

CANDIDATE HANDBOOK and Resource Guide



LONG BEACH UNIFIED SCHOOL DISTRICT
AND LONG BEACH COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEMBER ELECTIONS
(Consolidated with the Long Beach City Primary Nominating Election)

APRIL 12, 2016

Candidate Filing conducted by the Registrar-Recorder/County Clerk
All other events conducted by the City of Long Beach



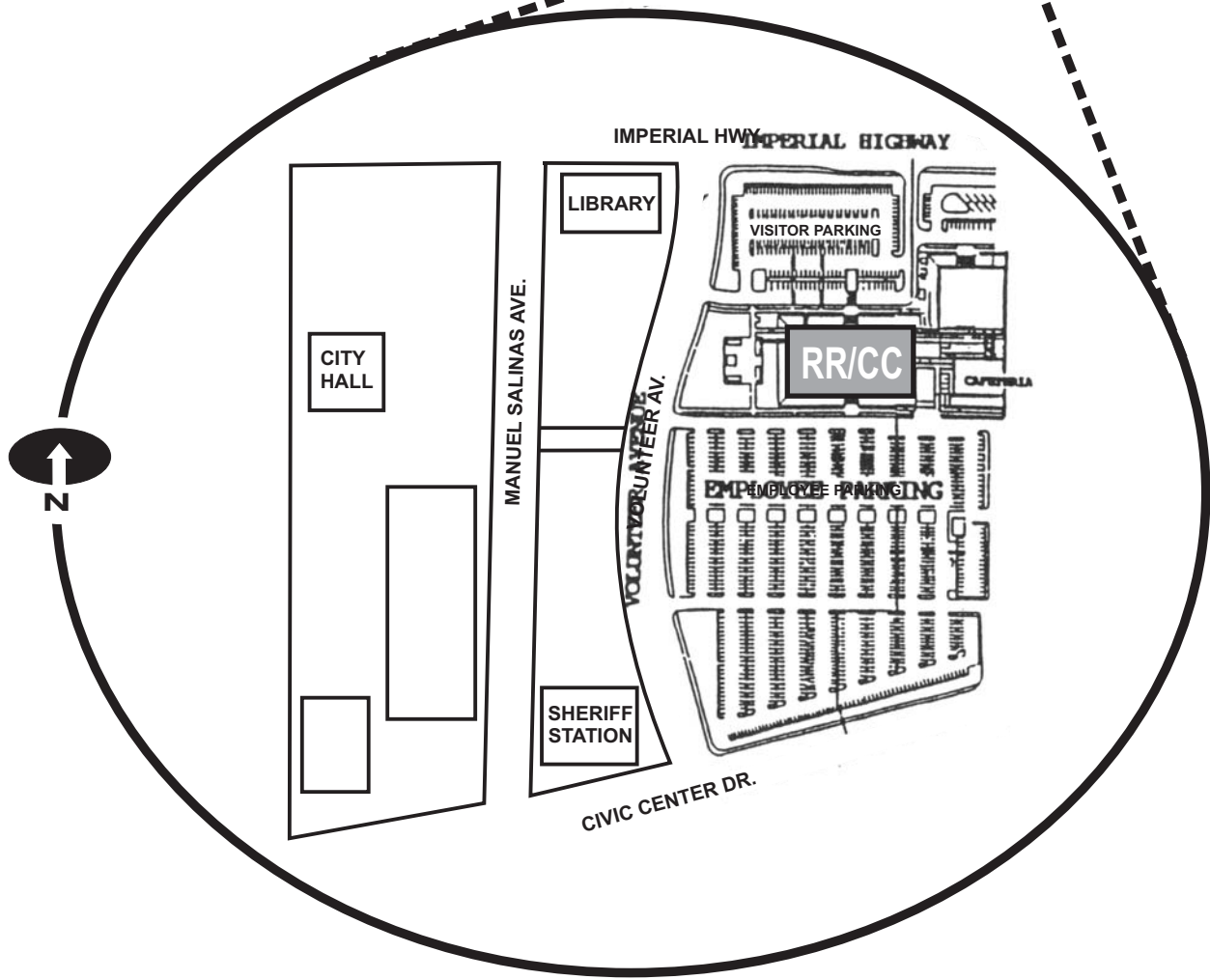
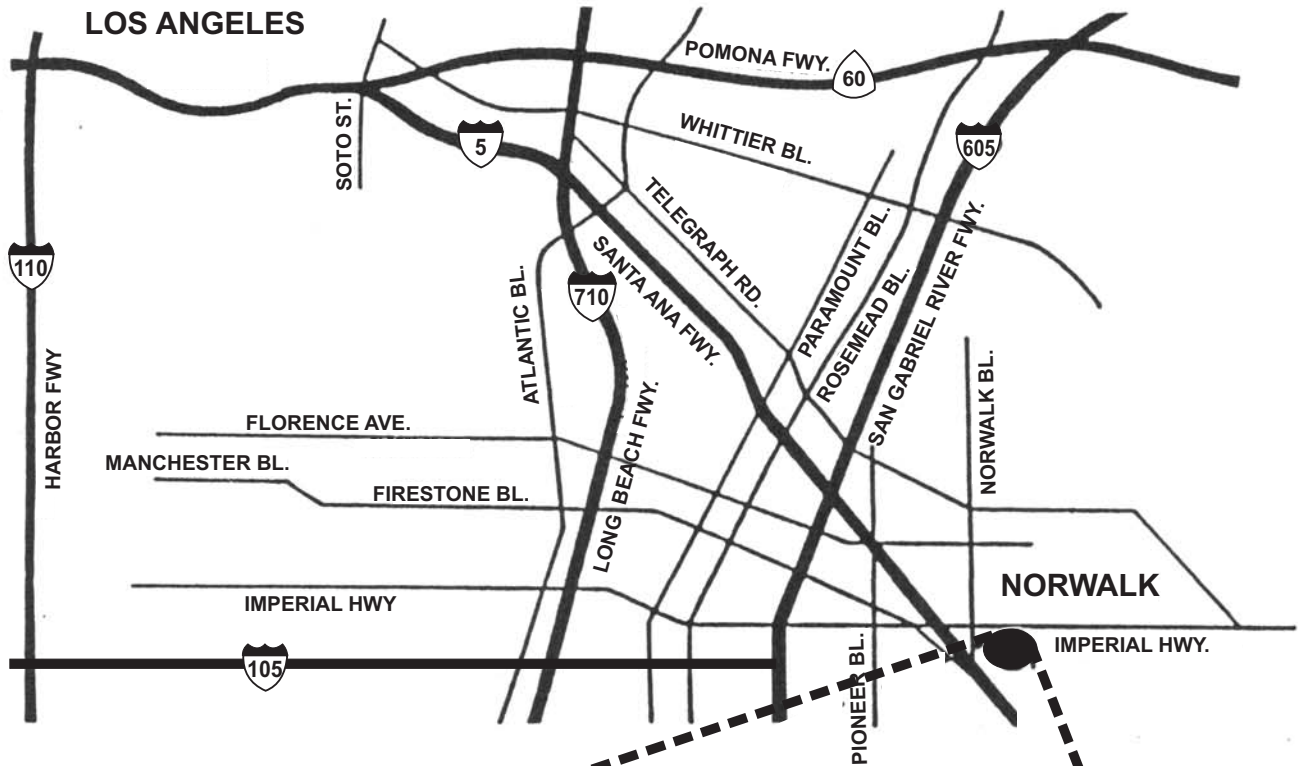
Dean C. Logan
Registrar-Recorder/County Clerk



Los Angeles County Registrar-Recorder/County Clerk

Prepared by
The Election Coordination Unit
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COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY., NORWALK, CA 90650





Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk

TO: Candidates, Campaign Managers and other Interested Individuals

FROM: Dean C. Logan, Registrar-Recorder/County Clerk

SUBJECT: **CANDIDATE HANDBOOK AND RESOURCE GUIDE**

The City of Long Beach will be conducting the April 12, 2016 Long Beach Unified School District and Community College District Governing Board Member Elections (consolidated with the Long Beach City Primary Election). In accordance with the Long Beach City Charter, Unified School District candidates are required to file nomination documents with the county elections official. As for Community College District candidates, filing of nomination documents will take place with the county elections officials as well.

This Candidate Handbook and Resource Guide has been prepared to assist candidates who are filing for office. The handbook provides an overview of major events and critical deadlines for the candidate filing process, guidelines for candidate statements, and filing requirements for campaign finance disclosure.

Please review the information provided in this handbook carefully. Section 1 includes general candidate filing information and Section 2 includes election and campaign information. Online access to this handbook is available on our website at www.lavote.net. The names of candidates for offices to be filled and other information will be updated daily on website listings to assist you with the candidate filing process.

The Registrar-Recorder/County Clerk staff is committed to providing the best possible service to you, your campaign staff and the voters of Los Angeles County. If you have questions or comments regarding items you would like to suggest for future candidate handbooks, please write a letter, send an email to DLogan@rrcc.lacounty.gov or call me at (562) 462-2716.

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

NOTICE

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

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

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

SECTION 1



Candidate Handbook

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Chapter

1

Calendar of Events

CALENDAR OF EVENTS

LONG BEACH UNIFIED SCHOOL DISTRICT AND LONG BEACH COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEMBER ELECTIONS

APRIL 12, 2016

IMPORTANT NOTICE

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

DATES		EVENTS
(2015) DEC. 7 (M) E-127	DEC. 21 (M) E-113	NOTICE OF ELECTION – PUBLICATION (UNIFIED SCHOOL DISTRICT) Between these dates a notice of election shall be published once. (E. C. §§ 12101 and 12102)
DEC. 11 (F) E-123		ADOPTION OF ELECTION RESOLUTION (COMMUNITY COLLEGE DISTRICT) Last day for Board of Trustees to adopt resolution calling the community college district election and setting forth the specifications of the election order. (Ed. Code § 5322)
DEC. 14 (M) E-120		FORMAL NOTICE OF ELECTION (COMMUNITY COLLEGE DISTRICT) Not later than this date the County Superintendent of Schools shall deliver the formal notice of election to the County Elections Official. (Ed. Code §§ 5324 and 5325) RESOLUTION CANDIDATE STATEMENTS Not later than this date the district board shall by resolution determine the word limitation for candidate statements (200 or 400 words); specify if the candidate(s) or the district will bear the costs of printing and distributing the statements; and indicate if cost is to be paid by the candidate, and if the advance payment is required. (E. C. § 13307)

DATES**EVENTS**

(2015)
DEC. 14 (M)
 E-120

(2016)
JAN. 13 (W)
 E-90

**NOTICE OF ELECTION – PUBLICATION
 (COMMUNITY COLLEGE DISTRICT)**

Between these dates, the County Elections Official shall publish a notice of election and issue a general press release providing information on the elective offices and the telephone number to call regarding candidate nomination procedures. (E. C. § 12112 and Ed. Code § 5363)

A copy of the published notices shall be delivered to the District Secretary/Superintendent and each notice shall be posted in the district office. (E. C. § 12113)

DEC. 21 (M)
 E-113

JAN. 15 (F)
 E-88

NOMINATION PERIOD

First and last day for candidates to file nomination documents. (E. C. §§ 10220 and 10603)

**DECLARATION OF CANDIDACY / AFFIDAVIT
 OF NOMINEE AND OATH OR AFFIRMATION
 OF ALLEGIANCE**

Declarations of Candidacy must be filed during this period for candidates for the community college district. (E.C. § 10603)

Nominating petitions, Affidavit of Nominee and Oath or Affirmation of Allegiance must be filed for candidates for the unified school district during this period. (E.C. §§ 10220, 10226 and Long Beach City Charter Art.XXII § 2204)

CANDIDATE STATEMENTS

During this period, candidates may file a candidate statement not to exceed the word limitation prescribed by the district board (**200 or 400 words**) for inclusion with the sample ballot. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307)

DATES

EVENTS

**JAN. 15 (F) E-88
5:00 P.M.**

NOMINATION PERIOD – DEADLINE DATE

Last day for candidates to file Declarations of Candidacy/Affidavits of Nominee and Oath or Affirmation of Allegiance and nominating petitions as specified.

(E. C. §§ 10220 and 10603)

CANDIDATE WITHDRAWAL

No candidate, including the incumbent, whose Declaration of Candidacy/Affidavit of Nominee and Oath or Affirmation of Allegiance, has been filed may withdraw after this date except when the nomination period has been extended for that office.

(E. C. §§ 10224 and 10603)

NOTICE OF APPOINTMENT / NO ELECTION – PUBLICATION (COMMUNITY COLLEGE DISTRICT)

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

(Ed. Code § 5328.5)

APPOINTMENT IN-LIEU OF ELECTION – PUBLICATION (UNIFIED SCHOOL DISTRICT)

If no more candidates file for office than there are offices to be filled and if there are no other offices or measures on the ballot, the board of education shall be notified that it may:

- (1) Appoint to the office the person who has been nominated
- (2) Appoint to the office any eligible elector if no one has been nominated
- (3) Hold the election if either no one or only one person has been nominated

A notice of these facts shall be published once in a newspaper in the city. After publication, the board of education may make the appointment or direct the election to be held.

(E. C. § 10229 and Gov. Code § 6061)

DATES**EVENTS**

JAN. 16** (Sa) E-87**	JAN. 20 (W) 5:00 P.M. E-83	<p>NOMINATION EXTENSION PERIOD IF INCUMBENT DOES NOT FILE</p> <p>If a Declaration of Candidacy/Affidavit of Nominee and Oath or Affirmation of Allegiance for an incumbent is not filed by 5:00 p.m. on January 15, the nomination period shall be extended until January 20, 5:00 p.m., for persons other than the person who was the incumbent on January 15, 2016. The extension does not apply where there is no incumbent eligible to be elected. (E. C. §§ 10225 and 10604)</p>
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JAN. 16** (Sa) E-87**	JAN. 25 (M) E-78 5:00 P.M.	<p>PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS, CANDIDATE NAMES AND BALLOT DESIGNATIONS</p> <p>During this period, candidate statements, candidate names and ballot designations shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the material in a candidate statement to be amended or deleted. (E. C. § 13313)</p> <p>For candidate names and ballot designations, a writ may be filed pursuant to (E.C. § 13314)</p> <p>NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to January 21 through February 1**.</p>
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JAN. 20 (W) E-83 5:00 P.M.	<p>PETITION TO HOLD ELECTION (COMMUNITY COLLEGE DISTRICT)</p> <p>Last day to file a petition signed by 10 or 50 voters (whichever is smaller in number) in the district or trustee area, requesting that an election be held if no one has been nominated for the office. (Ed. Code § 5326)</p>
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**January 16, 23 and 30 (Saturday), January 17 and 24 (Sunday) and January 18 (holiday), the Registrar-Recorder/County Clerk's Office will be closed.

DATES	EVENTS
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JAN. 21 (Th) E-82 11:00 A.M.	RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)
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FEB. 4 (Th) E-68	DEATH OF CANDIDATE (COMMUNITY COLLEGE DISTRICT) Last day the name of a deceased candidate may be removed from the ballot. Facts regarding death must be ascertained at least 68 days prior to election. (Ed. Code § 5329)
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FEB. 16* (Tu) E-56*	MAR. 29 (Tu) E-14 5:00 P.M.	WRITE-IN CANDIDATE DECLARATION PERIOD A name written on a ballot will not be counted unless the person has filed during this period a Declaration of Candidacy/Affidavit of Nominee and Oath or Affirmation of Allegiance and sponsor signatures, if applicable, stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)
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MAR. 3 (Th) E-40	MAR. 22 (Tu) E-21	MAILING OF SAMPLE BALLOTS The City Clerk shall mail a sample ballot to each voter in the district during this period. (E. C. § 13303)
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MAR. 14 (M) E-29	POLLWORKERS AND POLLING PLACES – APPOINTMENT Last day for City Clerk to appoint pollworkers and designate polling places. City Clerk shall mail a notice of appointment to each pollworker. (E. C. § 12286)
	MAILING OF VOTE BY MAIL BALLOTS First day for elections official to deliver Vote By Mail ballots in compliance with E.C. 3001. (E.C. § 3010 and 3206)

*Date adjusted due to weekend and/or holiday.

DATES**EVENTS**

MAR. 14 (M) E-29	APR. 5 (Tu) E-7	VOTE BY MAIL – FIRST AND LAST DAY TO APPLY Applications may be filed with the City Clerk between these dates (both dates inclusive). Applications received prior to the 29th day will be kept and processed during this period. (E. C. § 3001)
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MAR. 18 (F) E-25		COPIES OF VOTER INDEX Last day to be notified by the district of the number of copies required, not to exceed four (4), of the voter index. (E. C. § 2183)
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MAR. 28 (M) E-15		CLOSE OF REGISTRATION Last day to transfer or register to vote in the election. (E. C. §§ 2102 and 2107)
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MAR. 29 (Tu) E-14	APR. 12 (Tu) ELECTION DAY	NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14 th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E.C. § 3500)
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MAR. 29 (Tu) E-14		WRITE-IN CANDIDATE DECLARATION DEADLINE Last day for a candidate to file a Declaration of Candidacy, Affidavit of Nominee and Oath or Affirmation of Allegiance and sponsor signatures, if applicable, stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)
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DATES

EVENTS

MAR. 29 (Tu)
E-10

PROCESSING OF VOTING BY MAIL

The processing of vote by mail ballots may commence on the **10th** business day before the election but the results of the tally shall not be released until after the polls close.
(E. C. § 15101(b))

APR. 5 (Tu)
E-7

NOTICE OF TALLY CENTER LOCATION – PUBLICATION/POST

Last date for City Clerk to publish or post a notice specifying the public place to be used as the central tally location for counting the ballots.
(E. C. § 12109)

POLLING PLACES – PUBLICATION

Last date for City Clerk to publish once in a newspaper of general circulation within the jurisdiction, a list of pollworkers and polling places for each precinct.
(E. C. § 12105 and Gov. Code § 6061)

LIST OF NOMINEES – PUBLICATION (UNIFIED SCHOOL DISTRICT)

On or before this date, a notice shall be published once in a newspaper of general circulation published in the city.
(E. C. § 12110 and Gov. Code § 6061)

APR. 6 (W)
E-6

APR. 12 (Tu)
ELECTION
DAY

EMERGENCY VOTING BY MAIL

Between these dates any voter may apply to the City Clerk for a Vote By Mail 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)

DATES**EVENTS**

APR. 12 (Tu)
ELECTION
DAY

ELECTION DAY

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

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

Last day for Vote By Mail ballots to be received by the City Clerk or turned in personally by the voter at any polling place in the jurisdiction. A designated person may return the voted ballot under specified conditions.

(E. C. §§ 3017 and 3020)

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

(E. C. § 3020(b) Section 1 and 2)

MAY 3 (Tu)
E+21

COMPLETION OF OFFICIAL CANVASS

On or before this date, the City Clerk shall certify the election results to the governing boards.

(E. C. § 10262 and Long Beach City Charter § 2206)

JULY 18 (M)
E+97

COMMENCEMENT OF TERM (UNIFIED SCHOOL DISTRICT AND COMMUNITY COLLEGE DISTRICT)

Member terms shall commence on the third Monday in July after the election.

(Long Beach City Charter Art. XXII § 2205)

NOTE: If any Governing Board Member (Unified School District) candidate receives a majority of all votes cast at the Primary Nominating Election, he or she shall be declared elected. If no candidate receives a majority of votes cast at the Primary Nominating Election, the names of the two candidates who receive the most votes cast shall be placed on the ballot for the Governing Board Member Runoff Election to be held on the first Tuesday (June 7, 2016) after the first Monday in June.
 (Long Beach City Charter Art. XXII § 2206)

Candidates for Board of Trustees (Community College District) who receive the highest number of votes cast shall be declared elected.

(E. C. § 10600)

Offices to Be Filled, Candidate Qualifications and Office Information

OFFICES TO BE FILLED

GOVERNING BOARD MEMBER ELECTIONS

APRIL 12, 2016

DISTRICTS	NUMBER TO BE ELECTED	OFFICEHOLDERS
LONG BEACH UNIFIED SCHOOL DISTRICT – GOVERNING BOARD MEMBER	DISTRICT NO. 2 DISTRICT NO. 4	Felton Williams Jon Meyer
LONG BEACH COMMUNITY COLLEGE DISTRICT – MEMBER, BOARD OF TRUSTEES	TRUSTEE AREA NO. 2 TRUSTEE AREA NO. 4	Irma Archuleta Douglas W. Otto

(A) Appointed

CANDIDATE QUALIFICATIONS AND OFFICE INFORMATION

LONG BEACH UNIFIED SCHOOL DISTRICT LONG BEACH COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD MEMBER ELECTIONS

APRIL 12, 2016

OFFICE AND QUALIFICATIONS	TERM OF OFFICE	NOMINATING SIGNATURES		FILING FEE	
		MIN.	MAX.	SALARY	FEE
<p>LONG BEACH UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEMBERS</p> <p>A registered voter of the candidate's respective district at least thirty days prior to the first day nomination documents may be filed.</p> <p>(Long Beach City Charter § 2204)</p>	District Nos. 2 and 4 4 Years	20	30	Varies	None
	TERM BEGINS	(E. C. § 10220)			
	07/18/16 (Long Beach City Charter § 2205)				

OFFICE AND QUALIFICATIONS	TERM OF OFFICE	NOMINATING SIGNATURES		FILING FEE	
		MIN.	MAX.	SALARY	FEE
<p>LONG BEACH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES MEMBERS</p> <p>A registered voter of the Trustee Area at the time nomination documents are issued.</p> <p>(Ed. Code § 72103 and E. C. § 201)</p>	Trustee Area Nos. 2 and 4 4 Years	None		Varies	None
	TERM BEGINS				
	07/18/16 (Long Beach City Charter § 2205)				

PARTY AFFILIATION – NONE REQUIRED
(E. C. § 334)

PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidate names on ballot by randomly drawing each letter of the alphabet. There is no rotation.
(E. C. §§ 13111 and 13112)

NOTE: All candidates filing for office must meet the qualifications outlined in the Handbook for the specified office.

Filing Procedures

**GENERAL INFORMATION ON
FILING PROCEDURES FOR CANDIDATES**

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

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

Only official documents issued by the Registrar-Recorder/County Clerk may be used. The forms are available between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday excluding holidays, at the **public counter** in the **Election Information Section** as listed below.

**WRITTEN AUTHORIZATION FROM CANDIDATE · NOMINATION DOCUMENTS
WILL NOT BE ISSUED TO AN UNAUTHORIZED PERSON.**
The authorization must be signed by the candidate.

Completed nomination documents must be **mailed or delivered back** to:

MAIL	DELIVER
Registrar-Recorder/County Clerk Election Planning Section Second Floor, Room 2015 12400 Imperial Highway Norwalk, CA 90650 (Indicate on envelope Nomination Documents Enclosed)	Registrar-Recorder/County Clerk Election Information Section Second Floor, Room 2013 12400 Imperial Highway Norwalk, CA 90650 (Business Hours: 8:00 a.m. to 5:00 p.m.)

The Registrar-Recorder/County Clerk **cannot** legally accept any nomination documents sent via U.S. Mail or personal delivery **WHICH ARE RECEIVED BY THIS OFFICE AFTER 5:00 p.m. on Friday, January 15, 2016.**

GENERAL INFORMATION (Continued)

NOMINATION FILING PERIOD

DEC. 21 (M) through JAN. 15, (F) 5:00 P.M.	E - 113 - 88	NOMINATION PERIOD FOR ALL CANDIDATES First and last day for Community College District candidates to file a Declaration of Candidacy and Unified School District candidates to file an Affidavit of Nominee and Oath or Affirmation of Allegiance form and Nomination Papers.
JAN. 16** (Sa) through JAN. 20, (W) 5:00 P.M.	E - 87** - 83	NOMINATION EXTENSION PERIOD (If Incumbent Does Not File)
FEB. 15 (M) through MAR. 29, (Tu) 5:00 P.M.	E - 57 - 14	FIRST AND LAST DAY TO FILE WRITE-IN NOMINATION DOCUMENTS

**January 16 (Saturday) and January 17 (Sunday), the Registrar-Recorder/County Clerk's office will be closed.

EXTENSION OF NOMINATION PERIOD – If an incumbent for any office fails to file nomination documents by the deadline date, the nomination period is extended for five (5) days. During this period, any qualified person, other than the incumbent, may file nomination documents for the office.

NOTE: The extension does not apply where there is no incumbent to be elected.

CANDIDATE WITHDRAWAL – Withdrawal of candidacy, to be effected in writing utilizing official Registrar-Recorder/County Clerks forms, is permitted up to and including the deadline date to file a Declaration of Candidacy or Affidavit of Nominee and Oath or Affirmation of Allegiance for that office.
(E. C. §§ 10224 and 10603)

NAME TO APPEAR ON THE BALLOT

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

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

NO TITLES OR DEGREES ARE ALLOWED IN THE BALLOT NAME. (E.C. § 13106)

WITHIN ONE YEAR OF ANY ELECTION, A CHANGE IN LEGAL NAME SHALL NOT APPEAR ON THE BALLOT UNLESS THE CHANGE WAS MADE BY MARRIAGE OR BY DECREE OF COURT. (E.C. § 13104)

TRANSLITERATION OF CANDIDATE NAMES – Candidates may request that their names be transliterated to those languages that do not use Roman characters as instructed by the Department of Justice. These languages include Japanese and Korean. If applicable, candidates must complete a Transliteration Form and file it with their nomination documents by the specified deadline (88 days prior to the election). Candidates may review the transliteration of names and submit changes to the elections official no later than the last day of the review period, which is normally 60 days prior to the election but subject to change. For more information please contact the Election Bureau of the Long Beach City Clerk at (562) 570-7479.

BALLOT DESIGNATION PROVISIONS

SELECTING YOUR BALLOT DESIGNATION – The **ballot designation** describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

Ballot designations:

- Can be no more than three words.
- Must appear on the Declaration of Candidacy or Affidavit of Nominee and Oath or Affirmation of Allegiance at the time it is filed.
- Become public record once the Declaration of Candidacy or Affidavit of Nominee and Oath or Affirmation of Allegiance is filed. Ballot designations **cannot be changed after the final date to file nomination documents**.

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

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

Example A: Governing Board Member

Example B: Board member, XYZ School District

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

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

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

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

BALLOT DESIGNATION PROVISIONS (Continued)

- 4) **Principal Occupation:** No more than **three words may be used** to describe the current principal profession, vocation, or occupation of the candidate **OR** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

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

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to E. C. § 13107(f). **Note:** For more information on other possible restrictions, the California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section, 2nd Floor, Room 2013.

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

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

BALLOT DESIGNATION PROVISIONS (Continued)

UNACCEPTABLE DESIGNATIONS – 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 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”
- e. It includes the name of any political party, whether or not it has qualified for the ballot
- f. It uses a word(s) referring to a racial, religious or ethnic group
- g. It refers to any activity that is prohibited by law

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST)
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- a. Is it true?
- b. Is it accurate?
- c. Does it mislead?
- d. Is it generic? (This means “IBM” is unacceptable, “computer company” is acceptable)
- e. Is it neutral? (This means not for or against)
- f. Is it how this person makes a living?

Candidates may review their own ballot designation, as well as that of other candidates, at the Registrar-Recorder/County Clerk’s office during working hours: Monday through Friday from **January 16,** 2016** through **January 25, 2016** or if the nomination period is extended, from **January 16** through **January 20** (excluding Saturdays, Sundays and holidays)**.

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

** January 16 (Saturdays), January 17 (Sunday) and January 18 (holiday), the Registrar-Recorder/County Clerk’s office will be closed.


CANDIDATE NOMINATION PROCESS

AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS

Candidates who will have their Candidate Nomination Documents picked up and/or filed **via an Agent** must complete the AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS form.

Below is a **generic sample** of the Authorization Form.

1. Print candidate's (your) name.
2. Print the elective office title.
3. Print the agent's name and phone number.
4. Check the box for each applicable form.
5. Complete the middle section of the form as you would like your name to appear on the ballot, along with the other information requested.
6. Complete **INFORMATION FOR PUBLICATION** box.
7. Sign and date the form before giving it to your Agent.



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION
(562) 462-2317

**AUTHORIZATION TO PICK-UP AND/OR FILE
CANDIDATE NOMINATION DOCUMENTS**

I, _____, candidate for the office
CANDIDATE'S NAME — PLEASE PRINT
of _____ hereby authorize
OFFICE TITLE

AGENT'S NAME _____ ()
AGENT'S PHONE NUMBER

to receive and/or file the following nomination documents: Please check applicable forms ()

<input type="checkbox"/> Signature in Lieu of Filing Fee Petitions	<input type="checkbox"/> Declaration of Candidacy
<input type="checkbox"/> Candidate Statement	<input type="checkbox"/> Ballot Designation Worksheet
<input type="checkbox"/> Nominating Petitions	<input type="checkbox"/> Other: _____ (Specify)
<input type="checkbox"/> Declaration of Intention	

I am aware that the Nomination documents must be properly executed and delivered to the County of Los Angeles Registrar-Recorder/County Clerk's Office no later than 5:00 p.m. on the last day to file such documents.

I request that my name be placed upon the ballot as follows: (Please print)

_____	_____	_____
FIRST NAME	MIDDLE NAME OR INITIAL	LAST NAME

My residence address is:

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

My telephone numbers are: () _____ () _____
DAYTIME EVENING

() _____
FAX

My internet addresses are: _____ E-MAIL: _____
WEBSITE

I would like the following information to be used for purposes of listings prepared and issued to the news media and/or the public. (If none given, the above information will be listed.)

INFORMATION FOR PUBLICATION

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAYTIME PHONE: () _____ EVENING PHONE: () _____

FAX: () _____

WEBSITE: _____ E-MAIL: _____

CANDIDATE SIGNATURE _____
DATE _____

R1024 2/10/2015

CANDIDATE NOMINATION PROCESS (Continued)

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

STEP 1 – CANDIDATE REGISTRATION (Applying For Nomination Documents)

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

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

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

The Candidate Registration and Qualification form is also available on-line at www.lavote.net. Information on the form is used in preparing nomination documents. It is important that the information is accurate. This information will be printed on listings distributed to the news media and the general public. **CANDIDATE QUALIFICATIONS ARE VERIFIED AT THE TIME OF FILING NOMINATION DOCUMENTS.**

CANDIDATE NOMINATION PROCESS (Continued)


STEP 2 – ISSUING NOMINATION DOCUMENTS

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

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

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

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

COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK APPLICATION FOR NOMINATION DOCUMENTS							
	I am aware of the following: <input type="checkbox"/> 1. Qualifications for Candidacy for office. <input type="checkbox"/> 2. Requirements for filing Campaign Statements. <input type="checkbox"/> 3. Election Candidate Handbook was received. <input type="checkbox"/> 4. Last day to file Nomination Papers.		PETITION SIGNERS REQUIRED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50%;">SIGNED</td> <td style="text-align: center; width: 50%;">NOMINATION</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>	SIGNED	NOMINATION	0	0
	SIGNED	NOMINATION					
0	0						
Which is <input style="width: 100px;" type="text"/> 5:00 P.M.							
FULL TERM _____ UNEXPIRED TERM _____ <small>(PLEASE INITIAL) (PLEASE INITIAL)</small>							
_____ <small>(CANDIDATE or AUTHORIZED REPRESENTATIVE)</small>							
(FILED BY) _____ (DATE FILED) _____							
NAME TO APPEAR ON BALLOT							
OFFICE AND DISTRICT			FILING NUMBER <input style="width: 50px;" type="text"/>				
			ELECTION NUMBER <input style="width: 50px;" type="text"/>				
			CONTEST NUMBER <input style="width: 50px;" type="text"/>				
PARTY (IF APPLICABLE)		ISSUE DATE <input style="width: 50px;" type="text"/>					
OCCUPATION							
RESIDENCE ADDRESS STREET ADDRESS CITY NAME			ZIP CODE <input style="width: 50px;" type="text"/>				
TELEPHONE NUMBERS		EVENING	DAYTIME				
		EXTENSION	E-MAIL				
PUBLICATION ADDRESS STREET ADDRESS CITY NAME		WEB SITE:					
		ZIP CODE <input style="width: 50px;" type="text"/>					
SIGNATURE IN LIEU	DECLARATION OF INTENTION	NOMINATION PAPERS	PUBLICATION PHONE				
DATE ISSUED	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>				
DATE FILED	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	INCUMBENT (Elected/Appointed)				
CANDIDATE NAME FIELDS			<input style="width: 50px;" type="text"/>				
FIRST	MIDDLE	NICKNAME					
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>					
LAST		SUFFIX					
<input style="width: 100px;" type="text"/>		<input style="width: 50px;" type="text"/>					
SHORT NAME		CRD# <input style="width: 50px;" type="text"/>					
<input style="width: 100px;" type="text"/>		EI # <input style="width: 50px;" type="text"/>					
<small>AND 9207</small>							

THE CANDIDATE HANDBOOK AND RESOURCE GUIDE, A CAMPAIGN FINANCIAL DISCLOSURE PACKET AND NOMINATION PETITION FORMS, IF APPLICABLE, ARE ISSUED AT THIS TIME.

CANDIDATE NOMINATION PROCESS (Continued)

STEP 3 – COMPLETING NOMINATION DOCUMENTS

A – For Long Beach Community College District Only

DECLARATION OF CANDIDACY FORM
(Executed under penalty of perjury)

The Declaration of Candidacy Form is a two-sided form used to declare your candidacy, provide your ballot designation, and take the loyalty oath. This form contains the candidate’s name as it will appear on the ballot, based on data from the CRQ. Once filed, these forms are public information. A prospective candidate must execute the Declaration of Candidacy and file it with the county elections official.

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

The form is divided into two main sections. The top section, 'Declaration of Candidacy', includes three 'OFFICIAL FILING STAMPS' for the Registrar-Recorder/County Clerk of Los Angeles County. It contains fields for the candidate's name, address, and contact information. A section for 'Ballot Designation' allows the candidate to specify their name on the ballot and whether they prefer no designation. The bottom section, 'Oath of Office', includes a statement of support for the Constitution of the United States and California, and a section for the Registrar-Recorder/County Clerk's office to examine and certify the form.

NOTE: THIS FORM MUST BE NOTARIZED IF SIGNED OUTSIDE CALIFORNIA.



CANDIDATE NOMINATION PROCESS (Continued)

B – For Long Beach Unified School District Only

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE
(Subscribed and sworn before a notary public or elections official)

The Affidavit of Nominee is a one-sided form used to declare your candidacy, provide your ballot designation, and take the loyalty oath. This form contains the candidate’s name as it will appear on the ballot, based on data from the CRQ. Once filed, these forms are public information.

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

<p>OFFICIAL FILING FORM</p>  <p>REGISTRAR-RECORDER/COUNTY CLERK LOS ANGELES COUNTY</p> <p>By: _____ Elections Deputy</p> <p>Date Issued: _____</p>	<p>AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE</p> <p>(Elections Code Section 10226)</p>	<p>OFFICIAL FILING FORM</p>  <p>REGISTRAR-RECORDER/COUNTY CLERK LOS ANGELES COUNTY</p> <p>By: _____ Elections Deputy</p> <p>Date Received: _____</p>						
<p>I, hereby declare myself a candidate for nomination to the office of LONG BEACH UNIFIED SCHOOL DISTRICT Member, Board of Education District 1</p> <p>To be voted for at the Election to be held on 04/11/06</p> <p>I hereby request that my name and ballot designation appear on the ballot as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> 200010 _____ NAME AS IT WILL APPEAR ON BALLOT </td> <td style="width: 20%; padding: 5px; vertical-align: top;"> Note: If no Ballot Designation is desired, candidate must initial below: </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> _____ BALLOT DESIGNATION REQUESTED </td> </tr> <tr> <td colspan="2" style="padding: 5px; font-size: small;"> Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples. NOTE: A Ballot Designation is optional. If no Ballot Designation is requested, write in the word "NONE" and place initials in box on the right. </td> </tr> </table> <p>I declare that the foregoing Ballot Designation is true and in conformance with Section 13107 of the Elections Code.</p> <p>Residence Address: _____ _____ City _____ State _____ Zip Code _____</p> <p>Business Address: _____ _____ City _____ State _____ Zip Code _____</p> <p>Mailing Address: _____ _____ City _____ State _____ Zip Code _____</p> <p>E-Mail: _____ Web site: _____</p> <p>Fax No. () _____ Phone Nos. () _____ Daytime () _____ Evening _____</p> <p>"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."</p> <p>I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p>Executed by me in _____, California, on this _____ day of _____ in the year _____.</p> <p>_____ Signature of Candidate</p> <p style="text-align: right; font-size: x-small;">AND 6/05</p>			200010 _____ NAME AS IT WILL APPEAR ON BALLOT	Note: If no Ballot Designation is desired, candidate must initial below:	_____ BALLOT DESIGNATION REQUESTED		Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples. NOTE: A Ballot Designation is optional. If no Ballot Designation is requested, write in the word "NONE" and place initials in box on the right.	
200010 _____ NAME AS IT WILL APPEAR ON BALLOT	Note: If no Ballot Designation is desired, candidate must initial below:							
_____ BALLOT DESIGNATION REQUESTED								
Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples. NOTE: A Ballot Designation is optional. If no Ballot Designation is requested, write in the word "NONE" and place initials in box on the right.								

CANDIDATE NOMINATION PROCESS (Continued)

C – Applies to Long Beach Unified School District Only

NOMINATION PAPER

A prospective candidate must submit nomination papers containing a requisite number of signatures.

SIGNER QUALIFICATIONS

Must be a registered voter and resident of election area at the time of signing.

EACH SIGNER must print and sign own name and include residence address.

Exception: A signer who is unable to affix his/her own name and/or address on the petition personally may be assisted by another person. The voter must however, affix his/her own mark/signature on the petition personally. Two witnesses to signature (or mark) are required and such witnesses must also sign their names.

- a) Married women must sign own name, not husband's.
- b) P.O. Box numbers or mailing addresses are not acceptable.

CIRCULATOR QUALIFICATIONS

As of January 1, 2014, must be 18 years of age or older.

Circulator completes "Affidavit of Circulator" in own handwriting. **DO NOT TYPE.** The Circulator must:

- a) Fill in appropriate information in blank spaces.
- b) Fill in **dates signatures were obtained.**
- c) Fill in execution **date and place of signing.**
- d) **Sign name.**

CANDIDATE NOMINATION PROCESS (Continued)

STEP 4 – BALLOT DESIGNATION WORKSHEET

If a candidate submits a ballot designation, the “Ballot Designation Worksheet” shall be filed with the elections official at the time the candidate files his or her Affidavit of Nominee and Oath or Affirmation of Allegiance. If a candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate’s name on the ballot.

Ballot Designation Worksheet

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: _____
Candidate Information	Office: _____
Candidate Information	Home Address: _____ E-Mail: _____
Candidate Information	Business Address: _____
Candidate Information	Mailing Address: _____
Candidate Information	Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____
Attorney Information	Attorney Name (or other person authorized to act in your behalf): _____
Attorney Information	Address: _____
Attorney Information	Home Address: _____ E-Mail: _____
Attorney Information	Business Address: _____
Attorney Information	Mailing Address: _____
Attorney Information	Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Proposed Ballot Designation: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation:

- (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

Rev 7/24/14 1

CANDIDATE NOMINATION PROCESS (Continued)

STEP 5 – FILING NOMINATION DOCUMENTS

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



All candidates are urged to file documents as early as possible to avoid a last minute rush. Once filed, candidates will be issued a receipt.

DOCUMENTS	APPLIES TO	FOR FURTHER INFORMATION CONTACT
Declaration of Candidacy	Long Beach Community College District	Election Planning Section (562) 462-2317
Affidavit of Nominee and Oath or Affirmation of Allegiance	Long Beach Unified School District	Election Planning Section (562) 462-2317
Nomination Paper	Long Beach Unified School District	Election Planning Section (562) 462-2317
Ballot Designation Worksheet	All Candidates who Submit a Ballot Designation	Election Planning Section (562) 462-2317
Candidate Campaign Statement Forms	All Candidates	Campaign Finance Section (562) 462-2339
Candidate Statement Form	Optional for candidates	Election Planning Section (562) 462-2317

Write - In Candidates

**GENERAL INFORMATION FOR
WRITE-IN CANDIDATES**

(Elections Code §§ 8600 and 8601)

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

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

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

FILING DEADLINE

FEB. 15 (M) through MAR. 29 (Tu) 5:00 P.M.	E - 57 - 14	First and last day to file a Declaration Of Candidacy or Affidavit Of Nominee and Oath Or Affirmation Of Allegiance
---	--------------------	---

Write-in candidacy forms must be filed with the Registrar-Recorder/County Clerk's Office NO LATER THAN 5:00 p.m. on the 14th day prior to the election.

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

WRITE-IN CANDIDATE S DECLARATION OF CANDIDACY OR AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE – Refer to General Information for Nomination of Candidates.

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

WRITE-IN CANDIDATES TO BE ELECTED

OFFICES OMITTED FROM BALLOT. Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. When school contests are involved, if the number of persons qualifying for the ballot does not exceed the number of offices to be filled, the election is cancelled. In this case, an eligible candidate is appointed in lieu of the election. California law, however, allows for a petition indicating that a write-in campaign will be conducted. The petition must be filed with the elections official to require the office(s) be placed on the ballot by means of a petition drive.
(Ed. Code § 5326)

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

NAME DOES NOT APPEAR ON BALLOT – Write-in candidate names do not appear on the ballot. Write-in candidates are not entitled to a candidate statement in the Official Sample Ballot Booklet.
(E. C. § 302)

Voters may hand write any person's name on the ballot for any office, regardless of whether the person qualified or not. However, votes will only be tabulated for qualified write-in candidates.

SECTION 2



Resource Guide

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Section **2** Resource Guide

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CHAPTER 1

FINANCIAL REPORTING



**CAMPAIGN FILING REQUIREMENTS FOR CANDIDATES AND CONTROLLED
COMMITTEES PARTICIPATING IN THE APRIL 12, 2016
LONG BEACH UNIFIED SCHOOL DISTRICT AND
LONG BEACH COMMUNITY COLLEGE DISTRICT ELECTIONS**

All candidates/committees are required by the Political Reform Act to file a campaign statement by the first filing deadline listed below **regardless of activity**. All statements filed should reflect the cover period after the closing date of the last statement or January 1 if no previous statement has been submitted. ***Monetary penalties may be assessed for late filing of campaign statements. Failure to file required statements will be referred to the Fair Political Practices Commission.***

**FILING
DEADLINES**

2016 FILING REQUIREMENTS

<p>WITHIN 24 HOURS between JAN. 13 (Wed) and APR. 12 (Tues)</p>	<p><u>LATE CONTRIBUTION and/or LATE INDEPENDENT EXPENDITURE REPORTS</u></p> <p>Each candidate or committee that makes or receives a late contribution (including a loan) that total in the aggregate of one thousand dollars (\$1,000) or more <u>or</u> makes an independent expenditure of one thousand dollars (\$1,000) or more after January 13, 2016 and on election day April 12, 2016, <u>must file a Contribution Report Form 497 or Independent Expenditure Report Form 496 within 24 hours</u>. The recipient of a non-monetary or in-kind contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received. File by personal delivery, guaranteed overnight service or fax. Regular mail may not be used.</p> <p align="right">(Gov. Code §§ 84203 and 84204)</p>
<p>MAR. 3, 2016</p> <p><i>(Statements for this deadline cover the period January 1 – February 27, 2016)</i></p>	<p><u>FIRST CAMPAIGN STATEMENT</u></p> <p>Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election should file a <u>Form 460</u>.</p> <p>Candidates who do not raise over two thousand dollars (\$2,000) should file a <u>Form 470</u>.</p> <p>All statements must be received by personal delivery or first class mail.</p> <p><i>**Note: If this is your first time filing a Form 460, please be sure to begin your report with January 1. **</i></p> <p align="right">(Gov. Code §§ 81007 and 84200.8)</p>

MAR. 31, 2016

(Statements for this deadline cover the period February 28 – March 26, 2016)

AUG. 1, 2016

(Statements for this deadline cover the period March 27, 2016- June 30, 2016)

SECOND CAMPAIGN STATEMENT

Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election file a Form 460.

All statements must be filed by personal delivery or guaranteed overnight service. **(Gov. Code § 84200.8)**

SEMI-ANNUAL CAMPAIGN STATEMENT

Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election file a Form 460.

All statements must be received by personal delivery or first class mail. **(Gov. Code §§ 81007 and 84200)**

CAMPAIGN DISCLOSURE FORMS

FORM 700 – CANDIDATE - STATEMENT OF ECONOMIC INTERESTS

Candidates must file **no later than 5:00 pm, January 15, 2016**
(Gov. Code § 87302.3(a))

FORM 501 - CANDIDATE INTENTION STATEMENT

Candidates who **intend** to receive contributions from others for their campaign must file a Candidate Intention Statement, Form 501. (Gov. Code § 85200)

FORM 470 - OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT (SHORT FORM)

Candidates who **anticipate** receiving less than two thousand dollars (\$2,000) in contributions and spend less than two thousand dollars (\$2,000) during the entire calendar year, exclusive of the cost of a candidate statement if paid from personal funds, may reduce their filing obligation by filing this form by **March 3, 2016**. No further statements need be filed for this election **unless** the two thousand dollars (\$2,000) threshold is reached. (Gov. Code § 84206)

FORM 470S - OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT (SUPPLEMENT)

Candidates who have filed a Form 470 Short Form and **thereafter** receive contributions or make expenditures totaling two thousand dollars (\$2,000) or more are required to file this form with whom original campaign statements are filed and with each candidate contending for the same office. The notice must be sent **within 48 hours** of receiving or expending the two thousand dollars (\$2,000). (Gov. Code § 84206)

FORM 410 - STATEMENT OF ORGANIZATION

Recipient committees, including any group, individual, or candidate, that receive two thousand dollars (\$2,000) or more in contributions during a calendar year must file with the Secretary of State and our office, within 10 days of receiving the contributions. (Gov. Code § 84101)

FORM 410 - STATEMENT OF ORGANIZATION

Recipient committees, including any group, individual, or candidate, that receive two thousand dollars (\$2,000) or more in contributions during a calendar year must file with the Secretary of State and our office, within 10 days of receiving the contributions. They must also include a \$50 payment made to the Secretary of State. Thereafter, the annual fee must be paid no later than January 15 of each year until the committee terminates. (Gov. Code § 84101.5)

FORM 410 - STATEMENT OF TERMINATION

Candidates and their committees are required to file semi-annual statements every six months **until** all campaign activity ceases, all campaign money is spent, and Form 410 (see part 5) is filed. **(Gov. Code § 84214)**

FORM 460 - RECIPIENT COMMITTEE CAMPAIGN STATEMENT

A candidate or officeholder who has a controlled committee, or who has raised or spent, or will raise or spend two thousand dollars (\$2,000) or more during a calendar year in connection with the election AND/OR - if two thousand dollars (\$2,000) or more will be raised or spent during the calendar year at the behest of the officeholder or candidate, is required to file this form. **(Gov. Code §§ 84200-84216.5)**

WHERE TO FILE

Candidates and committees file original campaign statements with:

Los Angeles County Registrar-Recorder/County Clerk

Campaign Finance Section
12400 Imperial Hwy., Room 2003
Norwalk, California 90650
Phone: (562) 462-2339
Fax: (562) 651-2548

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

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

PLEASE READ CAREFULLY....

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

- Detailed records must be maintained for all financial activity, and contributions received for political purposes must not be commingled with personal funds.
- Campaign statements must be filed at specified times disclosing contributions received, expenditures made, and other financial information. In some cases, candidates can avoid filing long form campaign statements by submitting a “Candidate and Officeholder Campaign Statement Short Form (Form 470).”
- Campaign statements must be hand delivered or postmarked as first-class mail by the legal filing deadline date established by law. **NOTE: The second pre-election statement** must be filed in person or guaranteed overnight delivery. Mail which is not received by the filing officer shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of the deposit, and the name and address of the addressee.
- The Political Reform Act provides a formula for assessing late fines of original campaign statements filed in our office. The fine is \$10 per day, starting the day after the filing deadline, until the statement is filed; however, no liability may exceed the cumulative amount of reported contributions, expenditures, of the Form 460 or \$100, whichever is greater.

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

DEFEATED CANDIDATES

Defeated candidates must file campaign disclosure reports until the campaign committee has been terminated by filing Form 410 (see part 5).

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

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

CHAPTER 2

CAMPAIGNING



GENERAL CAMPAIGN INFORMATION

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

PART 1

LEGISLATIVE INTENT

Pursuant to Chapter 976, 1977 Statutes, the Legislature finds and declares:

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

PART 2

MASS MAILINGS

Definition.

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

Gov. Code § 82041.5

Manner of sending mass mailings.

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

GENERAL CAMPAIGN INFORMATION (Continued)

- (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. **Gov. Code § 84305**

Newsletter or mass mailing.

No newsletter or other mass mailing shall be sent at public expense. **Gov. Code § 89001**

PART 3

TRUTH IN ENDORSEMENTS LAW

Legislature s findings.

The Legislature hereby finds the following to be true:

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

E. C. § 20001

Restraining order or injunction.

The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, broadcasting, or telecasting of any matter in violation of this chapter, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. **E. C. § 20006**

GENERAL CAMPAIGN INFORMATION (Continued)

Representation requirements.

No candidate or committee in his or her behalf shall represent in connection with an election campaign, either orally or in campaign material, that the candidate has the support of a committee or organization which includes as part of its name the name or any variation upon the name of a qualified political party with which the candidate is not affiliated, together with the words "county committee," "central committee," "county," or any other term that might tend to mislead the voters into believing that the candidate has the support of the party's county central committee or state central committee, when that is not the case.

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

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

E. C. § 20007

Political advertisement requirements.

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

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

E. C. § 20008

Simulated ballot requirements.

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

<p>"NOTICE TO VOTERS" (Required by Law)</p> <p>"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State."</p> <p>"This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof)."</p>
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GENERAL CAMPAIGN INFORMATION (Continued)

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

- (b) No simulated ballot or simulated sample ballot referred to in subdivision shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.
- (c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. **E. C. § 20009**

No pictures of candidates in campaign material.

- (a) Except as provided in subdivision (b) no person, firm, association, corporation, campaign committee, or organization may, with actual malice, produce, distribute, publish, or broadcast campaign material that contains (1) a picture or photograph of a person or persons into which the image of a candidate for public office is superimposed or (2) a picture or photograph of a candidate for public office into which the image of another person or persons is superimposed. "Campaign material" includes, but is not limited to, any printed matter, advertisement in a newspaper or other periodical, television commercial, or computer image. For purposes of this section, "actual malice" means the knowledge that the image of a person has been superimposed on a picture or photograph to create a false representation, or a reckless disregard of whether or not the image of a person has been superimposed on a picture or photograph to create a false representation.
- (b) A person, firm, association, corporation, campaign committee, or organization may produce, distribute, publish, or broadcast campaign material that contains a picture or photograph prohibited by subdivision (a) only if each picture or photograph in the campaign material includes the following statement in the same point size type as the largest point size type used elsewhere in the campaign material: "This picture is not an accurate representation of fact." The statement shall be immediately adjacent to each picture or photograph prohibited by subdivision (a).
- (c) (1) Any registered voter may seek a temporary restraining order and an injunction prohibiting the publication, distribution, or broadcasting of any campaign material in violation of this section. Upon filing a petition under this section, the plaintiff may obtain a temporary restraining order in accordance with Section 527 of the Code of Civil Procedure.

(2) A candidate for public office whose likeness appears in a picture or photograph prohibited by subdivision (a) may bring a civil action against any person, firm, association, corporation, campaign committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a). The court may award damages in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney's fees and costs.

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

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

E. C. § 20010

PART 4

PRINTING OF SIMULATED SAMPLE BALLOTS

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

E. C. § 18301

PART 5

DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION

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

E. C. § 18302

PART 6

ELECTIONEERING/INTIMIDATION OF VOTERS/ POSSESSION OF FIREARMS AT POLLING PLACE

Legislature s findings.

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

GENERAL CAMPAIGN INFORMATION (Continued)

Definition.

“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. **E. C. § 319.5**

Electioneering within 100 feet of a polling place.

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 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.

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

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

E. C. § 18370

Electioneering during Vote By Mail voting.

- (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of 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.

E. C. § 18371

Compelling another in voting.

- (a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of section 1170 of the penal code for 16 months or two or three years.

- (b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in state prison pursuant to subdivision (h) of section 1170 of penal code in for 16 months or two or three years.

E. C. § 18540

Solicitation dissuading persons from voting.

- (a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place, do any of the following:
 - (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
 - (2) Place a sign relating to voters qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
 - (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
- (b) Any violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.
- (c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

E. C. § 18541

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

- (a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of section 1170 of the Penal Code for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

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

(1) An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.

(2) A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.

(3) A private guard or security personnel hired or arranged for by a city or county elections official.

(4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

E. C. § 18544

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

Any person who hires or arranges for any other person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, to be stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of section 1170 of Penal Code for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to the owner or manager of the facility or property in which the polling place is located if the private guard or security personnel is not hired or arranged solely for the day on which the election is held.

E. C. § 18545

Definitions.

As used in this article:

(a) "Elections official" means the county elections official, registrar of voters, or city clerk.

(b) "Immediate vicinity" means the area within a distance of 100 feet from the room or rooms in which the voters are signing the roster and casting ballots.

E. C. § 18546

PART 7

SOLICITATION OF FUNDS

Authorization to use candidate or committee name.

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

Authorization by a candidate or committee shall not be construed as rendering the person soliciting funds a controlled committee as defined by Section 82016 of the Government Code. **E. C. § 20202**

Notice of "not authorized by candidate" to be included in fundraising communication

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

E. C. § 20203

PART 8

**OUTDOOR ADVERTISING – POLITICAL SIGNS
(INCLUDING PLACARDS AND POSTERS)**

Outdoor Temporary Political Signs.

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

A temporary political sign is a sign which:

- (a) Encourages a particular vote in a scheduled election.
- (b) Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- (c) Is no larger than 32 square feet.

GENERAL CAMPAIGN INFORMATION (Continued)

- (d) Has had a statement of responsibility filed with the department certifying a person who will be responsible for removing the temporary political sign and who will reimburse the department for any cost incurred to remove it.

B. P. Code § 5405.3

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

STATE OFFICE

DEPARTMENT OF TRANSPORTATION
TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM
P.O. BOX 942874, MS-36
SACRAMENTO, CA 94274-0001
TDD 1-800-735-2929
PHONE (916) 654-6413
FAX (916) 651-9359

DISTRICT OFFICE

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM
100 S. MAIN STREET, MS-9
LOS ANGELES, CA 90012
PHONE (213) 897-6123
FAX (213) 897-7197

A Statement of Responsibility must be submitted to the appropriate Department of Transportation district office according to the county location of the temporary political sign(s). The forms may be obtained by contacting a department listed above or from the:

**REGISTRAR-RECORDER/COUNTY CLERK
CAMPAIGN FINANCE DISCLOSURE SECTION ROOM 2003
12400 IMPERIAL HIGHWAY
NORWALK, CALIFORNIA 90650
Telephone (562) 462-2339**

Placement of Signs in Unincorporated Areas

The Outdoor Advertising Act prohibits placement of any temporary political signs on interstate highways, public or primary highways, and streets in unincorporated areas of the state, including Los Angeles County. This includes telephone poles, street signs, utility poles, street medians, sidewalks, bus stop benches and bus shelters located on the above highways and streets. (Please see B & P Code § 5215 and § 5220 for definitions of various highways.) The County Code provisions also prohibit the placement of temporary political signs on private property in the unincorporated areas without the consent of the owner or occupant.

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

PART 9

U.S. POSTAL SERVICE – POLITICAL MAILINGS

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

To avoid delays and other delivery problems in your campaign mailings, call the U.S. Postal Service:

ZIP CODE AREAS SERVED	LOCATION OF OFFICE	OFFICE TELEPHONE NUMBER
900XX	LOS ANGELES CITY	(323) 586-2605
902XX – 908XX	LONG BEACH DIST.	(714) 662-6447
910XX – 935XX	VAN NUYS DIST.	(661) 775-6663
917XX – 918XX 926XX – 928	SANTA ANA DIST.	(714) 662-6447

PART 10

**INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS
DISTRIBUTING APPLICATIONS FOR VOTE BY MAIL BALLOTS**

VOTE BY MAIL BALLOT APPLICATION

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

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

If you need assistance or have any further questions concerning use of the Vote By Mail voter application form, please call the City Clerk Vote By Mail Section at (562) 570-6101.

Non-conforming vote by mail application.

Any individual, group, or organization that knowingly distributes any application for a vote by mail ballot that does not conform to Chapter 1 (commencing with Section 3000) of Division 3 is guilty of a misdemeanor. **E. C. § 18402**

Important Vote By Mail ballot application information

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

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

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

This statement must be conspicuously printed on the application form.

- (6) The name, address and telephone number of any organization, individual or group which authorizes the distribution of applications shall be printed on the application.
- (7) Any individual, organization or group that distributes applications for Vote By Mail voter ballots and receives completed application forms back from voters shall deliver the forms to the appropriate elections official **within 72 hours** of receiving the completed forms. **Note that Elections Code § 18576 makes it a misdemeanor to delay the proper return of a Vote By Mail voter application.**

GENERAL CAMPAIGN INFORMATION (Continued)

- (8) Any application for a Vote By Mail voter's ballot which is sent by a group or organization to a voter shall be sent by non-forwardable mail.
- (9) Any individual, group or organization that knowingly distributes any application for a Vote By Mail ballot that does not conform to Chapter 1 (commencing with Section 3000) of division 3 is guilty of a misdemeanor. **E. C. § 18402**
- (10) Voters who use the Vote By Mail ballot applications provided by individuals, groups and organizations must attest to the truth and correctness of the contents of the application and sign the application under penalty of perjury.
- (11) The Vote By Mail ballot application must contain information about California's permanent Vote By Mail voter provision. **E. C. § 3006**

Vote By Mail Ballot Application Format

All individuals, groups and organizations distributing Vote By Mail ballot applications must use the standard format approved by the Secretary of State. **E. C. § 3007**

**VOTE BY MAIL VOTER APPLICATIONS
WILL BE ISSUED
BY THE CITY CLERK**

NOTE: The Postal Service will not process Vote By Mail applications prepared by a committee which contains a postage pre-paid permit if it is addressed to the City Clerk's Office even though the committee uses their own permit number.

PENALTIES FOR FRAUDULENT VOTE BY MAIL VOTING

Voting more than once.

It is a crime to vote more than once in any election. **E. C. § 18560**

Interfering with the Vote By Mail voting process.

It is a misdemeanor to willfully interfere with the prompt delivery to the elections official of a completed application for a Vote By Mail ballot. **E. C. § 18576**

A third party may not (without the voter's authorization) retain a completed application for a Vote By Mail ballot for more than 72 hours (excluding weekends and holidays) or beyond the deadline for applying, whichever is earlier. **E. C. § 18576**

No one can deny a voter the right to return his or her application for a Vote By Mail ballot to the elections official. **E. C. § 18576**

It is a crime to interfere with the prompt return of a voted Vote By Mail ballot or to vote or attempt to vote a fraudulent Vote By Mail ballot. **E. C. §§ 18577 and 18578**

It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time he or she is voting a Vote By Mail ballot. **E. C. § 18371**

Vote By Mail ballot return envelopes are signed under penalty of perjury, a violation of which can result in a prison term. **Penal Code § 126**

GENERAL CAMPAIGN INFORMATION (Continued)

Other penalties.

It is a crime to interfere with anyone's right to vote.

E. C. § 18502

It is a crime to pay, or offer to pay, a person any amount of money or to give them anything of value in exchange their vote for a particular person or issue. Similarly, it is against the law to pay someone to not vote.

E. C. §§ 18521, 18522 and 18524

It is a crime to violate the secrecy of the ballot, or otherwise tamper with ballots or the voting system.

E. C. §§ 18564 and 18565

PART 11

FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES

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

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

If you have any questions on this matter, please call the FEC in Washington, D.C. at (800) 424-9530 or (202) 694-1120.



Dean C. Logan
Registrar-Recorder/County Clerk

Fee Schedule As of 10/2011

Item	Fee
Boundary Maps - District Congressional, Senate, Assembly Supervisorial	0.03 Per Map Plus 0.75 Handling Fee Per Request.
**Certified Copy - Affidavit Or Transcript	1.50 For Copy Of Own Registration. ** 6.75 Per Copy For All Others. (Public And Authorized)
Campaign Statement Copies	0.10 Per Page.
Certification Of Election Documents (Except Affidavits Of Registration)	1.75 Per Certified Copy.
Precinct Map on Plotter Paper (11" X 17") **Precinct Map on Standard Paper (11" X 17") Precinct Maps on CD or GIS Shape File Precinct Maps on DVD Precinct/District Maps on 35 mm Microfilm Shipping and Handling Fee for CD or DVD	11.00 Per Page. (Handling Fee Included In Cost) 4.67 16.00 18.00 246.00 6.00
Precincting GIS Maps (3 X 3) (Customized Wall Map w/ color)	30.00 Each
Precincting GIS Maps (3 X 3) (Customized Wall Map w/o color)	13.00 Each
Customized District Map With Acetate Overlay Map That Allows Distinction From Original Background Map.	48.00 Each
Polling Place Maps	17.00 Small (11" X 17") Each Page. 26.00 Large – Each Page Varies In Size.
Photocopies (Miscellaneous)	0.46 Per Copy.

**Fee Schedule (Continued)
As of 10/2011**

Item	Fee
Returned Checks	33.00 Each
**Search – Records or Files	5.00 for each record or file searched.
Statement Of Votes Cast (SVC)	0.37 Per Page. (Handling Fee Included In Cost)
Telefaxing	0.04 Per Page Plus 0.75 Handling Fee.
*Compact Disc (CD) Text File Los Angeles County Voter Files	146.00 Per File.
*Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	(Excluding Los Angeles County Voter Files) 54.00 Per File 39.00 For Each Additional File
*Index To Voter (Street Index)	Candidates/Committees: 0.50 Per Thousand Names. General Public for Political Purposes Only: 0.10 Per Page Plus 1.60 Handling Fee Per Request.
*Voted Index	0.10 Per Page Plus 1.60 Handling Fee Per Request.
*Precinct Rosters (Combined Index-Roster)	5.50 Per Roster Or 0.22 Per Page. (Handling Fee Included In Cost)
*Absent Voter Report	0.10 Per Page Plus 1.60 Handling Fee Per Request.
*Applicant Is Required To Execute Contract With The Registrar-Recorder/County Clerk	
** Revised 12/2/11	

2016

JANUARY

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

FEBRUARY

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

MARCH

S	M	T	W	Th	F	S
		1	2	3	4	5
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20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

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

MAY

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29	30	31				

JUNE

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26	27	28	29	30		

JULY

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24	25	26	27	28	29	30
31						

AUGUST

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

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

OCTOBER

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23	24	25	26	27	28	29
30	31					

NOVEMBER

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

DECEMBER

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