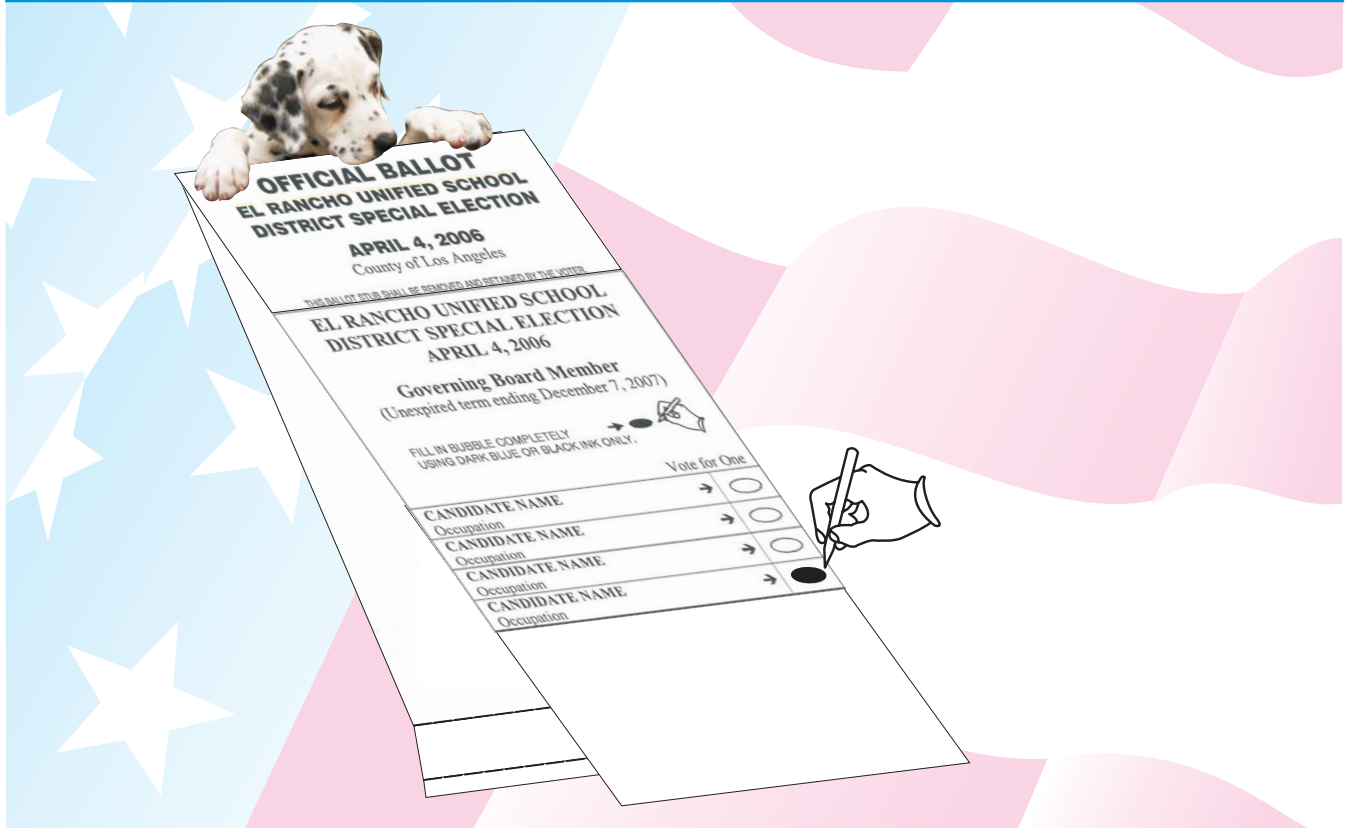


Candidate Handbook and Resource Guide

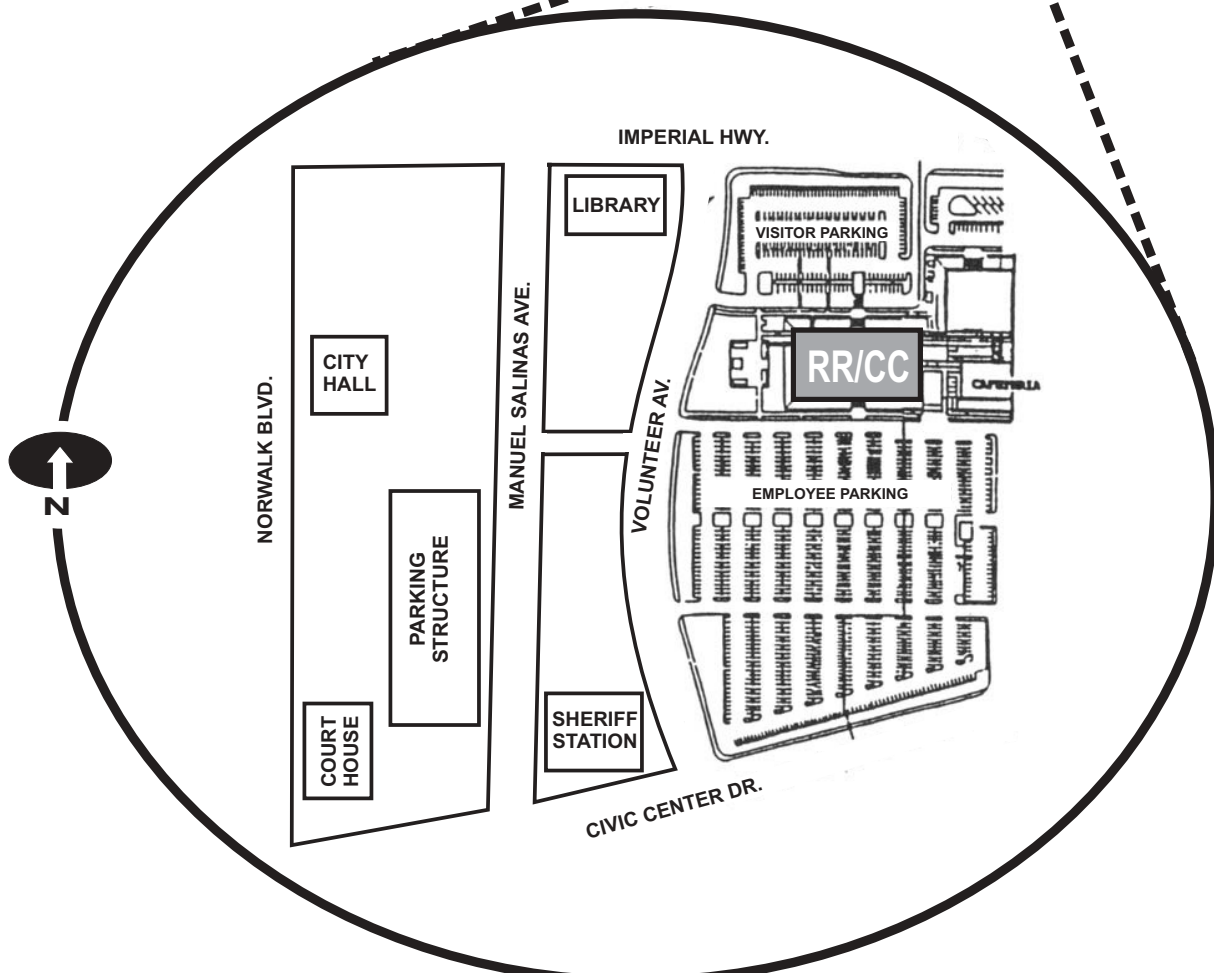
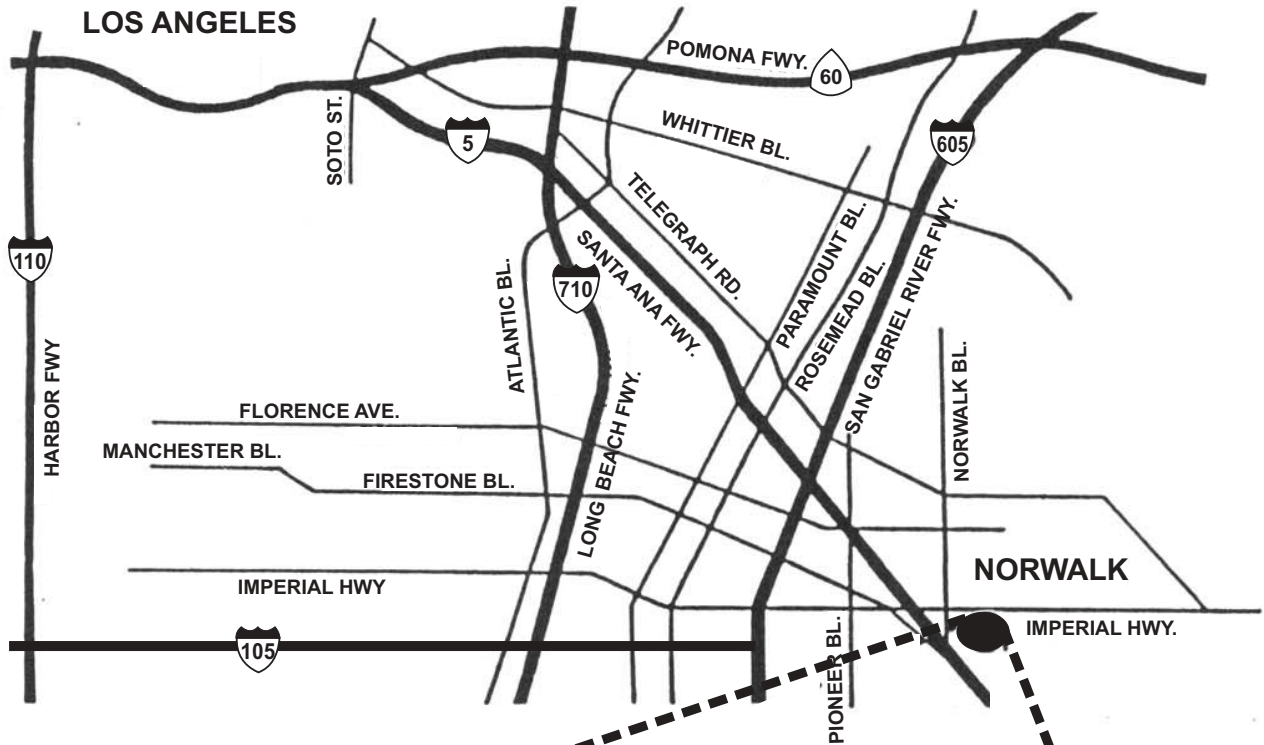


El Rancho Unified School District Special Election April 4, 2006



Conny B. McCormack
Registrar-Recorder/County Clerk
12400 Imperial Highway - Norwalk, CA 90650
(562)466-1310

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





COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

CONNOR B. McCORMACK
Registrar-Recorder/County Clerk

TO: Candidates, Campaign Managers and Other Interested Individuals

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

SUBJECT: **CANDIDATE HANDBOOK AND RESOURCE GUIDE**

April 4, 2006 – El Rancho Unified School District Special Election

This Candidate Handbook and Resource Guide has been prepared to assist candidates filing for elective office on the ballot for the El Rancho Unified School District Special Election, scheduled to be held on April 4, 2006. The handbook provides a general overview of major events and valuable information related to critical deadlines for the candidate filing process, guidelines for candidate statements and campaign finance disclosure filing requirements.

Please review the information provided in this handbook carefully. Section 1, Chapters 1-5, includes general Candidate Filing Information and Section 2, Chapters 1-4, includes Election and Campaign Information. On-line access to this handbook is available on our website www.lavote.net.

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

For additional information regarding the election, including election results, check our website or call (562) 466-1310.

NOTICE

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

Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

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

Section

1

A stylized graphic of the American flag, featuring a light blue field with white stars on the left and wavy red and white stripes on the right.

**Candidate
Handbook**

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Chapter 1

Calendar of Events

CALENDAR OF EVENTS

EL RANCHO UNIFIED SCHOOL DISTRICT SPECIAL ELECTION (To Fill a Governing Board Member Vacancy)

APRIL 4, 2006

IMPORTANT NOTICE

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

DATES		EVENTS
DEC. 1 (Th) E - 124		FORMAL NOTICE OF SPECIAL ELECTION On this date the County Superintendent of Schools delivered the formal notice of the special election. (Ed. Code §§ 5091 & 5324)
DEC. 5 (M) E - 120	JAN. 4 (W) E - 90	NOTICE OF ELECTION – PUBLICATION Between these dates the notice of election shall be published once. A general press release shall be issued providing information on the elective office and the telephone number to call regarding candidate nomination procedures. (Ed. Code § 5363, E.C. § 12112 & Govt. Code § 6061)
DEC. 12 (M) E - 113	JAN. 6 (F) E - 88	FILING DECLARATION OF CANDIDACY First and last day to file declarations of candidacy. (E.C. § 10603) CANDIDATE STATEMENTS During this period candidates may file a candidate statement not to exceed the word limitation prescribed by the district board (400 words) for inclusion with the sample ballot booklet. The statement shall be filed no later than the last day to file declarations of candidacy. (E.C. § 13307)
(2006) JAN. 6 (F) E - 88		CANDIDATE WITHDRAWAL No candidate whose declaration of candidacy has been filed may withdraw after this date. (E.C. § 10603)

DATES

EVENTS

JAN. 7 (Sa)
E - 87**

JAN. 17* (Tu)
E - 77

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

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

(E.C. § 13313)

JAN. 9 (M)
E - 85

RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE

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

(E.C. § 13113)

JAN. 11 (W)
E - 83

FILE PETITION TO HOLD ELECTION

Last day to file a petition by 10% or 50 voters (whichever is smaller in number) in the district requesting that an election be held if the number of candidates do not exceed the number to be elected.

(Ed. Code § 5326)

NOTICE OF APPOINTMENT

After this date, if no one has been nominated to the office, a notice shall be published stating that the governing board intends to make an appointment and the procedures for applying for the office.

(Ed. Code § 5328.5)

JAN. 26 (Th)
E - 68

DEATH OF CANDIDATE

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

(Ed. Code § 5329)

*Date adjusted due to weekend and/or holiday.

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

DATES

EVENTS

FEB. 1 (W)
E - 62

FEB. 3 (F)
E - 60

TRANSLITERATION REVIEW PERIOD

If applicable, first and last day candidates may review transliteration of their names. Call (562) 462-2730 or (562) 462-2832 to schedule a review of your transliterated name. requests for changes must be submitted to the county elections official no later than the last day of the review period.

FEB. 6 (M)
E - 57

MAR. 21 (Tu)
E - 14

WRITE-IN CANDIDATES DECLARATION PERIOD

A name written on a ballot will not be counted unless the person has filed during this period filed a write-in declaration stating that he or she is a write-in candidate for the election. (E.C. §§ 8600 & 8601)

FEB. 23 (Th)
E - 40

MAR. 14 (Tu)
E - 21

MAIL SAMPLE BALLOTS

First and last day to mail a sample ballot to each voter in the district. (E.C. § 13303)

MAR. 6 (M)
E - 29

PRECINCT OFFICERS AND POLLING PLACES - APPOINTMENT

Last day to appoint precinct officers and designate polling places. A notice of appointment shall be mailed to each precinct officer appointed. (E.C. §§ 12286 & 12319)

MAR. 6 (M)
E - 29

MAR. 28 (Tu)
E - 7

ABSENT VOTERS - FIRST AND LAST DAY TO APPLY

Between these dates (both dates inclusive) applications may be filed. Applications received prior to the 29th day preceding the election will be kept and processed during this period. (E.C. § 3001)

MAR. 20 (M)
E - 15

REGISTRATION CLOSES

Last day to transfer or register to vote in the election. (E.C. §§ 2102 & 2107)

DATES

EVENTS

MAR. 21 (Tu) MAR. 28 (Tu)
E - 14 E - 7

NEW CITIZEN REGISTRATION/VOTING

Between these dates any new citizen (a person who meets all requirements of an elector and has become a U.S. citizen after the 14th day prior to the election but on or before the 7th day prior to that election) is eligible to register. This registration must be executed in this office. New citizen must provide proof of citizenship prior to voting.
(E.C. §§ 331 & 3500-3503)

MAR. 27 (M)
E - 8

TALLY CENTER LOCATION – PUBLICATION

On or before this date a notice specifying the public place to be used as the central tally center for counting the ballots shall be published once in a newspaper of general circulation within the district.
(E.C. § 12109)

MAR. 28 (Tu)
E - 7

POLLING PLACES – PUBLICATION

On or before this date, a list of polling places for each precinct shall be published once in a newspaper of general circulation within the district.
(E.C. § 12109 & Govt. Code § 6061)

CANVASS ABSENT VOTER BALLOTS

The canvass may commence on the 7th day before the election but the results of the tally shall not be released until after the polls close.
(E.C. § 15000)

MAR. 29 (W) APR. 4 (Tu)
E - 6 E

EMERGENCY ABSENT VOTING

Between these dates any voter may apply for an absentee ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick-up and return the ballot.
(E.C. §§ 3021 & 3110)

DATES

EVENTS

APR. 4 (Tu)
E

ELECTION DAY

Polls open at 7 A. M., close at 8 P. M.
(E. C. § 14212)

ABSENT VOTER BALLOTS RETURNED – 8 P. M.

Last day for absent voter ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. A designated family member or resident of the same household may return the voted ballot under specified conditions.

(E. C. §§ 3017 & 3020)

APR. 6 (Th)
E + 2

CANVASS ELECTION RETURNS

The canvass of returns shall commence no later than the first Thursday following the election.

(E. C. § 15301)

MAY 2 (Tu)
E + 28

COMPLETION OF OFFICIAL CANVASS

The official canvass must be completed within 28 days of the election. The legal deadline for elections officials to certify the election results is May 2.

(E. C. § 15372, 15400 – 15401)

NOTE: On May 1, the Registrar – Recorder/County Clerk is tentatively scheduled to certify the election results. On May 2, the Board of Supervisors is tentatively scheduled to declare the election results official.

Chapter 2

**Candidate Qualifications
And
Information on Office**

CANDIDATE QUALIFICATIONS AND INFORMATION ON OFFICE

EL RANCHO UNIFIED SCHOOL DISTRICT SPECIAL ELECTION

(To Fill a Governing Board Member Vacancy)

APRIL 4, 2006

OFFICE & QUALIFICATIONS	TERM OF OFFICE TERM BEGINS
<p>GOVERNING BOARD MEMBER</p> <p>A registered voter of the district at time nomination documents are issued. (Ed. Code § 35107 & E. C. § 201)</p>	<p>Unexpired term ending December 7, 2007</p>
<p>PARTY AFFILIATION - NO PARTY AFFILIATION REQUIRED. (E. C. § 334)</p> <p>FILING FEE, NOMINATING SIGNATURES AND SALARY – Neither a filing fee nor nominating signatures are required. Salaries vary. (E. C. § 10603)</p> <p>PLACEMENT OF NAME ON BALLOT - Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of alphabet. No rotation. (E. C. §§ 13112 & 13113)</p> <p>VOTES REQUIRED TO ELECT CANDIDATE – PLURALITY If there is but one person to be elected to an elective office, the candidate receiving the highest number of votes cast for the candidates for that office shall be declared elected. (E. C. § 10551)</p>	

Chapter 3

Filing Procedures

**GENERAL INFORMATION ON
FILING PROCEDURES FOR CANDIDATES**

**EL RANCHO UNIFIED SCHOOL DISTRICT SPECIAL ELECTION
APRIL 4, 2006**

All candidates must be registered voters at the time nomination documents are issued and otherwise qualified to vote for the office for which he or she is filing (E.C. § 201)

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

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

NOMINATION FILING PERIOD

DEC. 12 (M) E - 113 - 88 **NOMINATION PERIOD FOR ALL CANDIDATES**
Through
JAN. 6, (F)
5 P. M.

EXTENSION OF NOMINATION PERIOD – The extension does not apply where there is no incumbent to be elected.

CANDIDATE WITHDRAWAL – Withdrawal of candidacy is permitted up to and including the deadline date to file a Declaration of Candidacy for that office.
(E. C. §§ 10510 & 10603)

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 may be included but 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.”

NO TITLES OR DEGREES ARE 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)

TRANSLITERATION OF CANDIDATE NAMES – Candidates, may request that their names be transliterated into Chinese, Japanese and Korean if applicable. Candidates must complete a Transliteration Form 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 elections official no later than the last day of the review period, which is normally 60 days prior to the election but subject to change. To schedule a review of your transliterated name, you may call (562) 462-2730 or (562) 462-2832. Refer to Multilingual Voting Services Chapter for additional information.

BALLOT DESIGNATION PROVISIONS

SELECTING YOUR BALLOT DESIGNATION – 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 words.
- Must appear on the Declaration of Candidacy at the time it is filed.
- Become public record once the information is filed on the Declaration of Candidacy. Ballot designations **cannot be changed after the final date to file nomination documents**.

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

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

Example A: Governing Board Member

Example B: Board member, XYZ School District

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

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

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

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

BALLOT DESIGNATIONS (Cont'd)

- 4) **Principal Occupation:** No more than **three words** 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. State geographical names are considered one word.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

- 5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal profession, vocation or occupation subject to the following conditions:
- 1) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
 - 2) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
 - 3) A candidate is not engaged concurrently in another principal profession, vocation or occupation.
- 6) **No Occupation Desired:** If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to § 13107(f) of the California Elections Code. **Restrictions:** The rules governing ballot designations can be the subject of confusion. The California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section, 2nd Floor, Room 2013.

REJECTION OF BALLOT DESIGNATION – If the designation appears to be in violation of any of the restrictions set forth in the California Elections Code, this office will provide you with a "Ballot Designation Worksheet." This worksheet is intended to assist in the prompt evaluation of requested ballot designations. This office may also request that a candidate submit additional documentation to support the proposed ballot designation.

If a candidate's ballot designation is in violation of any of the restrictions, the candidate will be notified by certified mail return receipt requested, addressed to the mailing address appearing on the candidate's Declaration of Candidacy. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. **(E.C. § 13107(c))**

BALLOT DESIGNATIONS (Cont'd)

UNACCEPTABLE DESIGNATIONS – Pursuant to Elections Code §13107(b), the election 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.

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

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

Candidates may review their own ballot designation, as well as that of other candidates, at this office during working hours Monday through Friday from January 7**, 2006 through January 16, 2006.

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

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

CANDIDATE NOMINATION PROCESS

You are planning on filing as a candidate for elective office and want to know **“HOW DO I GET STARTED.”** There are five (5) easy steps to the candidate nomination process:

STEP 1 – Candidate Registration (Applying For Nomination Documents)

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

1. Name as you wish it to Appear on ballot
2. Full name as registered to vote
3. Residence address
4. Telephone/Fax numbers
5. E-mail and/or Web site address
6. Address and telephone number for publication/media/internet
7. Elective office title for which you are applying
8. Signature and date

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK CANDIDATE REGISTRATION & QUALIFICATION FORM		FOR OFFICE USE	
		<input type="checkbox"/> SIL _____ <input type="checkbox"/> NOM _____ <input type="checkbox"/> PROVISIONAL FOR REASON OF: _____ AGENT: _____	
NAME TO APPEAR ON BALLOT AS (Please Print IN ALL CAPS)			
FIRST	MIDDLE NAME OR INITIAL (and/or Nickname)	LAST	
NAME AS REGISTERED (if different from ballot name)			
RESIDENCE STREET ADDRESS			
CITY NAME			ZIP CODE
TELEPHONE NUMBERS	DAYTIME: ()	EVENING: ()	FAX: ()
WEBSITE:		EMAIL:	
<small>ADDRESS AND TELEPHONE NUMBER FOR PUBLICATION / INTERNET AND ISSUED TO NEWS MEDIA (if none given, above residence address and telephone numbers will be used)</small>			
STREET ADDRESS			
CITY NAME		ZIP CODE	TELEPHONE NO.
OFFICE TITLE (Include District, Division or Office No.)			Initial if FULL TERM
			Initial if UNEXPIRED TERM
<small>POLITICAL PARTY (Not Applicable to Non-Partisan Offices)</small>			
ARE YOU AN INCUMBENT?	YES	NO	IF "YES", CHECK ONE
			ELECTED
			APPOINTED
			APPOINTMENT DATE
<small>"I am aware of the qualifications for office and understand this is not an official filing document."</small>			
SIGNATURE OF CANDIDATE OR AGENT			DATE
FOR OFFICE USE			
FILING FEE/SIGNATURE IN LIEU INFO		PRECINCT NUMBER	CONTEST CONTROL NO.
FILING FEE		RESIDENCE CHECKED <input type="checkbox"/>	PTY CODE
DATE FILED		RE-REG (NEW ADDRESS) <input type="checkbox"/>	VOTER ID NO.
NO. SIGNATURES	@ \$ EACH	DISTRICT CHECKED <input type="checkbox"/>	CANDIDATE FILING NO.
		PARTY CHECKED <input type="checkbox"/>	
BALANCE \$		CAMPAIGN FINANCE DISCLOSURE #	INSTRUCTOR
CASHIER'S INITIALS	RECEIPT NO.	REVIEWER TIME	ABL OPER <input type="checkbox"/> SIL <input type="checkbox"/> NOM
			INITIALS & DATE
COMMENTS:			
ELECTION PLANNING COPY			
<small>R5346P Rev 6-13-05</small>			

The Candidate Registration and Qualification form is used in preparing the nomination documents. It is important that the information is accurate. This information will be printed on listings distributed to the news media and the general public. **CANDIDATE QUALIFICATIONS ARE VERIFIED AT THIS TIME.**

CANDIDATE NOMINATION PROCESS (Cont'd)

STEP 2 – Issuing Nomination Documents

An **Application for Nomination Documents** is prepared from information provided on the Candidate Registration and Qualification (CRQ) form.

Application must be signed by the candidate or an authorized agent acknowledging awareness of:

1. Qualifications for office.
2. Campaign statement filing requirements.
3. Last day to file nomination papers.
4. Receipt of candidate handbook.

Candidates must verify that the candidate information, including the name to appear on ballot, office title, addresses, telephone/ fax numbers, e-mail and web site is printed correctly on all forms.

**COUNTY OF LOS ANGELES REGISTRAR - RECORDER/COUNTY CLERK
APPLICATION FOR NOMINATION DOCUMENTS**

I am aware of the following:
 1. Qualifications for Candidacy for office.
 2. Requirements for filing Campaign Statements.
 3. Election Candidate Handbook was received.
 4. Last day to file Nomination Papers.

Which is 5:00 P.M.

PETITION SIGNERS REQUIRED
 SIGNED NOMINATION

FULL TERM (PLEASE INITIAL) _____ UNEXPIRED TERM (PLEASE INITIAL) _____
 (CANDIDATE or AUTHORIZED REPRESENTATIVE)

(FILED BY) _____ (DATE FILED) _____

NAME TO APPEAR ON BALLOT

OFFICE AND DISTRICT

FILING NUMBER
 ELECTION NUMBER
 CONTEST NUMBER

PARTY (IF APPLICABLE) ISSUE DATE

OCCUPATION

RESIDENCE ADDRESS
 STREET ADDRESS ZIP CODE
 CITY NAME

TELEPHONE NUMBERS
 EVENING DAYTIME EXTENSION
 FAX E-MAIL
 WEB SITE:

PUBLICATION ADDRESS
 STREET ADDRESS ZIP CODE
 CITY NAME

DATE ISSUED SIGNATURE IN LIEU NOMINATION PAPERS PUBLICATION PHONE
 DATE FILED

INCUMBENT (Elected/Appointed)

CANDIDATE NAME FIELDS

FIRST	MIDDLE	NICKNAME
LAST	SUFFIX	CRD # <input type="text"/>
SHORT NAME		EI # <input type="text"/>

SECSIFORMS: Nomination Application



THE CANDIDATE HANDBOOK AND RESOURCE GUIDE AND A CAMPAIGN FINANCIAL DISCLOSURE PACKET ARE ISSUED AT THIS TIME.

CANDIDATE NOMINATION PROCESS (Cont'd)

STEP 3 – Declaration of Candidacy (Completing Nomination Documents)

A Declaration of Candidacy Form is prepared from information provided on the Candidate Registration and Qualification form. This declaration form must be signed by the candidate acknowledging name and designation (occupation) requested to be printed on ballot. Candidate must provide the following required information and verify that the addresses, telephone/fax numbers/e-mail are correct for publication.

1. Fill in your name and Ballot Designation to appear on ballot. Refer to name to appear on the Ballot and Ballot Designation Provisions in this Chapter.
2. Fill in your residence, business and mailing addresses.
3. Day time, evening and telephone numbers (Fax numbers, e-mail and web site address information is optional)
4. If an incumbent, you are to list the name of public office that you presently hold
5. Print name in space provided in "Oath of Office"
6. Fill in place of execution and date
7. Sign name under penalty of perjury that information is true and correct

<p>OFFICIAL FILING FORM</p>  <p>REGISTRAR-RECORDER/COUNTY CLERK LOS ANGELES COUNTY</p> <p>By: _____ Elections Deputy</p> <p>Date Issued: _____</p>	<p>OFFICIAL FILING FORM</p>  <p>REGISTRAR-RECORDER/COUNTY CLERK LOS ANGELES COUNTY</p> <p>By: _____ Elections Deputy</p> <p>Date Received: _____</p>	<p>(Secretary of State Use Only)</p>		
<p>Declaration Of Candidacy</p> <p>(Elections Code Sections 200, 8040, 10226, 10511, 10602, and Code of Civil Procedure Section 2015.5)</p> <p>I, _____ hereby declare myself a _____ candidate for nomination to the office of _____</p> <p><input type="checkbox"/> Full term, or <input type="checkbox"/> Unexpired term ending _____, to be voted for at the _____ Election to be held on _____</p> <p>I hereby request that my name and ballot designation appear on the ballot as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> <p>000000 _____</p> <p style="text-align: center;">NAME AS IT WILL APPEAR ON BALLOT</p> <p>_____</p> <p style="text-align: center;">BALLOT DESIGNATION REQUESTED</p> <p><small>Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples.</small></p> <p><small>NOTE: A Ballot Designation is optional. If no Ballot Designation is requested, write in the word "NONE" and place initials in box on the right.</small></p> </td> <td style="width: 20%; padding: 5px; vertical-align: top;"> <p><small>Note: If no Ballot Designation is desired, candidate must initial below:</small></p> <p>_____</p> </td> </tr> </table> <p>I declare that the foregoing Ballot Designation is true and in conformance with Section 13107 of the Elections Code.</p> <p><small>NOTE: For federal and state offices the Secretary of State will publish one of the addresses below in the certified list of candidates and on their website. Please check the appropriate box below to indicate which address you wish to be used for this purpose.</small></p> <p><input type="checkbox"/> Residence Address: _____ City _____ State _____ Zip Code _____</p> <p><input type="checkbox"/> Business Address: _____ City _____ State _____ Zip Code _____</p> <p><input type="checkbox"/> Mailing Address: _____ City _____ State _____ Zip Code _____</p> <p>E-Mail: _____ Web site: _____</p> <p>Fax No. () _____ Phone Nos. () _____ () _____ Daytime Evening</p> <p><small>NOTE: Candidates for Judicial Offices are not required to state their residence address on this form.</small></p> <p style="text-align: center;">IMPORTANT: BACKSIDE OF PAGE MUST ALSO BE COMPLETED</p> <p style="font-size: small;">© 2006 MDCS Rev. 1/05</p>			<p>000000 _____</p> <p style="text-align: center;">NAME AS IT WILL APPEAR ON BALLOT</p> <p>_____</p> <p style="text-align: center;">BALLOT DESIGNATION REQUESTED</p> <p><small>Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples.</small></p> <p><small>NOTE: A Ballot Designation is optional. If no Ballot Designation is requested, write in the word "NONE" and place initials in box on the right.</small></p>	<p><small>Note: If no Ballot Designation is desired, candidate must initial below:</small></p> <p>_____</p>
<p>000000 _____</p> <p style="text-align: center;">NAME AS IT WILL APPEAR ON BALLOT</p> <p>_____</p> <p style="text-align: center;">BALLOT DESIGNATION REQUESTED</p> <p><small>Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples.</small></p> <p><small>NOTE: A Ballot Designation is optional. If no Ballot Designation is requested, write in the word "NONE" and place initials in box on the right.</small></p>	<p><small>Note: If no Ballot Designation is desired, candidate must initial below:</small></p> <p>_____</p>			

NOTE: THIS FORM MUST BE NOTARIZED IF IT IS SIGNED OUTSIDE OF THE STATE OF CALIFORNIA.

CANDIDATE NOMINATION PROCESS (Cont'd)

STEP 4 – Filing Nomination Documents

Listed below are mandatory and optional documents to be filed for candidacy. It is the obligation of the candidate to ensure that filing requirements and deadlines are met.



All candidates are urged to file documents as early as possible to avoid a last minute rush.

DOCUMENTS	APPLIES TO	FOR FURTHER INFORMATION CONTACT
Declaration of Candidacy	All Candidates	Election Planning Section (562) 462-2317
Candidate Statement Form	Optional for all candidates	Election Planning Section (562) 462-2317
Transliteration Form	All Candidates	Multilingual Voting Service (562) 462-2730 or (562) 462-2832
Candidate Campaign Statement Forms	All Candidates	Campaign Financial Disclosure Section (562) 462-2339

STEP 5 – Receive Candidate Receipt for Nomination Documents

CANDIDATE RECEIPT FOR NOMINATION DOCUMENTS			
The following documents have been received.			
NOMINATION (Date / Initials) Declaration of Candidacy or Affidavit of Nominee _____ Nominating Petitions _____ Supp. Nominating Petitions _____ Candidate Qualification Confirmation: (Judicial, Sheriff & DA) _____ Transliteration Form _____ Candidate Statement (Optional) _____		CAMPAIGN (Date / Initials) Confirmation Notice (700) _____ Statement of Economic Interests (700) _____ 470 Declaration (Short Form) _____ Code of Fair Campaign Practices _____ 800 Election Campaign Declarations (DA, Assessor, Sheriff, Supervisor) _____ 808 Deposit of Personal Funds Declaration _____	
NAME TO APPEAR ON BALLOT			
OFFICE AND DISTRICT		FILING NUMBER	
		ELECTION NUMBER	
		CONTEST NUMBER	
PARTY (IF APPLICABLE)		ISSUE DATE	

Chapter 4

Write-In Candidates

**GENERAL INFORMATION FOR
WRITE-IN CANDIDATES**

(Election Code Sections 8600 & 8601)

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

You may file the required forms to run for office as a write-in candidate no later than 14 days prior to Election Day.

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

FILING DEADLINE

FEB. 6 (M)
Through
MAR. 21 (Tu)
5 P. M.

E – 57 – 14

FIRST & LAST DAY TO FILE WRITE-IN
CANDIDATE DECLARATION OF CANDIDACY

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

All candidates are urged to file the following documents as early as possible.

WRITE-IN CANDIDATE'S DECLARATION OF CANDIDACY – Refer to the General Information for Nomination of Candidates, Chapter 3 of the handbook.

CANDIDATE CAMPAIGN STATEMENT FORMS – If you have any questions regarding the completion of this form, contact the Campaign Finance and Disclosure Section at (562) 462-2339.

ELECTION RESULTS FOR WRITE-IN CANDIDATES

Write-in election results are not determined until the canvass is completed. California election law allows a prescribed number of days for the conduct of the official canvass. During the official canvass, write-in ballots must be individually reviewed to determine if the write-in vote is for a qualified/unqualified write-in candidate to determine whether a voter has over voted. All aspects of the canvass shall be open to the public. **Write-in votes are counted and certified in an election only if qualified candidates have filed the required nomination documents with the elections official.**

WRITE-IN CANDIDATES TO BE ELECTED

Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. When School contests are involved, if the number of persons qualifying for the ballot does not exceed the number of offices to be filled, the election is cancelled. In this case, an eligible candidate is appointed in lieu of the election. California Law however, provides for such offices, a petition indicating that a write-in campaign will be conducted. The petition must be filed with the elections official to require the office(s) be placed on the ballot by means of a petition drive.

The write-in candidate must receive more votes than any other candidate running for that office. When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes equal to the number of offices to be filled are elected. (E. C. Sec. 10551)

Voters may write-in any person they wish for any office regardless of whether the person qualified or not. However, votes will only be tabulated for qualified write-in candidates.

Chapter 5

Candidate Statements

CANDIDATE STATEMENTS (LOCAL NON-PARTISAN OFFICES)

ESTIMATED COST OF CANDIDATE STATEMENT

APPROXIMATE REGISTRATION (AS OF 12/02/05)	ESTIMATED COST	WORD LIMIT	WHO PAYS?
24,155	\$500 For English only	400	Candidate
	\$1,000 For English & Spanish		

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

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

FORMS AND COST INFORMATION

1. Form on which statement is submitted is issued with nomination documents and contains word limitation and an estimated cost.
2. Local agency has determined maximum amount of words allowed are 400 and it is the responsibility of the candidate to pay in advance. When word limitation is 400 words and a 200 words or less statement is submitted, only one half of the estimated cost shall be required to be deposited. Refer to Word Counting Guidelines in this Chapter.
3. 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.

FORMAT AND CONTENT REQUIREMENTS

1. Statements must be neatly typed using upper and lower case letters. Use block paragraphs and single space format. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. Enhanced words to be printed in **boldface** type, underscored and/or CAPITALIZED are to be clearly indicated. Any combination of enhanced words are counted as one word. However, the number of words/acronyms that can be in **boldface**, underscored or CAPITALIZED shall not exceed 25 words per 200 word statement and 50 words per 400 word statement.
2. 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.
3. Statement will be typeset using Dutch801 Rm BT font in 10 point size. Statements will be printed in uniform type, style and spacing. Text submitted indented or centered will be typeset in block paragraph form. See example of Candidate Statement on the opposite page for recommended form and style content.

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

MINORITY LANGUAGE TRANSLATIONS – Minority language translations of candidate statements for voter information booklets may be provided in Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese for qualifying jurisdictions in accordance with National Voting Rights Act provisions and Department of Justice specifications. These booklets are sent only to voters who have requested translated material. Additional booklets are provided at the polling places on Election Day.

FORMS AND CONTENT REQUIREMENT (Continued)

INDIGENT CANDIDATES – If a candidate alleges to be indigent and 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.

ACCESS/PUBLIC EXAMINATION PERIOD – Candidate statements are confidential until the filing period ends on January 6, 2006 at 5 P.M. Candidate statements will be available for public examination from Saturday, January 7*, 2006 (*Saturday January 7 and Sunday January 8, office will be closed) through Monday, January 16, 2006. A fee may be charged to any person wishing to obtain a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted.

(E. C. § 13311)



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



STATEMENT OF: JANE DOE

CANDIDATE FOR: GOVERNING BOARD MEMBER
Unexpired term ending 12/07/07
EL RANCHO UNIFIED SCHOOL DISTRICT SPECIAL ELECTION

AGE: 42 **OCCUPATION:** Incumbent
ELECTION DATE: 11/08/05 (Optional) (Optional)

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

STATEMENT OF JANE DOE

CANDIDATE FOR GOVERNING BOARD MEMBER
(Unexpired term ending December 7, 2007)

EL RANCHO UNIFIED SCHOOL DISTRICT SPECIAL ELECTION

Age: 42

Occupation: Incumbent

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate’s statement of qualifications. The guidelines for the content of the statement are in a separate section of the Candidate Filing Guide.

HIGHLIGHTS: It is acceptable for some words or phrases to be **bold** or underlined or **bold and underlined**. Some words may also be in ALL CAPITAL LETTERS or in ANY COMBINATION. The beginning of each paragraph may also be highlighted as shown in this example.

PARAGRAPHS: The candidate statement is printed in “block” paragraphs, which means each paragraph will start on the left and the right margins will be justified (as shown in this example). A double space will appear between paragraphs. Special indentions are not allowed. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph (with “dots” separating the items).

I belong to the following organizations: PTA... Chamber of Commerce ... Zoological Society ... Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. If a list is provided in an unacceptable format, the Registrar of Voters staff will make modifications so it conforms to these rules.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

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

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

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

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

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

California Elections Code § 13308 and Case LAW, prohibits PROSPECTIVE CANDIDATES FOR JUDICIAL OFFICE from making any reference to another candidate for judicial office or to another candidate's qualification, character or activities. **In these cases**, the **COUNTY ELECTIONS OFFICIAL** is required to reject any such statement in its entirety. (Candidate will be advised in writing and if times permits the candidate may substitute another statement.)

CANDIDATE STATEMENTS – 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. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.
Such as: "City of Los Angeles" = 1 word
"City and County of San Francisco" = 1 word
4. **ABBREVIATIONS** each acronym or abbreviation for a word, phrase, or expression is counted as one (1) word.
Such as: 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.
Such as: Attorney-at-law
6. **DATES...** consisting of a combination of digits are counted as one (1) word.
Such as: 3/18 7/21/89
DATES... consisting of a combination of words and digits are counted as two (2) words.
Such as: July 21, 1983 18 June, 1987
7. **NUMERIC COMBINATIONS** are counted as one (1) word.
Such as: 1973 13 1/2 1971-73 5% 8/3/73 #14
8. **MONETARY AMOUNTS**
Such as: \$1,000.00 are counted as one (1) word
Such as: \$4 million are counted as two (2) words
9. **NAMES OF PERSONS AND THINGS** are counted as individual words.
Such as: Gus Enwright (2 words)
L. A. Basketball Team (3 words)
10. **TELEPHONE/FAX NUMBERS** are counted as one(1) word.
Such as: 1-800 815-2666 1-562-462-2317
11. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.
Such as: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty.info>

Section

2



**RESOURCE
GUIDE**

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Chapter 1

FINANCIAL REPORTING

**CAMPAIGN FINANCE DISCLOSURE SECTION FILING REQUIREMENTS
FOR CANDIDATES AND COMMITTEES PARTICIPATING IN THE APRIL 4, 2006
EL RANCHO UNIFIED SCHOOL DISTRICT SPECIAL ELECTION**

FORM 501

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

(Government Code Section 85200)

FORM 410

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

(Government Code Section 84101)

FORM 460

A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$1,000 or more during a calendar year in connection with the election, is required to file the recipient committee campaign statement Form 460 with **this office only**. The Form 460 is also required if \$1,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

(Government Code Sections 84200-84216.5)

FORM 470

Candidates who **anticipate** receiving less than \$1,000 in contributions and spending less than \$1,000 during the entire calendar year, exclusive of the cost of a candidate statement, if paid from personal funds, may reduce their filing obligation by filing a Form 470, Candidate and Officeholder Campaign Statement-Short Form by February 23, 2006. No further statements need be filed for this election **unless** the \$1,000 threshold is reached.

Candidates who have filed a Form 470 and **thereafter** receive contributions or make expenditures totaling one thousand dollars (\$1,000) or more are required to file a 470 Supplement with 1) the local filing officer and 2) each candidate contending for the same office. The notice must be sent within 48 hours of receiving or expending the one thousand dollars (\$1,000).

(Government Code Section 84206)

FILING PERIOD**2006 FILING REQUIREMENTS**

All candidates/committees are required by the Political Reform Act to meet the first campaign statement filing deadline regardless of activity. The period covered by any statement begins on the day after the closing date of the last statement or January 1 if no previous statement has been submitted. Monetary penalties may be assessed for failure to file required statements. Please contact the Campaign Finance Disclosure Section at (562) 462-2339 if you have any questions relating to filing requirements. Detailed instructions for complying with the Political Reform Act are in each candidate's Campaign Finance Disclosure packet.

**FEB. 18 (Sat)
THROUGH
FEB. 23 (Thu)**

FIRST CAMPAIGN STATEMENT

Candidates who have a controlled committee and committee primarily formed to support or oppose candidates or measures in this election at this time file a Form 460 to cover the period between January 1, and February 18, 2006. All other candidates who do not raise over \$1,000 file a Form 470. All reports must be received by personal delivery of first class mail.

(Government Code Section 84200.8)

**MARCH 18
(Sat)
THROUGH
MARCH 23
(Thu)**

SECOND CAMPAIGN STATEMENT

The reporting requirements mentioned above apply to statements for the period between February 19 and March 18, 2006. All reports must be filed by personal delivery or guaranteed overnight service.

(Government Code Section 84200.8)

**WITHIN
24 HOURS
BETWEEN
MARCH 26
(Sun)
AND
APRIL 3
(Mon)**

LATE CONTRIBUTION AND/OR LATE INDEPENDENT EXPENDITURE REPORTS

Each candidate or committee that makes or receives a contribution (including a loan) of \$1,000 or more, or makes an independent expenditure of \$1,000 or more between March 19 and the election, must be filed by fax, guaranteed overnight delivery service or personal delivery within 24 hours. **Regular mail may not be used.**

(Government Code Sections 84203 & 84204)

**JULY 1 (Sat)
THROUGH
JULY 31
(Mon)**

SEMI-ANNUAL CAMPAIGN STATEMENT

Same requirements as above for the period between March 19, 2006 and June 30, 2006.

(Government Code Section 84200)

WHERE TO FILE

Candidates and committees file an original and copy of each campaign statement with the LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK, CAMPAIGN FINANCE DISCLOSURE SECTION at:

Mailing Address

P.O. BOX 1024
Norwalk, California 90651-1024

Business Address

12400 Imperial Highway, Room 2003
Norwalk, California 90650

STATEMENT OF TERMINATION - FORM 410, (see PART 5)

Candidates and their committees are required to file semi-annual statements every six months until all campaign activity ceases and Form 410 (see Part 5) is filed. Original and one copy of Form 410 file with the Secretary of State and two copies with the Los Angeles Registrar-Recorder/County Clerk's Office.

(Government Code Section 84214)

Detailed instructions for complying with the Political Reform Act are in each candidate's Campaign Finance Disclosure Packet

**FOR ADDITIONAL INFORMATION, CALL THE
CAMPAIGN FINANCE DISCLOSURE SECTION**

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

REVIEW OF REPORTING REQUIREMENTS
Campaign Disclosure Filing Requirements for ALL
Candidates and Committees

PLEASE READ CAREFULLY....

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

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

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

DEFEATED CANDIDATES

Must file campaign disclosure reports until:

- ✓ Campaign committee has been terminated Form 410 (see Part 5)

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

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

Chapter 2

CAMPAIGNING

GENERAL CAMPAIGN INFORMATION

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

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

GENERAL CAMPAIGN INFORMATION (Continued)

PART 1

LEGISLATIVE INTENT. CHAPTER 976, 1977 STATUTES.

The Legislature finds and declares:

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

PART 2

Government Code Sections

82041.5. Mass Mailing – Definition.

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

84305. Manner of sending mass mailings.

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

GENERAL CAMPAIGN INFORMATION (Continued)

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

89001. Newsletter or mass mailing.

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

PART 3

Elections Code Sections

20000. Name of chapter.

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

20001. Legislature's findings.

The Legislature hereby finds the following to be true:

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

20006. Restraining order or injunction.

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

20007. Representation requirements.

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

GENERAL CAMPAIGN INFORMATION (Continued)

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

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

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

20008. Political advertisement requirements.

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

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

20009. Simulated ballot requirements.

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

**“NOTICE TO VOTERS
“(Required by Law)**

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

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

GENERAL CAMPAIGN INFORMATION (Continued)

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

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

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

20010. No pictures of candidates in campaign material.

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

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

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

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

GENERAL CAMPAIGN INFORMATION (Continued)

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

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

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

PART 4

Elections Code Section

18301. Printing of simulated sample ballots.

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

PART 5

Elections Code Section

18302. Distribution of precinct polling place information.

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

PART 6

Legislature's findings.

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

GENERAL CAMPAIGN INFORMATION (Continued)

Elections Code Sections

18370. Electioneering within 100 feet of a polling place.

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

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

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

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

18371. Electioneering during absentee voting.

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

18540. Compelling another in voting.

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

GENERAL CAMPAIGN INFORMATION (Continued)

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

18541. Solicitation dissuading persons from voting.

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

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

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

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

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

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

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

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

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

Any person who hires or arranges for any other person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, to be stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate elections official is punishable by a fine not exceeding ten thousand dollars

GENERAL CAMPAIGN INFORMATION (Continued)

(\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to the owner or manager of the facility or property in which the polling place is located if the private guard or security personnel is not hired or arranged solely for the day on which the election is held.

18546. Definitions.

As used in this article:

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

PART 7

Elections Code Sections

20202. Authorization to use candidate or committee name.

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

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

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

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

GENERAL CAMPAIGN INFORMATION (Continued)

PART 8

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

Business and Professions Code Sections

5405.3 Outdoor Temporary Political Signs.

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

A temporary political sign is a sign which:

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

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

STATE OFFICE

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

DISTRICT OFFICE

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

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

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

GENERAL CAMPAIGN INFORMATION (Continued)

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

PART 9

**IMPORTANT NOTICE TO CANDIDATES
WHO PLAN TO MAIL CAMPAIGN MATERIALS**

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

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

**CUSTOMER SERVICES
U.S. POSTAL SERVICE**

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

PART 10

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

ABSENTEE BALLOT APPLICATION

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

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

GENERAL CAMPAIGN INFORMATION (Continued)

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

(b) Uniform Absentee Voting Application

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

(c) Important Information

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

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

GENERAL CAMPAIGN INFORMATION (Continued)

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

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

This statement must be conspicuously printed on the application form.

- (6) The name, address and telephone number of any organization, individual or group which authorizes the distribution of applications shall be printed on the application.
- (7) Any individual, organization or group that distributes applications for absent voter ballots and receives completed application forms back from voters shall deliver the forms to the appropriate elections official **within 72 hours** of receiving the completed forms. Note that Elections Code § 18576 makes it a misdemeanor to delay the proper return of an absent voter application.
- (8) Any application for an absentee voter ballot which is sent by a group or organization to a voter shall be sent by non-forwardable mail.
- (9) Any individual, group or organization that knowingly distributes any application for an absent voter's ballot which does not conform to the requirements of the absentee voter provision is guilty of a misdemeanor. (Elections Code § 18402)
- (10) Voters who use the absentee ballot applications provided by individuals, groups and organizations must attest to the truth and correctness of the contents of the application and sign the application under penalty of perjury.
- (11) Elections Code § 3006 requires that the absentee ballot application contain information about California's permanent absentee voter provision.

(d) Absentee Ballot Application Format

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

APRIL 4, 2006 EL RANCHO UNIFIED SCHOOL DISTRICT SPECIAL ELECTION
APPLICATION FOR AN ABSENTEE BALLOT

To request an absentee ballot, complete the information on this form. This Application Form must be received by the Elections official no later than **March 28, 2006**.

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

First Name	Middle Name or Initial	Last Name
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3. RESIDENCE ADDRESS (please print):

Number and Street - as registered (P.O. Box, Rural Route, etc. not acceptable)	(Designate N.S.E.W. if used)
--	------------------------------

City	County	Zip Code
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4. TELEPHONE NUMBER: (____) _____ (____) _____
 (Optional) Daytime Evening

5. MAILING ADDRESS FOR BALLOT, IF DIFFERENT FROM ABOVE. (PLEASE PRINT)
NOTE: ORGANIZATIONS DISTRIBUTING THIS FORM MAY NOT PREPRINT MAILING ADDRESS INFORMATION.

Number and Street/P.O. Box (Designate N.S.E.W. if used)

City	U.S. State or Foreign Country	Zip Code
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6. THIS APPLICATION FORM WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT

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

_____	SIGNATURE
Date	

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

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

AVAPP5/2004

FOR OFFICIAL USE ONLY

NOTICE – You have the legal right to mail this form to:

Registrar-Recorder/County Clerk
 Absent Voters Section
 P O Box 30450, Los Angeles, CA 90030-0450

Or deliver to:

12400 Imperial Hwy. Norwalk, CA 90650
 3rd Floor Room 3002 8am – 5pm
 (562) 466-1323
 FAX: (562) 462-3035

Any Voter wishing to become a Permanent Absent Voter can call our Office at:(562) 462-1323 for further information

Returning this application to anyone else may cause a delay that could interfere with your right or ability to vote.

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

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

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

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

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

GENERAL CAMPAIGN INFORMATION (Continued)

PENALTIES FOR FRAUDULENT ABSENTEE VOTING

(a) Voting more than once.

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

(b) Interfering with the absent voting process.

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

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

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

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

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

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

(c) Other penalties.

It is a crime to interfere with anyone's right to vote. (Elections Code § 18502)

It is a crime to pay, or offer to pay, a person any amount of money or to give them anything of value in exchange their vote for a particular person or issue. Similarly, it is against the law to pay someone to not vote. (Elections Code §§ 18521, 18522 and 18524)

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

GENERAL CAMPAIGN INFORMATION (Continued)

PART 11

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

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

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

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



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

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

CONNOR B. McCORMACK
Registrar-Recorder/County Clerk

Fee Schedule

Item	Fee
Boundary Maps - District Congressional, Senate, Assembly, Bd. Of Equalization & Supervisorial	\$ 0.03 Per Map Plus \$0.75 Handling Fee Per Request.
Certified Copy - Affidavit Or Transcript	\$1.50 For Copy Of Own Registration. \$6.50 Per Copy For All Others. (Public And Authorized)
Campaign Statement Copies	\$0.10 Per Page.
Certification Of Election Documents (Except Affidavits Of Registration)	\$1.75 Per Certified Copy.
I Registered To Vote Stickers	\$2.22 Per Each Batch Of 600 Labels <u>Plus</u> \$9.84 Handling Charge Per Order.
Precincting Book	\$34.00 Per Set.
Precinct Maps – 18” X 24” - Large 18” X 12” - Small	\$2.00 Per Map Page. (Handling Fee Included In Cost)
Precincting GIS Maps 3” X 3 ½”	\$30.00 Each
Polling Place Maps	\$17.00 Small 11” X 17” Each Page. \$26.00 Large – Each Page Varies In Size.
Photocopies (Miscellaneous)	\$0.46 Per Copy
Returned Checks	\$33.00 Each
Search – Voter Registration File	\$5.00 Per Name For Each Year Of Records Searched.
Statement Of Votes Cast (SVC)	\$0.36 Per Page. (Handling Fee Included In Cost)
Telefaxing	\$0.04 Per Page Plus \$0.75 Handling Fee.

Fee Schedule

Item	Fee
Customized Wall Maps	\$30.00 Each
Customized District Map With Acetate Overlay Map That Allows Distinction From Original Background Map.	\$48.00 Each
Video Tapes (Personnel Training)	\$10.00 Each
*Compact Disc (CD) Text File Los Angeles County Voter Files	\$146.00 Per File.
*Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	(Excluding Los Angeles County Voter Files) \$54.00 Per File \$39.00 For Each Additional File
*Index To Voter (Street Index)	Candidates/Committees: \$0.50 Per Thousand Names.
*Voted Index	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Precinct Rosters (Combined Index-Roster)	\$5.50 Per Roster Or \$0.22 Per Page. (Handling Fee Included In Cost)
*Absent Voter Report	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Applicant Is Required To Execute Contract With The Registrar-Recorder/County Clerk	

Chapter 3

MULTILINGUAL VOTING SERVICES

MULTILINGUAL VOTING SERVICES

OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM

BACKGROUND

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



Translation of Election Materials

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

Mandated Languages

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

Implications to Candidate

There are no implications to the candidate because the County will automatically provide *translated sample ballot booklets* to voters who request it two weeks before the election and after they received the English Sample Ballot booklet. However, as noted in the *Candidate Statements* (see page 18 of Section 1) there is a cost for a Spanish translated candidate statement which appears in the English sample ballot booklet. This translation is optional and the candidate needs to make a request for this service and pay for it when he/she files candidate statements with RR/CC.

OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM – Cont.

MULTILINGUAL VOTER SERVICES

The ML Voter Services Program includes services such as:

- ◆ Bilingual Assistance Hotline (1-800) 481-8683.
- ◆ Upon request, translated election materials are mailed to voters before every election.
- ◆ Bilingual assistance at targeted polling places.

Translated copies of the “ML Voter Services” brochures are available at the RR/CC Election Information counter, 2nd Floor Room 2013 and online at www.lavote.net

TRANSLITERATION REVIEW PERIOD

Candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official no later than the last day of the review period. Timeframe: **E-62 through E-60** (subject to change). To schedule a review of your transliterated name, you may call (562) 462-2730 or (562) 462-2832.

TRANSLITERATION FORM

I, _____, Candidate for nomination to the
office of

to be voted for at the
agree as indicated below:

CHECK ONE:

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

OR

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

Languages

Name Transliteration

Chinese:

Japanese:

Korean:

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

Candidate's Signature

Date

Candidate Filing #:

**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**

NEW SERVICE FOR LIMITED-ENGLISH VOTERS:

**TRANSLITERATION OF
CANDIDATE NAMES**

BACKGROUND:

Public Law 102-344 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance in Chinese, Japanese, Korean, Spanish, Tagalog, and Vietnamese to limited-English proficiency voters. In January 2000, the Department of Justice further directed this office to ***transliterate*** the names of candidates in those languages that do not use Roman Characters. (*Transliteration* is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) These languages include Chinese, Japanese and Korean.

PROCESS:

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

TRANSLITERATION FORM:

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

Chapter 4

**ELECTION
CONTESTS/RECOUNTS**

ELECTION CONTESTS/ RECOUNTS

Timing of Recount Request

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

(E.C. § 5620)

Format of request

- The request must be submitted in writing. **(E.C. § 5620)**
- Must specify the contest to be recounted. **(E.C. § 5620)**
- Must state on behalf of which candidate, slate of electors, or position on a measure (affirmative or negative) it is filed. **(E.C. § 5620)**
- May specify the order in which precincts shall be counted. **(E.C. § 5622)**
- May specify the method of counting to be used (computer, manual or both). **(E.C. § 5627)**
- May specify any other relevant material to be examined. **(E.C. § 5630)**
- For statewide contests, may specify in which county or counties the recount is sought. **(E.C. § 5621)**

Place of filing

- With the county elections official responsible for conducting the election, if the contest is not voted upon statewide. **(E.C. § 5620)**

Place of Filing (Continued)

- If election is conducted in more than one county, the request may be filed with the county elections official of, and the recount conducted within, any or all of the affected counties.

(E.C. § 15620)

- With the Secretary of State if the contest is voted upon statewide.

(E.C. § 15621)

- With the City Clerk if it is a city election (or if the city has not consolidated with the county).

(E.C. § 15620)

Notice of recount

- A notice stating the date and place of the recount will be posted by the elections official at least one day prior to the recount and the following persons will be notified in person or by telegram:

(E.C. § 15628)

All candidates for the office being recounted.

Proponents of any initiative or referendum or persons filing ballot arguments for or against any initiative, referendum or measure to be recounted.

Process of recount

- The recount is open to the public.

(E.C. § 15629)

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

(E.C. § 15626)

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

(E.C. § 15625)

Result of Recount

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

(E.C. § 15632)

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

(E.C. § 15632)

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

(E.C. § 15633)

Cost and payment

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

(E.C. § 15624)

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

(E.C. § 15624)

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

(E.C. § 15624)

2006

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	31	

APRIL

S	M	T	W	Th	F	S
						1
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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
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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
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	Th	F	S
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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						