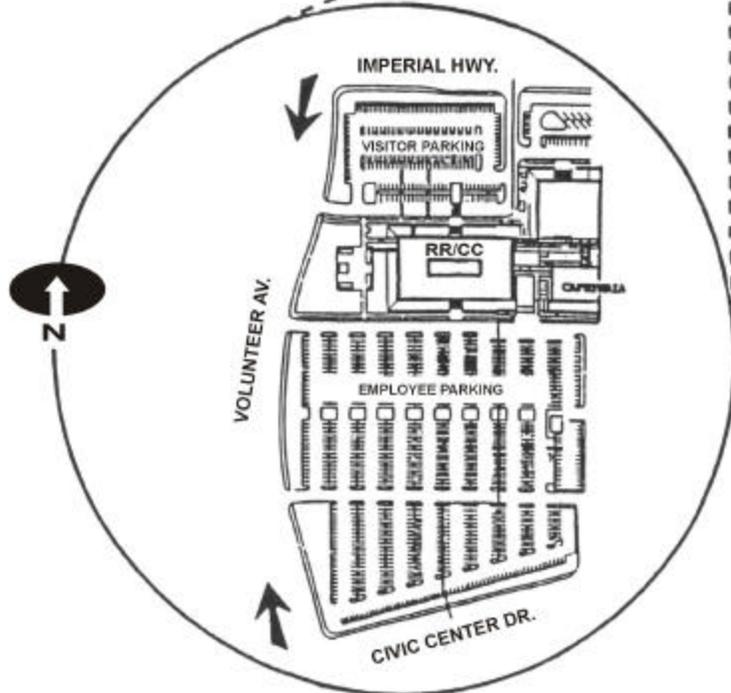
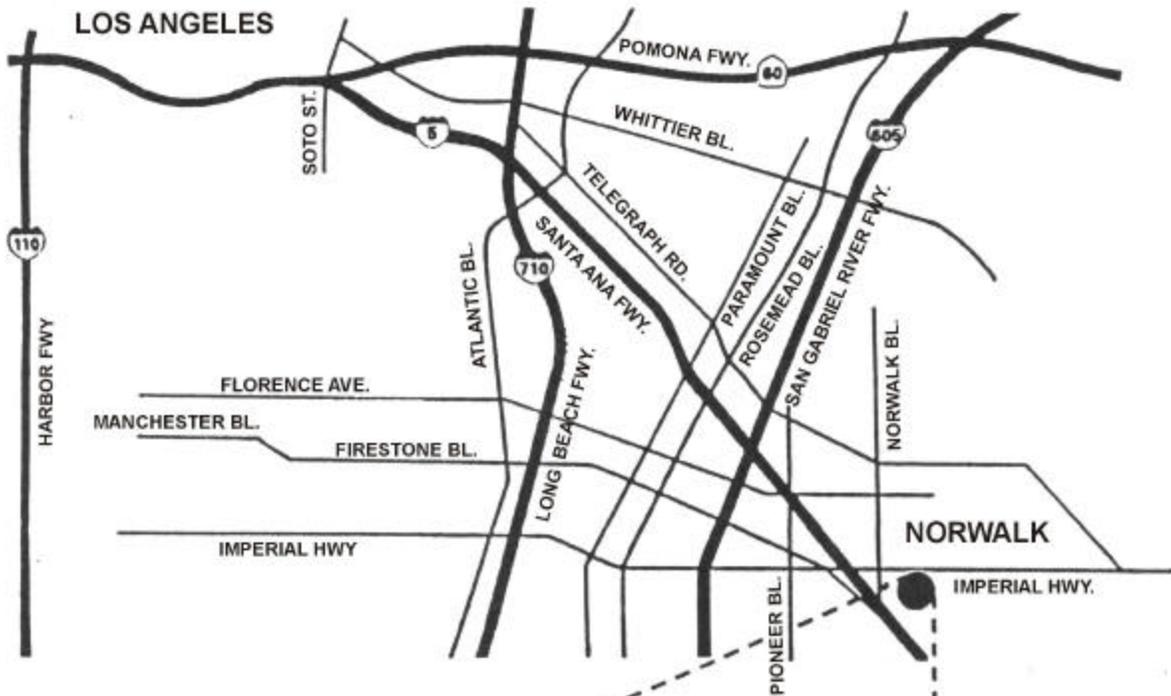


COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**  
12400 IMPERIAL HWY., NORWALK, CA 90650





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

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 462-2716

**CONNOR B. McCORMACK**  
REGISTRAR-RECORDER/COUNTY CLERK

**TO: Candidates, Campaign Managers and Other Interested Individuals**

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

**SUBJECT: CANDIDATE HANDBOOK**

Arcadia Unified School District Board of Education Election -  
April 19, 2005

We are pleased to present the Candidate Handbook and Resource Guide for the April 19, 2005 Arcadia Unified School District Board of Education Election. It includes critical deadlines, guidelines for candidate statements, campaign finance disclosure filing requirements and other valuable information. Please review the information provided in this handbook carefully. For your convenience, the Candidate Handbook is on our website at [www.lavote.net](http://www.lavote.net).

In accordance with the California Elections Code, candidates for this election are required to file a Declaration of Candidacy with the County Registrar-Recorder/County Clerk who will be conducting the election.

**Assistant and Feedback.** Our office 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 guides, please write a letter, send an email to ([cmccorma@rcc.co.la.ca.us](mailto:cmccorma@rcc.co.la.ca.us)) or call me at (562) 462-2716.

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

## **NOTICE**

This reference manual 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. The Declaration of Candidacy signed under penalty of perjury by each candidate declares that the candidate meets the statutory and/or constitutional requirements to hold office. Individuals with questions concerning their own or another candidate's qualifications or other related matters should seek legal counsel.

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

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# CALENDAR OF EVENTS FOR CANDIDATES

## ARCADIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION ELECTION

APRIL 19, 2005

### IMPORTANT NOTICE

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

#### DATES

#### EVENTS

(2004)

DEC. 13 (M)

E-127

DEC. 27 (M)

E-113

#### NOTICE OF ELECTION — PUBLICATION

Between these dates the notice of election shall be published once in a newspaper of general circulation in the district. A copy of the notice shall be delivered to the school district's superintendent for posting.

**(E. C. § 12101 & Govt. Code § 6061)**

A general press release will also be issued providing information on the elective offices and the telephone number to call regarding candidate nomination procedures.

DEC. 20 (M)

E-120

#### BOARD RESOLUTION re CANDIDATE STATEMENTS

Not later than this date the district board shall by resolution determine the word limitation for candidate statements (200 or 400 words); and whether advance payment is required.

**(E. C. § 13307)**

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**DATES**

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**EVENTS**

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**DEC. 27 (M)**  
E-113

**REQUEST SECRETARY OF STATE TO CONDUCT  
RANDOMIZED ALPHABET DRAWING**  
Recommended last day to notify the Secretary of State  
of the date of the election and the close of candidate  
filing period and request that a randomized alphabet  
drawing be held.  
**(E. C. § 13113)**

**DEC. 27 (M)**  
E-113

**JAN. 21, (F)**  
**5 P.M.**  
E-88

**NOMINATION PERIOD — FILING NOMINATION  
DOCUMENTS**  
First and last day for candidates to file nomination  
documents with the Registrar-Recorder/County Clerk's  
Office at 12400 Imperial Highway, Norwalk, 2nd Floor,  
Room 2013.  
**(E. C. § 10220)**

**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  
with the Registrar-Recorder/County Clerk not later  
than the last day to file nomination documents.  
**(E. C. § 13307)**

**JAN. 21, (F)**  
**5 P.M.**  
E-88

**CONSOLIDATION OF ELECTIONS**  
Last day for local jurisdictions to file a resolution with  
the Board of Supervisors requesting consolidation with  
the election. A copy of the resolution must also be  
filed with this office.  
**(E. C. §§ 10400, 10402, 10403 and Ed. Code §  
5342)**

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**DATES**

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**EVENTS**

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**JAN. 21, (F)**  
**5 P.M.**  
E-88

**NOMINATION PERIOD — DEADLINE DATE**

Last day to file nomination documents with Registrar-Recorder/County Clerk at 12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013.  
**(E. C. § 10220)**

**CANDIDATE WITHDRAWAL**

No candidate, whose nomination documents have been filed, may withdraw after this date.  
**(E. C. § 10224)**

**APPOINTMENT IN-LIEU OF ELECTION — PUBLICATION**

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 & Govt. Code § 6061)**

**JAN. 22\*\*(Sa)**

E-87\*\*

**JAN. 26, (W)**

**5:00 P. M.**

E-83

**NOMINATION EXTENSION PERIOD IF INCUMBENT DOES NOT FILE**

If nomination documents for an incumbent are not filed by 5 p.m. on January 21, the nomination period shall be extended until January 26, 5 p.m., for persons other than the incumbent.

**(E. C. §§ 10220 & 10225)**

\*\*January 22 (Saturday) January 23 (Sunday) office will be closed

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**DATES**

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**EVENTS**

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<b>JAN. 22**</b> <b>(Sa)</b>	<b>JAN. 31 (M)</b>	<b>PUBLIC EXAMINATION PERIOD — CANDIDATE STATEMENTS/ CANDIDATES' NAMES AND BALLOT DESIGNATIONS</b>
E-87**	E-78	During this period candidate statements, candidates' 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 data/material to be amended or deleted. <b>(E. C. § 13313)</b>  <b>NOTE:</b> If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to January 27 through February 7*.

<b>JAN. 27 (Th)</b>		<b>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</b>
E-82		The Secretary of State shall hold a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. <b>(E. C. § 13113)</b>

<b>FEB. 21 (M)</b>	<b>APR. 5 (Tu)</b>	<b>WRITE-IN CANDIDATE DECLARATION PERIOD</b>
E-57	E-14	A name written on a ballot will not be counted unless the person has filed during this period nomination documents stating that he or she is a write-in candidate for the election. <b>(E. C. §§ 8600 &amp; 8601)</b>

<b>MAR. 10 (Th)</b>	<b>MAR. 29 (Tu)</b>	<b>MAIL SAMPLE BALLOTS</b>
E-40	E-21	A sample ballot shall be mailed to each voter in the district during this period. <b>(E. C. §§ 13303 &amp; 13304)</b>

\*Date adjusted due to weekend and/or holiday

\*\*January 22 (Saturday) January 23 (Sunday) office will be closed

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**DATES**

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**EVENTS**

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**MAR. 21 (M)**

E-29

**PRECINCT OFFICERS AND POLLING PLACES — APPOINTMENT**

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

**(E. C. §§ 12286 & 12307)****MAR. 21 (M)    APR. 12 (Tu)**

E-29

E-7

**ABSENT VOTERS — FIRST AND LAST DAY TO APPLY**

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

**(E. C. § 3001)****APR. 4 (M)**

E-15

**REGISTRATION CLOSES**

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

**(E. C. § 2107)****APR. 5 (Tu)    APR. 12 (Tu)**

E-14

E-7

**NEW CITIZEN REGISTRATION/VOTING**

Between these dates any new citizen (a person who meets all requirements of an elector and has become a U.S. citizen after the 14th day prior to the election but on or before the 7th day prior to that election) is eligible to register and vote at this office. New citizen must provide proof of citizenship prior to voting.

**(E. C. §§ 331 & 3500-3503)**

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**DATES**

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**EVENTS**

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**APR. 5 (Tu)**  
E-14

**WRITE-IN CANDIDATES DECLARATION —  
DEADLINE**

Last day for a candidate to file a declaration with the Registrar- Recorder/County Clerk stating that he or she is a write-in candidate for the election.

**(E. C. §§ 8600 & 8601)**

**BILINGUAL PRECINCT OFFICER LIST**

Last day to prepare list of appointed bilingual precinct officers.

**(E. C. § 12303)**

**APR. 11\***  
**(M)**  
E-8\*

**TALLY CENTER LOCATION — PUBLICATION**

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

**(E. C. § 12109)**

**APR. 12**  
**(Tu)**  
E-7

**PRECINCT OFFICERS AND POLLING PLACES —  
PUBLICATION**

On or before this date, a list of precinct officers and polling places for each precinct shall be published once in a newspaper of general circulation within the district.

**(E. C. § 12105 & Govt. Code § 6061)**

**CANVASS ABSENT VOTER BALLOTS**

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

**(E. C. § 15000)**

**APR. 13 (W)    APR. 19 (Tu)**  
E-6                    E

**EMERGENCY ABSENT VOTING**

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

**(E. C. §§ 3021 & 3110)**

\*Date adjusted due to weekend and/or holiday

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**DATES**

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**EVENTS**

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**APR. 19, (Tu)**  
**8:00 P. M.**  
E

**ELECTION DAY**  
Polls open at 7 A. M., close at 8 P. M.  
**(Arcadia City Charter § 1402 & E. C. § 14212)**

**ABSENT VOTER BALLOTS RETURNED — 8 P. M.**

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

**(E. C. §§ 3017 & 3020 )**

**APR. 21 (Th)**  
E+2

**CANVASS ELECTION RETURNS**

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

**(E. C. § 15301)**

**MAY 13 (F)**  
E+24

**COMPLETION OF OFFICIAL CANVASS**

On or before this date, the elections official shall prepare a certified statement of the results of the election and submit it to the governing board.

**(E. C. § 10262)**

**JULY 12 (Tu)**  
E+84

**TAKE OFFICE — BOARD OF EDUCATION MEMBERS**

Newly elected or appointed board of education members take office on or before the 2nd Tuesday in July after the election.

**(Arcadia City Charter § 1403)**

**NOTE:** When one member of the governing board is to be elected, the candidate receiving the highest number of votes shall be elected. When two or more members are to be elected, the two or more candidates receiving the highest number of votes shall be elected.

**(E. C. § 10600)**

**CANDIDATE QUALIFICATIONS, OFFICES TO BE FILLED AND  
INFORMATION ON OFFICES**

**ARCADIA UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION ELECTION**

**APRIL 19, 2005**

<b>OFFICE &amp; QUALIFICATIONS</b>	<b>TERM OF OFFICE TERM BEGINS</b>	<b>OFFICES TO BE FILLED</b>	<b>NOMINATING SIGNATURES MIN.    MAX.</b>	<b>SALARY</b>	<b>FILING FEE</b>
BOARD OF EDUCATION MEMBER  A registered voter of the district.  (Arcadia City Charter § 1400)	4 Years  (On or before the 2 <sup>nd</sup> Tuesday in July following the election. (Arcadia City Charter §§ 1401 & 1403)	Two  <b>INCUMBENTS:</b>  Annie L. Yuen  Joann E. Steinmeier	20    30  (E.C. § 10220)	Varies	None

**PARTY AFFILIATION** - NO PARTY AFFILIATION REQUIRED  
(E.C. § 334)

**PLACEMENT OF NAME ON BALLOT** - Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. No rotation.  
(E.C. §§ 13111 & 13113)

## CANDIDATE FILING PROCEDURES

The Candidate Filing period **BEGINS on December 27, 2004**. The **DEADLINE** for candidate filing is **5:00 P.M. on January 21, 2005**.

**NOTE: If documents are mailed, they must be received in the office of the Registrar-Recorder/County Clerk (RR/CC) by the above deadline. A postmark is not sufficient.**

**EXTENSION OF DEADLINE:** In the event an incumbent fails to file for office by the close of nomination on Friday, January 21, 2005, any person other than the incumbent shall have until 5:00 p.m., on Wednesday, January 26, 2005 to file for the office. (E.C. §§ 10220, 10225 & 10604)

**NOTE: Extension does not apply:** Where there is no incumbent to be elected.

**WITHDRAWAL OF CANDIDACY:** No candidate for district (school or special district) office may withdraw as a candidate after 5:00 p.m. on January 21, 2005 unless there is an extension for that district. In the event of an extension, candidates affected have until 5:00 p.m. on January 26th to withdraw. (E.C. §§ 10224 & 10225)

### HOW DO I BEGIN?

**Step 1 – Apply for Nomination Documents.** Use the “**Candidate Registration and Qualification**” (CRQ) form to request nomination documents. Forms are obtained from and filed with the RR/CC Office, Election Information Section, 2<sup>nd</sup> Floor, Room 2013.

**Step 2 – Fill out Candidate Registration and Qualification (CRQ) form:**

- registered name; name as you wish it to appear on ballot
- residence address
- telephone/fax numbers/e-mail address
- address and telephone number/e-mail address for publication / media / Internet
- elective office title for which you are applying
- sign and date.

**Public vs. confidential information on the CRQ.** The CRQ contains a space to provide a mailing address, phone number(s) and email address that will appear on a listing issued to the news media and the public. This is separate from the residence address which is required for voter registration verification. If no address is given in this section, your residence address, telephone and e-mail will be used for public distribution.

## HOW DO I BEGIN? (Continued)

**Note:** If you are unable to come to this office personally, you may authorize a person to act in your behalf to receive your documents from this office and/or return them to this office. No nomination documents will be issued to or accepted from an unauthorized person. This authorization must be signed by the candidate. If you have questions, call the Election Information Section at (562) 466-1310.

**Step 3 – Receive Nomination Documents.** Upon receipt of the **CRQ** form, this office will verify your voter registration and prepare nomination documents. It is important that information on your form is complete and accurate. If you submit the form in person, you will have a short wait as documents are prepared.

**Step 4 – Sign “Application for Nomination Documents” form.** The “Application for Nomination Documents” form is computer generated and uses information from the Candidate Registration and Qualification (CRQ) form. Your signature is required verifying that you received your Nomination Documents.

### Step 5 – Filing Of Nomination Documents

#### **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 furnished from the CRQ. Once filed, these forms are public information.

A prospective candidate must execute the Affidavit of Nominee and file it with the county elections official.

- a. Fill in occupational designation to appear on ballot.
- b. Fill in residence, business and mailing addresses.
- c. Print name in space provided in “Oath of Office”.
- d. Candidate must appear before a notary public (or Registrar Recorder/County Clerk elections deputy) for official to witness candidate's signature.

**AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE** (Continued)

**NOTE:** This form must be notarized if it is signed outside of the State of California.

The ballot name may be designated as follows:

- First, middle and last names.
- Initials only and last name.
- A nickname may be included but must be in parentheses ( ) or quotation marks " ".
- A familiar 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)  
A CHANGE IN LEGAL NAME IS NOT ALLOWED UNLESS THE CHANGE WAS MADE BY MARRIAGE OR BY DECREE OF COURT. (E. C. § 13104)

Except as provided below a candidate shall not remove the Affidavit of Nominee form from the office of the elections official, and the elections official shall require all candidates filing an Affidavit of Nominee form to execute the declaration in the office of the elections official.

A candidate may, in a written statement signed and dated by the candidate, designate a person to receive an Affidavit of Nominee form from the elections official and deliver it to the candidate.

The statement shall include language indicating that the candidate is aware that the Affidavit of Nominee form must be properly executed and delivered to the elections official of the county of the candidate's residence by the 88<sup>th</sup> day prior to the election.

A candidate may request the county elections official to provide the candidate with an Affidavit of Nominee form. The county elections official shall not require a candidate to sign, file, or sign and file, an Affidavit of Nominee as a condition of receiving nomination papers.

**NOMINATION PAPERS**



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

## NOMINATION PAPERS (Continued)

### SIGNERS QUALIFICATIONS

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

**EACH SIGNER must personally affix his/her own printed name, signature and residence address.**

**Exception:** A signer who is unable to personally affix his/her own name and/or address on the petition may be assisted by another person. The voter must however, affix his/her own mark/signature on the nomination petition. Two witnesses to such 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.

**Exception:** Any registered voter of the State who is a candidate for any office may obtain signatures to and sign his/her own nomination papers regardless of whether the candidate resides in the jurisdiction.

### CIRCULATOR QUALIFICATIONS

Must be a registered voter and resident of the election area in which the candidate is to be voted on, i.e., District or Division.

If district includes more than one county, the circulator can only circulate the nomination paper in the county in which he or she resides.

Only one circulator is allowed to circulate a petition section.

Circulator completes "Affidavit of Circulator" **in own handwriting.**

- a. Fills in appropriate information in blank spaces. **DO NOT TYPE.**
- b. Fills in **dates signatures were obtained.**
- c. Fills in execution **date** and **place of signing.**
- d. Signs name.

## **Step 6 – Transliteration Of Candidate Names**

Under Federal Law and local ordinance, voter registration and election material is translated in six languages other than English. These languages include Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese. The Department of Justice (DOJ) has further directed this office to transliterate the names of candidates in languages that do not use Roman characters; i.e. Chinese, Japanese, and Korean. (Transliteration is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system to another.) Candidates will be required to file a form (see page 18) indicating the acceptance of the transliterations provided by the county elections official or the candidate's request to submit own transliterations no later than the nomination period filing deadline.

**Step 7 – File Candidate Statement Form (optional).** Candidate statements are printed in the official sample ballot booklet and go to all registered voters in the district.

(For additional information please see page 21 of this handbook.)

**Step 8 – Receive a Candidate Receipt for Nomination Documents.**

## BALLOT DESIGNATIONS

Generally, a ballot designation describes the current profession, vocation, occupation or incumbency status of the candidate.

Ballot designations:

- Must appear on the Declaration of Candidacy at the time it is filed.
- Are public records that cannot be changed after the final date to file nomination documents.
- Are public record as soon as the information is filed on the Declaration of Candidacy.

**Restrictions.** The rules governing ballot designations can be the subject of confusion.

The California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section.

If this office finds the designation to be in violation of any of the restrictions set forth in the California Elections Code, this office will provide you with a "**Ballot Designation Worksheet.**" This form is intended to assist in the prompt evaluation of requested ballot designations.

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

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

**Selecting your Ballot Designation.** The following information should be used in selecting the designation that you wish to appear on the official ballot. The listing of an occupational 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:** Boardmember, 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 Boardmember, XYZ School District

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

## 4) Principal Occupation

No more than **three words** to either describe the current principal professions, vocations, or occupations of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. State geographical names are considered one word.

**Example A:** High School Teacher

**Example B:** Attorney / Educator / Businessowner

**Example C:** CEO / Councilmember

## 5) Community Volunteer

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

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

## 6) No Occupation Desired

A ballot designation is optional. If no ballot designation is requested, write the word "NONE" and mark your initials in the appropriate box.

**Candidate Review.** You may view your own designation, as well as that of other candidates, at this office, from **January 22, 2005** through **January 31, 2005**, **(Excluding Saturdays, Sundays and Holidays. Office is scheduled to be closed on Saturday, January 22, and Sunday January 23.)**

**NOTE:** BALLOT DESIGNATIONS CANNOT BE CHANGED AFTER  
THE FINAL DATE TO FILE NOMINATION DOCUMENTS

## BALLOT DESIGNATION “NO-NOs”

The elections official shall not accept a ballot designation which:

- misleads the voter
- suggests an evaluation, such as outstanding, leading, expert, virtuous or eminent
- is an abbreviation of the word Retired, or follows the word or words it modifies
- contains words meaning a prior status, such as "former" or "ex-"
- uses the name of any political party
- refers to a racial, religious, or ethnic group
- refers to any activity prohibited by law

The candidate will be notified by the elections official if an occupation designation is in violation of the above restrictions. If an alternative designation is not provided within the time allowed, no occupation will appear on the ballot.

**(E. C. § 13107)**

## BASIC TEST

Guidelines to ballot designations include:

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



# MULTILINGUAL VOTING SERVICES

## OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM

### BACKGROUND

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



The ML Voter Services Program includes services such as:

Bilingual Assistance Hotline (1-800) 481-8683.

Upon request, translated election materials are mailed to voters before every election.

Bilingual assistance at targeted polling places.

Translated copies of the “ML Voter Services” brochures are available at the Registrar-Recorder/County Clerk Department (RR/CC) Election Information counter, 2<sup>nd</sup> Floor Room 2013 and online at [www.lavote.net](http://www.lavote.net)

### TRANSLITERATION PROCESS

In January 2000, the Department of Justice further directed the Los Angeles Registrar-Recorder/County Clerk Department (RR/CC) to *transliterate* the names of candidates in those languages that do not use Roman Characters. (*Transliteration* is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) These languages include Chinese, Japanese and Korean.

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

### TRANSLITERATION REVIEW PERIOD

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

## TRANSLITERATION FORM

All candidates are required to file the transliteration form with their nomination documents no later than E-88, the last day to file these (nomination) documents.

SAMPLE

## TRANSLITERATION FORM

I, \_\_\_\_\_, Candidate for nomination to the office of  
\_\_\_\_\_ to be voted for at the \_\_\_\_\_ Election

agree as indicated below:

### CHECK ONE:

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

**OR**

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

Languages

Name Transliteration

Chinese:

Japanese:

Korean:

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

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

# TRANSLATION OF ELECTION MATERIALS

## Background

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

## Mandated Languages

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

## Implications to Candidate

There are no implications to the candidate because the County will automatically provide *translated sample ballot booklets* to voters who request it two weeks before the election and after they received the English Sample Ballot booklet. However, as noted in the *Candidate Statements* (see page 22) here is a cost for a Spanish translated candidate statement which appears in the English sample ballot booklet. This translation is optional and the candidate needs to make a request for this service and pay for it when he/she files candidate statements with RR/CC.

## WRITE-IN CANDIDATES

<p><b>GENERAL INFORMATION</b></p>	<p>Persons who did not file a Declaration of Candidacy and fulfill their nomination requirements to place their name on the ballot may run for office as a write-in candidate. Write-in votes will be counted and certified in the Statement of Vote only for <i>qualified</i> write-in candidates who file the required forms with the elections department no later than 14 days prior to election day.</p> <p>Voters may write-in any person they wish for any office regardless of whether the person qualified or not. However, the votes will be tabulated only for qualified write-in candidates.</p>	<p><b>E. C. § 8600</b></p>
<p><b>OFFICES OMITTED FROM BALLOT</b></p>	<p>Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. When school and UDEL districts 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 and eligible candidates are appointed in lieu of the election. There is a provision in the law, however, to require that the offices be placed on the ballot by means of a petition drive.</p>	<p><b>Ed. Code § 5326</b></p>
<p><b>FILING PERIOD/FEE</b></p>	<p>The filing period is 8:00 a.m. February 21, 2005, until 5:00 p.m. on April 5, 2005.</p> <p>Write-in candidates follow the same nomination procedures as other candidates (the Declaration of Candidacy is the only form that is different). No filing fee is required.</p> <p>NOTE: Write-in candidates do not require ballot designations because their names will not appear on the ballot.</p>	
<p><b>BALLOT</b></p>	<p>The candidate's name does not appear on the official ballot. The candidate is not entitled to a candidate statement in the sample ballot pamphlet.</p>	<p><b>E. C. § 302</b></p>
<p><b>TO BE ELECTED</b></p>	<p>A write-in candidate for a school district governing board member or special district board of director member contest, 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.</p>	<p><b>E. C. § 8140</b></p>

## CANDIDATE STATEMENT INFORMATION

### LOCAL NONPARTISAN OFFICES

School District  
(Ca. Elecs. Code § 13307)

1. Statement is optional and may include the candidate's age and occupation.
2. Local agency determines maximum amount of words allowed (200 or 400), responsibility for payment (candidates or agency) and whether it is to be paid in advance. If work limitations is 400 words and a 200 words or less statement is submitted, only one half of the estimated cost shall be required to be deposited.
3. No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.
4. See following pages for additional restrictions and information.

### ESTIMATED COST OF CANDIDATES STATEMENTS

<b>APPROXIMATE REGISTRATION</b>	<b>ESTIMATED COST</b>	<b>WORD LIMIT**</b>	<b>WHO PAYS</b>
26,857	\$300 for English  \$600 for English and Spanish	200	Candidate Pays In Advance

Registration as of September 20, 2004

\*\*Determined by the Board resolution

## NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

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

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

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

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

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

California Elections Code and case law, prohibits **PROSPECTIVE CANDIDATES** from making any reference to another candidate or to another candidate's qualification, character or activities. **In these cases,** the **COUNTY ELECTIONS OFFICIAL** is required to reject any such statement in its entirety. (Candidate will be advised in writing and if time permits the candidate may substitute another statement.)

## WORD COUNTING GUIDELINES

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

The guidelines below are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the word limit, the author will be asked to delete or change a sufficient number of words, or a sentence, until the statement is within the required word limit.

1. Punctuation marks are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. The words "a", "the", "and", "an" are counted as individual words.
3. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.  
Examples: **"City of Los Angeles" = 1 word**  
**"City and County of San Francisco" = 1 word**
4. **ABBREVIATIONS** each abbreviation for a word, phrase, or expression is counted as one (1) word.  
Examples: UCLA, PTA, USMC, LAPD, U.S.M.C.
5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.  
Examples: Attorney-at-law
6. **DATES...** consisting of a combination of digits are counted as one (1) word.  
Examples: 3/18                      7/21/89  
  
**DATES...** consisting of a combination of words and digits are counted as two (2) words.  
Examples: July 21, 1983                      18 June, 1987
7. **NUMERIC COMBINATIONS** are counted as one (1) word.  
Examples: 1973              13 1/2              1971-73              5%              8/3/73              #14
8. **MONETARY AMOUNTS** such as \$1,000.00 are counted as one (1) word.  
such as \$4 million is counted as two (2) words
9. **NAMES OF PERSONS AND THINGS** are counted as individual words.  
Examples: Gus Enwright                      (2 words)  
L. A. Basketball Team                      (3 words)
10. **TELEPHONE/FAX NUMBERS** should be counted as one word  
Examples: 1-800 815-2666                      1-562-462-2317
11. **INTERNET WEBSITES/E-MAIL ADDRESSES** should be counted as one word.  
Examples: <http://www.co.la.ca.us>    [www.lavote.net](http://www.lavote.net)    <http://www.lacounty.info>

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## FORM AND STYLE GUIDELINES

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### STATE LAW PROVIDES

1. Statements may not include reference to other candidates. See page 22, Notice to Persons Submitting Candidate Statement for restrictions.
2. No changes are allowed after statement is filed.
3. Statements are confidential until after close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During this period, a voter may file a writ of mandate or an injunction requiring any or all material to be amended or deleted.
4. A candidate may request that the statement also be printed in Spanish and included in the sample ballots mailed to all voters in the election area. An additional fee is required to print the Spanish statement.
5. Minority language translations of candidate statements for voter information booklets may be provided in Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese for qualifying jurisdictions in accordance with National Voting Rights Act provisions and Department of Justice specifications. These materials when printed are sent only to voters who have requested it. **In compliance with California Law, (E.C. § 13307 (b)) this office will only print English and Spanish candidate statements, to be included in the Official Sample Ballot Booklet for candidates who wish to have one, at candidate's own expense.**
6. No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.

### FORMS AND COST INFORMATION

1. Form on which statement is submitted is issued with nomination documents and contains word limitation and estimated cost.
2. Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. Words to be printed in **boldface type**, underscoring and/or CAPITALIZED are to be clearly indicated. All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. See form for limit of words that may be boldface typed, underscoring and/or capitalized. Additionally, when preparing your statement, it is recommended that you do not use dashes or hyphens at the end of a line.

## **FORM AND STYLE GUIDELINES (Continued)**

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

3. Statements must be neatly typed. Statements will be typeset using Dutch801 Rm BT font in 10 point size.
4. The estimated cost is determined prior to all information being available, therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

**NOTE:** If a candidate alleges to be indigent and unable to pay in advance the fee for submitting a candidate statement, the candidate shall submit to the local agency an Affidavit of Financial Worth to be used in determining the candidate's eligibility to submit a candidate statement without payment of the advanced fee in advance. The Affidavit shall be submitted by the candidate together with their candidate statement in accordance with the specified election deadline. The candidate shall certify the content of the affidavit as to its truth and correctness under penalty of perjury. A determination shall be made whether or not the candidate is indigent. The local agency will notify the candidate of its findings. If it is determined that the candidate is not indigent, the candidate shall within three days of notification, excluding Saturdays, Sundays and state holidays, withdraw the statement or pay the requisite fee. If a determination is made that the candidate is indigent, the local agency shall print and mail the statement. Nothing prohibits the local election agency from billing the candidate his or her actual pro rata share of the cost following the election.

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



**CAMPAIGN STATEMENT FILING REQUIREMENTS FOR ALL CANDIDATES  
AND COMMITTEES PARTICIPATING IN THE APRIL 19, 2005  
ARCADIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION ELECTION**

**FORM 501**

Candidates who **intend** to receive contributions from others for their campaign, must file a Candidate Intention Statement, Form 501, with the LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK'S OFFICE (*not the Secretary of State's Office*).

**FORM 410**

Recipient committees, including any group, individual or candidate, that receive \$1,000 or more in contributions during a calendar year must file with the **SECRETARY OF STATE A STATEMENT OF ORGANIZATION**, Form 410, within 10 days of receiving the contributions.

**FORM 470**

Candidates who **anticipate** receiving less than \$1,000 in contributions and spending less than \$1,000 during the entire calendar year, exclusive of the cost of a candidate statement, if paid from personal funds, may reduce their filing obligation by filing a Form 470, Candidate and Officeholder Campaign Statement-Short Form by March 10. No further statements need be filed for this election **unless** the \$1,000 threshold is reached.

Candidates who have filed a Form 470 and **thereafter** receive contributions or make expenditures totaling one thousand dollars (\$1,000) or more are required to send written notification to 1) the Secretary of State 2) the local filing officer and 3) each candidate contending for the same office. The notice must be sent within 48 hours of receiving or expending the one thousand dollars (\$1,000). (Government Code Section 84206)

**FILING PERIOD**

**2005 FILING REQUIREMENTS**

All candidates/committees are required by the Political Reform Act to meet the first campaign statement filing deadline regardless of activity. Monetary penalties may be assessed for failure to file required statements. If you have any questions relating to filing requirements or need additional campaign statement forms, please contact the Campaign Finance Disclosure Section at (562) 462-2339. Detailed instructions for complying with the Political Reform Act are in each candidate's Campaign Finance Disclosure packet.

**MARCH 5  
(Sat)  
THROUGH  
MARCH 10  
(Thu)**

**FIRST CAMPAIGN STATEMENT**

All candidates who did not file a Form 470 by March 10, their controlled committees, and committees primarily formed to support or oppose candidates in this election, **must** file campaign statements at this time to cover the period between January 1, 2005 and March 5, 2005 even if no reportable activity occurred during that time.

(Government Code Section 84200.8)

**APRIL 2 (Sat)  
THROUGH  
APRIL 7 (Thu)**

**SECOND CAMPAIGN STATEMENT**

The reporting requirements mentioned above apply to statements for the period between March 6, 2005 and April 2, 2005. Statements must be filed by guaranteed overnight mail or by personal delivery.

(Government Code Section 84200.8)

**WITHIN  
24 HOURS  
BETWEEN  
APRIL 3 (Sun)  
AND  
APRIL 18  
(Mon)**      **LATE CONTRIBUTION AND/OR LATE INDEPENDENT EXPENDITURE REPORTS**  
Each candidate or committee that makes or receives a contribution (including a loan) of \$1,000 or more, or makes an independent expenditure of \$1,000 or more between April 3 and the election, shall report it by facsimile, telegram, guaranteed overnight mail through the U.S. Postal Service, or personal delivery within 24 hours.  
(Government Code Sections 84203 & 84204)

**JULY 1 (Fri)  
THROUGH  
\*JULY 31  
(Sun)**      **SEMI-ANNUAL CAMPAIGN STATEMENT**  
Same requirements as above for the period between April 3, 2005 and June 30, 2005.  
(Government Code Section 84200)  
\*Extended to **August 1 (Mon)**, due to weekend

**WHERE TO FILE**

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

**Mailing Address**  
P.O. BOX 1024  
Norwalk, California 90651-1024

**Business Address**  
12400 Imperial Highway, Room 2003  
Norwalk, California 90650

**STATEMENT OF TERMINATION – FORM 410 (see PART 5)**

Candidates and their committees are required to file semi-annual statements every six months until all campaign activity ceases and Form 410 (see Part 5) is filed. (Government Code Section 84214)

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

**FOR ADDITIONAL INFORMATION, CONTACT THE CAMPAIGN FINANCE DISCLOSURE SECTION  
TELEPHONE (562) 462-2339 · FAX (562) 651-2548**

# REVIEW OF REPORTING REQUIREMENTS

## Campaign Disclosure Filing Requirements for ALL Candidates and Committees

### PLEASE READ CAREFULLY....

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

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

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

## DEFEATED CANDIDATES

**Must file campaign disclosure reports until:**

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

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

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

## GENERAL CAMPAIGN INFORMATION

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

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

## GENERAL CAMPAIGN INFORMATION (Continued)

### PART 1

#### LEGISLATIVE INTENT. CHAPTER 976, 1977 STATUTES.

The Legislature finds and declares:

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

### PART 2

#### Government Code Sections

##### **82041.5. Mass Mailing – Definition.**

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

##### **84305. Manner of sending mass mailings.**

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

## **GENERAL CAMPAIGN INFORMATION (Continued)**

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

### **89001. Newsletter or mass mailing.**

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

## **PART 3**

### **Elections Code Sections**

#### **20000. Name of chapter.**

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

#### **20001. Legislature's findings.**

The Legislature hereby finds the following to be true:

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

#### **20006. Restraining order or injunction.**

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

#### **20007. Representation requirements.**

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

## GENERAL CAMPAIGN INFORMATION (Continued)

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

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

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

### **20008. Political advertisement requirements.**

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

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

### **20009. Simulated ballot requirements.**

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

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

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

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

## GENERAL CAMPAIGN INFORMATION (Continued)

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

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

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

### **20010. No pictures of candidates in campaign material.**

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

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

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

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

## **GENERAL CAMPAIGN INFORMATION (Continued)**

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

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

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

### **PART 4**

#### **Elections Code Section**

##### **18301. Printing of simulated sample ballots.**

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

### **PART 5**

#### **Elections Code Section**

##### **18302. Distribution of precinct polling place information.**

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter 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.

### **PART 6**

#### **Legislature's findings.**

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

## GENERAL CAMPAIGN INFORMATION (Continued)

### Elections Code Sections

#### **18370. Electioneering within 100 feet of a polling place.**

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

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

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

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

#### **18371. Electioneering during absentee voting.**

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

#### **18540. Compelling another in voting.**

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

## GENERAL CAMPAIGN INFORMATION (Continued)

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

### **18541. Solicitation dissuading persons from voting.**

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

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

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

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

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

(a) Any person in possession of a 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 in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

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

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

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

Any person who hires or arranges for any other person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, to be stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in

## GENERAL CAMPAIGN INFORMATION (Continued)

a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to the owner or manager of the facility or property in which the polling place is located if the private guard or security personnel is not hired or arranged solely for the day on which the election is held.

### **18546. Definitions.**

As used in this article:

- (a) "Elections official" means county 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.

## PART 7

### **Elections Code Sections**

#### **20202. Authorization to use candidate or committee name.**

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

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

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

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

**GENERAL CAMPAIGN INFORMATION (Continued)**

**PART 8**

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

**Business and Professions Code Sections**

**5405.3 Outdoor Temporary Political Signs.**

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

A temporary political sign is a sign which:

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

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

**STATE OFFICE**

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

**DISTRICT OFFICE**

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

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

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

## GENERAL CAMPAIGN INFORMATION (Continued)

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

### PART 9

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

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

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

#### CUSTOMER SERVICES U.S. POSTAL SERVICE

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

### PART 10

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

#### ABSENTEE BALLOT APPLICATION

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

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

## GENERAL CAMPAIGN INFORMATION (Continued)

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

### (b) Uniform Absentee Voting Application

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

### (c) Important Information

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

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

## GENERAL CAMPAIGN INFORMATION (Continued)

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

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

This statement must be conspicuously printed on the application form.

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

**(d) Absentee Ballot Application Format**

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

**APPLICATION FOR AN ABSENTEE BALLOT**

To request an absentee ballot, complete the information on this form. This Application Form must be received by the Elections official no later than **APRIL 12, 2005.**

1. **PRINT NAME:** \_\_\_\_\_ 2. **DATE OF BIRTH:** \_\_\_\_\_

\_\_\_\_\_  
First Name Middle Name or Initial Last Name

3. **RESIDENCE ADDRESS** (please print):

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

\_\_\_\_\_  
City County Zip Code

4. **TELEPHONE NUMBER:** (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(Optional) Daytime Evening

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

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

\_\_\_\_\_  
City U.S. State or Foreign Country Zip Code

**6. THIS APPLICATION FORM WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT**

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

\_\_\_\_\_  
Date SIGNATURE

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

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

AVAPP5/2004

**FOR OFFICIAL USE ONLY**

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

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

Or deliver to:

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

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

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

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

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

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

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

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

## **GENERAL CAMPAIGN INFORMATION** (Continued)

### **PENALTIES FOR FRAUDULENT ABSENTEE VOTING**

#### **(a) Voting more than once.**

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

#### **(b) Interfering with the absent voting process.**

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

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

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

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

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

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

#### **(c) Other penalties.**

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

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

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

**PART 11**

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

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

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

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



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

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

CONNOR B. McCORMACK  
 REGISTRAR-RECORDER/COUNTY CLERK

## Fee Schedule

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

<b>Item</b>	<b>Fee</b>
Telefaxing	\$0.04 Per Page Plus \$0.75 Handling Fee.
Customized Wall Maps  Customized District Map With Acetate Overlay Map That Allows Distinction From Original Background Map.	\$30.00 Each  \$48.00 Each
Video Tapes (Personnel Training)	\$10.00 Each
*Compact Disc (CD) Text File Los Angeles County Voter Files  *Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	\$146.00 Per File.  (Excluding Los Angeles County Voter Files) \$54.00 Per File \$39.00 For Each Additional File
*Index To Voter (Street Index)	Candidates/Committees: \$0.50 Per Thousand Names.
*Voted Index	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Precinct Rosters (Combined Index-Roster)	\$5.50 Per Roster Or \$0.22 Per Page. (Handling Fee Included In Cost)
*Absent Voter Report	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Applicant Is Required To Execute Contract With The Registrar-Recorder/County Clerk	

## **ELECTION CONTESTS/ RECOUNTS**

### **Timing of Recount Request**

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

**(E.C. § 15620)**

### **Format of request**

- The request must be submitted in writing. **(E.C. § 15620)**
- Must specify the contest to be recounted. **(E.C. § 15620)**
- Must state on behalf of which candidate, slate of electors, or position on a measure (affirmative or negative) it is filed. **(E.C. § 15620)**
- May specify the order in which precincts shall be counted. **(E.C. § 15622)**
- May specify the method of counting to be used (computer, manual or both). **(E.C. § 15627)**
- May specify any other relevant material to be examined. **(E.C. § 15630)**
- For statewide contests, may specify in which county or counties the recount is sought. **(E.C. § 15621)**

### **Place of filing**

- With the county elections official responsible for conducting the election, if the contest is not voted upon statewide. **(E.C. § 15620)**

## Place of Filing (Continued)

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

**(E.C. § 15620)**

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

**(E.C. § 15621)**

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

**(E.C. § 15620)**

## Notice of recount

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

**(E.C. § 15628)**

All candidates for the office being recounted.

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

## Process of recount

- The recount is open to the public.

**(E.C. § 15629)**

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

**(E.C. § 15626)**

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

**(E.C. § 15625)**

## **Result of Recount**

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

**(E.C. § 15632)**

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

**(E.C. § 15632)**

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

**(E.C. § 15633)**

## **Cost and payment**

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

**(E.C. § 15624)**

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

**(E.C. § 15624)**

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

**(E.C. § 15624)**

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