

COUNTY OF LOS ANGELES MUNICIPAL INFORMATION BOOKLET



Municipal Elections
Held with the November 2, 2021
Local and Municipal Elections



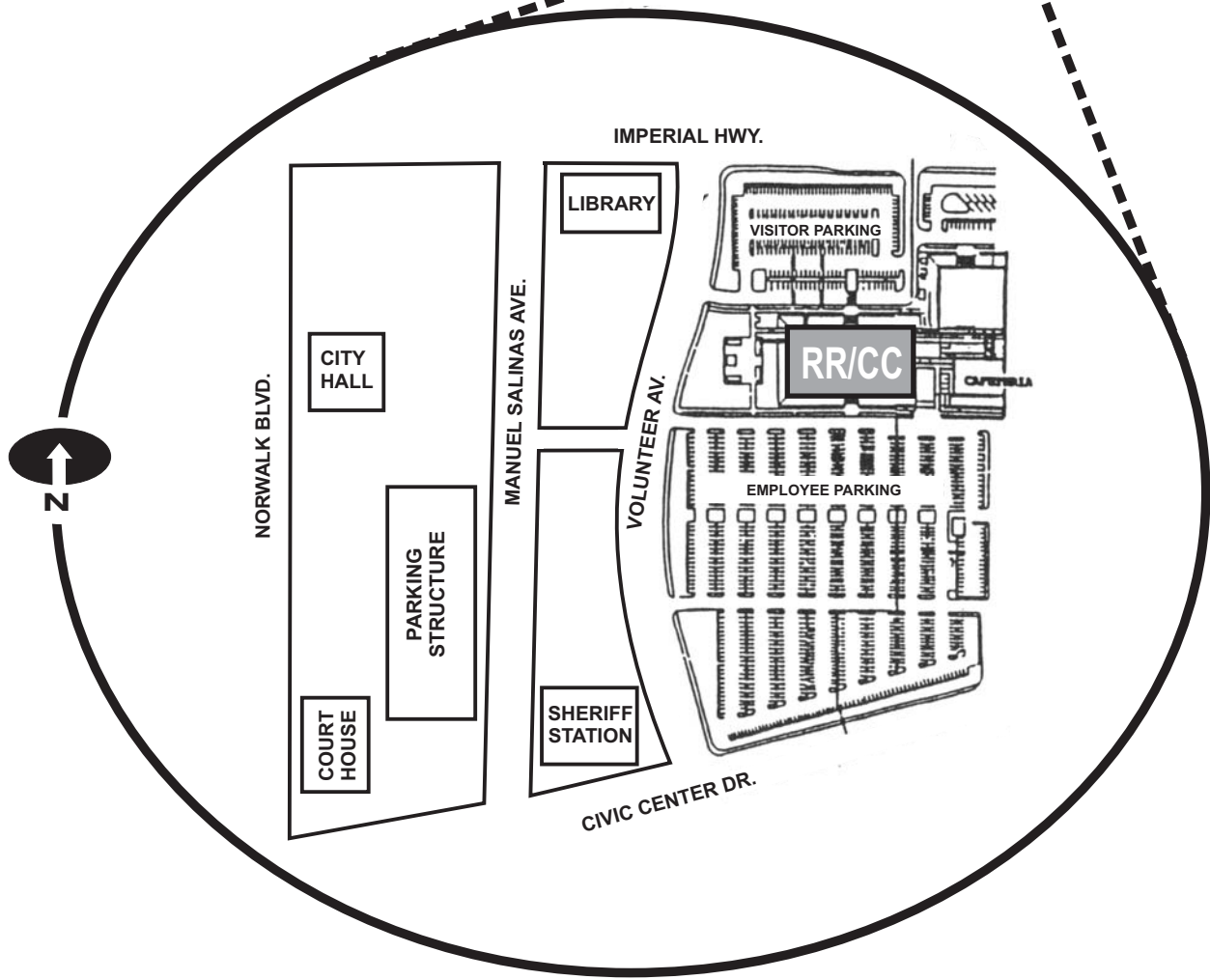
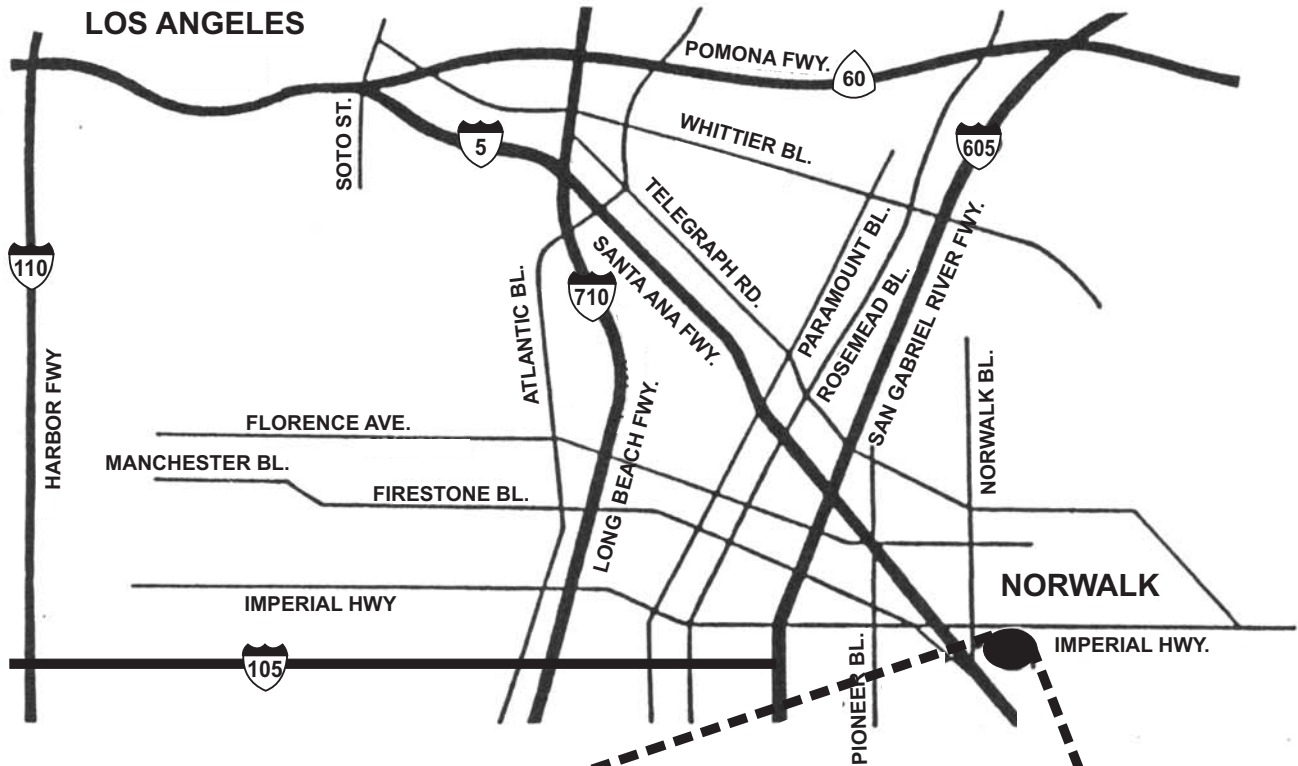
Dean C. Logan
Registrar-Recorder/County Clerk



Los Angeles County Registrar-Recorder/County Clerk

Prepared by
The Election Coordination Unit
www.lavote.net

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



NOTICE

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

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

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

TABLE OF CONTENTS

GENERAL INFORMATION	PAGE
City Responsibilities	i-iii
RR/CC Responsibilities.....	iv
CHAPTER 1: CALENDAR OF EVENTS.....	1-8
CHAPTER 2: CERTIFIED LIST OF QUALIFIED CANDIDATES, NAME TO APPEAR ON THE BALLOT AND BALLOT DESIGNATIONS	
Certified List of Qualified Candidates (Sample)	9
Name To Appear On The Ballot.....	9
Order of Candidate Names	9
Ballot Designation Provisions.....	10
Ballot Designations	10
Elective Office Title	10
Incumbent	10
Appointed Incumbent.....	10
Principal Occupation	11
Community Volunteer	11
No Ballot Designation Desired	11
Ballot Designation Worksheet.....	11
Rejection of Ballot Designation	11
Unacceptable Designations	11
Secretary of State Ballot Designation Regulations	12-23
CHAPTER 3: CANDIDATE STATEMENTS	
Candidate Statement Form (Sample)	24
Format and Style Information (Sample).....	25
State Law	26
Estimated Cost.....	26
Indigent Candidates	27
Affidavit of Financial Worth (Sample).....	27
Public Examination Period	28
Incumbents / List of Qualified Candidates.....	28
Notice To Persons Submitting Candidate Statements.....	29
CHAPTER 4: BALLOT MEASURES	
Resolution for Ballot Measure Text (Sample)	30
General Information	31
Ballot Measure Text (Sample).....	31
Request for Letter Designation	31
Withdrawal and/or Amendments.....	31

TABLE OF CONTENTS (continued)

CHAPTER 5: BALLOT ENCLOSURES

PAGE

Text and Titles.....	32
Format and Style	32
Ballot Enclosures	32
Arguments and Rebuttals (Samples).....	33
Ballot Enclosure Titles and Word Limitation Chart	34
Argument and Rebuttal Form (Sample).....	35
Declaration by Author(s) of Arguments/Rebuttals (Sample).....	36
Authorization for Another Person to Sign Rebuttal Argument Form (Sample).....	37
Available Forms	38
Withdrawal of Arguments	38
Public Examination.....	38
Original Forms/Signatures.....	38
Restrictions	38
Litigation.....	38
Ordinance/Charter Amendments.....	38
Notices Printed with Impartial Analysis	39
Notices Printed in Voter Information.....	40
Word Counting Guidelines	41

CHAPTER 6: MULTILINGUAL SERVICES

General Information	42
Multilingual Services (RR/CC).....	42
RR/CC Multilingual Materials	43
Transliteration of Candidate Names.....	43
Transliteration Form (Sample)	43
Multilingual Services (CITY).....	43

CHAPTER 7: TELEPHONE GUIDE, AVAILABLE REPORTS AND MATERIALS

Telephone Guide.....	44
Available Reports and Materials	45

CHAPTER 8: SIGNATURE VERIFICATION SERVICES

46

CHAPTER 9: ELECTION NIGHT SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION

Semi-Final Official Results	47
Certification of Official Results	47

EXHIBIT:..... LETTER DESIGNATION FORM

GENERAL INFORMATION



CITY AND RR/CC RESPONSIBILITIES

GENERAL INFORMATION GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE LOCAL AND MUNICIPAL ELECTIONS NOVEMBER 2, 2021

CITY RESPONSIBILITIES

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

RESOLUTION
CALLING
FOR AN
ELECTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALLING FOR THE HOLDING OF A GENERAL ELECTION MUNICIPAL ELECTION TO BE HELD ON TUESDAY _____, FOR THE ELECTION OF THREE (3) MEMBERS OF THE CITY COUNCIL AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO CHARTER CITIES AND FOR THE SUBMISSION TO THE VOTERS OF THE CITY A QUESTION RELATING TO THE ENACTMENT OF AN EMERGENCY TWO PERCENT (2%) INCREASE IN THE CITY'S UTILITY USER'S TAX (UUT) FOR AN INITIAL PERIOD OF TWO (2) YEARS AND TWO (2) MONTHS

ATED this 31st day of July, 2016.

ATTEST:

RESOLUTION NO. 2014-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ RESCINDING RESOLUTION NO. 2014-45 AND ORDERING, CALLING, PROVIDING FOR AND GIVING NOTICE OF A SPECIAL ELECTION TO BE HELD ON NOVEMBER 8, 2016 FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS OF SAID CITY A PROPOSITION TO AUTHORIZE THE ISSUANCE OF WATER REVENUE BONDS BY SAID CITY TO FINANCE THE ACQUISITION OF ASSETS RELATED TO THE WATER UTILITY SYSTEMS OF SAID CITY.

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RESOLUTION
CONSOLIDATING
WITH THE
ELECTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON _____, WITH THE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE.

RESOLUTION NO. CC-1407-065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 8, 2016 WITH THE COUNTY OF LOS ANGELES GENERAL ELECTION TO BE HELD ON THAT DATE PURSUANT TO SECTION 10403 OF THE CALIFORNIA ELECTIONS CODE

WHEREAS, the City Council of the City of _____ called a Special Municipal Election to be held on November 8, 2016, for the purpose of submitting to the voters the questions relating to City Treasurer requirements and extending term limits to the Mayor, City Council and Members of the Board of Education; and

WHEREAS, it is desirable that the Special Municipal Election be consolidated with the Los Angeles County General Election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Los Angeles canvass the returns of the Special Municipal Election and that the election be held in all respects as if there were only one election.

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

SECTION 1. That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a Special Municipal Election with the Los Angeles County General Election on Tuesday, November 8, 2016, for the purpose of City measures being placed on the ballot; and

SECTION 2. That the measures to appear on the Ballot are as follows:

CITY TREASURER REQUIREMENTS

CHARTER AMENDMENT	Shall
Section 11.1 of Article XI of the _____ Charter be amended by deleting the requirements that the City Treasurer shall devote his full time to the duties of the office and shall not engage in private business practice during City business hours; and adding new language to have the authority to audit all moneys collected by the City from any source in order to prepare monthly reports mandated by the Charter?	YES
	NO

RESOLUTION NO. CC-1407-065
CONSOLIDATING WITH LA COUNTY

ST:

erby certify that the adopted by the City of City Council held on

FORM:

City Attorney

CITY RESPONSIBILITIES (continued)

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

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

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

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

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

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

- A “Resolution Calling for an Election” should include purpose of election, word limitation for candidate statements (**200 or 400 words**), advance payment requirement for candidates, Ballot Measure Text (**not to exceed 75 words including title**) and the vote requirement for measure passage (**i.e., majority of votes cast; 2/3 votes cast; 55% votes cast**). The resolution must state that **the City will reimburse the County for costs incurred**.
- All legal notices should be published (Notice of Election, Notice of List of Nominees etc.), **excluding Notice of Vote Centers** and **Notice of Tally Center Location**.
- All candidate nomination documents, including Campaign Finance disclosure forms, should be issued, received and certified. Also, ballot designations and word counts on all candidate statements and enclosures should be verified.
- Signatures on nomination papers should be verified unless the Registrar-Recorder/County Clerk (RR/CC) is requested in writing to perform this service. If you plan on having this office verify signatures, please contact the Data Entry and Signature Verification Section at (562) 462-2371 directly for any inquiries regarding this process.

CITY RESPONSIBILITIES (continued)

- All ballot material should be photocopied including candidate names, ballot designations, candidate statements, measure arguments, rebuttals, impartial analyses, and other ballot measure enclosures and made available for public examination for the period designated in the Calendar of Events, **Chapter 1 of this booklet**.
- **It is the responsibility of the City Clerk to qualify all candidates** and to provide a complete and accurate **final list of qualified candidate names** and **ballot designations**, including addresses and telephone numbers, to be published, to the RR/CC by **E-81**. Also, the City Clerk should notify the RR/CC of any qualified write-in candidates by **E-12**.
- **Legible copies** of candidate statements should be provided by **E-81** and **legible copies** of arguments, impartial analyses and other related ballot materials by **E-78** which are to be printed and included in the Official Sample Ballot Booklet. Legible copies of rebuttal arguments must be submitted by **E-70**. If you are unable to meet these deadlines, please contact us and we may recommend that you contact your election supplier to make arrangements to print and mail a supplemental voter booklet.
- **A resolution** should be filed with the RR/CC by **E-83** to **amend** a measure for an election or **withdraw** a measure for a cancelled election.

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

- The RR/CC should be notified no later than **August 19, 2021 (E-75)** if an election is being **CANCELLED** due to an insufficient number of candidates filing for offices.
- Ballot reproduction proofs of candidates statements, vote recorder pages and ballot enclosures should be reviewed and approved, the RR/CC should be notified immediately of any typographical errors, corrections, or omissions.
- **Certificates** of election to elected candidates should be issued.
- The City should determine if it has to translate material separately from the RR/CC. Please see Chapter 6 for more information.
- Staff in the **Election Planning Section and the Election Coordination Unit are available through the telephone numbers listed on the previous pages** should you need additional assistance or have further questions after reviewing the Information Booklet.

REGISTRAR-RECORDER/COUNTY CLERK RESPONSIBILITIES

- The RR/CC receives signed copies of city resolutions “Requesting Consolidation and Services” and will automatically send the requesting cities an information booklet along with the appropriate forms such as candidate statement forms, transliteration forms, estimated costs of candidate statement, etc. **If a city has a measure on the ballot, our office will provide argument/rebuttal forms.**
- The RR/CC verifies signatures on Nomination Petitions upon written request from a city. Rates vary depending on the system used to verify signatures. For more information, see Chapter 8 or contact the **Data Entry and Signature Verification Section at (562) 462-2371.**
- The RR/CC consolidates established precincts to create voting and declared Vote By Mail precincts. If you have specific precinct consolidation requests contact the **Geographic Information Systems Section at (562) 462-2473.**
- The RR/CC recruits voter centers and election workers, and publishes the **Notice of Tally Center Location.** If you have specific vote centers or election worker requests, contact the **Election Worker Services Section at (562) 466-1373.**
- The RR/CC assigns letter designations for each measure on the ballot. Letter designations are assigned in alphabetical order commencing with County measures and then other local measures (city, school, special district) in alphabetical sequence. Cities may request a specific letter designation in writing by completing a letter designation form (Exhibit) and submitting to the Election Coordination Unit by **August 11, 2021 (E-83).** The email address is ecu@rrcc.lacounty.gov. An alternate choice should also be submitted in case the requested letter designation has already been assigned to another jurisdiction.
- The RR/CC prints official ballots. An English Official Sample Ballot Booklet will be printed and mailed. The RR/CC will include the City's material (English or English and Spanish candidate statements and measure information) in the same booklet depending on the volume of voting material. In some cases, the City Clerk will be required to prepare and mail a supplemental voter booklet.
- The RR/CC prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).

The RR/CC also:

- Issues Vote By Mail ballots and material and processes returned VBM ballots.
- Provides vote center supplies and trains election workers.
- Staffs check-in centers and the tally center location.
- Conducts election tally and releases semi-official election results.
- Canvasses election returns and certifies official election results to the city.

Chapter 1

Calendar of



CALENDAR OF EVENTS

GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE PRESIDENTIAL PRIMARY ELECTION NOVEMBER 2, 2021

DATES	EVENTS
<p>(2021) MAY 6 (Th) E-180</p>	<p>ADJUSTED JURISDICTION MAP Last day for jurisdictions to deliver a map delineating district and/or division boundary adjustments due to topography, geography, cohesiveness, contiguity, integrity, compactness of territory, community of interests, or other factors as applicable. (E.C. § 22000)</p>
<p>JULY 5 (M) E-120</p>	<p>ADOPTION OF ELECTION RESOLUTION (FOR OFFICE CONTESTS) Recommended last day for City Council to adopt resolution calling a General or Special Municipal Election for city elected officials.</p> <p>CITY RESOLUTION — CANDIDATE STATEMENTS Recommended last day for the City Council to adopt resolution determining or amending the word limitation for candidate statements (200 or 400 words), and whether advance payment is required. (E. C. § 13307)</p>
<p>JULY 12 (M) E-113</p>	<p>AUG. 6 (F) E-88 5:00 P.M.</p> <p>NOMINATION PERIOD First and last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407)</p> <p>CANDIDATE STATEMENTS During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation (200 or 400 words) for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307)</p> <p>NOTE: Candidate statements are only included in the Official Sample Ballot Booklet and will not be included in the Vote By Mail Voting Instructions and Guide.</p>
<p>JULY 12 (M) E-113</p>	<p>NOTICE OF ELECTION — PUBLICATION On or before this date the City Clerk shall publish a notice of election. (E. C. § 12101 and Govt. Code § 6061)</p>

DATES		EVENTS
AUG. 5 (Th) E-89 5:00 P.M.		<p>DATE FIXED TO SUBMIT ARGUMENTS — PUBLICATION</p> <p>Not later than this date, a notice may be published once in a newspaper of general circulation setting forth the date fixed to submit direct arguments. (E. C. Govt. Code § 6061)</p> <p>NOTE: It is recommended that this notification be combined with the Notice of Election that cities publish pursuant to E. C. § 12101.</p>
AUG. 6 (F) E-88 5:00 P.M.		<p>NOMINATION DOCUMENTS — DEADLINE DATE</p> <p>Last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407)</p> <p>CANDIDATE WITHDRAWAL</p> <p>No candidate whose Declaration of Candidacy has been filed may withdraw after this date. (E. C. § 10224)</p> <p>ELECTION REQUESTS</p> <p>Last day City Clerks can file a resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk requesting services for the election. A resolution placing a measure on the ballot shall contain the ballot wording which cannot exceed 75 words. (E. C. §§ 10402 and 13247)</p>
AUG. 7 ** (Sa) E-87**	AUG. 11 (W) E-83 5:00 P.M.	<p>NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE)</p> <p>If nomination documents for an incumbent are not filed by 5:00 p.m. on August 6, 2021, the nomination period shall be extended until August 11, 2021 at 5:00 p.m., for persons other than the incumbent. (E. C. § 10225)</p> <p>NOTE: The extension does not apply where there is no incumbent eligible to be elected.</p>
AUG. 7** (Sa) E-87**	AUG. 16 (M) E-78	<p>PUBLIC EXAMINATION PERIOD</p> <p>Recommended period for the City Clerk to make available candidate statements, candidate names and ballot designations for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E. C. § 13313)</p> <p>For candidate names and ballot designations, a writ of mandate may be filed pursuant to E.C. § 13314.</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>

** August 7 (Saturday) office will be open. August 14 and 21 (Saturdays) and August 8 and 15 (Sundays) -RRCC office will be closed.

DATES	EVENTS
AUG. 11 (W) E-83	<p data-bbox="651 142 1409 212">AMENDMENT OR WITHDRAWAL OF MEASURE — DEADLINE</p> <p data-bbox="651 218 1438 352">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)</p> <p data-bbox="651 386 1170 417">MEASURE LETTER DESIGNATION</p> <p data-bbox="651 424 1438 554">Last day for a City Clerk to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.</p>
AUG. 12 (Th) E-82 11:00 A.M.	<p data-bbox="651 621 1438 690">RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</p> <p data-bbox="651 697 1438 831">The Secretary of State shall hold a public drawing to determine order of candidate names on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)</p> <p data-bbox="651 844 1438 913">RANDOMIZED ALPHABET DRAWING BY REGISTRAR-RECORDER/COUNTY CLERK</p> <p data-bbox="651 919 1438 1073">A public drawing shall be held to determine the order of candidate names on the ballot for state legislative districts that encompass more than one county by randomly drawing each letter of the alphabet. (E. C. § 13111(i))</p>
AUG. 13 (F) E-81	<p data-bbox="651 1125 1382 1194">LIST OF CANDIDATES — COPY OF CANDIDATE STATEMENTS</p> <p data-bbox="651 1201 1438 1335">No later than this date the City Clerk shall deliver to the county elections official a certified list of qualified candidate names, ballot designations and residence addresses. (E. C. §§ 10402 and 10403)</p> <p data-bbox="651 1369 1438 1461">A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the county elections official by this date.</p> <p data-bbox="651 1495 1438 1566">NOTE: The name on the candidate statement MUST match the name on the certified list of qualified candidates.</p> <p data-bbox="651 1600 1235 1631">MEASURES — LETTER DESIGNATION</p> <p data-bbox="651 1638 1438 1692">Scheduled date for the county elections official to notify the City Clerk of letter assigned to ballot measure(s).</p>

DATES**EVENTS**

AUG. 13 (F)
E-81

IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT TO CITY CLERK

Recommended last day for the City Attorney to transmit impartial analysis of measure to the City Clerk.
(E. C. § 9280)

ARGUMENTS — LAST DAY TO SUBMIT TO CITY CLERK

Recommended last day to submit arguments “FOR” or “AGAINST” any city measure to the City Clerk. Arguments may not exceed **300 words** in length.
(E. C. §§ 9282 and 9286)

NOTE: The deadline to submit direct or primary arguments will vary depending on the date the election is called.

AUG. 14 (Sa)** **AUG. 23 (M)**
E-80** E-71

PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS

Recommended period for the City Clerk to make available for public examination, a copy of ballot measure text, impartial analysis and arguments for a measure. A fee may be charged to any candidate/person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted.
(E. C. § 9295)

MEASURE ENCLOSURES

No later than **August 16, 2021** the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot data/material to the county elections official for inclusion in the Official Sample Ballot Booklet.

AUG. 19 (Th)
E-75

CANCELLED ELECTION DUE TO INSUFFICIENT NUMBER OF CANDIDATES

Last day for City Clerk to make appointment(s) in lieu of election when an insufficient number of candidates file for the office. If an appointment(s) is not made, the election shall be held.
(E. C. § 10229)

NOTE: It is **imperative** that the City Clerk notify the county elections official immediately of cancelled elections.

** August 14 and 21 (Saturdays) and August 15 and 22 (Sundays) - RR/CC office will be closed.

DATES

EVENTS

AUG. 23 (M)
E-71

REBUTTALS — LAST DAY TO SUBMIT TO CITY CLERK

Recommended last day for authors of arguments “FOR” and “AGAINST” any city measure to submit rebuttals (if permitted) to the City Clerk. A rebuttal may not exceed **250 words**.

(E. C. § 9285)

AUG. 24 (Tu)
E-70

REBUTTALS — LAST DAY TO SUBMIT TO COUNTY

Recommended last day for the City Clerk to submit rebuttals to the county elections official for inclusion in the Official Sample Ballot Booklet.

(2021)
AUG. 24 (Tu) **SEP. 2 (Th)**
E-70 E-61

PUBLIC EXAMINATION PERIOD FOR REBUTTALS

Recommended period for the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted.

(E. C. § 9295)

SEPT. 2 (Th) **SEPT. 8 (W)**
E-61 E-55

VOTE RECORDER PAGE PROOFS

Recommended period for the county elections official to deliver copies of official ballot proofs to the City Clerk for approval.

NOTE: Corrections to any ballot material must be submitted to the county elections official within 24 hours of receipt.

SEPT. 6 (M) **OCT. 19 (Tu)**
E-57 E-14

STATEMENT OF WRITE-IN CANDIDACY

A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsor signatures stating that they are a write-in candidate for the election.

(E. C. §§ 8600, 8601 and 10103)

OCT. 4 (M)
E-29

VOTE CENTER STAFF — APPOINTMENT

Last day to appoint staff and designate vote centers. A notice of appointment shall be mailed to all staff.

(E. C. §§ 12286, 12307 and 12319)

DATES		EVENTS
OCT. 4 (M) E-29		MAILING OF VOTE BY MAIL BALLOTS No later than 29 days before the day of the election, the county elections official shall begin mailing the materials required by Section 3010. (E. C. § 3001(b), 3010 and 3206)
OCT. 4 (M) E-29	OCT. 26 (Tu) E-7	VOTE BY MAIL — FIRST AND LAST DAY TO APPLY/ PROVIDE DIFFERENT MAILING ADDRESS 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)
OCT. 8 (F) E-25		COPIES OF STREET INDEX Suggested last day for the City Clerk to request the number of street index copies required (not to exceed four (4)). (E. C. § 2183)
OCT. 12 (Tu) E-21		MAILING OF OFFICIAL SAMPLE BALLOT BOOKLETS (Historically commencing at E – 40) An Official Sample Ballot Booklet shall be mailed to each voter in the jurisdiction no later than 21 days before the election. (E. C. § 13303)
OCT. 18 (M) E-15		CLOSE OF REGISTRATION Last day to transfer or register to vote in the election. (E. C. § 2102)
OCT. 19 (Tu) E-14	NOV. 2 (Tu) ELECTION DAY	NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of the vote centers on the election day following the date on which that person became a citizen. (E.C. § 3500)
OCT. 19 (Tu) E-14		PROCESSING VOTE BY MAIL BALLOTS The processing of vote by mail ballots may commence on the 10 th business day before the election but the results of the tally shall not be released until after the vote centers close. (E. C. § 15101(b))

DATES	EVENTS
<p>OCT. 19 (Tu) E-14</p>	<p>STATEMENT OF WRITE-IN CANDIDACY DEADLINE Last day for a candidate to file with the City Clerk sponsor signatures and a declaration stating that they are a write-in candidate in the election. (E. C. §§ 8600 and 8601)</p> <p>BILINGUAL VOTE CENTER STAFF Last day to prepare list of appointed bilingual staff. (E. C. § 12303)</p>
<p>OCT. 21 (Th) E-12</p>	<p>WRITE-IN CANDIDATES — SUBMIT TO COUNTY Recommended last day for the City Clerk to deliver the list of qualified write-in candidates to county elections official.</p>
<p>OCT. 22 (F) E-11</p>	<p>VOTE CENTERS — FIRST DAY Vote Centers open beginning 10 days prior to election day. A Voter Center election may be conducted pursuant to E. C. § 4007.</p>
<p>OCT. 23 (Sa)* E-10*</p>	<p>TALLY CENTER LOCATION — PUBLICATION On or before this date a notice specifying the public place to be used as the central tally location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction. (E. C. § 12109)</p>
<p>OCT. 26 (Tu) E-7</p>	<p>NOTICE OF LIST OF NOMINEES — PUBLICATION On or before this date, the City Clerk shall publish a list of nominees once in a newspaper of general circulation within the city. (E. C. § 12110 and Govt. Code § 6061)</p>
<p>OCT. 27 (W) E-6</p>	<p>NOV. 2 (Tu) ELECTION DAY</p> <p>EMERGENCY VOTE BY MAIL Between these dates any voter may apply for a Vote By Mail ballot if conditions require their absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot. (E. C. §§ 3021 and 3110)</p>

*Date adjusted due to weekend and/ or holiday.

DATES**EVENTS**

NOV. 2 (Tu)
8:00 P.M.
ELECTION
DAY

ELECTION DAY

Polls open 7:00 a.m., close 8:00 p.m.
(E. C. §§ 1201 and 14212)

VOTE BY MAIL BALLOTS RETURNED — 8:00 P.M.

Last day for Vote By Mail ballots to be received or turned in personally by the voter at any vote center in the jurisdiction. An authorized representative may return the voted ballot under specified conditions.
(E. C. §§ 3017 and 3020)

Any Vote By Mail ballot cast under this division shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2.
(E. C. § 3020(b) Section 1 and 2)

NOV. 4 (Th)
E+2

OFFICIAL CANVASS

The canvass of election returns shall commence no later than the first Thursday following the election.
(E. C. §§ 10262 and 15301)

NOV. 15 (M)
E+13

COMPLETION OF OFFICIAL CANVASS

The county elections official shall prepare a certified statement of the results of the election and submit it to each jurisdiction no later than the last Monday before the last Friday in November.
(E. C. §§ 10550 and 15372)

NOTE: On **November 15, 2021** the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **November 23, 2021** the Board of Supervisors is tentatively scheduled to declare the election results officially concluded.

Chapter 2



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

CERTIFIED LIST OF QUALIFIED CANDIDATES

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

CERTIFIED LIST OF QUALIFIED CANDIDATES GENERAL/SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS									
CITY OF:									
NAME			ADDRESS	TELEPHONE NUMBER	BALLOT DESIGNATION	OFFICE TITLE	CANDIDATE STATEMENT	CHECK IF	GENDER
TO APPEAR ON BALLOT MUST MATCH NAME ON CANDIDATE STATEMENT (First, Middle/Nickname, Last)			WILL BE PUBLISHED TO MEDIA AND PUBLIC	WILL BE PUBLISHED TO MEDIA AND PUBLIC	TO APPEAR ON BALLOT (IF NONE REQUESTED INDICATE "NONE")	EXAMPLE: MAYOR, CITY COUNCIL, ETC.	PLEASE INDICATE YES OR NO	TRANSLATION IS REQUESTED (SPANISH)	MALE OR FEMALE
SAMPLE									
Michael	"Mike"	Wilson	12400 Imperial Highway Norwalk, CA 90650	562-462-5555	Incumbent	Mayor	Yes	✓	M
Contact Person:				Title:					
Telephone No.:				Fax No.:			E-mail:		

Page: _____ of _____

NAME TO APPEAR ON THE BALLOT

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

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

Please note:

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

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

BALLOT DESIGNATION PROVISIONS

The ballot designation describes the current profession, vocation, occupation or

incumbency status of the candidate that will appear on the ballot under the candidate's name.

BALLOT DESIGNATIONS:

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

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

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

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

- **Example A:** Governing Board Member
- **Example B:** Boardmember, XYZ School District
- **Example C:** Councilmember, City of Los Angeles

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

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

- **Example A:** Appointed Incumbent
- **Example B:** Appointed Boardmember, XYZ School District

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

BALLOT DESIGNATION PROVISIONS (continued)

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

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

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

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

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

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

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

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

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

SECRETARY OF STATE BALLOT DESIGNATION REGULATIONS

Chapter 7. Ballot Designations

§ 20710. General Provisions.

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.

(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether [they] will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.

(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts [they are] submitting [their] proposed ballot designation.

(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.

(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20711. Ballot Designation Worksheet.

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

BALLOT DESIGNATION REGULATIONS (continued)

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting [their] proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office [they] currently occupy and may attach a copy of [their] Certificate of Election;

(B) If the candidate is a judicial officer and is submitting [their] proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office [they] currently hold and may attach either (A) a copy of [their] Certificate of Election or (B) a copy of [their] commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which [they] currently occupy;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:

BALLOT DESIGNATION REGULATIONS (continued)

- (i) The title of the position or positions which [they] claim supports the proposed ballot designation;
- (ii) The dates during which the candidate held such position;
- (iii) A description of the work [they] perform in the position;
- (iv) The name of the candidate's business or employer;
- (v) The name and telephone number of a person or persons who could verify such information; and
- (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate should indicate the date on which [they were] appointed to the office for which [they are] an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to [their] Ballot Designation Worksheet which [they] believe support [their] proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code (e) If a candidate requests a change of [their] ballot designation pursuant to Election Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

BALLOT DESIGNATION REGULATIONS (continued)

(d) Proposed ballot designations indicating a position of legislative leadership, such as “Majority Leader of the California Senate,” “Minority Leader of the California State Assembly,” “Speaker of the California State Assembly,” “President Pro Tempore of the California State Senate,” and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, be considered under the provisions of § 13107(a)(3).

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited “incumbent,” as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation “Incumbent.”

(c) The word “incumbent” is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms “profession,” “vocation,” or “occupation,” as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

BALLOT DESIGNATION REGULATIONS (continued)

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

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

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

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

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

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

BALLOT DESIGNATION REGULATIONS (continued)

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

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

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

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

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

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

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

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

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

BALLOT DESIGNATION REGULATIONS (continued)

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not “geographical names,” as the term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of “City of . . .,” “County of . . .,” or “City and County of . . .” Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento.

(4) An acronym shall be counted as one word.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase “appointed incumbent” if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with,

BALLOT DESIGNATION REGULATIONS (continued)

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

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

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

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

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

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

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

BALLOT DESIGNATION REGULATIONS (continued)

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

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

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

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

- (1) Prior to retiring from [their] principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
- (2) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
- (3) The candidate has reached at least the age of 55 years;
- (4) The candidate voluntarily left [their] last professional, vocational or occupational position;
- (5) If the candidate is requesting a ballot designation indicating that [they are] a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;

BALLOT DESIGNATION REGULATIONS (continued)

(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,

(7) The candidate's retirement benefits are providing [them] with a principal source of income.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to [their] specific denomination. However, the candidate may use [their] clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to Election Code § 20711 and 3107.3 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate.

BALLOT DESIGNATION REGULATIONS (continued)

When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that [they have] submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20718. Communication of Decisions Regarding Ballot Designations.

(a) An official copy of the decision of the Secretary of State regarding a candidate's ballot designation will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate's Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate's request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate's Ballot Designation Worksheet provided. If the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

BALLOT DESIGNATION REGULATIONS (continued)

§ 20719. Service of Legal Process Regarding Ballot Designations.

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

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

(d) The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Election Code § 15375, except for a candidate for judge of the superior court.

Chapter 3



Candidate Statements

CANDIDATE STATEMENTS

California law permits specified candidates to file a candidate statement to be printed and mailed to voters in the Official Sample Ballot Booklet. A local agency may opt to pay for the cost of the statement.

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

1. Statement is optional and may include the candidate's age and occupation.
2. Statements may not include references to other candidates. See information below and the Notice to Persons Submitting Candidate Statements in this chapter (**Chapter 3**) for restrictions.
3. No changes are allowed after statement is filed, *unless there are issues with Elections Code compliance or Court ordered Changes.*
4. A candidate may request that the statement also be printed in Spanish and included in the Official Sample Ballot booklet mailed to all voters in the election area. An additional fee is required to print the Spanish statement. **In compliance with California Law, only English and Spanish candidate statements are included in the Official Sample Ballot booklet** for candidates who wish to have one printed at the candidate's or local agencies' expense. (Translations may be provided in other languages in accordance with federal law. See "Translations" later in this chapter for further information.)
5. No reference to candidate's political party affiliation nor any partisan political membership or activity is permitted.

NOTE: The Official Vote By Mail Voting Instructions and Guide does not include candidate statements.

ESTIMATED COST – The form on which the statement is submitted is issued with the nomination documents and contains word limitations and estimated cost.

The local agency determines the maximum amount of words allowed (**200 or 400**), the responsibility for payment (either the candidate or agency), and whether it is to be paid in advance.


If a candidate statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed candidate statement may extend to two (**2**) pages. If a candidate statement is printed in another language, the translated candidate statement may extend to two (**2**) or more pages. In these cases, the actual cost for statement may double or triple and additional cost may be billed to you after the election. Please note, costs are calculated by page regardless of how much or how little text there is on each page. Costs are **NOT** calculated according to word count.

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.

CANDIDATE STATEMENTS (Continued)

CANDIDATE STATEMENT FORM – This is an example of the Candidate Statement Form used by candidates in submitting their statement to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when filing nomination documents.

FRONT



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

STATEMENT OF: _____

CANDIDATE FOR: _____

ELECTION DATE: _____

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

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

CSF 06/17

BACK

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

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

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

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

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

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

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

IMPORTANT NOTICE - PLEASE READ

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

PUBLIC EXAMINATION PERIOD: Candidate statements shall be confidential until the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During the examination period, candidate listing, candidate statement, candidate names and ballot designations (or occupation) on ballot shall be open to public examination. Any person may file a writ of mandate or an injunction to challenge and possibly amend any or all of the material/data (E.C. 13313). If the filing period is extended for a particular office, the examination period for that office shall be adjusted. A fee may be charged to any candidate/person obtaining a copy of the material.

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

ESTIMATED COST

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

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

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

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

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

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

Signature of Candidate: _____ Date: _____

Phone Numbers: () _____ () _____
 Daytime Evening

DO NOT PRINT THIS STATEMENT IN THE EVENT

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

OFFICE USE ONLY

Verified filing of Declaration of Candidacy and/or Nomination Papers Project Code No.: _____
 Candidate File No.: _____
 Total No. of Words: _____
 Total No. of Words in boldface, capital letters, and/or underscored: _____
 By Deputy: _____



Date: _____ Election Official: _____

CS1 06/18

CANDIDATE STATEMENTS (Continued)

FORMAT AND STYLE INFORMATION

1. Statements must be neatly typed. Statement will be typed in the Official Sample Ballot booklet using Times New Roman font in 11 point size. However, a candidate statement can be submitted using any standard font. Please note, if using any standard font other than Times New Roman in 11 point size, the printed candidate statement may extend to two (2) or more pages once formatted. A sample of the format and style is pictured below.
2. Statements will be printed in uniform type, style and spacing, using block paragraphs and single space format. Text submitted indented or centered will be typed on block paragraph form. Entire statements in all capital letters, bold and italics (or any combination of enhancements) are not acceptable. Indentations cannot be accommodated. Enhanced words that are printed in boldface type, underscored and/or CAPITALIZED are to be clearly indicated. The pronoun "I" is not counted as an enhanced word. **Refer to page 29 for the Word Counting Guidelines.**
3. 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. It is recommended that you do not use dashes or hyphens at the end of a line.

 Candidate Statements & Measures	 Candidate Statements & Measures
<p style="text-align: center;">STATEMENT OF [CANDIDATE NAME] CANDIDATE FOR [OFFICE TITLE], [Trustee Area/Division No.] [CITY/SCHOOL DISTRICT]</p> <p>FORMAT/CONTENT: This is an example of an acceptable <u>format</u> to be used in a candidate's statement of qualifications. The guidelines for the <u>content</u> of the statement are in a separate section of the information Booklet.</p> <p>ENHANCED WORDS: It is acceptable for some words or phrases to be bold, <u>underlined</u>, or CAPITALIZED. Hyphens/dashes are allowed. The beginning of each paragraph may also be highlighted as shown in this example.</p> <p>PARAGRAPHS: The candidate statement is printed in "block" paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between, shown in this example.</p> <p style="text-align: center;">1 column (1 statement)</p>	<p style="text-align: center;">STATEMENT OF [CANDIDATE NAME] CANDIDATE FOR [OFFICE TITLE], [Trustee Area/Division No.] [CITY/SCHOOL DISTRICT]</p> <p>Age: <input type="checkbox"/></p> <p>Occupation: <input type="checkbox"/></p> <p>Santa Monica Native!</p> <ul style="list-style-type: none"> - SM/USD: Madison, Lincoln, Samohi - Played in our parks, body-surfed our waves, taught in our schools, community activist - SMC, UCLA, LMU - Renter, Homeowner, Teacher, Entrepreneur <p>Santa Monica Commissioner since 2003</p> <ul style="list-style-type: none"> - Past President, CalParksBoard - 2013 Commissioner of the Year, Chair, Recreation & Parks Commission <p>Working For Residents</p> <ul style="list-style-type: none"> - Host, Brock on Your Block - Columnist, SM Mirror - Co-Chair, Historic San Vicente Coalition - Smart Group - Samohi Alumni President - Kiwanis Lieutenant-Governor - SM Elks Trustee Citizen of the Year - Salvation Army Advisory Board Volunteer of the Year - Civic Auditorium Working Group - Boys & Girls Club Council <p>I will fight for you!</p> <ul style="list-style-type: none"> - Residents First! - Restore Public Safety/Reduce Crime NOW! - Common Sense City Government! - STOP Overdevelopment! - STOP wasting our tax dollars! - STOP Traffic gridlock - STOP overtaxing! <ul style="list-style-type: none"> - ENFORCE e-scooter laws! - ENACT building height/density limits. - Palm trees must be our only high rises! - Intelligent change that preserves character - Sustainably adapt buildings - Value YOUTH and SENIORS! - Champion RENT CONTROL/affordable FAMILY housing - Find REAL homelessness solutions! - Transparent government LISTEN to residents - Racial Justice Now! - Free public transportation for residents - Free citywide high-speed internet - Parks are paramount. Create SAFE open space! - Envision the future by honoring our past! - I will take action where incumbents have failed! <p style="text-align: center;">2 columns (1 statement)</p>

TRANSLATIONS – Translations of candidate statements for voter information booklets may be provided in Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Telugu, Thai and Vietnamese for qualifying jurisdictions in accordance with Federal Voting Rights Act provisions and Department of Justice specifications. These booklets are sent only to voters who have requested translated material. Additional booklets are provided at the polling places on Election Day.

INDIGENT CANDIDATES – If a candidate alleges to be indigent and is unable to pay the advance fee for submitting a candidate statement, the candidate shall submit an Affidavit of Financial Worth to the local agency to be used in determining the candidate’s indigence eligibility. The affidavit shall be submitted by the candidate with their candidate statement by the specified deadline. The candidate shall certify under penalty of perjury the truth and correctness of the content of the affidavit. A determination shall be made whether or not the candidate is indigent and the local agency will notify the candidate of its findings. If a determination is made that the candidate is indigent, the local agency shall print and mail the statement without payment of the advance fee. The candidate will be billed the actual pro rata share of the cost following the election. If a determination is made that the candidate is **not** indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and State holidays.

AFFIDAVIT
OF
FINANCIAL

The image shows a sample of a 'Request for Copy of Tax Return' form, specifically Form 4506. The form is titled 'Request for Copy of Tax Return' and includes a section for 'Requester Information' and 'Tax Return Information'. It contains several numbered sections (1 through 7) with checkboxes and input fields for providing details about the tax return, including the taxpayer's name, address, and the specific tax return information requested. The form is a standard document used for requesting copies of tax returns from the IRS.

PUBLIC EXAMINATION PERIOD – Candidate statements are confidential until after the close of the nomination period (E. C. § 13311). Once the filing period closes, the statements are open to public examination for a **ten (10) calendar day period**. If the nomination period is extended for a particular office, the statements are open to public examination for **another ten (10) calendar day period**. A fee may be charged to any person wishing to obtain a copy of the material. During both periods, any person may file a writ of mandate or an injunction to require any or all of the content/data to be amended or deleted.

PUBLIC EXAMINATION PERIOD OF CANDIDATE STATEMENTS FOR CITY OFFICES – City candidates should contact the City Clerk for information on viewing candidate statement content.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

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

The **COUNTY ELECTIONS OFFICIAL** will not accept language in a candidate statement that in any way makes reference to other candidates or to another candidate's qualifications, character, or activities pursuant to California Elections Code Section 13308. The **COUNTY ELECTIONS OFFICIAL** will remove the improper language from the statement and not allow it to be printed. The candidate will be notified of the improper language and its removal from the statement.

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

WORD COUNTING GUIDELINES

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

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

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.
3. **PROPER NOUNS**, such as geographical names, and names of persons or things, as one (1) word.

EXAMPLE: "Gus Enwright" = 1 word
"City of Los Angeles" = 1 word
"Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

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

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

EXAMPLE: Attorney-at-law

6. **DATES...** are counted as one (1) word.

EXAMPLE: July 21, 1983 18 June, 1987 3/18 7/21/89

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

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

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: \$1,000.00

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

EXAMPLE: \$4 million

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

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

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

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

Chapter 4



Ballot Measures

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

1. Print a 75 word **abbreviated** Ballot Measure Text (prescribed by law) only.
2. Print a 75 word **abbreviated** Ballot Measure Text and **include Official Sample Ballot Notice** advising voters to call the City Clerk’s Office and request a free copy of the ballot measure enclosure (OR) that the city will be sending voters a supplemental mailing.
3. Print a 75 word **abbreviated** Ballot Measure Text and include **Full Ballot Measure Enclosure Text** in the Official Sample Ballot Booklet.

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

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

ANY CITY SPECIAL MUNICIPAL ELECTION

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

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

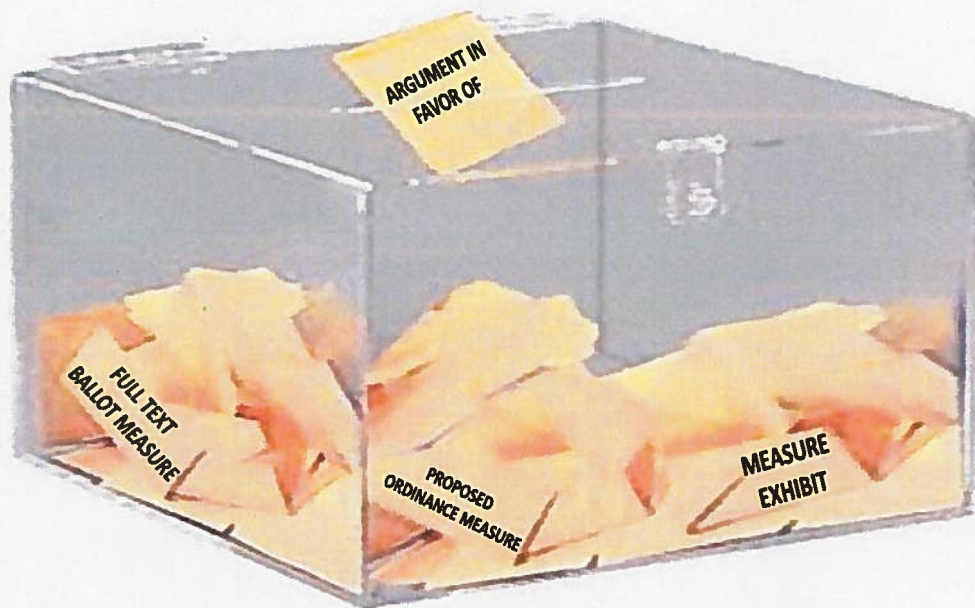
ANY CITY SPECIAL MUNICIPAL ELECTION

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

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

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

Chapter 5



Ballot Enclosures

BALLOT ENCLOSURES

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

FORMAT AND STYLE — Please type enclosure text in upper and lower case letters. Hyphens/dashes (-) are allowed. Enclosures will be typed in the Official Sample Ballot Booklet using a standard font and size determined by the County. However, enclosures may be submitted using any standard font. Title headings are shown in the samples on [page 33](#).

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

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

A

ARGUMENT IN FAVOR OF MEASURE J

Election Districts

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

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

_____ would be better served if all parts of our city had a voice in development and decision making on our city council! We _____ in size and much more diverse than our present council reflects.

JAMES
Mayor

REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE J

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

In addition, under this measure:

- **Proposed districts are not equal!**
- This measure will divide the city into eastside and westside.
- One district may outvote the other, leaving the election to certain candidates.
- Political machines will be chosen in neighborhood districts.

_____ of the most qualified leaders of the city may live in one district and want to serve the entire community. With a districting plan, they may be forced to do so. This measure will require candidates to live in a given district or not run at all.

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

THE
ON DISTRICTING
EASIDE

RICHARD H.
City Councilmember

B

FORM AND STYLE ONLY

ARGUMENT AGAINST MEASURE J

DISTRICTS

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

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

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

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

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

PLEASE VOTE NO ON SPLITTING

PLEASE VOTE NO ON DISTRICTS!

RICHARD
City Councilmember

REBUTTAL TO ARGUMENT AGAINST MEASURE J

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

Then I ask for your YES VOTE FOR DISTRICTING.

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

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

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

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

JAMES
Mayor

C

D

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


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

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

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

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

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

	
ARGUMENT AND REBUTTAL FORM	
ELECTION DATE: _____	MEASURE I.D. (if any): _____
JURISDICTION: _____	
(Please mark (x) in the appropriate box)	
<input type="checkbox"/> Argument in Favor <input type="checkbox"/> Rebuttal to Argument Against	<input type="checkbox"/> Argument Against <input type="checkbox"/> Rebuttal to Argument in Favor
<p>Statements will be printed in uniform type, style and spacing according to the County's system requirements. When preparing your statement, please 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, bold and italics (or any combination of enhancements) are not acceptable. Indentations 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 authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein. NOTE: Rebuttal arguments are not direct arguments. For example, a rebuttal to a direct argument in favor of a measure is NOT a direct argument against a measure. Please also note that rebuttal arguments are allowed only when both a direct argument for AND against a measure are filed.</p>	
ALL AUTHORS MUST SIGN ON THE REVERSE SIDE	
<p>Please attach typed statement to this form. Statements should be typed in upper and lower case letters. Statement will be typeset in the Official Sample Ballot Booklet using a standard font and size determined by the County. However, statements can be submitted using any standard font.</p> <hr/>	

DECLARATION BY AUTHOR(S) OF ARGUMENTS / REBUTTALS (Sample below) —

This form is to be completed by proponents or opponents for ballot measures.

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

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

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

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION
(562) 462-2317

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

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

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

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

election for the _____ to be held on _____
(date)

_____ hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.

1.	<small>Printed Name</small> _____	<small>Signature</small> _____
	<small>Title to Argument/Rebuttal</small> _____	<small>Title</small> _____
2.	<small>Printed Name</small> _____	<small>Signature</small> _____
	<small>Title to Argument/Rebuttal</small> _____	<small>Title</small> _____
3.	<small>Printed Name</small> _____	<small>Signature</small> _____
	<small>Title to Argument/Rebuttal</small> _____	<small>Title</small> _____
4.	<small>Printed Name</small> _____	<small>Signature</small> _____
	<small>Title to Argument/Rebuttal</small> _____	<small>Title</small> _____
5.	<small>Printed Name</small> _____	<small>Signature</small> _____
	<small>Title to Argument/Rebuttal</small> _____	<small>Title</small> _____

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

OFFICE USE ONLY Time Stamp


<small>NUMBER OF WORDS:</small> _____	<small>Word Counts</small>
<small>PROJECT CODE NUMBER:</small> _____	_____
<small>ELECTION DEPUTY:</small> _____	_____

190-6397-001 (2011)

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

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION



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

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

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

for the _____ election to be
(Jurisdiction)

held on _____
(Date)

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

(Print name of Rebuttal Author)

(Signature of Rebuttal Author)

(Title to appear on Rebuttal)

Signature of Argument Author: _____ Date: _____

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

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

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

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

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

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

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

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

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

VOTER NOTICES

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

IMPARTIAL ANALYSIS OF MEASURE A
By _____

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

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

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

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

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

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

IMPARTIAL ANALYSIS OF MEASURE A
By _____

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

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

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

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

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

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

IMPARTIAL ANALYSIS OF MEASURE A
By _____

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

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

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

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

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

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

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

VOTER NOTICES

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

_____ CITY
SPECIAL MUNICIPAL ELECTION

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

_____ CITY
SPECIAL MUNICIPAL ELECTION

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

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

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

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

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

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

3. **PROPER NOUNS**, such as geographical names, and names of persons or things, as one (1) word.

EXAMPLE: "Gus Enwright" = 1 word
"City of Los Angeles" = 1 word
"Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

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

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

EXAMPLE: Attorney-at-law

6. **DATES...** are counted as one (1) word.

EXAMPLE: July 21, 1983 18 June, 1987 3/18 7/21/89

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

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

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: \$1,000.00

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

EXAMPLE: \$4 million

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

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

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

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

Chapter 6



Multilingual Services

MULTILINGUAL SERVICES

GENERAL INFORMATION — Pursuant to the Voting Rights Act, Los Angeles County is required to provide the following language assistance to VRA Voters: Cambodian/Khmer, Chinese, Korean, Spanish, Tagalog/Filipino, and Vietnamese.

Pursuant to the California Elections Code (Section 14201), Los Angeles County is required to provide assistance in the following languages: Armenian, Bengali, Burmese, Farsi, Gujarati, Indonesian, Hindi, Japanese, Mongolian, Telugu, and Thai.

Additionally, this office supports Russian.

This office has met with community organizations to determine the most effective manner in which to implement multilingual provisions. This office will continue working with community groups to determine multilingual service requirements for future County elections.

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

1. Translation of Official Sample Ballot Booklet information and related voting materials.
2. Mailing of multilingual ballot information booklets to voters requesting such material.
3. Billing to the city, and if applicable, its pro rata share of the cost of translating, printing and mailing language materials.

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

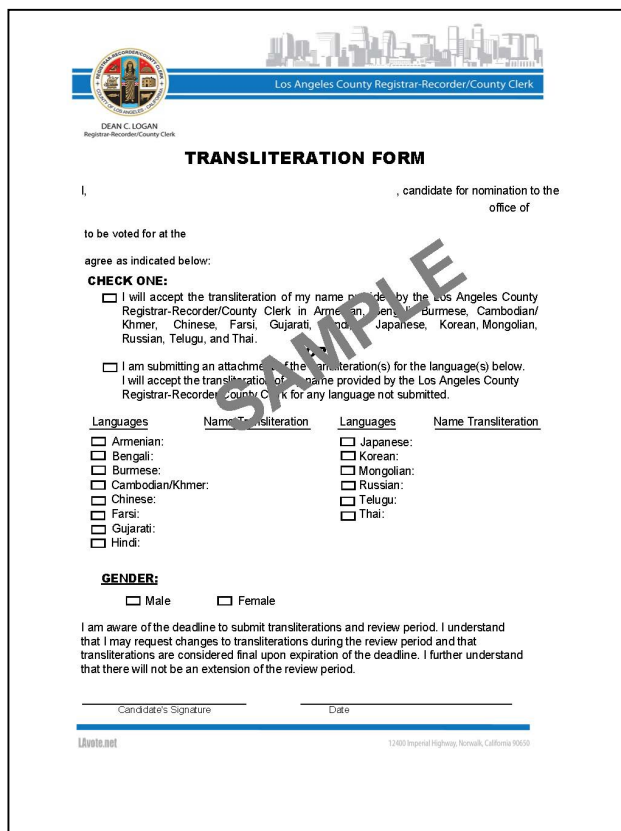
RR/CC MULTILINGUAL MATERIALS

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

New Targeting System — Lists the precincts in your city that are targeted by our office to have bilingual poll workers. Contact the Pollworker Services Division Manager at (562) 462-2877 or the Network and Voter Systems Division Manager at (562) 462-2708.

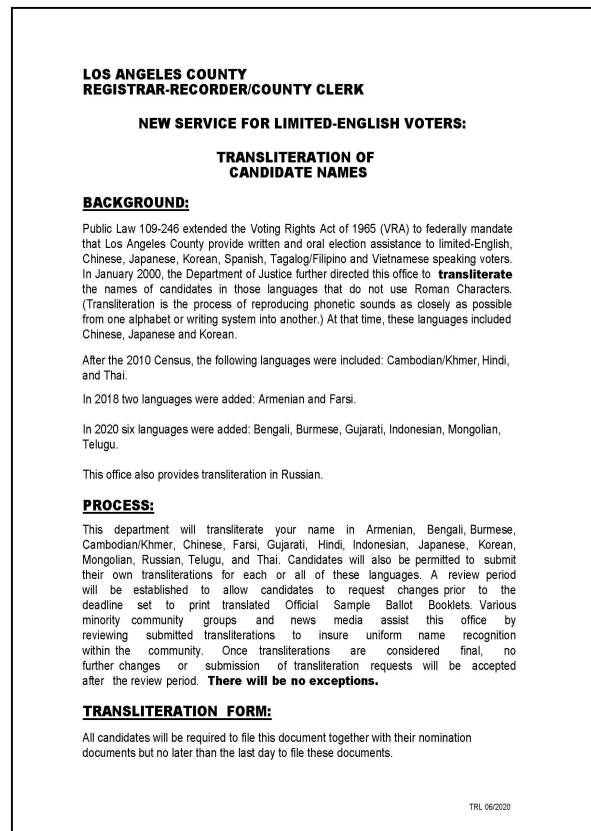
TRANSLITERATION OF CANDIDATE NAMES — Candidates may request that their names be transliterated in those languages that do not use Roman Characters as instructed by the Department of Justice. These languages include Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese,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

FRONT



The front of the form features the Los Angeles County Registrar-Recorder/County Clerk logo and the name of the official, Dean C. Logan. The title "TRANSLITERATION FORM" is prominently displayed. The form includes a section for the candidate's name and the office they are running for. It contains a "CHECK ONE" section with two options: accepting the transliteration provided by the county or submitting their own. Below this is a table for selecting languages for transliteration, with checkboxes for Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu, and Thai. A "GENDER" section with checkboxes for Male and Female is also present. The form concludes with a signature line for the candidate and a date line, along with a small URL "lavoia.net" and a reference number "1300 Imperial Highway, Torrance, California 90503".

BACK



The back of the form is titled "LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK" and "NEW SERVICE FOR LIMITED-ENGLISH VOTERS: TRANSLITERATION OF CANDIDATE NAMES". It includes a "BACKGROUND" section explaining the legal basis for the service and the languages included. A "PROCESS" section describes the review period and the finality of the transliteration. At the bottom, a "TRANSLITERATION FORM:" section states that candidates must file this document with their nomination documents by the last day of the review period. The form number "TRL 06/2020" is printed in the bottom right corner.

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

Chapter 7



Telephone Guide, Available Reports and Materials

TELEPHONE GUIDE

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

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

AVAILABLE REPORTS AND MATERIALS

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

ELECTION WORKERS BY VOTE CENTER LOCATION — This report shows the vote center location and the election workers. It also indicates if a polling place is accessible to the disabled and elderly. It is available approximately seven **(7) days** before the election.

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

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

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

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

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

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

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

Chapter 8



Signature Verification Services

SIGNATURE VERIFICATION SERVICES

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

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

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

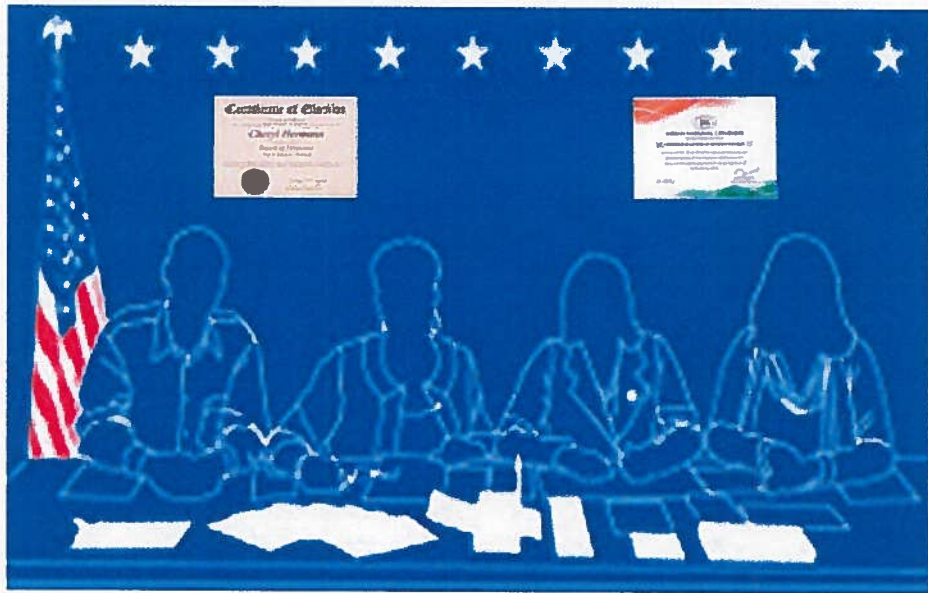
- 1. MICROFILM READERS** — There is **no charge to Cities for their staff** to use the microfilm equipment for signature verification. If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).
- 2. ONLINE TERMINALS** — There is **no charge to Cities for their staff** to verify signatures using our Voter Information Management System (VIMS). If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).
- 3. RESERVATIONS** — There may be a limited number of computer stations available for signature verification. Computer stations are available for Cities' use on a "first come, first served" basis. Please contact the Data Entry and Signature Verification Section at (562) 462-2371 for information regarding availability of equipment and to make reservations.
- 4. COST** — Effective **July 1, 2010** the rate for the Registrar-Recorder/County Clerk's staff to verify signatures:

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

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

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

Chapter 9



Election Night Semi-Final Official Results and Certification

ELECTION NIGHT SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION

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

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

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

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

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

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

CERTIFICATION OF OFFICIAL RESULTS — On **November 15, 2021** the Registrar-Recorder/County Clerk is tentatively scheduled to certify election results. On **November 23, 2021** the Board of Supervisors is tentatively scheduled to declare the election officially concluded.

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

Exhibit



Letter Designation Form



ELECTION DATE _____

JURISDICTION NAME

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

LETTER DESIGNATION FORM

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

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

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM
NN	OO	PP	QQ	RR	SS	TT	UU	VV	WW	XX	YY	ZZ

CHOICES

1ST _____ 2ND _____ 3RD _____

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

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM
NN	OO	PP	QQ	RR	SS	TT	UU	VV	WW	XX	YY	ZZ

List the Letters here: _____

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

UNIQUE CHOICE

1ST _____ 2ND _____ 3RD _____

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

NOTE: PLEASE USE ONE (1) FORM PER MEASURE

2021

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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