COUNTY OF LOS ANGELES
REGISTRAR-RECORER/COUNTY CLERK
NOTICE

This reference material has been prepared in an effort to provide answers to frequently asked questions concerning elections for schools, general districts, and special districts. It is for general information only and does not have the force of law.

Dean C. Logan
Registrar-Recorder/County Clerk

Prepared by
The Election Coordination Unit
www.lavote.net
The jurisdiction shall furnish the Registrar-Recorder/County Clerk’s office and the Board of Supervisors with signed copies of the resolutions "Calling the Election" and "Requesting Consolidation and Services" (samples below).

**RESOLUTION CALLING THE ELECTION**

**RESOLUTION ORDERING A SPECIAL SCHOOL MEASURE ELECTION TO BE HELD ON ____________, FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE DISTRICT THE QUESTION OF LEVYING A QUALIFIED SPECIAL TAX UPON EACH PARCEL IN THE DISTRICT FOR EDUCATIONAL PURPOSES AND ESTABLISHING THE SPECIFICATIONS OF THE ELECTION ORDER**

RESOLUTION

**RESOLUTION ORDERING A SPECIAL SCHOOL MEASURE ELECTION TO BE HELD ON ____________, FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE DISTRICT THE QUESTION OF LEVYING A QUALIFIED SPECIAL TAX UPON EACH PARCEL IN THE DISTRICT FOR EDUCATIONAL PURPOSES AND ESTABLISHING THE SPECIFICATIONS OF THE ELECTION ORDER**

RESOLUTION

**RESOLUTION CALLING THE ELECTION**

**RESOLUTION CONSOLIDATING WITH THE ELECTIONS**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE ________________________UNIFIED SCHOOL DISTRICT OF THE COUNTY OF LOS ANGELES, CALIFORNIA, ORDERING AN ELECTION TO AUTHORIZING THE ISSUANCE OF SCHOOL BONDS, ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON ____________, FOR THE PURPOSE OF LEVYING A QUALIFIED SPECIAL TAX UPON EACH PARCEL IN THE DISTRICT FOR EDUCATIONAL PURPOSES AND ESTABLISHING THE SPECIFICATIONS OF THE ELECTION ORDER**
DISTRICT 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 requests of letter designation for measures should be addressed to Mr. Dean C. Logan, Registrar-Recorder/County Clerk and be faxed/mailed to:
  
  Election Coordination Unit  
  12400 Imperial Highway, Room 2013A  
  Norwalk, California  90650  
  Phone: (562) 462-2912  FAX: (562) 406-2149  
  ecu@rrcc.lacounty.gov  

- Please note, School District election resolutions related to Special Parcel Tax measures should be addressed to Ms. Allison Deegan, Regionalized Business Services Coordinator and be mailed to:
  
  Los Angeles County Office of Education  
  9300 Imperial Highway  
  Downey, California  90242  

- Ballot argument enclosure materials, including arguments and rebuttals, must be accompanied by a transmittal letter and DELIVERED by the applicable dates and times indicated in the Calendar of Events, Chapter 1 of the Candidate Handbook and Resource Guide to:
  
  Election Planning Section  
  12400 Imperial Highway, Room 2015  
  Norwalk, California  90650  
  Phone: (562) 462-2317  FAX: (562) 466-6025  
  electionplanning@rrcc.lacounty.gov  

- All ballot material should be photocopied including measure arguments, rebuttals and other measure ballot enclosures available for public examination for the period designated in the Calendar of Events, Chapter 1 of the Candidate Handbook and Resource Guide.

- Legible copies of measure ballot enclosures should be provided by E-88 and legible copies of arguments by E-81 for printing in the Official Sample Ballot Booklet. Legible copies of rebuttal arguments must be submitted by E-71. 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 JURISDICTION IS PLACING MORE THAN ONE MEASURE ON THE BALLOT, THE JURISDICTION MUST ADVISE THIS OFFICE OF THE DESIRED BALLOT SEQUENCING FOR MULTIPLE MEASURES.

- Staff in the Election Planning Section are available at the telephone number listed above should you need additional assistance or have further questions.
The Registrar-Recorder/County Clerk:

- Receives signed copies of jurisdiction resolutions “Requesting Consolidation with the Election” and will automatically provide the requesting jurisdiction with information including the appropriate forms.

- Consolidates established precincts to form voting and declared vote by mail precincts. If you have specific precinct consolidation requests contact the Geographic Information Systems Section at (562) 462-2465.

- Obtains Vote Centers, recruits Election Workers, and publishes a notice of tally center location. If you have specific Vote Center Locations or Election Workers requests, contact the Election Services Section at (562) 466-1373.

- Assigns letter designations for each local ballot measure on the ballot. Letter designations are assigned in alphabetical order commencing with County measures and then other local measures (schools and other districts) in alphabetical sequence. Jurisdictions may request a specific letter designation in writing by E-83. An alternate choice should also be submitted, in case the requested letter designation has already been assigned to another jurisdiction.

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

- Prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).

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

- Furnishes Vote Center supplies and trains Election Workers.

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

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

- Canvasses election returns and certifies official election results to the jurisdiction.
The following are key dates and events to meet the Registrar-Recorder/County Clerk’s deadlines.

<table>
<thead>
<tr>
<th>DATES</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-123</td>
<td>Beginning of recommended time frame for filing of resolutions Calling the Election</td>
</tr>
<tr>
<td>E-89</td>
<td>Last date to Publish Date Fixed to Submit Arguments FOR or AGAINST a Measure (E.C. § 9502 and Govt. Code § 6061)</td>
</tr>
<tr>
<td>E-88</td>
<td>Legal deadline to file resolution requesting Special Measure or Bond Statement Election (Ed. Code § 5322 and E.C. § 9401(a))</td>
</tr>
<tr>
<td>E-83</td>
<td>Last day to Amend or Withdraw a Measure (E.C. § 9605) County, City, or other Local Measures shall be designated by a letter (E.C. § 13116 (a))</td>
</tr>
<tr>
<td>E-81</td>
<td>Last day to submit Arguments (E.C. §§ 9316, 9501 and 9502) Last day for County Counsel to transmit Impartial Analysis (E.C. §§ 9313 and 9500)</td>
</tr>
<tr>
<td>E-80</td>
<td>E-71</td>
</tr>
<tr>
<td>E-71</td>
<td>Last day to submit Rebuttals (E.C. §§ 9317 and 9504)</td>
</tr>
<tr>
<td>E-70</td>
<td>E-61</td>
</tr>
<tr>
<td>E-40</td>
<td>E-21*</td>
</tr>
<tr>
<td>E-0</td>
<td>Election Day (E.C. §§ 1000 and 1002)</td>
</tr>
<tr>
<td>E+2</td>
<td>First day of Official Canvass of the Election Results (E.C. §§ 10547 and 15301)</td>
</tr>
<tr>
<td>Varies</td>
<td>Completion of Official Canvass of the Election Results (E.C. §§ 10550, 10551 and 15372)</td>
</tr>
</tbody>
</table>

LEGEND: E- or E+ = Election minus or plus days before or after an election date. *E-10 when the election is a primary.
BALLOT MEASURE TEXT/LABEL IN RESOLUTION — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text/Label, the Ballot Measure Text, with title, must be included in the body of the “Resolution Calling the Election.” Ballot Measure Text should not exceed 75 words and be clearly identified (E.C. §9051(b)). Please note that text in Hyphens is not acceptable. (See Sample’s Below)
BALLOT MEASURES (continued)

GENERAL INFORMATION — The maximum number of ballot measures a school or special district may submit for consolidation with a Statewide Primary Election is three (3) per election. The current established limitation policy for a Statewide General or November Consolidated Election (UDEL) is five (5) per election. Jurisdictions may select one of the following:

1. A 75 word Ballot Measure Text/Label as prescribed by law.

2. A 75 word Ballot Measure Text/Label with an Official Sample Ballot notice advising voters to call the school or special district to request a free copy of the ballot measure enclosure (OR) a notice advising that the school or special district will be sending voters a supplemental mailing.

3. A 75 word Ballot Measure Text/Label with full ballot measure text enclosure the Official Sample Ballot Booklet.

BALLOT MEASURE TEXT — The samples pictured below show how ballot measure text with Title Headings will appear in the Official Sample Ballot Booklet.

- **Measure E — Official Ballot Measure Text (75 words)**

```
COMMUNITY COLLEGE DISTRICT SPECIAL ELECTION

MESSAGE E
To prepare College students for jobs and four-year colleges; repair buildings, classrooms, science labs; upgrade earthquake/fire safety; repair sidewalks, leaky roofs, drainage/water pipes; upgrade wiring/equipment; firefighter training; construct; acquire, and equip modern classrooms/buildings; improve campus security, shall issue $394,516,464 of bonds at legal rates, appoint a Citizens Oversight Committee and perform annual audits to ensure no money is used for administrators’ salaries?
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- **Measure S — Official Ballot Measure Text (75 words)**

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UNIFIED SCHOOL DISTRICT SPECIAL ELECTION

MESSAGE S
SCHOOL SAFETY AND REPAIR BOND MEASURE. Shall the Unified School District relieve overcrowding; repair, upgrade, construct, acquire equip neighborhood school/classrooms; install fire safety equipment, systems, fire doors, replace outdated plumbing/sewer and decayed drainage systems, leaking, rundown roofs/bathrooms; upgrade electrical wiring for technology; improve student safety conditions; and qualify for state funds by issuing $165,000,000 of bonds at legal rates, requiring annual audits, citizen oversight, and no money for administrators’ salaries?
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- **Measure B — Official Ballot Measure Text (58 words)**

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LIBRARY DISTRICT SPECIAL ELECTION

MESSAGE B
PER PARCEL TAX FOR ANY PLACE LIBRARY DISTRICT Shall the Any Place Library District be authorized to continue to levy a special per parcel tax annually for ten years to replace library funding Argumentation Fund.
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REQUEST FOR LETTER DESIGNATION — The RR/CC, in accordance with Section 13116 of the Elections Code, will assign a letter designation for each measure on the ballot.

WITHDRAWAL AND/OR AMENDMENTS — Schools or special districts should file a resolution with the RR/CC by E-83 to amend a measure or if an election is being cancelled because a measure has been withdrawn. (E. C. § 9605)
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 2003A, Norwalk, California 90650.

NOTE: PLEASE USE ONE (1) FORM PER MEASURE
FORMAT AND STYLE — Please type enclosure text in upper and lower case letters. 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. The title headings are printed as shown in the samples below.

ARGUMENTS AND REBUTTALS — Argument and/or rebuttal enclosure text is 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 samples pictured below show how the text will appear in the Official Sample Ballot Booklets. (A) Argument In Favor, (B) Rebuttal To Argument In Favor, (C) Argument Against and (D) Rebuttal To Argument Against.
ARGUMENT AND REBUTTAL FORM (pictured below) — To 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. For a sample of the Declaration by Author(s) see page 11.

SAMPLE ARGUMENT AND REBUTTAL FORM
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 signatures shall appear on any argument and/or rebuttal.
BALLOT ENCLOSURES (continued)

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM (sample below) — The authors of 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.

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.

Attach completed Authorization Form to Declaration by Author(s) of Arguments or Rebuttals submitted with Rebuttal Argument text.
**BALLOT ENCLOSURES (continued)**

**BALLOT ENCLOSURE TITLE TYPES AND WORD LIMITATIONS CHART** — Use this chart in submitting correct titles and word counts for enclosures. For **Word Counting Guidelines** refer to page 16.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>WORD LIMITATION / ELECTION CODE</th>
<th>ENHANCED WORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROPOSED ORDINANCE – MEASURE _____</td>
<td>NO LIMIT</td>
<td>N/A</td>
</tr>
<tr>
<td>FULL TEXT OF BALLOT MEASURE _____</td>
<td>NO LIMIT</td>
<td>N/A</td>
</tr>
<tr>
<td>PROPOSED CHARTER AMENDMENT – MEASURE _____</td>
<td>NO LIMIT</td>
<td>N/A</td>
</tr>
<tr>
<td>ARGUMENT IN FAVOR OF MEASURE _____</td>
<td>300 (E.C. 9315)</td>
<td>N/A</td>
</tr>
<tr>
<td>REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE _____</td>
<td>250 (E.C. 9317)</td>
<td>N/A</td>
</tr>
<tr>
<td>ARGUMENT AGAINST MEASURE _____</td>
<td>300 (E.C. 9315)</td>
<td>N/A</td>
</tr>
<tr>
<td>REBUTTAL TO ARGUMENT AGAINST MEASURE _____</td>
<td>250 (E.C. 9317)</td>
<td>N/A</td>
</tr>
<tr>
<td>MEASURE _____ EXHIBIT</td>
<td>NO LIMIT</td>
<td>N/A</td>
</tr>
<tr>
<td>TAX RATE STATEMENT– MEASURE _____</td>
<td>NO LIMIT</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- **Enhanced Words**: bold, underlined and/or CAPITALIZED
- **Exception**: The word limitation is 500 words for arguments to reorganize a school district or college district. (Ed. Code § 35758)

**DEADLINES** — Deadlines for submitting enclosures for inclusion in the Official Sample Ballot Booklet are:

- **E-88**: Last day for districts to submit Tax Rate Statement (Bond Issue) and other measure enclosures (excluding Rebuttals)
- **E-81**: Last day to submit Arguments For or Against a Measure
- **E-71**: Last day to submit Rebuttals to Arguments

**PUBLIC EXAMINATION PERIOD** — Between **E-80** and **E-71** the RR/CC will make available for public examination the Ballot Measure Text and all enclosures excluding Rebuttal Arguments. Subsequently, between **E-70** and **E-61** the RR/CC will make available for public examination the review of Rebuttal Arguments.

- **E-80 through E-71**: Ballot Measure Text, and all Enclosures (excluding Rebuttals)
- **E-70 through E-61**: Rebuttal Arguments

A fee may be charged to any candidate/person obtaining a copy of the materials. During these periods, 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(a) and (b))
BALLOT ENCLOSURES (continued)

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 by accessing the RR/CC website at www.lavote.net.

ORIGINAL FORMS AND SIGNATURES — Faxed versions of Arguments and/or Rebuttals may be sent to the RR/CC’S office. However, forms with original signatures must be received by the RR/CC office within 48 hours of the fax transmission.

RESTRICTIONS — The maximum number of ballot enclosure pages for inclusion, in the Official Sample Ballot Booklet is no more than 30 pages. If the jurisdiction plans on including maps and/or graphics, they must notify the RR/CC office to ensure there are no space limitation problems. Additionally, some requests may require special arrangements and possibly result in additional cost. If you have any questions regarding these restrictions, please call the Election Planning Section at (562) 462-2317.

LITIGATION — The RR/CC should be notified of any pending litigation involving ballot measures or 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 the Official Sample Ballot Booklets.
NOTICES PRINTED WITH IMPARTIAL ANALYSES — Below are three (3) sample 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.

Choice One:
“The above statement is an Impartial Analysis of Measure A. If you desire a copy of the Measure, please call the Schools or Special Districts’ office at (562) 999-9999 and a copy will be mailed at no cost to you.”

Choice Two:
“The above statement is an Impartial Analysis. Copies are available at the Library and on the School or Special Districts’ website at www.xxx.xxx.com. If you have any questions, please call the office at (562) 999-9999.”

Choice Three:
“The above statement is an Impartial Analysis of Measure FF. If you desire a copy of the Charter Amendment Text, please call the Schools or Special Districts' office at (562) 999-9999 and a copy will be mailed at no cost to you, or you may access the text from the website at www.xxx.xxx.com.”

VOTER NOTICES — If a school or special district cannot meet the established deadlines or if the total ballot enclosure will exceed the 30 page print limit, the school or special district 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 school or special district, the RR/CC will print a Voter Notice in the Official Sample Ballot Booklet advising voters of the supplemental mailing.

SUPPLEMENTAL MAILING NOTICE(S) — Below are 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 school or special district.

**CHOICE ONE**

District SPECIAL ELECTION

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

**CHOICE TWO**

District SPECIAL ELECTION

The District of will be mailing a Supplemental Voter Information Pamphlet regarding Measure E containing the County Council 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 website at www.sssssddddddd.gov
WORD COUNTING GUIDELINES
(Elections Code Chapter 1, General Provisions, Section 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:** 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
CAMPAIGN STATEMENT FILING REQUIREMENTS

— California's Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The act requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give and the amount and purpose of expenditures made by officeholders, candidates, and committees.

Proponents and all committees primarily formed to support or oppose a ballot measure in any election must comply with campaign statement filing requirements if the committee receives contributions or makes independent expenditures that total $1,000 or more. Monetary penalties may be assessed for failure to file required statements.

Contact the Campaign Finance Section at (562) 462-2339 if you have questions relating to filing requirements or need campaign statement forms.

NOTICE
The foregoing information has been prepared to assist you in filing documents relating to the election(s). It is not intended to provide legal advice and is for general guidance only.

Individuals using this information must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.