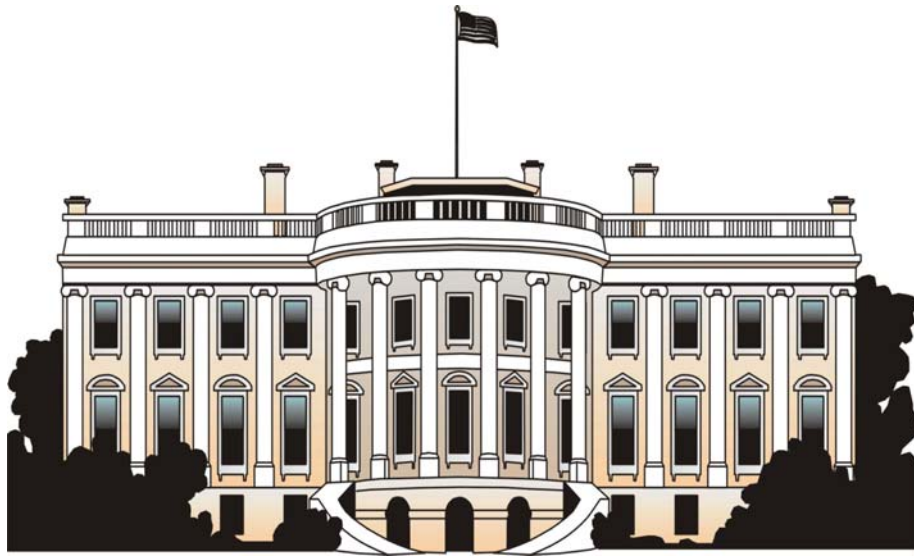


CANDIDATE HANDBOOK AND RESOURCE GUIDE



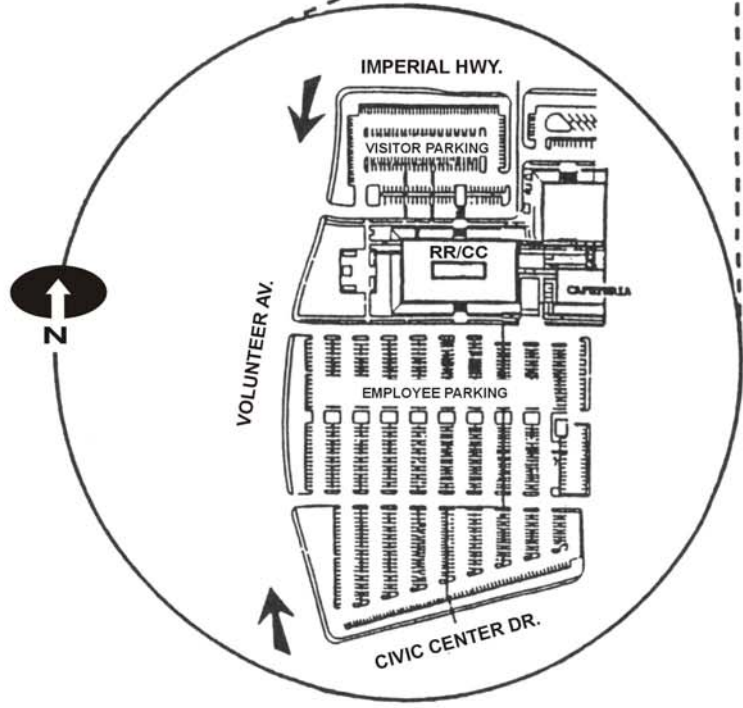
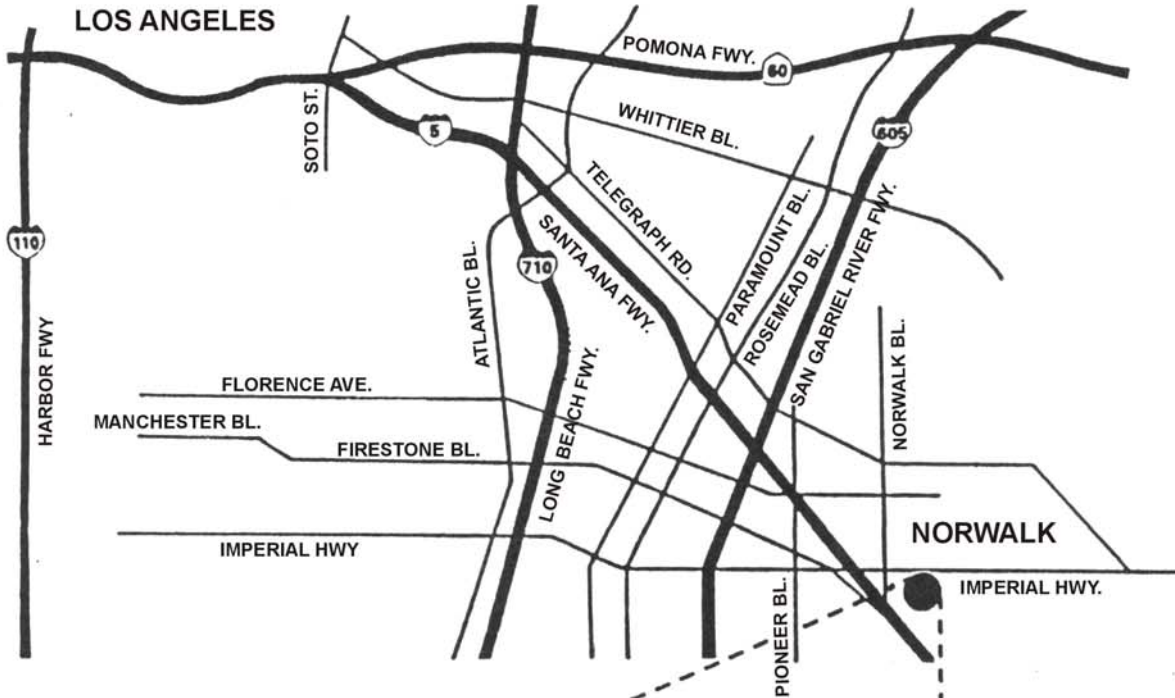
**NOVEMBER 2, 2004
GENERAL ELECTION**



Conny B. McCormack
REGISTRAR-RECORDER/COUNTY CLERK

12400 Imperial Highway
Norwalk, California 90650
(562) 462-2748 (562) 466-1310
www.lavote.net

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





COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

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

TO: Candidates, Campaign Managers and Other Interested Individuals

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

SUBJECT: **CANDIDATE HANDBOOK AND RESOURCE GUIDE**
November 2, 2004 – General Election

We are pleased to present the General Election 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.

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 General Election. (See *Election Day* section for explanation).

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@rrcc.co.la.ca.us) or call me at (562) 462-2716.

NOTICE

This reference manual has been prepared to assist you in filing documents relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy signed under penalty of perjury by each candidate declares that the candidate meets the statutory and/or constitutional requirements to hold office. Individuals with questions concerning their own or another candidate's qualifications or other related matters should seek legal counsel.

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

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WHO DO I CALL?

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 FAX: (562) 462-3030
Mailing Address:	P.O. Box 1024 Norwalk, CA 90651-1024
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 8:00 a.m. to 5:00 p.m. After hours, call (562) 462-2260 to leave a recorded message to request a voter registration form to be mailed. Note: The registration deadline for the November 2nd Presidential Election is on Monday, October 18, 2004.	(562) 466-1310

IMPORTANT PHONE NUMBERS AND CONTACT INFORMATION



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, **November 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.)**

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
- List of Candidates Who Have Filed (Posted and updated daily during the Filing Period.)
- Candidate Handbook for Upcoming Election



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

U.S. ELECTION ASSISTANCE COMMISSION (EAC)

1225 New York Avenue N.W., Suite 1100
Washington, DC 20005

(202) 566-3100
(866) 747-1471
Fax: (202) 566-3127
Web: www.eac.gov

CALIFORNIA STATE ATTORNEY GENERAL

1300 I St., #125
Sacramento, CA 95814

(916) 445-9555

Or

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

* Non-Federal Candidates

**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 (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

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.

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>(2004) APRIL 23 (F) JULY 22 (Th) 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</p> <p>First and Last day petition forms may be obtained 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 signature requirements on nomination documents. The petitions must be filed no later than July 22. (E. C. §§ 8061, 8105, 8106, 8302 & 8405)</p>
<p>APRIL 23 (F) AUG. 6 (F) E-193 E-88</p>	<p>NOMINATION PERIOD – INDEPENDENT PRESIDENTIAL CANDIDATES ONLY</p> <p>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>
<p>JUNE 7 (M) E-148</p>	<p>GOVERNOR’S PROCLAMATION</p> <p>Not later than this date, the Governor shall issue the General Election proclamation. (E. C. §§ 1200 & 12000)</p>

DATES		EVENTS
JUNE 7 (M) E-148	AUG. 6 (F) E-88	<p>NOMINATION PERIOD – INDEPENDENT CANDIDATES (Excludes Presidential Candidates)</p> <p>First and last day for candidates to circulate and leave nomination documents for examination and certification. The Secretary of State shall be notified of signature verification method to be used. (E. C. §§ 8403 & 8454)</p> <p>NOTE: Independent candidates for State Senate and Member of the Assembly offices must have filed Declarations of Intention during the period of October 27 through November 5, 2003, in order to file nomination papers.(E. C. § 8350)</p>
JUNE 24 (Th) E-131		<p>STATEWIDE MEASURES – QUALIFY FOR BALLOT</p> <p>Last day for initiative or legislative measure to qualify for General Election ballot. (Calif. Const. Art. II, § 8 (c) & E. C. §§ 9013 & 9040)</p>

DATES

EVENTS

JUNE 30 (W)	DELIVER NOTICE OF ELECTION AND MAP OF DISTRICT – HEALTH CARE, MUNICIPAL WATER AND RECREATION AND PARK DISTRICTS
E-125	<p>Not later than this date the District Secretary shall deliver a notice containing: 1) elective offices, 2) candidate statement word limitation (200 or 400 words) , 3) designated party responsible for statement cost (candidate or district) and 4) required method of payment, i.e., advance, if cost is payable by candidate.</p> <p>The District Secretary shall also provide a map delineating the district boundaries and depicting divisions within the district, if any, accompanied by a statement indicating in which division directors are to be elected and whether any elective officer is to be elected at large. (E. C. §§ 10509, 10522 & 13307)</p> <p>NOTE: WATER AGENCY AND WATER REPLENISHMENT DISTRICTS – Suggested date for district secretary to submit above mentioned information.</p>

JUNE 30 (W)	APPOINTMENTS IN LIEU OF ELECTION – RESOURCE CONSERVATION DISTRICTS
E-125	<p>If no petition is filed by this date, and the board of directors of either the Antelope Valley Resource Conservation District or the Resource Conservation District of the Santa Monica Mountains has not requested rescission of the previously adopted resolution providing for appointments in lieu of election, the Board of Supervisors shall appoint directors pursuant to Public Resources Code Section 9314 and no election shall be conducted by the county elections official.</p>

JULY 1 (Th)	AUG. 30 (M)	CERTIFICATION OF INDEPENDENT CANDIDATES’ NOMINATION DOCUMENTS TO SECRETARY OF STATE
E-124	E-64	<p>First and last day to certify nomination documents to the Secretary of State. (E. C. §§ 8403 & 8504)</p>

DATES

EVENTS

JULY 2 (F) E-123	ADOPT SPECIAL GOVERNING BOARD MEMBER ELECTION RESOLUTION (School Districts) Last day for Governing Boards to adopt a resolution calling a special school district governing board member election and setting forth the specifications of the election order. (Ed. Code. § 5322)
JULY 6* (Tu) E-119*	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 to the Registrar-Recorder/County Clerk. (Ed. Code §§ 5324 & 5325)
JULY 6* (Tu) E-119*	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)

*Date adjusted due to weekend and/or Holiday

DATES		EVENTS
JULY 6* (Tu) E-119*	AUG. 4, (W) 5 P. M. E-90	<p>NOTICE OF ELECTION – HEALTH CARE, MUNICIPAL WATER, RECREATION AND PARK, AND SCHOOL DISTRICTS – PUBLICATION</p> <p>Between these dates the notice of governing board member election shall be published once in a newspaper of general circulation.</p> <p>A general press release shall be issued providing information on the elective office and the telephone number to call regarding candidate nomination procedures. (E. C. § 12112 & Ed. Code § 5363)</p> <p>NOTICE OF ELECTION – POSTING (UDEL Districts And School Districts)</p> <p>A copy of the published notices shall be delivered to the District Secretary/Superintendent and each notice shall be posted in the district office. (E. C. § 12113)</p>
JULY 12 (M) E-113		<p>NOTICE OF ELECTION – WATER AGENCIES – PUBLICATION</p> <p>Not later than this date a notice designating the name and date of the election and the offices to be filled shall be published. (Water Code Appendix 98–52 & 103–6)</p>
JULY 12 (M) E-113	AUG. 6, (F) 5 P. M. E-88	<p>NOMINATION PERIOD – LOCAL ELECTIONS CONSOLIDATED WITH GENERAL ELECTION</p> <p>First and last day for candidates in elections consolidated with the General Election to file nomination documents. (E. C. §§ 10407 & 10510)</p>

*Date adjusted due to weekend and/or Holiday

DATES		EVENTS
JULY 12 (M) E-113	AUG. 6, (F) 5 P. M. E-88	<p>CANDIDATE STATEMENTS – LOCAL ELECTIONS CONSOLIDATED WITH GENERAL ELECTION (Including Judicial Offices Nominated at Primary Election)</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.</p> <p>See procedures for Candidate Statements. (E. C. §§ 10540 & 13307)</p> <p>CANDIDATE STATEMENTS – STATE LEGISLATIVE CANDIDATES (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. (Govt. Code § 85601 & E. C. § 13307)</p>
JULY 23 (F) E-102	JULY 30 (F) E-95	<p>NOTICE OF POSSIBLE APPOINTMENT – WATER REPLENISHMENT DISTRICT – PUBLICATION</p> <p>Between these dates if only one person or no person has filed for each position to be filled, the notice of possible appointment shall be published once. (Water Code § 60141.1)</p>

DATES

EVENTS

JULY 27 (Tu)

E-98

CHANGE OF CANDIDATES' DESIGNATION ON BALLOT

The last day that any nominated candidate may request in writing a different ballot designation than that used at the March 2, 2004 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)

AUG. 2* (M)

E-92*

SIGNATURE IN LIEU PETITIONS – INDEPENDENT CANDIDATES – LAST DAY TO VERIFY

Last day to determine sufficiency of signatures in lieu of filing fees submitted by independent candidates. If it is determined that the petition is deficient, the candidates may, before the close of nomination period (August 6), either submit a supplemental petition or pay a pro rata fee.

(E. C. § 8106)

AUG. 2 (M)

E-92

NOTICE OF RANDOMIZED ALPHABET DRAWING FOR SHARED LEGISLATIVE DISTRICTS (Registrar- Recorder/County Clerk)

Last day to notify the news media and other interested parties of the date, time, and place of the drawing to be held on August 12, 2004.

(E. C. §§ 13111 & 13112)

*Date adjusted due to weekend and/or Holiday

DATES

EVENTS

AUG. 6, (F)
5 P. M.
E-88

CONSOLIDATION OF ELECTIONS

Last day for local jurisdictions to file a resolution with the Board of Supervisors requesting consolidation with the General Election.
(E. C. §§ 10401 & 10403)

NOMINATION PERIOD DEADLINE – LOCAL ELECTIONS (Including Presidential Candidates)

Last day for candidates to file nomination documents.
(E. C. §§ 10407 & 10510)

NOMINATION PERIOD DEADLINE – INDEPENDENT CANDIDATES

Last day for candidates to circulate and leave nomination documents for examination and certification.
(E. C. §§ 8403 & 8405)

CANDIDATE STATEMENT – LOCAL NONPARTISAN CANDIDATES

Last day for candidates (including nonpartisan candidates nominated at the March 2, 2004 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)

DATES

EVENTS

AUG. 6, (F)
5 P. M.
E-88

**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)

**INDEPENDENT CANDIDATES – DEADLINE
FOR FILING SUPPLEMENTAL IN LIEU
SIGNATURES FOR U. S. SENATOR AND
REPRESENTATIVE IN CONGRESS**

Last day to submit supplemental signatures or pay additional pro rata filing fee to cover any deficiency.
(E. C. § 8106)

**CANDIDATE WITHDRAWAL – HEALTH CARE,
MUNICIPAL WATER, RECREATION AND
PARK, AND SCHOOL DISTRICTS**

No candidate, including incumbent, whose declaration of candidacy has been filed may withdraw after this date except when nomination period has been extended for that office.
(E. C. §§ 10510 & 10603)

NOTE: Candidates nominated at preceding Primary Election may not withdraw.

**NOTICE OF APPOINTMENT – SCHOOL
DISTRICTS – PUBLICATION**

After this date if no one has been nominated to the office, a notice stating that the governing board intends to make an appointment and the procedures for applying for the office shall be published once in a newspaper of general circulation in the district.
(Ed. Code § 5328.5)

DATES		EVENTS
AUG. 6, (F) 5 P. M. E-88		<p>COUNTY MEASURES – FISCAL IMPACT STATEMENT</p> <p>Last day for a 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)</p>
AUG. 6, (F) 5 P. M. E-88		<p>ADOPT SPECIAL MEASURE ELECTION RESOLUTION (School Districts)</p> <p>Last day for governing boards to adopt a resolution calling a special school district election to place a measure on the ballot. Copies shall be filed with the elections official. (Ed. Code. § 5322)</p> <p>STATEMENT IN COMPLIANCE – LAST DAY TO SUBMIT</p> <p>Last day for a local jurisdiction to file statement of bond issue with the election official. (E. C. § 9401)</p>
AUG. 7** (Sa) E-87**	AUG. 11, (W) 5 P. M. E-83	<p>NOMINATION EXTENSION PERIOD – HEALTH CARE, MUNICIPAL WATER, RECREATION AND PARK, AND WATER REPLENISHMENT DISTRICTS</p> <p>If nomination documents for the incumbent are not filed by 5 p.m. on August 6 the nomination period shall be extended until August 11, 5 p.m. for persons other than the incumbent. (E. C. §§ 8024 & 10516)</p> <p>NOTE: The extension does not apply: 1. where there is no incumbent to be elected, 2. to water agency elections.</p>

**August 7 (Saturday) and August 8 (Sunday) office will be closed

DATES		EVENTS
AUG. 7** (Sa)	AUG. 16 (M)	<p>PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS/CANDIDATES’ NAMES AND BALLOT DESIGNATIONS</p> <p>During this period candidate statements, candidates’ names and ballot designations shall be open 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 12 through August 23*.</p>
AUG. 11 (W)		<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 the office on the General Election ballot. (E. C. § 8203)</p> <p>FILE PETITION TO HOLD ELECTION – HEALTH CARE, MUNICIPAL WATER, RECREATION & PARK AND SCHOOL DISTRICTS</p> <p>Last day to file a petition signed by 10% or 50 voter (whichever is the smaller number) in the district, trustee area or division requesting that an election be held if nominees do not exceed offices to be filled. (E. C. § 10515 & Ed. Code § 5326)</p>
E-87**	E-78	
E-83		

*Date adjusted due to weekend and/or holiday

**August 7 (Saturday) and August 8 (Sunday) office will be closed

DATES

EVENTS

AUG. 11 (W)

E-83

APPOINTMENT – NO ELECTION (HEALTH CARE, MUNICIPAL WATER AND RECREATION AND PARK DISTRICTS)

If only one person or no person has filed a declaration of candidacy and if a petition to hold an election has not been filed by this date, a certificate shall be submitted to the Board of Supervisors requesting appointment of the candidates or, if there are no candidates, appointment of any qualified person. Appointments shall be made not later than November 26.

(E. C. § 10515)

CANDIDATE WITHDRAWAL – NOMINATION EXTENSION PERIOD – HEALTH CARE, AND MUNICIPAL WATER, RECREATION AND PARK AND SCHOOL DISTRICTS

Last day a candidate may withdraw declaration of candidacy papers when nomination period has been extended for that office.

(E. C. § 10516 & 10604)

AMENDMENT OR WITHDRAWAL OF MEASURE – DEADLINE

Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend any measure previously submitted for placement on the ballot.

(E. C. § 9605)

**AUG. 12, (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)

DATES

EVENTS

AUG. 12, (Th)
11 A. M.

E-82

**RANDOMIZED ALPHABET DRAWING FOR
SHARED LEGISLATIVE DISTRICTS
(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)

AUG. 13 (F)

E-81

**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 or school measure.

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

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

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

(E. C. §10403)

AUG.16, (M)
5 P. M.

E-78

ARGUMENTS – LAST DATE 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.

DATES

EVENTS

AUG. 16* (M)	E-78*	INSUFFICIENT OR NO NOMINEES – WATER AGENCIES
		If on this date, only one person or no person has been nominated for each office, the board of directors shall, by resolution, request the Board of Supervisors to appoint the person nominated, or if no person has been nominated, any qualified person.
		(Water Code Appendix 98-52 & 103-6)
		IMPARTIAL ANALYSIS – LAST DAY TO SUBMIT
		Recommended last day for County Counsel to transmit impartial analysis for any county, district or school measure.
		(E. C. §§ 9160, 9313 & 9500)
AUG. 17 (Tu)	AUG. 26 (Th)	PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS
E-77	E-68	During this period the clerk shall make available for public examination a copy of any ballot measure text, arguments, impartial analysis and 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 be amended or deleted.
		(E. C. §§ 9190, 9380 & 9509)

*Date adjusted due to weekend and/or holiday

DATES

EVENTS

AUG. 24 (Tu)

E-70

NOTICE OF LIST OF CANDIDATES – WATER AGENCIES PUBLICATION

Not later than this date a notice giving the names and addresses of all candidates in the election, the date of the election, and the hours the polls will be open shall be published once. If no election is to be held because of insufficient nominees, a notice of no election shall be published.

(Water Code Appendix 98-52 & 103-6)

AUG. 26 (Th)

E-68

CERTIFIED LIST OF CANDIDATES AND ROTATION LIST

Last day for Secretary of State to transmit the certified list of candidates and rotation list to each elections official.

(E. C. § 8148)

REBUTTALS – LAST DAY TO SUBMIT

Last day for authors of arguments for or against a county, district or school district measure to submit rebuttals. Rebuttals may not exceed **250** words in length.

(E. C. §§ 9167, 9317 & 9504)

DEATH OF CANDIDATE

Last day on which the name of a deceased candidate may be removed from the ballot. Fact regarding death must be ascertained at least 68 days prior to the election.

(E. C. §§ 8810 & 10529 Ed. Code § 5329)

NOTE: This provision does not apply under certain circumstances as set forth in Elections Code §§ 8026 & 8027.

DATES		EVENTS
AUG. 27 (F) E-67	SEP. 7* (Tu) E-56*	PUBLIC EXAMINATION PERIOD FOR REBUTTALS 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)
AUG. 31* (Tu) E-63*		INSUFFICIENT OR NO NOMINEES – WATER REPLENISHMENT DISTRICT If on this date, only one person or no person has been nominated for each office, the governing board shall, by resolution, request the Board of Supervisors to appoint the person nominated, or if no person has been nominated, any qualified person. (Water Code § 60141)
SEP. 1 (W) E-62	SEP. 3 (F) E-60	TRANSLITERATION REVIEW PERIOD First and last day candidates may review transliteration of their names. Call to schedule a review of your transliterated name (562) 462-2730 or (562) 462-2832. Requests for changes must be submitted to the county elections official no later than the last day of the review period.

*Date adjusted due to weekend and/or Holiday

DATES		EVENTS
SEP. 3 (F) E-60		<p>SPECIAL ABSENT VOTERS' BALLOT APPLICATIONS</p> <p>The first day county elections officials may process applications for special absent voters' ballots. Any applications received by the county elections official prior to this day shall be kept and processed on or after this date. The application must include the statement that the voter cannot vote an absentee ballot during the normal absentee voting period, because of military or other contingencies that preclude normal mail delivery.</p> <p>(E. C. §§ 300 & 3103)</p>
SEP. 3 (F) E-60	OCT. 26 (Tu) E-7	<p>FEDERAL ELECTION – OVERSEAS VOTER, APPLICATION FOR ABSENT VOTER'S BALLOT</p> <p>During this period, counties may begin processing Federal Post Card Applications (FPCA) from persons already registered to vote.</p> <p>(E. C. §§ 3304 & 3306)</p>
SEP. 7* (Tu) E-56*	OCT. 19 (Tu) E-14	<p>WRITE-IN CANDIDATES DECLARATION PERIOD (Excluding Presidential Electors)</p> <p>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.</p> <p>(E. C. § 8601)</p>

*Date adjusted due to weekend and/or Holiday

DATES		EVENTS
SEP. 13 (M) E-50		REGISTRATION REPORT TO SECRETARY OF STATE 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) E-40	OCT. 12 (Tu) E-21	MAIL SAMPLE BALLOT BOOKLETS A sample ballot booklet shall be mailed to each voter during this period. (E. C. §§ 13303 & 13304) STATE BALLOT PAMPHLET MAILED Between these dates, a state ballot pamphlet shall be mailed to all registered voters. (E. C. § 9094)
OCT. 4* (M) E-29*		EARLY TABULATION SNAP TALLIES Last day to be notified by the Secretary of State/Board of Supervisors 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)
OCT. 4 (M) E-29		PRECINCT OFFICERS 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)

*Date adjusted due to weekend/or Holiday

DATES

EVENTS

OCT. 4 (M) E-29	OCT. 26 (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, 3302 & 3003) NOTICE OF ELECTION – WATER REPLENISHMENT DISTRICT – PUBLICATION Between these dates a notice of election shall be published once. If no election is to be held because of insufficient nominees, a notice of no election shall be published. (Water Code §§ 60111 & 60141)
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OCT. 5 (Tu) E-28	OCT. 26 (Tu) E-7	REGISTRATION PERIOD – NEW RESIDENTS Registration for new residents shall begin the 28 th day prior to an election and end on the seventh day prior to the 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. The new resident is eligible to vote for President and Vice President only. (E. C. §§ 332 & 3400)
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OCT. 8 (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 October 24. (E. C. § 2185)
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OCT. 18 (M) E-15	REGISTRATION CLOSES Last day to transfer or register to vote in the general election. (E. C. §§ 2102 & 2107)
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DATES

EVENTS

OCT. 19 (Tu)
E-14

PRESIDENTIAL WRITE-IN CANDIDATES

Last day for write-in presidential candidates (any group of individuals, equal in number to the number of presidential electors to which California is entitled) 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. §§ 8650 & 8652)

WRITE-IN CANDIDATES CANDIDACY AND NOMINATION PAPERS – NON PRESIDENTIAL

The last day for any write-in candidate, other than write-in presidential candidates, to file with the county elections official his/her statement of write-in candidacy and the required number of signatures on the nomination papers. No filing fee is required.
(E. C. §§ 8601 & 8604)

BILINGUAL PRECINCT OFFICER LIST

Last day to prepare list of appointed bilingual precinct officers.
(E. C. § 12303)

OCT. 19 (Tu)
E-14

OCT. 26 (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 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)

OCT. 22 (F)
E-11

CERTIFIED LIST OF WRITE-IN CANDIDATES FROM SECRETARY OF STATE

Scheduled date for Secretary of State to prepare/send to county elections official the certified list of write-in candidates.

DATES

EVENTS

OCT. 25* (M)

E-8*

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)

OCT. 26 (Tu)

E-7

STATEMENT OF REGISTRATION

Last day to transmit to Secretary of State the total county registration as of **October 18** (E-15).

(E. C. § 2187)

PRECINCT OFFICERS AND POLLING PLACES – PUBLICATION

Not later than 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. §§ 12105 & 12106 & Govt. Code § 6061)

COMPUTER PROGRAM TO SECRETARY OF STATE

Last day to send copy of computer vote counting program and Certificate of Logic and Accuracy Test to Secretary of State .

(E. C. § 15001)

*Date adjusted due to weekend and/or Holiday

DATES

EVENTS

OCT. 26 (Tu)

E-7

INSUFFICIENT OR NO NOMINEES – WATER REPLENISHMENT DISTRICT AND WATER AGENCIES – BOARD OF SUPERVISORS MAKE APPOINTMENTS

Not later than this date the Board of Supervisors shall appoint to the office or offices to be filled, the person or persons nominated, or if no person has been nominated, any qualified person.

(Water Code § 60141 & Water Code Appendix 98-52 & 103-6)

CANVASS ABSENT VOTER BALLOTS

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)

OCT. 27 (W)

E-6

NOV. 2 (Tu)

E

EMERGENCY ABSENT VOTING

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)

NOV. 2, (Tu)**8 P. M.**

E

ELECTION DAY

Polls open 7 a.m., close 8 p.m.

(E. C. §§ 1200 & 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 election 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)

DATES

EVENTS

NOV. 2, (Tu)
8 P. M.
E

UNOPPOSED JUDGES – DECLARED ELECTED

On this date, unopposed candidates for the offices of superior court judge who filed for office but whose names did not appear on the Primary or General Election ballots shall be declared elected. (E. C. § 8203)

NOV. 4 (Th)
E+ 2

CANVASS ELECTION RETURNS

The canvass of returns shall commence no later than the first Thursday following the election. (E. C. § 15301)

NOV. 30 (Tu)
E+ 28

COMPLETION OF OFFICIAL CANVASS

The official canvass must be completed within 28 days of the election. The legal deadline for elections officials to certify the election result is November 30.

(E. C. §§ 15372, 15400 – 15401)

NOTE: On November 29, the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On November 30, the Board of Supervisors is tentatively scheduled to declare the election results official.

DEC. 3 (F)

E+ 31

TAKE OFFICE – HEALTH CARE AND RECREATION AND PARK DISTRICTS

Officers, elected or appointed shall take office at noon on the first Friday in December following the election.

(E. C. § 10554, Health & Safety Code § 32100.5 and Public Resources Code § 5784.3)

DATES	EVENTS
<p>DEC. 6 (M) E+ 34</p>	<p>TAKE OFFICE – DISTRICT ATTORNEY AND COUNTY SUPERVISORS Officers take office at noon on first Monday in December following the election. (Art .II, §§ 4 & 6, Art. IV, § 13, County Charter)</p> <p>INSUFFICIENT OR NO NOMINEES – HEALTH CARE, RECREATION AND PARK, AND MUNICIPAL WATER DISTRICTS Before this date the Board of Supervisors shall if no election is held, appoint the persons nominated or, if no person has been nominated, any qualified person. (E. C. § 10515)</p>
<p>DEC. 13* (M) E+ 41*</p>	<p>STATEMENT OF VOTES CAST BY SECRETARY OF STATE Not later than this date, the Secretary of State shall compile, certify and file in his office a statement of all votes. (E. C. § 15501)</p>
<p>(2005) JAN. 3, (M) NOON E+ 62</p>	<p>TAKE OFFICE – MUNICIPAL WATER, WATER AGENCIES AND WATER REPLENISHMENT DISTRICTS Officers, elected or appointed, shall take office at noon on the first Monday in January following the election. (Govt. Code § 24200, Water Code §§ 60139 & 71253 and Water Code Appendix 98 – 51 and 103 – 5).</p>

*Date adjusted due to weekend and/or Holiday

2004

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

OFFICES TO BE FILLED

GENERAL ELECTION — NOVEMBER 2, 2004
General and School Districts

DISTRICT	NO. OF GOVERNING BOARD MEMBER TO BE ELECTED	INCUMBENT
<u>HEALTH CARE DISTRICTS</u>		
ANTELOPE VALLEY	3 Full terms	Abdallah S. Farrukh Steve G. Fox Deborah A. Rice
BEACH CITIES HEALTH	3 Full terms	Jonathan Wolin (A) Vanessa I. Poster Jo Ann Woodward
<u>MUNICIPAL WATER DISTRICTS</u>		
CENTRAL BASIN	3 Full terms	
	Division # 1 Division # 4 Division # 5	Gary A. Morse Olga Gonzalez (A) Phillip Hawkins
FOOTHILL	3 Full terms	
	Division # 1 Division # 3 Division # 4	Robert J. Gomperz James T. Edwards Arthur H. Littlejohns
GOLDEN VALLEY*	2 Full terms	
		Steven Sonder Ruth Ralphs

(A) Appointed to fill Vacancy

*Shared with Kern County

GENERAL AND SCHOOL DISTRICT ELECTIONS (Continued)

DISTRICT	NO. OF GOVERNING BOARD MEMBER TO BE ELECTED	INCUMBENT
<u>MUNICIPAL WATER DISTRICTS</u> (Continued)		
HUNTINGTON	2 Full terms	
	Division # 2 Division # 4	Harold H. Hennacy Robert A. Beaudet
LAS VIRGENES	2 Full terms	
	Division # 1 Division # 4	Charles Caspary Joseph Bowman (A)
SAN GABRIEL VALLEY	2 Full terms	
	Division # 2 Division # 3	John S. Leung Joseph C. Reichenberger
THREE VALLEYS	4 Full terms	
	Division # 2 Division # 4 Division # 6 Division # 7**	David De Jesus Bob G. Kuhn Fred Lantz Dan Horan (A)
UPPER SAN GABRIEL VALLEY	3 Full terms	
	Division # 2 Division # 3 Division # 4	Frank F. Forbes Kenneth R. Manning Robert W. Robinson
WEST BASIN	2 Full terms	
	Division # 3 Division # 5	Carol W. Kwan Donald L. Dear

(A) Appointed to fill Vacancy

**Shared with Orange County

GENERAL AND SCHOOL DISTRICT ELECTIONS (Continued)

DISTRICT	NO. OF GOVERNING BOARD MEMBER TO BE ELECTED	Full terms	INCUMBENT
<u>RECREATION AND PARK DISTRICT</u>			
WESTFIELD	2	Full terms	Vito Murgolo Casey A. Olsen
<u>WATER AGENCIES</u>			
ANTELOPE VALLEY-EAST KERN	3	Full terms	George M. Lane Neal A. Weisenberger David Rizzo
CASTAIC LAKE	3	Full terms	William C. Cooper E. G. "Jerry" Gladbach William Peci
<u>WATER REPLENISHMENT DISTRICT</u>			
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA	2	Full terms	Robert W. Goldsworthy Albert Robles

*Shared with Ventura County

GENERAL AND SCHOOL DISTRICT ELECTIONS (Continued)

DISTRICT	NO. OF GOVERNING BOARD MEMBER TO BE ELECTED		INCUMBENT
<u>SCHOOL AND COMMUNITY COLLEGE DISTRICTS</u>			
FULLERTON JOINT UNION HIGH SCHOOL DISTRICT**	2	Full terms	Bill Dunton Barbara Kilponen
LOWELL JOINT SCHOOL DISTRICT**	2	Full terms	Cathy Greer Fred Schambeck
	1	(Unexpired term Ending 12/01/06)	Darin W. Barber (A)
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**	4	Full terms	Leonard L. Lathinen Manny Ontiveros Nancy Rice Molly McClanaham
		Trustee Area 1*** Trustee Area 1*** Trustee Area 3*** Trustee Area 4***	

(A) Appointed

**Shared with Orange County

***Nominated by Trustee Area-Elected at Large

CANDIDATE QUALIFICATIONS AND INFORMATION ON OFFICES

GENERAL ELECTION — NOVEMBER 2, 2004

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS
<p style="text-align: center;">DIRECTOR — HEALTH CARE DISTRICT</p> <p>Each director shall be a registered voter of the district at the time nomination documents are issued.</p> <p>(Health & Safety Code § 32100 and E.C. § 201)</p>	<p>4 Years</p> <p>December 3, 2004 (Health & Safety Code § 32100.5 and E.C. § 10554)</p>
<p style="text-align: center;">DIRECTOR — MUNICIPAL WATER DISTRICT</p> <p>Each director shall be a registered voter of the division at the time nomination documents are issued.</p> <p>(Water Code §§ 71250 & 71501 and E.C. § 201)</p>	<p>4 Years</p> <p>Noon on January 3, 2005 (Water Code §§ 71252 and 71253; Govt. Code § 24200)</p>
<p style="text-align: center;">DIRECTOR — RECREATION AND PARK DISTRICT</p> <p>Each director shall be a registered voter of the district at the time nomination documents are issued.</p> <p>(Public Resources Code § 5784 and E.C. § 201)</p>	<p>4 Years</p> <p>Noon on December 3, 2004 (Public Resources Code §§ 5784.3 and 5787.1)</p>
<p>PARTY AFFILIATION — NO PARTY AFFILIATION REQUIRED.</p> <p>FILING FEE, NOMINATING SIGNATURES AND SALARY — Although neither a filing fee nor nominating signatures are required, a declaration of candidacy must be filed. Salaries vary. (E.C. § 10510, Health & Safety Code § 32002, Water Code § 71505 & Public Resources Code §§ 5784.3 & 9353)</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 and 13112)</p> <p>VOTES REQUIRED TO ELECT CANDIDATES — PLURALITY When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes equal to the number of offices to be filled are elected. (E.C. § 10551)</p>	

CANDIDATE QUALIFICATIONS AND INFORMATION ON OFFICES

GENERAL ELECTION — NOVEMBER 2, 2004

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS
<p style="text-align: center;">DIRECTOR — WATER AGENCY</p> <p style="text-align: center;">ANTELOPE VALLEY - EAST KERN</p> <p>Each director shall be a registered voter of the division at the time nomination documents are issued.</p> <p>(Water Code Appendix 98-51; E.C. § 201)</p>	<p>4 Years</p> <p>Noon on January 3, 2005 (Water Code Appendix 98-51; Govt. Code § 24200)</p>
<p style="text-align: center;">DIRECTOR — WATER AGENCY</p> <p style="text-align: center;">CASTAIC LAKE</p> <p>Each director shall be a registered voter of the division at the time nomination documents are issued. Each director at large shall be a registered voter of the agency.</p> <p>(Water Code Appendix 103-3; E.C. § 201)</p>	<p>4 Years</p> <p>Noon on January 3, 2005 (Water Code Appendix 103-5; Govt. Code § 24200)</p>
<p style="text-align: center;">DIRECTOR — WATER REPLENISHMENT DISTRICT</p> <p>Each director shall be a registered voter of the division at the time nomination documents are issued.</p> <p>(Water Code § 60131 and E.C. § 201)</p>	<p>4 Years</p> <p>Noon on January 3, 2005 (Water Code §§ 60134 and 60139; Govt. Code § 24200)</p>
<p>PARTY AFFILIATION — NO PARTY AFFILIATION REQUIRED.</p> <p>FILING FEE, NOMINATING SIGNATURES AND SALARY — Although no filing fee nor nominating Signatures are required, a declaration of candidacy is required to be filed. Salaries vary. (E.C. § 8062 and Water Code § 60138)</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 and 13112)</p> <p>VOTES REQUIRED TO ELECT CANDIDATES — PLURALITY When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of voters equal to the number of offices to be filled are elected. (E.C. § 10551)</p>	

CANDIDATE QUALIFICATIONS AND INFORMATION ON OFFICES

GENERAL ELECTION — NOVEMBER 2, 2004

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS
<p style="text-align: center;">GOVERNING BOARD MEMBER SCHOOL AND COMMUNITY COLLEGE DISTRICTS</p> <p>A registered voter of the district or trustee area, if applicable, at the time nomination documents are issued.</p> <p>(Ed. Code §§ 5030, 35107, 72022 & 72103 & E. C. § 201)</p>	<p>4 Years</p> <p>December 3, 2004 (Ed. Code Sec. 5017)</p>
<p>PARTY AFFILIATION — NO PARTY AFFILIATION REQUIRED.</p> <p>FILING FEE, NOMINATING SIGNATURES AND SALARY — Although neither a filing fee nor nominating Signatures are required, a declaration of candidacy is required to be filed. Salaries vary. (Ed. Code § 5012)</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 and 13112)</p> <p>VOTES REQUIRED TO ELECT CANDIDATES — PLURALITY When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of voters equal to the number of offices to be filled are elected. (E.C. § 10551)</p>	

GENERAL INFORMATION FOR NOMINATION OF CANDIDATES

GENERAL ELECTION – NOVEMBER 2, 2004

IMPORTANT CANDIDATE FILING DATES

DATE	DAYS FROM ELECTION	EVENT
JULY 12 (M) Through AUG. 6, (F) 5 P.M.	E – 113-88	NOMINATION PERIOD FOR ALL CANDIDATES (EXCLUDING INDEPENDENT CANDIDATES)
AUG. 11 (W)	E – 83	NOMINATION EXTENSION DEADLINE (District offices where incumbent failed to file)

NOTE: The extension does not apply: 1. where there is no incumbent to be elected, 2. to water agency elections.

GENERAL INFORMATION

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GENERAL INFORMATION FOR NOMINATION OF CANDIDATES (Continued)

WRITTEN AUTHORIZATION FROM CANDIDATE

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.

QUALIFICATIONS FOR OFFICE

All candidates filing for office must meet the qualifications specified for the office.

NOMINATION DOCUMENTS

Only official documents issued by the Registrar-Recorder/County Clerk may be used. The forms are available at the Registrar-Recorder/County Clerk's Office, 12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

State law requires that all nomination documents contain the candidate's name and the elective office title to which he or she is seeking nomination or election and be signed by the elections official at the time of issuance. Oral and written instructions regarding procedures to be followed in completing the nomination process are given to candidates or authorized agents when the forms are issued.

GENERAL INFORMATION FOR NOMINATION OF CANDIDATES (Continued)

NAME ON THE BALLOT

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. Sec. 13106)

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

TRANSLITERATION OF CANDIDATE NAMES

Under Federal Law and local ordinance, voter registration and election material is translated in six languages other than English. These languages include Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese. The Department of Justice (DOJ) has further directed this office to transliterate the names of candidates in languages that do not use Roman characters; i.e. Chinese, Japanese, and Korean. (Transliteration is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system to another.) Candidates will be required to file a form (see page 48) indicating the acceptance of the transliterations provided by the county elections official or the candidate’s request to submit own transliterations no later than the nomination period filing deadline.

GENERAL INFORMATION FOR NOMINATION OF CANDIDATES (Continued)

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.
- Become public records as soon as the information is filed on the Declaration of Candidacy and cannot be changed after the final date to file nomination documents.

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, 2nd Floor, Room 2013.

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. § 13107(c))**

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

BALLOT DESIGNATIONS (Continued)

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, beginning **August 7, 2004** through **August 16, 2004**. If the nomination period is extended, the viewing period will be on **August 12** through **August 23**. (**Excluding Saturdays, Sundays and Holidays.**)

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

BALLOT DESIGNATIONS (Continued)

Guidelines to ballot designations (basic test) 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 against)
- f. Is it how this person make a living?

CANDIDATE WITHDRAWAL

Withdrawal of candidacy is permitted up to and including the deadline date to file a Declaration of Candidacy for that office.

(E. C. Secs. 10510 & 10603)

EXTENSION OF NOMINATION PERIOD

If an incumbent for any office fails to file nomination documents by the deadline date, the nomination period is extended for five (5) days.

During this period, any qualified person, other than the incumbent, may file Nomination Documents for the office.

NOTE: The extension does not apply:

- 1). Where there is no incumbent to be elected, 2). To water agency elections.

TELEPHONE INFORMATION

If you have any questions regarding the nomination procedures, please call the Election Planning Section at (562) 462-2317.

CANDIDATE NOMINATION PROCESS

STEP 1 – Applying For Nomination Documents

Candidates or authorized Agents are required to fill out a Candidate Registration and Qualification form providing the following information:

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

This information is used in preparing the nomination documents, therefore it is important that the information given is accurate. This information will appear on listings issued to news media and the public.

CANDIDATE QUALIFICATIONS ARE VERIFIED AT THIS TIME.

STEP 2 – Issuing Nomination Documents

AN APPLICATION FOR NOMINATION DOCUMENTS is prepared and must be signed by the candidate or an authorized agent acknowledging the qualifications for candidacy for office, the requirements for filing campaign statements, and the last day to file nomination papers. Verify the name to appear on ballot, office title, addresses, telephones, Fax number, e-mail and Web site are correct on all forms.

Candidate Handbook and Resource Guide and a Campaign Financial Disclosure packet are issued at this time.

STEP 3 – Completing Nomination Documents

DECLARATION OF CANDIDACY FORM (Executed under penalty of perjury)

1. Fill in occupational designation to appear on ballot. **Refer to Ballot Designation provisions.**
2. Fill in residence, business, mailing, email and website addresses
3. Day time, evening and fax numbers
4. List the name of public office you presently hold, if any
5. Print name in space provided in "Oath of Office"
6. Fill in place of execution and date
7. Candidate signs name under penalty of perjury that information is true and correct

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

CANDIDATE NOMINATION PROCESS (Continued)

STEP 4 – Filing Nomination Documents

The following forms must be filed by the final filing date:

- Declaration of Candidacy/Affidavit of Nominee
- Candidate Statement Form (optional)
- Transliteration Form

MULTILINGUAL VOTING 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” brochures 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 (RR/CC) 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-62 through E-60** (subject to change). See *Calendar of Events* page 22 or call (562) 462-2730; (562) 462-2832 to schedule a review of your transliterated name.

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 the *Candidate Statements* (see page 54), 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.

FREQUENTLY ASKED QUESTIONS

Q. How may I apply for office?

A. You may visit the Election Information Section located on the 2nd Floor, room 2013 or by calling (562) 466-1310 for information on the offices up for election, qualifications, filing dates, and to determine if you are eligible to run for office. You also visit the Department's website at www.lavote.net.

Q. May I have someone pickup my paperwork?

A. Yes, however a letter of authorization signed by the candidate is required. The letter should include the candidate's name, office, residence address, publication address if any, telephone/email number(s); the name of the authorized person(s) that will be responsible for picking up and filing the candidate's nomination documents.

Q. What does UDEL stands for?

A. **Uniform District Election Law** - provisions that apply to special districts and agencies whose principal act specifies rules and guidelines for conducting elections, qualifying and electing candidates: California Water Districts, Community Services Districts, County Water Districts, Irrigation District etc.. (E.C. 10500).

Q. What is a "Landowner voting district"?

A. A district whose principal act requires an elector to be an owner of land located within the district. (E.C. 10500).

Q. What is a Candidate Statement?

A. A brief description of a candidate's education and qualifications to be included in the sample ballot and mailed to voters within an election jurisdiction. A candidate statement is **optional**. A candidate statement form is provided for this purpose along with instructions, provisions, and word limit and counting guidelines. The candidate statement fees and word limit applicable to the district will be provided. (See *Candidate Statement* section, page 54)

Q. What is a Campaign Statement?

A. Specific campaign finance disclosure forms are required to report election campaign contribution and expenditure activities. (See the *Financial Reporting* section, page 59)

FREQUENTLY ASKED QUESTIONS (Continued)

Q. What are the office hours to obtain nomination documents, and how long will it take to complete documents?

A. Election Information Section will be open between 8:00 a.m. and 5:00 p.m., Monday through Friday, except on holidays. It is recommended that individuals who wish to take out nomination papers arrive at least 15 minutes before 5:00 p.m. if possible to avoid delays (heavy lobby, stair wells and elevators traffic) especially on the deadline to file nomination documents (8/6/04). The time frame to process candidates varies, and depends on how efficiently the staff qualifies the candidate and as well as how efficiently the candidate completes required documents.

Q. Will I be able to obtain up-to-date filing information?

A. Yes. You may obtain a list of the candidates who have been issued and have filed nomination papers in person from the Election Information Section, 2nd Floor in Room 2013 or via our website at www.lavote.net.

Q. Can a candidate change his/her mind about regarding running for office after filing nomination papers?

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

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 5:00 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))

FREQUENTLY ASKED QUESTIONS (Continued)

- Q. Can a credit card be used to pay a candidate statement fee, or purchase voter material?**
- A.** No. Cash, money orders, cashier's or personal checks are the only acceptable forms of payment. Checks for candidate statements (unless otherwise specified) are to be made payable to the Registrar-Recorder/County Clerk's Office.
- Q. How soon will a list of qualified candidates be available after the close of the nomination (candidate filing) period?**
- A.** 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, Room 2013.
- 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. A candidate statement fee can be refunded.
- Q. How do I get 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 20 minutes. You are also welcome to come to the Tally Center which is open for public observation, please call (562) 462-2665 to make a reservation.

CANDIDATE STATEMENTS

LOCAL NONPARTISAN OFFICES

County, Judicial, School and Special Districts)
(Ca. Elecs. Code § 13307)

1. Statement is optional and may include the candidate's age and occupation.
2. Local agency determines maximum amount of words allowed (200 or 400), responsibility for payment (candidates or agency) and whether it is to be paid in advance. If word limitation is 400 words and a 200 words or less statement is submitted, only one half of the estimated cost shall be required to be deposited.
3. No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.
4. See following pages for additional restrictions and information.

CANDIDATE STATEMENT INFORMATION

STATE LAW PROVIDES

1. Statements may not include reference to other candidates. See enclosed Notice to Persons Submitting Candidate Statement for restrictions.
2. No changes are allowed after statement is filed.
3. Statements are confidential until after close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During this period, a voter may file a writ of mandate or an injunction requiring any or all material to be amended or deleted.
4. A candidate may request that the statement also be printed in Spanish and included in the sample ballots mailed to all voters in the election area. An additional fee is required to print the Spanish statement.
5. 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 National Voting Rights Act provisions and Department of Justice specifications. These materials when printed are sent only to voters who have requested it. **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 candidate's own expense.**
6. No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.

FORMS AND COST INFORMATION

1. Form on which statement is submitted is issued with nomination documents and contains word limitation and estimated cost.
2. 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 form for limit of words that may be boldface typed, underscored and/or capitalized. Additionally, when preparing your statement, it is recommended that you do not use dashes or hyphens at the end of a line.

CANDIDATE STATEMENT INFORMATION (Continued)

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 these cases, the actual cost for the statement may double and additional cost may be billed to you after the election.

3. Statements must be neatly typed. Statement will be typeset using Dutch801 Rm BT font in 10 point size.
4. The estimated cost is determined prior to all information being available, therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.
5. If the word limitation is 400 words and a 200 words or less statement is submitted, only one-half of the estimated cost shall be required to be deposited.

NOTE: If a candidate alleges to be indigent and unable to pay in advance the fee for submitting a candidate statement, the candidate shall submit to the local agency an Affidavit of Financial Worth to be used in determining the candidate's indigence eligibility. The Affidavit shall be submitted by the candidate together with their 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 and 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 without payment of the advanced fee. The candidate will be billed his/her actual pro rata share of the cost for payment following the election.

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

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS Court Decision Prohibits Any Reference to Opponents – This decision applies to all candidates.

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

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

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

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

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

WORD COUNTING GUIDELINES

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

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

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



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, Torrance 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

**CAMPAIGN STATEMENT FILING REQUIREMENTS FOR ALL
CANDIDATES AND COMMITTEES PARTICIPATING IN THE
NOVEMBER 2, 2004 GENERAL ELECTION**

FORM 501

Candidates who **intend** to receive contributions from others for their campaign, must file a Candidate Intention Statement, Form 501 with the Los Angeles County Registrar-Recorder/County Clerk.

FORM 410

Recipient committees, including any group, individual or candidate that receive \$1,000 or more in contributions during a calendar year must file with the Secretary of State a Statement of Organization, Form 410, within 10 days of receiving the contributions.

FORM 470

Candidates who **anticipate** receiving less than \$1,000 in contributions and spending less than \$1,000 during the entire calendar year, exclusive of the cost of a candidate statement, if paid from personal funds, may reduce their filing obligation by filing a Form 470, Candidate and Officeholder Campaign Statement-Short Form by October 5, 2004. No further statements need be filed for this election **unless** the \$1,000 threshold is reached.

Candidates who have filed a Form 470 and **thereafter** receive contributions or make expenditures totaling \$1,000 or more are required to send written notification to 1) the Secretary of State 2) the local filing officer and 3) each candidate contending for the same office. The notice must be sent within 48 hours of receiving or expending the \$1,000. (Government Code § 84206)

**FILING
PERIOD**

2004 FILING REQUIREMENTS

All candidates/committees are required by the Political Reform Act to meet the first campaign statement filing deadline regardless of activity. 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. Monetary penalties may be assessed for failure to file required statements. Call the Campaign Finance Disclosure Section at (562) 462-2339 if you have any questions relating to filing requirements or need additional campaign statement forms.

CAMPAIGN STATEMENT FILING REQUIREMENTS (Continued)

**SEPT. 30 (Th)
THROUGH
OCT. 5 (Tu)**

FIRST CAMPAIGN STATEMENT

All candidates who did not file a Form 470 by October 5, 2004, and committees primarily formed to support or oppose candidates or measures in this election, **must** file campaign statements at this time to cover the period between January 1 and September 30 even if no reportable activity occurred during that time. (Government Code § 84200.7)

**OCT. 16 (Sat)
THROUGH
OCT. 21 (Th)**

SECOND CAMPAIGN STATEMENT

The reporting requirements mentioned above apply to statements for the period between October 1 and October 16. Statements must be filed by guaranteed overnight mail or by personal delivery. (Government Code § 84200.7)

**WITHIN
24 HOURS
THROUGH
OCT. 17 (Su)
THROUGH
NOV. 1 (M)**

LATE CONTRIBUTION AND/OR LATE INDEPENDENT EXPENDITURE REPORTS

Each candidate or committee that makes or receives a contribution (including a loan) of \$1,000 or more, or makes an independent expenditure of \$1,000 or more between October 17 and the election, shall report it by telegram, guaranteed overnight mail through the U.S. Postal Service or personal delivery within 24 hours. (Government Code §§ 84203 & 84204)

**JAN. 1, 2005
(Sa)
THROUGH
JAN. 31, 2005
(M)**

SEMI-ANNUAL CAMPAIGN STATEMENT

Same requirements as above for the period between October 17 and December 31, 2004. (Government Code § 84200)

FORM 410 - STATEMENT OF TERMINATION

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

FOR ADDITIONAL INFORMATION, CALL THE CAMPAIGN FINANCE DISCLOSURE SECTION

TELEPHONE (562) 462-2339 ♦ FAX (562) 651-2548

REVIEW OF REPORTING REQUIREMENTS

Campaign Disclosure Filing Requirements for ALL Candidates and Committees

PLEASE READ CAREFULLY...

The Political Reform Act imposes certain duties and obligations on candidates, officeholders, committees, treasurers and others participating in the political process: For example:

- Detailed records must be maintained for all financial activity; and contributions received for political purposes must not be commingled with personal funds.
- Campaign statements must be filed at specified times disclosing contributions received, expenditures made and other financial information. In some cases, however, candidates can avoid filing campaign statements by submitting a "Candidate and Officeholder Campaign Statement Short Form (Form 470)."
- The only postmark which can be accepted as evidence of a filing date is one for first class mail. Mail, which is not received by the filing officer shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of deposit, and the name and address of the addressee.
- Any candidate or committee who files an original statement after an imposed deadline is liable in the amount of \$10 per day after the deadline until the document is filed. The liability is limited to the cumulative amount reported in the last document or \$100, whichever is greater.

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

DEFEATED CANDIDATES

Must file campaign disclosure reports until:

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

It is recommended that campaign disclosure statements be mailed by certified mail or by purchasing certificate of mailing. This will eliminate any question regarding receipt of your statement.

Unsigned forms are incomplete and are not considered filed until they are signed.

WHERE TO FILE CAMPAIGN 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 section.

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 President United States Senator Representative in Congress</p> <p>Federal disclosure requirements through the Federal Election Commission.</p>	

ADDRESSES FOR FILING CAMPAIGN 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 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 1** - Campaign Provisions of the Political Reform Act for Information for State Candidates, their Controlled Committees, and Primarily Formed Committees for State Candidates. (Formerly Manuals A & B)
- MANUAL 2** - Campaign Provisions of the Political Reform Act for Information for Local Candidates, Superior Court Judges, their Controlled Committees, and Primarily Formed Committees for Local Candidates. (Formerly Manual B)
- 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 TO FILE</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

GENERAL CAMPAIGN INFORMATION

The following code sections pertaining to campaign literature and related matters have been reproduced in full for your information.

- PART 1 - Chapter 976, 1977 Legislation.
LEGISLATIVE INTENT.
- PART 2 - Sections 82041.5, 84305 and 89001 Government Code.
MASS MAILINGS.
- PART 3 - Sections 20000 – 20010 Elections Code.
TRUTH IN ENDORSEMENTS LAW.
- PART 4 - Section 18301, Elections Code.
PRINTING OF SIMULATED SAMPLE BALLOTS.
- PART 5 - Section 18302, Elections Code.
DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION
- PART 6 - Sections 18370, 18371, 18540, 18541, 18544, 18545 and 18546
Elections Code.
ELECTIONEERING/INTIMIDATION OF VOTERS/POSSESSION OF
FIREARMS AT POLLING PLACE.
- PART 7 - Sections 20202 and 20203, Elections Code.
SOLICITATION OF FUNDS.
- PART 8 - Section 5405.3, Business and Professions Code.
OUTDOOR ADVERTISING: POLITICAL SIGNS.
- PART 9 - U.S. POSTAL SERVICE – POLITICAL MAILINGS.
- PART 10 - INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS
DISTRIBUTING APPLICATIONS FOR ABSENTEE BALLOTS.
- PART 11 - INFORMATION ON FEDERAL LAW PROHIBITING FOREIGN
NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES.

GENERAL CAMPAIGN INFORMATION (Continued)

PART 1

LEGISLATIVE INTENT. CHAPTER 976, 1977 STATUTES.

The Legislature finds and declares:

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

PART 2

Government Code Sections

82041.5. Mass Mailing – Definition.

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

84305. Manner of sending mass mailings.

(a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of such mailing in no less than 6-point type. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

GENERAL CAMPAIGN INFORMATION (Continued)

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

89001. Newsletter or mass mailing.

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

PART 3

Elections Code Sections

20000. Name of chapter.

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

20001. Legislature's findings.

The Legislature hereby finds the following to be true:

- (1) The major political parties have become an integral part of the American governmental system requiring regulation as to their structure, governing bodies, and functions by state government in the public interest.
- (2) The Legislature has found it necessary and appropriate in the regulation of political parties to create and provide for the convening of state conventions, state central committees, and county central committees for parties qualified by law to participate in the direct primary election, by statute.
- (3) Over the several years preceding the adoption of this section organizations of electors using as a part of their names the name of a political party qualified to participate in the direct primary election have endorsed candidates for nomination of that party for partisan office in the direct primary election and have publicized and promulgated such endorsements in a manner which has resulted in considerable public doubt and confusion as to whether such endorsements are those of a private group of citizens or of an official governing body of a political party.
- (4) The voting public is entitled to protection by law from deception in political campaigns in the same manner and for the same reasons that it is entitled to protection from deception by advertisers of commercial products.

20006. Restraining order or injunction.

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

20007. Representation requirements.

No candidate or committee in his or her behalf shall represent in connection with an election campaign, either orally or in campaign material, that the candidate has the

GENERAL CAMPAIGN INFORMATION (Continued)

support of a committee or organization which includes as part of its name the name or any variation upon the name of a qualified political party with which the candidate is not affiliated, together with the words “county committee,” “central committee,” “county,” or any other term that might tend to mislead the voters into believing that the candidate has the support of the party’s county central committee or state central committee, when that is not the case.

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

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

20008. Political advertisement requirements.

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words “Paid Political Advertisement.” The words shall be set apart from any other printed matter.

As used in this section “paid political advertisement” shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

20009. Simulated ballot requirements.

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

“NOTICE TO VOTERS

“(Required by Law)

“This is not an official ballot or an official sample ballot prepared by the county elections official 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).”

GENERAL CAMPAIGN INFORMATION (Continued)

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

(b) No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall any such seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

20010. No pictures of candidates in campaign material.

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

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

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

(2) A candidate for public office whose likeness appears in a picture or photograph prohibited by subdivision (a) may bring a civil action against any

GENERAL CAMPAIGN INFORMATION (Continued)

person, firm, association, corporation, campaign committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a). The court may award damages in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney's fees and costs.

(d) (1) This act shall not apply to a holder of a license granted pursuant to the Federal Communications Act of 1934 (47 U.S.C. § 151 et seq.) in the performance of the functions for which the license is granted.

(2) This act shall not apply to the publisher or an employee of a newspaper, magazine, or other periodical that is published on a regular basis for any material published in that newspaper, magazine, or other periodical. For purposes of this subdivision, a "newspaper, magazine, or other periodical that is published on a regular basis" shall not include any newspaper, magazine, or other periodical that has as its primary purpose the publication of campaign advertising or communication, as defined by Section 304.

PART 4

Elections Code Section

18301. Printing of simulated sample ballots.

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

PART 5

Elections Code Section

18302. Distribution of precinct polling place information.

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

PART 6

Legislature's findings.

The Legislature finds and declares that no person, other than the voter and the election official, should have access to, or possession of, the ballot except as permitted by the Federal Voting Rights Act of 1965, as amended.

GENERAL CAMPAIGN INFORMATION (Continued)

Elections Code Sections

18370. Electioneering within 100 feet of a polling place.

No person, on election day, or at any time that a voter might be casting a ballot, shall within 100 feet of a polling place or an elections official's office:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of making his or her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering.

As used in this section "100 feet of a polling place or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

18371. Electioneering during absentee voting.

- (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of an absentee voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the absentee voter is voting.
- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any provision of the Federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

18540. Compelling another in voting.

- (a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years.
- (b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from

GENERAL CAMPAIGN INFORMATION (Continued)

voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in state prison for 16 months or two or three years.

18541. Solicitation dissuading persons from voting.

(a) No person shall, with the intent of dissuading another person from voting, within 100 feet for a polling place:

- (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (2) Place a sign relating to voters qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (3) Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

(b) Any person who violates this section is punishable by imprisonment in the county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.

(c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

18544. Fine for person in possession of firearm or unauthorized uniformed personnel.

(a) Any person in possession of a fireman or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

(b) This section shall not apply to any of the following:

- (1) An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.
- (2) A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.
- (3) A private guard or security personnel hired or arranged for by a city or county elections official.
- (4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

18545. Fine for hiring of person in possession of firearm or uniformed personnel.

Any person who hires or arranges for any other person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, to be stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in

GENERAL CAMPAIGN INFORMATION (Continued)

a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to the owner or manager of the facility or property in which the polling place is located if the private guard or security personnel is not hired or arranged solely for the day on which the election is held.

18546. Definitions.

As used in this article:

- (a) "Elections official" means County Clerk, Registrar of Voters, or City Clerk.
- (b) "Immediate vicinity" means the area within a distance of 100 feet from the room or rooms in which the voters are signing the roster and casting ballots.

PART 7

Elections Code Sections

20202. Authorization to use candidate or committee name.

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

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

20203. Notice of nonauthorization to be included in fundraising communication.

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

GENERAL CAMPAIGN INFORMATION (Continued)

PART 8

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

Business and Professions Code Sections

5405.3 Outdoor Temporary Political Signs.

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

A temporary political sign is a sign which:

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

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

STATE OFFICE

**DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY
OUTDOOR ADVERTISING BRANCH
1120 N. STREET, MS-37
P.O. BOX 942874
SACRAMENTO, CA 94274-0001
TDD 1-800-735-2929
PHONE (916) 654-4790
FAX (916) 654-4956**

DISTRICT OFFICE

**DEPARTMENT OF TRANSPORTATION
DIVISION OF RIGHT OF WAY
OUTDOOR ADVERTISING BRANCH
464 W. 4TH STREET
8TH FLOOR, MS 854
SAN BERNARDINO, CA 92401-1400
SACRAMENTO OFFICE PHONE (916) 654-4790**

A **notarized** Statement of Responsibility must be filed with the Department of Transportation. The forms may be obtained from that department at the address above, or

**REGISTRAR-RECORDER/COUNTY CLERK
CAMPAIGN FINANCE DISCLOSURE SECTION ROOM 2003
12400 IMPERIAL HIGHWAY
NORWALK, CALIFORNIA 90650
Telephone (562) 466-1310 or 1-800-481-VOTE**

GENERAL CAMPAIGN INFORMATION (Continued)

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

PART 9

IMPORTANT NOTICE TO CANDIDATES WHO PLAN TO MAIL CAMPAIGN MATERIALS

The U.S. Postal Service can provide assistance for mailing requirements to political candidates and committees. Business Mail Entry Units will explain addressing, sorting, fees and postage. Additionally, they will also review a mailing piece to ensure mailability.

To avoid delays and other delivery problems in your campaign mailings, call:

CUSTOMER SERVICES U.S. POSTAL SERVICE

ZIP CODE AREAS SERVED	LOCATION OF OFFICE	OFFICE TELEPHONE NUMBER
900XX	LOS ANGELES CITY	(323) 586-2605
902XX – 908XX	LONG BEACH DIST.	(562) 986-7360
910XX – 935XX	VAN NUYS DIST.	(661) 775-6663
917XX – 918XX 926XX – 928	SANTA ANA DIST.	(714) 662-6248 OPTION #4

PART 10

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

ABSENTEE BALLOT APPLICATION

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

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

GENERAL CAMPAIGN INFORMATION (Continued)

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

(b) Uniform Absentee Voting Application

Pursuant to Elections Code § 3007, the Secretary of State has prepared a uniform application format for an absentee voter ballot for use by all individuals, organizations and groups distributing absent voter applications. Failure to conform your applications with the uniform format is a misdemeanor. (Elections Code § 18402)

(c) Important Information

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

- (1) In order to ensure accuracy, the voter should fill out all the information on the application himself or herself. The law does, however, permit the following information to be preprinted on the application form prior to distribution to the voter:
 - (a) The voter's name and residence address as they appear on the voter's affidavit of registration;
 - (b) The name and date of the election for which the absentee ballot is being requested; and,
 - (c) The deadline date by which the application must be received by the elections official.
- (2) There is a separate section of the form for the voter to indicate a "mailing address" if he or she receives mail at an address other than his or her residence address. This section of the form may **only** be completed by the voter (**mailing address information may not be printed by the person, group or organization distributing the applications**).
- (3) The voter must personally affix his or her signature
- (4) The mailing address to which an absentee ballot is requested to be sent may not be the address of any political party, political campaign headquarters, or a candidate's residence. This provision, of course, does not apply to the candidate or the candidate's immediate family members or housemates who requests that an absentee ballot be mailed to the candidate's residence address.

GENERAL CAMPAIGN INFORMATION (Continued)

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

You have the legal right to mail or deliver this application directly to the local elections official of the 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 that distributes applications for absent voter ballots and receives completed application forms back from voters shall deliver the forms to the appropriate elections official **within 72 hours** of receiving the completed forms. Note that 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 that knowingly distributes any application for an absent voter's ballot which does not conform to the requirements of the absentee voter provision is guilty of a misdemeanor. (Elections Code § 18402)
- (10) Voters who use the absentee ballot applications provided by individuals, groups and organizations must attest to the truth and correctness of the contents of the application and sign the application under penalty of perjury.
- (11) Elections Code § 3006 requires that the absentee ballot application contain information about California's permanent absentee voter provision.

(d) Absentee Ballot Application Format

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

NOVEMBER 2, 2004 GENERAL ELECTION
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 26, 2004**.

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.

Date	SIGNATURE
------	-----------

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

AVAPP5/2004

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, CA 90030-0450

Or deliver to:

12400 Imperial Hwy. Norwalk, CA 90650
 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) 462-1323 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 contains 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.

GENERAL CAMPAIGN INFORMATION (Continued)

PENALTIES FOR FRAUDULENT ABSENTEE VOTING

(a) Voting more than once.

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

(b) Interfering with the absent voting process.

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

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

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

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

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

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

(c) Other penalties.

It is a crime to interfere with anyone's right to vote. (Elections Code § 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 their vote for a particular person or issue. Similarly, it is against the law to pay someone to not vote. (Elections Code §§ 18521, 18522 and 18524)

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

GENERAL CAMPAIGN INFORMATION (Continued)

PART 11

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

Federal law prohibits foreign nationals from making contributions or expenditures in connection with any U.S. election (federal, state, or local), either directly or through another person. This prohibition applies to foreign-owned corporations and associations, as well as to foreign governments, political parties and certain individuals and partnerships. Additionally, U.S. candidates for federal, state and local offices are prohibited from accepting contributions from these sources.

The ban on political contributions and expenditures by foreign nationals was first enacted in 1966 as part of the amendments to the Foreign Agents Registration Act (FARA), an “internal security” statute. The goal of the FARA was to minimize foreign intervention in U.S. elections by establishing a series of limitations on foreign nationals. These included registration requirements for the agents of foreign principals and general prohibition on political contributions by foreign nationals. In 1974, the prohibition was incorporated into the Federal Campaign Act which gave the Federal Election Commission (FEC) jurisdiction over its enforcement and interpretation.

If you have any questions on this matter, please call the FEC in Washington, D.C. at 800 424-9530 or (202) 219-3420.



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

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 <u>Plus</u> \$9.84 Handling Charge Per Order.
Precincting Book	\$34.00 Per Set.
Precinct Maps – 18” X 24” - Large 18” X 12” - Small	\$2.00 Per Map Page. (Handling Fee Included In Cost)
Precincting GIS Maps 3” X 3 ½”	\$30.00 Each
Polling Place Maps	\$17.00 Small 11” X 17” Each Page. \$26.00 Large – Each Page Varies In Size.
Photocopies (Miscellaneous)	\$0.03 Per Copy Plus \$0.75 Handling Fee Per Request.
Returned Checks	\$33.00 Each
Search – Voter Registration File	\$5.00 Per Name For Each Year Of Records Searched.
Statement Of Votes Cast (SVC)	\$0.36 Per Page. (Handling Fee Included In Cost)
Telefaxing	\$0.04 Per Page Plus \$0.75 Handling Fee.

Fee Schedule

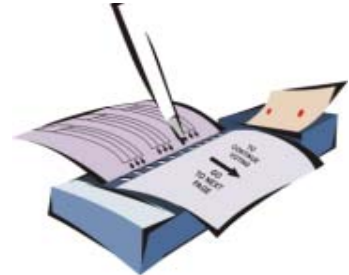
Item	Fee
Customized Wall Maps Customized District Map With Acetate Overlay Map That Allows Distinction From Original Background Map.	\$30.00 Each \$48.00 Each
Video Tapes (Personnel Training)	\$10.00 Each
*Compact Disc (CD) Text File Los Angeles County Voter Files *Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	\$146.00 Per File. (Excluding Los Angeles County Voter Files) \$54.00 Per File \$39.00 For Each Additional File
*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	

ELECTION DAY

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 November General 2004 Election will be conducted using InkaVote.

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.

NEIGHBORHOOD VOTING CENTERS (NVCs): POLLS FOR THE FUTURE

In an effort to recruit and retain voting locations which are visible, stable, sizeable, and 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 approximately 8 percent of LA County polling places are replaced because the previous location is no longer available. 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 percent of polls changed between major elections.

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 went into effect on January 1, 2003. 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. 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!

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 November 2, 2004 General 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) 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 percent 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 (formerly 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 who 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. citizens and at least 16 years of age.

BILINGUAL POLLWORKERS

No other issue has dominated the long-term planning of election administrators nationwide over the past few years than the question, "Who is going to staff the polls?" The pool of poll workers was once fairly stable, consisting primarily of retired persons and housewives. However, the number of veteran, trained volunteers has diminished alarmingly as the traditional group ages (many are in their 80s). Statistics nationwide show volunteerism has dropped off in the past decade.

Recruiting bilingual pollworkers has all of the challenges of recruiting traditional pollworkers and in many cases, more challenges! Bilingual pollworkers must be registered voters who speak English well enough to explain election procedures to English speaking voters. They must also understand English well enough to assimilate the difficult procedures taught in the training classes.

Bilingual pollworkers are vital in helping citizens with limited English proficiency to exercise their voting privileges. They assist voters, whose primary language is not English, and help them understand voting procedures by responding to their questions. As a means to address the bilingual pollworker recruitment challenges, a "Pollworker/Recruiter" Program, which brought community activists into recruiting bilingual pollworkers from their communities, was launched in 1998. In addition, to solve the general pollworker recruiting issues, Los Angeles County has developed the 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.

BILINGUAL POLLWORKERS (Continued)

- **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 a 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.



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.

ELECTION RESULTS/CANVASS/ ELECTION CONTESTS/RECOUNTS

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 count system – there is no tabulation at the voting locations.

On Election Night, ballots from approximately **5,000** 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 9:00 p.m. - 9:30 p.m. Then precinct pollworkers from the **5,000** the precincts bring their ballots and supplies to one of the approximately 65 Check-in-Centers located throughout the County. From these locations, Sheriff deputies transport the voted ballots by car or helicopter 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) 462-2716 from 8:30 p.m. and approximately every 20 minutes thereafter until all precincts have reported.
- **Norwalk Headquarters:** Hard copy bulletins are printed and distributed on the 3rd floor near the Tally / MTS room.

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

POST ELECTION NIGHT RESULTS

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

Outstanding ballots include:

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

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

CANVASS/CERTIFICATION

Canvass is a process of reconciling numbers. The number of voted ballots reported by pollworkers and absentee statistics, is matched to what the computer counted. The election materials are de-processed to locate any missing ballots. California law requires a manual recount of one percent of the precincts (including all races) during canvass. When everything has been checked and accounted for, the election is certified. At this time, final official results are issued. It is difficult to predict how long the process will take. However, the legal deadline is 28 days after the election. The deadline for the November 2, 2004 General Election is November 30, 2004.

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 on 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

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 elections. If no legal action is pending at the end of this period, the documents may be destroyed or recycled. 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.*

Requesting a Recount (Continued)

Format of request

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

Place of filing

- With the county elections official responsible for conducting the election, if the contest is not voted upon statewide. (E.C. § 15620)
- If election is conducted in more than one county, the request 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 telegram.

(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 except for Saturdays, Sundays, and holidays, 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)

Result of Recount (Continued)

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

(E.C. § 15633)

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	\$2,182
2	\$3,545
3	\$4,908
4	\$6,271
5	\$8,453
6	\$9,816
7	\$11,179
8	\$12,543
9	\$14,724
10	\$16,088
11	\$17,451
12	\$18,814
*Cost will include labor, facilities, material and personnel. Cost will vary according to type of election and personnel involved.	

AUTOMATIC PUBLIC MANUAL TALLY

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

(E.C. 15360)

**GENERAL INFORMATION FOR
WRITE-IN CANDIDATES**
(Elections Code Sections 8600 & 8601)

**GENERAL ELECTION
NOVEMBER 2, 2004**

IMPORTANT DATES FOR WRITE-IN CANDIDATES

DATE	DAYS FROM ELECTION	EVENT
SEPT 7 (Tu) Through OCT 19, (Tu) 5:00 P.M.	E - 57 - 14	FIRST AND LAST DAY TO FILE WRITE-IN CANDIDATE DECLARATION OF CANDIDACY

A person who has not followed the usual procedure for placing his or her name on the ballot for the election may still be elected to office as a Write-in Candidate.

FILING FEE

A Write-in Candidate **is not required** to pay a filing fee.

NOMINATION PROCEDURES

Write-in votes are counted only for those candidates who have filed nomination documents. Candidates are to refer to the General Information for Nomination of Candidates (see page 39) of this handbook.

FILING DEADLINE

The following forms must be filed with the Registrar-Recorder/County Clerk's Office **NO LATER THAN 5 P.M. ON THE 14th DAY** prior to the election.

- Write-in Candidate's Declaration of Candidacy
- Nomination Papers, if applicable to the office
- CAMPAIGN STATEMENT - FORM 470 (Short Form) can be filed at same time nomination documents are filed if candidate does not anticipate receiving/spending \$1,000 or more on his/her campaign. (See Campaign Finance Disclosure Section for more details and deadlines for other required campaign disclosure statement forms applicable to the office).

ELECTION RESULTS FOR WRITE-IN CANDIDATES

Write-in election results are not determined until the Official Canvass is completed. California election law allows 28 days for the conduct of the Official Canvass. During the Official Canvass, write-in ballots must be individually reviewed to determine if the write-in vote is for a qualified/unqualified write-in candidate and whether or not the voter over voted. All aspects of the canvass shall be open for public

TO BE ELECTED

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.

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.

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.

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.

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.

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.

GENERAL INFORMATION

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 *qualified* write-in candidates who file the required forms with the elections department no later than 14 days prior to election day.

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.

OFFICES OMITTED FROM BALLOT

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.

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