

County of Los Angeles



PRESIDENTIAL PRIMARY ELECTION

FEBRUARY 5, 2008



INFORMATION BOOKLET

General and Special Municipal Elections
Consolidated with the February 5, 2008
Presidential Primary Election

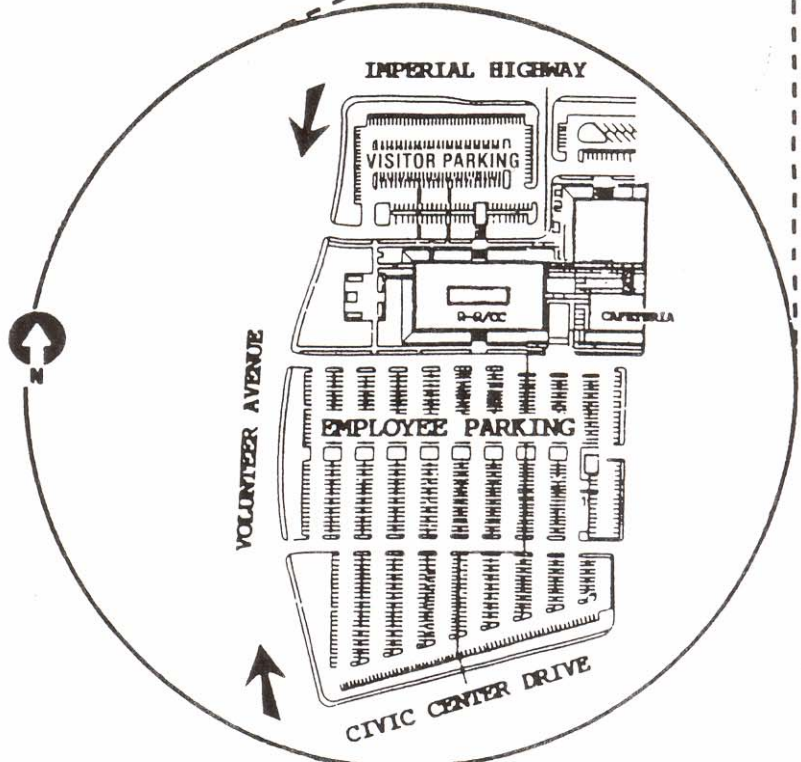
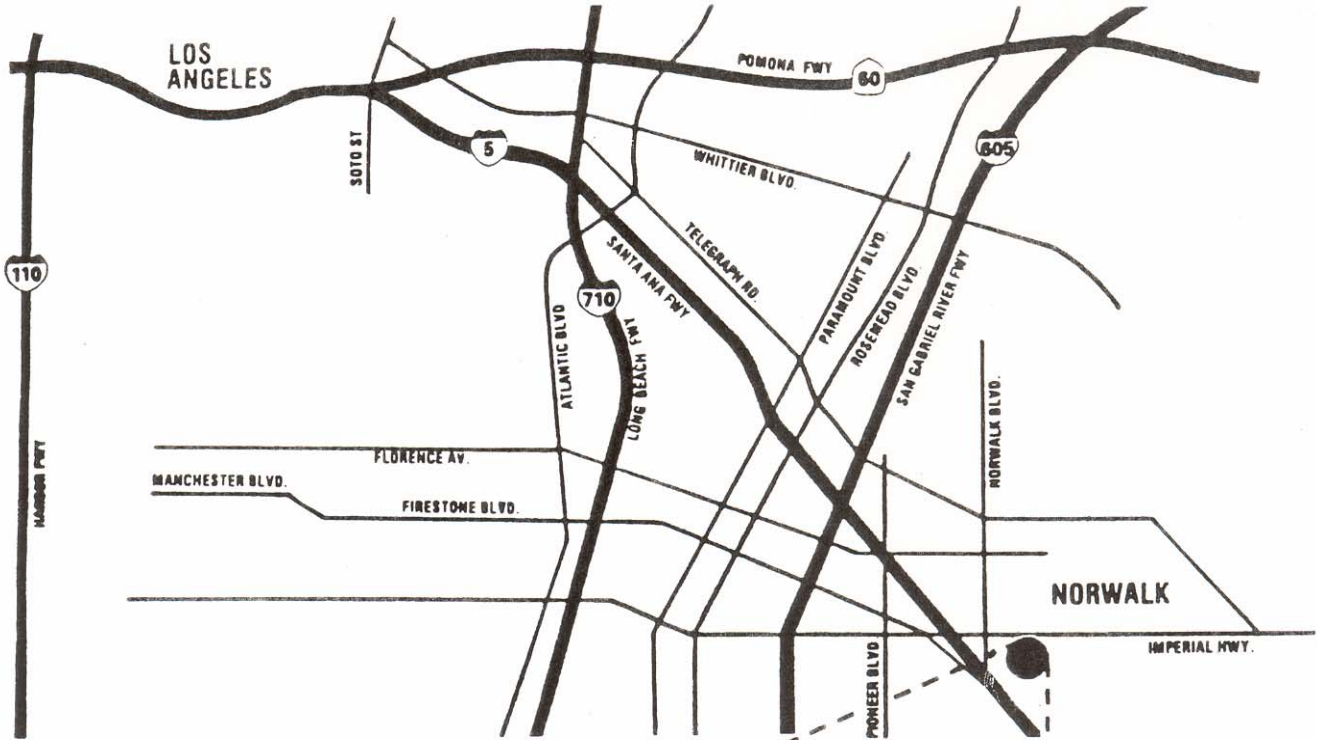


REGISTRAR-RECORDER/COUNTY CLERK
Election Preparation Division
12400 East Imperial Highway
Norwalk, CA 90650

562.466.1310

WWW.LAVOTE.NET

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



NOTICE

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

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

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

TABLE OF CONTENTS

| | PAGE |
|--|------------|
| GENERAL INFORMATION | |
| City's Responsibilities | i-iii |
| RR/CC Responsibilities..... | iv |
| CHAPTER 1: CALENDAR OF EVENTS | 1-8 |
| CHAPTER 2: CERTIFIED LIST OF QUALIFIED CANDIDATES, NAME TO APPEAR ON THE BALLOT & BALLOT DESIGNATIONS | |
| Certified List of Qualified Candidates (Sample) | 9 |
| Name To Appear On The Ballot | 9 |
| Order of Candidates Names..... | 9 |
| Ballot Designations Provisions..... | 10 |
| Ballot Designations | 10 |
| Elective Office Title | 10 |
| Incumbent | 10 |
| Appointed Incumbent..... | 10 |
| Principal Occupation..... | 11 |
| Community Volunteer | 11 |
| No Ballot Designation Desired..... | 11 |
| Unacceptable Designation..... | 11 |
| Secretary of State Ballot Designations Regulations..... | 12-17 |
| CHAPTER 3: CANDIDATE STATEMENTS | |
| Candidate Statement Form (Sample)..... | 18 |
| Format and Style Information..... | 19 |
| State Law Provides | 20 |
| Estimated Cost | 20 |
| Indigent Candidates | 21 |
| Affidavit of Financial Worth (Sample) | 21 |
| Public Examination Period..... | 22 |
| Incumbents / List of Qualified Candidates | 22 |
| Notice To Persons Submitting Candidate Statements..... | 23 |
| CHAPTER 4: BALLOT MEASURES | |
| Resolution for Ballot Measure Text (Sample)..... | 24 |
| General Information | 25 |
| Ballot Measure Text (Sample) | 25 |
| Letter Designation for Measures..... | 25 |
| Withdrawal and/or Amendments | 25 |

TABLE OF CONTENTS (continued)

PAGE

CHAPTER 5: BALLOT ENCLOSURES

| | |
|---|----|
| Text and Titles..... | 26 |
| Format and Style | 26 |
| Arguments and Rebuttals..... | 26 |
| The Arguments and Rebuttals (Samples) | 27 |
| Ballot Enclosure Titles and Word Limitations Chart | 28 |
| Argument and Rebuttal Form (Sample)..... | 29 |
| Declaration by Author(s) of Arguments or Rebuttals (Sample)..... | 30 |
| Authorization for Another Person to Sign Rebuttal Argument Form (Sample)..... | 31 |
| Available Forms | 32 |
| Withdrawal of Arguments | 32 |
| Public Examination..... | 32 |
| Original Forms/Signatures..... | 32 |
| Restrictions | 32 |
| Litigation..... | 32 |
| Ordinance/Charter Amendments..... | 32 |
| Notices Printed with Impartial Analysis..... | 33 |
| Voter Notices..... | 33 |
| Supplemental Mailing Notice(s)..... | 33 |
| Word Counting Guidelines | 34 |

CHAPTER 6: MULTILINGUAL VOTING SERVICES

| | |
|--|----|
| General Information | 35 |
| The County Performs the Following Multilingual Voting Services | 35 |
| RR/CC Multilingual Materials..... | 35 |
| Transliteration of Candidate Names | 36 |
| Transliteration Form (Sample) | 36 |
| The City Performs the following Multilingual Voting Services | 36 |

CHAPTER 7: TELEPHONE GUIDE, AVAILABLE REPORTS AND MATERIALS

| | |
|---------------------------------------|----|
| Telephone Guide..... | 37 |
| Available Reports and Materials | 38 |

CHAPTER 8: SIGNATURE VERIFICATION SERVICES

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

| | |
|---|----|
| Semi-Final Official Results..... | 40 |
| Certification of Official Results | 40 |

GENERAL INFORMATION

**CITY'S AND RR/CC
RESPONSIBILITIES**

GENERAL INFORMATION

GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE FEBRUARY 5, 2008 PRESIDENTIAL PRIMARY ELECTION

CITY'S RESPONSIBILITIES

The City shall furnish the Registrar-Recorder/County Clerk's office and the Board of Supervisors with signed copies of the Resolutions **"Calling the Election"** and **"Requesting Consolidation and Services"** (samples below).

**RESOLUTION
CALLING
THE ELECTION**

RESOLUTION NO. 2006-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____
CALLING FOR A GENERAL MUNICIPAL ELECTION
TO BE HELD ON TUESDAY, JUNE 6, 2006 FOR THE ELECTION
OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS
OF THE CHARTER OF THE CITY OF TORRANCE.

CITY COUNCIL RESOLUTION NO. 2006-07

CALIFORNIA)
OF LOS ANGELES) ss

_____, City Clerk of the City of _____, California, do hereby certify that the foregoing was duly introduced, approved, and adopted by the City Council of the City of _____ at a regular meeting of said Council held on the 24th day of January, 2006 by the following call vote:

| | |
|----------------|---------------------|
| COUNCILMEMBERS | Mayor Pro Tem _____ |
| COUNCILMEMBERS | None _____ |
| COUNCILMEMBERS | None _____ |
| COUNCILMEMBERS | Mayor _____ |

City Clerk of the City of _____

**RESOLUTION
CONSOLIDATING
WITH THE
ELECTION**

RESOLUTION NO. 2006-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON JUNE 6, 2006 WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO §10403 OF THE ELECTIONS CODE.

CITY COUNCIL RESOLUTION NO. 2006-07

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss

_____, City Clerk of the City of _____, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of _____ at a regular meeting of said Council held on the 24th day of January, 2006 by the following roll call vote:

| | |
|-------------------------|---------------------|
| AYES: COUNCILMEMBERS | Mayor Pro Tem _____ |
| NOES: COUNCILMEMBERS | None _____ |
| ABSTAIN: COUNCILMEMBERS | None _____ |
| ABSENT: COUNCILMEMBERS | Mayor _____ |

City Clerk of the City of _____

Directed to procure and supplies, equipment and product the election, seven o'clock a.m. of the until eight o'clock p.m. of §14401 of the Elections Code, on, the election shall be election is given and the additional notice of the passage and adoption of this

RESOLUTION NO. 2006-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON JUNE 6, 2006 WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO §10403 OF THE ELECTIONS CODE.

WHEREAS, the City Council of the City of _____ called a General Municipal Election to be held on June 6, 2006 for the purpose of the election of a Mayor, three (3) Members of the City Council, a City Clerk, and a City Treasurer each for a full term of four years, and;

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

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

SECTION 1. That pursuant to the requirements of §10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide Primary election on Tuesday, June 6, 2006 for the purpose of the election of a Mayor, three (3) Members of the City Council, a City Clerk, and a City Treasurer each for a full term of four years.

SECTION 2. That the county election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

SECTION 3. That the Board of Supervisors is requested to issue instructions to the county election department to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the City of _____ recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

SECTION 5. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the county election department of the County of Los Angeles.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED ON JANUARY 24, 2006.

APPROVED AS TO FORM: _____ Mayor Pro Tem
City Attorney _____ ATTEST:
by _____ Assistant City Attorney _____
City Clerk _____

CITY'S RESPONSIBILITIES (continued)

- Election Resolutions should be addressed to **Ms. Sachi A. Hamai, Executive Officer Board of Supervisors** and be mailed to:

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

- Additionally, Election Resolutions and request of Letter Designation for Measures should be addressed to **Ms. Conny B. McCormack, Registrar-Recorder/County Clerk** and be faxed/mailed to:

**Election Coordination Section
12400 E. Imperial Highway, 3rd Floor, Room 3207
Norwalk, California 90650
Phone: (562) 462-2626 FAX: (562) 406-2658**

- Ballot Argument Enclosure materials, including Arguments and Rebuttals, Candidate Statements and Certified List of Qualified Candidates must be accompanied by a transmittal letter and **DELIVERED** by the applicable dates and times indicated in the Calendar of Events to:

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

- A Resolution "Calling the Election" should include purpose of election, word limitation for Candidate Statements (**200 or 400 words**) and whether advance payment is required by Candidate, Ballot Measure Text (**not to exceed 75 words including title**) and the vote requirement for Measure passage (**i.e., majority of votes cast; 2/3 votes cast; 55% votes cast**). **The Resolution must state that the City will reimburse the County for costs incurred.**
- All legal notices should be published, (Notice of Election, Notice of List of Nominees etc.) **excluding Notice of Polling Places and Notice of Central Tally Location.**
- All Candidate Nomination Documents including Campaign Finance Disclosure forms should be issued, received and certified. Also, Ballot Designations, and word counts on all Candidate Statements and Enclosures should be verified.
- Signatures on Nomination Papers should be verified unless Registrar-Recorder/County Clerk (RR/CC) is requested in writing to perform this service. If you plan on having this office verify signatures please contact the Data Entry and Signature Verification Section at (562) 462-2371 directly regarding any inquiries on this process.

CITY'S RESPONSIBILITIES (continued)

- All ballot material should be photocopied including Candidates' Names, Ballot Designations, Candidate Statements, Measure Arguments, Rebuttals and other Measure Ballot Enclosures available for Public Examination for the period designated in the Calendar of Events, **Chapter 1 of this booklet**.
- **It is the responsibility of the City Clerk to qualify all candidates** and to provide a complete and accurate final **List of Qualified Candidates' Names** and **Ballot Designations**, including addresses and telephone numbers, to be published, to the RR/CC by **E-81**. Also, notify the RR/CC office of any Qualified Write-In Candidates by **E-12**.
- **Legible copies** of Candidate Statements should be provided by **E-81** and **legible copies** of Arguments, Impartial Analysis and other related Ballot Materials by **E-77** which are to be printed and included in the Official Sample Ballot Booklet. Legible copies of Rebuttal Arguments must be submitted by **E-67**. If you are unable to meet these deadlines please contact us and we may recommend that you contact your election supplier to make arrangements to print and mail a Supplemental Voter Booklet.
- **A Resolution** should be filed with the RR/CC by **E-83** to **Amend** a Measure for an election or **Withdraw** a Measure for cancelled election.

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

- The RR/CC should be notified no later than **November 23, 2007 (E-74)** if an election is being **CANCELLED** due to an insufficient number of candidates filing for offices.
- Ballot Reproduction Proofs of Candidates Statements, Vote Recorder Pages and Ballot Enclosures should be reviewed and approved. Notify the RR/CC immediately of any typographical errors, corrections, or omissions.
- **Certificates** of Election to Elected Candidates should be issued.
- The **Election Planning Section** and the **Election Coordination Section** are **available at the telephone numbers listed on the previous pages** should you need additional assistance or have further questions after reviewing the Information Booklet.

REGISTRAR-RECORDER/COUNTY CLERK'S RESPONSIBILITIES

- The RR/CC receives signed copies of City Resolutions “Requesting Consolidation with the Election” and will automatically send the requesting cities an information booklet along with the appropriate forms such as: Candidate Statement Form, Transliteration Form, Estimated Cost of Candidate Statement, etc. **If a City has a Measure on the ballot, we will provide Argument/Rebuttal Forms.**
- The RR/CC verifies signatures on Nomination Petitions upon written request from a City. Rates the vary depending on the system used to verify signatures. For more information contact **Data Entry and Signature Verification Section at (562) 462-2371.**
- The RR/CC consolidates established precincts to form voting and declared absentee precincts. If you have specific precinct consolidation requests contact the **Precincting Section at (562) 462-2473.**
- The RR/CC obtains polling places, recruits poll workers, and publishes **Notice of Polling Places and Notice of Central Tally Location.** If you have specific poll locations or poll worker requests, contact **Polls and Officers Section at (562) 466-1373.**
- The RR/CC assigns Letter Designations for each local Ballot Measure on the ballot. Letter Designations are assigned in alphabetical order commencing with County Measures and then other Local Measures (City, School and Special Districts) in alphabetical sequence. Cities may request a Specific Letter Designation in writing by **November 14, 2007 (E-83).** An alternate choice should also be submitted, in case the requested Letter Designation has already been assigned to another jurisdiction.
- The RR/CC prints Official Ballots. An English Official Sample Ballot Booklet will be printed and mailed. The RR/CC will include the City's material (English or English and Spanish Candidate Statements and Measure information) in the same Booklet depending on the volume of voting material. In some cases, the City Clerk will be required to prepare and mail a Supplemental Voter Booklet.
- The RR/CC prepares and mails Minority Language Ballot Material in accordance with the Voting Rights Act (VRA).

The RR/CC also:

- Issues Absentee Voter Ballots/material and processes returned AV Ballots.
- Furnishes Precinct Supplies and trains poll workers.
- Staffs Check-in-Centers and Central Tally Location.
- Conducts Election Tally and releases Semi-Official Election Results.
- Canvasses Election Returns and certifies Official Election Results to the City.

CHAPTER 1

CALENDAR OF EVENTS

CALENDAR OF EVENTS

GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE FEBRUARY 5, 2008 PRESIDENTIAL PRIMARY ELECTION

| DATES | EVENTS | | | | | | |
|---|--|--|--|--|---|--|---|
| (2007) OCT. 5 (F) E-123 | ADOPT ELECTION RESOLUTION (Candidates) Recommended last day for City Council to adopt resolution calling a General or Special Municipal Election for city elected officials. | | | | | | |
| OCT 9* (Tu) E-119* | CITY RESOLUTION re CANDIDATE STATEMENTS Last day for the City Council to adopt resolution determining or amending the word limitation for candidate statements (200 or 400 words) , and whether advance payment is required. (E. C. § 13307) | | | | | | |
| OCT 15 (M) E-113 | <table style="width: 100%; border: none;"> <tr> <td style="width: 20%; vertical-align: top; padding-right: 10px;"> NOV. 9 (F) 5 P.M. E-88 </td> <td style="border: none;"> NOMINATION PERIOD First and last day for candidates to file nomination documents with City Clerk. (E. C. §§ 10220, 10224 & 10407) </td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"> CANDIDATE STATEMENTS During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation (200 or 400 words) for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307) </td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"> NOTE: Candidates statements are only included in the Official Sample Ballot Booklet and will not be included in the Official Absentee Voting Instructions and Guide. </td> </tr> </table> | NOV. 9 (F) 5 P.M. E-88 | NOMINATION PERIOD First and last day for candidates to file nomination documents with City Clerk. (E. C. §§ 10220, 10224 & 10407) | | CANDIDATE STATEMENTS During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation (200 or 400 words) for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307) | | NOTE: Candidates statements are only included in the Official Sample Ballot Booklet and will not be included in the Official Absentee Voting Instructions and Guide. |
| NOV. 9 (F) 5 P.M. E-88 | NOMINATION PERIOD First and last day for candidates to file nomination documents with City Clerk. (E. C. §§ 10220, 10224 & 10407) | | | | | | |
| | CANDIDATE STATEMENTS During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation (200 or 400 words) for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307) | | | | | | |
| | NOTE: Candidates statements are only included in the Official Sample Ballot Booklet and will not be included in the Official Absentee Voting Instructions and Guide. | | | | | | |
| OCT 15 (M) E-113 | NOTICE OF ELECTION — PUBLICATION On or before this date the City Clerk shall publish a notice of election. (E. C. § 12101 & Govt. Code § 6061) | | | | | | |

*Date adjusted due to weekend and/or holiday

| DATES | EVENTS |
|--|---|
| NOV. 9 (F) 5 P.M. E-88 | <p>NOMINATION DOCUMENTS — DEADLINE DATE Last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 & 10407)</p> <p>CANDIDATE WITHDRAWAL No candidate whose Declaration of Candidacy has been filed may withdraw after this date. (E. C. § 10224)</p> <p>CONSOLIDATION OF ELECTIONS Last day City Clerks can file a resolution with the Board of Supervisors and Registrar-Recorder/County Clerk requesting consolidation with the election. A resolution placing a measure on the ballot shall contain the ballot wording which cannot exceed 75 words. (E. C. §§ 10402, 10403 & 13247)</p> |
| NOV. 10** (Sa) E-87** | <p>NOV. 14 (W) 5 P.M. E-83</p> <p>NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE) If nomination documents for an incumbent are not filed by 5 p.m. on November 10, 2007, the nomination period shall be extended until November 14, 2007 at 5 p.m., for persons other than the incumbent. (E. C. § 10225)</p> <p>NOTE: The extension does not apply where there is no incumbent eligible to be elected.</p> |
| NOV. 10** (Sa) E-87** | <p>NOV. 19 (M) E-78</p> <p>PUBLIC EXAMINATION PERIOD — CANDIDATE STATEMENTS/CANDIDATES' NAMES AND BALLOT DESIGNATIONS Recommended period for the City Clerk to make available the candidate statements, candidates' names and ballot designations for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. §13313)</p> <p>NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to November 14 through November 19.</p> |

** November 10 (Saturday) and November 11 (Sunday) RR/CC office will be closed.

DATES

EVENTS

NOV. 14 (W)
E-83

AMENDMENT OR WITHDRAWAL OF MEASURE — DEADLINE

Last day for County Elections Official to receive a resolution from a legislative body requesting to withdraw or amend any measure previously submitted for placement on the ballot.
(E. C. § 9605)

MEASURE LETTER DESIGNATION

Last day for a City Clerk to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.

NOV. 15 (Th)
11 A.M.
E-82

RANDOMIZED ALPHABET DRAWING

The Secretary of State shall hold a public drawing to determine the order of candidates' names to appear on ballot by randomly drawing each letter of the alphabet.
(E. C. § 13112)

NOV. 16 (F)
E-81

LIST OF CANDIDATES — COPY OF CANDIDATE STATEMENTS

No later than this date the City Clerk shall deliver to the County Elections Official a Certified List of Qualified Candidates' names, ballot designations and residence addresses.
(E. C. § 10403)

A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the County Elections Official by this date.

NOTE: The name on the Candidate Statement **MUST** match the candidates' names on the Certified List of Qualified Candidates.

MEASURES — LETTER DESIGNATION

Scheduled date for the County Elections Official to notify the City Clerk of letter assigned to ballot measure(s).

DATES

EVENTS

NOV. 19 (M)
E-78

IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT TO CITY CLERK

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

ARGUMENTS — LAST DAY TO SUBMIT TO CITY CLERK

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

NOV. 20 (Tu)
E-77

NOV. 29 (Th)
E-68

PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS

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

MEASURE ENCLOSURES

No later than **November 20, 2007**; the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot data/material to the County Elections Official for inclusion in the Official Sample Ballot Booklet.

NOV. 26* (M)
E-71*

CANCELLED ELECTION BECAUSE OF AN INSUFFICIENT NUMBER OF CANDIDATES

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

NOTE: It is **imperative** that the City Clerk notify the County Elections Official immediately of cancelled election.

*Date adjusted due to weekend and/or holiday

| DATES | | EVENTS |
|-----------------------------|---|---|
| NOV. 29 (Th) E-68 | | REBUTTALS — LAST DAY TO SUBMIT TO CITY CLERK Recommended last day for authors of arguments “FOR” and “AGAINST” any city measure to submit rebuttals (if permitted) to the City Clerk. A rebuttal may not exceed 250 words . (E. C. § 9285) |
| NOV. 30 (F) E-67 | | REBUTTALS — LAST DAY TO SUBMIT TO COUNTY Recommended last day for the City Clerk to submit rebuttals to the County Elections Official for inclusion in the Official Sample Ballot Booklet. |
| NOV. 30 (F) E-67 | DEC. 11 (Tu) E-56 | PUBLIC EXAMINATION PERIOD FOR REBUTTALS Recommended period for the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. § 9295) |
| DEC. 6 (Th) E-61 | DEC. 12 (W) E-55 | SAMPLE BALLOT PROOFS Recommended period for the County Elections Official to deliver copies of Sample Ballot proofs to the City Clerk for approval. NOTE: Corrections to any ballot material must be submitted to the County Elections Official within 24 hours of receipt. |
| DEC. 10 (M) E-57 | (2008) JAN. 22 (Tu) 5 P.M. E-14 | STATEMENT OF WRITE-IN CANDIDACY A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsors’ signatures stating that he or she is a Write-In Candidate for the election. (E. C. §§ 8600, 8601 & 10103) |
| DEC. 27 (Th) E-40 | JAN. 15 (Tu) E-21 | MAIL OFFICIAL SAMPLE BALLOT BOOKLETS An Official Sample Ballot Booklet shall be mailed to each voter during this period. (E. C. §§ 13302 & 13303) |

DATES

EVENTS

DEC. 27 (Th)

E-40

COPIES OF STREET INDEX

Suggested last day for the City Clerk to request the number of Street Index copies required (not to exceed two (2)).

(E. C. § 2183)

JAN. 7 (M)

E-29

JAN. 29 (Tu)

E-7

ABSENTEE VOTERS — FIRST AND LAST DAY TO APPLY

Applications may be filed between these dates (both dates inclusive). Applications received prior to the **29th** day preceding the election will be kept and processed during this period.

(E. C. § 3001, 3003 & 3302)

JAN. 7 (M)

E-29

PRECINCT OFFICERS AND POLLING PLACES — APPOINTMENT

Last day to designate polling places and appoint precinct officers. A notice of appointment shall be mailed to each precinct officer appointed.

(E. C. §§ 12286 ,12307 & 12319)

JAN. 22* (Tu)

E-14*

REGISTRATION CLOSES

Last day to transfer or register to vote in the election.

(E. C. §§ 2102 & 2107)

JAN. 22 (Tu)

E-14

JAN. 29 (Tu)

E-7

REGISTRATION PERIOD — NEW RESIDENTS AND NEW CITIZENS

Any person who becomes a citizen or establishes residence in California after the **15th** day prior to the election may register to vote beginning on the **14th** day prior to an election and ending on the **7th** day prior to the election day. This registration must be executed in the county elections office. A new resident shall vote a new resident's ballot in that office.

(E. C. §§ 331, 332 & 3500-3503)

*Date adjusted due to weekend and/or holiday

| DATES | EVENTS |
|--|--|
| JAN. 22 (Tu) 5 P.M. E-14 | <p>STATEMENT OF WRITE-IN CANDIDACY DEADLINE Last day for a candidate to file with City Clerk sponsors' signatures and a declaration stating that he or she is a Write-In Candidate in the election. (E. C. §§ 8600 & 8601)</p> <p>BILINGUAL PRECINCT OFFICER LIST Last day for County Elections Official to prepare list of appointed bilingual precinct officers. (E. C. § 12303)</p> |
| JAN. 24 (Th) E-12 | <p>WRITE-IN CANDIDATES — SUBMIT TO COUNTY Recommended last day for City Clerk to deliver the list of Qualified Write-In Candidates to County Elections Official.</p> |
| JAN. 28* (M) E-8* | <p>CENTRAL TALLY LOCATION — PUBLICATION On or before this date a notice specifying the public place to be used as the Central Tally Location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction. (E. C. § 12109)</p> |
| JAN. 29 (Tu) E-7 | <p>CANVASS ABSENTEE VOTER BALLOTS The canvass may commence on the 7th day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101)</p> <p>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 city. (E. C. § 12105 & Govt. Code § 6061)</p> <p>NOTICE OF LIST OF NOMINEES — PUBLICATION On or before this date, the City Clerk shall publish a list of nominees once in a newspaper of general circulation within the city. (E. C. § 12110 & Govt. Code § 6061)</p> |

*Date adjusted due to weekend and/or holiday

| DATES | EVENTS |
|--|--|
| JAN. 30 (W) E-6 | FEB. 5 (Tu) Election Day EMERGENCY ABSENTEE 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) |
| FEB. 5 (Tu) 8 P. M. Election Day | ELECTION DAY Polls open 7 a.m., close 8 p.m. (E. C. §§ 1202, 10541 & 14212) ABSENTEE VOTER BALLOTS RETURNED — 8 P.M. Last day for absent voter ballots to be received or turned in personally by the voter to the Elections Officials' office or 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) |
| FEB. 7 (Th) E+2 | OFFICIAL CANVASS OF ELECTION RETURNS The Official Canvass of returns shall commence no later than the first Thursday following the election. (E. C. §§ 10262 & 15301) |
| MAR. 4 (Tu) E+28 | COMPLETION OF OFFICIAL CANVASS The official canvass must be completed within 28 days of the election. The legal deadline for County Elections Officials to certify the election result is March 4 . (E. C. §§ 15372 – 15375) NOTE: On March 3 , the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On March 4 , the Board of Supervisors is scheduled to declare the election results official. |

CHAPTER 2

**CERTIFIED LIST OF
QUALIFIED CANDIDATES,
NAME TO APPEAR ON THE BALLOT &
BALLOT DESIGNATIONS**

BALLOT DESIGNATION PROVISIONS

The Ballot Designation describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

BALLOT DESIGNATIONS:

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

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

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

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

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

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

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

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

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

BALLOT DESIGNATION PROVISIONS (continued)

PRINCIPAL OCCUPATION — No more than **three (3) words** may be used to either describe the current principal professions, vocations, or occupations of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. State geographical names are considered one word.

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

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

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

NO BALLOT DESIGNATION DESIRED — A ballot designation is optional. If the Candidate does not request a ballot designation, the City Clerk must indicate NONE on the Certified List of Qualified Candidates.

UNACCEPTABLE DESIGNATION — If the Registrar-Recorder/County Clerk's Office determines that the ballot designation is not authorized by law, the Registrar-Recorder/County Clerk will notify the City Clerk's Office. The City Clerk shall notify the candidate that an alternative designation must be provided. **See pages 12-17 of this Chapter for the Secretary of State Ballot Designation Regulations.**

Pursuant to Elections Code § 13107(b), the Elections Official shall not accept a ballot designation if:

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

SECRETARY OF STATE BALLOT DESIGNATION REGULATIONS

§ 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with, or is otherwise inappropriate pursuant to Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

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

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

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

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

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

SOS BALLOT DESIGNATION REGULATIONS (continued)

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

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

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

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

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

- (1) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
- (2) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
- (3) The candidate has reached at least the age of 55 years;
- (4) The candidate voluntarily left his or her last professional, vocational or occupational position;

SOS BALLOT DESIGNATION REGULATIONS (continued)

(5) If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;

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

(7) The candidate's retirement benefits are providing him or her with a principal source of income.

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

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

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

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

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

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

SOS BALLOT DESIGNATION REGULATIONS (continued)

§ 20717. Requests for Supporting Documentation.

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

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

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

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

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

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

SOS BALLOT DESIGNATION REGULATIONS (continued)

§ 20718. Communication of Decisions Regarding Ballot Designations.

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

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

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

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

SOS BALLOT DESIGNATION REGULATIONS (continued)

§ 20719. Service of Legal Process Regarding Ballot Designations.

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

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

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

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

CHAPTER 3

CANDIDATE STATEMENTS

CANDIDATE STATEMENTS

CANDIDATE STATEMENT FORM (Sample below) — The Candidate Statement Form is provided for candidate use in submitting statements to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when filling Nomination Documents.

NOTE: The Official Absentee Voting Instructions and Guide does not include Candidate Statements.

BACK

FRONT

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

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

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

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

age and occupation and a 200 word description of the candidate's education and qualifications. See handbook for detailed information regarding word counting guidelines.

style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will not be printed. All capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets are not acceptable. Words to be printed in boldface type, underscored and/or CAPITALIZED are to be clearly distinguished as one word. However, the number of words/acronyms that can be in boldface type, underscored and/or CAPITALIZED is limited to 200 words per a 200 word statement and 50 words per a 400 word statement. All statements should be checked by the candidate before filing. The official is not permitted to edit any material contained therein.

do not include the party affiliation of the candidate nor reference any membership or activity in political organizations.

Any candidate statement submitted by a candidate shall be limited to a recitation of the candidate's own qualifications and in no way make reference to other candidates or to another candidate's qualifications, character, or record. No candidate statement shall be printed which includes any reference prohibited.

Statements shall be confidential until the close of the nomination period. Except for Judicial candidates the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. No candidate statement shall be amended or deleted.

The cost is just an approximation of the actual cost that varies from one election to another election and may be based on the actual number of candidates filing statements, or the length and/or format of the statement and by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund. In the event of underpayment, the elections official may require the candidate to pay the balance of the cost. The elections official shall prorate the excess amount among the candidates and refund the excess amount paid.

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

STATEMENT OF: _____

CANDIDATE FOR: _____

ELECTION DATE: _____

AGE: _____ (Optional)

OCCUPATION: _____ (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. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are **only** included in the Official Sample Ballot Booklet and **will not** be included in the Official Absentee/Vote by Mail Ballot Instructions and Guide.

ESTIMATED COST

Estimated cost of your English & Spanish statement is \$ _____

Mark (x) one box: English English & Spanish

Date: _____

Time: () _____ Evening

DO NOT PRINT THIS STATEMENT IN THE EVENT of a primary or caucus contest on the ballot. _____ No other candidate for this contest files a statement.

OFFICE USE ONLY

Project Code No.: _____

Candidate File No.: _____

Total No. of Words: _____

Total No. of Words in boldface, capital letters, and/or underscored: _____

By Deputy: _____

©2008: CandStatement NP

CANDIDATE STATEMENTS (continued)

FORMAT AND STYLE INFORMATION (Sample below) — Statements must be neatly typed. Statement will be typeset in the Official Sample Ballot Booklet using Dutch801 Rm BT font in 10 point size. However, Candidate Statements can be submitted using any standard font.

Statements will be printed in uniform type, style and spacing, using block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens (-). Enhanced words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. However, the number of words/acronyms that are in **boldface type**, underscored and/or CAPITALIZED shall not exceed 25 words per a 200 word statement and 50 words per a 400 word statement. The pronoun “I” is not counted as an enhanced word. **Refer to Chapter 5, page 34 for the Word Counting Guidelines.**

STATEMENT OF JANE DOE

CANDIDATE FOR MEMBER OF THE CITY COUNCIL

ANY CITY GENERAL MUNICIPAL ELECTION

Age: 42

Occupation: Businessperson

I have followed the direction our city is going and want to continue to make a difference.

I would like our city to continue thinking forward towards the future.

If elected, I will: 1) lower taxes; 2) increase services; 3) continue thinking towards the future for our city.

I belong to the following organizations:

- PTA
- Chamber of Commerce
- Zoological Society
- Bridge Club

You can trust Jane Doe to protect and serve Any City, USA.
Vote for Jane Doe for City Council.

CANDIDATE STATEMENTS (continued)

STATE LAW PROVIDES

Statements may not include reference to other candidates. See **Notice to Persons Submitting Candidate Statement on page 23** for restrictions.

No changes are allowed after the statement has been filed.

Statements are confidential until after the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten **(10)** calendar day period. During this period, a voter may seek a writ of mandate or an injunction requiring any or all data/material to be amended or deleted.

A candidate may request that the statement also be printed in Spanish and included in the Official Sample Ballot Booklet mailed to all voters in the election area. An additional fee is required to print a Spanish candidate statement. **In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements to be included in the Official Sample Ballot Booklet for candidates who wish to have one, at the candidate's own expense.**

Minority language translations of candidate statements for Voter Information Booklets may be provided in Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese for qualifying jurisdictions in accordance with Federal Voting Rights Act provisions and Department of Justice specifications. These materials when printed are sent only to voters who have requested it.

No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.

ESTIMATED COST — The candidate statement form **(page 18)** issued with the nomination documents contains word limitations and estimated cost.

If the candidate statement word limitation is **400 words** and a **200 word** or less candidate statement is submitted, only **one-half** of the estimated cost shall be required to be deposited.

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

The estimated cost is determined prior to all information being available; therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

CANDIDATE STATEMENTS (continued)

PUBLIC EXAMINATION PERIOD — The period between **November 10, 2007 (E-87)** and **November 19, 2007 (E-78)** is the **recommended** timeframe for the City Clerk to make available the candidate statements, candidates' names and ballot designations for public examination. A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. §13313)

INCUMBENTS / LIST OF QUALIFIED CANDIDATES — If an **Incumbent does not file**, the Nomination Period is extended by **five (5) days** (including Saturdays, Sundays and holidays). The List of Qualified Candidates will be prepared and should be available for distribution by **late November**.

A final List of Candidates **to Appear** on the ballot and **Not to Appear** on the ballot should be available for distribution by **early December**. Additionally, these listings will be posted on the RR/CC website www.lavote.net.

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

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS ARE LIMITED TO THE CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

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

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

CHAPTER 4

BALLOT MEASURES

BALLOT MEASURES

RESOLUTION FOR BALLOT MEASURE TEXT (sample below) — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text the City wants printed in the Official Sample Ballot Booklet, the City must include the Ballot Measure Text, with title, **(not to exceed 75 words)** in the body of the **“Resolution Calling the Election.”** Ballot Measure Text should be clearly labeled and identified.

1 following the effective date of this Charter Amendment, and as necessary
 2 thereafter. Any such local preference shall not be applicable unless payment is
 3 made solely from funds and revenues of the City, exclusive of funds and revenues
 4 from other governmental sources.”

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EXHIBIT A
 BALLOT MEASURE AMENDING THE CHARTER OF
 THE CITY OF _____

The People of the City of Inglewood do hereby ordain as follows:
 1. Subsection (g) is hereby added to Section 2 of Article XXXIII of the
 City Charter of the City of _____, to read as follows:
 “(g) A local preference, as provided herein, for businesses that hold a
 business license from the City and maintain a place of business in the

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EXHIBIT A
 BALLOT MEASURE AMENDING THE CHARTER OF
 THE CITY OF _____

the City of Inglewood do hereby ordain as follows:
 (g) is hereby added to Section 2 of Article XXXIII of the
 y of _____, to read as follows:
 ference, as provided herein, for businesses that hold a
 from the City and maintain a place of business in the
 n (d) is hereby added to Section 3 of Article XXXIII of the
 y of _____, to read as follows:
 ference, as provided herein, for businesses that hold a
 from the City and maintain a place of business in the
 f of Article XXXIII of the City Charter of the City of
 mended in its entirety to read as follows:
 ept as provided herein, all purchases made and contracts
 e purchasing ordinance shall be to the lowest responsible
 e defined herein below. Contracts for professional services
 eptions may be specifically identified in the ordinance and
 e intent expressed in Section 1 of this Article.
 e lowest responsible bidder for furnishing materials,
 or non-professional services, the City may apply a local
 es that hold a business license from the City and maintain
 rthin the City limits. The nature and amount of the local
 tablished by the City Council by ordinance, following a duly
 ng on the subject, not less than sixty (60) calendar days

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RESOLUTION NO. 06- 17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
 _____ CALLING A SPECIAL MUNICIPAL ELECTION
 TO BE HELD ON JUNE 6, 2006 AND ORDERING THAT A
 MEASURE TO AMEND THE CITY CHARTER BE
 SUBMITTED TO THE VOTERS OF THE CITY

WHEREAS, over the last twelve (12) month period the City of
 _____ (the “City”) has contracted for the procurement of approximately
 \$32 Million in goods and services; and

WHEREAS, the City is desirous of assisting local businesses in
 participating in the provision of goods and services to the City by providing a
 pricing preference; and

WHEREAS, it is necessary to amend the City Charter to provide such
 preferences:

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

Section 1. Pursuant to its right, power and authority under the laws of
 the State of California and the _____ City Charter, the City Council hereby
 calls and gives notice of a Special Municipal Election to be held in the City on June
 6, 2006.

Section 2. The City Council does hereby order submitted to the voters at
 such Regular Municipal Election the following measure:

Measure 06-B:

Shall the _____ City Charter be amended to permit YES ____
 the City of _____ to apply a preference to assist local
 businesses in the City’s purchasing and contracting
 processes, in an amount to be established by the City NO ____
 Council following a noticed public hearing?

Measure 06-B:

Shall the _____ City Charter be amended to permit YES ____
 the City of _____ to apply a preference to assist local
 businesses in the City’s purchasing and contracting
 processes, in an amount to be established by the City NO ____
 Council following a noticed public hearing?

BALLOT MEASURES (continued)

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

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

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

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

ANY CITY SPECIAL MUNICIPAL ELECTION

| | | |
|--|-----|-----------------------------|
| D CHARTER AMENDMENT. Shall the positions of Chief Deputies and of assistants or deputies next in line of authority to Chief Deputies, be removed from the County's Civil Service System and placed in the unclassified service? | 189 | YES → <input type="radio"/> |
| | 190 | NO → <input type="radio"/> |

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

ANY CITY SPECIAL MUNICIPAL ELECTION

| | | |
|---|-----|-----------------------------|
| G ANY CITY PARK GENERAL OBLIGATION BONDS. PROPOSITION C. Shall Any City incur bonded indebtedness not to exceed \$46,500,000 in Any City Park to rehabilitate the Rose Garden and improve, construct and expand the Olympic Swim Stadium Regional, Recreation Center and, subject to securing matching public and/or private funds, the Environmental Science Learning Center and museums; provided that parking built under this measure be limited to people using these facilities? | 216 | YES → <input type="radio"/> |
| | 217 | NO → <input type="radio"/> |

REQUEST FOR LETTER DESIGNATION — Cities may request a specific letter Designation in writing by (E-83). An alternate choice should also be submitted, in case the requested Letter Designation has already been assigned to another jurisdiction. Specific Letter Designation requests are **processed in the order received**. The RR/CC will notify the City by (E-78) if the requested Letter Designation is available or if another letter assignment has been made.

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

CHAPTER 5

BALLOT ENCLOSURES

BALLOT ENCLOSURES

TEXT AND TITLES — Ballot Enclosures for Arguments, Rebuttals, etc. are printed in the voter information portion of the Official Sample Ballot Booklet immediately behind candidate and measure contest pages. Copies of Ballot Enclosures to be printed in the Official Sample Ballot Booklet should be submitted as attachments to the “Resolution Calling the Election” or as a separate mailing. Submitted attachments should be clearly identified by appropriate **Ballot Enclosure Titles refer to the Chart on page 28.**

FORMAT AND STYLE — Please type Enclosure Text in upper and lower case letters. It is acceptable for some words or phrases to be **bold**, underlined, CAPITALIZED. Hyphens/dashes (-) are allowed. Enclosures will be typeset in the Official Sample Ballot Booklet using DUTCH801 Rm BT font in 10 point size. However, Enclosures may be submitted using any standard font. Title Headings are shown in the samples on **page 27.**

ARGUMENTS AND REBUTTALS — Argument and/or Rebuttal Enclosures Text is printed in “block” paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between paragraphs.

BALLOT ENCLOSURES (continued)

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

A

ARGUMENT IN FAVOR OF MEASURE J

Election Districts

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

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

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

JAMES

FORM AND STYLE ONLY

REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE J

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

In addition, under this measure:

- **Proposed districts are not equal!**
 - This measure will divide the city into eastside _____
 - One district may outvote the other _____ of certain candidates
 - Political _____ decide _____ chosen _____
- _____ of the _____ the most qualified leader _____ the city may live in one district but not serve _____ community. With a districting plan, they may be able to do _____ The _____ will require candidates to live in a given _____ or _____ at all.

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

**VOTE NO ON DISTRICTS
VOTE NO ON MEASURE J**

RICHARD H.
City Councilmember

B

ARGUMENT AGAINST MEASURE J

DISTRICTS

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

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

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

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

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

PLEASE VOTE **NO** ON SPLITTING

PLEASE VOTE **NO** ON DISTRICTS!

RICHARD
City Councilmember

C

REBUTTAL TO ARGUMENT AGAINST MEASURE J

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

Then I ask for your YES VOTE FOR DISTRICTING.

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

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

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

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

JAMES
Mayor

D

BALLOT ENCLOSURES (continued)

BALLOT ENCLOSURE TITLES AND WORD LIMITATION CHART — Use this chart in submitting correct titles and word counts for Ballot Argument Enclosures. **For Word Counting Guidelines refer to page 34.**

| CITY ENCLOSURE TITLE TYPES | | |
|---|---------------------------------|----------------|
| GENERAL/SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS | | |
| TITLE | WORD LIMITATION / ELECTION CODE | Enhanced Words |
| PROPOSED ORDINANCE – MEASURE _____ | NO LIMIT | N/A |
| FULL TEXT OF BALLOT MEASURE _____ | NO LIMIT | N/A |
| PROPOSED CHARTER AMENDMENT – MEASURE _____ | NO LIMIT | N/A |
| IMPARTIAL ANALYSIS OF MEASURE _____ | 500 (E. C. 9280) | 50 |
| ARGUMENT IN FAVOR OF MEASURE _____ | 300 (E. C. 9282) | 30 |
| REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE _____ | 250 (E. C. 9285) | 25 |
| ARGUMENT AGAINST MEASURE _____ | 300 (E. C. 9282) | 30 |
| REBUTTAL TO ARGUMENT AGAINST MEASURE _____ | 250 (E. C. 9285) | 25 |
| MEASURE _____ EXHIBIT | NO LIMIT | N/A |
| STATEMENT IN COMPLIANCE – MEASURE _____ | NO LIMIT | N/A |
| _____ CITY SPECIAL MUNICIPAL ELECTION - MEASURE _____ | N/A | N/A |


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

BALLOT ENCLOSURES (continued)

ARGUMENT AND REBUTTAL FORM (Sample below) — Will be used by authors for submitting Measure “FOR or AGAINST” opinions. Ballot Argument Text shall not exceed **300 words** in length including title. **Rebuttals** shall not exceed **250 words** including title.

See Chart on page 28 for City Enclosure Title Types.

All authors for submitted Ballot Arguments must sign the declaration on the reverse side of the Argument and Rebuttal Form. **See page 30 for sample of the declaration.**

| | |
|--|--|
|  ARGUMENT AND REBUTTAL FORM | |
| ELECTION DATE: _____ | MEASURE I.D. (if any): _____ |
| JURISDICTION: _____ | |
| (Please mark (x) in the appropriate box) | |
| <input type="checkbox"/> Argument in Favor | <input type="checkbox"/> Argument Against |
| <input type="checkbox"/> Rebuttal to Argument Against | <input type="checkbox"/> Rebuttal to Argument in Favor |
| <p>Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens. Words to be printed in boldface type, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. The number of words/acronyms that are in boldface type, underscored and/or CAPITALIZED shall not exceed 30 words per document. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein.</p> | |
| ALL AUTHORS MUST SIGN ON THE REVERSE SIDE | |
| <p>Please type statements below in upper and lower case letters. Statement will be typeset in the Official Sample Ballot Booklet using DUTCH801 Rm BT font in 10 point size. However, statement can be submitted using any standard font.</p> | |

BALLOT ENCLOSURES (continued)

DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS (Sample below)
 — Are to be completed by proponents or opponents for Ballot Measures.

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

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

No more than **five** author signatures shall appear on any Argument and/or Rebuttal.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|---|--|---------------------------------------|------|----------------------|--|------------------|-----------|-----------------------------|------|----|--|--------------|-----------|-----------------------------|------|----|--|--------------|-----------|-----------------------------|------|----|--|--------------|-----------|-----------------------------|------|
| <p>LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK</p> | <p>ELECTION PLANNING SECTION (562) 462-2317</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS (Elections Code Section 9600)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>All arguments concerning measures filed pursuant to Division 9 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Voter Information portion of the Official Sample Ballot Booklet in the order provided below.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>The undersigned author(s) of the:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Argument in Favor</td> <td style="width: 50%;"><input type="checkbox"/> Rebuttal to Argument Against</td> </tr> <tr> <td><input type="checkbox"/> Argument Against</td> <td><input type="checkbox"/> Rebuttal to Argument in Favor</td> </tr> </table> | | <input type="checkbox"/> Argument in Favor | <input type="checkbox"/> Rebuttal to Argument Against | <input type="checkbox"/> Argument Against | <input type="checkbox"/> Rebuttal to Argument in Favor | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Argument in Favor | <input type="checkbox"/> Rebuttal to Argument Against | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Argument Against | <input type="checkbox"/> Rebuttal to Argument in Favor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>of ballot measure _____ at the _____ (name and/or letter) (title of election)</p> <p>election for the _____ to be held on _____ (date)</p> <p>_____ hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1.</td> <td style="width: 65%;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Printed Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Title to Appear on Argument</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">2.</td> <td> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Printed Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Title to Appear on Argument</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">3.</td> <td> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Printed Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Title to Appear on Argument</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">4.</td> <td> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Printed Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Title to Appear on Argument</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">5.</td> <td> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Printed Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Title to Appear on Argument</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> </table> </td> </tr> </table> | | 1. | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Printed Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Title to Appear on Argument</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> </table> | Printed Name | Signature | Title to Appear on Argument | Date | 2. | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Printed Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Title to Appear on Argument</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> </table> | Printed Name | Signature | Title to Appear on Argument | Date | 3. | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Printed Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Title to Appear on Argument</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> </table> | Printed Name | Signature | Title to Appear on Argument | Date | 4. | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Printed Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Title to Appear on Argument</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> </table> | Printed Name | Signature | Title to Appear on Argument | Date | 5. | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Printed Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Title to Appear on Argument</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> </table> | Printed Name | Signature | Title to Appear on Argument | Date |
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| Printed Name | Signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title to Appear on Argument | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Title to Appear on Argument | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>IMPORTANT FILING INFORMATION: I, _____ am the designated filer of the above titled argument/rebuttal. Please notify me of any questions pertaining to this filing. Below is my contact information.</p> <p>Mailing Address: _____ E-Mail Address: _____</p> <p>Contact Numbers: _____ Daytime _____ Evening _____ Fax _____</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>OFFICE USE ONLY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Word Counts</td> </tr> <tr> <td>NUMBER OF WORDS:</td> <td></td> </tr> <tr> <td>NUMBER OF WORDS WITH BOLD FACE, ETC.:</td> <td></td> </tr> <tr> <td>PROJECT CODE NUMBER:</td> <td></td> </tr> <tr> <td>ELECTION DEPUTY:</td> <td></td> </tr> </table> | | | Word Counts | NUMBER OF WORDS: | | NUMBER OF WORDS WITH BOLD FACE, ETC.: | | PROJECT CODE NUMBER: | | ELECTION DEPUTY: | | | | | | | | | | | | | | | | | | | | | |
| | Word Counts | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NUMBER OF WORDS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NUMBER OF WORDS WITH BOLD FACE, ETC.: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROJECT CODE NUMBER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ELECTION DEPUTY: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Time Stamp</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

BALLOT ENCLOSURES (continued)

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


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

Form must include the printed name and signature of the Author of Ballot Argument and the person authorized to sign as Rebuttal Author.

Attach completed Authorization Form to Declaration By Author(s) of Arguments or Rebuttals submitted with Rebuttal Argument text.

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION



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

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

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

for the _____
election to be (Jurisdiction)

held on _____
(Date)

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

(Print name of Rebuttal Author)

(Signature of Rebuttal Author)

(Title to appear on Rebuttal)

Signature of Argument Author: _____
Date: _____

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

BALLOT ENCLOSURES (continued)

AVAILABLE FORMS — Copies of forms for submitting Ballot Measure Arguments and Rebuttals, referenced in this Chapter, may be obtained by calling the Election Planning Section at (562) 462-2317 or accessing the RR/CC website at www.lavote.net.

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

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

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

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

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

ORDINANCE/CHARTER AMENDMENTS — Pursuant to Elections Code Sections 9223 and 9280, the City may print a notice in the Official Sample Ballot advising voters of the availability of a free copy of the Ordinance/Charter Amendment Text. Information on “how to” obtain a copy of Ballot Enclosures or access Ballot Measure Text, including Enclosures, is posted on both RR/CC and City websites and can also be printed in a Voter Advisory Notice immediately below the Impartial Analysis. The City should provide the desired notice text to the RR/CC by **(E-77)**.

BALLOT ENCLOSURES (continued)

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

Choice One:

“The above statement is an Impartial Analysis of Measure A. If you desire a copy of the Measure, please contact the City Clerk’s office at (562) 999-9999 and a copy will be mailed at no cost to you.”

Choice Two:

“The above statement is an Impartial Analysis. Copies of the Charter are available at the Library and on the City’s Home Page at www.xxx.xxx.com. If you have any questions, please contact the City Clerk’s Office at (562) 999-9999.”

Choice Three:

“The above statement is an Impartial Analysis of Measure FF. If you desire a copy of the Charter Amendment Text, please contact the City Clerk’s Office at (562) 999-9999 and a copy will be mailed at no cost to you, or you may access the text from the Internet www.xxx.xxx.com.”

VOTER NOTICES — If a City cannot meet the established deadlines or if the total Ballot Enclosure will **exceed** the **30 page print limit**, the City should make arrangements with an election supplier to process a Supplemental Mailing of material for voters. Upon mutual agreement between the RR/CC and the City, the RR/CC will print a **Voter Notice** in the Official Sample Ballot Booklet advising voter of the Supplemental Mailings.

SUPPLEMENTAL MAILING NOTICE(S) — Below are samples of two (2) choices of notices that can be printed in the Voter Information portion of the Official Sample Ballot Booklet, advising voters that a Supplemental Mailing will be sent by the City.

CHOICE ONE

| |
|---|
| <p>_____ CITY SPECIAL MUNICIPAL ELECTION</p> |
| <p>Information concerning the City of _____ Measure is being mailed in a separate Voter Information Pamphlet. Please call the City Clerk’s Office at (562) xxx-xxxx, if you have any questions regarding the City Measures.</p> |

CHOICE TWO

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

**WORD COUNTING GUIDELINES
FOR
CANDIDATE STATEMENT/ARGUMENTS / REBUTTALS & OTHER ENCLOSURES**
(Elections Code Chapter 1. General Provisions, § 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. If the text exceeds the specified word limit, the author will be asked to delete words or change text until the statement/enclosure conforms with the following 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
7. **DATES** consisting of a combination of words and digits are counted as two (2) words.
Such as: July 21, 1983 18 June, 1987
8. **NUMERIC COMBINATIONS** are counted as one (1) word.
Such as: 1973 13 1/2 1971-73 5% 8/3/73 #14
9. **MONETARY AMOUNTS**
Such as: \$1,000.00 are counted as one (1) word
Such as: \$4 million are counted as two (2) words
10. **NAMES OF PERSONS AND THINGS** are counted as individual words.
Such as: Gus Wright (2 words)
L. A. Basketball Team (3 words)
11. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.
Such as: 1 (800) 815-2666 1-562-462-2317
12. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.
Such as: 1) <http://www.co.la.ca.us> 2) www.lavote.net 3) <http://www.lacounty.info>

CHAPTER 6

**MULTILINGUAL VOTING
SERVICES**

MULTILINGUAL VOTING SERVICES

GENERAL INFORMATION — The 1992 provisions of the Voting Rights Act required that for elections conducted in Los Angeles County voting materials must be available in five minority languages (Chinese, Japanese, Spanish, Tagalog/Filipino and Vietnamese). In 1998, the Los Angeles County Board of Supervisors instructed this office to also translate voting materials in Korean. In accordance with federal law, this office will determine the number of residents of voting age in a jurisdiction.

This office met with community organizations representing the six minority language groups to determine the most effective manner in which to implement the multilingual provisions. A mutual agreement was reached as to what materials would be translated and how minority language speaking voters would be targeted for election mailings thereby reducing printing requirements.

This office will continue working with community groups to determine Multilingual Voting Services requirements for future county elections.

THE COUNTY PERFORMS THE FOLLOWING MULTILINGUAL VOTING SERVICES FUNCTIONS:

1. Translation of the Official Sample Ballot Booklet information and related voting materials. If residents of a qualified minority language equals **3 percent or more** of the **voting age residents**, this office will translate and post a facsimile of an Official Sample Ballot Booklet in the qualified language in the affected polling place. The transliteration of candidates' names in languages that do not use Roman characters is provided, as instructed by the Department of Justice. These languages include Chinese, Japanese and Korean.
2. Mailing of Multilingual Ballot Information Booklets to voters requesting such material.
3. Billing to the City, and if applicable, its prorata share of the cost of translating, printing and mailing minority language materials.

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

RR/CC MULTILINGUAL MATERIALS


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

New Targeting System — Lists the precincts in your city that are targeted by our office to receive bilingual poll workers. Contact the Poll worker Services Division Manager at (562) 462-2731 or the Network and Voter System Division Manager at (562) 462-2708.

MULTILINGUAL VOTING SERVICES (continued)

TRANSLITERATION OF CANDIDATE NAMES — Candidates may request that their names be transliterated in those languages that do not use Roman Characters as instructed by the Department of Justice. These languages include Chinese, Japanese, and Korean. If applicable, candidates must complete a **Transliteration Form (sample below)** and file it with their nomination documents by the specified deadline (**88 days** prior to the election). Candidates may review the transliteration of names and submit changes to the Registrar-Recorder/County Clerk (RR/CC) no later than the last day of the review period, which is normally **60 days** prior to the election, but subject to change. Candidates may schedule a review of transliterated names by calling the RR/CC Multilingual Section at (562) 462-2730 or (562) 462-2832.

FRONT


CONNY B. McCORMACK
Registrar-Recorder/County Clerk

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

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 |
|------------------------------------|----------------------|
| <input type="checkbox"/> Chinese: | |
| <input type="checkbox"/> Japanese: | |
| <input type="checkbox"/> 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 #:

BACK

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, Tagalog/Filipino and Vietnamese to limited-English proficiency voters. In January 2001, 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.

ACCESS:

The Department will transliterate your name in Chinese, Japanese and Korean. Candidates will be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the deadline to print translated Official Sample Ballot Booklets. Various minority community groups and media assist this office by reviewing submitted transliterations to insure uniform name pronunciation within the community. Once transliterations are considered final, no further changes or omission of transliteration requests will be accepted after the review period. **There will be no exceptions.**

TRANSLITERATION FORM:

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

It is the responsibility of the city to translate and print additional voter information that is not included in the County's Official Sample Ballot Booklet.

CHAPTER 7

**TELEPHONE GUIDE,
AVAILABLE REPORTS
& MATERIALS**

TELEPHONE GUIDE

You may obtain information about **Specific Election Services** by calling the following telephone numbers at the Registrar-Recorder/County Clerk Department.

Area Codes (562)

Registration/Official Sample Ballot Booklet Inquiries/Provisional Ballot Status.. 466-1310

To verify registration status, inquire about the Official Sample Ballot Booklet or provisional ballot status. or 466-1323

Official Absentee Ballot466-1323

For Official Absentee Ballot information.

Election Information466-1310

General information on elections, registration and voter services.

Official Sample Ballot Booklet Translations 1 (800) 481-8683

To request a translated Official Sample Ballot Booklet in one of the eligible languages Chinese, Japanese, Korean, Spanish, Tagalog/Filipino or Vietnamese.

TDD (Hearing Impaired)462-2259

Precinct Officers/Polls466-1373

To become a precinct officer or offer your home as a polling place.

Registering to Vote.....466-1310

To register to vote during regular office hours 8 a.m. to 5 p.m.

After hours, call (562) 462-2260 and leave a recorded message to request voter registration forms to be mailed to you.

Candidate Nomination Procedures462-2317

To inquire about election dates, offices to be filed, qualifications for office nomination filing dates and procedures.

Campaign Financial Disclosure462-2339

To inquire about campaign financial statement filing requirements for candidates, committees and officeholders.

Voter Fraud Hotline 1 (800) 815-2666

To report factual information on illegal registration and/or voting activities. The Hotline is available 24 hours a day, seven days a week. Press option 6 of the menu.

AVAILABLE REPORTS AND MATERIALS

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

ELECTION PRECINCT BOARD BY VOTING PRECINCT — This report shows the polling place location and the precinct board members. It also indicates if the polling place is accessible to the disabled and elderly. It is available approximately seven **(7) days** before the election.

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

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

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

MEDIA KIT — Media Kit is prepared to provide information about the election and as a guide to election night operations at the Central Tally Location. It is available approximately seven **(7) days** before the election.

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

POLLING PLACE LOOK-UP ON WEBSITE — Cities may request their election vendor to provide the Registrar-Recorder/County Clerk with a file containing their poll information. The information will be loaded into the RR/CC's Polling Place Look-up Website. Poll data is normally available on the Internet **two business days** after the RR/CC receives the information. Please contact the Network and Voter Systems Division Manager at (562) 462-2708, for a layout of the file.

COPIES OF THESE REPORTS/GUIDES ARE AVAILABLE TO ASSIST CITY CLERKS WITH ANY QUESTIONS THEY MAY RECEIVE PERTAINING TO THEIR MUNICIPAL ELECTION. PLEASE NOTIFY EXECUTIVE OFFICE (AND PRINCIPAL CONTACT FOR CITY CLERKS) IN WRITING OR BY CALLING (562) 462-2715. IF YOU WISH TO RECEIVE ANY OF THE ABOVE MATERIALS, PLEASE INDICATE WHETHER YOU WANT THE DOCUMENTS TO BE MAILED OR YOU WILL ARRANGE FOR PICK UP.

CHAPTER 8

**SIGNATURE VERIFICATION
SERVICES**

SIGNATURE VERIFICATION SERVICES

THE FOLLOWING SIGNATURE VERIFICATION SERVICES ARE AVAILABLE TO CITIES — To verify signatures on petitions, candidate nomination papers, absentee ballot applications and returned voted absentee ballots, the Cities have the option of contracting with the Department of Registrar-Recorder/County Clerk (RR/CC) or sending City staff to the:

**Registrar-Recorder/County Clerk
Data Entry and Signature Verification Section, 4th Floor, Room 4007
12400 Imperial Highway
Norwalk, California 90650**

The RR/CC will provide work space and access to on-line terminals as well as microfilm readers to view voter signatures.

- 1. MICROFILM READERS** — There is **no charge to Cities for their staff** to use the microfilm equipment for signature verification. If RR/CC supervision is required, labor hours required will be charged to the City based on the hourly wage of the supervisor(s).
- 2. ON-LINE TERMINALS** — There is **no charge to Cities for their staff** to verify signatures using our Voter Information Management System (VIMS). If RR/CC supervision is required, labor hours required will be charged to the City based on the hourly wage of the supervisor(s).
- 3. RESERVATIONS** — There may be a limited number of on-line terminals available for signature verification. Terminals are available for Cities use on a first come - first serve basis. Please contact the Data Entry and Signature Verification Section at (562) 462-2371 for information on availability of equipment and to make reservations.
- 4. COST** — Effective **May 1, 2007** the rate for the Registrar-Recorder/County Clerk's staff to verify signatures :
 - On the voter Information Management System (VIMS), which accounts for approximately 95% of all registered voters, **is \$0.52 per signature.**
 - That are not available on VIMS (i.e. on Microfilm) which involves a more labor-intensive search and accounts for the remaining 5% of **registered voters, is \$2.19 per signature.**

These fees are subject to change without notification. You may contact the **Fees and Studies Unit at (562) 462-2814** if you have any questions regarding cost.

CHAPTER 9

**ELECTION NIGHT SEMI-FINAL
OFFICIAL RESULTS & CERTIFICATION**

ELECTION NIGHT SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION

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

All semi-final results will be released from the Registrar-Recorder/County Clerk's office at:

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

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

Absentee Ballot semi-final results will be available by approximately 8:30 p.m. Precinct semi-final results will be available as ballots are processed. Bulletins are updated and results released approximately **every 30 minutes** until the last **Semi-Final Official Results** are tallied on Election Night.

Copies of results by Precinct will be available at the **RR/CC, Election Information Section Counter, 2nd Floor, Room 2013** after 10:00 a.m. on the Thursday following the election.

CERTIFICATION OF OFFICIAL RESULTS — On **March 3, 2008** the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **March 4, 2008** the Board of Supervisors is tentatively scheduled to declare the election results official.

Certificates will be mailed to the City Clerk unless other arrangements are made by the City Clerk. Please contact the Election Coordination Section at (562) 462-2631 to make arrangements for the pick up, faxing and/or mailing of your certification.

2008

JANUARY

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FEBRUARY

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MARCH

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JUNE

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JULY

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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| 28 | 29 | 30 | 31 | | | |