



November 14, 2016

Dear Candidate:

Congratulations on your decision to run for elected office! The following pages provide important information regarding the March 7, 2017 City of San Fernando General Municipal Election. Please note, this handbook is provided as a courtesy to potential candidates and does not necessarily include all the provisions that may apply.

Now that you have decided to become a candidate, there are a number of steps outlined in this document to assist you. In general, you will collect signatures on a nomination petition, identify a treasurer, open a campaign bank account, prepare a candidate's statement (optional), and file regular reports regarding your campaign income and expenditures.

As Elections Official, I will provide the required forms, informational materials, and be of assistance to you. However, candidates must bear full responsibility in making their own determinations as to all legal standards and duties to ensure they have the correct information.

If you have questions about campaign finance disclosure forms, please call the helpful staff at the Fair Political Practices Commission (FPPC). The toll-free number for the technical assistance hotline is 866/275-3772. Also, their website provides interactive and downloadable forms: <http://www.fppc.ca.gov>. Please review this document thoroughly and feel free to contact me if you have questions or need additional forms.

I wish you all the best in your endeavors for elective office and look forward to working with you.

Sincerely,

Elena G. Chávez
City Clerk

818/898-1204
echavez@sfcity.org

**CITY OF SAN FERNANDO
GENERAL MUNICIPAL ELECTION
March 7, 2017**

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ACTIVITY CALENDAR General Municipal Election March 7, 2017	
DATE	EVENT
November 14 – December 12	Filing Period for Nomination Papers and Candidate's Statements
December 12	Last Day to File Nomination Papers Nomination Papers must be filed with the City Clerk no later than 5:30 p.m. (May be extended if an incumbent fails to file).
December 14	The nomination period will be extended to December 14 if an incumbent eligible to run chooses not to run for office. No incumbent may file during the extended filing period.
December 15	Secretary of State to Determine Order of Names on Ballot
January 9 – February 21	Filing Period for Write-in Candidate
January 26	Last Day to File Campaign Expenditure Statements - 1st Pre-election Statement
January 31	Last Day to File Campaign Expenditure Statements - Semi-Annual Statement
February 6	First Day for Mailing Permanent Vote by Mail Ballots
February 6 – February 28	Voters May Request Vote by Mail Ballots with Regular Applications
February 14	Last Day to Mail Sample Ballots and Polling Place Notices
February 20	Last Day to Register to Vote
February 23	Last Day to File Campaign Expenditure Statements - 2nd Pre-election Statement
March 1 – March 7	Emergency/Late Vote by Mail Voting Period
MARCH 7, 2017	ELECTION DAY
March 7	Polls open from 7:00 a.m. to 8:00 p.m. Deadline for City Clerk to receive vote by mail ballots is 8:00 p.m.
March 10	Last Day to Receive Vote by Mail Voter Ballots if Postmarked on Election Day
No Later Than March 31	Elections Official to Certify the Results Elections Official to Conduct the Manual Tally City Council to adopt a resolution declaring the results Reorganize Council and Choose Mayor and Vice Mayor

MANDATORY DOCUMENTS TO BE FILED

GENERAL MUNICIPAL ELECTION

March 7, 2017

This section contains a list of the documents you will need to file to become a candidate for the March 7, 2017 General Municipal Election.

The following mandatory documents are to be filed with the City Clerk by the filing **deadline Monday, December 12, 2016, by 5:30 p.m.** in order to be eligible to run as a candidate in this election:

1. Nomination Paper
2. Ballot Designation Worksheet
3. Form 700 - Statement of Economic Interest
4. Form 501 - Candidate Intention Statement
5. Candidate's Statement Information Sheet (if filing a Statement) and payment in the amount of \$850.00 (cash, check, or money order made payable to the City of San Fernando)
6. Code of Fair Campaign Practices (Optional)

Again, the deadline to file all the documents listed above is Monday, December 12, 2016 by 5:30 p.m. If an incumbent does not file by this deadline, the deadline is extended until Wednesday, December 14, 2016, at 5:30 p.m. for candidates other than the incumbent to file.

FILINGS WILL NOT BE ACCEPTED AFTER 5:30 P.M.

If you have any questions, please do not hesitate to contact the City Clerk Department at 818/898-1204 or echavez@sfcity.org

Offices up for Election

The City has two (2) City Council seats and one (1) City Treasurer seat on the ballot for the General Municipal Election to be held on Tuesday, March 7, 2017. These offices are full terms of four (4) years each.

The three incumbents of the current seats are Councilmembers Joel Fajardo and Robert C. Gonzales and City Treasurer Margarita Solis.

Eligibility for Office

To be eligible for office, you must be a registered voter of the City of San Fernando at the time Nomination Papers are issued (Elections Code Section 201).

You may not hold elected office if you have been convicted of designated crimes specified in the Constitution and laws of the State (Government Code Section 1021).

Filing Period

The filing period opens on **Monday, November 14, 2016 and runs through Monday, December 12, 2016.**

The nomination period will be extended to December 14 if an incumbent eligible to run chooses not to run for office. Incumbent(s) would be precluded by law from filing during the extended period.

Nomination Papers are issued by the City Clerk; please make an appointment to allow time (approximately 45 minutes) for her to review the documents with you. To do so, please call 818/898-1204 or email echavez@sfcity.org.

There is no filing fee to run for office. However, there is a fee if you wish to have a Candidate's Statement printed in the voter's pamphlet. Both the statement and the estimated fee of \$850.00 are due when Nomination Papers are filed.

Circulating Nomination Papers

1. Any person at least 18 years of age or older may circulate a Nomination Paper.
2. The Nomination Paper must be signed by at least 20 but no more than 30 registered voters of the City of San Fernando.
3. Although 20 signatures are required, it recommended that you obtain all 30 signatures to compensate for any that may be disqualified.
4. Each person must sign his or her name as registered, and write the street and number of his or her residence. Ditto marks are not acceptable.

5. A registered voter who has changed addresses must re-register to update their information. If this is not done, the signature on the Nomination Paper may be disqualified.
6. Signatures may be collected either by the candidate or by a circulator appointed by the candidate, but not both. The person who circulates the petition must obtain all the signatures, and must sign the Certificate of Circulation. Any person that is 18 years of age or older may circulate a nomination paper (does not have to be registered voter nor live in the City).
7. Both the nominee and the circulator (if different) are eligible to sign the petition.
8. Voters may sign the Nomination Paper of only two Council candidates and one City Treasurer candidate for the March 2017 election. In the event the voter signs more than the number stated, that voter's signature shall count only on the first Nomination Papers filed which contains the voter's signature. Nomination Papers subsequently filed containing that signature shall be considered as though his/her signature does not appear thereon.
9. The candidate must sign the Affidavit of Nominee and Oath or Affirmation of Allegiance in the presence of an officer authorized to administer oaths, such as the City Clerk. Please wait to sign this document until you file your papers with the City Clerk.

Filing Nomination Papers

The deadline for filing Nomination Papers is Monday, December 12, at 5:30 p.m. It is recommended that you file early in the filing period so there will be an opportunity to rectify any deficiencies which may preclude your candidacy.

Appointments are strongly recommended to allow the City Clerk at least 45 minutes to review the documents with you. Filers without an appointment will be helped on a first-come, first-served basis after those with an appointment.

The following mandatory documents must be filed together, with the City Clerk by the filing deadline, in order to be eligible to run as a candidate in this election:

1. Nomination Paper
2. Ballot Designation Worksheet
3. Form 700 - Statement of Economic Interest
4. Form 501 - Candidate Intention Statement
5. Candidate Statement Information Sheet (if filing a Statement) and payment in the amount of \$850.00*
6. Code of Fair Campaign Practices (Optional)

** This is an estimate of your pro rata share of the cost of the Candidate's Statement. You will be billed for the balance if the actual cost is more, and you will be refunded the difference if the actual cost is less. Payment may be made by cash, check, or money order made payable to the City of San Fernando.*

Once you have filed the Nomination Paper and Candidate's Statement, they cannot be altered. However, you have until the end of the filing period to withdraw them entirely, thereby removing your name from the ballot. Your check will also be returned.

Deadline to file the above documents: Monday, December 12, 2016, at 5:30 p.m.

If an incumbent does not file by this deadline, the deadline is extended until Wednesday, December 14, 2016, at 5:30 p.m. for candidates other than the incumbent to file.

Appointing a Treasurer

It is important that you select a treasurer as soon as possible. You and the treasurer will be required to sign all future filings. There will be at least two filing periods prior to the election and at least two every year following the election, and additional information may be required if your committee is audited. This filing obligation continues as long as your committee is open.

Anyone may act as a committee treasurer. A candidate may serve as his or her own committee treasurer. The treasurer is responsible for the timely and accurate filing of campaign disclosure reports with the appropriate state and/or local filing officers. To accomplish this, the treasurer must see that complete and accurate records of receipts and expenditures are maintained from the very beginning of the committee's formation.

Even if your level of spending does not trigger the submission of detailed reports, you and your treasurer must record all contributions and expenditures on a daily basis. At times this can become complex and time-consuming, and the tracking and reporting requirement continues throughout the campaign and, if you are elected, throughout your term of office.

The treasurer must also monitor compliance with the Act's restrictions on cash contributions, cash expenditures, and with federal and local campaign laws.

If errors or omissions occur in a committee's recordkeeping and reporting, the treasurer will often be a named party in any resulting enforcement action and may be held personally liable.

The FPPC offers a variety of training opportunities (i.e., workshops, webinars and videos) designed to address the duties and needs of specific individuals. Click on the link below to see the scheduled training events.

<http://www.fppc.ca.gov/learn/training-and-outreach.html>

Again, please contact the toll-free FPPC hotline at 866/275-3772, if you have questions.

Contribution Limits - Campaign Reform

In 2005, the San Fernando City Council adopted Ordinance No. 1560 regarding campaign reform which states in part:

Section 2-909. Contribution Limitations.

(a) No person or committee shall make to any candidate, including the controlled committee of such candidate, a contribution in excess of five hundred dollars (\$500.00) either cash or in-kind, for any single election at which the candidate is attempting to be, or is, on the ballot. Additionally, no candidate or candidate's controlled committee shall solicit or accept any contribution that will cause the amount contributed by the contributor to the candidate or the candidate's controlled committee to exceed five hundred dollars (\$500.00) for any single election at which the candidate is attempting to be, or is, on the ballot.

(b) The city council may, by resolution, adjust the contribution limit established in subsection (a) in November of every even numbered year, to reflect any increase or decrease in the California consumer price index since the last such adjustment of the contribution limit. Such adjustments shall be rounded to the nearest \$10.00 amount.

(c) The limitations of this section shall not apply to contributions of a candidate's personal funds to his or her controlled campaign committee on behalf of his or her own candidacy, and shall apply to contributions from the candidate's spouse.

(d) Candidates with election accounts must open a new account for the next city election in which they are a candidate, and may contribute up to \$500.00 from the old account into the new account.

A copy of the ordinance is attached for your reference (Exhibit A).

Campaign Finance

You should not accept or spend \$100 or more in cash. All personal funds must first be deposited in your campaign bank account, except for candidate statement fees (Government Code §84300)

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation, and employer.

If an agent or campaign consultant buys goods or services for the campaign, itemize expenditures of \$500 or more.

Disclosure forms and manuals are available from the City Clerk Department or at www.fppc.ca.gov. Most of the forms are interactive and can be filled out online and then printed.

- FPPC Campaign Disclosure Manual No. 2 – Information for Local Candidates, Superior Court Judges, Their Controlled Committees, and Primarily Formed Committees for Local Candidates.
- Form 501 (Candidate Intention Form) – File a 501 with the City Clerk before soliciting, receiving or spending any campaign funds, with the exception of the Candidate's Statement fee. Once this form has been filed, open your campaign bank account.
- Form 410 (Statement of Organization) – File Form 410 with the Secretary of State's Office within 10 days of receiving or spending \$2,000 in contributions. When filing, include a \$50 payment payable to the Secretary of State (you will be provided with an identification number). If your committee has not yet reached the \$2,000 threshold, mark the "not yet qualified" box. The \$50 fee is requested at this time but is not legally required until the group qualifies as a committee. **Both the candidate and the treasurer will be required to sign this document, and the funds must be withdrawn from or deposited into your campaign account.**
- Required committee name format - All state and local committees established for an election held after January 1, 2009, **must include the candidate's last name, office sought and year of the election.** Examples of committee names are "Jones for Council 2017" and "Smith for Assembly 2017" (See FPPC Regulation 18402).
- **All recipient committees that file a Statement of Organization (Form 410) must pay a \$50 fee, pursuant to Government Code §84101.5, subject to the following conditions. Any committee that does not pay the fee is subject to a penalty of \$150:**
 - For all recipient committees that form after January 1, 2013, the \$50 fee is due to the Secretary of State no later than 15 days after the Statement of Organization (Form 410) is filed with the Secretary of State.
 - Recipient committees that exist year-to-year are required to pay the fee annually by January 15, until the committee terminates.
 - Recipient committees that are created and pay the initial \$50 fee in the last three months of a calendar year are not subject to the annual fee in the subsequent year.
- Form 460 (Candidate or Committee Campaign Expenditure Form) – File a 460 for each pre-election or semi-annual reporting period. Both the candidate and the treasurer will be required to sign this document, and the funds must be withdrawn from or deposited into your campaign account.
- Reporting an Expenditure of Campaign Funds for a Gift, a Meal, or Travel – This requires a candidate controlled committee to describe the political, legislative, or governmental purpose and other detailed information when reporting expenditures for gifts, meals, or travel and requires maintenance of specified records. (See FPPC Regulations 18401 and 18421.7).

- Form 700 (Statement of Economic Interests) – File this at the time you file Nomination Papers and annually thereafter.
- Keep good records and mark your calendar with due dates for campaign statements. Maintain details on contributions and expenditures of \$25 or more. (Refer to the recordkeeping guidelines in Campaign Disclosure Manual 2.)

Your particular circumstances may require the filing of additional FPPC forms. Contact the toll-free FPPC hotline at 866/275-3772, if you have any questions.

Candidate's Statement

Candidates have the option of submitting a 200-word statement for inclusion in the voter's pamphlet. The pamphlet will be mailed to every registered voter no later than 21 days before the election.

Pursuant to California Elections Code §13307, the Candidate's Statement is "...a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself... The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations." Also, please refer to City of San Fernando Resolution No. 7151 (Exhibit B) regarding regulations for Candidate's Statements.

A Candidate's Statement Information Sheet (with Word Count Standards) is included (Exhibit C) to assist you in formatting your statements. This style will be used for our voter's pamphlet.

Should you choose to prepare and file a Candidate's Statement, please keep the following in mind:

- Must be submitted on paper and on electronic media. (i.e., email, USB flash drive, CD).
- The Statement is limited to 200 words; the City Clerk' Office will conduct a word count following the filing of the nomination documents. Please refer to Candidate's Statement Information Sheet and Word Count Standards.
- The Statement may include the name, age, and occupation of the candidate (not counted toward the 200 words).
- A deposit of \$850.00 is required when the Candidate's Statement is filed (cash, check, or money order made payable to the City of San Fernando). The deposit is an estimate of the candidate's pro rata share of the cost of printing the Statement in the voter's pamphlet in both English and Spanish. Any surplus or costs over and above this amount will be rectified at the earliest possible date after the election
- Your Statement and Ballot Designation Worksheet both must be filed at the same time your Nomination Paper is filed. (Election Code §13307 and §13107.3).

- Your Statement may be withdrawn but not changed during the period for filing Nomination Papers until 5:00 p.m. of the next working day after the close of the nomination period.
- Candidates Statements shall remain confidential until the expiration of the filing deadline.

Ballot Designation Worksheet

The worksheet (Exhibit D) is intended to assist in the prompt evaluation and appropriateness of your requested ballot designation and must be completed, signed, and returned at the time of filing. For relevant provisions of Elections Code §13107 and §13107.5 to assist you in determining your candidate's ballot designation.

Code of Fair Campaign Practices

In 1982, legislation was passed which established a "Code of Fair Campaign Practices" in California that could be voluntarily subscribed to by candidates for public office. Amendments in 1987 expanded the provisions of the code so as to apply to committees formed primarily to support/oppose a ballot measure, and also reaffirmed civil liability provisions pertaining to libel and slander in campaign advertising and communications. (Elections Code §20400-20444)

The City Clerk is required, at the time an individual is issued his/her declaration of candidacy, Nomination Papers, or any other paper evidencing an intention to be a candidate for public office, to provide the candidate a blank form on which to subscribe to the "Code of Fair Campaign Practices" and a copy of the Elections Code provisions (pages 12 and 13).

Subscription to the Code is voluntary. Completed forms are to be filed with the City Clerk, and shall be retained for public inspection until 30 days after the election.

CODE OF FAIR CAMPAIGN PRACTICES
(Division 20, Chapter 5, Elections Code.)
Chapter 5. Fair Campaign Practices

Article 1. General Intent

§ 20400. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

§ 20420. As used in this Chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

§ 20440. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with § 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the Code shall read, as follows: **(See "CODE OF FAIR CAMPAIGN PRACTICES" - on following page).**

§ 20442. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

§ 20443. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

§ 20444. In no event shall a candidate for public office be required to subscribe to or endorse the code.

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

(1) **I SHALL CONDUCT** my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.

(2) **I SHALL NOT USE OR PERMIT** the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

(3) **I SHALL NOT USE OR PERMIT** any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.

(4) **I SHALL NOT USE OR PERMIT** any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

(5) **I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) **I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE** support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

(7) **I SHALL DEFEND AND UPHOLD** the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Signature

Date

Candidate's Name

March 7, 2017
Date of Election

MASS MAILINGS

LITERATURE REQUIREMENTS

§ 16, Elections Code

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

MASS MAILING REQUIREMENTS

§ 84305, Government Code

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

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

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

PENAL PROVISIONS - ELECTION CAMPAIGNS

§ 18303, Election Code

Every person who violates Section 84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with Section 91000) of Title 9 of the Government Code.

§ 91000, Government Code

(a) Any person who knowingly or willfully violates any provision of this title is guilty of a misdemeanor.

(b) In addition to other penalties provided by law, a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person failed to report properly or unlawfully contributed, expended, gave or received may be imposed upon conviction for each violation.

(c) Prosecution for violation of this title must be commenced within four years after the date on which the violation occurred.

§ 91001(a), Government Code

(a) The Attorney General is responsible for enforcing the criminal provisions of this title with respect to state agencies, lobbyists and state elections. The district attorney of any county in which a violation occurs has concurrent powers and responsibilities with the Attorney General.

DEFINITION OF MASS MAILING AND SENDER

§ 18435, California Code of Regulations

(a) A “mass mailing” has been made when over two hundred substantially similar pieces of mail have been sent within a calendar month.

(b) The sender, as used in Government Code Section 84305, is the candidate or committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable under Government Code Sections 84200-84217.

(c) For purposes of this section to “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment:

- (1) To any person for the design, printing, postage, materials or other costs (including salaries, fees, or commissions) of the mailing; or
- (2) As a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(d) The identification required by Section 84305 shall be preceded by the words “Paid for by.” These words shall be presented in the same size and color as the identification required by Section 84305, and shall be immediately adjacent to and above or immediately adjacent to and in front of the required identification.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 82041.5 and 84305, Government Code.

§ 18435.5, California Code of Regulations

(a) Section 84305.5 requires a slate mailer to identify the slate mailer organization or committee sending the slate mailer, and to designate by an asterisk (*) each candidate and each ballot measure supported or opposed in a slate mailer for which payment of \$100 or more has been received by the organization or committee (either from the candidate, ballot measure committee, or from any other person “at the behest” of a candidate or ballot measure committee as defined in Regulation 18225.7).

(b) To ensure that it is easily legible, the Notice to Voters required by Section 84305.5 shall appear with a reasonable degree of color contrast between the background and the statement and must appear on a plain background, not superimposed over an illustration or a patterned background. Examples of a reasonable degree of color contrast that would meet the standard required by Section 84305.5 are when the disclaimer is printed in black text on a white background or a similar degree of color contrast between the background and the text of the disclaimer.

(c) Slate Mailers in Multiple Languages. The Notice to Voters in a slate mailer shall appear in English. In addition, if all or a significant portion of the slate mailer appears in a language other than English, the Notice to Voters must also appear in that language.

(d) In addition to applying to slate mailers sent by traditional mail, the slate mailer identification and disclaimer requirements of Section 84305.5 apply to slate mailers distributed electronically.

Note: Authority cited: Section 83112, Government Code. Reference: Section 84305.5, Government Code

SIGN REGULATIONS

The following is information regarding provisions of the San Fernando City Code (SFCC) that relate to the placement of non-commercial signs, such as political signs.

Excerpt from the Code:

DIVISION 5. - SIGNS

Section 106-929(10), such signs (a) may not be displayed more than ten days after the event to which they relate (such as an election); (b) the total sign area for any one parcel of property may not exceed 64 square feet; and (c) the signs may not be located in the public right-of-way.

Section 106-930(5) of the City Code prohibits the placement of signs on public property. That Section prohibits "Any notice, placard, bill, card, poster, sticker, banner, sign, advertising or other device calculated to attract the attention of the public which any person posts, prints, sticks, stamps, takes, or otherwise affixes or causes the same to be done to or upon any public street, walkway, crosswalk, other rights-of-way, curb, lamp, post, hydrant, tree, telephone booth or pole, lighting system, or other public place except as may be required by ordinance or law..."

The City asks that each candidate keep in mind the best interests of the community, through compliance with the following:

PUBLIC PROPERTY

Temporary signage may not be placed on public property or in public rights-of-way. Such signs are subject to removal by the City and may be subject to a fine.

PRIVATE PROPERTY

Temporary freestanding signs may be placed on private property, provided that such temporary signage is in compliance with the SFCC with regard to placement, size, quantity and design. Those standards vary depending upon whether the private property is commercial or residential. Signs on private property that do not conform to the requirements of the SFCC will not be removed by the City, but will subject the property owners to code enforcement, so candidates are encouraged to obtain property owner permission prior to installing any signage on private property.

Violation of the SFCC is a misdemeanor. In the discretion of the City Attorney, the matter may be prosecuted as an infraction, or as an administrative citation and fine.

If you have any questions regarding the above or questions regarding sign enforcement, contact the San Fernando Community Preservation Division at 818/898-1228 or 818/898-1230.

ELECTIONEERING

California Elections Code §18370-18371

§ 18370. No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering as defined by Section 319.5.

§ 18371. (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.

(b) Any person who knowingly violates this section is guilty of a misdemeanor.

(c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

California Elections Code §319.5

§ 319.5. "Electioneering" means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official's office, or a satellite location under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:

- (a) A display of a candidate's name, likeness, or logo.
- (b) A display of a ballot measure's number, title, subject, or logo.
- (c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- (d) Dissemination of audible electioneering information.

IMPORTANT TELEPHONE NUMBERS

FAIR POLITICAL PRACTICES COMMISSION

428 J Street
Sacramento, CA 95814
Phone: 866/275-3772 (toll-free)
Internet: www.fppc.ca.gov

- Campaign Disclosure
- Conflict of Interest Disclosure
- Lobbying Disclosure
- Conflict of Interests Disqualification
- Proper Use of Campaign Funds
- Fill Out Forms Electronically

SECRETARY OF STATE

Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
Phone: 916/653-6224
Internet: www.sos.ca.gov

- Committee Identification Numbers
- Termination of Committees

Elections Division

Phone: 916/657-2166

- Questions related to the Elections Code

STATE FRANCHISE TAX BOARD

Phone: 800/338-0505

- Committee Tax Status
- Tax Deductible Contributions
- Charitable Non-Profit Groups
- Any other tax-related questions

INTERNAL REVENUE SERVICE

Phone: 800/829-1040

- Federal Taxpayer ID Numbers
- Any other tax-related questions

ATTORNEY GENERAL

Phone: 800/952-5225

- Brown Act Requirements

SAN FERNANDO CITY CLERK

Elena G. Chávez
Phone: 818/898-1204
Fax: 818/361-7631
Email: echavez@sfcity.org

- City Election Information
- Campaign Disclosure Filings

FAIR POLITICAL PRACTICES COMMISSION (FPPC)

The FPPC was created by the Political Reform Act of 1974 (Act), a ballot initiative passed by California voters in 1974 as Proposition 9.

To meet its responsibilities under the Act, the Commission adopts and amends regulations. It also develops required forms, prepares manuals and instructions, aids agencies and public officials with record keeping and reporting, and maintains a central file of statements of economic interests (SEI) for certain state and local officials.

The Commission also investigates alleged violations of the Political Reform Act, imposes penalties when appropriate, and assists state and local agencies in the development and enforcement of conflict-of-interest codes.

The FPPC regulates:

- Campaign financing and spending
- Financial conflicts of interest
- lobbyist registration and reporting
- Campaign mass mailings at public expense
- Gifts and honoraria given to public officials and candidates

The FPPC welcomes your questions, comments, suggestions, compliments, and complaints.

Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814
www.fppc.ca.gov
advice@fppc.ca.gov

Toll-Free Advice Line:
1-866-ASK-FPPC (1-866/275-3772)
Telephone advice is available Monday through Thursday (9:00 a.m.–11:30 a.m.)

LINKS TO PERTINENT FPPC REGULATIONS AND FORMS

Candidates and Treasurer Online Video

<http://www.fppc.ca.gov/learn/campaign-rules/candidate-and-treasurer-online-video.html>

Frequently Asked Questions – Campaign Activity

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Documents/Campaign%20FAQs.pdf>

Campaign Disclosure Manual No. 2

http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Manuals/Manual_2/Final_Manual_2_Entire_Manual.pdf

Information for Local Candidates, Superior Court Judges, Their Controlled Committees, and Primarily Formed Committees for Local Candidates

FPPC Forms – Listed Below

<http://www.fppc.ca.gov/forms.html>

- **Form 700 – Statement of Economic Interest**
File this at the time you file Nomination Papers and annually thereafter.
- **Form 410 – Statement of Organization**
*File a 410 with the Secretary of State's Office within 10 days of receiving or spending a total of \$2,000. This will provide you with an identification number. **Both the candidate and the treasurer will be required to sign this document, and the funds must be withdrawn from or deposited into your campaign account.***
- **Form 460 – Campaign Disclosure Form**
Form 460 (Candidate or Committee Campaign Expenditure Form) – File a 460 for each pre-election or semi-annual reporting period. Both the candidate and the treasurer will be required to sign this document, and the funds must be withdrawn from or deposited into your campaign account.
- **Form 470 – Officeholder/Candidate Campaign Statement-Short Form and Form 470 Supplement**
- **Form 501 – Candidate Intention Statement**
File a 501 with the City Clerk before soliciting, receiving or spending any campaign funds, with the exception of the Candidate's Statement fee. Once this form has been filed, open your campaign bank account.

ORDINANCE NO. 1560

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ADDING ARTICLE 7, RELATING TO CAMPAIGN REFORM, OF CHAPTER 2 OF THE SAN FERNANDO CITY CODE

NOW, THEREFORE, the City Council of the City of San Fernando hereby ordains as follows:

SECTION 1. Article 7 is added to Chapter 2 of the San Fernando City Code to read as follows:

“ARTICLE VII. CAMPAIGN REFORM**DIVISION 1. GENERALLY****Sec. 2-907. Purpose.**

The purposes of this Article are:

(a) To eliminate the possibility of corruption or the appearance of corruption in local elections, arising as a result of disproportionately large political contributions, by adopting the least restrictive limits possible on the amounts of money any person may contribute or otherwise cause to be available to candidates for the city council and city treasurer and those who support or oppose such candidates;

(b) To eliminate the need for candidates and their supporters and opponents to seek large campaign contributions by establishing a realistic voluntary expenditure ceiling for campaigns;

(c) To promote informed actions by the electors of the city by requiring the full and truthful disclosure of contributions and expenditures in election campaigns;

(d) To inhibit improper or illegal campaign activity, and to ensure vigorous enforcement of this chapter; and

(e) Pursuant to California Government Code Section 81013 and Elections Code Section 10202, to impose contribution limitations and other regulations in addition to those imposed by state law, but that do not prevent any person from complying with state law.

Sec. 2-908. Definitions.

The following terms used in this Article shall have the meanings set forth below. Except as otherwise provided here, the terms and provisions of this Article shall have the meanings and shall be interpreted in accordance with the applicable definitions and provisions of the Political

Reform Act of 1974, as amended (Government Code Section 81000, et seq.) and the regulations of the California Fair Political Practices Commission, as amended.

(a) *Candidate* means any person who is a candidate for member of the City Council of the City of San Fernando, City Treasurer or any elective city officer whether or not such officer is a candidate for reelection.

(b) *Committee* means any person or combination of persons who directly or indirectly do any of the following in connection with supporting or opposing a candidate or candidates for City Council or City Treasurer:

(i) Receive contributions totaling five hundred dollars (\$500.00) or more in a calendar year.

(ii) Make independent expenditures totaling five hundred dollars (\$500.00) or more in a calendar year.

(iii) Make contributions totaling five thousand dollars (\$5,000.00) or more in a calendar year.

A person or combination of persons that becomes a committee shall retain its status as a committee until such time as that status is terminated pursuant to California Government Code Section 84214.

(c) *Election* means any general election, special election or recall election.

(d) *Elective City Officer* means any person who is a member of the City Council of the City of San Fernando or City Treasurer, whether appointed or elected.

(e) *Person* means an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, committee, company, corporation, limited liability corporation, association, and any other organization or group of persons acting in concert.

Sec. 2-909. Contribution Limitations.

(a) No person or committee shall make to any candidate, including the controlled committee of such candidate, a contribution in excess of five hundred dollars (\$500.00) either cash or in-kind, for any single election at which the candidate is attempting to be, or is, on the ballot. Additionally, no candidate or candidate's controlled committee shall solicit or accept any contribution that will cause the amount contributed by the contributor to the candidate or the candidate's controlled committee to exceed five hundred dollars (\$500.00) for any single election at which the candidate is attempting to be, or is, on the ballot.

(b) The City Council may, by resolution, adjust the contribution limit established in subsection (a) in November of every even numbered year, to reflect any increase or decrease in

the California consumer price index since the last such adjustment of the contribution limit. Such adjustments shall be rounded to the nearest ten dollar (\$10.00) amount.

(c) The limitations of this Section shall not apply to contributions of a candidate's personal funds to his or her controlled campaign committee on behalf of his or her own candidacy, and shall apply to contributions from the candidate's spouse.

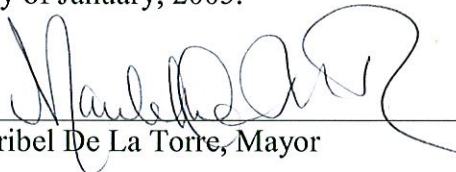
(d) Candidates with election accounts must open a new account for the next City election in which they are a candidate, and may contribute up to five hundred dollars (\$500.00) from the old account into the new account.

SECTION 2. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of San Fernando hereby declares that it would have adopted this ordinance and such section, subsection, sentence, clause, phrase or portion may be declared invalid or unconstitutional.

SECTION 3. The City Clerk shall cause this ordinance to be published and posted in accordance with the requirements noted in California Government Code Section 36933.

SECTION 4. The Mayor shall sign and the City Clerk shall attest to the adoption of this ordinance by the City Council of the City of San Fernando at the duly noticed regular meeting held on the 3rd day of January, 2005.

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on this 3rd day of January, 2005.


Maribel De La Torre, Mayor

ATTEST:


Elena G. Chávez, City Clerk


APPROVED AS TO FORM:


Michael Estrada, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SAN FERNANDO)

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the foregoing Ordinance was adopted at a regular meeting of the City Council held on the 3rd day of January, 2005 and was carried by the following roll call vote:

AYES: De La Torre, Ruelas, Veres, Martinez, Hernández - 5
NOES: None
ABSENT: None
ABSTAIN: None



Elena G. Chávez, City Clerk

RESOLUTION NO. 7151**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, MARCH 6, 2007**

WHEREAS, §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. GENERAL PROVISIONS. That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of San Fernando on March 6, 2007, may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than (200) words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed [in typewritten form] in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY.

- A. Pursuant to the Federal Voting Rights Act, the city is required to translate candidates' statements into the following language: Spanish.
- B. Pursuant to state law, the candidate's statement must be translated and printed (in the voters pamphlet) in any other language at the candidates request.
- C. The City Clerk shall:
 - 1. Translations:
 - (a) have all candidates statements translated into the language specified in (A) above.
 - (b) have translated those statements into the languages as requested by the candidate in (B) above.

2. Printing:

- (a) print any translations of candidates who so request printing in the voter pamphlet.
 - the voter pamphlet will be an English pamphlet, also containing candidate statement translations if requested by the candidate.
- (b) print all translations of all candidates statements pursuant to (A) above, in facsimile voter pamphlets and have all translations made available upon request in the office of the City Clerk.

SECTION 3. PAYMENT.

A. Translations:

- 1. The candidate shall be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in (A) and/or (B) of Section 2 above pursuant to Federal and/or State law.

B. Printing:

- 1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the voter pamphlet.
- 2. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language required in (A) of Section 2 above, in the voter pamphlet.
- 3. The candidate shall be required to pay for the cost of printing the candidate's statement in a foreign language requested by the candidate per (B) of Section 2 above, in the voter pamphlet.

The City Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

SECTION 4. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the sample ballot package.

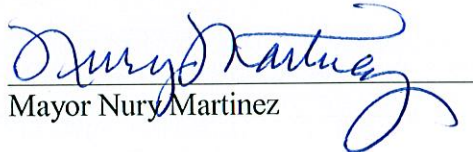
SECTION 5. That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 6. That all previous resolutions establishing council policy on payment for candidates statements are repealed.

SECTION 7. That this Resolution shall apply at the next ensuing municipal election and at each municipal election after that time.

SECTION 8. 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 October 16, 2006.


Mayor Nury Martinez

ATTEST:


Elena G. Chavez, City Clerk

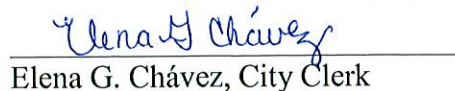
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council on October 16, 2006, by the following vote to wit:

AYES: Martinez, Ruelas, De La Torre, Veres, Hernández – 5

NOES: None

ABSENT: None


Elena G. Chavez, City Clerk

CANDIDATE'S STATEMENT INFORMATION SHEET

EXHIBIT C

Complete this form, and submit with your candidate statement. Please use all regular lower case letters **(do not use all caps)**.
Provide a brief description of no more than 200 words, of the candidate's education and qualifications.
Be sure to include the official title of the office you are a candidate for, your name, age, and occupation.
(see bottom of reverse side for sample format)

↓ Enter the candidates' name and the office title:.

↓ Enter the name of the jurisdiction to which the office belongs,
if other than the name of the city (i.e, the name of the school district).

(↑ Candidate's name) ☐ Male ☐ Female

(↑ Jurisdiction name)

(↑ Office Title)
(i.e., Mayor, Member of the City Council, City Clerk,
Member of the Board of Education, etc.)

☐ I DO NOT WANT to file a candidate statement.

☐ I DO WANT to file a candidate statement but want to
only have it on the city website for electronic distribution.

☐ I DO WANT my English Candidate Statement to be printed in the Voter Information Guide and on the city website
for electronic distribution.

I ALSO WANT my Candidate Statement to be printed in the Voter Information Guide and on the city website
for electronic distribution in the following languages:

☐ Spanish / Colloquial (informal) ☐ Chinese / Traditional ☐ Japanese ☐ Korean ☐ Tagalog
☐ Spanish / Castillian (formal) ☐ Chinese / Simplified ☐ Vietnamese ☐ Thai ☐ Khmer

Signature of candidate: _____

STATE LAW PROVIDES (per Election Code Section 13307, 13308):

1. A Candidate Statement is optional and available to all candidates for nonpartisan offices.
2. The statement may include candidate's age, occupation and a brief description of education and qualifications (expressed by the candidate himself or herself).
3. Each local jurisdiction determines:
 - a. the maximum number of words allowed, usually 200 words
 - b. responsibility for payment, the candidate or the jurisdiction
 - c. whether the costs are to be paid in advance.
4. Reference to political party affiliation or mention of any partisan political membership or activity is not permitted.
5. Reference to other candidates for that office or to another candidate's qualifications, character, or activities are prohibited.
6. **No changes of any kind are allowed AFTER the statement is filed.**
7. The statement may be withdrawn (in writing) up to 5:00 pm of the next working day after the close of the nomination period.
8. Statements are confidential until after the close of the nomination period.
9. A candidate may request that the statement also be printed in other languages and included in the Voter Information Guide mailed to all voters in the election area. An additional fee may be required to print the additional languages.

CANDIDATE STATEMENTS MUST BE FILED AT THE TIME NOMINATION PAPERS ARE FILED.

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

For Election Official's use only: Estimated Cost of Printing Candidate's Statement in:

English: \$ / Spanish: \$..... / _____: \$..... / _____: \$..... / _____: \$.....

If applicable, the below estimated cost is for the Translations (and formatting if translation is provided by the candidate)
and this cost does not include printing, which cost is noted above:

Spanish: : \$..... / _____: \$..... / _____: \$..... / _____: \$.....

- Election Official:
- a. Send one copy of this page and the candidate statement to the vendor/printer
 - b. keep original set for your files
 - c. make one copy for the candidate
 - d. make one or more copies for the translator(s) if necessary.

(more information on reverse side) →

CANDIDATE'S STATEMENT INFORMATION SHEET

Please type using regular lowercase letters, do not use all CAPS.
Type your statement clearly and legibly - DO NOT handwrite or print.

Section 13307 of the Elections Code of the State of California sets forth guidelines for candidate's statements.
Please follow them:

1. The statement of each candidate shall be printed in type of uniform size and darkness and with uniform spacing.
2. The statement shall not include any party affiliation or membership or activity in partisan political organizations.
3. Reference to other candidates for that office or to another candidate's qualifications, character, or activities are prohibited.
4. Your statement will be printed as submitted; therefore you are advised to carefully check for errors in punctuation and grammar. Spelling however, will be corrected by the computer automatically.
5. Remember to sign this form and any supplemental sheets if used and attach them to your statement. If you wish to have a Foreign language translation of your statement prepared for printing in the Voter's Pamphlet, be sure to check the space(s) provided on the front of this form.

WORD COUNT STANDARDS

As stated in Section 9 of the Elections Code.

- (a) Counting of words, for purposes of this code, shall be as follows:
- (1) Punctuation is not counted.
 - (2) Each word shall be counted as one word except as specified in this section.
 - (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
 - (4) Each abbreviation for a word, phrase, or expression shall be counted as one word. *E.G. UCLA, PTA, L.A.P.D.*
 - (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
 - (6) Dates shall be counted as one word, in either format, i.e., *April 10, 1990 or 4/10/90.*
 - (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
 - (8) Telephone numbers shall be counted as one word.
 - (9) Internet Web site and email addresses shall be counted as one word.
- (b) This section shall not apply to counting words for ballot designations under Sections 13107 and 13107.5.

FOR MEMBER OF THE CITY COUNCIL
JOHN SMITH Age:
Occupation: Businessman

I have been a 30 year resident of this City and thoroughly enjoy living here. I would like to increase citizen education and police resources to stop the gang and graffiti activity that are overtaking our city.

I would like to implement environmental standards for cleaner water and air quality.

I respectfully ask for your support and thank those of you who cast your vote for me. A vote for me is a vote for a better City Council.

/s/ John Smith

SAMPLE OF STATEMENT FORMAT



Please use Helvetica 10 pt type.

Ballot Designation Worksheet

EXHIBIT D

Pursuant to California Elections Code Section 13107.3 and Section 20711 of the California Code of Regulations, this entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write N/A in the space provided. Otherwise the information **MUST** be provided. Upon filing, this worksheet will be a public record.

Candidate Information

Candidate Name: _____

Office: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Attorney Information

Other person authorized to act on your behalf or Not Applicable: ☐

Attorney Name: _____ Office: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Proposed Ballot Designation: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation one of the following:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a "/"]
- (b) The full title of the public office you currently occupy and to which you were elected
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to a different office
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, appointed) to your current public office and seek election to a new term
- (e) "Appointed Incumbent" if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details.
For your reference, attached are Elections Code Sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) Section 20711. You may also wish to consult Elections Code Section 11307.5 ("community volunteer") and 2 CCR Sections 20712 - 20719 (found at www.sos.ca.gov).

Justification for use of proposed ballot designation: _____

Current or Most Recent Job Title: _____ Start/End Dates: _____

Employer Name or Business: _____

Person(s) who can verify this information:

Name(s) _____ Phone Number: _____

E-Mail: _____

Name(s) _____ Phone Number: _____

E-Mail: _____

Before signing below, answer the following questions.

Does your proposed ballot designation:

- Use only a portion of the title of your current elected office? Yes ☐ No ☐
- Use only the word "Incumbent" for an elective office (other than Superior Court Judge) to which you were appointed? Yes ☐ No ☐
- Use more than three total words for your principal professions, vocations or occupations? Yes ☐ No ☐
- Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? Yes ☐ No ☐
- Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes ☐ No ☐
- Abbreviate the word "retired"? Yes ☐ No ☐
- Place the word "retired" after the words it modifies? Example: Accountant, retired Yes ☐ No ☐
- Use any word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation? Yes ☐ No ☐
- Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher Yes ☐ No ☐
- Use the name of a political party or political body? Yes ☐ No ☐
- Refer to a racial, religious, or ethnic group? Yes ☐ No ☐
- Refer to any activity prohibited by law? Yes ☐ No ☐

If the answer to any of these questions is "Yes," your proposed ballot designation is likely to be rejected.

Candidate's Signature _____ Date _____

For your reference, the relevant provisions of the Elections Code are reproduced below:

13106. No Title Or Degree.

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name.

13107. Ballot Designation Requirements.

(a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

- (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.
- (2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.
- (3) No more than three words designating either 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. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:

- (1) It would mislead the voter.
- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
- (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
- (5) It uses the name of any political party, whether or not it has qualified for the ballot.
- (6) It uses a word or words referring to a racial, religious, or ethnic group.
- (7) It refers to any activity prohibited by law.

(c) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

- (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).
- (2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

(d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

(e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

13107.3 Ballot Designation Worksheet in format prescribed by Secretary of State.

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference the relevant provisions of the Elections Code are reproduced below:

13107.5. Ballot Designation of "community volunteer."

- (a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
- (1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
 - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
 - (3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.
- (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code Section 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

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

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

- (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
 - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
 - (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
 - (C) If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate shall indicate:
 - (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
 - (ii) The dates during which the candidate held such position;
 - (iii) A description of the work he or she performs in the position;
 - (iv) The name of the candidate's business or employer;
 - (v) The name and telephone number of a person or persons who could verify such information; and
 - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at Section 20714, subdivision (b).
 - (D) If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

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

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code Section 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.