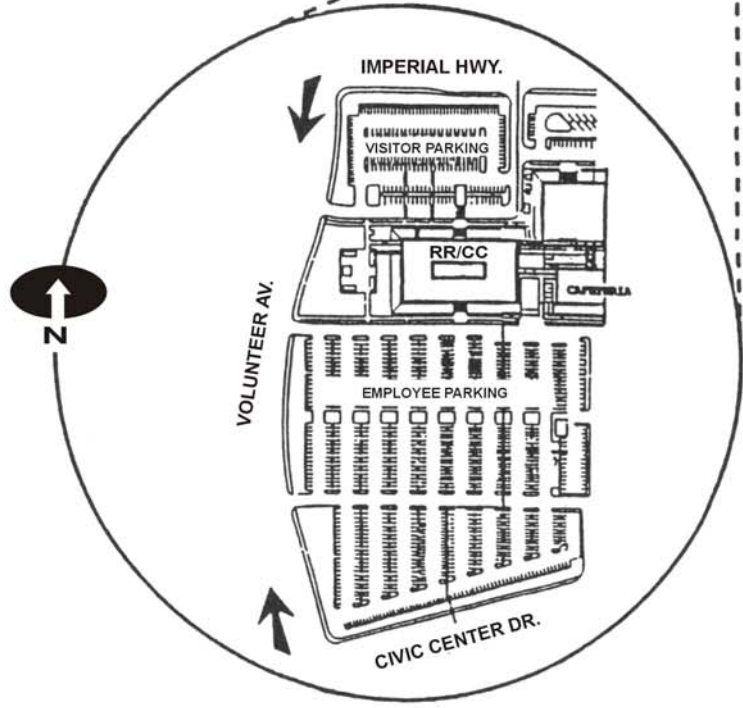
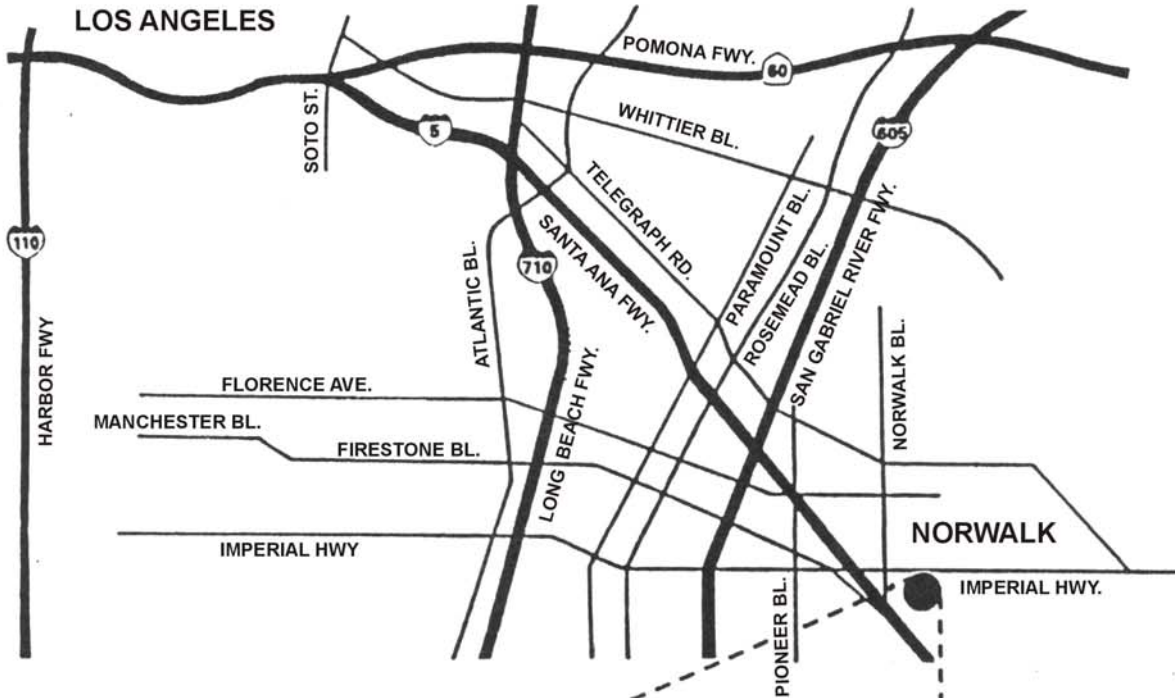


COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY., NORWALK, CA 90650



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

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

CONNOR B. McCORMACK

REGISTRAR-RECORDER/COUNTY CLERK

TO: Candidates, Campaign Managers and Other Interested Individuals

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

SUBJECT: **CANDIDATE HANDBOOK AND RESOURCE GUIDE**
March 2, 2004 – Primary Elections

We are pleased to present the Primary 2004 *Candidate Handbook and Resource Guide*. The Handbook contains information for candidates running for elected office. It includes critical deadlines, rules and guidelines for campaigning, campaign finance disclosure filing requirements and other valuable information. We believe this new handbook contains important information you always wanted to know about being a candidate but were afraid to ask! For your convenience the Candidate Handbook and Resource Guide is on our website at www.lavote.net.

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

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

What's New at the RR/CC? All Los Angeles County voters will be using the new "InkaVote" voting system for the 2004 Primary and General elections. (See chapter 9 for explanation. Voting system changes will be phased in over next two years).

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



Assistance and Feedback. Our office is committed to providing the best possible service to you, your campaign staff and the voters of Los Angeles County. If you have questions or comments regarding items you would like to suggest for future candidate guides, please write a letter, send an email to (cmccorma@rcc.co.la.ca.us) or call me at (562) 462-2716.

**Candidate
Services /
Information
Briefings**

YOU'RE INVITED!

Candidates will have an opportunity to ask questions, including:

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

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

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

2 SESSIONS!

First Session

DATE: Monday: Nov. 17, 2003

TIME: 2 P.M. — 4 P.M.

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

OR

Second Session

DATE: Saturday: Nov. 22, 2003

TIME: 10 A.M. — Noon

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

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IMPORTANT PHONE NUMBERS AND CONTACT INFORMATION



REGISTRAR-RECORDER/COUNTY CLERK

Office Hours:	8 a.m. - 5 p.m. Monday-Friday (Except for Holidays)
Office Address:	12400 Imperial Highway Norwalk, CA 90650
Mailing Address:	P.O. Box 1024 Norwalk, CA 90651-1024
	FAX: (562) 462-3030
TDD (Telecommunications Device for the Deaf)	(562) 462-2259
Election Information – 2nd Floor, Room 2013 General information on election, registration and voter services.	(562) 466-1310
Candidate Nomination Procedures – 2nd Floor, Room 2013 Information regarding election dates, offices to be filled, qualifications for office, nomination filing dates and procedures.	(562) 462-2317
Campaign Finance Disclosure – 2nd Floor, Room 2003 Campaign finance filing requirements for candidates, committees and officeholders.	(562) 462-2339
Registering to Vote Register to vote during regular office hours from 8 a.m. to 5 p.m. After hours, call (562) 462-2260 to leave a recorded message to request a voter registration form to be mailed. Note: The registration deadline for the March 2nd Primary Election will be on Tuesday, February 17, 2004.	(562) 466-1310
Absentee / Vote-by-Mail Ballot Inquiries	(562) 466-1323



Sample Ballot Translation

(800) 481-8683

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

Precinct Pollworkers/Polls

(562) 466-1373

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

Hourly Voter Turnout Information

(562) 462-2726

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

Semi-Official Election Results

(562) 466-1323

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

Election Results Information

(562) 466-1310

Available on Wednesday, **March 3, 2004.**

Voter Fraud Hot Line

(800) 815-2666

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

CITIES WITHIN LOS ANGELES COUNTY

CITY	PHONE/FAX	INTERNET
Agoura Hills	(818) 597-7300 FAX: (818) 597) 7352	www.ci.agoura-hills.ca.us
Alhambra	(626) 570-5094 FAX: (626) 576-8568	www.cityofalhambra.org/
Arcadia	(626) 574-5410 FAX: (626) 447-7524	www.ci.arcadia.ca.us
Artesia	(562) 865-6262 FAX: (562) 865-6240	www.cityofartesia.org/
Avalon	(310) 510-2626 FAX: (310) 510-1646	cityofavalon.com
Azusa	(626) 334-5125 FAX: (626) 812-5155	www.azusa.ca.gov
Baldwin Park	(626) 813-5201 FAX: (626) 962-2625	www.baldwinpark.com
Bell	(323) 588-6211 X217 FAX: (323) 771-9473	ci.bell-gardens.ca.us
Bell Gardens	(562) 806-7700 FAX: (562) 806-7709	www.ci.bell-gardens.ca.us
Bellflower	(562) 804-1424 X2222 FAX: (562) 925-8660	www.bellflower.org
Beverly Hills	(310) 285-2400 FAX: (310) 385-0862	www.ci.beverly-hills.ca.us
Bradbury	(626) 358—3218 FAX: (626) 303-5154	cityofbradbury.org
Burbank	(818) 238-5851 FAX: (818) 238-5853	www.ci.burbank.ca.us
Calabasas	(818) 878-4225 FAX: (818) 878-4215	www.ci.calabasas.ca.us
Carson	(310) 830-7600 FAX: (310) 513-6243	ci.carson.ca.us
Cerritos	(562) 860-0311 FAX: (562) 809-8411	www.ci.cerritos.ca.us
Claremont	(909) 399-5441 FAX: (909) 399-5492	www.ci.claremont.ca.us
Commerce	(323) 722-4805 X2252 FAX: (323) 726-6231	www.city-of-commerce.ca.us
Compton	(310) 605-5530 FAX: (310) 639-4751	www.comptoncity.org
Covina	(626) 858-7227 FAX: (626) 332-5427	ci.covina.ca.us

CITIES WITHIN LOS ANGELES COUNTY (Continued)

CITY	PHONE/FAX	INTERNET
Cudahy	(323) 773-5143 X227 FAX: (323) 771-2072	www.ci.cudahy.wi.us
Culver City	(310) 253-5851 FAX: (310) 253-5830	www.ci.culver-city.ca.us
Diamond Bar	(909) 860-2489 FAX: (909) 861-3117	ci.diamond-bar.ca.us
Downey	(562) 904-7280 FAX: (562) 923-6388	downeyca.org
Duarte	(626) 357-7931 X233 FAX: (626) 358-0018	www.accessduarte.com
El Monte	(626) 580-2016 FAX: (626) 580-2274	www.elmonte.org
El Segundo	(310) 524-2300 FAX: (310) 615-0529	www.elsegundo.org/htm/town.html
Gardena	(310) 217-9500 FAX: (310) 217-9683	www.ci.gardena.ca.us
Glendale	(818) 548-2090 FAX: (818) 241-5386	www.ci.glendale.ca.us
Glendora	(626) 914-8200 FAX: (626) 914-8221	www.ci.glendora.ca.us
Hawaiian Gardens	(562) 420-2641 X245 FAX: (562) 496-3708	www.hawaiiangardenscity.org
Hawthorne	(310) 970-7902 FAX: (310) 970-7058	www.cityofhawthorne.com
Hermosa Beach	(310) 318-0239 FAX: (310) 372-6186	www.hermosabch.org
Hidden Hills	(818) 888-9281 FAX: (818) 719-0083	www.hiddenhillscity.org
Huntington Park	(323) 584-6230 FAX: (323) 588-4577	www.huntingtonpark.org
Industry	(626) 333-2211 X211 FAX: (626) 961-6795	www.cityofindustry.org
Inglewood	(310) 412-5301 FAX: (310) 412-8737	www.cityofinglewood.org
Irwindale	(626) 430-2217 FAX: (626) 962-4209	www.ci.irwindale.ca.us
La Canada Flintridge	(818) 790-8880 FAX: (818) 790-7536	www.lacanaflintridge.com
La Habra Heights	(562) 694-6302 FAX: (562) 694-4410	www.la-habra-heights.org

CITIES WITHIN LOS ANGELES COUNTY (Continued)

CITY	PHONE/FAX	INTERNET
La Mirada	(562) 943-0131 X220 FAX: (562) 943-1464	www.cityoflamirada.org
La Puente	(562) 943-0131 X220 FAX: (562) 943-1464	www.lapuente.org
La Verne	(909) 596-8726 FAX: (909) 596-8740	www.ci.la-verne.ca.us
Lakewood	(562) 866-9771 X2200 FAX: (562) 866-0505	www.lakewoodcity.org
Lancaster	(661) 723-6000 FAX: (661) 723-6141	www.cityoflancasterca.org/
Lawndale	(310) 970-2100 FAX: (310) 970-2183	www.lawndalecity.org/
Lomita	(310) 325-7110 FAX: (310) 325-4024	www.lomita.com
Long Beach	(562) 570-6555 FAX: (562) 570-6107	www.ci.long-beach.ca.us/cityclerk
Los Angeles	(213) 978-0444 FAX: (213) 978-0376	www.lacity.org
Lynwood	(310) 603-0220 X210 FAX: (310) 764-4908	www.lynwood.ca.us
Malibu	(310) 456-2489 X228 FAX: (310) 456-3356	www.ci.malibu.ca.us
Manhattan Beach	(310) 802-5056 FAX: (310) 802-5001	www.cityymb.info
Maywood	(323) 562-5000 FAX: (323) 773-2806	www.cityofmaywood.com
Monrovia	(626) 932-5550 FAX: (626) 932-5520	www.ci.monrovia.ca.us
Montebello	(323) 887-1200 FAX: (323) 887-1410	cityofmontebello.com
Monterey Park	(626) 307-1362 FAX: (626) 288-6861	www.ci.monterey-park.ca.us
Norwalk	(562) 929-5700 FAX: (562) 929-5773	www.ci.norwalk.ca.us
Palmdale	(661) 267-5100 FAX: (661) 267-5122	www.cityofpalmdale.org
Palos Verdes Estates	(310) 378-0383 FAX: (310) 378-7820	palosverdes.com/pve/
Paramount	(562) 220-2000 FAX: 630 6731	www.paramountcity.com
Pasadena	(626) 744-4311 FAX: (626) 744-3921	www.ci.pasadena.ca.us

CITIES WITHIN LOS ANGELES COUNTY (Continued)

CITY	PHONE/FAX	INTERNET
Pico Rivera	(562) 942-2000 FAX: (562) 949-7506	www.ci.pico-rivera.ca.us
Pomona	(909) 620-2341 FAX: (909) 620-3707	www.ci.pomona.ca.us
Rancho Palos Verdes	(310) 544-5208 FAX: (310) 544-5291	www.palosverdes.com/rpv
Redondo Beach	(310) 372-1171 FAX: (310) 374-0220	www.redondo.org
Rolling Hills	(310) 377-1521 FAX: (310) 377-7288	www.palosverdes.com/rh
Rolling Hills Estates	(310) 377-1577 FAX: (310) 377-4468	www.palosverdes.com/rhe
Rosemead	(626) 569-2100 FAX: (626) 307-9218	www.rosemeadcc.org
San Dimas	(909) 394-6216 FAX: (909) 394-6209	www.cityofsandimas.com
San Fernando	(818) 898-1204 FAX: (818) 361-7631	www.ci.san-fernando.ca.us
San Gabriel	(626) 308-2803 FAX: (626) 458-2830	www.sangabrielcity.com
San Marino	(626) 300-0705 FAX: (626) 300-0709	www.ci.san-marino.ca.us
Santa Clarita	(661) 255-4395 FAX: (661) 253-0192	www.santa-clarita.com
Santa Fe Springs	(562) 868-0511 FAX: (562) 863-3741	www.santafesprings.org
Santa Monica	(310) 458-8211 FAX: (310) 394-2962	www.santa-monica.org/com/
Sierra Madre	(626) 355-7135 FAX: (626) 355-2251	cityofsierramadre.org/com/
Signal Hill	(562) 989-7300 FAX: (562) 989-7393	www.ci.signal-hill.ca.us
South El Monte	(626) 579-6540 X280 FAX (626) 579-2107	www.ci.south-el-monte.ca.us
South Gate	(323) 563-9510 FAX: (323) 563-5411	cityofsouthgate.org
South Pasadena	(626) 403-7200 FAX: (626) 403-7211	www.ci.south-pasadena.ca.us
Temple City	(626) 285-2171 X2316 FAX: (626) 285-8192	www.ci.walnut.ca.us
Torrance	(310) 618-2870 FAX: (310) 618-2931	www.ci.torrance.ca.us

CITIES WITHIN LOS ANGELES COUNTY (Continued)

CITY	PHONE/FAX	INTERNET
Vernon	(323) 583-8811 X266 FAX: (323) 826-1438	www.cityofvernon.org
Walnut	(909) 595-7543 FAX: (909) 595-8443	www.ci.walnut.ca.us
West Covina	(626) 939-8401 FAX (626) 939-8682	www.westcov.org
West Hollywood	(323) 848-6460 FAX: (323) 848-6563	www.ci.west-hollywood.ca.us
Westlake Village	(818) 706-1613 FAX: (818) 706-1391	www.wlv.org
Whittier	(562) 464-3330 FAX: (562) 464-3572	http://whittierch.org



NEIGHBORING COUNTIES

The following is a list of the registrar of voters offices in counties that are adjacent to Los Angeles County.

ORANGE COUNTY

1300 S. Grand Ave., Building C
Santa Ana, CA 92705

(714) 567-7600
Fax: (714) 567-7556

KERN COUNTY

1115 Truxtun Ave.
Bakersfield, CA 93301

(661) 868-3590
Fax: (661) 868-3768

SAN BERNARDINO COUNTY

777 E. Rialto Ave.
San Bernardino, CA 92415

(909) 387-8300
Fax: (909) 387-2022

VENTURA COUNTY

800 S. Victoria Ave., L-1200
Ventura, CA 93009

(805) 654-2266
Fax: (805) 654-2664

CALIFORNIA SECRETARY OF STATE

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

ELECTIONS DIVISION 1500 11th Street, 5th Floor (916) 657-2166
Sacramento, CA 95814 Fax: (916) 653-3214

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

FAIR POLITICAL PRACTICES COMMISSION* (FPPC)

Advice / Assistance

428 J Street, Suite 620
Sacramento, CA 95814

(866) 275-3772
(916) 322-5660
Fax: (916) 322-0886
Web: www.fppc.ca.gov

Enforcement Division (To report violations)

(800) 561-1861

FEDERAL ELECTION COMMISSION (FEC)**

999 E St. N.W.
Washington, D.C. 20463

(800) 424-9530
TDD (202) 219-3336
Web: www.fec.gov

CALIFORNIA STATE ATTORNEY GENERAL

1300 I St., #125
Sacramento, CA 95814
Or

(916) 445-9555

300 S. Spring St., Suite 1700
Los Angeles, CA 90013

(213) 897-2000

LOS ANGELES COUNTY DISTRICT ATTORNEY

Criminal Courts Building
210 W. Temple St., Room 18-709
Los Angeles, CA 90012

(213) 974-3501

* Regarding non-Federal Candidates

**Regarding Federal Candidates

TO REPORT ELECTION VIOLATION

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

VIOLATION OF:	REFERRED TO:
False or misleading campaign materials	There is no agency enforcement. These issues are dealt with in court.
The Political Reform Act (Title 9 of California Government Code at Sections 81000 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests	Fair Political Practices Commission (FPPC) (866) 275-3772
Election procedures	County District Attorney (213) 974-3501 California Secretary of State, Elections Division (916) 657-2166
Unlawful use of public funds, violation of the Elections Code, the Penal Code, or any laws other than the Political Reform Act	County District Attorney (213) 974-3501 California State Attorney General (916) 445-9555
Federal campaigns (Congress, U.S. Senate, President)	Federal Election Commission (1-800) 424-9530
Open meeting laws (Brown Act)	County District Attorney (213) 974-3501 California State Attorney General (916) 445-9555
Local ordinances	Local City Attorney or County District Attorney (213) 974-3501
Vandalism or requirements concerning campaign signs	Local City Attorney or County District Attorney (213) 974-3501

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

☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆

CHAPTER 1: GETTING STARTED QUALIFICATIONS AND OFFICE UP FOR ELECTION

CALENDAR OF EVENTS FOR CANDIDATES

PRIMARY ELECTION – MARCH 2, 2004

IMPORTANT NOTICE

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

DATES		EVENTS
<p>SEPT. 26 (F)</p> <p>E-158</p>	<p>NOV. 5 (W)</p> <p>E-118</p>	<p>SIGNATURES IN LIEU FORMS – CANDIDATES FOR LEGISLATIVE AND JUDICIAL OFFICES (Including Independent Candidates for such offices)</p> <p>During this period petition forms may be obtained to secure signatures in lieu of all or a portion of the filing fee for legislative or judicial offices. Signatures submitted on the in lieu petitions may also be applied to the signature requirements for offices on the nominating petition provided they are registrants of the same party, if applicable, as the candidate. (E. C. Secs. 8061 & 8106)</p>
<p>SEPT. 26 (F)</p> <p>E-158</p>	<p>NOV. 20 (Th)</p> <p>E-103</p>	<p>SIGNATURES IN LIEU FORMS – CANDIDATES FOR U. S. SENATOR, REPRESENTATIVE IN CONGRESS AND COUNTY OFFICES</p> <p>During this period petition forms may be obtained to secure signatures in lieu of all or a portion of the filing fee for any congressional or county office. Signatures submitted on the in lieu petitions may also be applied to the signature requirements for office on the nominating petition provided they are registrants of the same party, if applicable, as the candidate. (E. C. Secs. 8061 & 8106)</p>

DATES		EVENTS
OCT. 27 (M) E-127	NOV. 5, (W) 5 P. M. E-118	DECLARATION OF INTENTION – CANDIDATES FOR LEGISLATIVE AND JUDICIAL OFFICES (Including Independent Candidates for such offices) First and last day for candidates for above stated offices to file a declaration of intention. The filing fee must be paid or signatures in lieu of filing fee petitions must be filed at this time. (E. C. Secs. 8022, 8023, 8103-8106 & 8350)
	NOV. 5 (W) E-118	SIGNATURES IN LIEU OF FILING FEE PETITIONS – CANDIDATES FOR LEGISLATIVE AND JUDICIAL CANDIDATES ONLY (Including Independent Candidates for such offices) Last day for candidates for above stated offices to file signature in lieu petitions. Candidate will be notified within 10 calendar days of filing the petition of any deficiency. Candidate may then, prior to the close of the nomination period, submit a supplemental petition or pay the prorata portion of the filing fee to make up the deficiency. (E. C. Secs. 8061, 8105 & 8106)
NOV. 6 (Th) E-117	NOV. 10, (M) 5 P. M. E-113	EXTENSION OF DECLARATION OF INTENTION PERIOD If the incumbent does not file a Declaration of Intention to succeed to the same office by November 5, persons other than the incumbent may file a Declaration of Intention for that office no later than the first day for filing nomination documents. (E. C. Secs. 8022 & 8023) NOTE: There is no extension to offices in which incumbents are not eligible to run for re-election because of term limit prohibition.

DATES

EVENTS

NOV. 10 (M)**DEC. 5, (F)
5 P. M.****NOMINATION PERIOD FOR ALL CANDIDATES
(Excluding Presidential and Independent
Candidates)**

E-113

E-88

During this period candidates for U.S. Senator, Representative in Congress, and County offices must submit signature in lieu petitions when **applying for their nomination documents**.

During this period candidates for legislative and judicial offices must **apply for nomination documents**. If the candidate submitted signature in lieu petitions, and the filing fee requirement has been met, the candidate shall be required to file a Declaration of Candidacy. If the candidate submitted signature in lieu petitions and a deficiency exist, the candidate shall not be precluded from filing a Declaration of Candidacy but must make up the deficiency by either submitting a supplemental petition or paying a prorata filing fee or a combination of both, by **December 5, 2003**.

(E. C. Secs. 8020, 8041, 8061, 8100 & 8105 and 8106)

**CANDIDATE STATEMENTS – LOCAL
NONPARTISAN CANDIDATES**

During this period candidates for a local nonpartisan office may file a candidate statement not to exceed the word limitation prescribed by the governing body (200 or 400 words) for inclusion with the sample ballot. The statement shall be filed no later than the last day to file nomination documents.

(E. C. Sec. 13307)

**CANDIDATE STATEMENTS – STATE
LEGISLATIVE CANDIDATE**

During this period candidates for state legislative office agreeing to voluntarily limit their campaign expenditures may submit a statement for inclusion in the sample ballot. The statement shall not exceed 250 words.

(Govt. Code. Sec. 85601)

DATES		EVENTS
NOV. 20, (Th) 5 P. M.		SIGNATURES IN LIEU PETITIONS – U.S. SENATOR, REPRESENTATIVE IN CONGRESS AND COUNTY OFFICES ONLY (Excluding Independent Candidates for such offices and Legislative and Judicial Candidates) Last day for candidates for above stated offices to file signature in lieu petitions. Candidates will be notified within 10 calendar days of filing the petition of any deficiency. Candidate may then, prior to the close of the nomination period, submit a supplemental petition or pay the prorata portion of the filing fee to make up the deficiency. (E. C. Secs. 8061, 8105 & 8106)
DEC. 5 (F)		CONSOLIDATION OF ELECTIONS Last day for local jurisdictions to file a resolution with the Board of Supervisors and this office requesting consolidation of a special election with the primary election. (E. C. Secs. 10401 & 10403)
DEC. 6** (Sa)	DEC. 10, (W) 5 P. M.	NOMINATION PERIOD EXTENSION IF INCUMBENT DOES NOT FILE – LEGISLATIVE AND COUNTY ONLY If nomination documents for the incumbent of a legislative, judicial or county office are not filed by December 5, 5 p. m. , the nomination period shall be extended for that office until December 10, 5 p.m. , for persons other than the incumbent. NOTE: Extension period does not apply: 1) when the incumbent for a legislative or judicial office does not file a declaration of intention for the office, 2) when there is no incumbent eligible to be elected to a county office, 3) when incumbent for a legislative or county office has served the maximum number of terms as permitted by the California Constitution, 4) to congressional offices, 5) to party county central committee, central committee or county council offices. (E. C. Secs. 8022, 8024 & 8204)
E-103	E-88	
E-87**	E-83	

**December 6 (Saturday) office will be open. December 7 (Sunday) office will be closed

DATES

EVENTS

DEC. 6 (Sa)** **DEC. 15 (M)**
E-87** E-78

PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS/CANDIDATES’ NAMES AND BALLOT DESIGNATIONS

During this period candidate statements, candidates’ names and ballot designations shall be open to public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted.

(E. C. Sec 13313)

NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to **December 11** through **December 22***.

DEC. 6 (Sa)** **DEC. 19 (F)**
E-87** E-74

NOMINATION PERIOD EXTENSION WHEN THE ONLY PARTISAN CANDIDATE DIES

If only one candidate has filed nomination papers for a partisan nomination at the primary election and that candidate dies after **December 5 and by December 10**, any person qualified under E. C. 8001 may circulate and deliver nomination papers for the office to the county elections official not later than **5 p. m. on December 19, 2003**.

(E. C. Sec. 8025)

DEC. 11, (Th)
11 A. M.
E-82

RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE

The Secretary of State shall hold a public drawing to determine order of candidates’ names on ballot by randomly drawing each letter of the alphabet.

(E. C. Sec. 13112)

RANDOMIZED ALPHABET DRAWING BY REGISTRAR-RECORDER/COUNTY CLERK

A public drawing shall be held to determine order of candidates’ names on ballot for state legislative districts that encompass more than one county by randomly drawing each letter of the alphabet.

(E. C. Sec. 13111)

**December 6 (Saturday) office will be open. December 7 (Sunday) office will be closed

DATES	EVENTS
<p>DEC. 15, (M) 5 P. M. E-78</p>	<p>PETITION TO CONDUCT WRITE-IN CAMPAIGN (JUDICIAL OFFICES) Last day to file petitions containing signatures of 100 registered voters of the area to place office on the Primary Election ballot when only the incumbent has filed for the office. (E. C. Sec. 8203)</p>
<p>DEC. 22,* (M) 5 P. M. E-71*</p>	<p>COUNTY CENTRAL COMMITTEES – WHERE CANDIDATES DO NOT EXCEED NUMBER TO BE ELECTED – DEMOCRATIC, REPUBLICAN AND AMERICAN INDEPENDENT PARTIES Last day to determine whether the number of American Independent, Democratic and Republican County Central Committee candidates who have filed for each Assembly District exceeds the number to be elected. If not, the designation of the office or the candidates shall not be included on the ballot, unless a petition signed by 25 registered voters indicating that a write-in campaign will be conducted for the offices is filed no later than December 26*. In lieu thereof, the Board of Supervisors shall declare elected the candidates who have been nominated. (E. C. Secs. 7228, 7423 & 7673)</p> <p>CENTRAL COMMITTEES AND COUNTY COUNCIL – WHERE CANDIDATES DO NOT EXCEED NUMBER TO BE ELECTED – LIBERTARIAN, NATURAL LAW, PEACE AND FREEDOM AND GREEN PARTIES Last day to determine whether the number of Central Committee/County Council candidates who have filed for each district exceeds the number to be elected. If not, the designation of the office or the candidates shall not be included on the ballot, unless a petition signed by 25 registered voters indicating that a write-in campaign will be conducted for the offices is filed no later than December 26*. In lieu thereof, the Board of supervisors shall declare elected the candidates who have been nominated. (E. C. Sec. 7772.1)</p> <p>NOTICE TO PARTISAN CANDIDATES (Excluding County Central Committee) On or before this date the Secretary of State notifies each candidate for partisan office of the names, addresses, offices, occupations and party affiliations of all other persons who have filed for the same office. (E. C. Sec. 8121)</p>

*Date adjusted due to weekend and/or Holiday

DATES		EVENTS
DEC. 26,* (F) 5 P. M. E-67*		<p>CERTIFIED LIST OF CANDIDATES (EXCLUDING PRESIDENTIAL CANDIDATES) Last day for Secretary of State to transmit the certified list of candidates. (E. C. Secs. 8120 - 8125)</p> <p>DEATH OF CANDIDATE Last day on which the name of a deceased candidate may be removed from the ballot. Facts regarding death must be ascertained at least 68 days prior to the election. (E. C. Sec. 8809)</p> <p>NOTE: This provision does not apply under certain circumstances as set forth in Elections Code Sections 8026 & 8027</p> <p>PETITION TO HOLD COUNTY CENTRAL COMMITTEE; CENTRAL COMMITTEE AND/OR COUNTY COUNCIL ELECTION Last day to file petition for place County Central Committee/Central Committee/County Council office on the ballot if the number of candidates do not exceed number to be elected. (E. C. Secs. 7228, 7423, 7673 & 7772.1)</p>
DEC. 31, (W) 5 P. M. E-62	(2004) JAN. 2 (F) E-60	<p>TRANSLITERATION REVIEW PERIOD First and last day candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official no later than the last day of the review period.</p>
JAN. 5 (M) E-57	FEB. 17 (Tu) E-14	<p>WRITE-IN CANDIDATES DECLARATION PERIOD (Excluding Presidential Candidates) A name written on a ballot will not be counted unless the person has filed during this period a declaration and sponsors' signatures, if applicable, stating that he or she is a write-in candidate for the election. (E. C. Secs. 8600 & 8601)</p>

*Date adjusted due to weekend and/or holiday

DATES		EVENTS
JAN. 22 (Th) E-40	FEB. 23* (M) E-8*	MAIL SAMPLE BALLOT BOOKLETS A sample ballot booklet shall be mailed to each voter for his or her political party or a nonpartisan ballot for a voter not affiliated with a qualified party. Sample ballot booklets shall also be sent to the chairpersons of county central committees. (E. C. Sec. 13300 & 13302)
FEB. 2 (M) E-29	FEB. 24 (Tu) E-7	ABSENT VOTERS – FIRST AND LAST DAY TO APPLY Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29 th day preceding the election will be kept and processed during this period (E. C. Secs. 3001 & 3003)
FEB. 17* (Tu) E-14*		REGISTRATION CLOSES Last day to transfer or registrar to vote in the primary election. (E. C. Sec. 2107)
FEB. 17(Tu) E-14		WRITE-IN CANDIDATES DECLARATION DEADLINE (Excluding Presidential) Last day for a candidate to file a declaration and sponsors' signatures, if applicable, that he or she is a write-in candidate for the election. (E. C. Secs. 8600 & 8601)
MAR. 2 (Tu) E		ELECTION DAY Polls open 7 a.m., close 8 p.m. (E. C. Secs. 1000, 1201, 1202 & 14212) ABSENT VOTER BALLOTS RETURNED – 8 P.M. Last day for absent voter ballots to be received or turned in personally by the voter to the elections official's office or at any polling place in the county. A designated family member may return the voted ballot under specified conditions. (E. C. Secs. 3017 & 3020)

*Date adjusted due to weekend and/or holiday

DATES	EVENTS
MAR. 4 (Th) E+2	OFFICIAL CANVASS OF ELECTION RETURNS The canvass of returns shall commence no later than the first Thursday following the election. (E. C. Secs. 15301)
MAR. 30 (Tu) E+28	COMPLETION OF OFFICIAL CANVASS The official canvass must be completed within 28 days of the election. (E. C. Secs. 15372 - 15375) NOTE: On March 29, 2004 the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On March 30 the Board of Supervisors is tentatively scheduled to declare the election results official. (E. C. Sec. 15501)
APR. 12* (M) E+41*	STATEMENT OF VOTE BY SECRETARY OF STATE Not later than this date, the Secretary of State shall compile and file a statement of the votes. (E. C. Secs. 15501)

*Date adjusted due to weekend and/or holiday

CONGRESSIONAL OFFICES TO BE FILLED
PRIMARY ELECTION – MARCH 2, 2004

PARTISAN OFFICE	INCUMBENT	POLITICAL AFFILIATION
UNITED STATES SENATOR	Barbara Boxer	Dem
UNITED STATES REPRESENTATIVE		
22nd DISTRICT (Shared with Kern & San Luis Obispo Counties)	Bill Thomas	Rep
25th DISTRICT (Shared with Inyo, Mono & San Bernardino Counties)	Howard P. "Buck" McKeon	Rep
26th DISTRICT (Shared with San Bernardino County)	David Dreier	Rep
27th DISTRICT	Brad Sherman	Dem
28th DISTRICT	Howard L. Berman	Dem
29th DISTRICT	Adam B. Schiff	Dem
30th DISTRICT	Henry A. Waxman	Dem
31st DISTRICT	Xavier Becerra	Dem
32nd DISTRICT	Hilda L. Solis	Dem
33rd DISTRICT	Diane E. Watson	Dem
34th DISTRICT	Lucille Roybal-Allard	Dem
35th DISTRICT	Maxine Waters	Dem
36th DISTRICT	Jane Harman	Dem
37th DISTRICT	Juanita Millender-McDonald	Dem
38th DISTRICT	Grace F. Napolitano	Dem
39th DISTRICT	Linda T. Sanchez	Dem
42nd DISTRICT (Shared with Orange & San Bernardino Counties)	Gary G. Miller	Rep
46th DISTRICT (Shared with Orange County)	Dana Rohrabacher	Rep

OFFICES TO BE FILLED - PARTISAN
PRIMARY ELECTION – MARCH 2, 2004
STATE LEGISLATURE

OFFICE	INCUMBENT	POLITICAL AFFILIATION
MEMBER OF STATE SENATE		
17th DISTRICT (Shared with Kern, San Bernardino & Ventura Counties)	William J. “Pete” Knight*	Rep
19th DISTRICT (Shared with Santa Barbara & Ventura County)	Tom McClintock	Rep
21st DISTRICT	Jack Scott	Dem
23rd DISTRICT (Shared with Ventura County)	Sheila James Kuehl	Dem
25th DISTRICT	Edward Vincent	Dem
27th DISTRICT	Betty Karnette*	Dem
29th DISTRICT (Shared with Orange Counties and San Bernardino)	Bob Margett	Rep
MEMBER OF THE STATE ASSEMBLY		
36th DISTRICT (Shared with San Bernardino County)	Sharon Runner	Rep
37th DISTRICT (Shared with Kern & Ventura Counties)	Tony Strickland*	Rep
38th DISTRICT (Shared with Ventura County)	Keith Stuart Richman	Rep
39th DISTRICT	Cindy Montanez	Dem
40th DISTRICT	Lloyd E. Levine	Dem
41st DISTRICT (Shared with Ventura County)	Fran Pavley	Dem
42nd DISTRICT	Paul Koretz	Dem
43rd DISTRICT	Dario Frommer	Dem
44th DISTRICT	Carol Liu	Dem
45th DISTRICT	Jackie Goldberg	Dem

***Incumbents who are not eligible to seek re-election because of term limits prohibition.**

**OFFICES TO BE FILLED - PARTISAN
PRIMARY ELECTION – MARCH 2, 2004**

STATE LEGISLATURE

MEMBER OF STATE ASSEMBLY (Continued)

OFFICE	INCUMBENT	POLITICAL AFFILIATION
46th DISTRICT	Fabian Nunez	Dem
47th DISTRICT	Herb J. Wesson, Jr.*	Dem
48th DISTRICT	Mark Ridley-Thomas	Dem
49th DISTRICT	Judy Chu	Dem
50th DISTRICT	Marco Antonio Firebaugh*	Dem
51st DISTRICT	Jerome E. Horton	Dem
52nd DISTRICT	Mervyn M. Dymally	Dem
53rd DISTRICT	George Nakano*	Dem
54th DISTRICT	Alan Lowenthal*	Dem
55th DISTRICT	Jenny Oropeza	Dem
56th DISTRICT (Shared with Orange County)	Rudy Bermudez	Dem
57th DISTRICT	Ed Chavez	Dem
58th DISTRICT	Ronald S. Calderon	Dem
59th DISTRICT (Shared with San Bernardino County)	Dennis L. Mountjoy	Rep
60th DISTRICT (Shared with Orange & San Bernardino Counties)	Robert “Bob” Pacheco*	Rep
61st DISTRICT (Shared with San Bernardino County)	Gloria Negrete McLeod	Dem

***Incumbents are not eligible to seek re-election because of term limits prohibition.**

MEMBERS OF COUNTY CENTRAL, COUNTY COUNCIL AND CENTRAL COMMITTEES

MEMBER, COUNTY CENTRAL COMMITTEE (CCC)

REPUBLICAN PARTY

Seven (7) members to be elected from each Assembly District contained either wholly or partially within the county.

(E. C. § 7402 & 7421)

DEMOCRATIC PARTY

Seven (7) members to be elected from each Assembly District contained either wholly or partially within the county.

(E. C. § 7203 & 7226)

AMERICAN INDEPENDENT PARTY

Members are to be elected by Assembly District.

The Secretary of State shall compute the total number of members to be elected in each county.

(E. C. § 7671)

The Registrar-Recorder/County Clerk shall compute the number of members allotted to each Assembly District.

(E. C. § 7651)

MEMBER COUNTY COUNCIL (CC)

GREEN PARTY

Members are to be elected by Supervisorial District.

The Registrar-Recorder/County Clerk shall compute the number of members allotted to each Supervisorial District. (Green party Rule 6.1.3, Am 10/7/01)

MEMBER CENTRAL COMMITTEE (CC)

LIBERTARIAN AND NATURAL LAW AND PEACE & FREEDOM PARTIES

Members are to be elected by Assembly Districts.

The Secretary of State shall compute the number of members to be elected in each county.

(E. C. § 7770)

The Registrar-Recorder/County Clerk shall compute the numbers to be elected in each Assembly District.

(E. C. § 7771)

OFFICES TO BE FILLED - NONPARTISAN

PRIMARY ELECTION – MARCH 2, 2004

JUDGES OF THE SUPERIOR COURT ALPHABETICALLY LISTED WITH OFFICE NUMBERS TO APPEAR ON THE BALLOT

INCUMBENT	OFFICE NUMBER	INCUMBENT	OFFICE NUMBER
Aichroth, Dennis A.	39	Ferrell, Eudon	100
Alarcon, Gregory	15	Fidler, Larry Paul	9
Bachner, Monica	56	Filer, Kelvin D.	31
Bascue, James A.	71	Fox, Elden S.	80
Bendix, Helen I.	126	Gardner, Hugh C., III	76
Berle, Elihu M.	130	Gray, Dudley W., II	22
Brandlin, James R.	42	Grimes, Elizabeth Annette	125
Brazile, Kevin C.	7	Harris, John D.	83
Brown, Irma Jean	37	Hart, Ray L.	49
Brown, Nancy M.	52	Hight, Bob T.	118
Bruguera, Soussan G.	27	Hilberman, Joe W.	112
Buckley, Daniel J.	107	Hill, Alice C.	129
Champagne, Judith L.	40	Hogue, Amy D.	68
Chavez, Victoria M.	19	Horan, Charles E.	17
Chirlin, Judith C.	45	Horn, H. Chester, Jr.	98
Christian, Deborah L.	32	Hubbell, Richard C.	29
Chung, Lisa Mangay	43	Johnson, Frank J.	137
Clay, Charles Q., III	20	Johnson, Michael M.	24
Collins, Patricia Lynne	141	Juhas, Mark W.	136
Comparet-Cassani, Joan	16	Kaddo, James A.	86
Croft, Janice Claire	84	Kaplan, Leon S.	120
Czuleger, J. Stephen	65	Karlan, Craig D.	50
Dabney, James R.	109	Kellogg, Michael K.	60
DeVanon, Joseph F., Jr.	87	Kennedy-Powell, Kathleen	133
Denner, Richard E.	23	Keosian, Gregory	51
Doyle, John P.	110	Kleifield, Steven J.	132
Egerton, Anne H.	5	Kronstadt, John A.	81
Elswick, Carol Williams	113	Lager, Marvin M.	124
Espinoza, Peter P.	64	Landin, Dennis J.	3

OFFICES TO BE FILLED - NONPARTISAN

PRIMARY ELECTION – MARCH 2, 2004

JUDGES OF THE SUPERIOR COURT ALPHABETICALLY LISTED WITH OFFICE NUMBERS TO APPEAR ON THE BALLOT

NONPARTISAN OFFICES TO BE FILLED (Continued)

INCUMBENT	OFFICE NUMBER	INCUMBENT	OFFICE NUMBER
Lavin, Luis A.	2	Ouderkirk, John W.	75
Lefkowitz, Linda K.	139	Palmer, Charles F.	101
Lench, Lisa B.	96	Pastor, Michael E.	21
Lichtman, Peter D.	103	Perry, Robert J.	93
Lopez, Gilbert M.	6	Person, Suzanne E.	62
Lyman, Richard W., Jr.	122	Person, Victor H.	85
MacLaughlin, William A.	34	Pluim, Jan A.	4
Marrs, Bruce F.	12	Pounders, William R.	14
Martinez, Robert M.	123	Revel, Marsha N.	26
Matusinka, Jean E.	1	Rochman, Morton	10
Matz, Laura A.	79	Rosenblatt, Michelle R.	90
Mc Beth, Veronica S.	25	Rosenfield, Alan S.	105
Mc Kay, Chesley N., Jr.	111	Ross, Kevin A.	38
Meeka, Peter J.	131	Rothschild, Frances	104
Miller-Sloan, Robin	77	Ryan, William C.	47
Mohr, Anthony J.	55	Ryu, Tammy Chung	88
Morris, Judson W., Jr.	36	Sahagun, Raul A.	70
Myers, Deanne Smith	57	Sanchez, Yvonne T.	61
Newman, Nancy L.	119	Sanora, Steven P.	135
Nguyen, Jacqueline H.	33	Sauer, Michael T.	63
Ogden, Steven D.	128	Sautner, Stephanie	91
Okamoto, Vincent H.	54	Schacter, David M.	102
Oki, Dan Thomas	95	Schempp, Darlene	46
Olmedo, Charlaine F.	44	Schnider, Robert A.	116
O'Neill, Robert P.	11	Schwab, Howard J.	97
Ong, Tomson T.	82	Schwartz, Keith L.	127
Ongkeko, Rafael A.	59	Shook, John P.	140

OFFICES TO BE FILLED - NONPARTISAN

PRIMARY ELECTION – MARCH 2, 2004

JUDGES OF THE SUPERIOR COURT ALPHABETICALLY LISTED WITH OFFICE NUMBERS TO APPEAR ON THE BALLOT

NONPARTISAN OFFICES TO BE FILLED (Continued)

INCUMBENT	OFFICE NUMBER	INCUMBENT	OFFICE NUMBER
Shumsky, Rosemary	53	Wu, George H.	134
Silver, Shari K.	108		
Simpson, C. Edward	13		
Sinanian, Zaven V.	48		
Skyers, Ronald V.	78		
Smaltz, Lois Anderson	138		
Smith, Spurgeon E.	74		
Sotelo, David	117		
Stern, Michael L.	73		
Stevens, Emily A.	115		
Stoever, Thomas W.	94		
Strobel, Mary H.	58		
Taylor, Barry A.	66		
Tucker, Marcus O.	18		
Van Dusen, Richard W.	67		
Veals, Craig E.	8		
Vicencia, Michael P.	92		
Weisman, William R.	35		
Wesley, David S.	72		
West, Carl J.	89		
White, Thomas R.	114		
White-Brown, Gloria	99		
Wiley, John Shepard, Jr.	30		
Willhite, Thomas L., Jr.	121		
Williams, Alexander H., III	28		
Wolfe, Richard B.	106		
Wright, James L.	69		

OFFICES TO BE FILLED - NONPARTISAN

PRIMARY ELECTION – MARCH 2, 2004

**JUDGES OF THE SUPERIOR COURT LISTED BY
OFFICE NUMBERS TO APPEAR ON THE BALLOT**

OFFICE NUMBER	INCUMBENT	OFFICE NUMBER	INCUMBENT
Office #1	Jean E. Matusinka	Office #25	Veronica S. Mc Beth
Office #2	Luis A. Lavin	Office #26	Marsha N. Revel
Office #3	Dennis J. Landin	Office #27	Soussan G. Bruguera
Office #4	Jan A. Pluim	Office #28	Alexander H. Williams, III
Office #5	Anne H. Egerton	Office #29	Richard C. Hubbell
Office #6	Gilbert M. Lopez	Office #30	John Shepard Wiley, Jr.
Office #7	Kevin C. Brazile	Office #31	Kelvin D. Filer
Office #8	Craig E. Veals	Office #32	Deborah L. Christian
Office #9	Larry Paul Fidler	Office #33	Jacqueline H. Nguyen
Office #10	Morton Rochman	Office #34	William A. MacLaughlin
Office #11	Robert P. O'Neill	Office #35	William R. Weisman
Office #12	Bruce F. Marrs	Office #36	Judson W. Morris, Jr.
Office #13	C. Edward Simpson	Office #37	Irma Jean Brown
Office #14	William R. Pounders	Office #38	Kevin A. Ross
Office #15	Gregory Alarcon	Office #39	Dennis A. Aichroth
Office #16	Joan Comparet- Cassani	Office #40	Judith L. Champagne
Office #17	Charles E. Horan	Office #41	(Election Postponed)
Office #18	Marcus O. Tucker	Office #42	James R. Brandlin
Office #19	Victoria M. Chavez	Office #43	Lisa Mangay Chung
Office #20	Charles Q. Clay, III	Office #44	Charlaine F. Olmedo
Office #21	Michael E. Pastor	Office #45	Judith C. Chirlin
Office #22	Dudley W. Gray, II	Office #46	Darlene Schempp
Office #23	Richard E. Denner	Office #47	William C. Ryan
Office #24	Michael M. Johnson	Office #48	Zaven V. Sinanian

OFFICES TO BE FILLED - NONPARTISAN

PRIMARY ELECTION – MARCH 2, 2004

**JUDGES OF THE SUPERIOR COURT LISTED BY
OFFICE NUMBERS TO APPEAR ON THE BALLOT**

NONPARTISAN OFFICES TO BE FILLED (Continued)

OFFICE NUMBER	INCUMBENT	OFFICE NUMBER	INCUMBENT
Office #49	Ray L. Hart	Office #76	Hugh C. Gardner, III
Office #50	Craig D. Karlan	Office #77	Robin Miller-Sloan
Office #51	Gregory Keosian	Office #78	Ronald V. Skyers
Office #52	Nancy M. Brown	Office #79	Laura A. Matz
Office #53	Rosemary Shumsky	Office #80	Elden S. Fox
Office #54	Vincent H. Okamoto	Office #81	John A. Kronstadt
Office #55	Anthony J. Mohr	Office #82	Tomson T. Ong
Office #56	Monica Bachner	Office #83	John D. Harris
Office #57	Deanne Smith Myers	Office #84	Janice Claire Croft
Office #58	Mary H. Strobel	Office #85	Victor H. Person
Office #59	Rafael A. Ongkeko	Office #86	James A. Kaddo
Office #60	Michael K. Kellogg	Office #87	Joseph F. DeVanon, Jr.
Office #61	Yvonne T. Sanchez	Office #88	Tammy Chung Ryu
Office #62	Suzanne E. Person	Office #89	Carl J. West
Office #63	Michael T. Sauer	Office #90	Michelle R. Rosenblatt
Office #64	Peter P. Espinoza	Office #91	Stephanie Sautner
Office #65	J. Stephen Czuleger	Office #92	Michael P. Vicencia
Office #66	Barry A. Taylor	Office #93	Robert J. Perry
Office #67	Richard W. Van Dusen	Office #94	Thomas W. Stoever
Office #68	Amy D. Hogue	Office #95	Dan Thomas Oki
Office #69	James L. Wright	Office #96	Lisa B. Lench
Office #70	Raul A. Sahagun	Office #97	Howard J. Schwab
Office #71	James A. Bascue	Office #98	H. Chester Horn, Jr.
Office #72	David S. Wesley	Office #99	Gloria White-Brown
Office #73	Michael L. Stern	Office #100	Eudon Ferrell
Office #74	Spurgeon E. Smith	Office #101	Charles F. Palmer
Office #75	John W. Ouderkirk	Office #102	David M. Schacter

OFFICES TO BE FILLED - NONPARTISAN
PRIMARY ELECTION – MARCH 2, 2004
JUDGES OF THE SUPERIOR COURT LISTED BY
OFFICE NUMBERS TO APPEAR ON THE BALLOT

NONPARTISAN OFFICES TO BE FILLED (Continued)

OFFICE NUMBER	INCUMBENT	OFFICE NUMBER	INCUMBENT
Office #103	Peter D. Lichtman	Office #131	Peter J. Meeka
Office #104	Frances Rothschild	Office #132	Steven J. Kleifield
Office #105	Alan S. Rosenfield	Office #133	Kathleen Kennedy-Powell
Office #106	Richard B. Wolfe	Office #134	George H. Wu
Office #107	Daniel J. Buckley	Office #135	Steven P. Sanora
Office #108	Shari K. Silver	Office #136	Mark W. Juhas
Office #109	James R. Dabney	Office #137	Frank J. Johnson
Office #110	John P. Doyle	Office #138	Lois Anderson Smaltz
Office #111	Chesley N. Mc Kay, Jr.	Office #139	Linda K. Lefkowitz
Office #112	Joe W. Hilberman	Office #140	John P. Shook
Office #113	Carol Williams Elswick	Office #141	Patricia Lynne Collins
Office #114	Thomas R. White		
Office #115	Emilly A. Stevens		
Office #116	Robert A. Schnider		
Office #117	David Sotelo		
Office #118	Bob T. Hight		
Office #119	Nancy L. Newman		
Office #120	Leon S. Kaplan		
Office #121	Thomas L. Willhite, Jr.		
Office #122	Richard W. Lyman, Jr.		
Office #123	Robert M. Martinez		
Office #124	Marvin M. Lager		
Office #125	Elizabeth Annette Grimes		
Office #126	Helen I. Bendix		
Office #127	Keith L. Schwartz		
Office #128	Steven D. Ogden		
Office #129	Alice C. Hill		
Office #130	Elihu M. Berle		

**OFFICES TO BE FILLED - NONPARTISAN
PRIMARY ELECTION – MARCH 2, 2004**

LOS ANGELES COUNTY OFFICES

OFFICE	INCUMBENT
DISTRICT ATTORNEY	Steve Cooley
SUPERVISOR, 2 ND DISTRICT	Yvonne Brathwaite Burke
SUPERVISOR, 4 TH DISTRICT	Don Knabe
SUPERVISOR, 5 TH DISTRICT	Michael D. Antonovich

CANDIDATE QUALIFICATIONS AND ELIGIBILITY

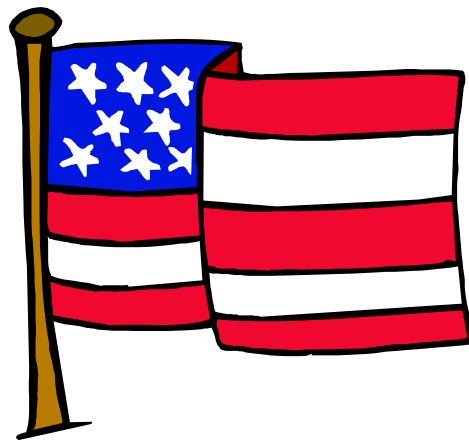
The information in this chapter is provided to assist you in understanding the candidate filing process. The following charts and checklists give a brief overview of the process, candidate qualifications, offices on the ballot and what is required of a candidate. Complete information on the filing process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

A. QUALIFICATIONS TO RUN FOR OFFICE

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

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

Not every qualification applies to every office, so please review the information carefully and call (562) 466-1310 if you have a question.



FEDERAL PARTISAN OFFICES

PRIMARY ELECTION – MARCH 2, 2004

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS	NOMINATING SIGNATURES	SALARY	FILING FEE
		MIN. MAX.		
<p>UNITED STATES SENATOR</p> <p>30 years of age or older and a citizen of the United States for at least 9 years at the time of the general election. (Art. I, § 3(3), U.S. Const.)</p>	<p>6 Years</p> <p>Noon on January 3, 2005</p> <p>(Amendment XVII, § 1; Amendment XX, § 2, U.S. Const.)</p>	<p>65 100</p> <p>(E. C. § 8062)</p>	<p>\$154,700</p>	<p>\$3,094.00</p>
<p>PARTY AFFILIATION – Candidate must have been affiliated with party, as shown by affidavit of registration, at least (3) months prior to filing nomination documents, or for as long as he or she has been eligible to register to vote in the State. The candidate must not have been affiliated with any other qualified party for 12 months immediately prior to filing. (E. C. § 8001)</p> <p>NOTE: Party affiliation provision is not applicable to Peace and Freedom Party candidates since the Party is participating in its first primary since its re-qualification as a political party.</p> <p>DECLARATION OF INTENTION – Candidates are not required to file a declaration of intention. (E. C. § 8022)</p> <p>PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. Names are rotated on the ballot by Assembly District, commencing with the lowest numbered Assembly District in the Congressional District. (E. C. §§ 13111 & 13112)</p>				

FEDERAL PARTISAN OFFICES

PRIMARY ELECTION – MARCH 2, 2004

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS	NOMINATING SIGNATURES MIN. MAX.		SALARY FILING FEE	
<p>UNITED STATES REPRESENTATIVE</p> <p>25 years of age or older and a citizen of the United States for at least 7 years and an inhabitant of the state at the time of the general election. (Art. I, § 2(2), U.S. Const.)</p> <p>(Does not have to live in the District)</p> <p>Must meet party affiliation requirements prescribed by § 8001 of the Elections Code to have name placed on the Primary Election ballot. (SOS Opinion dated 3/30/01)</p>	<p>2 Years</p> <p>Noon on January 3, 2005</p> <p>(Art. I, § 2(1); Amendment XX, § 2, U.S. Const.)</p>	<p>40</p> <p>(E. C. § 8062)</p>	<p>60</p>	<p>\$154,700</p>	<p>\$1,547.00</p>
<p>PARTY AFFILIATION – Candidate must have been affiliated with party, as shown by affidavit of registration, at least (3) months prior to filing nomination documents, or for as long as he or she has been eligible to register to vote in the State. The candidate must not have been affiliated with any other qualified party for 12 months immediately prior to filing. (E. C. § 8001)</p> <p>NOTE: Party affiliation provision is not applicable to Peace and Freedom Party candidates since the Party is participating in its first primary since its re-qualification as a political party.</p> <p>DECLARATION OF INTENTION – Candidates are not required to file a declaration of intention. (E. C. § 8022)</p> <p>PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. Names are rotated on the ballot by Assembly District, commencing with the lowest numbered Assembly District in the Congressional District. (E. C. §§ 13111 & 13112)</p>					

STATE LEGISLATIVE PARTISAN OFFICES

PRIMARY ELECTION – MARCH 2, 2004

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS	NOMINATING SIGNATURES		SALARY	FILING FEE
		MIN.	MAX.		
<p>STATE SENATOR</p> <p>A United States citizen. (Art. IV, § 2(c), Ca. Const.)</p> <p>Be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued. (E. C. § 201)</p> <p>(May not have served for two terms or more in the State Senate since November 6, 1990) (Art. IV, § 2(a), Ca. Const.)</p>	<p>4 Years</p> <p>December 6, 2004</p> <p>(Art. IV, § 2(a), Ca. Const.; Govt. Code § 9001 & 9002)</p>	<p>40</p> <p>(E. C. § 8062)</p>	<p>60</p>	<p>\$99,000</p>	<p>\$990.00</p>

PARTY AFFILIATION – Candidate must have been affiliated with party, as shown by affidavit of registration, at least 3 months prior to filing nomination documents, or for as long as he or she has been eligible to register to vote in the State. The candidate must not have been affiliated with any other qualified party for 12 months immediately prior to filing.
(E. C. § 8001)

NOTE: Party affiliation provision is not applicable to Peace and Freedom Party candidates since the Party is participating in its first primary since its re-qualification as a political party.

DECLARATION OF INTENTION – Candidates **must** file a declaration of intention.
(E. C. § 8022)

PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. Registrar-Recorder/County Clerk shall hold a public drawing to determine order of names on ballot for shared districts. No rotation.
(E. C. §§ 13111 & 13112)

SENATE DISTRICTS ONLY – Elections for odd-numbered districts held in 2004 & 2008; even-numbered districts held in 2006 & 2010.

STATE LEGISLATIVE PARTISAN OFFICES

PRIMARY ELECTION – MARCH 2, 2004

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS	NOMINATING SIGNATURES		SALARY	FILING FEE
		MIN.	MAX.		
<p>MEMBER OF THE STATE ASSEMBLY</p> <p>A United States citizen. (Art. IV, § 2(c), Ca. Const.)</p> <p>Be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued. (E. C. § 201)</p> <p>(May not have served for three terms or more in the State Assembly since November 6, 1990.) (Art. IV, § 2(a), Ca. Const.)</p>	<p>2 Years</p> <p>December 6, 2004</p> <p>(Art. IV, § 2(a), Ca. Const.; Govt. Code §§. 9002 & 9003)</p>	<p>40</p> <p>(E. C. § 8062)</p>	<p>60</p>	<p>\$99,000</p>	<p>\$990.00</p>
<p>PARTY AFFILIATION – Candidate must have been affiliated with party, as shown by affidavit of registration, at least 3 months prior to filing nomination documents, or for as long as he or she has been eligible to register to vote in the State. The candidate must not have been affiliated with any other qualified party for 12 months immediately prior to filing. (E. C. § 8001)</p> <p>NOTE: Party affiliation provision is not applicable to Peace and Freedom Party candidates since the Party is participating in its first primary since its re-qualification as a political party.</p> <p>DECLARATION OF INTENTION – candidates must file a declaration of intention. (E. C. § 8022)</p> <p>PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. Registrar-Recorder/County Clerk shall hold a public drawing to determine order of names on ballot for shared districts. No rotation. (E. C. §§ 13111 & 13112)</p>					

PARTISAN OFFICES

PRIMARY ELECTION – MARCH 2, 2004

OFFICE & QUALIFICATIONS	*NOMINATING SIGNATURES MIN. MAX.	NUMBER TO BE ELECTED	SALARY FILING FEE
<p>COUNTY CENTRAL COMMITTEE (Democratic & Republican Parties)</p> <p>A registered voter at the time nomination papers are issued and resident of the Assembly District.</p> <p>(E. C. §§ 201, 7209 & 7407)</p>	<p>20 40 (E. C. § 8062)</p>	<p>7 (E. C. §§ 7203 & 7402)</p>	<p>None (E. C. § 8104)</p>
<p>COUNTY CENTRAL COMMITTEE (American Independent Party)</p> <p>A registered voter at the time nomination papers are issued and resident of the Assembly District.</p> <p>(E. C. §§ 201 & 7654)</p>	<p>20 40 (E. C. § 8062)</p>	<p>Varies (E. C. §§ 7651 & 7671)</p>	<p>None (E. C. § 8104)</p>
<p>PARTY AFFILIATION – Candidate must have been affiliated with party, as shown by affidavit of registration, at least 3 months prior to filing nomination documents, or for as long as he or she has been eligible to register to vote in the State. The candidate must not have been affiliated with any other qualified party for 12 months immediately prior to filing. (E. C. § 8001)</p> <p>DECLARATION OF INTENTION – Candidates are not required to file a declaration of intention.</p> <p>PLACEMENT OF NAME ON BALLOT - Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. No rotation. (E. C. §§ 13111 & 13112)</p> <p>NUMBER TO BE ELECTED: Democratic and Republican Parties – 7 members from each Assembly District. (E. C. §§ 7203 & 7402)</p> <p>American Independent, Party – The Secretary of State shall compute total number of members to be elected in each county by October 29, 2003. (E. C. §§ 7770 & 7771)</p> <p>VOTES REQUIRED TO BE ELECTED – Candidate(s) receiving highest number of voters. EXCEPTION: A candidate shall not be declared elected unless he/she receives votes equal to the minimum number of signatures required on nominating petitions. (E. C. §§. 15460, 15470 & 15480)</p>			

PARTISAN OFFICES

PRIMARY ELECTION – MARCH 2, 2004

OFFICE & QUALIFICATIONS	NOMINATING SIGNATURES MIN. MAX.	NUMBER TO BE ELECTED	SALARY FILING FEE
<p>CENTRAL COMMITTEE (Libertarian, Natural Law & Peace And Freedom)</p> <p>A registered voter at the time nomination papers are issued and resident of the Assembly District.</p> <p>(E. C. §§ 201 & 7773)</p>	<p>Varies</p> <p>(E. C. . § 7776)</p>	<p>Varies</p> <p>(E. C. §§ 7770 & 7771)</p>	<p>None</p>
<p>COUNTY COUNCIL (Green Party Only)</p> <p>A registered voter at the time nomination papers are issued and resident of the Supervisorial District.</p> <p>(E. C. § 201 Green Party Bylaws 6.1.2)</p>	<p>20 40</p> <p>Green Party Bylaws</p>	<p>Varies</p> <p>Green Party Bylaws</p>	<p>None</p>

PARTY AFFILIATION – Candidate must have been affiliated with party, as shown by affidavit of registration, at least 3 months prior to filing nomination documents, or for as long as he or she has been eligible to register to vote in the State. The candidate must not have been affiliated with any other qualified party for 12 months immediately prior to filing.
(E. C. § 8001)

NOTE: Party affiliation provision is not applicable to Peace and Freedom Party candidates since the Party is participating in its first primary since its re-qualification as a political party.

DECLARATION OF INTENTION – Candidates are **not** required to file a declaration of intention.

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

NUMBER TO BE ELECTED:

Libertarian, Natural Law and Peace & Freedom Parties – Secretary of State shall compute total number of members to be elected in each county by October 29, 2003. The county elections official shall compute the number of members to be elected in each district by November 8, 2003.
(E. C. §§ 7770 & 7771)

VOTES REQUIRED TO BE ELECTED –

Libertarian, Natural Law and Peace and Freedom Parties – Candidate(s) receiving highest number of voters.

EXCEPTION: No write-in candidate shall be declared elected unless he/she receives a number of votes equal to or greater than 2% of the number of party members voting in the district, or 20 votes, whichever is less. **(E. C. § 15490)**

Green Party – Candidates receiving the highest number of votes. **(E. C. § 8144)**

NONPARTISAN OFFICES

PRIMARY ELECTION – MARCH 2, 2004

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS	NOMINATING SIGNATURES		SALARY	FILING FEE
		MIN.	MAX.		
<p>JUDGE OF THE SUPERIOR COURT</p> <p>Must have been a member of the State Bar or served as a judge of a court of record in the State 10 years immediately preceding selection to Superior Court.</p> <p>(Art. VI, § 15, Ca. Const.)</p> <p>Does not have to be a resident of Los Angeles County.</p>	<p>6 Years</p> <p>January 3, 2005</p> <p>(Art. II, § 20, Art. VI, § 16 (c), Ca. Const.)</p>	<p>20</p> <p>(E. C. § 8062)</p>	<p>40</p>	<p>\$139,784</p>	<p>\$1,397.84</p>
<p>PARTY AFFILIATION – NO PARTY AFFILIATION REQUIRED. (E. C. § 334)</p> <p>DECLARATION OF INTENTION – Candidates must file a declaration of intention. (E. C. § 8023)</p> <p>PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. Names are rotated on the ballot by Assembly District in Los Angeles County. (E. C. §§ 13111 & 13112)</p>					

NONPARTISAN OFFICES

PRIMARY ELECTION – MARCH 2, 2004

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS	NOMINATING SIGNATURES	MIN.	MAX.	SALARY	FILING FEE
<p>DISTRICT ATTORNEY</p> <p>A registered voter of the jurisdiction at the time nomination documents are issued. Must have been admitted to practice before the California Supreme Court. (G. C. §§ 24001 & 24002)</p> <p>May not have been elected or served for three consecutive terms since December 2002. (Art. IV § 12, County Charter)</p>	<p>4 Years</p> <p>Noon on December 6, 2004</p> <p>(Art. IV, § 13, County Charter)</p>	<p>20 40</p> <p>(E. C. § 8062)</p>			<p>\$208,218</p>	<p>\$2,082.18</p>
<p>PARTY AFFILIATION – NO PARTY AFFILIATION REQUIRED. (E. C. § 334)</p> <p>DECLARATION OF INTENTION – Candidates are not required to file a declaration of intention.</p> <p>PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. Names are rotated on the ballot by Assembly District in Los Angeles County. (E. C. §§ 13111 & 13112)</p>						

NONPARTISAN OFFICES

PRIMARY ELECTION – MARCH 2, 2004

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS	NOMINATING SIGNATURES		SALARY	FILING FEE
		MIN.	MAX.		
<p>MEMBER, BOARD OF SUPERVISORS</p> <p>A registered voter of the district for at least 30 days prior to deadline to file nomination documents. (G. C. §§ 25041; Art. II, § 4, County Charter)</p> <p>May not have been elected or served for three consecutive terms since December 2002. (Art. IV, § 12, County Charter)</p>	<p>4 Years</p> <p>December 6, 2004</p> <p>(Art. II, § 4 & 6, County Charter)</p>	<p>20</p> <p>(E. C. § 8062)</p>	<p>40</p>	<p>\$139,784</p>	<p>\$1,397.84</p>
<p>PARTY AFFILIATION – NO PARTY AFFILIATION REQUIRED. (E. C. § 334)</p> <p>DECLARATION OF INTENTION – Candidates are not required to file a declaration of intention.</p> <p>PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. No rotation. (E. C. §§ 13111 & 13112)</p> <p>BOARD MEMBERS ARE ELECTED BY SUPERVISORIAL DISTRICT: Districts 2, 4 and 5 elected in 2004 & 2008. Districts 1 and 3 elected in 2006 & 2010.</p>					

**PRIMARY ELECTION – MARCH 2, 2004
SIGNATURES REQUIRED ON NOMINATION PAPERS
AND
FILING FEES**

OFFICE	SIGNATURES REQUIRED		FILING FEE
	MIN.	MAX.	
UNITED STATES SENATOR	65	100	\$3,094.00
UNITED STATES REPRESENTATIVE	40	60	\$1,547.00
STATE SENATOR	40	60	\$990.00
MEMBER OF THE STATE ASSEMBLY	40	60	\$990.00
SUPERIOR COURT JUDGE	20	40	\$1,397.84
COUNTY SUPERVISOR	20	40	\$1,397.84
DISTRICT ATTORNEY	20	40	\$2,082.18
COUNTY CENTRAL COMMITTEE MEMBER Democratic; Republican; American Independent	20	40	None
CENTRAL COMMITTEE MEMBER Peace & Freedom; Libertarian; Natural Law	Varies	Varies	None
COUNTY COUNCIL Green Party	Varies	Varies	None

SUPPLEMENTAL INFORMATION

GENERAL LEGAL PROVISIONS REGARDING ELIGIBILITY

- ◆ Except as otherwise provided, a person is not eligible to run for a county, city or district office unless he/she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that Declaration of Candidacy/Nomination Papers are issued to the person or at the time of the person's appointment.
(G.C. § 24991)

- ◆ Notwithstanding any other provisions of law, a public officer who is a minor shall have the right and liability of an adult, both civil and criminal, with regard to his official duties, and a candidate for nomination or election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her activities as a candidate.
(G.C. §275.2)

- ◆ A person is incapable of holding a civic office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the state.
(G.C. §1020)

- ◆ A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of this state.
(G.C. §1021)

LOSS OF CONFIDENTIALITY

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

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

PROHIBITIONS

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

INCOMPATIBILITY OF OFFICES

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

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

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

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

ELIGIBILITY AND QUALIFICATIONS (Continued)

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

CHAPTER 2: CANDIDATE FILING PROCESS

The Candidate Filing Period begins with [important dates and events listed below](#):

SIGNATURES IN LIEU OF FILING FEE PETITIONS PERIOD	
September 26 thru November 5	September 26 thru November 20
Candidates for:	Candidates for:
State Senator Member of the Assembly Superior Court Judge (Including Independent candidates for such offices)	U.S. Senator U.S. Representative District Attorney County Supervisor

DECLARATION OF INTENTION PERIOD
October 27 thru November 5
Candidates for: State Senator, Member of the Assembly and Superior Court Judge (Including Independent candidates for such offices)
Extension of Declaration of Intention Period (See Calendar for details)
November 6 thru November 10

NOMINATION PERIOD	
November 10 thru December 5	
Partisan Candidates for:	Nonpartisan Candidates for:
U.S. Senator U.S. Representative State Senator Member of the Assembly County Central Committee (DEM, REP, AI) Central Committee (P&F, LIB, NL) County Council (GRN)	Superior Court Judge District Attorney County Supervisor
Extension of Nomination Period (See Calendar for details)	
December 6* thru December 10	

***December 6 (Saturday) office will be open for candidate filing purposes**

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



WHAT YOU SHOULD DO FOR THIS ELECTION:

HOW DO I BEGIN?

Step 1 – Apply for Nomination Documents. Use the “**Candidate Registration and Qualification**” (CRQ) form to request nomination documents. Forms are obtained from and filed with the RR/CC office, Election Information Section, 2nd Floor, Room 2013. You may complete the CRQ in person or on-line at www.lavote.net

Fill out Candidate Registration and Qualification (CRQ) form:

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

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

The CRQ form is available at this office or on-line at www.lavote.net.

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



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

Step 2 – File Declaration of Intention/Pay Filing Fee. (Step 2 only applies to candidates filing for the offices of State Senator, Member of the Assembly and Superior Court Judges). All other candidates skip to Step 3)

All candidates (including independent candidates) for State Senator, Member of the Assembly and Superior Court Judges must file a **Declaration of Intention**. Nomination Documents will not be issued to candidates for these offices unless a Declaration of Intention has been filed.

State law requires that a filing fee be paid by the candidate at the time Declaration of Intention is filed. All filing fees received are non-refundable.

- Filing Fee May Be Paid In Cash, or by Cashier's, Certified or Personal Check.** Checks are to be made payable to the **Secretary of State** for the following offices:

STATE SENATOR	\$990.00
MEMBER OF THE ASSEMBLY	\$990.00

Checks for the following offices are to be made payable to the **Registrar-Recorder County Clerk.**

SUPERIOR COURT JUDGE	\$1,397.84
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- Signature in Lieu of Filing Fee Petitions (Optional – in lieu of paying the filing fee)**

A candidate may submit a petition containing signatures of registered voters in lieu of paying the filing fee in order to run for office. Candidates for State Senator, Member of the Assembly and Superior Court Judge must submit signatures in lieu of the filing fee petition at the time the candidate files the Declaration of Intention. The signatures submitted may cover all, or a prorated portion, of the filing fee.

(Signature in Lieu of Filing Fee Petitions Continued)

A signer must be a resident of the jurisdiction and the county and registered with the same party as the candidate for whom the petition is being circulated, except that a declines-to-state registrant may sign the petition of any partisan candidate whose party, **at the time of submission of the petitions for verification**, has notified the Secretary of State that it has adopted a rule allowing such registrants to vote their party's ballot at the ensuing primary election.

NOTE: For the March 2004 Primary Election the American Independent, Democratic and Republican Parties have adopted party rules to permit declines to-state-voters to participate in that party's primary.

Exception:

Candidates who choose to obtain signatures under CEC § 8106 (a)(6) **must obtain the signatures of 10% of the registered voters of that** (American Independent, Green, Libertarian, Natural Law and Reform) **party only** in the district in which he/she seeks the nomination or 150 signatures, whichever is less.

If the requisite number of signatures in lieu has been met, no additional signatures are needed. If the required number of signatures in lieu has not been met, the candidate has the option of submitting additional signatures in lieu or paying the prorata amount of the filing fee to cover any invalid signatures. **If additional signatures are submitted, they must be filed by 5:00 p. m. on the last day to file nomination documents.** Valid signatures in lieu of the filing fee are counted towards the number of signatures required on a Nomination Paper **provided the signatures are registrants of the same party as the candidate, if applicable.**

NOTE: Signature in lieu of filing fee petitions must be filed no later than the applicable filing deadline. Although valid signatures on the signature in lieu petition may be applied to the nomination papers signature requirement, the signature in lieu petition forms cannot be held and submitted for purposes of filing nomination papers. Nomination papers forms will be available commencing November 5, 2003.



 **DECLARATION OF INTENTION FORM**

To become a candidate for State Senator, Member of the Assembly or Superior Court Judge the prospective candidate must complete and file a Declaration of Intention.

NOTE: Declaration of Intention for State Senator, and Member of the Assembly offices may be filed with either the Registrar-Recorder/County Clerk or the Secretary of State.

(Declaration of Intention Continued)

A candidate may file more than one Declaration of Intention but may file Nomination Documents for only one office.

Extension of Deadline: In the event an incumbent fails to file a Declaration of Intention by the close of the Declaration of Intention period, on [Wednesday, November 5, 2003](#), any person other than the incumbent shall have until 5:00 p.m. on [Monday, November 10, 2003](#) to file a Declaration of Intention for the office.

NOTE: There will be no extension for legislative offices in which incumbent is not eligible to run for re-election because of term limit prohibition.

Step 3 – Receive Nomination Documents/Sign “Application for Nomination Documents” form. The “Application for Nomination Documents” form is computer generated and uses information from the Candidate Registration and Qualification (CRQ) form. Your signature is required verifying that you received your Nomination Documents.

All prospective candidates for offices other than President at the direct primary must file Nomination Documents (Declaration of Candidacy and Nomination Papers) during the nomination period.

Filing Fee

State law requires that a filing fee be paid by the candidate filing for one of the offices listed below at the time Nomination Documents are **issued**. [All filing fees received are non-refundable. \(See Chapter 1 to obtain the requisite number of signatures.\)](#)

[Candidates for State Senator, Member of the Assembly and Superior Court Judges should have already paid filing during the Declaration of intention period.](#)

NOTE: No Filing Fee is required for County Central Committee/Central Committee and County Council offices.



Filing Fee May Be Paid In Cash, or by Cashier's, Certified or Personal Check. Checks are to be made payable to the **Secretary of State** For the following offices:

UNITED STATES SENATOR	\$3,094.00
UNITED STATES REPRESENTATIVE	\$1,547.00

Checks for the following offices are to be made payable to the **Registrar-Recorder County Clerk**.

DISTRICT ATTORNEY	\$2,082.18
COUNTY SUPERVISOR	\$1,397.84

Signature in Lieu of Filing Fee (Optional – in lieu of paying the filing fee)

A candidate may submit a petition containing signatures of registered voters in lieu of paying the filing fee in order to run for office. Candidates for State Senator, Member of the Assembly and Superior Court Judge must submit signatures in lieu of the filing fee petition at the time the candidate files the Declaration of Intention. Candidates for all other offices must submit signature in lieu of the filing fee petitions at the time Nomination Documents are issued. The signatures submitted may cover all, or a prorated portion, of the filing fee.

A signer must be a resident of the jurisdiction and the county and registered with the same party as the candidate for whom the petition is being circulated, except that a declines-to-state registrant may sign the petition of any partisan candidate whose party, **at the time of submission of the petitions for verification**, has notified the Secretary of State that it has adopted a rule allowing such registrants to vote their party's ballot at the ensuing primary election.

NOTE: For the March 2004 Primary Election the American Independent, Democratic and Republican Parties have adopted party rules to permit declines to-state-voters to participate in that party's primary.

Exception:

Candidates who choose to obtain signatures under CEC § 8106 (a)(6) **must obtain the signatures of 10% of the registered voters of that** (American Independent, Green, Libertarian, Natural Law and Reform) **party only** in the district in which he/she seeks the nomination or 150 signatures, whichever is less.

Nomination Documents are issued provisionally, subject to checking the validity of the signatures on the **signature in lieu petitions**.

If the requisite number of signatures in lieu has been met, no additional signatures are needed. If the required number of signatures in lieu has not been met, the candidate has the option of submitting additional signatures or paying the prorata amount of the filing fee to cover any invalid signatures. **If additional signatures are submitted, they must be filed by 5:00 p. m. on the last day to file Nomination Documents.** Valid signatures in lieu of the filing fee are counted towards the number of signatures required on a nomination paper **provided the signatures are registrants of the same party as the candidate.**

NOTE: Signature in lieu of filing fee petitions must be filed no later than the applicable filing deadline. Although valid signatures on the signature in lieu petition may be applied to the nomination paper signature requirement, the signature in lieu petition forms cannot be held and submitted for purposes of filing nomination papers. Nomination paper forms will be available commencing November 5, 2003.



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

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

A prospective candidate must execute the Declaration of Candidacy and file it with the county elections official in the county in which the candidate resides.

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

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

The ballot name may be designated as follows:

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

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

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

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

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

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



File Nomination Papers

A prospective candidate must submit a nomination paper containing a requisite number of signatures. (See Chapter 1 one to obtain requisite number of signatures.)

SIGNERS QUALIFICATIONS

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

Must be affiliated with the same political party as shown in the nomination paper.

1. **EACH SIGNER must personally affix his/her own printed name, signature and residence address.**

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

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

CIRCULATOR QUALIFICATIONS

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

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

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

Only one circulator is allowed to circulate a petition section.

Circulator completes "Affidavit of Circulator" **in own handwriting**.

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

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

You will be provided an option to either:

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

The signed transliteration form is due no later than the [December 5](#) nomination deadline.

- Step 4 – Receive a Candidate Receipt for Nomination Documents.**

- Step 5 – Submit a “Code of Fair Campaign Practices” form (optional).**

There are basic principles of decency, honesty, and fair play which every candidate for public office has a moral obligation to observe and uphold. This form lists what a candidate shall and shall not do to adhere to these principles. This is a voluntary form and can be signed and filed anytime prior to the election.

- Step 6 – Submit Campaign Finance Disclosure Filing forms/instructions.**

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

NOTE: If you anticipate receiving/spending less than \$1000 on your campaign you may file a Form 470 (short form) at the same time nomination documents are filed or no later than the first campaign statement deadline. ([See Chapter 4 for information on campaign finance filing deadlines.](#))

EXTENSION OF NOMINATION PERIOD

If nomination documents for the incumbent of a legislative, judicial or county office are not filed by **December 5, 5 p. m.**, the nomination period shall be extended for that office until **December 10, 5 p.m.**, for **persons other than the incumbent.**

NOTE: Extension period does not apply: 1) when the incumbent for a legislative or judicial office does not file a declaration of intention for the office, 2) when there is no incumbent eligible to be elected to a county office, 3) when incumbent for a legislative or county office has served the maximum number of terms as permitted by the California Constitution, and Los Angeles County Charter, 4) to congressional offices, 5) to party county central committee, central committee or county council offices.

(E. C. §§ 8022, 8024 & 8204)

NOTE: WITHDRAWAL OF CANDIDACY: No candidate may withdraw once he/she has filed Nomination Documents.

Exception: Candidates for school district governing board member may withdraw their Declaration of Candidacy.

BALLOT DESIGNATIONS

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

Ballot designations:

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

Restrictions. The rules governing ballot designations can be the subject of confusion.

The California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section.

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

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

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

Selecting your Ballot Designation. The following information should be used in selecting the designation that you wish to appear on the official ballot. The listing of an occupational designation on the ballot is OPTIONAL.

Only one of the following categories is allowed:

1) **Elective Office Title**

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

Example A: Governing Board Member

Example B: Boardmember, XYZ School District

2) **Incumbent**

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

3) **Appointed Incumbent**

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

Example A: Appointed Incumbent

Example B: Appointed Boardmember, XYZ School District

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

4) **Principal Occupation**

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

Example A: High School Teacher

Example B: Attorney / Educator / Businessowner

Example C: CEO / Councilmember

5) **Community Volunteer**

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

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

6) **No Occupation Desired**

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

Candidate Review. You may view your own designation, as well as that of other candidates, at this office, from **December 6, 2003** through **December 15, 2003. (Excluding Saturdays, Sundays and Holidays. Office is scheduled to be open on Saturday, December 6.)**

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

BALLOT DESIGNATION “NO-NOs”

The elections official shall not accept a ballot designation which:

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

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

(E. C. Sec. 13107)

BASIC TEST

Guidelines to ballot designations include:

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



ORDER OF NAMES ON THE BALLOT

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

RANDOM ALPHABET DRAWING

At 11:00 a.m. on **Thursday, December 11**, Secretary of State's office (SOS) draws each letter of the alphabet at random and compiles a randomized alphabet. This then becomes the order for all contests except those for multi-county state legislative districts. For those districts the Registrar-Recorder/County Clerk office conducts a random alphabet drawing at 11:00 A.M. on **Thursday, December 11**. These drawings are open for public observation.

ROTATION OF NAMES ON THE BALLOT

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

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

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

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

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

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

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

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

WRITE-IN CANDIDATES

<p>GENERAL INFORMATION</p>	<p>Persons who did not file a Declaration of Candidacy and fulfill their nomination requirements to place their name on the ballot may run for office as a write-in candidate. Write-in votes will be counted and certified in the Statement of Vote only for <i>qualified</i> write-in candidates who file the required forms with the elections department no later than 14 days prior to election day.</p> <p>Voters may write-in any person they wish for any office regardless of whether the person qualified or not. However, the votes will be tabulated only for qualified write-in candidates.</p>	<p>E. C.§ 8600</p>
<p>OFFICES OMITTED FROM BALLOT</p>	<p>Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. When Judicial, Party Central Committees, School and UDEL contests are involved, if the number of persons qualifying for the ballot does not exceed the number of offices to be filled, the election is cancelled and eligible candidates are appointed in lieu of the election. California Law however, provides that for such offices a petition indicating that a write-in campaign will be conducted must have been filed with the elections official to require the office(s) be placed on the ballot by means of a petition drive.</p>	<p>E. C.§§ 7228, 7423, 7673, 7721.1, 8203 and 10515; Ed. Code § 5326,</p>
<p>FILING PERIOD/FEE</p>	<p>The filing period is January 5, 2004 until 5:00 p.m. on February 17, 2004.</p> <p>Write-in candidates follow the same nomination procedures as other candidates (the Declaration of Candidacy is the only form that is different). No filing fee is required.</p> <p>NOTE: Write-in candidates do not require ballot designations because their names will not appear on the ballot.</p>	

Write-in Candidates (Continued)

BALLOT	The candidate's name does not appear on the official ballot. The candidate is not entitled to a candidate statement in the sample ballot pamphlet.	E.C.§302
TO BE ELECTED	<p>In order to be nominated to any partisan office at the primary election, the write-in candidate must receive more votes than any other candidate running for that party's nomination, and must also receive votes equal to at least 1% of all votes cast for that office at the last preceding general election at which the office was filled.</p> <p>In order for a candidate, including a write-in candidate, to win election to a judicial or county office (superior court judge, district attorney, assessor, sheriff and county supervisor) at the primary election, the candidate must receive a majority of the ballots cast for candidates for that office. In order for a candidate, including a write-in candidate, to be nominated to a judicial or county office at the general election, the candidate must be one of the two top vote getters at the primary election.</p> <p>Candidates, including write-in candidates, for member of a Democratic, Republican and American Independent Party's county central committee shall not be declared elected unless the candidate receives votes equal to the number of signatures required on nomination papers.</p> <p>Candidates, including write-in candidates, for member of the Peace & Freedom, Libertarian, and Natural Law Party's central committee shall not be declared elected unless the candidate receives a number of votes equal to or greater than 2% of the number of party members voting in the district, or 20 votes, whichever is less.</p> <p>Candidates, including write-in candidates for member of the Green Party's county council who receive the highest number of votes equal to the number to be elected shall be declared elected.</p> <p>A write-in candidate for a school district governing board member or special district board of director member contest, must receive more votes than any other candidate running for that office. When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes equal to the number of offices to be filled are elected.</p>	E. C. §§ 8140, 8141, 8605, 15451, 15460, 15470, 15480 and 15490

CHAPTER 3: CANDIDATE STATEMENTS

California law permits local **nonpartisan** candidates to file a candidate statement to be printed and mailed to voters in the sample ballot booklet. Candidates for state legislative offices, who voluntarily choose to limit their campaign expenditures in accordance with Proposition 34 by filing a FPPC Form 501 may submit a candidate statement. Filing of a candidate statement is not mandatory but is permitted if the candidate desires to file and pay the appropriate fee. A local agency may opt to pay for the cost of the statement.

A. CONTENT OF CANDIDATE STATEMENTS

WHAT IS ALLOWED.

LOCAL NONPARTISAN OFFICES

(County Supervisor, District Attorney and Superior Court Judge)

- Candidate Statements include 1) the candidate's name, and 2) a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate. (Some jurisdictions involved in this election increased the word limit to 400+ words.)
- Candidate Statements may include the age and a brief occupation of the candidate.
- Statements shall NOT include the party affiliation of the candidate nor membership or activity in partisan political organizations.

STATE LEGISLATIVE OFFICES

(State Senator and Member of the Assembly)

- Candidates, who voluntarily choose to limit their campaign expenditures in accordance with Proposition 34 by filing a FPPC Form 501, may submit a candidate statement for inclusion in the Sample Ballot Booklet. A deposit of the estimated cost is required at the time of filing the statement.
- Maximum number of words is 250.
(G.C. § 85601)

WHAT IS NOT ALLOWED. . . .

BOTH NONPARTISAN AND STATE LEGISLATIVE OFFICES

- Statements should be limited to a recitation of the candidate's own personal background and qualifications (See enclosed notice to persons submitting candidate statements on page 56.)
- "Nothing in this shall be deemed to make any such statement, or the authors thereof, free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet."
(E. C. § 13307d)
- Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to E. C. §§ 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000).
(E. C. § 18351)

B. FORM & STYLE

- The Candidate's Statement should be prepared on a form provided by this office and filed with the Declaration of Candidacy.
- Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. Words to be printed in **boldface** type, underscored and/or CAPITALIZED are to be clearly indicated. All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. See sample Candidate Statement form for limit of words that may be boldface typed, underscored and/or capitalized.
- Statements must be neatly typed. Statement will be typeset using Dutch801 Rm BT font in 10 point size.
- Statement will be typeset exactly as submitted. Candidates are therefore advised to carefully check their statements for errors in spelling, punctuation and grammar. This office is authorized to make corrections only to the format of the statement.

C. ADMINISTRATIVE GUIDELINES

- **FILING**

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

- **WITHDRAWAL/ CHANGES**

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

- **DEPOSIT OF ESTIMATED FEE**

A deposit of the estimated payment is required at the time the candidate statement is filed, unless the agency or district pays the cost of candidate statements for all candidates. Candidates who submit checks which are returned from the bank for non-sufficient funds (NSF) will be assessed a **\$33 charge**. If the RR/CC Financial Services Division receives NSF notification from the Treasurer-Tax Collector (TTC) before printing, the Election Information will be notified and candidates will be given an opportunity to cancel printing or pay cash, cashier's check or money order. If NSF is received after printing, candidates will be given 30 days to pay cash, cashier's check or money order. After the 30 days, unpaid accounts will be referred to TTC for further collection action.

The estimated candidate statement cost is based on printing, handling, translating and mailing of the candidate statement in the sample ballot. It is an **estimated** cost only and may increase or decrease substantially. If the word limitation is 400 words, and a 200 word or less statement is submitted, only one-half of the estimated cost shall be required to be deposited.

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

- **INDIGENT CANDIDATES**

A determination of Indinquecy does not relieve the candidate of paying the costs for printing of a candidate statement.

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

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

- **DISTRIBUTION OF SAMPLE BALLOT**

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

- **TRANSLATION**

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.

Minority language translations of candidate statements for voter information booklets may be provided in Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese for qualifying jurisdictions in accordance with federal Voting Rights Act provisions and Department of Justice specifications. These translated materials, when printed, are sent only to voters who have requested them.

D. ACCESS/PUBLIC EXAMINATION PERIOD

Candidate statements are confidential until the filing period ends on December 5th at 5 P.M. Candidate statements will be available for public examination from Monday December 8th and through Monday December 15th. A fee may be charged to any person wishing to obtain a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to December 11th through December 22nd.

(E.C § 13311)

PUBLIC EXAMINATION PERIOD OF CANDIDATES STATEMENTS FOR CANDIDATES FOR CITY OFFICES

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



CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

Court Decision Prohibits Any Reference to Opponents This decision applies to all candidates.

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

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

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

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

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



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

STATEMENT OF **JANE DOE**

CANDIDATE FOR TORRANCE UNIFIED SCHOOL DISTRICT
Member of the Governing Board

ELECTION DATE: 03/02/04 (Optional) **AGE:** 42 **OCCUPATION:** (Optional) Incumbent

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

STATEMENT OF JANE DOE

CANDIDATE FOR MEMBER OF THE GOVERNING BOARD
TORRANCE UNIFIED SCHOOL DISTRICT

Age: 42

Occupation: Incumbent

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

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

I value diversity and I strongly believe in equal educational opportunity and equal representation. Every child and every school should be able to achieve equally well.

Please vote for me and support my vision to provide the opportunity of a well-balanced education for our children. Thank you very much



CANDIDATE STATEMENT FORM — LEGISLATIVE OFFICES
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

STATEMENT OF **JOHN DOE**

CANDIDATE FOR MEMBER OF THE ASSEMBLY
58TH District

ELECTION DATE: 03/02/04

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

STATEMENT OF JOHN DOE

DEMOCRATIC CANDIDATE FOR
MEMBER OF THE STATE ASSEMBLY, 58TH DISTRICT

We all want government to provide the basics—safe schools and neighborhoods, clean and accessible parks, and an opportunity for all qualified students to get a college education. Like most parents, I am concerned that drugs, gangs and violence have replaced reading, writing and arithmetic. In the Assembly, I will demand safe schools. I am proud that I helped pass our local school bond and that local teachers are supporting me.

Expanding opportunity is the best way we can help people succeed. I graduated from U.C.L.A and know what a college education can mean. Every student with decent grades should have the chance to go to college. The programs are funded. The colleges have room. We can make it happen.

Our neighborhoods can be better. One place to start is with our city parks. State Park Bonds pay for parks that are too far away from too many Californians. I'll make sure that local parks get their fair share of that money, so kids living in cities have decent places to play.

Public safety will be my top priority. I'll fight for the equipment and law enforcement officers we need to combat crime, lock up drug dealers and prevent gang violence. I am honored that the Association of Los Angeles Deputy Sheriffs and local firefighters are supporting me.

I'd appreciate your consideration for State Assembly.

WORD COUNTING GUIDELINES

(Elections Code Chapter 1. General Provisions, 9)

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

1. Punctuation marks are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. The words "a", "the", "and", "an" are counted as individual words.
3. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.
Examples: "City of Los Angeles" = 1 word
"City and County of San Francisco" = 1 word
4. **ABBREVIATIONS** each abbreviation for a word, phrase, or expression is counted as one (1) word.
Examples: UCLA, PTA, USMC, LAPD, U.S.M.C.
5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.
Examples: Attorney-at-law
6. **DATES...** consisting of a combination of digits are counted as one (1) word.
Examples: 3/18 7/21/89
DATES... consisting of a combination of words and digits are counted as two (2) words.
Examples: July 21, 1983 18 June, 1987
7. **NUMERIC COMBINATIONS** are counted as one (1) word.
Examples: 1973 13 1/2 1971-73 5% 8/3/73 #14
8. **MONETARY AMOUNTS** such as \$1,000.00 are counted as one (1) word
such as \$4 million is counted as two (2) words.
9. **NAMES OF PERSONS AND THINGS** are counted as individual words.
Examples: Gus Enwright (2) words
L. A. Basketball Team (3) words
10. **TELEPHONE/FAX NUMBERS** should be counted as one word
Examples: 1-800 815-2666 1-562-462-2317
11. **INTERNET WEBSITES/E-MAIL ADDRESSES** should be counted as one word.
Examples: <http://www.co.la.ca.uswww.lavote.net>
<http://www.lacounty.info>

CHAPTER 4: CAMPAIGN FINANCE DISCLOSURE PROCESS

OVERVIEW OF THE RULES AND REQUIREMENTS OF CAMPAIGN DISCLOSURE

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

All candidates **except those for federal office** are required to file campaign finance disclosure statements in accordance with the California Political Reform Act. Additionally, any committee formed to support or oppose a candidate or ballot measure is required to file campaign finance disclosure statements. Candidates for a **federal office** and committees participating in federal campaigns are subject to federal disclosure requirements through the Federal Election Commission.

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

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

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

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

ASSISTANCE	If you need more information or have any questions, call the Campaign Finance Disclosure at (562) 462-2339 or fax to (562) 651-2548.
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**FILING SCHEDULE
MARCH 2, 2004 PRIMARY ELECTION**

FILING DEADLINE	TYPE OF STATEMENT	STATEMENT PERIOD¹	METHOD OF DELIVERY
October 10, 2003	Pre-election ^{2,4}	Jan – Sept 30, 2003 or July – Sept 30, 2003	<ul style="list-style-type: none"> • Personal Delivery • First Class Mail
January 10, 2004	Semi-Annual	¹ - Dec 31, 2003	<ul style="list-style-type: none"> • Personal Delivery • First Class Mail
January 22, 2004	Pre-election ³	Jan 1 – Jan 17, 2004	<ul style="list-style-type: none"> • Personal Delivery • First Class Mail
February 19, 2004	Pre-election ³	Jan 18 – Feb 14, 2004	<ul style="list-style-type: none"> • Personal Delivery • Guaranteed Overnight
Within 24 hours	Late Contribution and Late Independent Expenditures of \$1,000 or more	Feb 15 – Mar 1, 2004	<ul style="list-style-type: none"> • Personal Delivery • Telegram • Guaranteed Overnight Service • Fax
July 31, 2004	Semi-Annual	¹ - Jun 30, 2004	<ul style="list-style-type: none"> • Personal Delivery • First Class Mail

Related Information:

- There are no provision in the law for an extension of the filing deadline. Late statements are subject to a find of \$10 per day. **(G.C. § 91013)**
- All statements are public documents open for public inspection as soon as practicable and not later than the 2nd business day following the day on which it was received. **(G.C. § 81008)**
- Campaign statements of 30 pages or fewer may be faxed provided that the exact original and the required copies are sent to the filing officer(s) by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline.

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

1. The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
2. File the statement due October 10, 2003, if contributions or independent expenditures aggregating \$500 or more are made between July 1 and September 30.
3. File the January 22 and February 19 statements if contributions or independent expenditures aggregating \$500 or more are made during the period covered by the statement.
4. Candidates are required to file the October 10th statement only if they have filed a **Form 501 (Statement of Intention)** in connection with the election by September 30, 2003. **(See details regarding Form 501 in this chapter under "Forms - What to File, Where and When".)**

WHO MUST REPORT/FILE

CANDIDATE: “Candidate” means an individual who is listed on the ballot or who has qualified to have write-in votes on his or her behalf counted by election officials, for nomination or election to any elective office, or who receives a contribution or makes an expenditure or gives his or her consent for any other person to receive a contribution or make an expenditure with a view to bringing about his or her nomination or election to any elective office, whether or not the specific elective office for which he or she will seek nomination or election is known at the time the contribution is received or the expenditure is made and whether or not he or she has announced his or her candidacy or filed a declaration of candidacy at such time.

- “Candidate” also includes any officeholder who is the subject of a recall election.
- An individual who becomes a candidate shall retain his or her status as a candidate until such time as that status is terminated. **(G.C. § 82007)**

COMMITTEE: “Committee” means any person or combination of persons who directly or indirectly does any of the following:

- a. Receive contributions totaling one thousand dollars (\$1,000) or more in a calendar year; or
- b. Makes independent expenditures totaling one thousand dollars (\$1,000) or more in a calendar year; or
- c. Makes contributions totaling ten thousand dollars (\$10,000) or more in a calendar year to or at the behest of candidates or committees. **(G.C. § 82013)**

CONTROLLED COMMITTEE: “Controlled Committee” means a committee which is controlled directly or indirectly by a candidate or state measure proponent or which acts jointly with a candidate, controlled committee or state measure proponent in connection with the making of expenditures. A candidate or state measure proponent controls a committee if he or she, his or her agent or any other committee he or she controls has a significant influence on the actions or decisions of the committee. **(G.C. § 82016)**

MULTIPLE COMMITTEES: Whenever an elected officeholder in one jurisdiction runs for an elected office in another jurisdiction, the officeholder and all committees he/she controls must file campaign disclosure statements with the filing officer in the jurisdiction in which the officeholder holds office AND in which the officeholder is seeking office.

(FPPC Manual A)

WHO MUST REPORT/FILE (Continued)

DUTIES OF CANDIDATES AND/OR CAMPAIGN TREASURER

Use of a treasurer of a committee does not relieve the candidate of responsibility. Read the following information carefully.

For candidates or committees who appoint a treasurer:

- 1) The treasurer of committees must verify that to the best of his or her knowledge the committee campaign disclosure statements are true and complete and must use all reasonable diligence in the preparation of such statements. To comply with these duties the treasurer shall:
 - a. Establish a system of record keeping sufficient to ensure that receipts and expenditures are recorded promptly and accurately, and sufficient to comply with regulations established by the commission related to record keeping.
 - b. Either maintain the records personally or monitor such record keeping by others.
 - c. Take steps to ensure that all requirements of the act concerning the receipt and expenditure of funds and the reporting of such funds are complied with.
 - d. Correct any inaccuracies or omissions in campaign statements of which the treasurer knows, and cause to be checked, and, if necessary correct, any information in campaign statements which a person of reasonable prudence would question based on all the surrounding circumstances of which the treasurer is aware or should be aware by reason of his or her duties. Act.
- 2) Candidates with respect to campaign disclosure statements: a candidate must verify to the best of his or her knowledge his or her own campaign statements are true and complete and must use all reasonable diligence in the preparation of such statements. To comply with these duties the candidate shall be subject to the same duties imposed upon treasurers as stated in paragraph 1 above.
- 3) Candidates with respect to statement of committees they control: a candidate must verify to the best of his or her knowledge that the campaign statements filed by a committee he or she controls are true and complete and that the treasurer has used all reasonable diligence in the preparation of such campaign statements. To comply with these duties the candidates shall:
 - a. Ascertain whether the treasurer is exercising all reasonable diligence in the performance of his or her duties including those duties specified under paragraph 1 above.
 - b. Take whatever steps are necessary to replace the treasurer or raise the treasurer's performance to required standards, if the candidate knows or has reason to know that the treasurer is not exercising all reasonable diligence in the performance of his or her duties.

WHO MUST REPORT/FILE (Continued)

DUTIES OF CANDIDATES AND/OR CAMPAIGN TREASURER (Continued)

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

(FPPC Manual A)



WHAT IS REPORTED

CONTENTS OF CAMPAIGN DISCLOSURE STATEMENTS

In addition to listing the total amounts received and disbursed during the filing period, campaign disclosure statements must list:

- (a) Full name, street address, occupation, name of employer or principal place of business if self-employed, amount contributed, dates of each contribution and cumulative amount contributed during the calendar year of each person from whom a contribution or contributions totaling \$100 or more has been received, and;
- (b) Full name and street address of each person to whom an expenditure or expenditures totaling \$100 or more has been made together with the amount of each separate expenditure and a brief description of the consideration for which the expenditure was made. **(G.C. § 84211)**

CONTRIBUTIONS

- All contributions must be segregated and shall not be commingled with the personal funds of the recipient or any other person. **(G.C. § 84307)**
- No monetary contribution of \$100 or more shall be made or received in cash. **(G.C. § 84300(a))**
- No contribution shall be made, directly or indirectly, by any person in a name other than the name by which such person is identified for legal purposes. **(G.C. § 84301)**
- No person shall make an anonymous contribution or contributions to a candidate, committee or any other person totaling one hundred dollars (\$100) or more in a calendar year. An anonymous contribution of one hundred dollars (\$100) or more shall not be kept by the intended recipient but instead shall be promptly paid to the Secretary of State for deposit in the General Fund of the State. **(G.C. § 84304)**
- Written solicitation (including invitations to fund-raisers) sent by candidates and officeholders must identify the name of the particular controlled committee, the specific office, and the particular election for which contributions are being solicited. **(FPPC Manual A)**

WHAT IS REPORTED (Continued)

LOANS

A loan whether or not there is a written contract for the loan, shall be reported when any of the following apply:

- (1) The loan is a contribution.
- (2) The loan is received by a committee.
- (3) The loan is received by a candidate and is used for political purposes.

(G.C. § 84216)

EXPENDITURES

- No expenditure of \$100 or more shall be made in cash. **(G.C. § 84300(b))**
- “Expenditure” does not include a candidate’s use of his or her own money to pay for either a filing fee for a declaration of candidacy or a candidate statement.

(G.C. § 82025)

INDEPENDENT EXPENDITURES

In addition to any campaign statements required by law, if a candidate or committee has made independent expenditures totaling one thousand dollars (\$1,000) or more in a calendar year to support or oppose a candidate, a measure or qualification of a measure which is not made to or at the behest of the affected candidate or committee, it shall file independent expenditure reports at the same time, covering the same periods, and in the places where the candidate or committee would be required to file campaign statements as if it were formed or existing primarily to support or oppose the candidate or measure or qualification of the measure. No independent expenditure report needs to be filed to cover a period for which there has been no activity to report.

(G.C. § 84203.5)

SURPLUS FUNDS

Campaign funds held by a candidate or officeholder become “surplus” on the closing date for the post-election filing period if defeated in an election, or the date of leaving office, whichever occurs last, unless the funds have been re-designated for a future election prior to that date. Surplus funds may be spent only in the following manner:

- (a) Payments of outstanding campaign debts;
- (b) Refunding to contributors on a pro-rate basis;
- (c) Donations to a bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, provided no substantial part of the proceeds will have a material financial effect on the candidate, on any member of the candidate’s immediate family (spouse and children under age 18 who are claimed as deductions for tax purposes), or the campaign treasurer;

WHAT IS REPORTED (Continued)

SURPLUS FUNDS (Continued)

- (d) Contributions to a political party or committee, so long as the funds are not used to make contributions in support of or opposition to a candidate for elective office (The funds must be used for the party or committee's overhead expenses);
- (e) Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure;
- (f) Payment for professional services or attorneys' fees for litigation which arises out of campaign or election activities. **(G.C. § 89519)**

LIMITATIONS/PROHIBITIONS

Candidates for: Judge of Superior Court; Board of Supervisors; District Attorney; are subject to gift limits and honoraria prohibitions.

Honoraria – G.C. § 89502 prohibits a candidate for any local elective office or judicial office to accept any honoraria.

Gifts – G. C. § 89503 imposes a limit on gifts to candidates for any local office or judicial office, and requires that the FPPC adjust the limit biennially to reflect changes in the consumer price index, rounded to the nearest \$10. The adjusted gift limit will be \$250 per calendar year from a single source.

Note: You will receive a complete handout prepared by the FPPC when you are issued your declaration of candidacy. It contains definitions, exceptions and reporting requirements. **(G.C. §§ 89502, 89503)**

PENALTIES

If any person files an original statement or report after any deadline imposed by this act, (Political Reform Act) he or she shall, in addition to any other penalties or remedies established by this act, be liable by the amount of ten dollars (\$10) per day after the deadline until the statement or report is filed, to the officer with whom the statement or report is required to be filed. Depending on the form you filed (Form 460 or 470) a penalty will be assessed. **(G.C. § 91013)**

Except for deadlines, which fall on a Saturday, Sunday, or official state holiday, there are no provisions in the law for extensions of the due dates.

Failure to submit a required statement is a misdemeanor.

Note: Persons who fail to submit required statements are referred to the FPPC. **(G.C. § 91000)**

WHAT IS REPORTED (Continued)

TERMINATION OF REPORTING

Candidates, controlled committees and other committees do not automatically terminate or cease to have filing obligations unless they file a termination statement. They terminate their committees by filing the **original** and **copy** of the **Statement of Organization (Form 410)** with the Secretary of State and a **copy** with the local filing officer along with their final **Form 460** depicting a zero balance. **(G.C. § 84214)**

Note: Defeated candidates must file campaign disclosure statements until the campaign committee has been terminated.

The filing of **Form 410 used as a Statement of Termination** attests that the candidate or committee has:

- (1) Ceased to receive contributions or make expenditures or does not anticipate receiving contributions or make expenditures in the future.
- (2) Not anticipated receiving contributions, repayments of outstanding loans made to others, or any other receipts in the future, and they do not anticipate making expenditures in the future; and
- (3) Eliminated or has declared that it has no intention or ability to discharge all of its debts, loans received and other obligations;
- (4) No surplus funds;
- (5) Filed all required campaign disclosure statements disclosing all reportable transactions.

ANY committee that begins raising or spending funds or receives the forgiveness of a loan after terminating their filing requirements will incur additional filing obligations.

AUDIT

The Franchise Tax Board is authorized to audit campaign disclosure statements. The audit can include tests of the accounting records and other such auditing procedures. **(G.C. § 90001)**

WHERE TO FILE CAMPAIGN FINANCE STATEMENTS

Detailed information on forms that must be filed by all candidates, officeholders, and their controlled committees is located in the section “Forms-What to File, Where and When” in this chapter.

LOCAL OFFICES	STATE OFFICES
<ul style="list-style-type: none"> • Original and one copy with local filing officer (RR/CC) <p>EXCEPTION: Statement of Organization (Form 410)</p> <ul style="list-style-type: none"> • Original and one copy with Secretary of State • Two copies with local filing officer (RR/CC) <p>Assessor Board of Supervisors District Attorney Sheriff County Central Committee School Board Member Community College Board Member Health Care District Director Irrigation District Director Water District Director</p>	<ul style="list-style-type: none"> • Original and one copy with Secretary of State • Two copies with local filing officer (RR/CC) <p>Governor Lt. Governor Attorney General Secretary of State Controller Treasurer Superintendent of Public Instruction Board of Equalization Insurance Commissioner Superior Court Judge Associate Justice, Court of Appeal Member of Assembly State Senator</p>
<p>FEDERAL OFFICES United States Senator Representative in Congress</p> <p>Federal disclosure requirements through the Federal Election Commission.</p>	

ADDRESSES FOR FILING CAMPAIGN FINANCE STATEMENTS	
<p>Los Angeles County Registrar-Recorder/County Clerk Campaign Finance Disclosure Section Mailing address: P.O. Box 1024 12400 Imperial Highway, Room 2003 Norwalk, CA 90650 Fax: (562) 651-2548</p>	<p>Secretary of State Political Reform Division Mailing address: P.O. Box 1467 1500 11th Street Sacramento, CA 95812-1467 Fax: (916) 653-5054</p>
<p>Federal Election Commission 999 E Street, NW Washington D.C. 20463 (800) 424-9530</p>	

FAIR POLITICAL PRACTICES COMMISSION (FPPC) CAMPAIGN DISCLOSURE MANUALS AND FORMS

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

- MANUAL A** - State and local elected officers and candidates (including judges) and their controlled campaign committees.
- MANUAL B** - Non-controlled committees primarily formed to support or oppose specific state or local candidates.
- MANUAL C** - General purpose committees including political committees and broad based political committees.
- MANUAL D** - Recipient committees formed to support or oppose the qualification or passage of a state or local ballot measure.
- MANUAL E** - Major donor committees and independent expenditure committees.
- MANUAL F** - Slate mailer organizations.

FPPC FORMS/REPORTS		<u>WHERE FILED</u>	
		Local filing officer (RR/CC)	Secretary of State
410	Statement of Organization Recipient Committee	✓	✓
460	Recipient Committee Campaign Statement	✓	✓
461	Independent Expenditure and Major Donor Committee Campaign Statement	✓	✓
465	Supplemental Independent Expenditure Report	✓	✓
470	Candidate and Officeholder Campaign Statement-Short Form	✓	✓
470S	Officeholder and Candidate Campaign Statement Supplement	✓	✓
496	Late Independent Expenditure Report	✓	✓
497	Late Contribution Report	✓	✓
501	Candidate Intention Statement	✓	✓
700	Statement of Economic Interest (with instructions)	✓	✓
COUNTY FORMS			
800	Election Campaign Declaration	✓	N/A
808	Deposit of Personal Funds Declaration	✓	N/A

FORMS - WHAT TO FILE, WHERE AND WHEN

FORM #	PURPOSE	WHERE TO FILE	TIME FRAME
410	<p>STATEMENT OF ORGANIZATION</p> <p>Used by individuals, groups or any other entity in organizing a committee that receives contributions totaling \$1,000 or more during a calendar year. (The term “contribution” includes monetary payments, loans and non-monetary goods or services.)</p> <p>Used to: (1) establish a committee and (2) amend a previously filed Form 410.</p> <p>The Form 410 incorporates the candidate’s campaign bank account information.</p> <p>The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions or loans. However, personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the ballot are not counted toward the \$1,000 threshold. (G.C. § 74103)</p> <p>TERMINATION OF A COMMITTEE</p> <p>Form 410 is also used to terminate a committee’s filing status.</p> <p>Officeholders and candidates who do not have a committee are no longer required to terminate their status.</p>	<p>Secretary of State</p> <p>Local filing officer (RR/CC) 6544</p>	<p>If it is known at the time of filing that contributions will exceed \$1,000, file Form 410 immediately.</p> <p>If it is unknown at the time of filing that contributions will exceed \$1,000, Form 410 does not need to be filed until contributions reach \$1,000.</p> <p>Form must be filed within 10 days of receiving \$1,000.</p>

FORMS - WHAT TO FILE, WHERE AND WHEN (Continued)

FORM #	PURPOSE	WHERE TO FILE	TIME FRAME
460	<p>RECIPIENT COMMITTEE CAMPAIGN STATEMENT – LONG FORM</p> <p>Used by all candidates and committees. An amendment box is provided to identify amended filings. Form 405 is no longer used to amend the Form 460. See 2003 Addendum for complete changes.</p> <p>CANDIDATES, OFFICEHOLDERS AND THEIR CONTROLLED COMMITTEES</p> <p>Used by a candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$1,000 or more during a calendar year in connection with election to office or holding office. The Form 460 is also required if \$1,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.</p> <p>BALLOT MEASURE COMMITTEES</p> <p>Used by a recipient committee that receives contributions totaling \$1,000 or more during a calendar year for the primary purpose of supporting or opposing the qualification, passage, or defeat of one or more ballot measures.</p> <p>PRIMARILY FORMED CANDIDATE/OFFICEHOLDER COMMITTEES</p> <p>Used by a recipient committee that receives contributions totaling \$1,000 or more during a calendar year to support or oppose a single candidate or officeholder, or two or more candidates or officeholders who are being voted upon in the same city, county, or multi-county election. This type of committee is not controlled by the candidate(s) or officeholder.</p>	<p>Secretary of State</p> <p>Local filing officer (RR/CC)</p>	<p>First pre-election deadline *E-40</p> <p>Second pre-election deadline *E-12.</p> <p>Semi-annual filing deadline 7/31/04.</p> <p>Refer to Filing Schedule in this chapter.</p> <p>*Number of days prior to the election.</p>

FORMS - WHAT TO FILE, WHERE AND WHEN (Continued)

FORM #	PURPOSE	WHERE TO FILE	TIME FRAME
<p>460 (Continued)</p>	<p>GENERAL PURPOSE COMMITTEES</p> <p>Used by a recipient committee that receives contributions totaling \$1,000 or more during a calendar year to support or oppose various candidates and measures (e.g., political parties, political action committees).</p> <p>Committees that do not receive contributions, loans, or miscellaneous receipts totaling \$100 or more from a single source during a calendar year may use Form 450 – Recipient Committee Campaign Statement – Short Form</p>		
<p>461</p>	<p>INDEPENDENT EXPENDITURE AND MAJOR DONOR COMMITTEE CAMPAIGN STATEMENT</p> <p>Used by (1) persons who have made expenditures or contributions totaling \$10,000 or more in a calendar year directly to or at the behest of a candidate, officeholder or committee; or (2) expenditure committees who make independent expenditures on behalf of a candidate, officeholder or ballot measure in the amount of \$1,000 or more in a calendar year.</p>	<p>Secretary of State</p> <p>Local filing officer (RR/CC)</p>	<p>Pre-Election semi-annual periods.</p> <p>Refer to Filing Schedule in this chapter.</p>
<p>465</p>	<p>SUPPLEMENTAL INDEPENDENT EXPENDITURE REPORT</p> <p>Used by any person or committee which makes independent expenditures totaling \$500 or more in a calendar year to support or oppose a single candidate, a single ballot measure, or the qualification of a single measure.</p>	<p>Secretary of State</p> <p>Local filing officer (RR/CC)</p>	

FORMS - WHAT TO FILE, WHERE AND WHEN (Continued)

FORM #	PURPOSE	WHERE TO FILE	TIME FRAME
<p>470</p>	<p>CANDIDATE AND OFFICEHOLDER CAMPAIGN STATEMENT – SHORT FORM</p> <p>Form 470 may be used in connection with an election if less than \$1,000 has been raised or spent by or on behalf of the candidate, and the candidate anticipates raising or spending less than \$1,000 in connection with his or her candidacy for the entire calendar year (exclusive of the cost of a candidate statement if paid from personal funds). If the Form 470 is filed with the declaration of candidacy, or on or before the filing deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts and expenditures remain less than \$1,000.</p>	<p>Secretary of State</p> <p>Local filing officer (RR/CC)</p>	<p>Form 470 can be filed with the Declaration of Candidacy if the intent is not to receive or spend \$1,000 or more.</p> <p>Must be filed prior to first pre-election deadline.</p>
<p>470 Supplement</p>	<p>SUPPLEMENTAL CANDIDATE AND OFFICEHOLDER CAMPAIGN STATEMENT</p> <p>This form only applies to candidates and officeholders who have filed the Form 470 and thereafter receive contributions or makes expenditures totaling \$1,000 or more in a calendar year. A candidate's personal funds spent for a Candidate Statement are excluded from the \$1,000 threshold. The Form 470 Supplement revokes the previous Form 470.</p> <p>NOTE: Once a candidate or officeholder files a Form 470 Supplement, she/he will be required to file a Form 460. The cost of a Candidate Statement is included on the Form 460 as an expenditure.</p>	<p>Secretary of State</p> <p>Local filing officer (RR/CC)</p> <p>This form must also be sent to each candidate seeking the same office.</p>	<p>Within 48 hours of receiving or expending a total of \$1,000.</p>

FORMS - WHAT TO FILE, WHERE AND WHEN (Continued)

FORM #	PURPOSE	WHERE TO FILE	TIME FRAME
<p>496</p>	<p>LATE INDEPENDENT EXPENDITURE REPORT</p> <p>Used to report late independent expenditures. Independent expenditure(s) aggregating \$1,000 or more made to support or oppose a single candidate or a single ballot measure during the last 16 days before the election in which the candidate or measure is being voted on.</p> <p>NOTE: An “independent expenditure” is a payment for a communication (e.g., a mailing, billboard, or other advertisement) that supports or opposes the nomination, election or defeat of a clearly identified candidate or the passage or defeat of a ballot measure. An independent expenditure is different from a contribution in that the person making the expenditure is not making a payment to or at the behest of a candidate or a ballot measure committee, but is acting independently to support or oppose the candidate or ballot measure.</p>	<p>Secretary of State</p> <p>Local filing officer (RR/CC)</p>	<p>Require the filing of a 24-hour report each time an independent expenditure (s) aggregating \$1,000 is made to support/oppose a single candidate or measure.</p>
<p>497</p>	<p>LATE CONTRIBUTION REPORT</p> <p>Used by candidates or committees making or receiving contributions, which total \$1,000 or more. A late contribution includes loans from a candidate’s personal funds to his/her campaign committee during the late contribution period.</p>	<p>Secretary of State</p> <p>Local filing officer (RR/CC)</p>	<p>Require the filing of a 24-hour report each time a late contribution is made or received.</p>

FORMS - WHAT TO FILE, WHERE AND WHEN (Continued)

FORM #	PURPOSE	WHERE TO FILE	TIME FRAME
501	<p>CANDIDATE INTENTION STATEMENT</p> <p>To be filed by a candidate for a state or local office before they solicit or receive any contributions (contributions include loans and the use of personal funds for a campaign.)</p> <p>NOTE: This form is not required if you do not solicit or receive contributions from others, and the only expenditures will be your personal funds for a filing fee and/or candidate statement.</p> <p>Amendment to Candidate Intention Statement</p> <p>NOTE: Permissible under certain circumstances.</p>	<p>Secretary of State</p> <p>Local filing officer (RR/CC)</p>	<p>Prior to soliciting or receiving campaign contributions</p> <p>Within 24 hours of opening the campaign account.</p> <p>As soon as the amendment takes place.</p>
700	<p>STATEMENT OF ECONOMIC INTERESTS</p> <p>Full disclosure of candidate's personal assets and income.</p>	<p>Secretary of State</p> <p>Local filing officer (RR/CC)</p>	<p>No later than the final filing date for the Declaration of Candidacy.</p>
800	<p>ELECTION CAMPAIGN DECLARATIONS</p> <p>Limiting contributions and expenditures. Countywide office and Board of Supervisors.</p>	<p>Local filing officer (RR/CC)</p>	<p>No later than the deadline for filing nomination papers for the Primary Election. For the General Election 30 days after Primary Election.</p>

FORMS - WHAT TO FILE, WHERE AND WHEN (Continued)

FORM #	PURPOSE	WHERE TO FILE	TIME FRAME
808	<p>DEPOSIT OF PERSONAL FUNDS DECLARATION</p> <p>Limiting Contributions and expenditures. Countywide office and Board of Supervisors.</p>	Local filing officer (RR/CC)	For categories 2,3 or 4 (listed on form 808), within 24 hours after depositing the minimum level of funds for the applicable category.



CAMPAIGN FINANCE REFORM

PROPOSITION 34

At the November 7, 2000, General Election, the voters passed a statewide measure (Proposition 34) that reformed existing campaign finance disclosure requirements effective January 1, 2001. The publication “**Proposition 34: Changes to California Campaign Finance Law**” is included in your campaign finance disclosure kit. For more information, visit the **Fair Political Practices Commission website at www.fppc.ca.gov**.

PROPOSITION B

On December 5, 1996, the County of Los Angeles adopted an ordinance (commonly referred to as “Proposition B”) passed by the voters at the November 5, 1996, General Election which regulates campaign contributions to candidates running for the offices of **Assessor, District Attorney, Sheriff**, and members of the **Board of Supervisors**. Contact the Registrar-Recorder/County Clerk, Campaign Finance Disclosure for your copy of a summary of the major provisions of Proposition B, a copy of the ordinance, including the most recent amendments.



NOTICE OF 2003 FAIR POLITICAL PRACTICES COMMISSION (FPPC) ADDENDUM

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

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

INFORMATION ON THE FOLLOWING TOPICS ARE INCLUDED IN THE ADDENDUM:

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

NOTICE OF 2003 FAIR POLITICAL PRACTICES COMMISSION (FPPC) ADDENDUM (Continued)

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

CHAPTER 5: CAMPAIGN MATERIAL INFORMATION DO'S AND DON'TS

A. ABSENTEE VOTING

1. GENERAL INFORMATION ABOUT ABSENTEE VOTING

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

- Any voter may vote by absentee ballot. RR/CC provides every voter with an application for an absentee ballot on the back of their sample ballot. These applications have a special bar code that reduces data entry and processing time. A voter may also apply in writing to the election official having jurisdiction over the election between E-29 and E-7 day proceeding the application period. **(E.C. § 3001)**
- Also, there is a category of voter who lives in an area designated a “Vote by Mail”, “Declared AV”, or “Mail Ballot” precinct which means there are 250 or less registered voters and no polling place has been established for the election. This is determined on the 88th day before an election. Voters in these categories will automatically receive absentee ballots **(E.C. § .3005)**

Note: If the voters find a polling location and pollworkers within a reasonable time frame, they can then be a regular voting precinct.

- Emergency Absence From Precinct on Election Day, including hospitalization **(E.C. § 3021)**

A voter who will be unable to go to his/her polling place on Election Day because of conditions which arose after the 7th day prior to an election may still arrange to vote in the election by absentee ballot.

The voter must request an absent voter ballot in a written statement under penalty of perjury. The ballot shall be given to any authorized representative of the voter who presents this written statement to the election official. The voter is also provided with voting instructions and a ballot guide. The voter may return the ballot personally or through the authorized representative either to the election official or any polling place within the jurisdiction. This method of voting is known as “Emergency Voting” and “Hospital Pickup”.

These ballots must be received the by RR/CC or by a precinct board before the 8 p.m., the close of polls on Election Day and will be counted in the same manner as other absentee ballots.

NOTE: For “Hospital Pickups”, special applications are sent to hospitals, sanitariums and nursing homes upon request. Contact our Absent Voter Section at (562)466-1323 for further information.

ABSENTEE VOTING (Continued)

2. INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS DISTRIBUTING APPLICATIONS FOR ABSENTEE BALLOTS



A. BEFORE YOU DO ANYTHING ELSE, CONTACT YOUR LOCAL ELECTION OFFICIAL

The local election official can assist you in your absent voter drive. He or she can provide information to ensure that your application format is correct, as well as other important details. Failure to make early contact with the election official could result in delays or problems which might interfere with your intended goal of enabling people to vote absentee. It is wise to have your application form approved by the RR/CC before copies are made and mailed to voters.

Getting out the absentee vote can be an effective campaigning tool. However, there are many laws that apply to this process. A pamphlet prepared by the Secretary of State entitled “A Guide to Absentee Voting in California” contains valuable information on all phases of the absentee voting process, including legal penalties for fraudulent absentee voting/activities and is available at the counter of the Document Receipt and Absent Voting Section on the third floor

If you need assistance or have any further questions concerning use of the vote-by-mail application form, please call the Document Receipt and Absent Voting Section at (562) 466-1323.

B. UNIFORM ABSENTEE VOTING APPLICATION

The Secretary of State has prepared a uniform application format for absentee voter ballot requests for use by all individuals, organizations and groups distributing absent voter applications. **(E.C. § 3007)**. Failure to conform your applications to the uniform format is a misdemeanor.

(E.C. § 18402)

C. IMPORTANT INFORMATION

Some of the important points you need to be aware of in regard to your effort to distribute applications for absentee ballots include:

- (1) In order to ensure accuracy, the voter should fill out all the information on the application himself or herself. The law does, however, permit the following information to be preprinted on the application form prior to distribution to the voter:
 - (a) The voter's name and residence address as they appear on the voter's affidavit of registration;
 - (b) The name and date of the election for which the absentee ballot is being requested; and,
 - (c) The deadline date by which the application must be received by the elections official.

IMPORTANT INFORMATION (Continued)

- (2) There is a section of the form for the voter to indicate a "mailing address" if he or she receives mail at an address other than his or her residence address. This section of the form may **only** be completed by the Voter (**put another way, this information may not be preprinted by the person, group or organization distributing the applications.**)
- (3) The voter must personally sign the application form.
- (4) The mailing address to which an absentee ballot is requested to be sent may **not** be the address of any political party, political campaign headquarters, or a candidate's residence. This provision, of course, does not apply to the candidate or the candidate's immediate family members or housemates who request that an absentee ballot be mailed to the candidate's residence address.
- (5) Any application containing preprinted information shall contain the following statement (verbatim):

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

This statement must be conspicuously printed on the application form.

- (6) The name, address and telephone number of any organization, individual or group which authorizes the distribution of applications shall be printed on the application.
- (7) Any individual, organization or group who/which distributes applications for absent voter ballots and receives completed application forms back from voters shall deliver the forms to the appropriate elections official within **three days** of receiving the completed forms. Note: Elections Code § 18576 makes it a misdemeanor to delay the proper return of an absent voter application.
- (8) Any application for an absentee voter ballot which is sent by a group or organization to a voter shall be sent by nonforwardable mail.
- (9) Any individual, group or organization who/which knowingly distributes any application for an absent voter's ballot which does not conform to the requirements of the absentee voter provisions is guilty of a misdemeanor. **(E.C. § 18402)**

Important Information (Continued)

(10) Voters who use the applications provided by individuals, groups and organizations must attest to the truth and correctness of the contents of the application and sign the application under penalty of perjury.

(11) Election Code § 3006 requires that applications contain information about California's permanent absentee provision.

D. ABSENTEE BALLOT APPLICATION FORMAT

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

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

NOVEMBER 4, 2003 CONSOLIDATED ELECTIONS
APPLICATION FOR AN ABSENTEE BALLOT

To request an absentee ballot, complete the information on this form. This Application Form must be received by the Elections official no later than **OCTOBER 28, 2003**.

1. PRINT NAME: _____ 2. DATE OF BIRTH: _____

First Name _____ Middle Name or Initial _____ Last Name _____

3. RESIDENCE ADDRESS (please print): _____
Number and Street - as registered (P.O. Box, Rural Route, etc. not acceptable) (Designate N,S,E,W if used)
City _____ County _____ Zip Code _____

4. TELEPHONE NUMBER: (____) _____ (____) _____
(Optional) Daytime Evening

5. MAILING ADDRESS FOR BALLOT, IF DIFFERENT FROM ABOVE (PLEASE PRINT)
NOTE: ORGANIZATIONS DISTRIBUTING THIS FORM MAY NOT PREPRINT MAILING ADDRESS INFORMATION.
Number and Street/P.O. Box (Designate N,S,E,W if used)
City _____ U.S. State or Foreign Country _____ Zip Code _____

6. THIS APPLICATION FORM WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT

I have not applied for, nor do I intend to apply for, an absentee ballot from any other jurisdiction for this election. I certify under penalty of perjury under the laws of the State of California that the name, residence address and information I have provided on this application are true and correct.

SIGNATURE Date

WARNING: Perjury is punishable by imprisonment in state prison for two, three or four years. (Section 126 of the California Penal Code)

7. THIS FORM IS PROVIDED BY: _____
IMPORTANT: ORGANIZATIONS PROVIDING THIS FORM MUST ENTER THEIR NAME, ADDRESS AND TELEPHONE NUMBER

AVAPP 10/2003

FOR OFFICIAL USE ONLY

NOTICE – You have the legal right to mail this form to:
Registrar-Recorder/County Clerk
Absent Voters Section
P O Box 30450, Los Angeles, 90030-0450
Or deliver to:
12400 Imperial Hwy. Norwalk, CA
3rd Floor Room 3002 8am – 5pm
(562) 466-1323
Fax (562) 462-3035
Any Voter wishing to become a Permanent Absent Voter can call our office at: (562) 466-1323 for further information.
Returning this application to anyone else may cause a delay that could interfere with your right or ability to vote.

The format used on this application **MUST** be used by ALL individuals, organizations, and groups that distribute absentee ballot applications. Failure to conform to this format may result in criminal prosecution. Elec. Code Secs. 3007 & 18402

Under Federal law, election materials are available in other languages in Los Angeles County 1-800-581-VOTE.

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

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

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

E. CAUTIONS REGARDING USE OF ABSENTEE BALLOT APPLICATIONS

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

F. PROHIBITED VOTING ACITIVITIES

- It is a crime to vote more than once in any election. **(E.C. § 18560)**
- It is a crime to fraudulent vote or attempt to vote if not entitled to vote in an election. **(E.C. § 18560)**
- It is a crime to interfere with anyone's right to vote. **(E.C. § 18502)**
- It is a crime to pay, or offer to pay, a person any amount of money or to give them anything of value in exchange for their vote for a particular person or issue. Similarly, it is against the law to pay someone to not vote. **(E.C. §§ 8521, 18522 and 18524)**
- It is a crime to violate the secrecy of the ballot, or otherwise tamper with ballots or the voting system. **(E.C. §§ 18564 and 18565)**

G. ABSENT VOTING PROCESS PROHIBITIONS

- It is a misdemeanor to willfully interfere with the prompt delivery to the elections official of a completed application for an absentee ballot.
(E.C. § 18576)
- A third party may not (without the voter's authorization) retain a completed application for an absentee ballot for more than three days (excluding weekends and holidays) or beyond the deadline for applying, whichever is earlier.
(E.C. § 18576)
- No one can deny a voter the right to return his/her own application for an absentee ballot to the elections official.
(E.C. § 18576)
- It is a crime to interfere with the prompt return of a voted absentee ballot or to vote or attempt to vote a fraudulent absentee ballot.
(E.C. §§ 18577 and 18578)
- It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time he or she is voting an absentee ballot.
(E. C. § 18371)
- Absentee ballot return envelopes are signed under penalty of perjury, a violation of which can result in a prison term.
(P.C. § 126)



B. GUIDELINES FOR VOTER REGISTRATION DRIVES

DO YOU PLAN TO CONDUCT A VOTER REGISTRATION DRIVE?

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

VOTER REGISTRATION SERVICES/OBTAINING REGISTRATION FORMS:

- **Affidavit Distribution – 3rd Floor, Room 3002**

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

OVERVIEW OF REGISTRATION PROCESS

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

Campaigns **must** provide a voter registration form to any person requesting it. Completed forms **must** be submitted to the Elections Office within 3 business days or by the close of registration. Failure to do so is a misdemeanor.

California Law allows voters to register up until the 15th day before the election. Voters who submit voter registrations by E-29 (29 days before an election) will have their names added to the precinct roster of voters and receive a sample ballot booklet. Voters who submit registrations after this date but before the deadline of E-15 (15 days before the election) **may** not receive a sample ballot booklet. However, there is a legal requirement that “late registrants” be notified by postcard from the Registrar Records office of the location of their polling places. These voters may have to vote a provisional ballot at the polling place.

Sample ballot booklets and the state ballot pamphlet are available at our office in Norwalk or can be accessed on our website: www.lavote.net.

ADDITIONAL ELECTION INFORMATION SERVICES:

- **ELECTION REPORTS AND RESEARCH LIBRARY**
Election Information – 2nd Floor, Room 2013

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

- **ON-LINE VOTER REGISTRATION ACCESS**
Election Information – 2nd Floor, Room 2013

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

- **VOTER EDUCATIONAL/OUTREACH MATERIALS**
Affidavit Distribution – 3rd Floor, Room 3002

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

- **ABSENTEE BALLOT APPLICATION & VOTING**
Absent Voting Section, 3rd Floor, Room 3002

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

- **EARLY VOTING**

In person voting is available at the Elections Office commencing 29 days before the election. Voted ballots must be received at the Elections Office no later than 8:00 p.m. on election day.

Additional satellite locations for early touchscreen voting may also be available

C. MAILINGS/CAMPAIGN LITERATURE/COMMUNICATIONS (SLATE MAILERS)

LEGISLATIVE INTENT (Chapter 976, 1977 Legislation)

“The Legislature finds and declares:

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

TRUTH IN ENDORSEMENTS LAW

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

(E.C. § 20000)

LEGISLATURE’S FINDINGS:

(E.C. § 20001)

The Legislature hereby finds the following to be true:

- (1) The major political parties have become an integral part of the American governmental system requiring regulation as to their structure, governing bodies, and functions by state government in the public interest.
- (2) The Legislature has found it necessary and appropriate in the regulation of political parties to create and provide for the convening of state conventions, state central committees, and county central committees for parties qualified by law to participate in the direct primary election, by statute.

TRUTH IN ENDORSEMENTS LAW (Continued)

- (3) Over the several years preceding the adoption of this organizations of electors using as a part of their names the name of a political party qualified to participate in the direct primary election have endorsed candidates for nomination of that party for partisan office in the direct primary election and have publicized and promulgated such endorsements in a manner which has resulted in considerable public doubt and confusion as to whether such endorsements are those of a public group of citizens or of an official governing body of a political party.
- (4) The voting public is entitled to protection by law from deception in political campaigns in the same manner and for the same reasons that it is entitled to protection by advertisers of commercial products.

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

REPRESENTATION REQUIREMENTS: No candidate or committee in his behalf shall represent in connection with an election campaign, either orally or in campaign material, that the candidate has the support of a committee or organization which includes as part of it's name the name or any variation upon the name of a qualified political party with which the candidate is not affiliated, together with the words "county committee", "central committee" "county," or any other term that might tend to mislead the voters into believing that the candidate has the support of the party's county central committee or state central committee, when that is not the case." "This shall not be construed to prevent a candidate from representing that the candidate has the support of a committee or group of voters affiliated with another political party, where the name of the committee or group is identified by the name of that party, where the name of the committee or group also includes the name of the candidate." "Any member of a county central committee or state central committee may commence an action in the superior court to enjoin misrepresentation by a candidate or committee in his behalf, in the manner prohibited by this section, to the effect that the candidate has the support of the state or county central committee involved. **(E.C. § 20007)**

POLITICAL ADVERTISEMENT REQUIREMENTS: Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in a 10 point roman type, whichever is larger, the words "Paid Political Advertisement". Such words shall be set apart from any other printed manner. "As used in this "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. **(E.C. § 20008)**

SIMULATED BALLOT REQUIREMENTS:

- (a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement: **(E.C. § 20009)**

NOTICE TO VOTERS (Required by Law)

“This is not an official ballot or an official sample ballot prepared by the county elections officials, or the Secretary of State.”

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

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

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

NO PICTURES OF CANDIDATES IN CAMPAIGN MATERIAL:

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

NO PICTURES OF CANDIDATES IN CAMPAIGN MATERIAL (Continued)

- (b) A person, firm, association, corporation, campaign committee, or organization may produce, distribute, publish, or broadcast campaign material that contains a picture or photograph prohibited by subdivision (a) only if each picture or photograph in the campaign material includes the following statement in the same point size type as the largest point size type used elsewhere in the campaign material: "This picture is not an accurate representation of fact." The statement shall be immediately adjacent to each picture or photograph prohibited by subdivision (a).
- (c) (1) Any registered voter may seek a temporary restraining order and an injunction prohibiting the publication, distribution, or broadcasting of any campaign material in violation of this section. Upon filing a petition under this section, the plaintiff may obtain a temporary restraining order in accordance with 527 of the Code of Civil Procedure.
- (2) A candidate for public office whose likeness appears in a picture or photograph by subdivision (a) may bring a civil action against any person, firm, association, corporation, campaign committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a). The court may award charges in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney's fees cost.
- (d) (1) This act shall not apply to a holder of a license granted pursuant to the federal Communications Act of 1934 (47 U.S.C. § 151 et seq.) in the performance of the functions for which the license is granted.
- (2) This action shall not apply to the publisher or an employee of a newspaper, magazine, or other periodical that is published in that newspaper, magazine, or other periodical. For purposes of this subdivision, a "newspaper, magazine, or other periodical that is published on a regular basis" shall not include any newspaper, magazine, or other periodical that has as its primary purpose the publication of campaign advertising or communication, as defined by 304."

(E.C. § 20010)

PRINTING OF SIMULATED SAMPLE BALLOTS.

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot which does not contain the statement required by 20009 or which uses an official seal or insignia in violation thereof, is guilty of a misdemeanor. **(E.C. § 18301)**

FALSE OR FORGED CAMPAIGN MATERIALS

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

(P.C. §1115.2)

SOLICITATION OF FUNDS

- **AUTHORIZATION TO USE CANDIDATE OR COMMITTEE NAME.**

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

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

(E.C. § 20202)

- **NOTICE OF NONAUTHORIZATION TO BE INCLUDED IN FUNDRAISING COMMUNICATION:**

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

(E.C. § 20203)

G.C. § 84305 MANNER OF SENDING MASS MAILINGS

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

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

(G.C. § 82041.5)

MASS MAILINGS AT PUBLIC EXPENSE

No newsletter or other mass mailing shall be sent at public expense. **(G.C. § 89001)**

SLATE MAILERS

"Slate mailer," means a mass mailing that supports or opposes a total of four or more candidates or ballot measures. **(G.C. § 82048.3)**

SLATE MAILER ORGANIZATION

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

SLATE MAILER ORGANIZATION (Continued)

(a) No slate mailer organizer or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:

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

This document was prepared by (insert name of slate

y issues set forth with this mailer. Appearance is paid
zed by each candidate and ballot measure which is

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

SLATE MAILER ORGANIZATION (Continued)

measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

- (5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point Roman type which shall be a color print that contrast with the background so as to be easily legible. The designation shall not be required in the case of candidates for non-partisan office. **(G.C. § 82048.4)**

DISTRIBUTING POLLING PLACE LOCATIONS

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

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

Business and Professions Code Sections 5405.3 Outdoor Advertising- Political Signs.

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

A temporary political sign is a sign which:

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

**Business and Professions Code Sections
5405.3 Outdoor Advertising- Political Signs. (Continued)**

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

STATE OFFICE

Department of Transportation
Division of Right of Way
Outdoor Advertising Branch
1120 N. Street, MS-37, P.O. BOX 942874
Sacramento, CA 94274-0001
Phone: (916) 654-6613 / TDD 1-800-735-2929
Fax: (916) 654-4956

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

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



NOTICE FROM CALIFORNIA STATE DEPARTMENT OF TRANSPORTATION:

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

Dear Candidate or Committee Member:

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

5405.3 of the State Outdoor Advertising Act authorizes the placing of “temporary political signs” separate and apart from the normal outdoor advertising display controls. No such political signs, however, may be placed within the right of way of any highway or within 660 feet of the edge of and visible from the right of way landscaped freeway.

Temporary political signs, which meet the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed not sooner than 90 days to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be removing the sign.

A Statement of Responsibility form is attached to this letter.

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

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

STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: _____ November Other: _____

County in which Election
Is Being Held: _____

Candidate's Name: _____

Office Sought or
Proposition Number: _____

SAMPLE

Number of signs to be placed: _____

Responsible Party's Name: _____

Address: _____

Phone Number (Include Area Code): _____

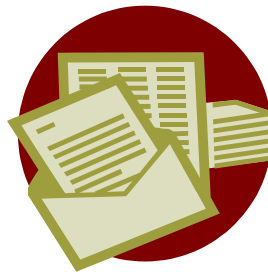
The undersigned accepts responsibility for removal of placed signs in respect to the above candidate (or proposition) as stated below in accordance with 5405.3 of the Business and Professions Code.

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

Date

Signature of Responsible Party

(SEE CAMPAIGN FINANCE KIT FOR ORIGINAL)



CHAPTER 6: SERVICES PROVIDED BY RR/CC

A. INFORMATION AVAILABLE ON RR/CC WEBSITE

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

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





COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

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

CONNOR B. McCORMACK
 REGISTRAR-RECORDER/COUNTY CLERK

FEE SCHEDULE
 (Subject to Change)

ITEM	FEE
BOUNDARY MAPS – DISTRICT CONGRESSIONAL, SENATE, ASSEMBLY & SUPERVISORIAL	\$ 0.03 PER MAP PLUS \$0.75 HANDLING FEE PER REQUEST.
CERTIFIED COPY - AFFIDAVIT OR TRANSCRIPT	\$1.50 FOR COPY OF OWN REGISTRATION. \$6.50 PER COPY FOR ALL OTHERS. (PUBLIC AND AUTHORIZED)
CAMPAIGN STATEMENT COPIES	\$0.10 PER PAGE.
CERTIFICATION OF ELECTION DOCUMENTS (EXCEPT AFFIDAVITS OF REGISTRATION)	\$1.75 PER CERTIFIED COPY.
I REGISTERED TO VOTE STICKERS	\$2.22 PER EACH BATCH OF 600 LABELS PLUS \$9.84 HANDLING CHARGE PER ORDER
PRECINCTING BOOK	\$34 PER SET
PRECINCT MAPS – 18" X 24"	\$2 PER MAP PAGE. (HANDLING FEE INCLUDED IN COST)
PRECINCTING GIS MAPS 3" X 3 1/2"	\$30
POLLING PLACE MAPS	\$17 SMALL 11" X 17" EACH PAGE. \$26 LARGE – EACH PAGE VARIES IN SIZE.
PHOTOCOPIES (MISCELLANEOUS)	\$0.03 PER COPY PLUS \$0.75 HANDLING FEE PER REQUEST.
RETURNED CHECKS	\$33 EACH

SEARCH – VOTER REGISTRATION FILE	\$5 PER NAME FOR EACH YEAR OF RECORDS SEARCHED.
STATEMENT OF VOTES CAST (SVC)	\$0.36 PER PAGE. (HANDLING FEE INCLUDED IN COST)
TELEFAXING	\$0.04 PER PAGE PLUS \$0.75 HANDLING FEE.
CUSTOMIZED WALL MAPS ** CUSTOMIZED DISTRICT/PRECINCT MAP (Acetate Overlay)	\$30 \$48
VIDEO TAPES (PERSONNEL TRAINING)	\$10
** *COMPACT DISC (CD) TEXT FILE LOS ANGELES COUNTY VOTER FILES *COMPACT DISC (CD) TEXT FILE (VOTER/PRECINCT/ELECTION INFORMATION FILES)	\$146 PER FILE. \$54 FIRST FILE, \$39 FOR EACH ADDITIONAL FILE. (EXCLUDING LOS ANGELES COUNTY VOTER FILES)
*INDEX TO VOTER (STREET INDEX)	CANDIDATES/COMMITTEES: \$0.50 PER THOUSAND NAMES.
*VOTED INDEX	\$0.10 PER PAGE PLUS \$1.60 HANDLING FEE PER REQUEST.
*PRECINCT ROSTERS (COMBINED INDEX-ROSTER)	\$5.50 PER ROSTER OR \$0.22 PER PAGE. (HANDLING FEE INCLUDED IN COST)
*ABSENT VOTER REPORT	\$0.10 PER PAGE PLUS \$1.60 HANDLING FEE PER REQUEST.
* APPLICANT IS REQUIRED TO EXECUTE CONTRACT WITH THE REGISTRAR-RECORDER/COUNTY CLERK	
** NEW/REVISED FEES EFFECTIVE 5/22/03	

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



BASIC INFORMATION:

- ◆ Polling Place Hours: 7:00 A.M. until 8:00 P.M.
- ◆ There will be approximately 5,000 polling places in the March 2, 2004 Primary Election.

Questions and Answers:

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

A. No.

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

A. No.

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

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

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

Questions and Answers: (Continued)

Q. Why do polling places change?

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

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

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

Every poll has an Inspector and 6 to 8 pollworker “Clerks”, depending on the number of voters in the precinct. Inspectors receive a \$75 stipend and Clerks receive \$55. Inspectors and Clerks receive a \$25 bonus for attending training if they serve on Election Day.

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

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

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

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

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

CHAPTER 7: ELECTION RESULTS/CANVASS/ RECOUNTS/ELECTION CONTESTS

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

Los Angeles County will be tabulating the votes using the new InkaVote system. This is a central county system – there is no tabulation at the voting locations.

On Election Night, ballots from all approximately **4,900** precincts are brought to the Registrar-Recorder/County Clerk's headquarters in Norwalk for tabulation. After the polls close, pollworkers must complete the paperwork to balance the number of ballots cast with the number of voters signing in, the number of remaining unvoted ballots, etc. Most precincts complete this function between 9-9:30pm. Then precinct pollworkers from the **4,900** precincts bring their ballots and supplies to one of the approximately 75 Check-in-Centers located throughout the County. From these locations, Sheriff deputies transport the voted ballots by car to Norwalk.

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

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



Can I, as a Candidate, view all parts of the ballot counting process?

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

How Can I Get Results Election Night?

- **Website:** Results are available on the Internet at www.lavote.net.
- **Phone:** Live operators are also available by calling (562) 462-1323 from 8:30pm and approximately every 20 minutes thereafter until all precincts have reported.
- **Norwalk Headquarters:** Hard copy bulletins are printed and distributed on the 3rd floor near the Tally / MTS room.

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

POST ELECTION NIGHT RESULTS

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

Outstanding ballots include:

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

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

CANVASS/CERTIFICATION

Canvass is a process of reconciling numbers. The number of voted ballots reported by pollworkers and absentee statistics, is matched to what the computer counted. The election materials are de-processed to locate any missing ballots. California law requires a manual recount of one percent of the precincts (including all races) during canvass. When everything has been checked and accounted for, the election is certified. At this time, final official results are issued. It is difficult to predict how long the process will take. However, the legal deadline is 28 days after the election. See the Election Calendar in chapter 1 for specific dates.

STATEMENT OF VOTES CAST

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

ELECTION CONTEST

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

DOCUMENT RETENTION

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

REQUESTING A RECOUNT

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

WHO CAN REQUEST A RECOUNT?

Any voter of the state may file a request.

(E.C. § 15620)

Timing of Recount Request

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

(E.C. § 15620)

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

Timing of Recount Request

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

Timing of Recount Request

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

Requesting a Recount (Continued)

Notice of recount

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

(E.C. § 15628)

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

Process of recount

- The recount is open to the public.

(E.C. § 15629)

- Recount shall start no later than seven calendar days following the receipt of the request by the elections official and shall be continued daily, Saturdays, Sundays, and holidays excepted, for not less than six hours each day until completed.

(E.C. § 15626)

- A manual recount must be conducted under the supervision of the elections official by recount boards, consisting of four voters of the county, appointed by the elections official.

(E.C. § 15625)

Result of Recount

- The results of a recount are declared null and void unless every vote in which the contest appeared is recounted.

(E.C. § 15632)

- Upon completion of a recount, if a different candidate, slate of electors, or position on a measure receives a plurality of votes, the results of the official canvass will be changed and the election results re-certified.

(E.C. § 15632)

- A copy of the results of any recount conducted shall be posted conspicuously in the office of the elections official.

(E.C. § 15633)

Requesting a Recount (Continued)

Cost and payment

The elections official shall determine the amount of deposit necessary to cover costs of the recount for each day.

(E.C. § 15624)

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

E.C. § 15624)

If upon completion of the recount the results are reversed, the deposit shall be returned.

E.C. §15624)

COST BREAKDOWN FOR MANUAL TALLY*	
No. of Boards	Cost per Day
1	\$2,000
2	\$3,239
3	\$4,479
4	\$5,718
5	\$7,718
6	\$8,958
7	\$10,197
8	\$11,437
9	\$13,437
10	\$14,676
11	\$15,915
12	\$17,155

*Cost will include labor, facilities, material and personnel. Cost will vary according to type of election and personnel involved.

AUTOMATIC PUBLIC MANUAL TALLY

During The Official Canvass, the elections official conducts a public manual tally of the ballots for a specified number of precincts randomly selected by the elections official.

(E.C. 15360)

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

OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM

BACKGROUND

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



The ML Voter Services Program includes services such as:

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

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

TRANSLITERATION PROCESS

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

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

TRANSLITERATION REVIEW PERIOD

Candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official no later than the last day of the review period. Timeframe: **E-55 through E-53** (subject to change). See “Calendar of Events for Candidates” in chapter 1.

TRANSLITERATION FORM

All candidates are required to file the transliteration form with their nomination documents no later than E-88, the last day to file these (nomination) documents.

SAMPLE

TRANSLITERATION FORM

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

agree as indicated below:

CHECK ONE:

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

OR

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

Languages

Name Transliteration

Chinese:

Japanese:

Korean:

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

Candidate's Signature

Date

Candidate Filing #:

TRANSLATION OF ELECTION MATERIALS

Background

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

Mandated Languages

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

Implications to Candidate

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

BILINGUAL POLLWORKERS

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

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

BILINGUAL POLLWORKERS (Continued)

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

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

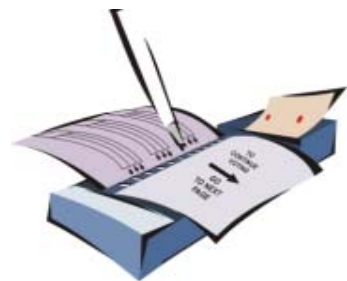
- **2000 Census Data.** Los Angeles County will use the 2000 Census Data for this election.
- **Requests on File.** This category reflects the number of voter requests for language assistance which are on the voter file for a given voting precinct. The standard for targeting is twenty or more requests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

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

A NEW VOTING SYSTEM - INKAVOTE

Los Angeles County voters will be using the new “InkaVote” voting system for the 2004 Primary and General elections. (see graphic at right.) LA County is one of 9 California counties whose further use of pre-scored punch card ballots, in service in LA since 1968, was banned by Federal Court action in 2002. In order to minimize the impact of this change in voting systems on voters and pollworkers, InkaVote was designed to have the look and feel of the punch card voting system. InkaVote was used as an interim voting system beginning with the November 2003 Consolidated Elections. The March Primary and November General 2004 Elections will be conducted using InkaVote. The County began offering Early Voting on an electronic system in November 2000 and will continue to utilize Touchscreen early voting in 2004 elections. The goal is to implement Touchscreen Voting in all precincts by the November 2005 elections.

INKAVOTE SYSTEM



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

TOUCHSCREEN / EARLY VOTING LOCATIONS

Touchscreen voting is a technologically advanced method of voting which can be conveniently used by Los Angeles County voters who wish to vote early, voters with visual impairments and voters whose first language is other than English. The ballot is available in English, Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese. Additionally, Touchscreen Voting equipment allows voters who are visually impaired or blind to vote independently by the use of audio headsets or large zoom sized text. For the March 2004 Primary Election, the County will offer Touchscreen Early Voting at our Norwalk office and a number of sites which will be announced on our website (www.lavote.net) and in sample ballot booklets.

NEIGHBORHOOD VOTING CENTERS (NVCs): POLLS FOR THE FUTURE

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

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

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

HELP AMERICA VOTE ACT OF 2002 (HAVA)

In October 2002, Congress enacted the Help America Vote Act (HAVA). The intent of this federal election reform law is to make it easier to vote. The Act states that if an individual registers by mail and has not previously voted in an election for federal office in the jurisdiction, then (a) if the person votes in person, the voter must show photo ID or a document that indicates both the voter's name and residence address, (b) if the voter votes by mail, the voter must submit a copy of a photo ID or a document with both the voter's name and residence address. This provision goes into effect on January 1, 2003, and will impact the March 2, 2004, election. If the voter provides their driver's license number when they register to vote and the number can be matched to a state record, then the voter will not be required to show ID when they vote. Among a number of implementation challenges is the need for County citizens who are registering for the first time to use an up-to-date registration form. The bulk of voter registration forms available at distribution sites around the County (libraries, schools, etc.) have not required voters to provide a driver's license or social security number. We are making every effort to distribute updated voter registration forms countywide. Voter registration forms are provided to counties by the State.

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

MODIFIED CLOSED PRIMARY

The March 2, 2004, Presidential Primary Election is the second to be conducted under the complicated new election law called the Modified Closed Primary. This is due to the U.S. Supreme Court's decision in July, 2000 declaring unconstitutional the "Open" Primary format used for the 1998 and 2000 primary elections. Consequently, voters registered with a political party may only vote on that party's candidates. Non-partisan registered voters may choose to vote for candidates from one of the four political parties – Democratic, Republican, Independent and Natural Law – that adopted rules allowing this voting option (the Reform, Green and Libertarian parties did not.) This year, the Democratic Party has decided to allow nonpartisan voters to vote in their presidential contest while the Republican Party has decided not to permit nonpartisan participation in their presidential contest. Neither the Democratic nor the Republican Party allows nonpartisan voters to vote for Central Committee candidates, but the American Independent and Natural Law parties allow this.

CHAPTER 10: FREQUENTLY ASKED QUESTIONS

Q: What is a “Petition In Lieu of the Filing Fee”?

A: For all offices in which a filing fee is required, a candidate may submit a petition(s) containing signatures of registered voters instead of paying all or portion of the filing fee. This process is not necessary for candidates who wish to pay the filing fee in full at the time they file a Declaration of Intention (if applicable) or apply for Nomination Papers. “Petition(s) in Lieu of Filing Fee” are circulated prior to the filing of a Declaration of Intention or application for Nomination Papers.
(E.C. § 8106)

Q: May In-Lieu signatures count towards the sponsor signatures required for the candidate’s nomination papers?

A: Yes. Valid signatures from the “Petition In Lieu of the Filing Fee” will be counted towards the number of sponsor signatures required for the candidate’s nomination papers provided they are registrants of the same party as the candidate.

Q: What offices require candidates to file a Declaration of Intention?

A: Partisan and Independent candidates for State Senate, State Assembly, Insurance Commissioner, State Constitutional, and Judicial offices must file a Declaration of Intention 14 to 5 days prior to the first day for filing Nomination Papers. Candidates for the State Senate, State Assembly, Insurance Commissioner and State Constitutional offices may file either with the Secretary of State or with the Registrar-Recorder. Candidates for Judicial office file with the Registrar-Recorder/County Clerk.
(E.C. §§ 8022 & 8023)

Q: Are candidates for County Supervisor, District Attorney, Assessor or Sheriff required to file a Declaration of Intention?

A: No. The Declaration of Intention is not required of candidates for County and Federal offices.

FREQUENTLY ASKED QUESTIONS (Continued)

Q: When must a candidate pay the filing fee and/or file Signatures In Lieu Petitions if required to file a Declaration of Intention?

A: Candidates who are required to file Declarations of Intentions (including Independents) must pay the nonrefundable filing fee and/or submit Signatures In Lieu Petitions for the office at the time of filing (E-118).

E.C. §§ 8022, 8103 & 8105)

All candidates not required to file a Declaration of Intention (excluding Independent candidates) must file the Signature In Lieu Petitions 15 days prior to the close of the nomination period.

(E.C. § 8106(3))

What happens if an incumbent for State Senate, State Assembly, Insurance Commissioner, State Constitutional and Judicial office fails to file a Declaration of Intention?

A: If an incumbent for these offices fails to file a Declaration of Intention by the filing deadline, a 5 day extension will occur. During the 5 day extension period any non-incumbent may file a Declaration of Intention for the office.

(E.C. . §§ 8022 & 8023)

Note: There will be no extension for offices in which the incumbent is not eligible to run for re-election (a vacant office), nor will the Nomination Period be extended because an incumbent failed to file a Declaration of Intention by the deadline.

Q: What offices do not have an extension if the incumbent fails to file declaration/nomination document by the deadline?

A: Federal offices and party committee offices.

Q: What is an “Independent Candidate”?

A: An Independent Candidate is someone who is running for a partisan office who is not registered with one of California’s seven qualified political parties (American Independent, Democratic, Green, Libertarian, Natural Law, Peace & Freedom Republican Party).

(E.C. §§ 8301, 8550)

An independent candidate cannot file as a partisan candidate at the Primary Election. Candidates are placed on the ballot at the General Election.

Q: Can a candidate change his/her mind about being a candidate after filing nomination papers?

A: Candidate whose declaration of candidacy has been filed for any primary election may not withdraw as a candidate at that primary election.

(E.C. § SEC. 8800)

FREQUENTLY ASKED QUESTIONS (Continued)

Q: Can a credit card be used to pay a filing fee, a candidate statement fee, or purchase voter material?

A: No. Cash, or money orders, cashier's or personal checks are the only acceptable forms of payment.

Checks for **filing fees** for the following offices are to be made payable to the **Secretary of State**:

U.S. Senator
U.S. Representative in Congress
Governor
Lieutenant Governor
Secretary of State
Controller
Treasurer
Attorney General
Insurance Commissioner
Member, State Board of Equalization
Superintendent of Public Instruction
State Senator
Member Of The Assembly

Checks for **filing fees** for the following offices are to be made payable to the **Registrar-Recorder/County Clerk**:

Assessor
Sheriff
County Supervisor
District Attorney
Superior Court Judge

Checks for **candidate statements** (unless otherwise specified) are to be made payable to **Registrar-Recorder/County Clerk**.

Q: How soon will a list of qualified candidates be available after the close of the nomination (candidate filing) period?

A: At least 68 days before the direct primary, the Secretary of State shall transmit to each county elections official a certified list of candidates who are eligible to be on the ballot in his/her county.
(E.C. § 8120).

This office will publish a tentative list, as well as a final list of candidates, daily on the internet and on hardcopy reports. Hardcopy reports will be available in the Election Information Section on the 2nd Floor, and Room 2013.

FREQUENTLY ASKED QUESTIONS (Continued)

Q: Is it possible to correct the wording or spelling on a candidate statement after submission?

A: No. The statement may be withdrawn, but not changed, during the period for filing nomination papers. This means that you will be required to submit a signed written statement to withdraw your original statement then file a new statement during the nomination filing period. If you wish to withdraw your statement and not submit a new statement, you have until 5 p.m. of the next working day after the close of the nomination period. After this period, your statement cannot be withdrawn.

(E.C. . § 13307(3))

Please review your candidate statement carefully for proper grammar and format before submitting.

Any voter of the jurisdiction in which the election is being held, or the election official may file a writ of mandate or an injunction to require any or all of the data/materials to be amended or deleted during the 10-day Public Examination Period. However, if the nomination period is extended for a particular office, the examination period for that office shall be adjusted.

(E.C. § 13313(b))

Q: If a contest does not appear on the ballot due to an insufficient number of candidates, can a candidate statement fee be refunded?

A: Yes. However, the candidate must file a signed statement to withdraw his/her candidate statement. This must be filed on or before 5 p.m. of the next working day after the close of nomination period.

Note: Candidates for a partisan office, **non-incumbent** candidates for a judicial office, and an **incumbent** candidate for a county office are required to be elected and will appear on the Primary Election ballot regardless if running unopposed or not.

Q: Can a spouse, relative, friend, or campaign manager pick up nomination documents for a candidate?

A: Yes. Candidates who **are not required to file a Declaration of Intention** must pay the **nonrefundable filing fee** at the time declaration/nomination papers are issued. However, if it is necessary for someone else to do this, the candidate's agent must present a signed letter of authorization by the candidate that includes the candidate's name to appear on the ballot, the candidate's registered name, residence & publication address, telephone number/email information for publication, office title, and district and party affiliation if applicable.

FREQUENTLY ASKED QUESTIONS (Continued)

Q: Can a spouse, relative, friend, or campaign manager file nomination documents for a candidate , or can they be mailed?

A: The signature of the candidate is required on many documents in the Primary and General nomination process. Election law does not specifically prohibit another person from filing **nomination papers** for a candidate. However, candidates are urged to file in person. If a candidate wishes his or her agent to file for them, the agent must present, or have on file with this office, a letter of authorization signed by the candidate.
(E.C. § 8028)

It is the candidate's responsibility to ensure that a declaration of candidacy is filed, and they have satisfied the nominating sponsor signatures, filing fee and campaign financial disclosure statement filing requirements by 5 p.m. on or before the deadline for filing nomination documents.

We do not encourage candidates that have applied for an office that requires a filing fee and nomination signatures to mail their documents. All nominating signatures, declaration of candidacy and campaign disclosure statements must be filed and filing fees satisfied by 5:00 p.m. on or before the close of the nomination period.

Q: What happens if some of the signatures on a candidate's nomination papers are not registered voters or do not live within the jurisdiction?

A: Nomination papers should be filed early to avoid the consequences of a problem of this type. The elections official must certify that the signatures on nomination papers are registered voters residing within the jurisdiction.

The candidate will be notified of any insufficiencies and may submit supplemental signatures on or before the deadline to file declaration of candidacy/nomination papers. However, if the candidate waited until the last day to file, there may not be time to obtain the signatures before the 5:00 p.m. close of the nomination period and, therefore, would not qualify as a candidate.

Q: If a candidate is unable to complete and file campaign disclosure statement (FPPC filings) by the filing deadline, can an extension be obtained?

A: No. There is no provision in the Political Reform Act that permits any filing officer to extend a filing deadline. Statements that are late are subject to a fine of \$10.00 per day until the statement is filed.

FREQUENTLY ASKED QUESTIONS (Continued)

Q: Why is there so much paperwork involved in being a candidate?

A: Election law specifies documents required, as well as format, filing dates, etc. The filing requirements are not discretionary. Our staff is here to help you through the process.

Q: How do I get the most up to the minute election night results for Los Angeles County?

A: For Primary and General Election results, we recommend using our website, www.lavote.net, and/or Secretary of State's website, www.ss.ca.gov – results are updated approximately every 30 minutes. You are also welcome to come to the counting site which is open for public observation, please call (562) 462-2665 to make a reservation.

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



**2004 SCHEDULED ELECTIONS
(AS OF MAY 7, 2003)**

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

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



County of Los Angeles
REGISTRAR-RECORDER/COUNTY CLERK

A GUIDE FOR POLL WATCHERS



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

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

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

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

(E.C. § 18502)

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

(E.C. §14240)

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

(E.C. § 18540)

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

(E.C. § 18564)

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

(E.C. § 18370 and A.G. Opinion)

4. Only pollworkers can post signs within 100 feet of a polling place. Talking in loud voices, disruptive behavior which causes confusion or the congregating of excessive numbers of persons inside the polling place is not permitted. Onsite telephones or other facilities are not available for the use of poll watchers.

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

CALENDAR OF EVENTS

PRIMARY ELECTION – MARCH 2, 2004

IMPORTANT NOTICE

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

DATES		EVENTS
SEPT. 26 (F) E-158	NOV. 5 (W) E-118	SIGNATURES IN LIEU FORMS – CANDIDATES FOR LEGISLATIVE AND JUDICIAL OFFICES (Including Independent Candidates for such offices) During this period petition forms may be obtained to secure signatures in lieu of all or a portion of the filing fee for legislative or judicial offices. Signatures submitted on the in lieu petitions may also be applied to the signature requirements for offices on the nominating petition provided they are registrants of the same party, if applicable, as the candidate. (E. C. §§ 8061 & 8106)
SEPT. 26 (F) E-158	NOV. 20 (Th) E-103	SIGNATURES IN LIEU FORMS – CANDIDATES FOR U.S. SENATOR, REPRESENTATIVE IN CONGRESS AND COUNTY OFFICES During this period petition forms may be obtained to secure signatures in lieu of all or a portion of the filing fee for any congressional or county office. Signatures submitted on the in lieu petitions may also be applied to the signature requirements for office on the nominating petition provided they are registrants of the same party, if applicable, as the candidate. (E. C. §§ 8061 & 8106)
SEPT. 30 (Tu) E-154		REGISTRATION IN NEW PARTY Last day to register affiliation with a particular political party attempting to qualify for the March 2, 2004 Primary Election. (E. C. §§ 2187 & 5100)
OCT. 6 (M) E-148		GOVERNOR'S PROCLAMATION Not later than this date, the Governor shall issue the Primary Election proclamation. (E. C. § 12000)

DATES

EVENTS

<p>OCT. 20* (M)</p> <p>E-134*</p>	<p>STATEMENT OF REGISTRATION AND QUALIFICATION OF NEW POLITICAL PARTIES</p> <p>Before this date, the total number of registered voters in Los Angeles County as of September 30, 2003, shall be certified to the Secretary of State. (E. C. §§ 2187 & 5100)</p> <p>POLITICAL PARTIES ADOPT SB 28 RULES</p> <p>Last day for political party to adopt rule to permit declines to state voters to participate in party's primary nominating election. (E. C. § 13102)</p> <p>LAST DAY FOR SECRETARY OF STATE TO DETERMINE IF NEW PARTY HAS QUALIFIED EITHER BY SUFFICIENT REGISTRATION OR BY FILING OF PETITION</p> <p>(E. C. § 5100)</p> <p>METHOD OF QUALIFICATION OF NEW POLITICAL PARTIES</p> <p>By Registered Voters</p> <p>The number of new party registrations must be equal to at least 1% of the entire vote of the State at the last gubernatorial election. TOTAL REGISTRATION REQUIRED – 77,389</p> <p>By Petition</p> <p>New party must have petitions signed by voters equal to at least 10% of the entire vote of the State at the preceding gubernatorial election. TOTAL SIGNATURES REQUIRED – 773,883</p>
<p>OCT. 23 (Th)</p> <p>E-131</p>	<p>STATEWIDE MEASURES – QUALIFY FOR BALLOT</p> <p>Last day for initiative or legislative measure to qualify for Primary Election ballot. (Calif. Const. Art. II, § 8(c) & E. C. §§ 9013 & 9040)</p>

*Date adjusted due to weekend and/or holiday

DATES**EVENTS**

OCT. 27 (M)	NOV. 5, (W) 5 P. M.	DECLARATION OF INTENTION – CANDIDATES FOR LEGISLATIVE AND JUDICIAL OFFICES (Including Independent Candidates for such offices)
E-127	E-118	<p>First and last day for candidates for above stated offices to file a declaration of intention. The filing fee must be paid or signatures in lieu of filing fee petitions must be filed at this time. (E. C. §§ 8022, 8023, 8103-8106 & 8350)</p> <p>NOTE: Candidates for legislative office may file declaration of intention with Secretary of State.</p>
OCT. 29 (W)		AMERICAN INDEPENDENT, GREEN, LIBERTARIAN, NATURAL LAW AND PEACE AND FREEDOM PARTIES – CENTRAL COMMITTEES/COUNTY COUNCIL
E-125		<p>Last day for the Secretary of State to compute the number of members of the central committees/county council allotted to each party in each county. A certificate to that effect shall be mailed to each clerk and to the chairperson of record of each party's central committee. (E. C. §§ 7671 & 7770)</p>
OCT. 31 (F)		ADOPT SPECIAL GOVERNING BOARD MEMBER ELECTION RESOLUTION (School Districts)
E-123		<p>Last day for Governing Boards to adopt resolution calling a special governing board member election and setting forth the specifications of the election order. Copies shall be filed with the County Superintendent of Schools and the elections official. (Ed. Code § 5322)</p> <p>DISQUALIFIED PARTIES The last day for the Secretary of State, with the advice and consent of the Attorney General, to determine which parties, if any, are disqualified from participating in primary election. (E. C. §§ 5102 & 5200)</p>

DATES

EVENTS

NOV. 3 (M)

E-120

RECOGNIZED PRESIDENTIAL CANDIDATES PLACED ON BALLOT BY SECRETARY OF STATE FOR (American Independent, Green, Libertarian, Natural Law, Peace and Freedom & Republican Parties)

Not later than this date, the Secretary of State shall publicly announce and distribute to the news media a list of candidates he intends to place on the Presidential Primary Election ballot for the American Independent, Green, Libertarian, Natural Law, Peace and Freedom and Republican parties.

(E. C. §§ 6340, 6520 & 6720)

FORMAL NOTICE OF SPECIAL GOVERNING BOARD MEMBER ELECTION (School Districts)

Not later than this date the County Superintendent of Schools shall deliver the formal notice of a special governing board member election.

(Ed. Code §§ 5324 & 5325)

BOARD RESOLUTION re CANDIDATE STATEMENTS (Local nonpartisan offices)

Not later than this date the jurisdiction's governing body shall by resolution determine the word limitation for candidate statements (200 or 400 words); specify if the candidates or the district will bear the costs of printing and distributing the statements, and if cost is to be paid by candidate, whether advance payment is required.

(E. C. § 13307)

NOV. 5 (W)

E-118

DECLARATIONS OF INTENTION TO SECRETARY OF STATE

Last day to forward Declarations of Intention to Secretary of State for candidates filing for state legislative offices. If Declaration of Intention period is extended for any office, the last day to forward documents to Secretary of State shall be extended to **November 10, 2003**.

(E. C. §§ 8022 & 8350)

DATES

EVENTS

NOV. 5 (W)	SIGNATURES IN LIEU OF FILING FEE PETITIONS – CANDIDATES FOR LEGISLATIVE AND JUDICIAL CANDIDATES ONLY (Including Independent Candidates for such offices)	
E-118	Last day for candidates for above stated offices to file signature in lieu petitions. Candidate will be notified within 10 calendar days of filing the petition of any deficiency. Candidate may then, prior to the close of the nomination period, submit a supplemental petition or pay the prorata portion of the filing fee to make up the deficiency. (E. C. §§ 8061, 8105 & 8106)	
NOV. 6 (Th)	NOV. 10, (M) 5 P. M.	EXTENSION OF DECLARATION OF INTENTION PERIOD
E-117	E-113	If the incumbent does not file a Declaration of Intention to succeed to the same office by November 5, persons other than the incumbent may file a Declaration of Intention for that office no later than the first day for filing nomination documents. (E. C. §§ 8022 & 8023) NOTE: There is no extension for offices in which incumbents are not eligible to run for re-election because of term limit prohibition.
NOV. 10 (M)	DEC. 5, (F) 5 P. M.	NOMINATION PERIOD FOR ALL CANDIDATES (Excluding Presidential and Independent Candidates)
E-113	E-88	During this period candidates for United States Senator, Representative in Congress, and County offices must submit signature in lieu petitions when applying for their nomination documents. During this period candidates for legislative and judicial offices must apply for nomination documents. If the candidate submitted signature in lieu petitions, and the filing fee requirement has been met, the candidate shall be required to file a Declaration of Candidacy. If the candidate submitted signature in lieu petitions and a deficiency exist, the candidate shall not be precluded from filing a Declaration of Candidacy but must make up the deficiency by either submitting supplemental petition or paying a prorata filing fee or a combination of both, by December 5, 2003. (E. C. §§ 8020, 8041, 8061, 8100 & 10407)

DATES		EVENTS
NOV. 10 (M) E-113	DEC. 5, (F) 5 P. M. E-88	<p>CANDIDATE STATEMENTS – LOCAL NONPARTISAN CANDIDATES (Superior Court Judge, District Attorney and County Supervisor)</p> <p>During this period candidates for a local nonpartisan office may file a candidate statement not to exceed the word limitation prescribed by the governing body (200 or 400 words) for inclusion with the sample ballot. The statement shall be filed no later than the last day to file nomination documents. See Chapter 3 for details. (E. C. § 13307)</p> <p>CANDIDATES STATEMENTS – STATE LEGISLATIVE CANDIDATE (State Senate and Member of Assembly)</p> <p>During this period candidates for state legislative office agreeing to voluntarily limit their campaign expenditures may submit a statement for inclusion in the sample ballot. The statement shall not exceed 250 words. See Chapter 3 for details. (Govt. Code. § 85601)</p>
NOV. 10 (M) E-113	DEC. 10 (W) E-83	<p>NOMINATION DOCUMENTS TO BE TRANSMITTED TO SECRETARY OF STATE</p> <p>During this period nomination documents shall be delivered to the Secretary of State for each candidate for United States Senator, Representative in Congress, State Senator and Member of Assembly. (E. C. §§ 8070 & 8082)</p>
NOV. 18* (M) E-106*		<p>SIGNATURES IN LIEU PETITIONS CHECKED – CANDIDATES FOR LEGISLATIVE AND JUDICIAL OFFICES</p> <p>Last day to determine sufficiency of signatures in lieu of filing fees submitted by candidates for legislative and judicial offices. If determined that the petition is deficient, the candidates may, before the close of nomination period (December 5), either submit a supplemental petition to cover any deficiency or pay a prorated fee. (E. C. § 8106)</p>

*Date adjusted due to weekend and/or Holiday

DATES	EVENTS
NOV. 18 (Tu) E-105	NEWLY QUALIFIED PARTIES – PROCEDURES FOR ACTIVITIES Last day for officers of a newly qualified political party to file a notice with the Secretary of State stating their selection of statutory provisions which shall be applicable to party operations. (E. C. § 5005)
NOV. 20, (Th) 5 P. M. E-103	SIGNATURES IN LIEU PETITIONS – U.S. SENATOR, REPRESENTATIVE IN CONGRESS AND COUNTY OFFICES ONLY (Excluding Independent Candidates for such offices and Legislative and Judicial Candidates) Last day for candidates for above stated offices to file signature in lieu petitions. Candidates will be notified within 10 calendar days of filing the petition of any deficiency. Candidate may then, prior to the close of the nomination period, submit a supplemental petition or pay the prorata portion of the filing fee to make up the deficiency. (E. C. §§ 8061, 8105 & 8106)
DEC. 1 (M) E-92*	SIGNATURES IN LIEU PETITIONS CHECKED – CANDIDATES FOR U.S. SENATOR, REPRESENTATIVE IN CONGRESS AND COUNTY OFFICES Last day to determine sufficiency of signatures in lieu of filing fees submitted by candidates for above named offices. If determined that the petition is deficient, the candidates may, before the close of nomination period (December 5), either submit a supplemental petition to cover any deficiency or pay a prorata fee. (E. C. § 8106)
DEC. 5, (F) 5 P. M. E-88	NOMINATION PERIOD DEADLINE (Excluding Presidential And Independent Candidates) Last day for all candidates to file nomination documents.

*Date adjusted due to weekend and/or holiday

DATES

EVENTS

**DEC. 5, (F)
5 P. M.**

E-88

**CANDIDATE STATEMENTS – LOCAL
NONPARTISAN CANDIDATES (Superior Court
Judge, District Attorney and County
Supervisor)**

Last day any candidate for a local nonpartisan office may file a candidate statement not to exceed the word limitation prescribed by the governing body (200 or 400 words) for inclusion with the sample ballot booklet.

(E. C. § 13307)

**CANDIDATE STATEMENTS – STATE
LEGISLATIVE CANDIDATES (State Senate
and Member of Assembly)**

Last day candidates for state legislative office agreeing to voluntarily limit their campaign expenditures may submit a statement for inclusion in the sample ballot. The statement shall not exceed 250 words.

(Govt. Code. § 85601)

CONSOLIDATION OF ELECTIONS

Last day for local jurisdictions to file a resolution with Board of Supervisors and this office requesting consolidation with the primary election.

(E. C. §§ 10401 & 10403)

**CANDIDATE WITHDRAWAL (School Districts
Only)**

No candidate who has filed a declaration of candidacy may withdraw as a candidate after this date.

(E. C. § 10603)

**STATEMENT IN COMPLIANCE – LAST DAY TO
SUBMIT**

Last day for a local jurisdiction to file a statement in compliance (bond statement) issue with the elections official.

(E. C. § 9401)

**COUNTY MEASURES – FISCAL IMPACT
STATEMENT**

Last day for the Board of Supervisors to order a county measure to appear on primary election ballot and direct the county auditor to review the measure to determine its financial effect and prepare a fiscal impact statement.

(E. C. § 9160)

DEC. 6** (Sa)	DEC. 10, (W) 5 P. M.	NOMINATION PERIOD EXTENSION IF INCUMBENT DOES NOT FILE – LEGISLATIVE, JUDICIAL AND COUNTY OFFICES ONLY
E-87**	E-83	<p>If nomination documents for the incumbent of a legislative, judicial, or county office are not filed by December 5, 5 p. m., the nomination period for that office shall be extended until December 10, 5 p.m. for persons other than the incumbent.</p> <p>NOTE: Extension period does not apply: 1. When the incumbent for a legislative or judicial office does not file a declaration of intention for the office, 2. When there is no incumbent eligible to be elected to a county or district office, 3. To congressional offices, 4. To county central committee, central committee and county council offices. (E. C. §§ 8022, 8024 & 8204)</p>

DEC. 6** (Sa)	DEC. 15 (M)	PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS / CANDIDATES’ NAMES AND BALLOT DESIGNATIONS
E-87**	E-78	<p>During this period candidate listing and statements, candidates’ names and ballot designations shall be open to public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. § 13313)</p> <p>NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to December 11 through December 22*.</p>

DEC. 6** (Sa)	DEC. 19 (F)	NOMINATION PERIOD EXTENSION WHEN THE ONLY PARTISAN CANDIDATE DIES
E-87**	E-74	<p>If only one candidate has filed nomination papers for a partisan nomination at the primary election and that candidate dies after December 5 and by December 10, any person qualified under E. C. 8001 may circulate and deliver nomination papers for the office to the county elections official not later than 5 p.m. on December 19, 2003. (E. C. § 8025)</p>

*Date adjusted due to weekend /or Holiday

**December 6 (Saturday) office will be open for candidate filing purposes

DATES

EVENTS

DEC. 10 (W)

E-83

CERTIFICATION OF NOMINATION DOCUMENTS TO SECRETARY OF STATE

Last day to certify all nomination documents filed on **December 5** and transmit to the Secretary of State those documents required to be filed with the Secretary of State.

NOTE: Nomination document filed during the extension period shall be certified to the Secretary of State by **December 20**.

(E. C. §§ 8020, 8082 & 8100)

PARTY CONTRIBUTOR ENVELOPES/LETTER

Last day a county central committee for any qualified party may provide a party contributor envelope format or letter for inclusion with the mailing of the sample ballot booklets. The committees shall reimburse the county for any actual costs for inclusion of such materials.

(E. C. § 13305)

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 a measure previously submitted for placement on the ballot.

(E. C. § 9605)

**DEC. 11, (Th)
11 A. M.**

E-82

RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE

The Secretary of State shall hold a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet.

(E. C. § 13112)

RANDOMIZED ALPHABET DRAWING BY REGISTRAR-RECORDER/COUNTY CLERK

A public drawing shall be held to determine order of candidates' names on ballot for state legislative districts that encompass more than one county by randomly drawing each letter of the alphabet.

(E. C. § 13111)

DATES		EVENTS
DEC. 12 (F) E-81		<p>DATE FIXED TO SUBMIT ARGUMENTS – PUBLICATION</p> <p>Recommended last day to publish date fixed for submitting arguments for or against a county, school or district measure. (E. C. §§ 9163, & 9502 & Govt. Code § 6061)</p>
DEC. 15 (M) E-78		<p>ARGUMENTS – LAST DAY TO SUBMIT</p> <p>Last day to submit arguments for or against any county, district or school measure. Arguments may not exceed 300 words in length. (E. C. § 9162, 9163, 9313 & 9502)</p> <p>EXCEPTION: These provisions do not apply to a measure on school district reorganization.</p> <p>IMPARTIAL ANALYSIS – LAST DAY TO SUBMIT</p> <p>Recommended last day for County Counsel to transmit impartial analysis of a county, district or school measure. (E. C. §§ 9160, 9313 & 9500)</p> <p>PETITION TO CONDUCT WRITE-IN CAMPAIGN (JUDICIAL OFFICES)</p> <p>Last day to file petitions containing signatures of 100 registered voters of the area to place office on the Primary Election ballot when only the incumbent has filed for the office. (E. C. § 8203)</p>
DEC. 16 (Tu) E-77	DEC. 26* (F) E-67*	<p>PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS</p> <p>During this period the clerk shall make available for public examination a copy of the arguments, impartial analysis and the bond statement for any county, district or school measure. A fee may be charged to any 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 material to be amended or deleted. (E. C. §§ 9190, 9380 & 9509)</p>

*Date adjusted due to weekend/or a Holiday

DATES	EVENTS
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<p>DEC. 22,* (M) 5 P. M.</p> <p>E-71*</p>	<p>COUNTY CENTRAL COMMITTEES – WHERE CANDIDATES DO NOT EXCEED NUMBER TO BE ELECTED – DEMOCRATIC, REPUBLICAN AND AMERICAN INDEPENDENT PARTIES</p> <p>Last day to determine whether the number of American Independent, Democratic and Republican County Central Committee candidates who have filed for each Assembly District exceeds the number to be elected. If not, the designation of the office or the candidates shall not be included on the ballot, unless a petition signed by 25 registered voters indicating that a write-in campaign will be conducted for the offices is filed no later than December 26*. In lieu thereof, the Board of Supervisors shall declare elected the candidates who have been nominated. (E. C. §§ 7228, 7423 & 7673)</p> <p>CENTRAL COMMITTEES AND COUNTY COUNCIL– WHERE CANDIDATES DO NOT EXCEED NUMBER TO BE ELECTED – LIBERTARIAN, NATURAL LAW, PEACE AND FREEDOM & GREEN PARTIES</p> <p>Last day to determine whether the number of Central Committee/County Council candidates who have filed for each district exceeds the number to be elected. If not, the designation of the office or the candidates shall not be included on the ballot, unless a petition signed by 25 registered voters indicating that a write-in campaign will be conducted for the offices is filed no later than December 26*. In lieu thereof, the Board of supervisors shall declare elected the candidates who have been nominated. (E. C. § 7772.1)</p> <p>NOTICE TO PARTISAN CANDIDATES (Excluding County Central Committee)</p> <p>On or before this date the Secretary of State notifies each candidate for partisan office of the names, addresses, offices, occupations and party affiliations of all other persons who have filed for the same office. (E. C. § 8121)</p>
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*Date adjusted due to weekend and/or Holiday

DATES	EVENTS
<p>DEC. 26,* (F) 5 P. M. E-67*</p>	<p>CERTIFIED LIST OF CANDIDATES (EXCLUDING PRESIDENTIAL CANDIDATES) Last day for Secretary of State to transmit the certified list of candidates. (E. C. §§ 8120 - 8125)</p> <p>DEATH OF CANDIDATE Last day on which the name of a deceased candidate may be removed from the ballot. Facts regarding death must be ascertained at least 68 days prior to the election. (E. C. § 8809)</p> <p>NOTE: This provision does not apply under certain circumstances as set forth in Elections Code §§ 8026 & 8027</p> <p>REBUTTALS – LAST DAY TO SUBMIT Last day for authors of arguments for and against any county, district or school measure to submit rebuttals. Rebuttals may not exceed 250 words in length. (E. C. §§ 9167, 9317 & 9504)</p> <p>PETITION TO HOLD COUNTY CENTRAL COMMITTEE/CENTRAL COMMITTEE/COUNTY COUNCIL ELECTION Last day to file petition for place County Central Committee/Central Committee/County Council office on the ballot if the number of candidates do not exceed number to be elected. (E. C. §§ 7228, 7423, 7623 & 7772.1)</p>
<p>DEC. 27** (Sa) JAN. 5 (M) E-66** E-57</p>	<p>PUBLIC EXAMINATION PERIOD – REBUTTALS During this period rebuttals for any county, district or school measure shall be open for public examination. A fee may be charge to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. §§ 9190, 9380 & 9509)</p>

*Date adjusted due to weekend and/or Holiday

**December 27 (Saturday) and December 28 (Sunday) office will be closed

DATES**EVENTS**

DEC. 30 (Tu) E-63		RECOGNIZED PRESIDENTIAL CANDIDATES PLACED ON THE BALLOT BY SECRETARY OF STATE FOR (Democratic Party) No later than this date, the Secretary of State shall publicly announce and distribute to the news media a list of candidates he intends to place on the Democratic Presidential ballot. (E. C. § 6041)
JAN. 5 (M) E-57	FEB. 17, (Tu) 5 P. M. E-14	WRITE-IN CANDIDATES DECLARATION PERIOD (Excluding Presidential Candidates) A name written on a ballot will not be counted unless the person has filed during this period a declaration and sponsors' signatures, if applicable, stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601)
JAN. 7 (W) E-55	JAN. 9, (F) 5 P. M. E-53	TRANSLITERATION REVIEW PERIOD First and last day candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official no later than the last day of the review period.
JAN. 12 (M) E-50		REGISTRATION REPORT TO SECRETARY OF STATE Last day to transmit to the Secretary of State the total county registration as of January 2, 2004 (E-60) (E. C. § 2187)
JAN. 22 (Th) E-40	FEB. 10 (Tu) E-21	STATE BALLOT PAMPHLET MAILED Between these dates, a state ballot pamphlet shall be mailed to all registered voters. (E. C. § 9094)

DATES		EVENTS
JAN. 22 (Th) E-40	FEB. 23 (M) E-8*	MAIL SAMPLE BALLOT BOOKLETS A sample ballot booklet shall be mailed to each voter for his or her political party or a nonpartisan ballot for a voter not affiliated with a qualified party. Sample ballot booklets shall also be sent to the chairpersons of county central committees. (E. C. §§ 13300 & 13302)
FEB. 2* (M) E-29*		EARLY TABULATION (SNAP TALLIES) Last day to be notified by the Secretary of State that certain offices or measures to be voted on are of more than ordinary public interest and will require early tabulation and announcement. (E. C. § 14440) PRECINCT OFFICER AND POLLING PLACES – APPOINTMENT Last day to appoint precinct officers and designate polling places. A notice of appointment shall be mailed to each precinct officer. (E. C. §§ 12286, 12307 & 12319)
FEB. 2 (M) E-29	FEB. 24 (Tu) E-7	ABSENT VOTERS – FIRST AND LAST DAY TO APPLY Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29 th day preceding the election will be kept and processed during this period (E. C. §§ 3001 & 3003)
FEB. 6 (F) E-25		STREET INDEX TO CENTRAL COMMITTEES Last day to furnish, without charge, a copy of the street index to the state and county central committees, upon written request. The supplemental street index shall also be made available to committees no later than February 24 . (E. C. § 2185)
FEB. 10 (Tu) E-21		PRESIDENTIAL WRITE-IN CANDIDATES Last day for write-in presidential candidates of all parties to file declarations with the Secretary of State in order to have write-in votes counted. No filing fee is required. (E. C. §§ 6421,6441,6621 & 6822)

*Date adjusted due to weekend and/or Holiday

DATES		EVENTS
FEB. 17 (Tu) E-14	FEB. 24 (Tu) E-7	NEW CITIZEN REGISTRATION/VOTING Between these dates any new citizen (a person who meets all requirements of an elector and has become a U.S. citizen after the 14 th day prior to the election but on or before the 7 th day prior to that election) is eligible to register and vote at this office. New citizen must provide of citizenship prior to voting. (E. C. §§ 331 & 3500-3503)
FEB. 17* (Tu) E-14*		REGISTRATION CLOSSES Last day to transfer or register to vote in the primary election. (E. C. § 2102)
FEB. 17, (Tu) 5 P. M. E-14		WRITE-IN CANDIDATES DECLARATION DEADLINE (Excluding Presidential) Last day for a candidate to file a declaration and sponsors' signatures, if applicable, that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601) BILINGUAL PRECINCT OFFICER LIST Last day to prepare list of appointed bilingual precinct officers. (E. C. § 12303)
FEB. 23* (M) E-8*		STATEMENT OF REGISTRATION Last day to transmit to the Secretary of State the total county registration as of February 2 . (E. C. § 2187) TALLY CENTER LOCATION - PUBLICATION On or before this date a notice specifying the public place to be used as the central tally center for counting the ballots shall be published once in a newspaper of general circulation within the county. (E.C. § 12109)

*Date adjusted due to weekend and/or Holiday

FEB. 24, (Tu) 5 P. M. E-7	<p>PRECINCT OFFICERS AND POLLING PLACES – PUBLICATION</p> <p>On or before this date a list of precinct officers and polling places for each precinct shall be published once in a newspaper of general circulation within the county. (E. C. § 12109 & Govt. Code § 6061)</p> <p>COMPUTER PROGRAM TO SECRETARY OF STATE</p> <p>Last day to deposit copy of computer vote counting program with Secretary of State. (E. C. § 15001)</p> <p>CANVASS ABSENT VOTER BALLOTS</p> <p>The canvass may commence on the 7th day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101)</p>
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FEB. 25 (W) E-6	MAR. 2 (Tu) E	<p>EMERGENCY ABSENT VOTING</p> <p>Between these dates any voter may apply for an absentee ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick-up and return the ballot. (E. C. § 3021)</p>
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MAR. 2, (Tu) 8 P. M. E	<p>ELECTION DAY</p> <p>Polls open 7 a.m., close 8 p.m. (E. C. §§ 1000, 1201, 1202 & 14212)</p> <p>ABSENT VOTER BALLOTS RETURNED – 8 P.M.</p> <p>Last day for absent voter ballots to be received or turned in personally by the voter to the elections official's office or at any polling place in the county. A designated family member may return the voted ballot under specified conditions. (E. C. §§ 3017 & 3020)</p>
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MAR. 4 (Th) E+ 2	<p>OFFICIAL CANVASS OF ELECTION RETURNS</p> <p>The canvass of returns shall commence no later than the first Thursday following the election. (E. C. § 15301)</p>
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<p>MAR. 30 (Tu) E+ 28</p>	<p>COMPLETION OF OFFICIAL CANVASS The official canvass must be completed within 28 days of the election. (E. C. §§ 15372 – 15375)</p> <p>NOTE: On March 29, 2004 the Registrar-Recorder/ County Clerk is tentatively scheduled to certify the election results. On March 30 the Board of Supervisors is tentatively scheduled to declare the election results official. (E. C. § 15501)</p>
<p>JULY 6 (Tu) E+ 126</p>	<p>COUNTY CENTRAL COMMITTEE MEETING – AMERICAN INDEPENDENT Meeting for American Independent Party only to be held in quarters arranged by elections official in centrally located public auditorium in Los Angeles. Within 5 days after the meeting, a certificate setting forth the name of the newly elected chairperson shall be mailed to the Secretary of State. (E. C. §§ 7680-7683)</p>
<p>APRIL 10 (Sa) E+ 39</p>	<p>STATEMENT OF VOTE BY SECRETARY OF STATE Not later than this date, the Secretary of State shall compile and file a statement of the votes, except presidential electors. (E. C. § 15501)</p>

CALENDAR OF EVENTS

GENERAL ELECTION – NOVEMBER 2, 2004

IMPORTANT NOTICE

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

DATES	EVENTS
<p>(2003) OCT. 27 (M) NOV. 5 (W)</p>	<p>DECLARATION OF INTENTION – INDEPENDENT CANDIDATES FOR LEGISLATIVE OFFICES ONLY First and last day for candidates for above stated offices to file a declaration of intention. The filing fee must be paid or signatures in lieu of filing fee petitions must be filed at this time. (E. C. §§ 8022, 8106 & 8350)</p>
<p>(2004) APRIL 23 (F) JULY 22 (M)</p> <p>E-193 E-103</p>	<p>PETITION FORMS FOR SIGNATURES IN LIEU OF FILING FEE – INDEPENDENT CANDIDATES FOR U.S. SENATOR AND REPRESENTATIVE IN CONGRESS ONLY First and last day petition forms may be obtained and filed to secure signatures in lieu of all or a portion of the filing fee. Signatures submitted on in lieu petitions may also be applied to the signature requirements on nomination documents. (E. C. §§ 8061, 8105, 8106, 8302 & 8405)</p>
<p>APRIL 23 (F) AUG. 6 (F)</p> <p>E-193 E-88</p>	<p>NOMINATION PERIOD – INDEPENDENT PRESIDENTIAL CANDIDATES ONLY First and last day for candidates to circulate and leave nomination documents for examination and certification. The Secretary of State shall be notified of the signature verification method to be used. (E. C. §§ 8403, 8454 & Ca. Admin. Code § 20087)</p>

DATES		EVENTS
JUNE 7 (M) E-148	AUG. 6 (F) E-88	NOMINATION PERIOD – INDEPENDENT CANDIDATES (Excludes Presidential Candidates) First and last day for candidates to circulate and leave nomination documents for examination and certification. The Secretary of State shall be notified of the signature verification method to be used. (E. C. §§ 8350, 8403 & 8454)
JUNE 7 (M) E-148		GOVERNOR'S PROCLAMATION Not later than this date, the Governor shall issue the General Election proclamation. (E. C. § 12000)
JUNE 24 (Th) E-131		STATEWIDE MEASURES – QUALIFY FOR BALLOT Last day for initiative or legislative measure to qualify for general election ballot. (Calif. Const. Art. II, § 8(c) & E. C. §§ 9013 & 9040)
JULY 1 (Th) E-124	AUG. 30 (M) E-64	CERTIFICATION OF INDEPENDENT CANDIDATES' NOMINATION DOCUMENTS TO SECRETARY OF STATE First and last day to certify nomination documents to the Secretary of State. (E. C. §§ 8403 & 8554)
JULY 2 (Th) E-123		ADOPT SPECIAL GOVERNING BOARD MEMBER ELECTION RESOLUTION (School Districts) Last day for governing boards to adopt a resolution calling a special governing board member election and setting forth the specifications of the election order. Copies shall be filed with the elections official and county superintendent of schools. (Ed. Code § 5322)

DATES	EVENTS
<p>JULY 6* (Tu) E-119*</p>	<p>FORMAL NOTICE OF SPECIAL GOVERNING BOARD MEMBER ELECTION (School Districts) Not later than this date the County Superintendent of Schools shall deliver a formal notice of a special governing board member election. (Ed. Code § 5324)</p> <p>BOARD RESOLUTION re CANDIDATE STATEMENTS (Local Nonpartisan Offices) Not later than this date the jurisdiction's governing body shall by resolution determine the word limitation for candidate statements (200 or 400 words); specify if the candidates or the district will bear the costs of printing and distributing the statements, and if cost is to be paid by candidate, whether advance payment is required. (E. C. § 13307)</p>
<p>JULY 12 (M) AUG. 6 (F) E-113 E-88</p>	<p>NOMINATION PERIOD – LOCAL ELECTIONS CONSOLIDATED WITH GENERAL ELECTION First and last day for candidates in elections consolidated with the General Election to file nomination documents. (E. C. § 10407)</p>
<p>JULY 27 (Tu) E-98</p>	<p>CHANGE OF CANDIDATE'S DESIGNATION ON BALLOT The last day that any candidate may request in writing a different ballot designation than that used at the primary election. For federal and state offices, the written request should be made to both the Secretary of State and the county elections official. For local offices, the request should be filed with county elections official. (E. C. § 13107)</p>

*Date adjusted due to weekend and/or Holiday

AUG. 6 (F)

E-88

CONSOLIDATION OF ELECTIONS

Last day for local jurisdictions to file a resolution with the Board of Supervisors requesting consolidation with general election.

(E. C. §§ 10402 & 10403)

FILE CANDIDATE STATEMENT – LOCAL NONPARTISAN CANDIDATES

Last day for candidates (including nonpartisan candidates nominated at primary election) to file statement not to exceed the word limitation (200 or 400 words). Statement shall be filed no later than the last day to file nomination documents.

(E. C. § 13307)

CANDIDATE STATEMENTS – STATE LEGISLATIVE CANDIDATES

Last day for candidates for state legislative office agreeing to voluntarily limit their campaign expenditures to submit a candidate statement for inclusion in the Sample Ballot booklet. The statement shall not exceed 250 words.

(Govt. Code § 85601; E. C. § 13307)

COUNTY MEASURES – FISCAL IMPACT STATEMENT

Last day for the Board of Supervisors to order a county measure to appear on the ballot and direct the county auditor to review the county measure to determine its financial effect and prepare a fiscal impact statement.

(E. C. § 9160)

NOMINATION PERIOD DEADLINE – INDEPENDENT CANDIDATES (Including Presidential Candidates)

Last day for candidates to circulate and leave nomination documents for examination and certification and/or pay additional prorata fee or submit supplemental signatures to cover any deficiency.

(E. C. §§ 8403, 8400 & 8405)

ADOPT SPECIAL MEASURE ELECTION RESOLUTION (School Districts)

Last day for governing boards to adopt a resolution calling a special school district election and setting forth the specifications of the election order. Copies shall be filed with the county elections official.

(Ed. Code § 5322)

<p>AUG. 7** (Sa) E-87**</p>	<p>AUG. 16 (M) E-78</p>	<p>PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS/CANDIDATES’ NAMES AND BALLOT DESIGNATIONS</p> <p>During this period candidate statements shall be open to public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. § 13313)</p> <p>NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 17 through August 26.</p>
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<p>AUG. 11 (W) E-83</p>	<p>WRITE-IN PETITION TO PLACE JUDICIAL OFFICE ON BALLOT</p> <p>If the office did not appear on the Primary Election ballot, a petition containing signatures of 100 registered voters of the area must be filed to place office on the General Election ballot. (E. C. § 8203)</p>
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<p>AUG. 12, (Th) 11 A. M. E-82</p>	<p>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</p> <p>The Secretary of State shall hold a public drawing to determine order of candidates’ names on ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)</p> <p>RANDOMIZED ALPHABET DRAWING FOR SHARED LEGISLATIVE DISTRICT (Registrar-Recorder/County Clerk)</p> <p>A public drawing shall be held to determine order of candidates’ name on ballot for state legislative districts that encompass more than one county by randomly drawing each letter of the alphabet. (E. C. § 13111)</p>
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**August 7 (Saturday) August 8 (Sunday) office will be closed.

DATES

EVENTS

AUG. 13 (F)

E-81

**CERTIFICATION OF CANDIDATES –
MUNICIPAL ELECTIONS CONSOLIDATED
WITH GENERAL ELECTION**

Last day for the city clerk to transmit the names of qualified candidates.

(E. C. § 10403)

**DATE FIXED TO SUBMIT ARGUMENTS –
PUBLICATION**

Not later than this date a notice shall be published once in a newspaper of general circulation setting forth the date fixed to submit arguments for and against any county, school or district measure.

(E. C. §§ 9163, 9502 & Govt. Code § 6061)

AUG. 16 (M)

E-78

ARGUMENTS – LAST DAY TO SUBMIT

Last day to submit arguments for or against any county, district or school measure. Arguments may not exceed **300 words** in length.

(E. C. §§ 9162, 9163, 9315, 9316, 9501 & 9502)

EXCEPTION: These provisions do not apply to a measure on school district reorganization.

INDEPENDENT CANDIDATES

Last day to file nomination documents and/or pay additional pro-rata filing fee or submit supplemental signatures to cover any deficiency.

(E. C. §§ 8400, 8403 & 8405)

**IMPARTIAL ANALYSIS – LAST DAY TO
SUBMIT**

Recommended last day for County Counsel to transmit impartial analysis of a county, district or school measure.

(E. C. §§ 9160, 9313 & 9500)

DATES		EVENTS
AUG. 17 (Tu) E-77	AUG. 26 (Th) E-68	<p>PUBLIC EXAMINATION PERIOD FOR BALLOT MATERIALS</p> <p>During this period the clerk shall make available for public examination a copy of any ballot measure text, arguments, impartial analysis and bond statements for any county, district or school measure. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. A fee may be charged to any person obtaining a copy of the materials. (E. C. §§ 9190, 9380 & 9509)</p>
AUG. 26 (Th) E-68		<p>CERTIFIED LIST OF NOMINEES</p> <p>Last day for Secretary of State to transmit the certified list of nominees. (E. C. § 8148)</p> <p>DEATH OF CANDIDATE</p> <p>Last day on which the name of a deceased candidate may be removed from the ballot. Facts regarding death must be ascertained at least 68 days prior to the election. (Ed. Code § 5329 & E. C. §§ 8810 & 10529)</p> <p>REBUTTALS – LAST DAY TO SUBMIT</p> <p>Last day for authors of arguments for or against any county, district or school measure to submit rebuttals. (E. C. §§ 9167, 9317 & 9504)</p>
AUG. 27 (F) E-67	SEPT. 7* (Tu) E-56*	<p>PUBLIC EXAMINATION PERIOD – REBUTTALS</p> <p>During this period rebuttals for any county, district or school measure shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. §§ 9190, 9380 & 9509)</p>
SEPT. 4 (W) E-62	SEPT. 6 (F) E-60	<p>TRANSLITERATION REVIEW PERIOD</p> <p>First and last day candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official no later than the last day of the review period.</p>

*Date adjusted due to weekend and/or Holiday

SEPT. 7* (Tu)	OCT. 19 (Tu)	WRITE-IN CANDIDATE DECLARATION PERIOD (Excluding Presidential Electors)
E-56*	E-14	A name written on a ballot in any election will not be counted unless the person has filed during this period a declaration stating that he or she is a write-in candidate for the election. (E. C. § 8601)

SEPT. 13 (M)		REGISTRATION REPORT TO SECRETARY OF STATE
E-50		Last day to submit to Secretary of State tapes listing registrations for those persons registered as of September 3 (E – 60). (E. C. § 2187)

SEPT. 23 (Th)	OCT. 12 (Tu)	MAIL SAMPLE BALLOT BOOKLETS
E-40	E-21	A sample ballot booklet shall be mailed to each voter during this period. (E. C. § 13303)
		STATE BALLOT PAMPHLET MAILED
		Between these dates, a state ballot pamphlet shall be mailed to all registered voters. (E. C. § 9094)

OCT. 4,* (M)		EARLY TABULATION SNAP TALLIES
5 P. M.		
E-29*		Last day to be notified by the Secretary of State that certain offices or measures to be voted on are of more ordinary public interest and will require early tabulation and announcement. (E. C. § 15100)

OCT. 4 (M)	OCT. 26 (Tu)	ABSENT VOTERS – FIRST AND LAST DAY TO APPLY
E-29	E-7	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)

*Date adjusted due to weekend and/or Holiday

DATES		EVENTS
OCT. 4 (M) E-29		<p>PRECINCT OFFICERS AND POLLING PLACES – APPOINTMENT</p> <p>Last day to appoint precinct officers and designate polling places. A notice of appointment shall be mailed to each precinct officer. (E. C. §§ 12286, 12307 & 12319)</p>
OCT. 5 (Tu) E-28	OCT. 26 (Tu) E-7	<p>REGISTRATION PERIOD – NEW RESIDENTS</p> <p>Registration for new residents shall begin the 28th day prior to an election and end on the seventh day prior to election day. This registration must be executed in the county elections official's office and the new resident shall vote a new resident's ballot in that office. (E. C. §§ 332 & 3400)</p>
OCT. 8 (F) E-25		<p>STREET INDEX TO CENTRAL COMMITTEES</p> <p>Last day to furnish, without charge, a copy of the street index to state and county central committees, upon written request. The supplemental street index shall also be made available to committees no later than October 24. (E. C. § 2185)</p>
OCT. 18 (M) E-15		<p>REGISTRATION CLOSES</p> <p>Last day to transfer or register to vote in the general election. (E. C. §§ 2102 & 2107)</p>
OCT. 19 (Tu) E-14		<p>WRITE-IN CANDIDATES DECLARATION – DEADLINE INCLUDING PRESIDENTIAL</p> <p>Last day for a candidate to file a declaration and sponsors' signatures, if applicable, stating that he or she is a write-in candidate for the election. (E. C. §§ 8601, 8650 & 8652)</p> <p>BILINGUAL PRECINCT OFFICER LIST</p> <p>Last day to prepare list of appointed bilingual precinct officers. (E. C. § 12303)</p>

DATES		EVENTS
OCT. 19 (Tu) E-14	OCT. 26 (Tu) E-7	<p>NEW CITIZEN OF REGISTRATION/VOTING</p> <p>Between these dates any new citizen (a person who meets all requirements of an elector and has become a U.S. citizen after the 14th day prior to the election but on or before the 7th day prior to that election) is eligible to register and vote at this office. New citizen must provide proof of citizenship prior to voting. (E. C. § 331 & 3500-3503)</p>
OCT. 25* (M) E-8*		<p>STATEMENT OF REGISTRATION</p> <p>Last day to transmit to the Secretary of State the total county registration as of October 4, 2004 (E-29). (E. C. § 2187)</p> <p>TALLY CENTER LOCATION PUBLICATION</p> <p>On or before this date a notice specifying the public place to be used as the central tally center for counting the ballots shall be published once in a newspaper of general circulation within the county. (E. C. § 12107)</p>
OCT. 26 (Tu) E-7		<p>PRECINCT OFFICERS AND POLLING PLACES – PUBLICATION</p> <p>Immediately after appointment a list of precinct officers and polling places for each precinct shall be published once in a newspaper of general circulation within the county. (E. C. § 12103 & Govt. Code § 6061)</p> <p>COMPUTER PROGRAM TO SECRETARY OF STATE</p> <p>Last day to deposit copy of computer vote counting program with Secretary of State. (E. C. § 1500)</p> <p>CANVASS ABSENT VOTER BALLOTS</p> <p>The canvass may commence on the 7th day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101)</p>

*Date adjusted due to weekend and/or Holiday

DATES		EVENTS
OCT. 27 (W) E-6	NOV. 2 (Tu) E	<p>EMERGENCY ABSENT VOTING</p> <p>Between these dates any voter may apply for an absentee ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot. (E. C. §§ 3021 & 3110)</p>
NOV. 2 (Tu) E		<p>ELECTION DAY</p> <p>Polls open 7 a.m., close 8 p.m. (E. C. §§ 1200 & 14212)</p> <p>ABSENT VOTER BALLOTS RETURNED – 8 P.M.</p> <p>Last day for absent voter ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. A designated family member may return the voted ballot under specified conditions. (E. C. §§ 3017 & 3020)</p> <p>UNOPPOSED JUDGES – DECLARED ELECTED</p> <p>On this date, unopposed superior court judges who filed for office but whose names did not appear on the Primary or General Election ballots shall be declared elected. (E. C. § 8203)</p>
NOV. 4, (Th) 5 P. M. E+2		<p>CANVASS ELECTION RETURNS</p> <p>The canvass of returns shall commence not later than the first Thursday following the election. (E. C. § 15301)</p>
NOV. 30 (Tu) E+28		<p>COMPLETION OF OFFICIAL CANVASS</p> <p>The official canvass must be completed within 28 days of the election. The legal deadline for election officials to certify the election results is December 5. (E. C. §§ 15400 & 15401)</p>

DATES	EVENTS
<p>DEC. 6 (M)</p> <p>E+34</p>	<p>SECRETARY OF STATE’S CERTIFICATION OF STATEMENT OF VOTE – PRESIDENTIAL ELECTORS ONLY</p> <p>Last day for Secretary of State to compile and file a statement of votes for Presidential Electors. (E. C. § 15505)</p> <p>TAKE OFFICE – DISTRICT ATTORNEY AND COUNTY SUPERVISORS</p> <p>Officers take office at noon on first Monday in December following the election. (Art. IV, § 13, Art. II, §§ 4 & 6, County Charter)</p>
<p>DEC. 11 (Sa)</p> <p>E+39</p>	<p>STATEMENT OF VOTE CAST BY SECRETARY OF STATE</p> <p>Not later than this date, the Secretary of State shall compile and file in his office the statement of all votes. (E. C. § 15501)</p>