COUNTY OF LOS ANGELES

MUNICIPAL INFORMATION BOOKLET

GENERAL LAW AND CHARTER CITY ELECTIONS

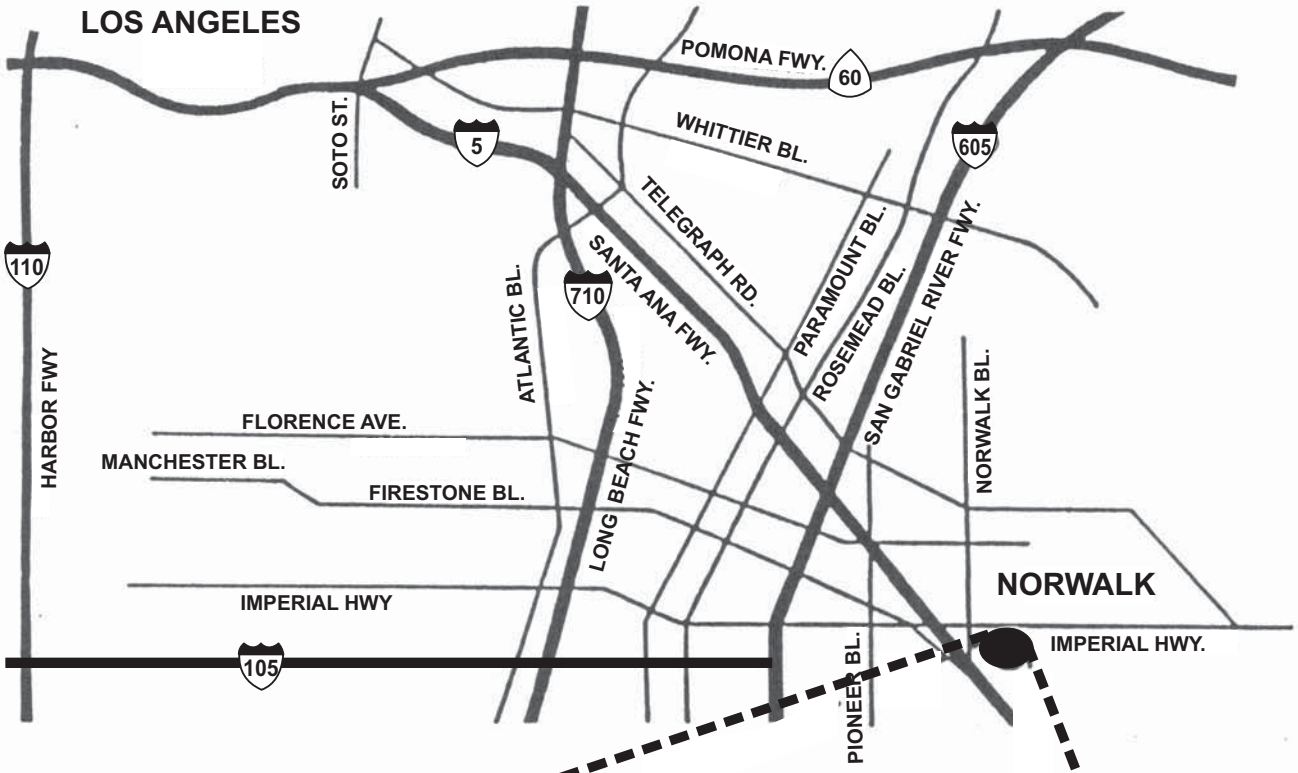
MARCH 5, 2019

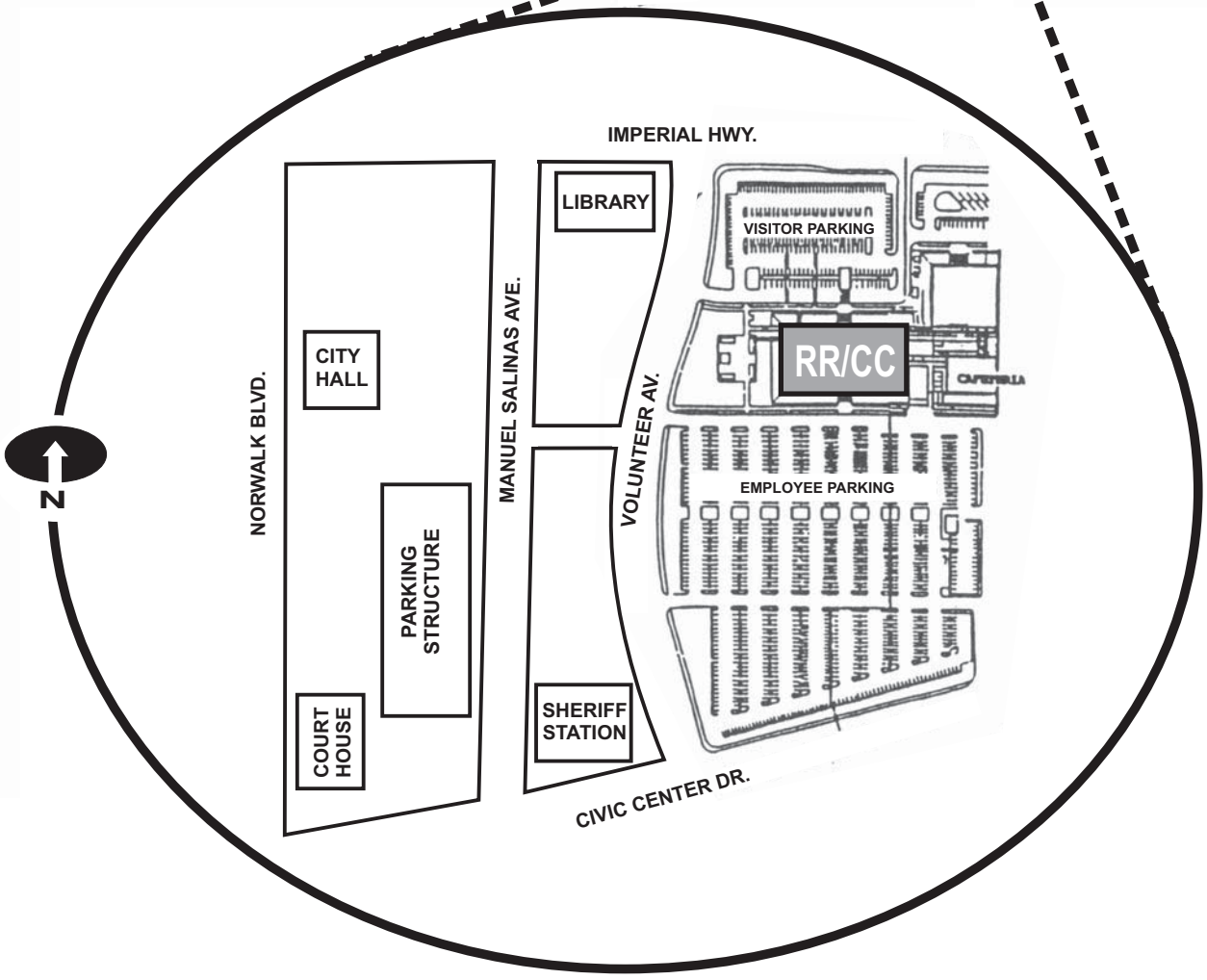
Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk

Prepared by
The Election Coordination Unit
www.lavote.net

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





NOTICE

This Municipal Information Booklet has been prepared to assist City Clerks in filing documents relating to the election. It includes a Calendar of Events, general information, and filing requirements with samples of forms. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of the Registrar-Recorder/County Clerk's Office to determine whether a candidate meets the requirements for holding office. City Clerks with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

City Clerks and others using this Municipal Information Booklet must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained herein.

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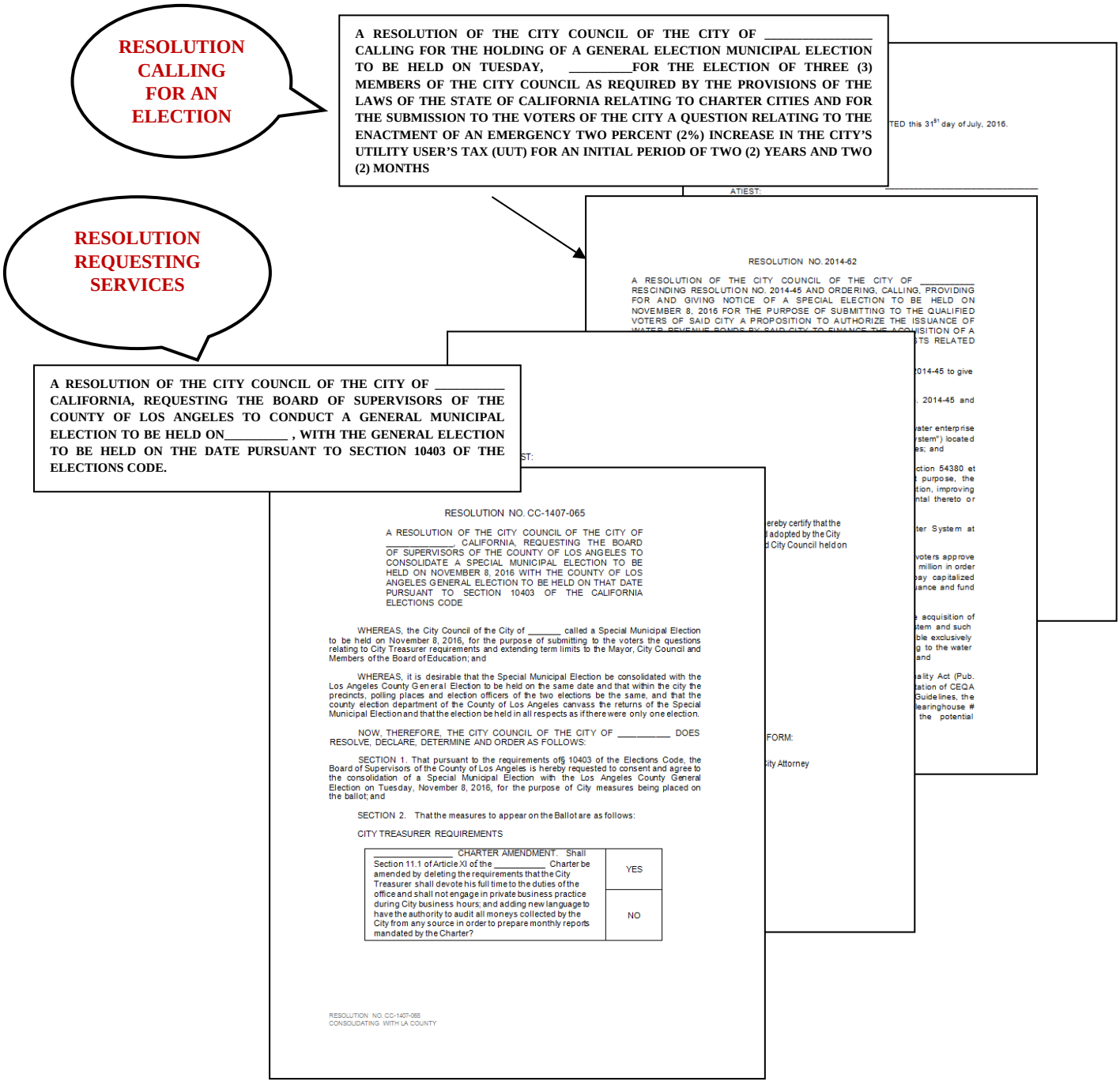
GENERAL INFORMATION

CITY AND RR/CC RESPONSIBILITIES

CITY RESPONSIBILITIES

The jurisdiction shall provide the Registrar-Recorder/County Clerk's office and the Board of Supervisors with signed copies of the **"Resolution Calling for an Election"** and **"Requesting Consolidation and Services"** (samples below).



CITY RESPONSIBILITIES (continued)

- Election resolutions should be addressed to **Ms. Celia Zavala, Executive Officer, Board of Supervisors** and be mailed to:

  Kenneth Hahn Hall of Administration
  500 West Temple Street, Room 383
  Los Angeles, California 90012

- Additionally, election resolutions and the letter designation for measures form (see Exhibit) should be addressed to **Mr. Dean C. Logan, Registrar-Recorder/County Clerk** and be faxed/mailed or e-mailed to:

  Election Coordination Unit
  12400 Imperial Highway, 2nd Floor, Room 2013A
  Norwalk, California 90650
  Phone: (562) 462-2912 FAX: (562) 406-2149
  Email: ecu@rrcc.lacounty.gov

- Ballot enclosure materials, including arguments and rebuttals, candidate statements and certified lists of qualified candidates must be accompanied by a transmittal letter and **DELIVERED** by the applicable dates and times indicated in the Calendar of Events to:

  Election Planning Section
  12400 Imperial Highway, 2nd Floor, Room 2015
  Norwalk, California 90650
  Phone: (562) 462-2317 FAX: (562) 466-6025
  Email: electionplanning@rrcc.lacounty.gov

- A "Resolution Calling for an Election" should include purpose of election, word limitation for candidate statements **(200 or 400 words)**, advance payment requirement for candidates, Ballot Measure Text **(not to exceed 75 words including title)** and the vote requirement for measure passage **(i.e., majority of votes cast; 2/3 votes cast; 55% votes cast)**. The resolution must state that **the City will reimburse the County for costs incurred**.

- All legal notices should be published (Notice of Election, Notice of List of Nominees etc.), **excluding Notice of Polling Places** and **Notice of Tally Center Location**.

- All candidate nomination documents, including Campaign Finance disclosure forms, should be issued, received and certified. Also, ballot designations and word counts on all candidate statements and enclosures should be verified.

- Signatures on nomination papers should be verified unless the Registrar-Recorder/County Clerk (RR/CC) is requested in writing to perform this service. If you plan on having this office verify signatures, please contact the Data Entry and Signature Verification Section at (562) 462-2371 directly for any inquiries regarding this process.

CITY RESPONSIBILITIES (continued)

- All ballot material should be photocopied including candidate names, ballot designations, candidate statements, measure arguments, rebuttals and other ballot measure enclosures and made available for public examination for the period designated in the Calendar of Events, **Chapter 1 of this booklet**.

- **It is the responsibility of the City Clerk to qualify all candidates** and to provide a complete and accurate **final list of qualified candidate names** and **ballot designations**, including addresses and telephone numbers, to be published, to the RR/CC by **E-81**. Also, the City Clerk should notify the RR/CC of any qualified write-in candidates by **E-12**.

- **Legible copies** of candidate statements should be provided by **E-81** and **legible copies** of arguments, impartial analyses and other related ballot materials by **E-78** which are to be printed and included in the Official Sample Ballot Booklet. Legible copies of rebuttal arguments must be submitted by **E-70**. If you are unable to meet these deadlines, please contact us and we may recommend that you contact your election supplier to make arrangements to print and mail a supplemental voter booklet.

- **A resolution** should be filed with the RR/CC by **E-83** to **amend** a measure for an election or **withdraw** a measure for a cancelled election.

  NOTE: IF THE CITY IS PLACING MORE THAN ONE MEASURE ON THE BALLOT, THE CITY MUST ADVISE THIS OFFICE OF THE DESIRED BALLOT SEQUENCING FOR MULTIPLE MEASURES.

- The RR/CC should be notified no later than **December 20, 2018 (E-75)** if an election is being **CANCELLED** due to an insufficient number of candidates filing for offices.

- Ballot reproduction proofs of candidates statements, vote recorder pages and ballot enclosures should be reviewed and approved, The RR/CC should be notified immediately of any typographical errors, corrections, or omissions.

- **Certificates** of election to elected candidates should be issued.

- The City should determine if it has to translate material separately from the RR/CC. Please see Chapter 6 for more information.

- Staff in the **Election Planning Section and the Election Coordination Unit are available through the telephone numbers listed on the previous pages** should you need additional assistance or have further questions after reviewing the Information Booklet.

REGISTRAR-RECORDER/COUNTY CLERK RESPONSIBILITIES

- The RR/CC receives signed copies of city resolutions "Requesting Consolidation and Services" and will automatically send the requesting cities an information booklet along with the appropriate forms such as candidate statement forms, transliteration forms, estimated costs of candidate statement, etc. **If a city has a measure on the ballot, our office will provide argument/rebuttal forms**.

- The RR/CC verifies signatures on Nomination Petitions upon written request from a city. Rates vary depending on the system used to verify signatures. For more information, see Chapter 8 or contact the **Data Entry and Signature Verification Section at (562) 462-2371**.

- The RR/CC consolidates established precincts to create voting and declared Vote By Mail precincts. If you have specific precinct consolidation requests contact the **Geographic Information Systems Section at (562) 462-2473**.

- The RR/CC recruits polling places and recruits poll workers, and publishes the **Notice of Polling Places** and **Notice of Tally Center Location**. If you have specific poll locations or poll worker requests, contact the **Poll Worker Services Section at (562) 466-1373**.

- The RR/CC assigns letter designations for each measure on the ballot. Letter designations are assigned in alphabetical order commencing with County measures and then other local measures (city, school, special district) in alphabetical sequence. Cities may request a specific letter designation in writing by completing a letter designation form (Exhibit) and submitting to the Election Coordination Unit by **December 12, 2019 (E-83)**. The email address is ecu@rrcc.lacounty.gov. An alternate choice should also be submitted in case the requested letter designation has already been assigned to another jurisdiction.

- The RR/CC prints official ballots. An English Official Sample Ballot Booklet will be printed and mailed. The RR/CC will include the City's material (English or English and Spanish candidate statements and measure information) in the same booklet depending on the volume of voting material. In some cases, the City Clerk will be required to prepare and mail a supplemental voter booklet.

- The RR/CC prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).

The RR/CC also:

- Issues Vote By Mail ballots and material and processes returned VBM ballots.

- Provides precinct supplies and trains poll workers.

- Staffs check-in-centers and the tally center location.

- Conducts election tally and releases semi-official election results.

- Canvasses election returns and certifies official election results to the City.

Chapter 1

Calendar

of

CALENDAR OF EVENTS

GENERAL LAW AND CHARTER CITY ELECTIONS
MARCH 5, 2019

DATES	EVENTS
NOV. 5 (M) E-120	**ADOPTION OF ELECTION RESOLUTION (FOR OFFICE CONTESTS)** **Recommended** last day for City Council to adopt resolution calling a General or Special Municipal Election for city elected officials. **CITY RESOLUTION — CANDIDATE STATEMENTS** Last day for the City Council to adopt resolution determining or amending the word limitation for candidate statements **(200 or 400 words),** and whether advance payment is required. (E. C. § 13307)
NOV. 12 (M) E-113	**NOMINATION PERIOD** First and last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407) **CANDIDATE STATEMENTS** During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation **(200 or 400 words)** for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307) **NOTE:** Candidate statements are **only** included in the Official Sample Ballot Booklet and **will not** be included in the Vote By Mail Packet.
DEC. 7 (F) E-88 **5:00 P.M.**	
NOV. 12 (M) E-113	**NOTICE OF ELECTION — PUBLICATION** On or before this date the City Clerk shall publish a notice of election. (E. C. § 12101 and Govt. Code § 6061)

DATES	EVENTS
DEC. 7 (F) E-88 **5:00 P.M.**	**NOMINATION DOCUMENTS — DEADLINE DATE** Last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407) **CANDIDATE WITHDRAWAL** No candidate whose Declaration of Candidacy has been filed may withdraw after this date. (E. C. § 10224) **ELECTION REQUESTS** Last day City Clerks can file a resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk requesting services for the election. A resolution placing a measure on the ballot shall contain the ballot wording which cannot exceed **75 words**. (E. C. §§ 10402 and 13247)
DEC. 8 ** (Sa) E-87** **DEC. 12 (W)** E-83 **5:00 P.M.**	**NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE)** If nomination documents for an incumbent are not filed by **5:00 p.m.** on **December 7, 2019,** the nomination period shall be extended until **December 12, 2019** at **5:00 p.m.,** for persons other than the incumbent. (E. C. § 10225) **NOTE**: The extension does not apply where there is no incumbent eligible to be elected.
DEC. 8 (Sa)** E-87** **DEC. 17 (M)** E-78	**PUBLIC EXAMINATION PERIOD** **Recommended** period for the City Clerk to make available candidate statements, candidate names and ballot designations 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 in a candidate statement to be amended or deleted. (E. C. § 13313) For candidate names and ballot designations, a writ of mandate may be filed pursuant to E.C. § 13314. **NOTE**: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to **December 8 through December 12**.**

** December 8, 15 and 22 (Saturdays) and December 9 and 16 (Sundays) - RRCC office will be closed.

DATES	EVENTS
DEC. 12 (W) E-83	**AMENDMENT OR WITHDRAWAL OF MEASURE — DEADLINE** Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend any measure previously submitted for placement on the ballot. (E. C. § 9605) **MEASURE LETTER DESIGNATION** Last day for a City Clerk to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.
DEC. 13 (Th) E-82 **11:00 A.M.**	**RANDOMIZED ALPHABET DRAWING** The Secretary of State shall hold a public drawing to determine the order of candidate names to appear on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)
DEC. 14 (F) E-81	**LIST OF CANDIDATES — COPY OF CANDIDATE STATEMENTS** No later than this date the City Clerk shall deliver to the county elections official a certified list of qualified candidate names, ballot designations and residence addresses. (E. C. §§ 10402 and 10403) A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the county elections official by this date. **NOTE:** The name on the candidate statement **MUST** match the name on the certified list of qualified candidates. **MEASURES — LETTER DESIGNATION** Scheduled date for the county elections official to notify the City Clerk of letter assigned to ballot measure(s).

DATES	EVENTS
DEC. 14 (F) E-81	**IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT TO CITY CLERK** **Recommended** last day for the City Attorney to transmit impartial analysis of measure to the City Clerk. (E. C. § 9280) **ARGUMENTS — LAST DAY TO SUBMIT TO CITY CLERK** Last day to submit arguments "FOR" or "AGAINST" any city measure to the City Clerk if measure election is called 14 days prior. Arguments may not exceed **300 words** in length. (E. C. §§ 9282 and 9286) **NOTE:** The deadline to submit direct or primary arguments will vary depending on the date the election is called.
DEC. 15 (Sa)** **DEC. 24 (M)** E-80** E-71	**PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS** **Recommended** period for the City Clerk to make available for public examination, a copy of ballot measure text, impartial analysis and arguments for a measure. A fee may be charged to any candidate/person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. § 9295) **MEASURE ENCLOSURES** No later than **December 17, 2019** the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot data/material to the county elections official for inclusion in the Official Sample Ballot Booklet.
DEC. 20 (Th) E-75	**CANCELLED ELECTION DUE TO INSUFFICIENT NUMBER OF CANDIDATES** Last day for City Clerk to make appointment(s) in lieu of election when an insufficient number of candidates file for the office. If an appointment(s) is not made, the election shall be held. (E. C. § 10229) **NOTE:** It is **imperative** that the City Clerk notify the county elections official immediately of cancelled elections.

** December 15 (Saturday) and December 16 (Sunday) - RR/CC office will be closed.

DATES	EVENTS
DEC. 24 (M) E-71	**REBUTTALS — LAST DAY TO SUBMIT TO CITY CLERK** Last day for authors of arguments "FOR" and "AGAINST" any city measure to submit rebuttals (if permitted) to the City Clerk (based on the direct/primary argument deadline earlier in this timeline, see page 4). A rebuttal may not exceed **250 words**. (E. C. § 9285)
DEC. 25 (Tu) E-70	**REBUTTALS — LAST DAY TO SUBMIT TO COUNTY** **Recommended** last day for the City Clerk to submit rebuttals to the county elections official for inclusion in the Official Sample Ballot Booklet.
DEC. 25 (Tu) to **JAN. 3 (Th)** E-70 to E-61	**PUBLIC EXAMINATION PERIOD FOR REBUTTALS** **Recommended** period for the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/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. § 9295)
DEC. 31 (M) to **JAN. 4 (F)** E-64 to E-60	**VOTE RECORDER PAGE PROOFS** **Recommended** period for the county elections official to deliver copies of official ballot proofs to the City Clerk for approval. **NOTE**: Corrections to any ballot material must be submitted to the county elections official within 24 hours of receipt**.**
JAN. 7 (M) to **FEB. 19 (Tu)** E-57 to E-14	**STATEMENT OF WRITE-IN CANDIDACY** A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsor signatures stating that he or she is a write-in candidate for the election. (E. C. §§ 8600, 8601 and 10103)
JAN. 24 (Th) to **FEB. 12 (Tu)** E-40 to E-21	**MAILING OF OFFICIAL SAMPLE BALLOT BOOKLETS** An Official Sample Ballot Booklet shall be mailed to each voter during this period. (E. C. § 13303)

DATES		EVENTS
FEB. 4 (Tu) E-29		**PRECINCT BOARD MEMBER AND POLLING PLACES — APPOINTMENT** Last day to appoint precinct boards and designate polling places. A notice of appointment shall be mailed to each precinct officer. (E. C. §§ 12286, 12307 and 12319)
FEB. 4 (Tu) E-29		**MAILING OF VOTE BY MAIL BALLOTS** First day the elections official delivers Vote By Mail ballots in compliance with E.C. 3001. (E. C. § 3010 and 3206)
FEB. 4 (Tu) E-29	**FEB. 26 (Tu)** E-7	**VOTE BY MAIL — FIRST AND LAST DAY TO APPLY** Applications may be filed between these dates (both dates inclusive). Applications received prior to the **29th** day preceding the election will be kept and processed during this period. (E. C. § 3001)
FEB. 8 (F) E-25		**COPIES OF STREET INDEX** **Suggested** last day for the City Clerk to request the number of street index copies required (not to exceed four (4)). (E. C. § 2183)
FEB. 19* (Tu) E-14		**CLOSE OF REGISTRATION** Last day to transfer or register to vote in the election. (E. C. §§ 2102 and 2107)
FEB. 19 (Tu) E-14	**MAR. 5 (Tu)** ELECTION DAY	**NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE** A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E.C. § 3500)

*Date adjusted due to holiday.

DATES	EVENTS
FEB. 19 (Tu) E-14	**STATEMENT OF WRITE-IN CANDIDACY DEADLINE** Last day for a candidate to file with the City Clerk sponsor signatures and a declaration stating that he or she is a write-in candidate in the election. (E. C. §§ 8600 and 8601) **BILINGUAL PRECINCT BOARD MEMBER LIST** Last day to prepare list of appointed bilingual precinct board members. (E. C. § 12303) **PROCESSING VOTE BY MAIL BALLOTS** The processing of vote by mail ballots may commence on the **10th** business day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101(b))
FEB. 21 (Th) E-12	**WRITE-IN CANDIDATES — SUBMIT TO COUNTY** **Recommended** last day for the City Clerk to deliver the list of qualified write-in candidates to county elections official.
FEB. 23* (Sa) E-10*	**CENTRAL TALLY LOCATION — PUBLICATION** On or before this date a notice specifying the public place to be used as the central tally location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction. (E. C. § 12109)
FEB. 26 (Tu) E-7	**POLLING PLACES — PUBLICATION** On or before this date a list of polling places for each precinct shall be published once in a newspaper of general circulation within the city. (E. C. § 12105 and Govt. Code § 6061) **NOTICE OF LIST OF NOMINEES — PUBLICATION** On or before this date, the City Clerk shall publish a list of nominees once in a newspaper of general circulation within the city. (E. C. § 12110 and Govt. Code § 6061)
FEB. 27 (W) E-6 **MAR. 5 (Tu)** ELECTION DAY	**EMERGENCY VOTE BY MAIL** Between these dates any voter may apply for a Vote By Mail ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot. (E. C. §§ 3021 and 3110)

*February 23 (Saturday) – RR/CC office will be closed.

DATES	EVENTS
MAR. 5 (Tu) **8:00 P.M.** ELECTION DAY	**ELECTION DAY** Polls open 7:00 a.m., close 8:00 p.m. (E. C. §§ 1200 and 14212) **VOTE BY MAIL BALLOTS RETURNED — 8:00 P.M.** Last day for Vote By Mail ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. An authorized representative may return the voted ballot under specified conditions. (E. C. §§ 3017 and 3020) Any Vote By Mail ballot cast under this division shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2. (E. C. § 3020(b) Section 1 and 2)
FEB. 7 (Th) E+2	**OFFICIAL CANVASS** The canvass of election returns shall commence no later than the first Thursday following the election. (E. C. §§ 10262 and 15301)
APR. 4 (Th) E+30	**COMPLETION OF OFFICIAL CANVASS** The county elections official shall prepare a certified statement of the results of the election and submit it to each jurisdiction within 30 days of the election. (E. C. § 15372) **NOTE**: On **March 29, 2019** the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **April 2, 2019** the Board of Supervisors is tentatively scheduled to declare the election officially concluded.

.

Chapter 2

Certified List of Qualified Candidates, Name to Appear on the Ballot and Ballot Designations

CERTIFIED LIST OF QUALIFIED CANDIDATES

Below is the sample format the City Clerk should follow in submitting candidate names that will appear on the ballot. The additional information will be used for publication.

CERTIFIED LIST OF QUALIFIED CANDIDATES
GENERAL/SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS

CITY OF:

NAME			ADDRESS	TELEPHONE NUMBER	BALLOT DESIGNATION	OFFICE TITLE	CANDIDATE STATEMENT	CHECK IF	GENDER
TO APPEAR ON BALLOT MUST MATCH NAME ON CANDIDATE STATEMENT (First, Middle/Nickname, Last)			WILL BE PUBLISHED TO MEDIA AND PUBLIC	WILL BE PUBLISHED TO MEDIA AND PUBLIC	TO APPEAR ON BALLOT(IF NONE REQUESTED INDICATE "NONE")	EXAMPLE: MAYOR, CITY COUNCIL, ETC.	PLEASE INDICATE YES OR NO	TRANSLATION IS REQUESTED (SPANISH)	MALE OR FEMALE
SAMPLE									
Michael	"Mike"	Wilson	12400 Imperial Highway Norwalk, CA 90650	562-462-5555	Incumbent	Mayor	Yes	√	M

Contact Person:	Title:	
Telephone No.:	Fax No.:	E-mail:

Page:_____of_____

NAME TO APPEAR ON THE BALLOT

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

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

Please note:

- **Titles or degrees** are not allowed in the ballot name. (E.C. § 13106)
- Within one year of any election, a **change in legal name** shall not appear on the ballot unless the change was made by marriage or by decree of court. (E.C. § 13104)

ORDER OF CANDIDATE NAMES — The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet on **E-82**. Official vote recorder ballot positions for candidate names will not be available until approximately **40 days** before the election date.

BALLOT DESIGNATION PROVISIONS

The ballot designation describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

BALLOT DESIGNATIONS:

- Can be no more than **three (3)** words
- Must appear on the Declaration of Candidacy/Affidavit of Nominee at the time it is filed
- Become public record once the information is filed on the Declaration of Candidacy/Affidavit of Nominee
- **Cannot be changed after the final date to file nomination documents (E-88)**

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

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

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
- **Example C:** Councilmember, City of Los Angeles

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.

APPOINTED INCUMBENT — The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office and is **now** 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.

BALLOT DESIGNATION PROVISIONS (continued)

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

- **Example A:** High School Teacher
- **Example B:** Attorney/Educator/Businessowner
- **Example C:** CEO/Councilmember

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

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

NO BALLOT DESIGNATION DESIRED — A ballot designation is optional. If the candidate does not request a ballot designation, the City Clerk must indicate NONE on the certified list of qualified candidates.

BALLOT DESIGNATION WORKSHEET — A ballot designation worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/County Clerk at the same time a Declaration of Candidacy is filed. If a candidate fails to file a ballot designation worksheet, no designation will appear on the ballot. (E.C. § 13107.3)

REJECTION OF BALLOT DESIGNATION — If the designation is in violation of any of the restrictions set forth in the California Elections Code, the candidate will be notified by certified mail return receipt request, addressed to the mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. (E.C. § 13107(f))

UNACCEPTABLE DESIGNATIONS — Pursuant to Elections Code § 13107(e), the Elections Official shall not accept a ballot designation if:

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

SECRETARY OF STATE
BALLOT DESIGNATION REGULATIONS

Chapter 7. Ballot Designations

§ 20710. General Provisions.

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.
(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.
(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.
(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.
(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20711. Ballot Designation Worksheet.

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

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.
(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:
(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available***,*** and fax number;
(2) A designation of the office for which the candidate is seeking election;
(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
(4) The proposed ballot designation submitted by the candidate;
(5) At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate should indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;
(ii) The dates during which the candidate held such position;
(iii) A description of the work he or she performs in the position;
(iv) The name of the candidate's business or employer;
(v) The name and telephone number of a person or persons who could verify such information; and
(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate should indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(1).
Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:
(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

(d) Proposed ballot designations indicating a position of legislative leadership, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, be considered under the provisions of § 13107(a)(3).
(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2).
Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:
(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code § 13107, subdivision (a)(2).
(b) The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent."
(c) The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).
Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:
(a) The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

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

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

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

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

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

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her “principal” professions, vocations or occupations if (i) the candidate’s licensure status is “inactive” at the time the candidate

files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

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

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

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

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

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

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

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

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

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.
(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as the term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of . . . ," "County of . . . ," or "City and County of . . ." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento.
(4) An acronym shall be counted as one word.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).
(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase "appointed incumbent" if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."
(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word "appointed" in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word "appointed."
(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20716. Unacceptable Ballot Designations.
(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with, or is otherwise inappropriate pursuant, to

Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

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

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

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

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

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

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

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

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

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

(h) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

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

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

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

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

(5) If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public office**,** not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;

(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,
(7) The candidate's retirement benefits are providing him or her with a principal source of income.
(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.
(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.
(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.
(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)
(k) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20717. Requests for Supporting Documentation.
In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.
(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.
(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate.

When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.
(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20718. Communication of Decisions Regarding Ballot Designations.
(a) An official copy of the decision of the Secretary of State regarding a candidate's ballot designation will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.
(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate's Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate's request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate's Ballot Designation Worksheet provided. If the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.
(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.
Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20719. Service of Legal Process Regarding Ballot Designations.

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

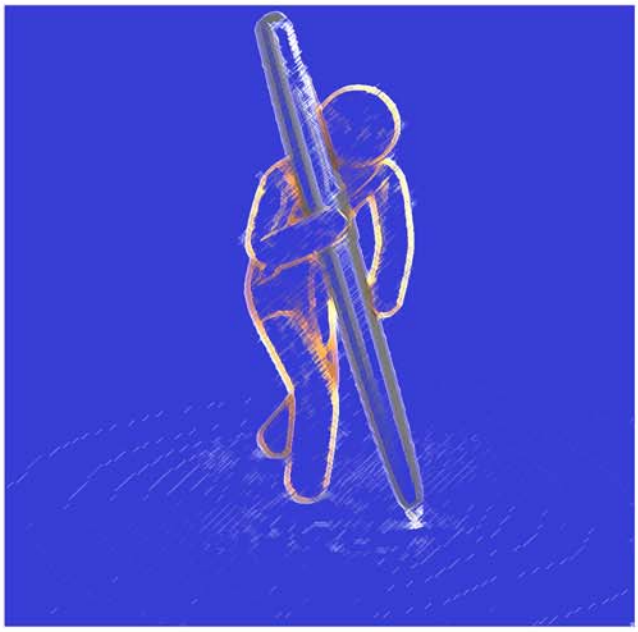
(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

Chapter 3



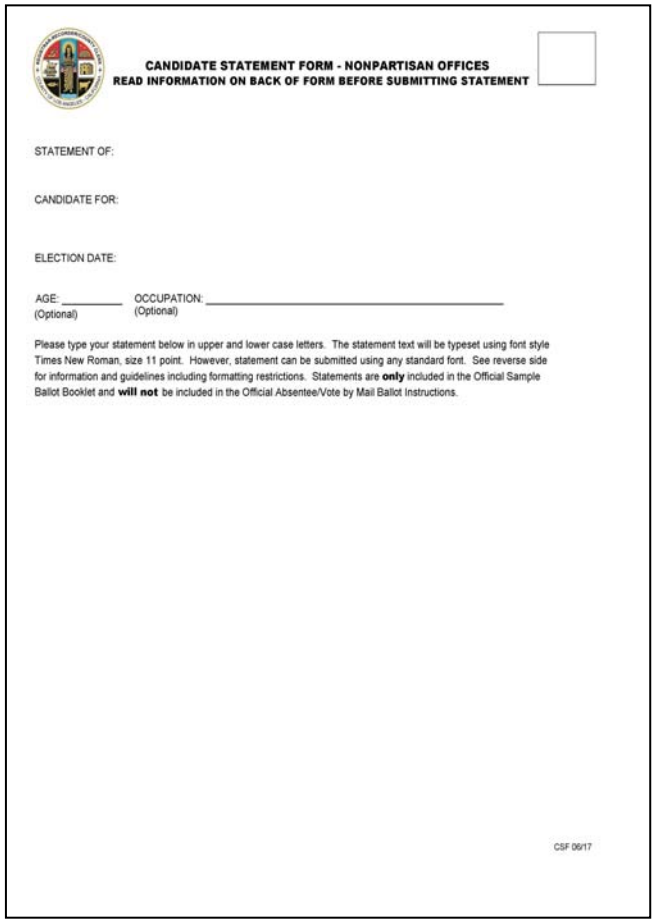
Candidate Statements

CANDIDATE STATEMENTS

CANDIDATE STATEMENT FORM (Sample below) — The Candidate Statement Form is provided for candidate use in submitting statements to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when filing nomination documents.

NOTE: The Official Vote By Mail Voting Instructions and Guide DOES NOT include Candidate Statements.

FRONT



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

STATEMENT OF:

CANDIDATE FOR:

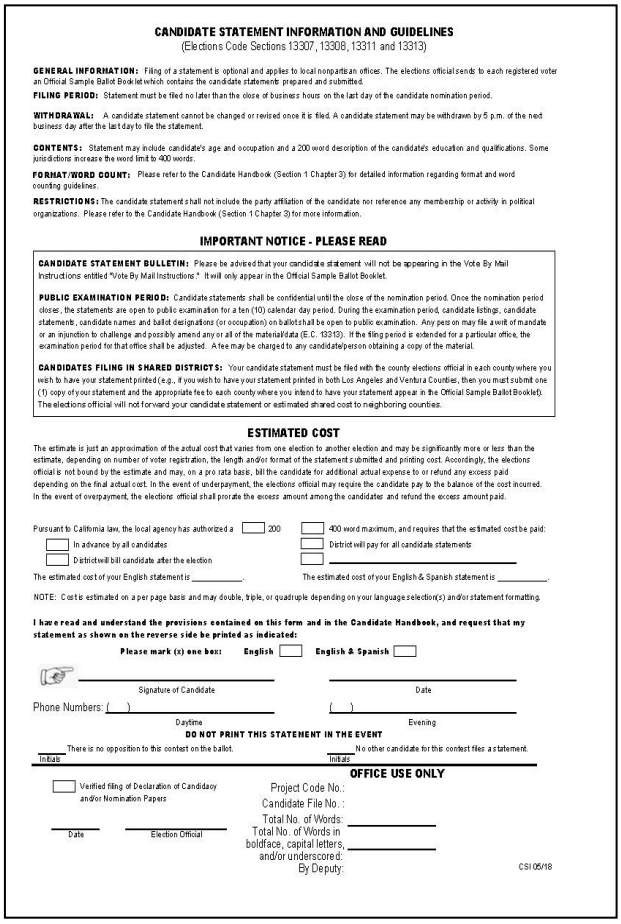
ELECTION DATE:

AGE: _____ (Optional) OCCUPATION: _____ (Optional)

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style Times New Roman, size 11 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are **only** included in the Official Sample Ballot Booklet and **will not** be included in the Official Absentee/Vote by Mail Ballot Instructions.

CSF 06/17

BACK



CANDIDATE STATEMENT INFORMATION AND GUIDELINES
(Elections Code Sections 13307, 13308, 13311 and 13313)

GENERAL INFORMATION: Filing of a statement is optional and applies to local nonpartisan offices. The elections official sends to each registered voter an Official Sample Ballot Booklet which contains the candidate statements prepared and submitted.

FILING PERIOD: Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

WITHDRAWAL: A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5 p.m. of the next business day after the last day to file the statement.

CONTENTS: Statement may include candidate's age and occupation and a 200 word description of the candidate's education and qualifications. Some jurisdictions increase the word limit to 400 words.

FORMAT/WORD COUNT: Please refer to the Candidate Handbook (Section 1 Chapter 3) for detailed information regarding format and word counting guidelines.

RESTRICTIONS: The candidate statement shall not include the party affiliation of the candidate nor reference any membership or activity in political organizations. Please refer to the Candidate Handbook (Section 1 Chapter 3) for more information.

IMPORTANT NOTICE - PLEASE READ

CANDIDATE STATEMENT BULLETIN: Please be advised that your candidate statement will not be appearing in the Vote By Mail Instructions entitled "Vote By Mail Instructions." It will only appear in the Official Sample Ballot Booklet.

PUBLIC EXAMINATION PERIOD: Candidate statements shall be confidential until the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During the examination period, candidate listings, candidate statements, candidate names and ballot designations (or occupation) on ballots shall be open to public examination. Any person may file a writ of mandate or an injunction to challenge and possibly amend any or all of the material/data (E.C. 13312). If the filing period is extended for a particular office, the examination period for that office shall be adjusted. A fee may be charged to any candidate/person obtaining a copy of the material.

CANDIDATES FILING IN SHARED DISTRICTS: Your candidate statement must be filed with the county elections official in each county where you wish to have your statement printed (e.g., if you wish to have your statement printed in both Los Angeles and Ventura Counties, then you must submit one (1) copy of your statement and the appropriate fee to each county where you intend to have your statement appear in the Official Sample Ballot Booklet). The elections official will not forward your candidate statement or estimated shared cost to neighboring counties.

ESTIMATED COST

The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on number of voter registration, the length and/or format of the statement submitted and printing cost. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense to or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate pay to the balance of the cost incurred. In the event of overpayment, the elections official shall prorate the excess amount among the candidates and refund the excess amount paid.

Pursuant to California law, the local agency has authorized a ☐ 200 ☐ 400 word maximum, and requires that the estimated cost be paid:
☐ In advance by all candidates ☐ District will pay for all candidate statements
☐ District will bill candidate after the election ☐ _____

The estimated cost of your English statement is _____. The estimated cost of your English & Spanish statement is _____.

NOTE: Cost is estimated on a per page basis and may double, triple, or quadruple depending on your language selection(s) and/or statement formatting.

I have read and understand the provisions contained on this form and in the Candidate Handbook, and request that my statement as shown on the reverse side be printed as indicated:

Please mark (x) one box: English ☐ English & Spanish ☐

_____ Signature of Candidate _____ Date

Phone Numbers: (___) _____ Daytime (___) _____ Evening

DO NOT PRINT THIS STATEMENT IN THE EVENT

_____ Initials There is no opposition to this contest on the ballot. _____ Initials No other candidate for this contest files a statement.

OFFICE USE ONLY

☐ Verified filing of Declaration of Candidacy and/or Nomination Papers

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

_____ Date _____ Election Official

CSI 05/18

FORMAT AND STYLE INFORMATION (Sample below) — Statements must be neatly typed. Statement will be typed in the Official Sample Ballot Booklet using Times New Roman font in 11 point size. However, candidate statements can be submitted using any standard font.

Statements will be printed in uniform type, style and spacing, using block paragraphs and single space format. Text submitted indented or centered will be typed in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens (-). Enhanced words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. However, the number of words/acronyms that are in **boldface type,** underscored and/or CAPITALIZED shall not exceed 25 words per a 200 word statement and 50 words per a 400 word statement. The pronoun "I" is not counted as an enhanced word. **Refer to Chapter 5 for the Word Counting Guidelines**.

STATEMENT OF JANE DOE

CANDIDATE FOR MEMBER OF THE CITY COUNCIL

ANY CITY GENERAL MUNICIPAL ELECTION

Age: 42

Occupation: Businessperson

I have followed the direction our city is going and want to continue to make a difference.

I would like our city to continue thinking forward towards the future.

If elected, I will: 1) lower taxes; 2) increase services; 3) continue thinking towards the future for our city.

I belong to the following organizations:
- PTA
- Chamber of Commerce
- Zoological Society
- Bridge Club

You can trust Jane Doe to protect and serve Any City, USA.
Vote for Jane Doe for City Council.

FORMAT AND STYLE ONLY

STATE LAW
Statements may not include references to other candidates. See **Notice to Persons Submitting Candidate Statements on page 29** for restrictions.

No changes are allowed after the statement has been filed.

Statements are confidential until after the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten **(10)** calendar day period. During this period, a voter may seek a writ of mandate or an injunction requiring any or all data/material to be amended or deleted.

A candidate may request that the statement also be printed in Spanish and included in the Official Sample Ballot Booklet mailed to all voters in the election area. An additional fee is required to print a Spanish candidate statement. **In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements to be included in the Official Sample Ballot Booklet for candidates who wish to have one, at the candidate's own expense**.

Translations of candidate statements for Voter Information Booklets may be provided in Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Spanish, Tagalog/Filipino, Thai 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.

No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.

ESTIMATED COST — The candidate statement form **(page 24)** issued with the nomination documents contains word limitations and estimated costs.

If the candidate statement word limitation is **400 words** and a candidate statement **200 words** or less is submitted, it is acceptable for only **one-half** of the estimated cost to be deposited.

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

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

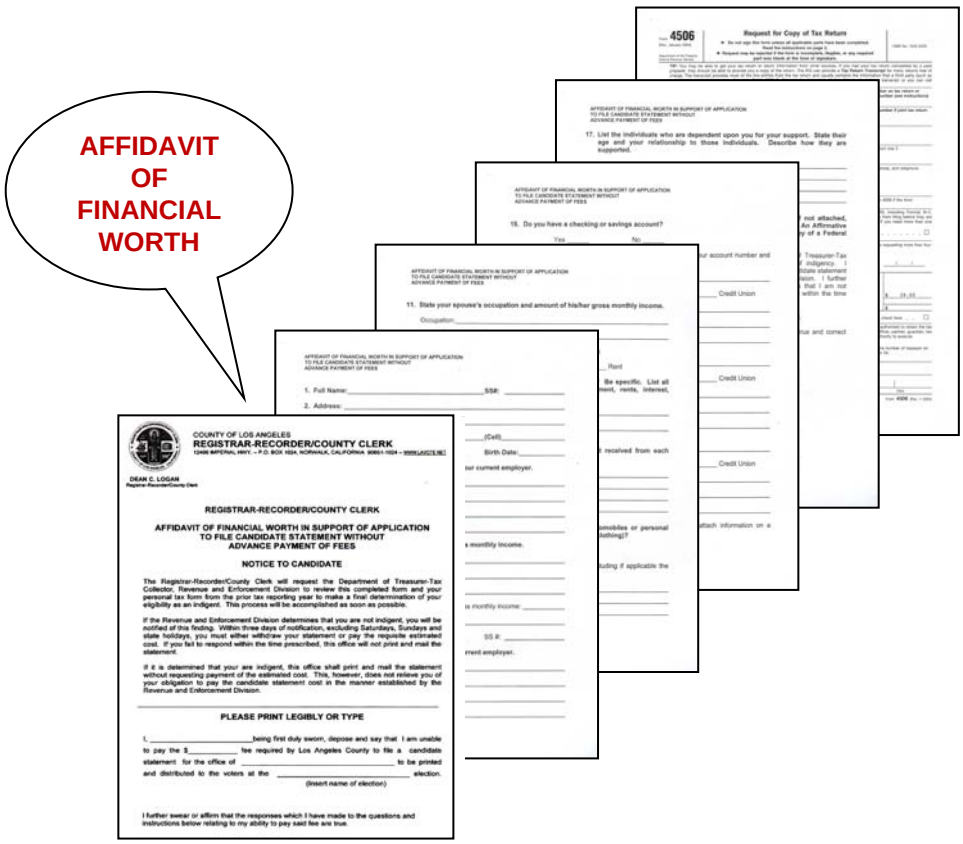
INDIGENT CANDIDATES — If a candidate alleges to be indigent and **unable to pay the advanced** candidate statement fee, then the candidate shall submit to the City Clerk an **Affidavit of Financial Worth (sample below)** to be used in determining the candidate's eligibility to defer the candidate statement fee to a later time determined by the city.

The candidate will have to **disclose** the necessary data requested which includes the candidate's employer, real estate holdings, tangible personal property and the **IRS Form 4506 "Request for Copy of Tax Return**."

AFFIDAVIT OF FINANCIAL WORTH — The candidate shall certify the content of the affidavit as to its truth and correctness **under penalty of perjury**. The affidavit shall be submitted by the candidate together with their candidate statement in accordance with the specified election deadline.

A determination shall be made whether or not the candidate is indigent. The City Clerk will notify the candidate of its findings. If it is determined that the candidate is not indigent, the candidate shall **within three (3) days** of notification, excluding Saturdays, Sundays and state holidays, withdraw his/her candidate statement or pay the requisite fee.

If the City Clerk makes the determination that the candidate is indigent, the elections official shall print and mail the candidate statement in the Official Sample Ballot Booklet. **Nothing prohibits the City Clerk from billing the candidate his or her actual pro rata share of the cost following the election**.



PUBLIC EXAMINATION PERIOD — The period between **December 8 (E-87)** and **December 17 (E-78)** is the **recommended** timeframe for the City Clerk to make candidate statements, candidate names and ballot designations available for public examination. A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E.C. §13313)

INCUMBENTS/LIST OF QUALIFIED CANDIDATES — A Final List of Candidates **to Appear** on the Ballot and **Not to Appear** on the Ballot should be available for distribution by the **end of May**. Additionally, these listings will be posted on the RR/CC website www.lavote.net.

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

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS ARE LIMITED TO THE CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

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

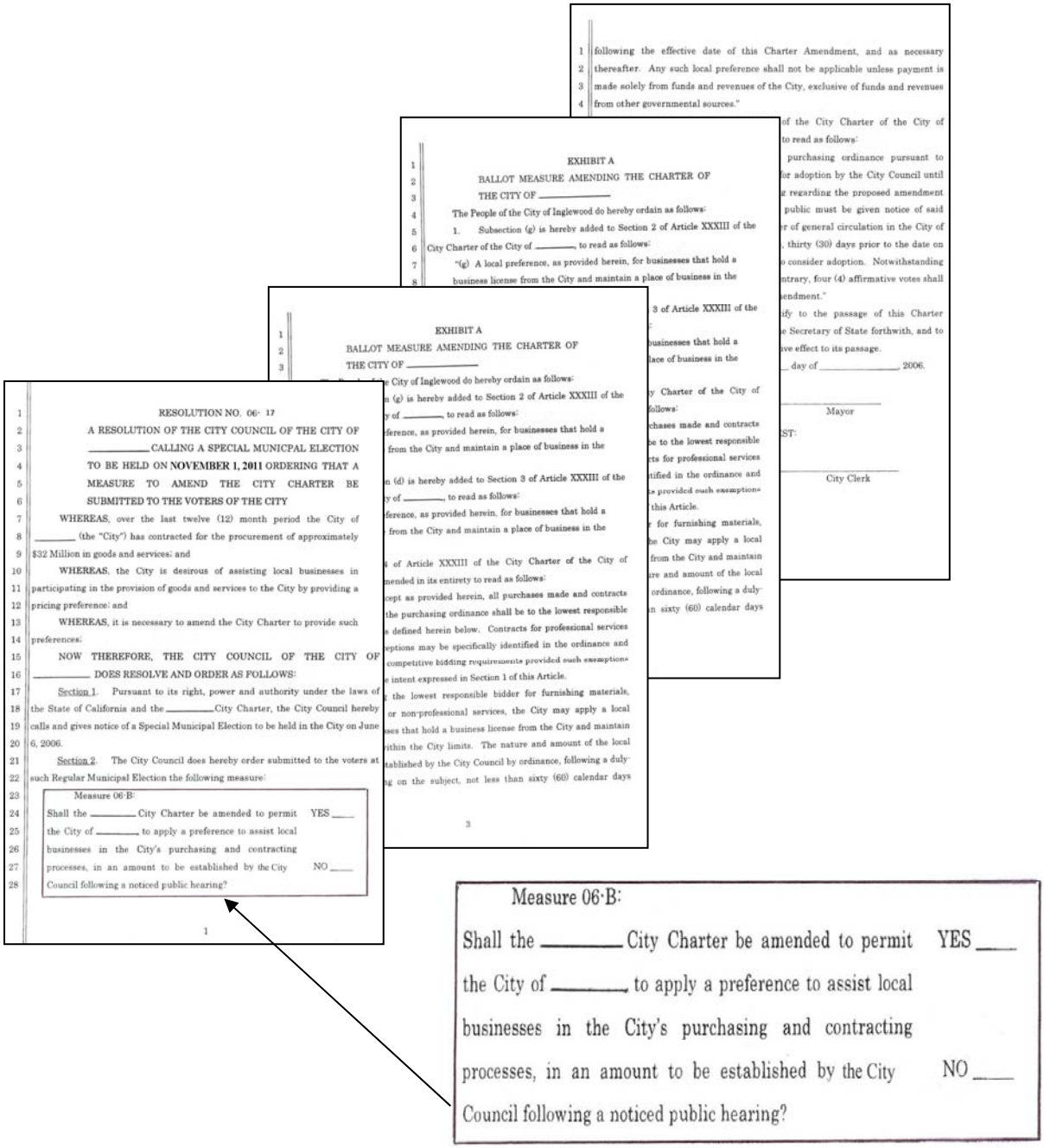
All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in *Dean v. Superior Court*, (1998 4th Dist.) 62 Cal. App. 4th 638**.** However, this list is not exhaustive and candidates are solely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

Chapter 4

Ballot Measures

BALLOT MEASURES

RESOLUTION FOR BALLOT MEASURE TEXT (Sample below) — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text the City wants printed in the Official Sample Ballot Booklet, the City must include the Ballot Measure Text, with title, **(not to exceed 75 words)** in the body of the **"Resolution Calling for an Election."** Ballot Measure Text should be clearly labeled and identified.



RESOLUTION NO. 06- 17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALLING A SPECIAL MUNICPAL ELECTION TO BE HELD ON **NOVEMBER 1, 2011** ORDERING THAT A MEASURE TO AMEND THE CITY CHARTER BE SUBMITTED TO THE VOTERS OF THE CITY

WHEREAS, over the last twelve (12) month period the City of _____ (the "City") has contracted for the procurement of approximately $32 Million in goods and services; and

WHEREAS, the City is desirous of assisting local businesses in participating in the provision of goods and services to the City by providing a pricing preference; and

WHEREAS, it is necessary to amend the City Charter to provide such preferences;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF _____ DOES RESOLVE AND ORDER AS FOLLOWS:

Section 1. Pursuant to its right, power and authority under the laws of the State of California and the _____ City Charter, the City Council hereby calls and gives notice of a Special Municipal Election to be held in the City on June 6, 2006.

Section 2. The City Council does hereby order submitted to the voters at such Regular Municipal Election the following measure:

Measure 06-B:

Shall the _____ City Charter be amended to permit the City of _____ to apply a preference to assist local businesses in the City's purchasing and contracting processes, in an amount to be established by the City Council following a noticed public hearing? YES ____ NO ____

1

EXHIBIT A

BALLOT MEASURE AMENDING THE CHARTER OF THE CITY OF _____

The People of the City of Inglewood do hereby ordain as follows:

1. Subsection (g) is hereby added to Section 2 of Article XXXIII of the City Charter of the City of _____ to read as follows:

"(g) A local preference, as provided herein, for businesses that hold a business license from the City and maintain a place of business in the

3

EXHIBIT A

BALLOT MEASURE AMENDING THE CHARTER OF THE CITY OF _____

3

following the effective date of this Charter Amendment, and as necessary thereafter. Any such local preference shall not be applicable unless payment is made solely from funds and revenues of the City, exclusive of funds and revenues from other governmental sources."

of the City Charter of the City of to read as follows:

purchasing ordinance pursuant to for adoption by the City Council until regarding the proposed amendment public must be given notice of said of general circulation in the City of thirty (30) days prior to the date on consider adoption. Notwithstanding ntrary, four (4) affirmative votes shall endment."

ify to the passage of this Charter e Secretary of State forthwith, and to ive effect to its passage.

day of _____, 2006.

Mayor

ST:

City Clerk

Measure 06-B:

Shall the _____ City Charter be amended to permit YES ____ the City of _____ to apply a preference to assist local businesses in the City's purchasing and contracting processes, in an amount to be established by the City NO ____ Council following a noticed public hearing?

GENERAL INFORMATION — Cities placing a measure on the County ballot may select one of the following three options:

1. Print a 75 word **abbreviated** Ballot Measure Text (prescribed by law) only.

2. Print a 75 word **abbreviated** Ballot Measure Text and **include Official Sample Ballot Notice** advising voters to call the City Clerk's Office and request a free copy of the ballot measure enclosure (OR) that the city will be sending voters a supplemental mailing.

3. Print a 75 word **abbreviated** Ballot Measure Text and include **Full Ballot Measure Enclosure Text** in the Official Sample Ballot Booklet.

BALLOT MEASURE TEXT (Samples below) — The Ballot Measure Text will appear in the Official Sample Ballot Booklet.

- **Measure D — Official Ballot Measure Text (35 words)**

ANY CITY SPECIAL MUNICIPAL ELECTION

D CHARTER AMENDMENT. Shall the positions of Chief Deputy and of assistant or deputy next in line of authority to Chief Deputy, be removed from the County's Civil Service System and placed in the unclassified service?	**189**	**YES→○**
	190	**NO→○**

- **Measure G — Official Ballot Measure Text (69 words)**

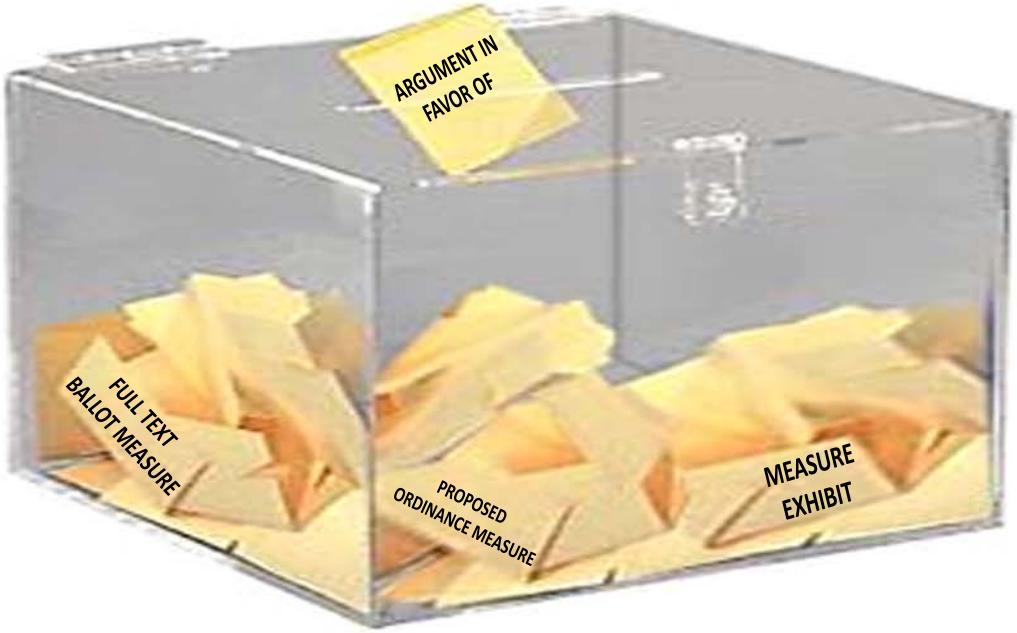
ANY CITY SPECIAL MUNICIPAL ELECTION

G ANY CITY PARK GENERAL OBLIGATION BONDS. PROPOSITION C. Shall Any City incur bonded indebtedness not to exceed $46,500,000 in Any City Park to rehabilitate the Rose Garden and improve, construct and expand the Olympic Swim Stadium, Regional Recreation Center and, subject to securing matching public and/or private funds, the Environmental Science Learning Center and museums; provided that parking built under this measure be limited to people using these facilities?	**216**	**YES→○**
	217	**NO→○**

REQUEST FOR LETTER DESIGNATION — Cities may request a specific letter designation in writing by **E-83** using the letter designation form. An alternate choice should also be submitted, in case the requested letter designation has already been assigned to another jurisdiction. Specific letter designation requests are **processed in the order received**. The RR/CC will notify the City by **E-81** if the requested letter designation is available or if another letter assignment has been made.

WITHDRAWAL AND/OR AMENDMENTS — The City should file a resolution with the Registrar-Recorder/County Clerk by **E-83** to amend a measure or if an election is being cancelled because a measure has been withdrawn. (E. C. § 9605)

Chapter 5



Ballot Enclosures

BALLOT ENCLOSURES

TEXT AND TITLES — Ballot enclosures for arguments, rebuttals, etc. are printed in the voter information portion of the Official Sample Ballot Booklet immediately behind candidate and measure contest pages. Copies of ballot enclosures to be printed in the Official Sample Ballot Booklet should be submitted as attachments to the "Resolution Calling for an Election" or as a separate mailing. Submitted attachments should be clearly identified by appropriate **ballot enclosure titles** (refer to the chart on **page 34**).

FORMAT AND STYLE — Please type enclosure text in upper and lower case letters. It is acceptable for some words or phrases to be **bold**, underlined, or CAPITALIZED. Hyphens/dashes (-) are allowed. Enclosures will be typed in the Official Sample Ballot Booklet using Times New Roman font in 11 point size. However, enclosures may be submitted using any standard font. Title headings are shown in the samples on **page 33**.

BALLOT ENCLOSURES — Ballot enclosures, including argument and/or rebuttal text, are printed in "block" paragraphs, which means each paragraph will start on the left, and the right margin will be justified. A double space will appear between paragraphs.

The **argument/rebuttal** samples below show how the layout will appear in the Official Sample Ballot Booklet. **(A) Argument In Favor**, **(B) Rebuttal To Argument In Favor, (C) Argument Against and (D) Rebuttal To Argument Against**.

A

ARGUMENT IN FAVOR OF MEASURE J

Election Districts

Our City of is 102 square miles in size and would be divided into four equally populated districts. All council candidates would have to reside in one of these districts to be elected to our city council. All voters would vote for every city council member elected. Our mayor could live in any district they choose and would also be elected by all of the voters.

District elections will promote a better defined improvement plan, that is more specific to our neighborhood needs and give our residents a point of contact that would live in their geographic part of the City. Any expenditure of funds would have to be approved by the entire city council.

would be better served if all parts of our city [illegible] in our development and decision making on our city [illegible] miles in size and much more diverse than our prese[illegible]

JAMES
[illegible]

B

REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE J

This measure does NOT create district representation. If these were truly district elections, only the people of that district would be allowed to vote for their candidate.

In addition, under this measure:

- **Proposed districts are not equal!**
- This measure **will divide** the city into eastsi[illegible]
- One district **may outvote** the [illegible] districts [illegible] f certai[illegible] candidates
- Politi[illegible] decid[illegible] osen [illegible]

[illegible] the city may live in one [illegible] nity. With a districting plan, they may [illegible] will require candidates to live in a given [illegible] at all.

[illegible]ponents of districting feel that at 102 square miles, is not large enough in population to slice and divide into competing neighborhoods. Political maneuvering will occur. We all see the problems districting has brought to the City of Los Angeles – the inefficiency, the power struggles. **Do we want that for**

VOTE NO ON DISTRICTS
VOTE NO ON MEASURE J

RICHARD H.
City Councilmember

FORM AND STYLE ONLY

C

ARGUMENT AGAINST MEASURE J

DISTRICTS

The proposal to split the City into districts is a sham. The efforts of the new Council over the last two years have been to heal not divide, provide new services not polarize our community. This proposal divides and splits the City. Cities of 500,000 or more require district representation. a population of 125,000, does not need to be divided and quartered.

This sham proposal does not create real districts in which a Councilmember is elected by and represents that district. This proposal merely requires a candidate to reside in the district. Others would determine the representation of that district. For example, a district could support a candidate yet the voters from another district could still prevent his election. The only real proposal would be one in which their districts alone elect Councilmembers. This would do nothing to diversify representation on the Council.

"Turf" would be created by "deals made" with other district Councilmembers who decide which district gets their improvements first. A Councilperson out of favor with the Council Majority will be forced to negotiate from a position of weakness in order to gain the Council's attention to address the needs of their district. People could move from district to district to increase their chances of election. They would be no more representative of the district expert than anyone else.

This proposal creates one district of 35,000 and three of 25,000 when less than 15% of the voters cast their ballot in every election. Which district controls? Individuals from the Eastside could be overwhelmingly defeated by Westside voters or vice versa.

The current system, which allows a Councilmember to act on behalf of and be held accountable to **ALL** the citizens of Palmdale, is the best system.

PLEASE VOTE **NO** ON SPLITTING

PLEASE VOTE **NO** ON **DISTRICTS**!

RICHARD
City Councilmember

D

REBUTTAL TO ARGUMENT AGAINST MEASURE J

Do you believe in smaller government, that which is closest to the people? Do you believe that our city would be best served if councilmembers resided in different parts of our city not just one exclusive neighborhood?

Then I ask for your YES VOTE FOR DISTRICTING.

In recent history, 60%-80% of the members of our City Council have resided in far westside neighborhoods. Our city has grown in those years to become one of the largest cities in California at 102 square miles. We have become a progressive city with vision. Many cities like already have districting in place because they realize that different neighborhoods have different needs.

If we are to truly represent the needs of all our residents, we must have COUNCILMEMBERS WHO KNOW THOSE NEEDS AND CONCERNS FIRST HAND, who live and breathe them everyday.

There are naysayers who will say that districting will divide our city, but I submit to you that DISTRICTING WILL UNITE OUR GREAT CITY because all of our residents will know that they have a voice at the table where decisions are made.

Vote YES ON DISTRICTING to provide balanced representation on our city council.

JAMES
Mayor

BALLOT ENCLOSURE TITLES AND WORD LIMITATION CHART — Use this chart in submitting correct titles and word counts for ballot argument enclosures. **For Word Counting Guidelines refer to page 41**.

CITY ENCLOSURE TITLE TYPES
GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS

TITLE	WORD LIMITATION / ELECTION CODE	ENHANCED WORDS
PROPOSED ORDINANCE – MEASURE ____	NO LIMIT	N/A
FULL TEXT OF BALLOT MEASURE _____	NO LIMIT	N/A
PROPOSED CHARTER AMENDMENT – MEASURE _____	NO LIMIT	N/A
IMPARTIAL ANALYSIS OF MEASURE _____	500 (E.C. 9280)	N/A
ARGUMENT IN FAVOR OF MEASURE _____	300 (E.C. 9282)	N/A
REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE _____	250 (E.C. 9285)	N/A
ARGUMENT AGAINST MEASURE _____	300 (E.C. 9282)	N/A
REBUTTAL TO ARGUMENT AGAINST MEASURE _____	250 (E.C. 9285)	N/A
MEASURE _____ EXHIBIT	NO LIMIT	N/A
STATEMENT IN COMPLIANCE – MEASURE _____	NO LIMIT	N/A
_____CITY SPECIAL MUNICIPAL ELECTION – MEASURE _____	N/A	N/A

Enhanced Words: **bold**, underlined and/or CAPITALIZED

ARGUMENT AND REBUTTAL FORM (Sample below) — This form will be used by authors for submitting "FOR" or "AGAINST" opinions. Ballot argument text shall not exceed **300 words** in length including title. **Rebuttals** shall not exceed **250 words** including title.

All authors for submitted ballot arguments must sign the declaration on the reverse side of the Argument and Rebuttal Form. **See page 36 for sample of the declaration**.

ARGUMENT AND REBUTTAL FORM

ELECTION DATE: _____ MEASURE I.D. (if any): _____

JURISDICTION: _____

(Please mark (x) in the appropriate box)

☐ Argument in Favor ☐ Rebuttal to Argument Against	☐ Argument Against ☐ Rebuttal to Argument in Favor

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**. However, you may use dashes/hyphens. Words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. The number of words/acronyms that are in **boldface type,** underscored and/or CAPITALIZED shall not exceed **30 words for Arguments and 25 for Rebuttals** per documents. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein. **NOTE**: Rebuttal arguments are not direct arguments. For example, a rebuttal to a direct argument in favor of a measure is NOT a direct argument against a measure. Please also note that rebuttal arguments are allowed only when both a direct argument for AND against a measure are filed.

ALL AUTHORS MUST SIGN ON THE REVERSE SIDE

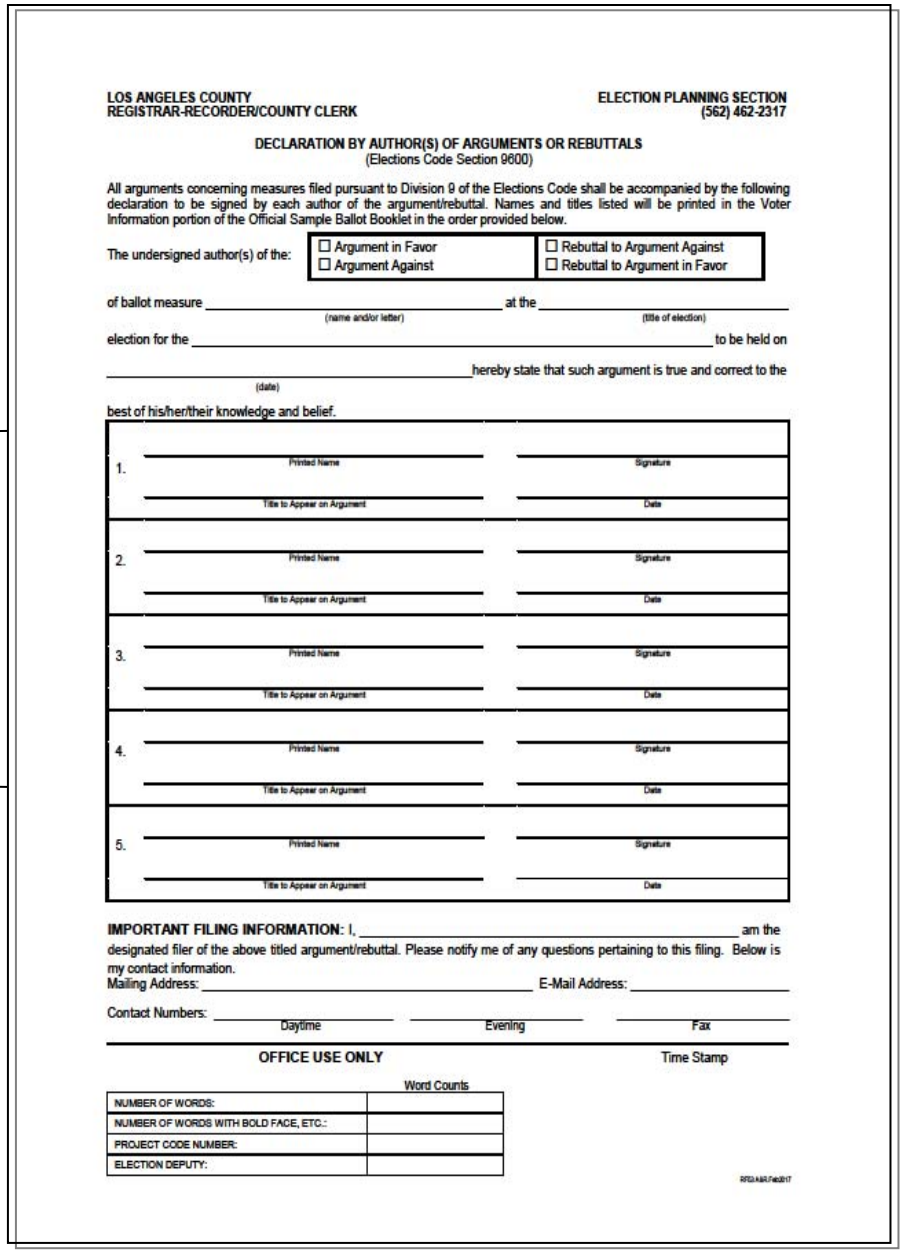
Please attach typed statement to this form. Statements should be typed in upper and lower case letters. Statement will be typeset in the Official Sample Ballot Booklet using TIMES NEW ROMAN font in 11 point size. However, statements can be submitted using any standard font.

DECLARATION BY AUTHOR(S) OF ARGUMENTS / REBUTTALS (Sample below) — This form is to be completed by proponents or opponents for ballot measures.

This form includes a statement (to be signed by each proponent/author) declaring that the submitted argument and/or rebuttal is true and correct to the best of his/her knowledge and belief.

Fill in the appropriate fields and provide information as indicated on the form.

No more than **five** author signatures shall appear on any argument and/or rebuttal.



LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION
(562) 462-2317

DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS
(Elections Code Section 9600)

All arguments concerning measures filed pursuant to Division 9 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Voter Information portion of the Official Sample Ballot Booklet in the order provided below.

The undersigned author(s) of the: ☐ Argument in Favor ☐ Argument Against ☐ Rebuttal to Argument Against ☐ Rebuttal to Argument in Favor

of ballot measure _____ (name and/or letter) at the _____ (title of election)

election for the _____ to be held on _____ (date) hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.

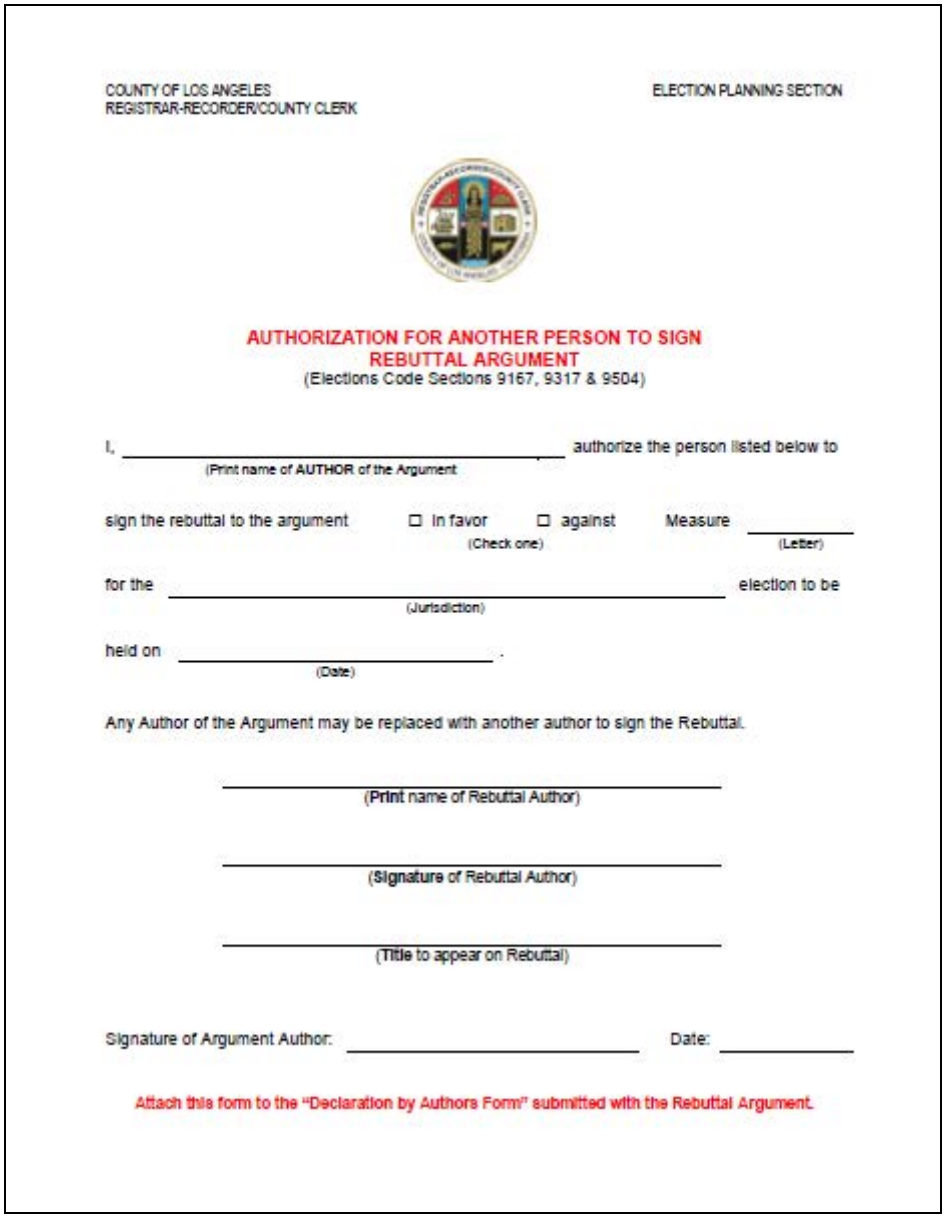
1.	Printed Name	Signature
	Title to Appear on Argument	Date
2.	Printed Name	Signature
	Title to Appear on Argument	Date
3.	Printed Name	Signature
	Title to Appear on Argument	Date
4.	Printed Name	Signature
	Title to Appear on Argument	Date
5.	Printed Name	Signature
	Title to Appear on Argument	Date

IMPORTANT FILING INFORMATION: I, _____ am the designated filer of the above titled argument/rebuttal. Please notify me of any questions pertaining to this filing. Below is my contact information.
Mailing Address: _____ E-Mail Address: _____
Contact Numbers: _____ Daytime _____ Evening _____ Fax

OFFICE USE ONLY Time Stamp

	Word Counts
NUMBER OF WORDS:	
NUMBER OF WORDS WITH BOLD FACE, ETC.:	
PROJECT CODE NUMBER:	
ELECTION DEPUTY:	

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM (Sample below) — Authors of an **argument in "favor" or "against"** a ballot measure may prepare and submit rebuttal arguments, or may authorize, in writing, another person to sign the rebuttal by completing the following form.



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT
(Elections Code Sections 9167, 9317 & 9504)

I, _____ authorize the person listed below to
(Print name of **AUTHOR** of the Argument

sign the rebuttal to the argument ☐ In favor ☐ against Measure _____
(Check one) (Letter)

for the _____ election to be
(Jurisdiction)

held on _____ .
(Date)

Any Author of the Argument may be replaced with another author to sign the Rebuttal.

_____
(**Print** name of Rebuttal Author)

_____
(**Signature** of Rebuttal Author)

_____
(**Title** to appear on Rebuttal)

Signature of Argument Author: _____ Date: _____

Attach this form to the "Declaration by Authors Form" submitted with the Rebuttal Argument.

Fill in the appropriate fields and provide information as indicated on the form. Form must include the printed name and signature of the author of ballot argument and the person authorized to sign as rebuttal author. Complete and attach above form to Declaration By Author(s) of Arguments or Rebuttals submitted with rebuttal argument text.

AVAILABLE FORMS — Copies of forms for submitting ballot measure arguments and rebuttals, referenced in this chapter may be obtained by calling the Election Planning Section at (562) 462-2317 or accessing the RR/CC website at www.lavote.net.

WITHDRAWAL OF ARGUMENTS — Ballot arguments "FOR" or "AGAINST" any measure may be withdrawn by proponents at any time prior to and including the final date fixed for filing arguments.

PUBLIC EXAMINATION — A public examination period is allowed for reviewing submitted arguments and rebuttal arguments during the **ten (10) calendar day period** immediately following the filing deadline for such documents. Throughout this period, any person may seek a writ of mandate or an injunction to require any or all of the material to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the ten (10) calendar day public examination period.

ORIGINAL FORMS/SIGNATURES — Electronic or faxed copies of arguments and/or rebuttals may be sent to the Registrar-Recorder/County Clerk's office; however, forms with **original signatures must be received by the RR/CC office within 48 hours of the fax transmission**.

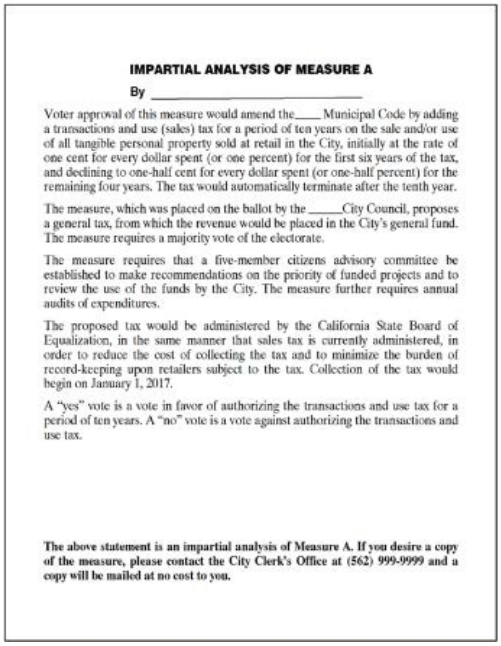
RESTRICTIONS — If the city plans to include **maps and/or graphics**, the Registrar-Recorder/County Clerk's office must be notified prior to the resolution adoption to ensure there are no space limitation problems and ascertain if the City request will require special arrangements and possibly result in additional cost.

LITIGATION —The Registrar-Recorder/County Clerk must be notified of any pending litigation involving ballot enclosures. This includes action taken by the court if amendments or deletions are required on any ballot enclosures. This could potentially cause a delay in meeting established deadlines and/or printing of Official Sample Ballot Booklets.

ORDINANCE/CHARTER AMENDMENTS — Pursuant to Elections Code Sections 9223 and 9280, the City may print a notice in the Official Sample Ballot Booklet advising voters of the availability of a free copy of the Ordinance/Charter Amendment Text. Information on the process of obtaining a copy of ballot enclosures or accessing Ballot Measure Text may be posted on both RR/CC and City websites and may also be printed in a Voter Advisory Notice immediately below the impartial analysis. The City should provide the desired notice text to the RR/CC by **E-78**.

VOTER NOTICES

NOTICES PRINTED WITH IMPARTIAL ANALYSIS — Below are samples of three **(3)** choices of notices that can be printed in the Official Sample Ballot Booklet below the impartial analysis **advising voters of the availability of additional ballot information**.



IMPARTIAL ANALYSIS OF MEASURE A

By _____

Voter approval of this measure would amend the____ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

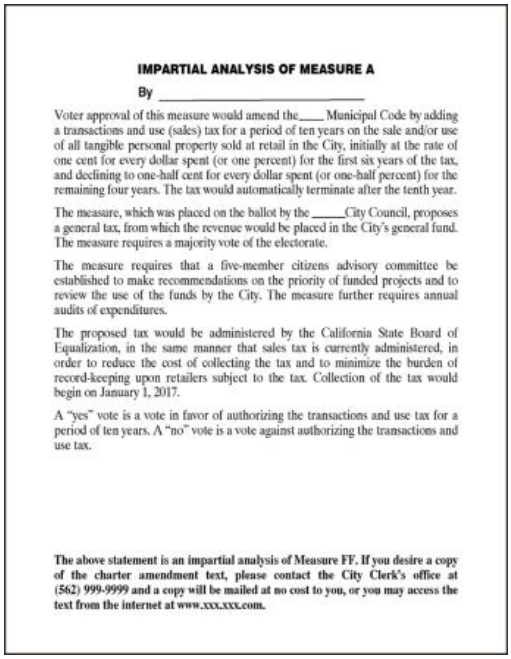
The measure, which was placed on the ballot by the _____City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis of Measure A. If you desire a copy of the measure, please contact the City Clerk's Office at (562) 999-9999 and a copy will be mailed at no cost to you.



IMPARTIAL ANALYSIS OF MEASURE A

By _____

Voter approval of this measure would amend the____ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

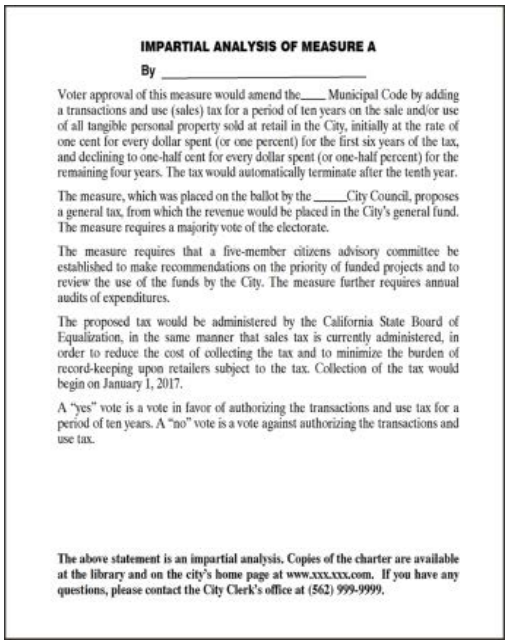
The measure, which was placed on the ballot by the _____City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis of Measure FF. If you desire a copy of the charter amendment text, please contact the City Clerk's office at (562) 999-9999 and a copy will be mailed at no cost to you, or you may access the text from the internet at www.xxx.xxx.com.



IMPARTIAL ANALYSIS OF MEASURE A

By _____

Voter approval of this measure would amend the____ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

The measure, which was placed on the ballot by the _____City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis. Copies of the charter are available at the library and on the city's home page at www.xxx.xxx.com. If you have any questions, please contact the City Clerk's office at (562) 999-9999.

If a City cannot meet the established deadlines or if the total of ballot enclosures will **exceed** the RR/CC's **30 page print limit**, the City should make arrangements with an election supplier to process a supplemental mailing of material for voters. Upon mutual agreement between the RR/CC and the City, the RR/CC will print a **voter notice** in the Official Sample Ballot Booklet advising voters of the supplemental mailings.

VOTER NOTICES

NOTICES PRINTED IN VOTER INFORMATION — Below are samples of two **(2)** choices of notices that can be printed in the voter information portion of the Official Sample Ballot Booklet advising voters that a supplemental mailing will be sent by the city.

_____ CITY
SPECIAL MUNICIPAL ELECTION

Information concerning the City of _____ Measure is being mailed in a separate Voter Information Pamphlet. Please call the City Clerk's Office at (562) xxx-xxxx, if you have any questions regarding the City Measures.

_____ CITY
SPECIAL MUNICIPAL ELECTION

The City of _____ will be mailing a Supplemental Voter Information Pamphlet regarding Measure E containing the City Attorney's Impartial Analysis, Argument in Favor of Measure E [No Argument Against Measure E was filed], and the Proposed Charter text. You may also access these documents from the Internet at www.ci.xxx.ca.us/cityclerk/election

WORD COUNTING GUIDELINES
FOR
CANDIDATE STATEMENTS / ARGUMENTS / REBUTTALS AND OTHER ENCLOSURES

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

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.

2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.

3. **PROPER NOUNS,** such as geographical names, and names of persons or things, as one (1) word.
   EXAMPLE: "Gus Enwright" = 1 word
   "City of Los Angeles" = 1 word
   "Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.
   EXAMPLE: UCLA, PTA, USMC, LAPD, U.S.M.C.

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

6. **DATES…** are counted as one (1) word.
   EXAMPLE: 3 July 21, 1983 18 June, 1987 3/18 7/21/89

7. **NUMERIC COMBINATIONS** are counted as one (1) word.
   EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.
   EXAMPLE: $1,000.00

   MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.
   EXAMPLE: $4 million

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.
   EXAMPLE: 1-800-815-2666 1-562-462-2317

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.
    EXAMPLE: http://www.co.la.ca.us www.lavote.net http://www.lacounty.Info

Chapter 6

Multilingual Services

MULTILINGUAL SERVICES

GENERAL INFORMATION — The 1992 provisions of the Voting Rights Act require that for elections conducted in Los Angeles County voting materials must be available in five languages other than English (**Chinese, Japanese, Spanish, Tagalog/Filipino and Vietnamese**). In 1998, the Los Angeles County Board of Supervisors instructed this office to include **Korean** in the translation of voting materials. Following the 2010 U.S. census, we provide translation services in **Cambodian/Khmer, Hindi,** and **Thai** as well. In 2018, the California Secretary of State instructed this office to include **Armenian** and **Farsi**. In accordance with federal law, this office will determine the number of residents of voting age in a jurisdiction.

This office has met with community organizations to determine the most effective manner in which to implement multilingual provisions. A mutual agreement was reached as to what materials would be translated and how multilingual voters would be targeted for election mailings, thereby reducing printing requirements.

This office will continue working with community groups to determine multilingual service requirements for future County elections.

MULTILINGUAL SERVICES (RR/CC) — The county performs the following functions:

1. Translation of Official Sample Ballot Booklet information and related voting materials. If residents of a qualified language equal **3 percent or more of voting age residents**, this office will translate and post a facsimile of an Official Sample Ballot Booklet in the qualified language in the affected polling place. The transliteration of candidate names in languages that do not use Roman characters is provided, as instructed by the Department of Justice. These languages include Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, and Thai.

2. Mailing of multilingual ballot information booklets to voters requesting such material.

3. Billing to the City, and if applicable, its pro rata share of the cost of translating, printing and mailing language materials.

Note: In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements in the English language version of the Official Sample Ballot Booklet (for candidates who wish to have one) at the candidate's own expense.

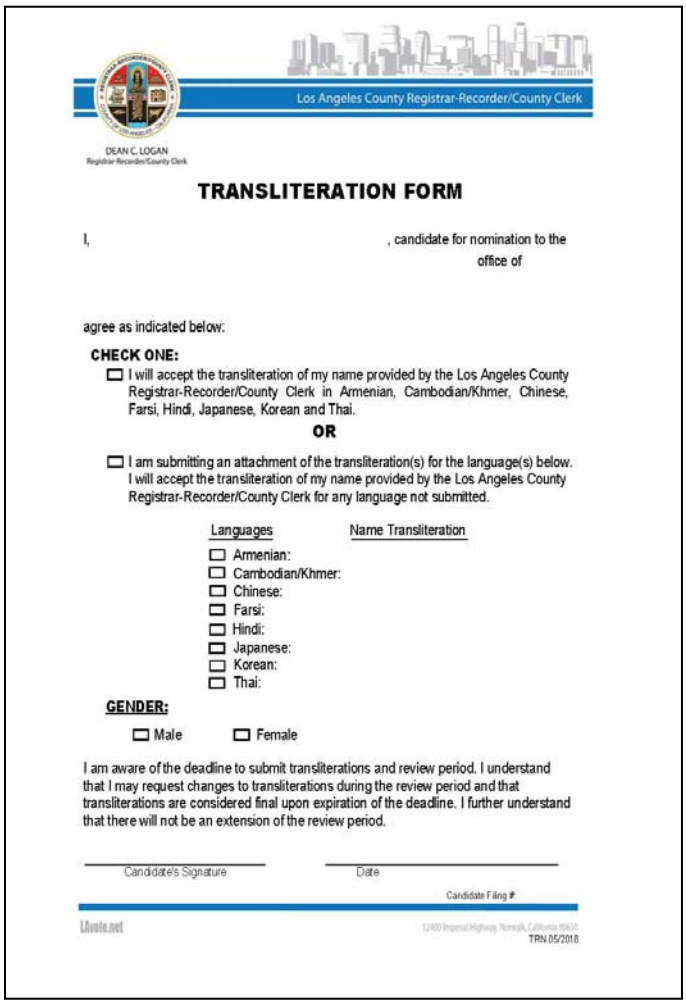
RR/CC MULTILINGUAL MATERIALS

All-American Polling Place Video — This is a ten minute video focusing on multilingual issues and procedures. Contact the Training Section at (562) 462-2620 for a copy.

New Targeting System — Lists the precincts in your city that are targeted by our office to have bilingual poll workers. Contact the Pollworker Services Division Manager at (562) 462-2877 or Network and Voter Systems at (562) 462-2445.

TRANSLITERATION OF CANDIDATE NAMES — Candidates may request that their names be transliterated in those languages that do not use Roman Characters as instructed by the Department of Justice. These languages include Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, and Thai. If applicable, candidates must complete a **Transliteration Form** (**Sample below**) and file it with their nomination documents by the specified deadline (**88 days** prior to the election). Candidates may review the transliteration of names and submit changes to the Registrar-Recorder/County Clerk (RR/CC) no later than the last day of the review period, which is normally **60 days** prior to the election, but subject to change. Candidates may schedule a review of transliterated names by calling the RR/CC Translation Services Unit at (562) 462-2730 or (562) 462-2676.

FRONT



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

TRANSLITERATION FORM

I, , candidate for nomination to the office of

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 Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean and Thai.

OR

☐ I am submitting an attachment of the transliteration(s) for the language(s) 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
☐ Armenian:	
☐ Cambodian/Khmer:	
☐ Chinese:	
☐ Farsi:	
☐ Hindi:	
☐ Japanese:	
☐ Korean:	
☐ Thai:	

GENDER:

☐ Male ☐ Female

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

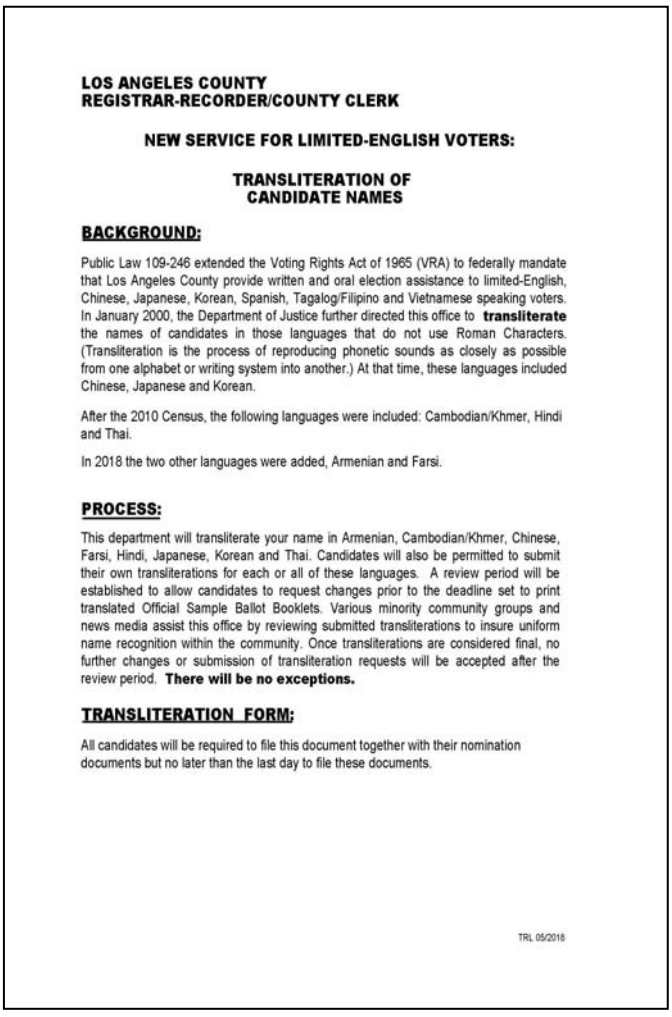
Candidate's Signature Date

Candidate Filing #

Lavote.net

TRN 05/2018

BACK



LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

NEW SERVICE FOR LIMITED-ENGLISH VOTERS:

TRANSLITERATION OF CANDIDATE NAMES

BACKGROUND:

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

After the 2010 Census, the following languages were included: Cambodian/Khmer, Hindi and Thai.

In 2018 the two other languages were added, Armenian and Farsi.

PROCESS:

This department will transliterate your name in Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean and Thai. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the deadline set to print translated Official Sample Ballot Booklets. 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 FORM:

All candidates will be required to file this document together with their nomination documents but no later than the last day to file these documents.

TRL 05/2018

MULTILINGUAL SERVICES (CITY) — **It is the responsibility** of the City to translate and print additional voter information that is not included in the County's Official Sample Ballot Booklet.

Chapter 7

Telephone Guide, Available Reports and Materials

TELEPHONE GUIDE

You may obtain information about **specific election services** by calling the following telephone numbers at the Registrar-Recorder/County Clerk Department.

Registration/Official Sample Ballot Booklet Inquiries/Provisional Ballot Status To verify registration status, inquire about the Official Sample Ballot Booklet or provisional ballot status	1 (800) 815-2666 Option 2
Vote By Mail…… To learn more about Vote By Mail Ballot information	1 (800) 815-2666 Option 2
Election Information…… To learn more about elections, registration and voter services	1 (800) 815-2666 Option 4
Official Sample Ballot Booklet Translations…….. To request a translated Official Sample Ballot Booklet in one of the eligible languages: Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Spanish, Tagalog/Filipino, Thai or Vietnamese	1 (800) 481-8683 or 1 (800) 815-2666 Option 3
Pollworker/Polls……... To become a pollworker or offer your home as a polling place	1 (800) 815-2666 Option 7
Registering to Vote…….. To register to vote during regular office hours, 8:00 a.m. to 5:00 p.m.	1 (800) 815-2666 Option 2
Candidate Nomination Procedures……..... To inquire about election dates, offices to be filled, qualifications for office, nomination filing dates, and procedures	(562) 462-2317
Campaign Finance Disclosure…….. To inquire about campaign financial statement filing requirements for candidates, committees and officeholders	(562) 462-2339
Voter Fraud Hotline…….. To report factual information regarding illegal registration and/or voting activities (the hotline is available 24 hours a day, seven days a week by pressing option 5 of the menu)	1 (800) 815-2666 Option 5
TDD (Telecommunications Device for the Deaf)…… For the hearing impaired	(562) 462-2259
Election Coordination…….. To inquire about Questionnaires, Recalls and/or Letter Designations (call or email the Election Coordination Unit at ecu@rrcc.lacounty.gov)	(562) 462-2912

AVAILABLE REPORTS AND MATERIALS

ELECTION PRECINCT BY PRECINCT TYPE — This report is in election precinct sequence within ballot group number. It shows the established precinct numbers, total voters, and polling place locations. It is available approximately seventy **(70) days** before the election and is updated on a weekly basis.

ELECTION PRECINCT BOARD BY VOTING PRECINCT — This report shows the polling place location and the precinct board members. It also indicates if a polling place is accessible to the disabled and elderly. It is available approximately seven **(7) days** before the election.

STREET INDEX — This report is produced for each election precinct and is listed in alphabetical order by street address. The **final** list is available fifteen **(15) days** before the election.

POLL LOCATION BY ADDRESS RANGE BY SPECIFIC CITY — This report is in alphabetical street address sequence within a city. It shows the polling place description and address for each location within the city. It is available approximately seven **(7) days** before the election.

TELEPHONE ANSWERING GUIDE — This guide is to assist telephone operators in responding to telephone inquiries concerning different types of election problems. It is available approximately seven **(7) days** before the election.

MEDIA KIT — A media kit is prepared to provide information about the election, including election night operations at the central tally location. It is available approximately seven **(7) days** before the election.

POLLING PLACE MAPS — These maps, which show voting precincts in relation to a poll so that pollworkers can direct errant voters to the correct poll on Election Day, will automatically be supplied to each polling place.

POLLING PLACE LOOK-UP ON WEBSITE — Cities may request their election vendor to provide the Registrar-Recorder/County Clerk with a file containing their poll information. The information will be loaded into the RR/CC's Polling Place Look-up Website. Poll data is normally available on the internet **two business days** after the RR/CC receives the information. **Please contact Network and Voter Systems at (562) 462-2445 for a layout of the file**.

COPIES OF THESE REPORTS/GUIDES ARE AVAILABLE TO ASSIST CITY CLERKS WITH ANY QUESTIONS THEY MAY RECEIVE PERTAINING TO THEIR MUNICIPAL ELECTION. PLEASE NOTIFY THE EXECUTIVE OFFICE IN WRITING OR BY CALLING (562) 462-2800. IF YOU WISH TO RECEIVE ANY OF THE ABOVE MATERIALS, PLEASE INDICATE WHETHER YOU WANT THE DOCUMENTS TO BE MAILED OR YOU WILL ARRANGE FOR PICK UP.

Chapter 8

Signature Verification Services

SIGNATURE VERIFICATION SERVICES

To verify signatures on **petitions**, **candidate nomination papers**, **Vote By Mail ballot applications**, and **returned voted ballots**, Cities have the option of contracting with the Department of Registrar-Recorder/County Clerk (RR/CC) **OR** sending city staff to the:

Registrar-Recorder/County Clerk
Data Entry and Signature Verification Section, Room 4007
12400 Imperial Highway
Norwalk, California 90650

The RR/CC will provide work space and access to computer stations as well as microfilm readers to view voter signatures.

1. **MICROFILM READERS** — There is **no charge to Cities for their staff** to use the microfilm equipment for signature verification. If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).

2. **ONLINE TERMINALS** — There is **no charge to Cities for their staff** to verify signatures using our Voter Information Management System (VIMS). If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).

3. **RESERVATIONS** — There may be a limited number of computer stations available for signature verification. Computer stations are available for Cities' use on a "first come, first served" basis. Please contact the Data Entry and Signature Verification Section at (562) 462-2371 for information regarding availability of equipment and to make reservations.

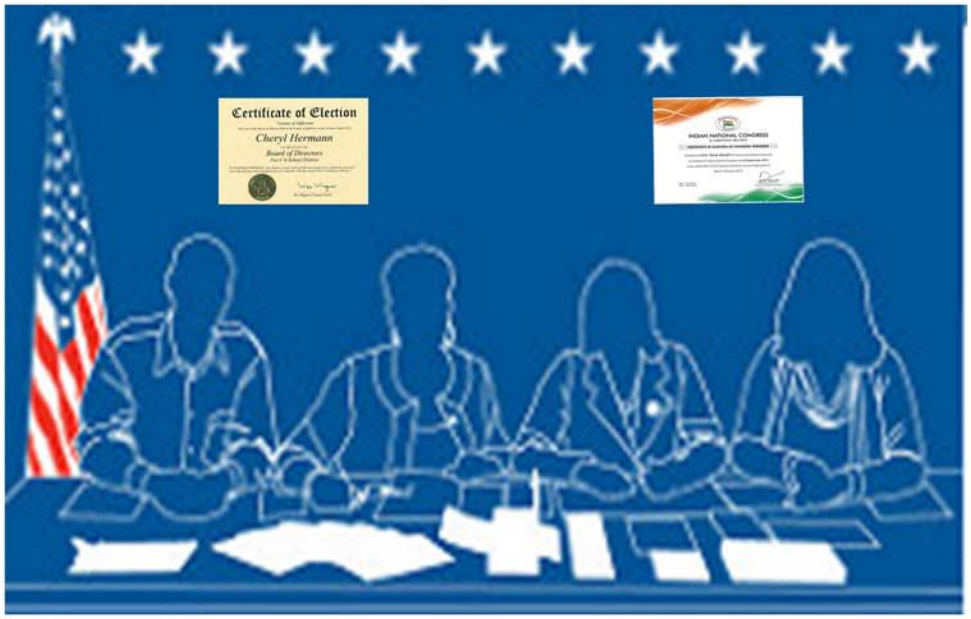
4. **COST** — Effective **July 1, 2010** the rate for the Registrar-Recorder/County Clerk's staff to verify signatures:

   $0.97 per signature on the Voter Information Management System (VIMS) which accounts for approximately 95% of all registered voters,

   $2.45 per signature for signatures that are not available on VIMS (i.e. on Microfilm) which involves a more labor-intensive search and accounts for the remaining 5% of registered voters**.**

These fees are **SUBJECT TO CHANGE** without notification. You may contact the **Data Entry and Signature Verification Section at (562) 462-2371** if you have any questions regarding cost.

Chapter 9



Election Night Semi-Final Official Results and Certification

ELECTION NIGHT
SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION

SEMI-FINAL OFFICIAL RESULTS — The week prior to the election, you will be notified of the phone numbers assigned to City Clerks, candidates, and the public to contact and obtain semi-final election results.

All semi-final results will be released from the Registrar-Recorder/County Clerk's headquarters located at the following address:

Registrar-Recorder/County Clerk
12400 Imperial Highway
Norwalk, California 90650

Semi-final results will also be continuously updated and displayed on the Department's website (www.lavote.net) throughout Election Night and during the Official Canvass.

Vote By Mail ballot semi-final results will be available by approximately 8:15 p.m. on Election Night. Precinct semi-final results will be available as ballots are processed. Bulletins are updated and results released approximately **every 30 minutes** until the last **semi-final official results** are tallied on Election Night/early the following morning.

Copies of results by precinct will be available at the **RR/CC, Election Information Section Counter, 2nd Floor, Room 2013 on the Wednesday following the election (afternoon)**.

CERTIFICATION OF OFFICIAL RESULTS — On **March 29, 2019** the Registrar-Recorder/County Clerk is tentatively scheduled to certify election results. On **April 2, 2019** the Board of Supervisors is tentatively scheduled to declare the election officially concluded.

Certificates will be mailed to City Clerks unless other arrangements are made by the City Clerk. Please contact the Election Planning Section at (562) 462-2317 to make arrangements for the pick up, faxing and/or mailing of your certification.

Exhibit

Letter Designation Form

JURISDICTION NAME

County of LA Official Use Only: Date Received _____ Time Received _____

LETTER DESIGNATION FORM

Please complete this form in order to select your first, second, and third letter designation choice for your jurisdiction's measure to appear on the ballot. In the event your 1st, 2nd, or 3rd choice is unavailable, then please select the letter(s) designations that the jurisdiction DOES NOT want selected for its measure. The 3rd option for letter designations would be to create a unique letter designation that is not identified below using less than three letters of the alphabet. For example: County of Los Angeles USD Facilities Improvement measure could use unique letter designations such as CL, LA, LU, UC, LS.

Select your first, second, and third letter designation choice by **checking** √ off and listing the designated letters below:

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

AA BB CC DD EE FF GG HH II JJ KK LL MM

NN OO PP QQ RR SS TT UU VV WW XX YY ZZ

CHOICES

1ST _____ **2ND** _____ **3RD** _____

Select the letters that your jurisdiction **DOES NOT** want assigned to its measure by marking the letter with an **X**:

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

AA BB CC DD EE FF GG HH II JJ KK LL MM

NN OO PP QQ RR SS TT UU VV WW XX YY ZZ

List the Letters here: _____

_____

In the event that your jurisdiction's measure letter designation is not available, then you can select a unique letter designation not shown above:

UNIQUE CHOICE

1ST _____ **2ND** _____ **3RD** _____

The **last day** jurisdictions may request in writing specific letter designations for its measure is **e-83**. The letter designation selections will be approved and communicated to the jurisdictions by e-81. Letter designations are on a first come first serve basis in the order received by the Registrar-Recorder County Clerk Department, Election Coordination Unit, 12400 Imperial Highway, Second Floor, Suite 2013A, Norwalk, California 90650.

NOTE: PLEASE USE ONE (1) FORM PER MEASURE

2019

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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