a), a slate mailer organization shall not include any of the following: 1) a candidate or officeholder or a candidate's or officeholder's controlled committee; 2) an official committee of any political party; 3) a legislative caucus committee; 4) a committee primarily formed to support or oppose a candidate, officeholder, or ballot measure.
- c) The production and distribution of slate mailers by a slate mailer organizer shall not be considered making contributions or expenditures for purposes of subdivision (b) or (c) of Gov. Code 82013. If a slate mailer organization makes contributions or expenditures other than by producing or distributing slate mailers and it reports those contributions and expenditures pursuant to G.C. 84218 and 84219, no additional campaign reports shall be required of the slate mailer organization pursuant to G.C 84200 or 84200.5

SLATE MAILER REQUIREMENTS (Government Code 84305.5)

- a) No slate mailer organizer or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:
- 1) the name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of mail slate in no less than 8-point Roman type which shall be in color or print which contrast with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the street address of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures is a matter of public record with the Secretary of State's Political Reform Division.
 - 2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point Roman, boldface type, which shall be in color or print which contrast with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

NOTICE TO VOTERS

This document was prepared by (insert name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), not an official political party organization. Appearance in this mailer does not necessarily imply endorsement of, or opposition to, any issues set forth with this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an *.

- 3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.
- 4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by *. Any candidate or ballot measure that has not paid to appear in the slate mail is not designated by *. The * required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position advocated to which the designation applies except that in no case the * be required to be larger than 1-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

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

DISTRIBUTING POLLING PLACE LOCATIONS (Elections Code 18302)

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

F. PLACEMENT AND REMOVAL OF TEMPORARY POLITICAL SIGNS INCLUDING PLACECARDS 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 visible from the right-of-way of 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
Division of Right of Way
Outdoor Advertising Branch
1120 N. Street, MS-37, P.O. BOX 942874
Sacramento, CA 94274-0001
Phone: (916) 654-6613 / TDD 1-800-735-2929
Fax: (916) 654-4956

A Statement of Responsibility must be filed with the Department of Transportation. The form is provided in the Campaign Finance Disclosure Kit.

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 with its boundaries.



NOTICE FROM CALIFORNIA STATE DEPARTMENT OF TRANSPORTATION:

Following is a letter from the California State Department of Transportation providing information about the State law governing campaign signs. It includes the Statement of Responsibility form.

Dear Candidate or Committee Member:

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

Section 5405.3 of the State Outdoor Advertising Act authorizes the placing of “temporary political signs” separate and apart from the normal outdoor advertising display controls. No such political signs, however, may 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 landscaped freeway.

Temporary political signs, which meet the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed not sooner than 90 days 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 removing the sign.

A Statement of Responsibility form is attached to this letter.

Please pass this information along to those assisting in your campaign and complete and return the Statement of Responsibility form to the appropriate district office located on the attached map. We will gladly answer any questions regarding the form.

Because the law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal cost after the election.

STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: _____ November Other: _____

County in which Election
Is Being Held: _____

Candidate's Name: _____

Office Sought or
Proposition Number: _____

Number of signs to be placed: _____

Responsible Party's Name: _____

Address: _____

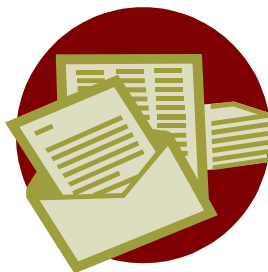
Phone Number (Include Area Code): _____

The undersigned accepts responsibility for removal of placed signs in respect to the above candidate (or proposition) as stated below in accordance with Section 5405.3 of the Business and Professions Code.

It is understood and agreed that any signs placed pursuant to Section 5405.3 of the Business and Professions Code and not removed within (10) days after the election may be removed by the Department and the undersigned hereby agrees to pay the costs of removal upon submission of invoice by the Department.

Date

Signature of Responsible Party



CHAPTER 6: Services Provided by RR/CC

A. Information Available on RR/CC Website

The RR/CC website has a wealth of information for voters, candidates, media and community activists. Information currently available on www.lavote.net:

- Voter Registration Information
- Absentee Voter/ Vote by Mail Information
- Polling Place Look-up
- “My Districts” Look-up
- RR/CC Strategic Plan
- Campaign Finance filings for County Board of Supervisors, Assessor, District Attorney, Sheriff and County Measures
- Multilingual Voter Services
- Services for Voters with Disabilities
- Candidate Registration and Qualification (CRQ) form (See Chapter 1, under “Candidate Filing.”)
- List of Candidates Who Have Filed (Posted and updated daily during the Filing Period.)





COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

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

CONNOR B. McCORMACK
 REGISTRAR-RECORDER/COUNTY CLERK

**FEE SCHEDULE
 AS OF 5/23/03**

ITEM	FEE
BOUNDARY MAPS – DISTRICT CONGRESSIONAL, SENATE, ASSEMBLY & SUPERVISORIAL	\$ 0.03 PER MAP PLUS \$0.75 HANDLING FEE PER REQUEST.
CERTIFIED COPY - AFFIDAVIT OR TRANSCRIPT	\$1.50 FOR COPY OF OWN REGISTRATION. \$6.50 PER COPY FOR ALL OTHERS. (PUBLIC AND AUTHORIZED)
CAMPAIGN STATEMENT COPIES	\$0.10 PER PAGE.
CERTIFICATION OF ELECTION DOCUMENTS (EXCEPT AFFIDAVITS OF REGISTRATION)	\$1.75 PER CERTIFIED COPY.
I REGISTERED TO VOTE STICKERS	\$2.22 PER EACH BATCH OF 600 LABELS PLUS \$9.84 HANDLING CHARGE PER ORDER
PRECINCTING BOOK	\$34.00 PER SET.
PRECINCT MAPS – 18" X 24"	\$2.00 PER MAP PAGE. (HANDLING FEE INCLUDED IN COST)
PRECINCTING GIS MAPS 3" X 3 1/2"	\$30.00.
POLLING PLACE MAPS	\$17.00 SMALL 11" X 17" EACH PAGE. \$26.00 LARGE – EACH PAGE VARIES IN SIZE.
PHOTOCOPIES (MISCELLANEOUS)	\$0.03 PER COPY PLUS \$0.75 HANDLING FEE PER REQUEST.
RETURNED CHECKS	\$33.00 EACH

SEARCH – VOTER REGISTRATION FILE	\$5.00 PER NAME FOR EACH YEAR OF RECORDS SEARCHED.
STATEMENT OF VOTES CAST (SVC)	\$0.36 PER PAGE. (HANDLING FEE INCLUDED IN COST)
TELEFAXING	\$0.04 PER PAGE PLUS \$0.75 HANDLING FEE.
CUSTOMIZED WALL MAPS ** CUSTOMIZED DISTRICT/PRECINCT MAP (Acetate Overlay)	\$30.00 \$48.00
VIDEO TAPES (PERSONNEL TRAINING)	\$10.00
** *COMPACT DISC (CD) TEXT FILE LOS ANGELES COUNTY VOTER FILES	\$146.00 PER FILE.
*COMPACT DISC (CD) TEXT FILE (VOTER/PRECINCT/ELECTION INFORMATION FILES)	\$54.00 FIRST FILE, \$39.00 FOR EACH ADDITIONAL FILE. (EXCLUDING LOS ANGELES COUNTY VOTER FILES)
*INDEX TO VOTER (STREET INDEX)	CANDIDATES/COMMITTEES: \$0.50 PER THOUSAND NAMES.
*VOTED INDEX	\$0.10 PER PAGE PLUS \$1.60 HANDLING FEE PER REQUEST.
*PRECINCT ROSTERS (COMBINED INDEX-ROSTER)	\$5.50 PER ROSTER OR \$0.22 PER PAGE. (HANDLING FEE INCLUDED IN COST)
*ABSENT VOTER REPORT	\$0.10 PER PAGE PLUS \$1.60 HANDLING FEE PER REQUEST.
* APPLICANT IS REQUIRED TO EXECUTE CONTRACT WITH THE REGISTRAR-RECORDER/COUNTY CLERK	
** NEW/REVISED FEES EFFECTIVE 5/22/03	

WD – SCHEDULE-FEESCHED **REVISED 5/14/03 TO REFLECT 5/22/03 NEW/REVISED FEES

B. EVERYTHING YOU NEED TO KNOW ABOUT ELECTION DAY POLLING PLACES AND POLLWORKERS



BASIC INFORMATION:

- ◆ Polling Place Hours: 7:00 A.M. until 8:00 P.M.
- ◆ There will be approximately 982 polling places in the November 4, 2003 Consolidated Elections.

Questions and Answers:

Q. *Can a candidate or a relative of a candidate serve as a pollworker for the election in which he/she is running?*

A. No.

Q. *Can a candidate host a polling place at his/her residence or office on Election Day?*

A. No.

Q. *How can candidates get a list of polling place locations?*

A. Contact the Election Information Section at 1-800-481-VOTE (8683) (option 5) or (562) 466-1310. There is a small fee for this service. As mentioned earlier, a small number of polling locations change after the sample ballots are mailed to voters. Voters are notified of polling place changes via a "polls change postcard." A list of changed voting locations is mailed to each candidate approx. 5 days before the election.

NOTE: The California Elections Code (E.C. 18302-'94) states: "Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to the mailing or distribution."

Q. Why do polling places change?

A. Despite best efforts to locate long-term polling place hosts, an average of 8% of Los Angeles County polling places change between major elections because of cancellations. The reasons include: (1) facilities become overcrowded or permission is no longer granted for a facility to be used as a polling place, (2) as precincts grow, boundaries have to be revised, (3) the previously used poll may not be accessible for voters with disabilities, (4) the different groupings of districts in an election could make it necessary to change a polling place from election to election or (5) We have had complaints about the old polling place (bad parking, bad lighting, etc.)

*Q. What do **pollworkers** do and how are they compensated?*

A. Pollworkers (sometimes called “precinct officers”) are civic-minded citizens who help to set up the polls, assist voters when signing in, demonstrate how to use the voting system, issue and place voted ballots in the ballot box. After the poll has closed pollworkers are responsible for accounting for all the ballots, packing up the supplies and delivering the ballots to a Check-in-Center.

Every poll has an Inspector and 3 or 4 pollworker “Clerks”, depending on the number of voters in the precinct. Inspectors receive a \$75 stipend and Clerks receive \$55. Inspectors and Clerks receive a \$25 bonus for attending training if they serve on Election Day.

To volunteer to serve as a pollworker, non-candidates
may call 1-800-815-2666 Option 7

Q. Do you know any bilingual voters who might be willing to serve as a pollworker?

A. The federal Voting Rights Act requires that **Bilingual pollworkers** be hired in targeted polling places to provide oral assistance to limited-English proficiency voters. The RR/CC is currently recruiting Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese-speaking pollworkers.

Q. Is it legal for high school students to serve as pollworkers?

A. State law allows high school seniors to serve as “student pollworkers” on Election Day. The Student Pollworker Program (SPP) is a great way to introduce young people to democracy in action and at the same time provide a valuable community service. Students serve as regular members of a precinct board on Election Day, receive the \$55 pollworker stipend, plus a \$25 bonus if they attend a training class. Students must be high school seniors with a grade point average of 2.5, U.S. citizen and at least 16 years of age.



County of Los Angeles
REGISTRAR-RECORDER/COUNTY CLERK

A GUIDE FOR POLL WATCHERS



Poll watchers are persons interested in election proceedings who are entitled to observe polling place operations during voting hours. However, poll watchers may not disrupt the election process or interfere with a voter's right to cast a secret ballot. Poll watchers often represent candidates, political campaigns and/or organizations.

Pollworkers are appointed by the Registrar-Recorder/County Clerk and are responsible for all phases of the election that take place at the polls. They will comply with poll watchers' requests for voter information.

The following pages contain rules and procedures that all observers at the polling places must comply with at all times.

1. Vote counting activities at the polls and the tally center are open to public observation but no interference will be allowed during the proceedings. Interference with the election and canvass, or with a voter casting a ballot, is punishable by imprisonment in state prison for up to three years.

(E.C. Sec. 18502)

Only pollworkers have the right to challenge a person's eligibility to vote at the polls. A challenge may be made only upon sufficient probable cause. Pollworkers are instructed to report the presence of any persons or signs which may be intimidating to voters or cause interference with the voting process to the Registrar-Recorder/ County Clerk Department.

(E.C. Sec. 14240)

The use of force, violence or tactic of coercion or intimidation to compel a person to refrain from voting at any election is a felony punishable by imprisonment in state prison.

(E.C. Sec. 18540)

2. Damaging or tampering with voting equipment or official election materials in a polling place is a felony, punishable by imprisonment for 2, 3, or 4 years.

(E.C. Sec. 18564)

3. Electioneering is not permitted within 100 feet of the polling place; that is, within 100 feet from the entrance or door to the room or rooms in which voters sign the roster and cast their ballots. Exit polling is permitted, however, no closer than 25 feet of polling places by news media or other organizations surveying voters as to how they voted. Media may come into a poll to film or interview voters, including voters in the booth, as long as the voter consents and there is no disruption to other voters or the voting process.

(E.C. Sec. 18370 and A.G. Opinion)

Only pollworkers can post signs within 100 feet of a polling place.

4. Talking in loud voices, disruptive behavior which causes confusion or the congregating of excessive numbers of persons inside the polling place is not permitted. Onsite telephones or other facilities are not available for the use of poll watchers.

5. Wearing campaign badges or taking campaign material or literature into the polling place is not permitted.

6. Poll watchers may not sit at the official table.
(*E.C. Sec. 14223(a)*)
7. The area between the official table and the voting booths is accessible to voters only and may not be designated as an observer post.
(*E.C. Sec. 14221*)
8. Indexes marked to indicate persons who have voted are posted for reference by the public. Signature rosters may be inspected at any time provided there is no interference with poll operations or delay or inconvenience to the voters.
(*E.C. Secs. 14202 & 14223(b)*)
9. The American Flag must be prominently displayed (regardless of weather conditions) during all polling hours. (*E.C. Sec. 14105(f)*)
10. At the opening of the polls the ballot box must be opened, exhibited to be empty, closed and then shall remain locked until the last ballot is cast and the polls are closed. (*E.C. Sec. 14215*)
11. If a polling place is inaccessible to a voter with a disability, the voter may vote a ballot outside the premises in an accessible area as near as possible to the polling place. (*E.C. Sec. 14282(c)*)
12. Voters may request and receive assistance in voting if they declare under oath that they are unable to mark their ballots.
(*E.C. Sec. 14282(a)*)
13. A voting booth may not be occupied by more than one person at a time unless a person is assisting the voter as provided by law.
(*E.C. Secs. 14281, 14222 and 14224*)
14. Pollworkers may communicate with voters in a language other than English, but are permitted to do so only to provide election information or instructions. Special language assistants are permitted to help voters in the voting booth without a time limit.
(*E.C. Sec. 14227 and the Voting Rights Act, VRA*)
15. Smoking is not permitted inside the polling place.

Chapter 7: Election Results/Canvass/ Recounts/Election Contests

ELECTION RESULTS: SPEED OF BALLOT COUNTING ELECTION NIGHT - HISTORICAL TRENDS

For the first time, Los Angeles County will be tabulating the votes using the new InkaVote system. This is a central county system – there is no tabulation at the voting locations as occurs in jurisdictions with more modern systems.

On Election Night, ballots from approximately 1,100 precincts are brought to the Registrar-Recorder/County Clerk's headquarters in Norwalk for tabulation. After the polls close, the pollworkers must complete the paperwork to balance the number of ballots cast with the number of voters signing in, the number of remaining unvoted ballots, etc. Most precincts complete this function between 9-9:30 p.m. Then precinct pollworkers from the 1,100 precincts bring their ballots and supplies to one of approximately 40 Check-in-Centers located throughout the County. From these locations, Sheriff deputies transport the voted ballots by car to Norwalk.

After arrival in Norwalk, the ballots must be checked-in and inspected prior to counting. Once inspected, the ballots are moved to the computer room for processing.

Hundreds of individuals are involved in the logistics of ballot transport, preparation and tabulation. Historically, for Consolidated Elections, approximately 90% of the ballots are counted by midnight on Election Night.

Can I, as a Candidate, View all parts of the Ballot Counting process?

Yes, the ballot counting process is open to public observation. If you wish to observe the process, you may go to the lobby, located on the 1st floor of the Norwalk headquarters, to check in and be provided with an observer's badge. Tours are available.

How Can I Get Results Election Night?

- **Website:** Results are available on the Internet at www.lavote.net.
- **Phone:** Live operators are also available by calling (562) 466-1323 from 8:30 p.m. and approximately every 20 minutes thereafter until all precincts have reported.
- **Norwalk Headquarters:** Hard copy bulletins are printed and distributed on the 3rd floor near the Tally/MTS room.

Are Election Night Results Final? No. California State law allows a specified period after the election for the completion of the official canvass, results released on Election Night are considered Semi-official.

POST ELECTION NIGHT RESULTS

After Election Night, results will be available after 12 Noon the day after the election. Supplemental counts will be scheduled approximately 3 days after the election. This count is conducted to get the majority of the outstanding ballots counted at the beginning of the canvass process.

Outstanding ballots include:

- Absentee ballots turned in at the polls on Election Day,
- Write-in ballots, or
- Provisional ballots voted at polls and sealed in envelopes for further research.

Semi-official election results are updated following an add-on count. If a race is very close, the outcome may not be known until the canvass is complete.

CANVASS/CERTIFICATION

Canvass is a process of reconciling numbers. The number of voted ballots reported by pollworkers and absentee statistics, is matched to what the computer counted. The election materials are de-processed to locate any missing ballots. California law requires a manual recount of one percent of the precincts (including all races) during canvass. When everything has been checked and accounted for, the election is certified. At this time, final official results are issued. It is difficult to predict how long the process will take. However, there are legal deadlines when it must be finished. The deadline for the November 4, 2003 Consolidated Elections is November 24, 2003.

STATEMENT OF VOTES CAST

The Semifinal Official Canvass Statement of Votes Cast (SVC) which reports election results by individual voting precincts is available the morning after the election at the elections office. For most elections, this report is also posted to the department's website. Once the election is certified, the Final Official Canvass Statement of Votes Cast is made available at our office and on the website.

REQUESTING A RECOUNT/RECOUNT SCHEDULE

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

Who can request a recount?

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

Timing of Recount Request

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

Exceptions: *For statewide contests, the request must be filed within five (5) calendar days beginning on the 29th day after the election.*

Format of request:

- The request must be submitted in writing.
(E.C. 15620)
- Must specify the contest to be recounted.
(E.C. 15620)
- Must state on behalf of which candidate, slate of electors, or position on a measure (affirmative or negative) it is filed.
(E.C. 15620)
- May specify the order in which precincts shall be counted.
(E.C. 15622)
- May specify the method of counting to be used (computer, manual or both.)
(E.C. 15627)
- May specify any other relevant material to be examined.
(E.C. 15630)
- For statewide contests, may specify in which county or counties the recount is sought.
(E.C. 15621)

Place of filing

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

Notice of recount

A notice stating the date and place of the recount will be posted by the elections official at least one day prior to the recount and the following persons will be notified in person or by any federally regulated overnight mail service.
(E.C. 15628)

- All candidates for the office being recounted.
- Authorized representatives for presidential candidates, if the race for presidential delegates is to be recounted.
- Proponents of any initiative or referendum or persons filing ballot arguments for or against any initiative, referendum or measure to be recounted.
- Secretary of State if the recount is for candidates for any state or federal office, delegates to a national convention, or any state measure.

Process of recount

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

Result of Recount

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

Cost and payment

The election official shall determine the amount of deposit necessary to cover costs of the recount for each day.
(E.C. 15624)

The voter filing the request for recount must deposit, before the recount commences and at the beginning of each day following, such sums as required by the election official to cover the cost of the recount for that day.
(E.C. 15624)

COST BREAKDOWN FOR MANUAL TALLY*	
No. of Boards	Cost per Day
1	\$1,949
2	\$3,155
3	\$4,361
4	\$5,567
5	\$7,516
6	\$8,722
7	\$9,929
8	\$11,135
9	\$13,084
10	\$14,290
11	\$15,496
12	\$16,702
* Cost will include labor, facilities, material and personnel. Cost will vary according to type of election and personnel involved.	

If upon completion of the recount the results are reversed, the deposit shall be returned. (E.C. 15624)

AUTOMATIC MANUAL RECOUNT

By law, a random sample of the precinct ballots from every election must be manually recounted to verify the computer count. A minimum of all votes cast in one percent (1%) of the precincts is included in this process. *The Automatic Manual Recount is open to the public.*

(E.C. 15360)

ELECTION CONTEST

An election contest may involve a recount, but it is not the same as a requested recount. It is a court action and can be brought for a variety of reasons and at different times. For complete information, refer to the Elections Code Division 16, Election Contests.

DOCUMENT RETENTION

By law, certain precinct supplies and all voted ballots must be preserved for 22 months when a federal office is on the ballot and 6 months for all other local or special elections. If no legal action is pending, the documents may be destroyed or recycled at the end of this period. Unused ballots may be destroyed or recycled after the election.

CHAPTER 8: WHAT CANDIDATES NEED TO KNOW ABOUT MULTILINGUAL VOTER SERVICES

OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM

BACKGROUND:

Public Law 102-344 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English Chinese, Japanese, Korean Spanish, Tagalog and Vietnamese-speaking voters.

The ML Voter Services Program includes services such as:

- ◆ Bilingual Assistance Hotline (1-800) 481-8683.
- ◆ Translated election materials mailed to voters home before every election for those voters who request it.
- ◆ Bilingual assistance at targeted polling places.

Translated copies of the “ML Voter Services” brochure are available at the RR/CC Election Information counter and online at www.lavote.net

TRANSLITERATION PROCESS:

In January 2000, the Department of Justice further directed the Los Angeles Registrar-Recorder/County Clerk Department to *transliterate* the names of candidates in those languages that do not use Roman Characters. (*Transliteration* is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) These languages include Chinese, Japanese and Korean.

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

TRANSLITERATION REVIEW PERIOD: Candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official no later than the last day of the review period. Timeframe: **September 3rd through September 5th.**

TRANSLITERATION FORM:

All candidates are required to file the transliteration form with their nomination documents no later than August 8, 2003, the last day to file these (nomination) documents.

SAMPLE

TRANSLITERATION FORM

I, _____, Candidate for nomination to the office of _____ to be voted for at the _____ Election

agree as indicated below:

CHECK ONE:

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

OR

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

Languages Name Transliteration

___ Chinese:

___ Japanese:

___ Korean:

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

Candidate's Signature

Date

Candidate Filing #:

TRANSLATION OF ELECTION MATERIALS

Background

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

Mandated Languages

Although the VRA requires a 5% standard for targeting for multilingual services, Los Angeles County has set a 3% standard to provide minority language materials in every election. If the number of eligible voters for a specific language is higher or equal to the 3% criteria, that language qualifies for translation. Languages that fall under the 3% criteria do not qualify for translation. This criteria not only identifies the election district/city areas throughout the county with a cost-effective method of meeting the VRA requirements, but also helps minimize printing/translation costs for election jurisdictions. The six minority languages that are required by Federal mandates in Los Angeles County are Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese.

Implications to Candidate

There are no implications to the candidate because the County will automatically provide *translated sample ballot booklets* to voters who request it two weeks before the election and after they received the English Sample Ballot booklet. However, as noted in Chapter 4 "Candidate Statements", there is a cost for a Spanish translated candidate statement which appears in the English sample ballot booklet. This translation is optional and the candidate needs to make a request for this service and pay for it when he/she files candidate statements with RR/CC.

BILINGUAL POLLWORKERS

For many years, election officials have been experiencing a crisis in recruiting pollworkers. Election Day hours are long, election procedures are complex and the pay is a mere stipend. Additionally, the traditional base of pollworkers have been stay-at-home moms, many of whom have now joined the work force, and the retired persons, many of whom have found the materials heavy and some of whom have difficulty accepting and implementing many of the new procedures.

Recruiting bilingual pollworkers has all of the challenges of recruiting traditional pollworkers and in many cases, more challenges! Bilingual pollworkers must be registered voters and they must speak English well enough to explain election procedures to English speaking voters and they must understand English well enough to assimilate the difficult procedures taught in the training classes. Bilingual pollworkers are vital in helping citizens with limited English proficiency to exercise their voting privileges. They assist voters, whose primary language is not English, and help them understand voting procedures by responding to their questions. As a means to address the bilingual pollworker recruitment challenges, a "Pollworker/Recruiter" Program, which

brought community activists in to recruiting bilingual pollworkers from their communities, was launched in 1998. In addition to solve the general pollworker recruiting issues, the Los Angeles County has developed Student Pollworker, County Employee Pollworker and Corporate Pollworker Programs. The County has utilized these programs, in addition to the Pollworker/Recruiter Program, to address bilingual pollworker recruiting challenges. someone to investigate. By working together, we can eliminate problems early. For less serious problems, please contact us in writing after the election

In 1992 federal legislation mandated that oral assistance be provided at “targeted” polling places. Los Angeles County employs a complicated four-part system to identify “targeted” polling places requiring bilingual pollworkers. A fifth element is also applied for high priority Chinese language precincts. This “targeting” system was negotiated over a two-year period with attorneys from Los Angeles County, the Department of Justice and community-based organizations. The five elements of the targeting system are:

- **1990 Census Data.** Los Angeles County will start using 2000 Census Data in its Consolidated Elections in November 2003.
- **Requests on File.** This category reflects the number of voter requests for language assistance which are on the voter file for a given voting precinct. The standard for targeting is twenty or more requests for Chinese, Korean and Tagalog, fifty or more requests for Spanish, and ten or more requests for Japanese and Vietnamese.
- **ML Tally Card.** The “Tally Card” is provided to each polling place for the pollworkers to keep track of voters requesting assistance with language or accessibility (i.e. voter who’s in wheelchair, blind or hearing impaired). If more than ten voters request language assistance in any language not already indicated by the Census, requests on file or by a community-based organization, additional research is done to see whether the polling place neighborhood justifies being considered a targeted poll to receive translated materials and oral assistance. This card was recently updated to also include languages currently not covered by the Voting Rights Act (specifically, Armenian, Cambodian and Russian).
- **Input from Community Based Organizations.** If a community partner organization indicates that a neighborhood should be targeted for a particular language, the polling places in that neighborhood are considered “targeted” for future elections.
- **Chinese Dialect Survey.** In order to dispatch dialect-appropriate pollworkers at Chinese targeted polling places, a survey was conducted among Chinese “voters on file” in February 2000. The County currently uses the result of this survey to place Chinese speaking pollworkers in high priority precincts that indicate a need for Chinese speaking pollworkers.

CHAPTER 9: WHAT'S NEW AT THE RR/CC?

A NEW VOTING SYSTEM - INKAVOTE

Los Angeles County voters will be using a new voting system this November – the “InkaVote” system (see graphic at right.) LA County is one of 9 California counties whose further use of pre-scored punch card ballots, in service in LA since 1968, was banned by Federal Court action in 2002. In order to minimize the impact of this change in voting systems on voters and pollworkers InkaVote has the look and feel of the punch card voting system. InkaVote will be used as an interim voting system in the November 2003 Consolidated Elections, Presidential Primary 2004 and Presidential General Elections in November 2004. The County will continue to offer Early Voting on Touchscreen during the 2003-2004 period. The goal is to make Touchscreen Voting available in all precincts a reality by the November 2005 elections.

INKAVOTE SYSTEM



RR/CC Outreach staff and community partners will be conducting InkaVote demonstrations throughout the County from July through October 2003. Please refer to our website (www.lavote.net) or call our office for exact dates and locations.

TOUCHSCREEN / EARLY VOTING LOCATIONS

Touchscreen voting is a technologically advanced method of voting which can be conveniently used by Los Angeles County voters who wish to vote early, voters with visual impairments and voters whose first language is other than English. The ballot is available in English, Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese. Additionally, Touchscreen Voting equipment allows voters who are visually impaired or blind to vote independently by the use of audio headsets or large zoom sized text. For the November 2003 Consolidated Elections, the County will offer Touchscreen Early Voting at our Norwalk office, the Braille Institute and a limited number of sites. Check our website and sample ballots in October for exact dates and locations.

NEIGHBORHOOD VOTING CENTERS (NVCs): POLLS FOR THE FUTURE

In an effort to recruit and retain voting locations which are visible, stable, sizeable, accessible for voters with disabilities and adaptable to more sophisticated voting technologies, the County is moving in the direction of centralized Election Day voting locations which can accommodate more than one precinct. (Current state law limits precinct size to a maximum of 1000 – 1250 voters.)

Between major elections 8 percent of LA County polling places must be replaced because the previous location is no longer available or interested in hosting a poll. The transition to NVCs will mean identifying and securing long-term partnerships with polling place hosts, which will help minimize voter confusion. Examples include government buildings, schools, recreation centers and community centers. The County will continue to provide a variety of services to assist in directing voters to their correct poll including

listing the poll address on the back of the voters' sample ballot, posting poll addresses on the County website and an automated phone system which can be accessed 24 hours a day. We continue to appreciate candidate assistance to voters in locating their correct poll address. Noting again that 8% of polls cancel and change between major elections, and that more than half of these cancellations occur after voters have received their official sample ballots, please be sure to provide the *most* updated information to voters seeking your help!.

HELP AMERICA VOTE ACT OF 2002 (HAVA)

In October 2002, Congress enacted the Help America Vote Act (HAVA). The intent of this federal election reform law is to make it easier to vote. The Act states that if an individual registers by mail and has not previously voted in an election for federal office in the jurisdiction, then (a) if the person votes in person, the voter must show photo ID or a document that indicates both the voter's name and residence address, (b) if the voter votes by mail, the voter must submit a copy of a photo ID or a document with both the voter's name and residence address. This provision goes into effect on January 1, 2004 and will impact the March 2, 2004 election. If the voter provides their driver's license number when they register to vote and the number can be matched to a state record, then the voter will not be required to show ID when they vote. Among a number of implementation challenges is the need for County citizens who are registering for the first time to use an up-to-date registration form. The bulk of voter registration forms available at distribution sites around the County (libraries, schools, etc.) have not required voters to provide a driver's license or social security number. We are making every effort to distribute updated voter registration forms countywide. Voter registration forms are provided to counties by the State.

When you are helping to register voters, please ensure they are using the most up-to-date voter registration forms – this will help us all make sure that these voters have the best possible voting experience in the future!

**COUNTY OF LOS ANGELES
ELECTION COORDINATION SECTION
REGISTRAR-RECORDER/COUNTY CLERK**



2004 SCHEDULED ELECTIONS
(AS OF MAY 7, 2003)

ELECTION DATE	JURISDICTIONS	ELECTION JOB NO.	RR/CC CONDUCTED ELECTION	CLOSE OF REGISTRATION
MARCH 2	PRIMARY ELECTION – PRESIDENTIAL	1213 (Overall No.)	YES	FEBRUARY 17
	(CONSOLIDATED ELECTIONS)			
MARCH 2	TORRANCE CITY GENERAL MUNICIPAL	1223		FEBRUARY 17
APRIL 13	GENERAL LAW CITIES	1233 (Overall No.)		
APRIL 13	ARCADIA CITY GENERAL MUNICIPAL	1243		MARCH 29
APRIL 13	AVALON CITY GENERAL MUNICIPAL	1253		MARCH 29
APRIL 13	BRADBURY CITY GENERAL MUNICIPAL (Council Districts 1, 2 & 4)	1263		MARCH 29
APRIL 13	CULVER CITY GENERAL MUNICIPAL	1273		MARCH 29
APRIL 13	EL SEGUNDO CITY GENERAL MUNICIPAL	1283		MARCH 29
APRIL 13	LANCASTER CITY GENERAL MUNICIPAL	1293		MARCH 29
APRIL 13	LAWNDALE CITY GENERAL MUNICIPAL	1303		MARCH 29
APRIL 13	LONG BEACH CITY PRIMARY NOMINATING (Council Districts 2, 4, 6 & 8) LONG BEACH UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION, DISTRICT 2 & 4 LONG BEACH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEE, TRUSTEE AREAS 2 & 4 (Consolidated with Long Beach City Primary Nominating Election)	1313		MARCH 29
APRIL 13	MALIBU CITY GENERAL MUNICIPAL	1323		MARCH 29
APRIL 13	SANTA CLARITA CITY GENERAL MUNICIPAL	1333		MARCH 29
APRIL 13	SIERRA MADRE CITY GENERAL MUNICIPAL	1343		MARCH 29
APRIL 13	VERNON CITY GENERAL MUNICIPAL	1353		MARCH 29
APRIL 13	WALNUT CITY GENERAL MUNICIPAL	1363		MARCH 29
APRIL 13	WHITTIER CITY GENERAL MUNICIPAL	1373		MARCH 29
JUNE 8	LONG BEACH CITY GENERAL	1383		MAY 24
NOVEMBER 2	GENERAL ELECTION	0024 (Overall No.)	YES	OCTOBER 18
	(CONSOLIDATED DISTRICT ELECTIONS)			
	MUNICIPAL WATER DISTRICTS (Member, Board of Directors)			
	Central Basin Divisions 1, 4 & 5	0034		
	Foothill Divisions 1, 3 & 4	0044		
	Golden Valley Divisions 2 & 3	0054		
	Huntington Divisions 2 & 4	0064		
	Las Virgenes Divisions 1 & 4	0074		

ELECTION DATE	JURISDICTIONS	ELECTION JOB NO.	RR/CC CONDUCTED ELECTION	CLOSE OF REGISTRATION
	San Gabriel Valley Divisions 2 & 3	0084		
NOVEMBER 2	CONSOLIDATED DISTRICT ELECTIONS (Continued)	0024 (Overall No.)	YES	OCTOBER 18
	MUNICIPAL WATER DISTRICTS (Continued) (Member, Board of Directors)			
	Three Valleys Divisions 2, 4, 6 & 7	0094		
	Upper San Gabriel Valley Divisions 2, 3 & 4	0104		
	West Basin Divisions 3 & 5	0114		
	HEALTH CARE DISTRICTS			
	Antelope Valley	0124		
	Beach Cities	0134		
	RECREATION AND PARK DISTRICT			
	Westfield	0144		
	WATER AGENCIES			
	Antelope Valley-East Kern Divisions 4, 6 & 7	0154		
	Castaic Lake Divisions 1, 2 & 3 (Shared with Ventura County) Division 3	0164		
	WATER REPLENISHMENT DISTRICT			
	Water Replenishment District of Southern California, Districts 2 & 5	0174		
	SCHOOL DISTRICTS			
	Fullerton Joint Union High School District GBM (Shared with Orange County)	0184		
	Lowell Joint School District GBM (Shared with Orange County)	0194		
	North Orange County Community College District Board of Trustees (Shared with Orange County) Trustee Areas 1, 3 & 4	0204		
	CONSOLIDATED/CONCURRENT MUNICIPAL ELECTIONS			
	Alhambra City and School District General Municipal	0214		
	Downey City General Municipal	0224		
	Inglewood City Mayoral General Municipal	0234		
	Pomona City General Municipal	0244		
	Santa Monica City General Municipal, Santa Monica Community College District and Santa Monica-Malibu Unified School District	0254		