

Candidate Handbook and Resource Guide

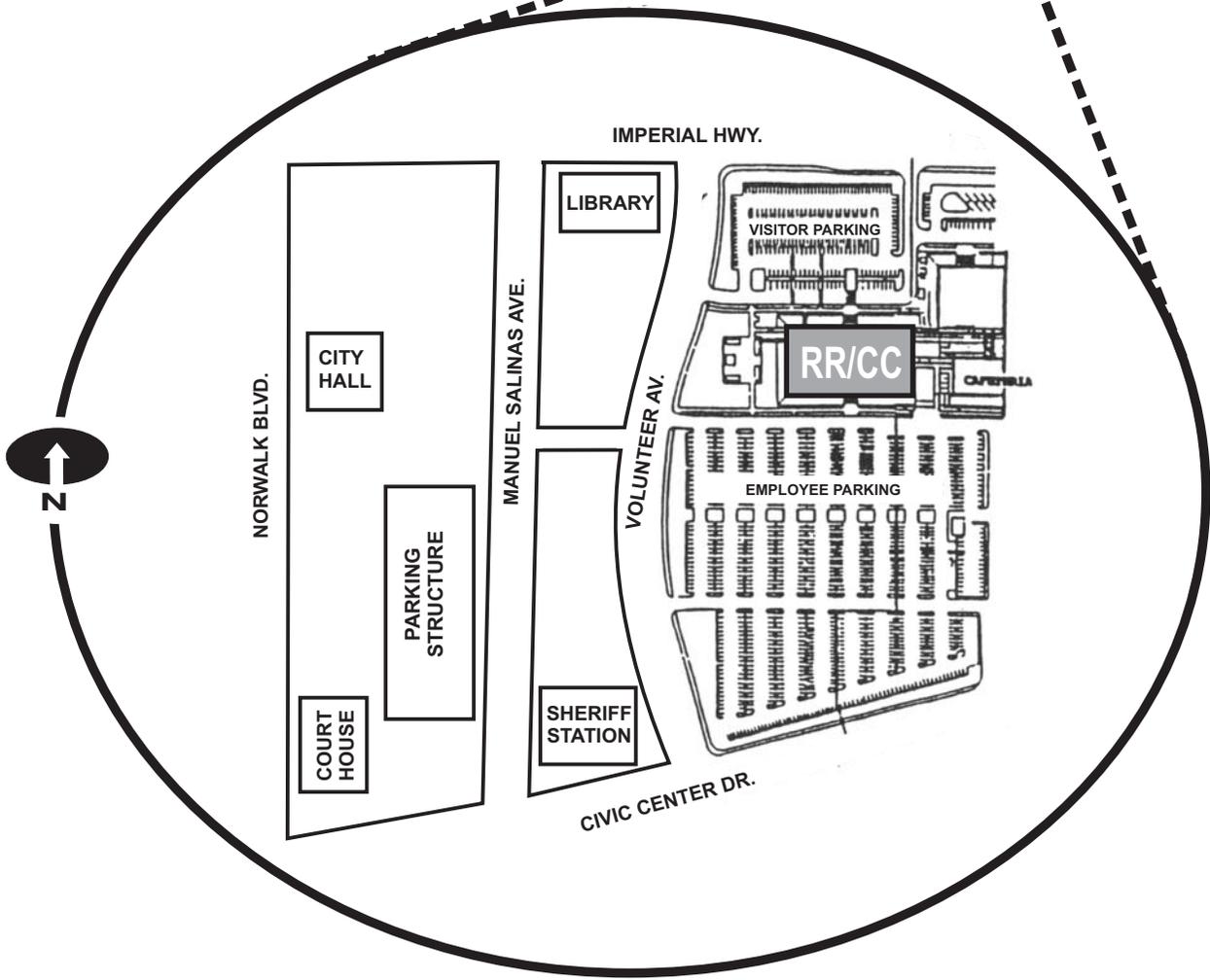
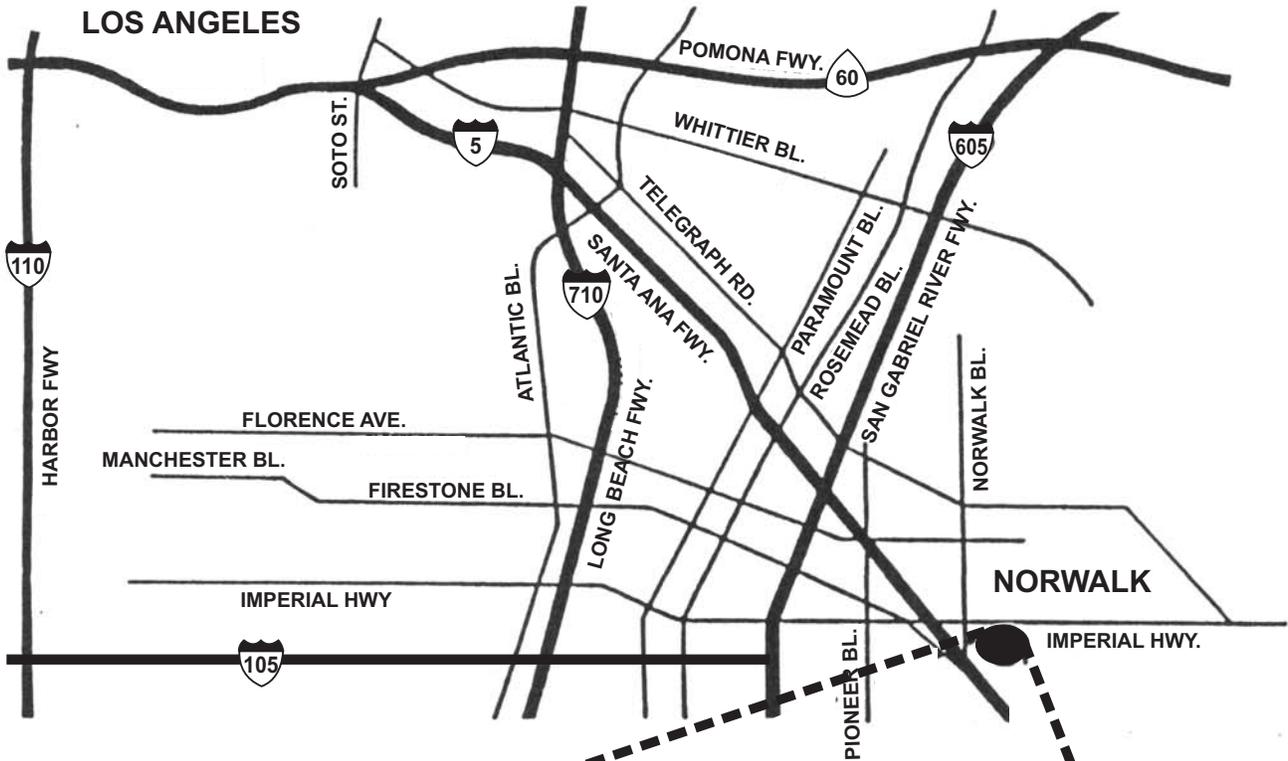
**17TH AND 28TH STATE SENATE DISTRICT
SPECIAL PRIMARY ELECTIONS
FEBRUARY 15, 2011**

**28TH STATE SENATE DISTRICT
SPECIAL GENERAL ELECTION
APRIL 19, 2011**



DEAN C. LOGAN
Registrar-Recorder/County Clerk
12400 Imperial Highway, Norwalk, CA 90650
(562) 466-1310

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



NOTICE

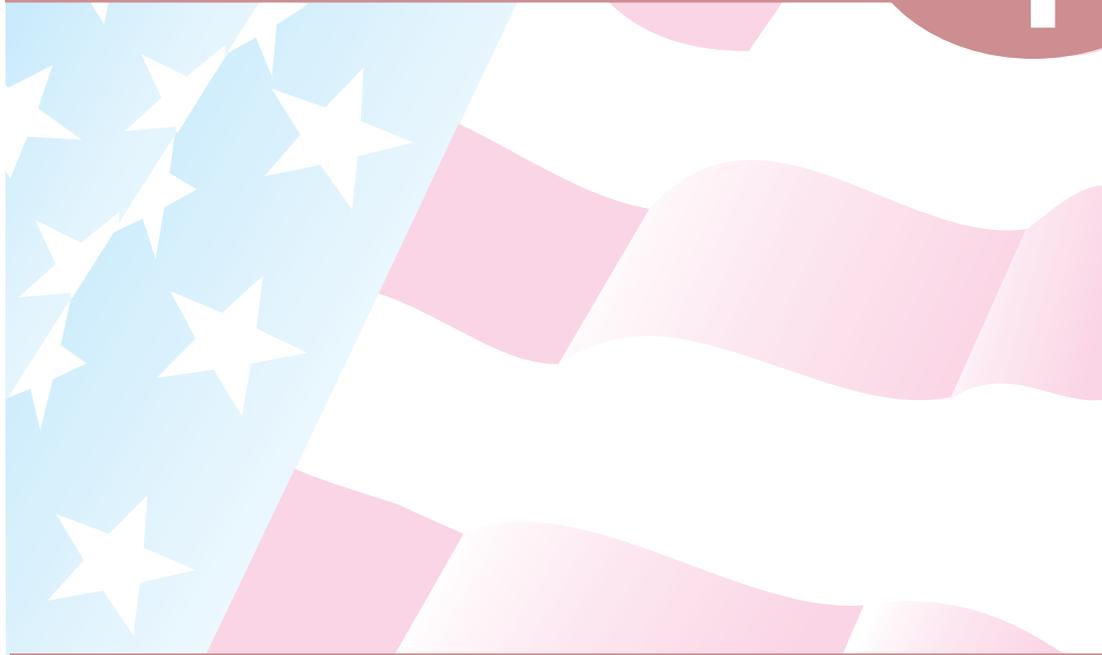
This Candidate Handbook and Resource Guide has been prepared to assist you in filing documents relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

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

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

Section

1



**Candidate
Handbook**

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Chapter 1

CALENDAR OF EVENTS

CALENDAR OF EVENTS

17TH AND 28TH STATE SENATE DISTRICT SPECIAL PRIMARY ELECTIONS (TO FILL A VACANCY)

(Conducted by the Registrar-Recorder/County Clerk)

FEBRUARY 15, 2011

IMPORTANT NOTICE

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

DATES		EVENTS
DEC.16 (Th) E-61		GOVERNOR'S PROCLAMATION (28TH STATE SENATE) On this date the Governor issued the proclamation calling the special election. (E. C. §§ 10700, 10703 and Govt. Code § 1773)
DEC. 6 (M) E-71	DEC. 20* (M) E-57*	PETITION FORMS FOR SIGNATURES IN LIEU OF FILING FEE (28TH STATE SENATE) Petition forms may be obtained to secure signatures in lieu of all or a portion of the filing fee. Signatures submitted on in lieu petitions may also be applied to the signature requirements on nomination documents if signers are affiliated with same political party as candidate. Supplemental petitions must be filed no later than January 3, 2011. (E. C. §§ 8061 and 8106)
DEC. 21 (Tu) E-56		GOVERNOR'S PROCLAMATION (17TH STATE SENATE) On this date the Governor issued the proclamation calling the special election. (E. C. §§ 10700, 10703 and Govt. Code § 1773)
DEC. 22 (W) E-55	DEC. 23 (Th) E-54	PETITION FORMS FOR SIGNATURES IN LIEU OF FILING FEE (17TH STATE SENATE) Petition forms may be obtained to secure signatures in lieu of all or a portion of the filing fee. Signatures submitted on in lieu petitions may also be applied to the signature requirements on nomination documents if signers are affiliated with same political party as candidate. Supplemental petitions must be filed no later than January 3, 2011. (E. C. §§ 8061 and 8106)

*Date adjusted due to weekend and/or holiday

DATES		EVENTS
DEC. 16 (Th) E-61	JAN. 3 (M) E-43	<p>NOMINATION PERIOD (28TH STATE SENATE) First and last day to circulate and leave nomination documents for examination and certification. Candidates must also file a Declaration of Candidacy during this period. (E. C. §§ 8020, 8028, 8040, 8041, 8062 and 10704)</p> <p>CANDIDATE STATEMENTS During this period candidates for state legislative office agreeing to voluntarily limit their campaign expenditures may submit a statement for inclusion in the sample ballot. The statement shall not exceed 250 words and the estimated fee must be submitted by this date. (Govt. Code § 85601)</p>
DEC. 22 (W) E-55	JAN. 3 (M) E-43	<p>NOMINATION PERIOD (17TH STATE SENATE) First and last day to circulate and leave nomination documents for examination and certification. Candidates must also file a Declaration of Candidacy during this period. (E. C. §§ 8020, 8028, 8040, 8041, 8062 and 10704)</p> <p>CANDIDATE STATEMENTS During this period candidates for state legislative office agreeing to voluntarily limit their campaign expenditures may submit a statement for inclusion in the sample ballot. The statement shall not exceed 250 words and the estimated fee must be submitted by this date. (Govt. Code § 85601)</p>
DEC. 20 (M) E-57	FEB. 1 (Tu) 5:00 P.M. E-14	<p>STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS (28TH STATE SENATE) A name written on a ballot will not be counted unless the person has filed a statement of write-in candidacy and nomination papers during this period stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)</p>

DATES	EVENTS
DEC. 21** (Tu) E-56**	FEB. 1 (Tu) 5:00 P.M. E-14
<p>STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS (17TH STATE SENATE) A name written on a ballot will not be counted unless the person has filed a statement of write-in candidacy and nomination papers during this period stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)</p>	
JAN. 4 (Tu) E-42	JAN. 13 (Th) E-33
<p>PUBLIC EXAMINATION PERIOD During this period candidate statements, candidate names and ballot designations shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material in a candidate statement to be amended or deleted. (E. C. § 13313) NOTE: For candidate names and ballot designations, a writ of mandate may be filed pursuant to E. C. 13314.</p> <p>TRANSLITERATION REVIEW PERIOD First and last day 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.</p>	
JAN. 4 (Tu) E-42	<p>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)</p>
JAN. 6 (Th) E-40	<p>COPIES OF VOTER INDEX Date voter index available to candidates and committees at a cost of fifty cents (\$.50) per thousand names. (E. C. § 2184)</p>

**Date adjusted due to Governor's proclamation.

DATES		EVENTS
JAN. 6 (Th) E-40	FEB. 5 (Sa) E-10	MAIL OFFICIAL SAMPLE BALLOT BOOKLETS An Official Sample Ballot Booklet shall be mailed to each voter in the district during this period. (E. C. § 13300)
JAN. 7 (F) E-39		CERTIFICATION OF NOMINATION DOCUMENTS TO SECRETARY OF STATE Last day for county elections official to certify and transmit nomination documents to Secretary of State. (E. C. § 10704)
JAN. 10 (M) E-36		CERTIFIED LIST OF CANDIDATES Last day for the Secretary of State to send the certified list of candidates to the county elections official.
JAN. 17 (M) E-29		PRECINCT OFFICER AND POLLING PLACES – APPOINTMENT Last day to appoint pollworkers and designate polling places. A notice of appointment shall be mailed to each pollworker appointed. (E. C. §§ 12286, 12307 and 12319)
JAN. 21 (F) E-25	FEB. 8 (Tu) E-7	VOTE BY MAIL — FIRST AND LAST DAY TO APPLY Between these dates (both dates inclusive) applications may be filed. Applications received prior to the 25th day preceding the election will be kept and processed during this period. (E. C. § 10704)
JAN. 31 (M) E-15		REGISTRATION CLOSES Last day to register or transfer to vote in the election. (E. C. § 2107)
FEB. 1 (Tu) E-14		BILINGUAL PRECINCT OFFICER LIST Last day to prepare list of appointed bilingual precinct officers. (E. C. § 12303)

DATES	EVENTS
FEB. 7* (M) E-8*	<p>TALLY CENTER LOCATION PUBLICATION Not later than this date a notice specifying the public place to be used as the Central Tally Location for counting the ballots shall be published once in a newspaper of general circulation within the district. (E. C. § 12109)</p>
FEB. 8 (Tu) 5:00 P. M. E-7	<p>POLLING PLACES PUBLICATION Not later than this date, a list of polling places for each precinct shall be published once in a newspaper of general circulation within the District. (E. C. § 12105 and Govt. Code § 6061)</p> <p>CANVASS VOTE BY MAIL BALLOTS The canvass may commence on the 7th day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101)</p> <p>COMPUTER PROGRAM TO SECRETARY OF STATE Last day to send copy of computer vote counting program and Certificate of Logic and Accuracy Test to Secretary of State. (E. C. § 15001)</p>
FEB. 9 (W) E-6	<p>POLITICAL OFFICIALS OBSERVANCE OF LOGIC AND ACCURACY TESTING At 1:00 p.m. designated Political Party Officials are given the opportunity to observe the Logic and Accuracy testing in the Microcomputer Tally System (MTS).</p>
FEB. 10 (Th) E-5	<p>POLITICAL OFFICIALS OBSERVANCE OF LOGIC AND ACCURACY TESTING At 11:00 a.m. designated political party officials are given the opportunity to observe the Logic and Accuracy testing for the InkaVote Plus Precinct Ballot Readers (PBR).</p>

*Date adjusted due to weekend and/or holiday

DATES	EVENTS
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FEB. 9 (W) E-6	FEB. 15 (Tu) ELECTION DAY	EMERGENCY VOTE BY MAIL Between these dates any voter may apply for a Vote By Mail Ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot. (E. C. §§ 3021 and 3110)
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FEB. 15 (Tu) 8:00 P.M. ELECTION DAY	ELECTION DAY Polls open 7:00 A.M. and close 8:00 P. M. (E. C. §§ 10703 and 14212) NOTE: If at the hour of closing, there are any qualified voters in the polling place or in line at the door, who have not been able to vote since appearing, the polls shall be kept open a sufficient amount of time to enable them to vote. (E. C. § 14401) VOTE BY MAIL BALLOTS RETURNED – 8:00 P.M. Last day for Vote By Mail ballots to be received or turned in at any polling place in the jurisdiction. An authorized representative may return the voted ballot under specified conditions. (E. C. §§ 3017, 3020 and 3021)
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FEB. 16 (W) E+1	FEB. 25 (F) E+10	OFFICIAL CANVASS During this period, the Registrar-Recorder/County Clerk will conduct the official canvass operations.
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FEB. 25 (F) E+10	COMPLETION OF OFFICIAL CANVASS The County Elections Officials is scheduled to complete the Official Canvass and certify the results to the Secretary of State. (E. C. § 15301)
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If any candidate receives a majority of all votes cast at the special primary election, he or she shall be declared elected and the special general election shall not be held. (E.C. § 10705)

If no candidate receives a majority of votes cast at the special primary election, the names of the candidates of each qualified political party who receive the most votes cast for all candidates of that party shall be placed on the special election ballot. (E.C. § 10706)

Chapter 2

CANDIDATE QUALIFICATIONS
AND ELIGIBILITY

CANDIDATE QUALIFICATIONS AND ELIGIBILITY

17TH AND 28TH STATE SENATE DISTRICT SPECIAL PRIMARY ELECTIONS – February 15, 2011

OFFICE AND QUALIFICATIONS	TERM OF OFFICE	NOMINATING SIGNATURES MIN. MAX	SALARY	FILING FEE
<p>Member of the 17th and 28th State Senate District</p> <p>Must be a U.S. citizen. (Art. IV, § 2(c), Ca. Const.)</p> <p>Must be a registered voter and otherwise qualified to vote for the office at the time that nomination papers are issued. (E. C. § 201)</p> <p>TERM LIMITS – May not have served for more than two terms in the State Senate Since November 6, 1990. (Art. IV, § 2(a), Ca. Const.)</p>	<p>(Unexpired term ending December 2, 2012) (Art IV, § 2 (a), Ca. Const;)</p> <p>(Unexpired term ending November 30, 2014) (Art IV, § 2 (a), Ca. Const;)</p>	<p>40 60 (E.C. § 8062 (a) (2))</p>	<p>\$95,290.56</p>	<p>\$952.91</p>

PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidate names on ballot by randomly drawing each letter of the alphabet.
(E. C. §§ 13111 and 13112)

CANDIDATE STATEMENT OF QUALIFICATIONS – Candidate must accept voluntary spending limits to their campaign expenditures in order to submit a candidate statement. Statement may not refer to opponents (maximum 250 words).

Chapter 3

SIGNATURES IN-LIEU
OF FILING FEE PETITIONS

SIGNATURES IN-LIEU OF FILING FEE PETITIONS

(E. C. Sec. 8106)

17TH AND 28TH STATE SENATE DISTRICT SPECIAL PRIMARY ELECTIONS

SIGNATURES IN-LIEU OF FILING FEE – A candidate may submit a petition containing signatures of registered voters in-lieu of paying the filing fee in order to run for office. Candidates must submit signature in-lieu of the filing fee petitions at the time nomination documents are issued. The signatures submitted may cover all, or a prorated portion, of the filing fee.

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

WRITTEN AUTHORIZATION FROM CANDIDATE — NOMINATION DOCUMENTS WILL NOT BE ISSUED TO OR ACCEPTED FROM AN UNAUTHORIZED PERSON.

The authorization must be signed by the candidate.

Nomination documents must be **mailed or delivered** to the following addresses:

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

The Registrar-Recorder/County Clerk's office **cannot** legally accept any candidate nominating documents sent via U.S. Mail or personal delivery, **WHICH ARE RECEIVED BY THIS OFFICE AFTER 5:00 P.M. on Friday, January 3, 2011.**

FILING FEE REQUIRED – State law requires that a filing fee be paid by the candidate at the time the nomination documents are issued. Signatures in-lieu of the filing fee must be submitted at the time the candidate applies for nomination documents. Filing fees may be paid in cash by certified cashier's check or personal check. Checks are to be made **payable to the Secretary of State. All filing fees** received by the Secretary of State and County Elections Official **are non-refundable.** From **December 6, 2010 through January 3, 2011** this office will furnish to each candidate, or his/her authorized representative, upon request and without charge, forms for securing signatures. If additional forms are required, the candidate may duplicate the forms.

SIGNATURE IN-LIEU OF FILING FEE REQUIREMENTS (continued)

Valid signatures in-lieu of the filing fee are counted towards the number of signatures required on a Nomination Paper. Although valid signatures on signature in-lieu petitions may be applied to the **40 – 60 nominating petition signature requirement**, the nominating petition forms cannot be submitted for purposes of filing Signature in-lieu petitions. Signatures are verified within ten (10) days after submission and the candidate is notified of the number of invalid signatures. If the requisite number of valid signatures has been met, no additional signatures are needed. If the requisite number has not been met, the candidate has the option of submitting additional signatures or paying the prorata amount of the filing fee to cover any invalid signatures. **If additional signatures are submitted, they must be filed by 5:00 p.m. on the last day to file nomination documents.**

Signature in-lieu of filing fee petitions must be filed no later than the applicable filing deadline. Nominating petition forms will be available commencing **Tuesday, December 16, 2010 and must be filed by 5:00 p.m. Monday, January 3, 2011.**

ALL CANDIDATES

FILING FEE (1% of Salary)	NUMBER OF SIGNATURES REQUIRED IN-LIEU OF FILING FEE**	PRORATED DOLLAR VALUE OF EACH SIGNATURE**
\$952.91	3,000	\$0.317636

**Any registered voter who is a resident of the district may sign an in-lieu of filing fee petition for any candidate for whom he/she is eligible to vote. Signatures in-lieu of the filing fee are counted toward the number of signatures required on a nomination paper, provided that the signers are of the same political affiliation as the candidate.

(E.C. § 8106(b))

Chapter 4

GENERAL INFORMATION
AND FILING PROCEDURES FOR
CANDIDATES

GENERAL INFORMATION AND FILING PROCEDURES FOR CANDIDATES

17TH AND 28TH STATE SENATE DISTRICT SPECIAL PRIMARY ELECTIONS

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

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

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

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

FILING FEE REQUIRED - State law requires that a filing fee be paid by the candidate at the time the nomination documents are issued. Filing fees may be paid in cash, or by certified cashier's check or personal check. Checks are to be made **payable to the Secretary of State**. All filing fees received by the Secretary of State and County Elections Official are **non-refundable**.

CANDIDATE CANNOT WITHDRAW - There is no provision for withdrawal of candidacy once nomination documents are filed. (E. C. Sec. 8800)

ELECTION RESULTS - Because California state law allows a specified period after the election for the completion of the official canvass, results released on election night are considered semi-official. Vote By Mail ballots which are returned to this office and at polling places on election day are not counted on election night. This is also true of provisional ballots which are cast at polling places. These ballots are processed during the official canvass to allow sufficient time for eligibility and/or signature verification. As a result, close races may not be determined until after the canvass is completed. Certified election results are released at the completion of the official canvass. **Refer** to the Calendar of Events in Chapter 1 of this handbook for the date that the election results are scheduled to be certified.

NAME TO APPEAR ON THE BALLOT

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

- First, middle and last names.
- Initials only and last name.
- A nickname may be included but must be in parentheses () or quotation marks “ ”.
- A short version of the first name, such as “Bill for William,” “Dick for Richard” or “Kathy for Kathleen.”

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

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

TRANSLITERATION OF CANDIDATE NAMES – Candidates may request that their names be transliterated in those languages that do not use Roman characters as instructed by the Department of Justice. These languages include Chinese, Japanese and Korean. If applicable, candidates must complete a Transliteration Form and file it with their nomination documents by the specified deadline (43 days prior to the election). Candidates may review the transliteration of names and submit changes to the elections official no later than the last day of the review period, which is 33 days prior to the election but subject to change. To schedule a review of your transliterated name, you may call (562) 462-2730 or (562) 462-2832. Refer to Multilingual Voting Services Chapter of Section 2 of the Resource Guide for additional information.

BALLOT DESIGNATION PROVISIONS

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

Ballot designations:

- Can be no more than three words.
- Must appear on the Declaration of Candidacy.
- Becomes public record once the information is filed on the Declaration of Candidacy. Ballot designations **cannot be changed after the final date to file nomination documents**.

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

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

Example A: Governing Board Member

Example B: Board member, XYZ School District

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

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

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

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

BALLOT DESIGNATIONS (continued)

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

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

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

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

BALLOT DESIGNATION WORKSHEET – A Ballot Designation Worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/County Clerk at the same time as the Declaration of Candidacy. If a candidate fails to file a Ballot Designation Worksheet, no designation will appear on the ballot.

(E.C. § 13107.3)

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

(E.C. § 13107(c))

BALLOT DESIGNATIONS (continued)

UNACCEPTABLE DESIGNATIONS – Pursuant to Elections Code §13107(b), the elections official shall not accept a ballot designation if:

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

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

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

Candidates may review their own ballot designation, as well as that of other candidates, in this office during working hours: **Tuesday, January 4, 2011, through Thursday, January 13, 2011 (Excluding Saturdays, Sundays and Holidays).**

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

AUTHORIZATION TO PICK UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS

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

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

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



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION
(562) 462-2317

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

I, _____, candidate for the office
of _____ hereby authorize

AGENT'S NAME _____ (AGENT'S PHONE NUMBER) _____
to receive and/or file the following nomination documents:

Please check applicable forms ()

Signature in Lieu of filing fee Petitions
 Candidate Statement

Declaration of Candidacy
 Nominating Petitions

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

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

FIRST NAME _____ MIDDLE NAME OR INITIAL _____ LAST NAME _____

My residence address is:

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

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

My internet addresses are: WEBSITE _____ E-MAIL _____

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

INFORMATION FOR PUBLICATION

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

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

FAX: (____) _____

WEBSITE: _____ E-MAIL: _____

CANDIDATE SIGNATURE _____ DATE _____

R1024 REV. 7/2005

CANDIDATE NOMINATION PROCESS

You are planning on filing as a candidate for elective office and want to know **“HOW DO I GET STARTED?”** There are seven (7) easy steps to the candidate nomination process:

STEP 1 – CANDIDATE REGISTRATION (Applying For Nomination Documents)

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

1. Print your name as you wish it to appear on ballot.
2. Print full name as registered to vote.
3. Print your residence address.
4. Print your phone/fax numbers.
5. Print e-mail and/or website address.
6. Print address and telephone number for publication/media/internet.
7. Print elective office title for which you are applying.
8. Candidate or Agent must sign and date the form.

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK CANDIDATE REGISTRATION & QUALIFICATION FORM						FOR OFFICE USE		
						<input type="checkbox"/> SIL <input type="checkbox"/> NOM <input type="checkbox"/> PROVISIONAL FOR REASON OF: _____ AGENT: _____		
NAME TO APPEAR ON BALLOT AS (Please Print IN ALL CAPS)								
FIRST		MIDDLE NAME OR INITIAL (and/or Nickname)				LAST		
NAME AS REGISTERED (if different from ballot name)								
RESIDENCE STREET ADDRESS								
CITY NAME						ZIP CODE		
TELEPHONE NUMBERS DAYTIME: ()		EVENING: ()		FAX: ()				
WEBSITE:						EMAIL:		
ADDRESS AND TELEPHONE NUMBER FOR PUBLICATION / INTERNET AND ISSUED TO NEWS MEDIA (if none given, above residence address and telephone numbers will be used)								
STREET ADDRESS								
CITY NAME						ZIP CODE	TELEPHONE NO.	
OFFICE/TITLE (include District, Division or Office No.)								
						Initial if FULL TERM		
						Initial if UNEXPIRED TERM		
POLITICAL PARTY (Not Applicable to Non-Partisan Offices)								
ARE YOU AN INCUMBENT?		YES	NO	IF "YES" CHECK ONE	ELECTED	APPOINTED	APPOINTMENT DATE	
"I am aware of the qualifications for office and understand this is not an official filing document."								
SIGNATURE OF CANDIDATE OR AGENT						DATE		
FILING FEE/SIGNATURE IN-LIEU INFO				PRECINCT NUMBER		CONTEST CONTROL NO.		
FILING FEE §				RESIDENCE CHECKED <input type="checkbox"/>		PTY CODE	VOTER ID NO.	
DATE FILED				RE-REG (NEW ADDRESS) <input type="checkbox"/>		CANDIDATE FILING NO.		
NO. SIGNATURES		@ § EACH		DISTRICT CHECKED <input type="checkbox"/>				
BALANCE §				PARTY CHECKED <input type="checkbox"/>				
CASHIER'S INITIALS		RECEIPT NO.		CAMPAIGN FINANCE DISCLOSURE #		ABL OPER	INSTRUCTOR	
				REVIEWER TIME		<input type="checkbox"/> SIL	<input type="checkbox"/> NOM	
COMMENTS:								
INITIALS & DATE								
ELECTION PLANNING COPY								
R1361P Rev. 6/11/05								

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

CANDIDATE NOMINATION PROCESS (continued)

STEP 3 – DECLARATION OF CANDIDACY (Completing Nomination Documents)

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

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

The top page of the Declaration of Candidacy form includes three copies of the 'SPECIAL FILING FORM' for the Registrar-Recorder/County Clerk, Los Angeles County. The main title is 'Declaration Of Candidacy' with a reference to Election Code sections 200, 8040, 10226, 10511, 10602, and Code of Civil Procedure Section 2015.5. It contains a declaration section where the candidate states they are a candidate for nomination to a specific office, with checkboxes for 'Full term' or 'Unexpired term ending'. There is a section for 'BALLOT DESIGNATION REQUESTED' with a note that candidates must initial below. Below this are fields for Residence, Business, and Mailing addresses, each with sub-fields for City, State, and Zip Code. It also includes fields for E-Mail, Fax No., Phone No., and Website. A note at the bottom states: 'IMPORTANT: BACKSIDE OF PAGE MUST ALSO BE COMPLETED'.

The bottom page of the Declaration of Candidacy form contains an 'Oath of Office' section. It asks if the candidate is an incumbent of a public office and provides a space for the name of the office. The oath text reads: 'I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.' Below the oath is a line for 'Executed by me in _____, California, this _____ day of _____ in the year _____' and a line for the 'Signature of Candidate'. A 'WARNINGS' section follows, stating that every person acting on behalf of a candidate is guilty of a misdemeanor if they do not file the proper form and that any person who files a false declaration of candidacy is guilty of a misdemeanor. At the bottom, there is a section 'FOR USE BY REGISTRAR-RECORDER/COUNTY CLERK'S OFFICE' with a line for 'Examined and certified by me this _____ day of _____ in the year _____'. The Registrar-Recorder/County Clerk, Conny B. McCormack, is listed with a signature line and the title 'Registrar-Recorder/County Clerk'. A date stamp '2009-03-05' is visible in the bottom right corner.

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

CANDIDATE NOMINATION PROCESS (continued)

STEP 4 – BALLOT DESIGNATION WORKSHEET

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

Ballot Designation Worksheet	
Candidate Information	Candidate Name: _____
	Office: _____
	Home Address: _____ E-Mail: _____
	Business Address: _____
	Mailing Address: _____
	Phone Number(s) Business: _____ Evening: _____ Fax: _____
Attorney Information	Attorney Name (or other person authorized to act in your behalf): _____
	Address: _____
	Home Address: _____ E-Mail: _____
	Business Address: _____
	Mailing Address: _____
	Phone Number(s) Business: _____ Evening: _____ Fax: _____
Proposed Ballot Designation: _____	
1 st Alternative: _____	
2 nd Alternative: _____	
Describe what you do and why you believe you are entitled to use the proposed ballot designation. If using the title of an elective office, you may submit a copy of your certificate of election or appointment.	

Job Title: _____ Dates in Position: _____	
Employer Name or Business: _____	
Person(s) who can verify this information:	
Name(s): _____ Phone Number: _____	
Name(s): _____ Phone Number: _____	
Candidate’s Signature _____ Dated _____	
You may attach any documents or exhibits that you believe support your proposed ballot designation. These documents will not be returned to you, so do not submit originals.	
Rev 1/6/10	

CANDIDATE NOMINATION PROCESS (continued)

STEP 5 – A NOMINATION PAPER FORM is prepared from information provided on the Candidate Registration and Qualification form. A prospective candidate must submit nomination papers containing **40 – 60 signatures**.

SIGNER QUALIFICATIONS

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

1. EACH SIGNER must print and sign own name and include 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 petition. Two witnesses to signature (or mark) are required and such witnesses must also sign their names.

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

CIRCULATOR QUALIFICATIONS

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.

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

If district includes more than one county, the circulator can only circulate the petition 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. DO NOT TYPE.**

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

CANDIDATE NOMINATION PROCESS (continued)

STEP 6 – FILING NOMINATION DOCUMENTS

Listed below are mandatory and optional documents to be filed for candidacy. It is the obligation of the candidate to ensure that filing requirements and deadlines are met. All candidates are urged to file documents as early as possible to avoid a last minute rush.



DOCUMENTS	APPLIES TO	FOR FURTHER INFORMATION CONTACT
Nomination Papers	All Candidates	Election Planning and Coordination Section (562) 462-2317
Declaration of Candidacy	All Candidates	Election Planning and Coordination Section (562) 462-2317
Ballot Designation Worksheet	All Candidates	Election Information Section (562) 462-1310
Candidate Statement Form	Available only for state legislative candidates agreeing to voluntarily limit their campaign expenditures	Election Planning and Coordination Section (562) 462-2317
Transliteration Form	All Candidates	Multilingual Voting Services Section (562) 462-2730 (562) 462-2832
Candidate Campaign Statement Forms	Forms are available for federal candidates at the Federal Commission in Washington, DC	Campaign Finance and Proposition B Section (562) 462-2339

STEP 7 – Receive a Candidate Receipt for Nomination Documents

CANDIDATE RECEIPT FOR NOMINATION DOCUMENTS			
The following documents have been received.			
NOMINATION (Date / Initials) Declaration of Candidacy or Affidavit of Nominee _____ Nominating Petitions _____ Supp. Nominating Petitions _____ Candidate Qualification Confirmation: (Judicial, Sheriff & DA) _____ Transliteration Form _____ Candidate Statement (Optional) _____		CAMPAIGN (Date / Initials) Confirmation Notice (F00) _____ Statement of Economic Interests (F00) _____ 470 Declaration (Short Form) _____ Code of Fair Campaign Practices _____ 800 Election Campaign Declaration (DA, Assessor, Sheriff, Supervisor) _____ 800 Deposit of Personal Funds Declaration _____	
NAME TO APPEAR ON BALLOT			
OFFICE AND DISTRICT		FILED NUMBER	
		ELECTION NUMBER	
		CONTEST NUMBER	
PARTY (IF APPLICABLE)		ISSUE DATE	

Chapter 5

CANDIDATE STATEMENTS

ESTIMATED COST OF CANDIDATE STATEMENTS

28 TH STATE SENATE APPROXIMATE REGISTRATION (AS OF 12/07/10)	ESTIMATED COST	WHO PAYS?
467,335	\$15,600 For English only – 1 page	Candidate Pays In Advance
	\$15,600 For Spanish only – 1 page	
	\$31,200 For English – 2 pages	
	\$31,200 For Spanish – 2 pages	
	\$62,400 For English and Spanish – 4 pages	
17 TH STATE SENATE APPROXIMATE REGISTRATION (AS OF 12/07/10)	ESTIMATED COST	WHO PAYS?
334,257	\$11,200 For English only – 1 page	Candidate Pays In Advance
	\$11,200 For Spanish only – 1 page	
	\$22,400 For English only – 2 Pages	
	\$22,400 For Spanish only – 2 pages	
	\$44,800 For English and Spanish – 4	

WORD LIMIT ALLOWED IS 250 WORDS

California law permits state legislative candidates to file a candidate statement to be printed and mailed to voters in the Official Sample Ballot Booklet. Candidates who voluntarily choose to limit their campaign expenditures in accordance with **Proposition 34** by filing a **Fair Political Practices Commission** "FPPC" Form 501 (refer to Chapter 8) may submit a candidate statement. Filing of a candidate statement is not mandatory but is permitted if the candidate desires to file and pay the appropriate fee.

NOTES

1. **ALL CHECKS FOR CANDIDATE STATEMENTS ARE TO BE MADE PAYABLE TO THE REGISTRAR-RECORDER/COUNTY CLERK OFFICE.**
2. **CANDIDATE STATEMENTS MUST BE FILED NO LATER THAN 5:00 P. M. ON THE LAST DAY OF THE NOMINATION PERIOD.**

CANDIDATE STATEMENTS (continued)

FORM AND STYLE

The candidate's statement should be prepared on a form provided by this office and filed with the Declaration of Candidacy form.

Statements must be neatly typed using upper and lower case letters. Use block paragraphs and single space format. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. Words to be printed in **boldface** type, underscored and/or CAPITALIZED are to be clearly indicated. However, the number of letters/words that can be in **boldface**, underscored or CAPITALIZED shall not exceed 30 words per 250 word statement.

All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.

ADMINISTRATIVE GUIDELINES

FILING – Candidate statements shall be filed with this office no later than 5:00 p.m. on the last day of the candidate filing period.

WITHDRAWAL/CHANGES – Statements may be withdrawn (in writing), but not changed, during the period for filing candidate papers and until 5:00 p.m. of the next business day after the close of the candidate filing period.

DEPOSIT OF ESTIMATED FEE – A deposit of the estimated payment is required at the time the candidate statement is filed.

ESTIMATED COST

The form on which a statement is submitted is issued with the nomination documents and contains word limitations and estimated cost.

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. **Refer to page 30** for the Word Counting Guidelines.

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.

MULTILINGUAL TRANSLATIONS

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

CANDIDATE STATEMENTS (continued)

PUBLIC EXAMINATION PERIOD

Candidate statements are confidential until after the close of nomination period **(Monday, January 3, 2011 at 5:00 P.M.)**. Once the filing period closes, the statements are open to public examination for a ten (10) calendar day period. A fee may be charged to any person wishing to obtain a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material/data to be amended or deleted. (E. C. § 13311)

INDIGENT CANDIDATES

If a candidate alleges to be indigent and is unable to pay the advance fee for submitting a candidate statement, the candidate shall submit an Affidavit of Financial Worth to the local agency to be used in determining the candidate's indigence eligibility. The affidavit shall be submitted by the candidate with their candidate statement by the specified deadline. The candidate shall certify under penalty of perjury the truth and correctness of the content of the affidavit. A determination shall be made whether or not the candidate is indigent and the local agency will notify the candidate of its findings. If a determination is made that the candidate is indigent, the local agency shall print and mail the statement without payment of the advance fee. The candidate will be billed the actual pro rata share of the cost following the election. If a determination is made that the candidate is not indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and state holidays.

AFFIDAVIT OF FINANCIAL WORTH

The image shows a stack of forms. The top form is a 'Request for Copy of Tax Return' (4506). Below it are several 'AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES' forms. The bottom-most form is the official form from the County of Los Angeles Registrar-Recorder/County Clerk, dated 2008. It includes sections for 'NOTICE TO CANDIDATE' and 'PLEASE PRINT LEGIBLY OR TYPE'.

STATEMENTS MUST BE FILED NO LATER THAN 5:00 P.M. ON THE LAST DAY OF THE NOMINATION PERIOD.

CANDIDATE STATEMENTS (continued)

CANDIDATE STATEMENT FORM – This is an example of the Candidate Statement Form used by nonpartisan candidates in submitting their statement to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when nomination documents are issued.

FRONT

↙



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

000000

STATEMENT OF:
 CANDIDATE FOR:

ELECTION DATE:

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style DUTCH801 RM BT, size 10 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are **only** included in the Official Sample Ballot Booklet and **will not** be included in the Official Absentee/Vote by Mail Ballot Instructions and Guide.

BACK

↓

CANDIDATE STATEMENT INFORMATION AND GUIDELINES
(Government Code Section 85601; Elections Code Sections 13307, 13311 and 13313)

GENERAL INFORMATION: Filing of a statement is optional and made available to candidates who accept voluntary expenditure limits. The elections official shall include the statement in the sample ballot booklet which is mailed to each registered voter.

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

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

CONTENTS: The body of the statement shall not exceed 250 words.

WORD COUNT: Please refer to the Candidate Handbook for detailed information regarding word counting guidelines.

FORMAT: Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. **Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated.** However, you may use dashes/hyphens. Words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. However, the number of words/acronyms that can be in **boldface type**, underscored and/or CAPITALIZED shall not exceed 30 words per a 250 word statement. 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.

RESTRICTIONS: Any candidate statement submitted by a candidate shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates or to another candidate's qualifications, character, or activities. Any voter may request that the court strike any or all improper content in such a statement. In addition, no candidate statement shall be printed which the elections official determines is not so limited or which includes any reference prohibited.

PUBLIC EXAMINATION PERIOD: Candidate statements shall be confidential until the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During this period, a voter may file a writ of mandate or an injunction requiring any or all material to be amended or deleted.

ESTIMATED COST INFORMATION: The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements, or the length and/or format of the statement submitted. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the elections official shall prorate the excess amount among the candidates and refund the excess amount paid.

ESTIMATED COST

The estimated cost of your English statement is \$ _____ The estimated cost of your English & Spanish statement is \$ _____

Please mark (x) one box: English English & Spanish

I have read and understand the provisions contained on this form and in the Candidate Handbook, and request that my statement as shown on the reverse side be printed as indicated.

Signature of Candidate _____
Date

Phone Numbers: () _____ () _____
Daytime Evening

OFFICE USE ONLY

Filed 501 Form (Accepted Limits) YES NO

Candidate File No.: 000000

Total No. of Words: _____

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

By Deputy: _____

Project Code No.: _____ s:ablforms;legislative;csmtnt

CANDIDATE STATEMENTS (continued)

FORMAT AND STYLE INFORMATION

1. 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.

STATEMENT OF JOHN DOE
PEACE AND FREEDOM CANDIDATE FOR
MEMBER OF THE STATE SENATE, 28TH DISTRICT
(Unexpired term ending November 30, 2014)

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

ENHANCED WORDS: It is acceptable for some words or phrases to be bold, underlined, CAPITALIZED. Hyphens/dashes are allowed. The beginning of each paragraph may also be highlighted as shown in this example.

PARAGRAPHS: The candidate statement is printed in "block" paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between paragraphs, as shown in this example.

If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold.

I belong to the following organizations:

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

We can trust John Doe to protect and serve Any City, USA.
Vote for John Doe for Member of the State Senate, 26th District.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

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

The **COUNTY ELECTIONS OFFICIAL** will not accept language in a candidate statement that in any way makes reference to other candidates or to another candidate's qualifications, character, or activities pursuant to California Elections Code Section 13308. For these candidates, the **COUNTY ELECTIONS OFFICIAL** will remove the improper language from the statement and not allow it to be printed. The candidate will be notified of the improper language and its removal from the statement.

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

CANDIDATE STATEMENTS – WORD COUNTING GUIDELINES

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

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 250 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as “&” (and), and “#” (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.
3. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.

EXAMPLE: “City of Los Angeles” = 1 word
“City and County of San Francisco” = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

EXAMPLE: 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.

EXAMPLE: Attorney-at-law

6. **DATES...** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: 3/18 7/21/89

DATES... consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: July 21, 1983 18 June, 1987

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: \$1,000.00

MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: \$4 million

9. **NAMES OF PERSONS AND THINGS** are counted as individual words.

EXAMPLE: Gus Enwright (2 words)
L. A. Basketball Team (3 words)

10. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

EXAMPLE: 1-800-815-2666 1-562-462-2317

11. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

EXAMPLE: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty.info>

Chapter 6

WRITE-IN CANDIDATES

GENERAL INFORMATION FOR WRITE-IN CANDIDATES

(Election Code Sections 8600 and 8601)

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

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

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

FILING DEADLINE - 28TH STATE SENATE

DEC. 20 (M) through FEB. 1 (Tu) 5:00 P.M.	E – 57 – 14	FIRST AND LAST DAY TO FILE STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS
--	-------------	--

FILING DEADLINE - 17TH STATE SENATE

DEC. 21** (Tu) through FEB. 1 (Tu) 5:00 P.M.	E – 56* – 14	FIRST AND LAST DAY TO FILE STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS
---	--------------	--

The Statement of Write-In Candidacy forms must be filed with the Registrar-Recorder/County Clerk's Office NO LATER THAN 5:00 P.M. ON THE 14th DAY prior to the election.

**Date adjusted due to Governor's proclamation.

GENERAL INFORMATION FOR WRITE-IN CANDIDATES (Continued)

WRITE-IN CANDIDATE'S DECLARATION OF CANDIDACY – Refer to the General Information for Nomination of Candidates in Chapter 4 of this handbook.

Write-In Votes Required for Nomination at the Special Primary Election 28 th STATE SENATE	
Votes last cast for office (November 2, 2010)	245,353
Write-In Votes required for nomination	2,453

Write-In Votes Required for Nomination at the Special Primary Election 17 th STATE SENATE	
Votes last cast for office (November 8, 2008)	332,355
Write-In Votes required for nomination	3,323

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

ELECTION RESULTS FOR WRITE-IN CANDIDATES

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

Exhibit A

CALENDAR OF EVENTS

TENTATIVE
CALENDAR OF EVENTS

**28TH STATE SENATE DISTRICT SPECIAL GENERAL ELECTION
(TO FILL A VACANCY)**

(Conducted by the Registrar-Recorder/County Clerk)

APRIL 19, 2011

IMPORTANT NOTICE

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

DATES	EVENTS
MAR. 3 (Th) E-47	CERTIFIED LIST OF CANDIDATES Secretary of State sends the Certified List of Candidates to the county elections official. (E. C. § 8601)
MAR. 10 (Th) E-40	MAR. 29 (Tu) E-21 MAIL OFFICIAL SAMPLE BALLOT BOOKLETS An Official Sample Ballot Booklet shall be mailed to each voter in the district during this period. (E. C. § 13303)
MAR. 21 (M) E-29	APR. 12 (Tu) E-7 VOTE BY MAIL – FIRST AND LAST DAY TO APPLY Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29th day preceding the election will be kept and processed during this period. (E. C. § 3001)
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 appointed. (E. C. §§ 12286, 12307 and 12319)

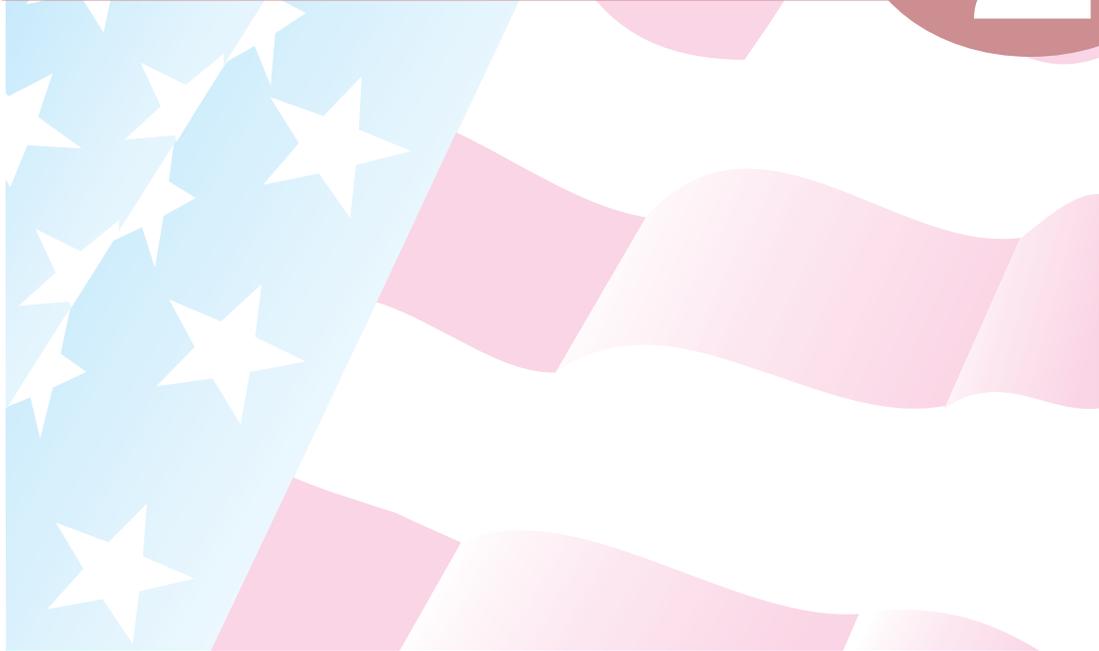
DATES	EVENTS
APR. 4 (M) E-15	REGISTRATION CLOSES Last day to register or transfer to vote in the election. (E. C. § 2107)
APR. 5 (Tu) E-14	BILINGUAL PRECINCT OFFICER LIST Last day to prepare list of appointed bilingual precinct officers. (E. C. § 12303)
APR. 11* (M) E-8*	TALLY CENTER LOCATION PUBLICATION Not later than this date a notice specifying the public place to be used as the Central Tally Location for counting the ballots shall be published once in a newspaper of general circulation within the district. (E. C. § 12109)
APR. 12 (Tu) E-7	<p>POLLING PLACES PUBLICATION Not later than this date, a list of polling places for each precinct shall be published once in a newspaper of general circulation within the district. (E. C. § 12105 and Govt. Code § 6061)</p> <p>COMPUTER PROGRAM TO SECRETARY OF STATE Last day to send copy of computer vote counting program and Certificate of Logic and Accuracy Test to Secretary of State. (E. C. § 15001)</p>
APR. 12 (Tu) E-7	CANVASS VOTE BY MAIL BALLOTS The canvass may commence on the 7 th day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101)

*Date adjusted due to weekend and/or holiday

DATES		EVENTS
APR. 13 (W) E-6	APR. 19 (Tu) ELECTION DAY	EMERGENCY VOTE BY MAIL Between these dates any voter may apply for a Vote by Mail ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot. (E. C. §§ 3021 and 3110)
APR. 19 (Tu) 8:00 P.M. ELECTION DAY		ELECTION DAY Polls open 7:00 A.M. and close 8:00 P.M. (E. C. §§ 10703 and 14212) NOTE: If at the hour of closing, there are any other qualified voters in the polling place or in line at the door, who have not been able to vote since appearing, the polls shall be kept open a sufficient amount of time to enable them to vote. (E .C. 14401) VOTE BY MAIL BALLOTS RETURNED – 8:00 P.M. Last day for Vote by Mail Ballots to be received or turned in at any polling place in the jurisdiction. An authorized representative may return the voted ballot under specified conditions. (E. C. §§ 3017, 3020 and 3021)
APR. 20 (W) E+1	APR. 29 (F) E+10	OFFICIAL CANVASS During this period, the Registrar-Recorder/County Clerk will conduct the official canvass operations.
APR. 29 (F) E+10		COMPLETION OF OFFICIAL CANVASS The County Elections Official is scheduled to complete the Official Canvass and certify the results to the Secretary of State. (E. C. 15301)

Section

2



**RESOURCE
GUIDE**

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Chapter 1

FILING SCHEDULE

CAMPAIGN FILING REQUIREMENTS FOR CANDIDATES AND CONTROLLED COMMITTEES PARTICIPATING IN THE FEBRUARY 15, 2011 17TH AND 28TH STATE SENATE DISTRICT SPECIAL PRIMARY ELECTIONS

All candidates/committees are required by the Political Reform Act to file a campaign statement by the first filing deadline listed below **regardless of activity**. All statements filed should reflect the cover period after the closing date of the last statement or January 1 if no previous statement has been submitted. **Monetary penalties may be assessed for late filing of campaign statements. Failure to file required statements will be referred to the Fair Political Practices Commission.** As of January 1, 2011, anyone running for state office or opening a state-related campaign committee must file their financial reports electronically with the Secretary of State's office if they raise or spend more than \$25,000.

FILING DEADLINES

2011 FILING REQUIREMENTS

Jan. 6, 2011

(Statements for this deadline cover the period January 1, 2010 - January 1, 2011)

FIRST CAMPAIGN STATEMENT

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

Candidates who do not raise over one thousand dollars (\$1,000) should file a Form 470.

All statements must be received by personal delivery or first class mail.

***Note: If this is your first time filing a Form 460, please be sure to begin your report with January 1. ***

(Gov. Code §§ 81007 and 84200.8)

Feb. 3, 2011

(Statements for this deadline cover the period January 2 - January 29, 2011)

SECOND CAMPAIGN STATEMENT

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

All statements must be filed by personal delivery or guaranteed overnight service.

(Gov. Code § 84200.8)

CAMPAIGN DISCLOSURE FORMS

FORM 700 - STATEMENT OF ECONOMIC INTERESTS

Candidates must file **no later than January 3, 2011**. (Gov. Code § 87302.3(a))

FORM 501 - CANDIDATE INTENTION STATEMENT

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

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

Candidates who **anticipate** receiving less than one thousand dollars (\$1,000) in contributions and spend less than one thousand dollars (\$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 this form by **January 6, 2011**. No further statements need be filed for this election **unless** the one thousand dollars (\$1,000) threshold is reached. (Gov. Code § 84206)

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

Candidates who have filed a Form 470 Short Form and **thereafter** receive contributions or make expenditures totaling one thousand dollars (\$1,000) or more are required to file this form with whom their original campaign statements are filed and 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). (Gov. Code § 84206)

FORM 410 - STATEMENT OF ORGANIZATION

Recipient committees, including any group, individual, or candidate, that receive one thousand dollars (\$1,000) or more in contributions during a calendar year must file with the Secretary of State, within 10 days of receiving the contributions.

(Gov. Code § 84101)

FORM 410 - STATEMENT OF TERMINATION

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

FORM 460 - RECIPIENT COMMITTEE CAMPAIGN STATEMENT

A candidate or officeholder who has a controlled committee, or who has raised or spent, or will raise or spend one thousand dollars (\$1,000) or more during a calendar year in connection with the election AND/OR if one thousand dollars (\$1,000) or more will be raised or spent during the calendar year at the behest of the officeholder or candidate, is required to file this form. **(Gov. Code §§ 84200-84216.5)**

FORM 497 – LATE CONTRIBUTION REPORT

This form is filed **within 24 hours** of receiving or making a late contribution during the 16 days prior to the election where the recipient is a candidate.

(Gov. Code § 82036)

WHERE TO FILE

The original and one copy:

Secretary of State
Political Reform Division
Mailing Address: P.O. Box 1467
1500 11th Street
Sacramento, California 95812-1467
Fax: (916) 653-5054

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

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, candidates can avoid filing long form campaign statements by submitting a “Candidate and Officeholder Campaign Statement Short Form (Form 470).”
- Campaign statements must be hand delivered or postmarked as first-class mail by the legal filing deadline date established by law. NOTE: The **second pre-election statement** must be filed in person or guaranteed overnight delivery. Mail which is not received by the filing officer shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of the deposit, and the name and address of the addressee. As of January 1, 2011, anyone running for state office or opening a state-related campaign committee must file their financial reports electronically with the Secretary of State's office if they raise or spend more than \$25,000.
- The Political Reform Act provides a formula for assessing late fines of original campaign statements. The fine is \$10 per day, starting the day after the filing deadline, until the statement is filed; however, no liability may exceed the cumulative amount of reported contributions, expenditures, of the Form 460 or \$100, whichever is greater.

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

DEFEATED CANDIDATES

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

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

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

Chapter 2

CAMPAIGNING

GENERAL CAMPAIGN INFORMATION

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

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

MASS MAILINGS

Definition.

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

Gov. Code § 82041.5

Manner of sending mass mailings.

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

GENERAL CAMPAIGN INFORMATION (continued)

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

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

Gov. Code § 84305

Newsletter or mass mailing.

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

Gov. Code § 89001

PART 3

TRUTH IN ENDORSEMENTS LAW

Legislature's findings.

The Legislature hereby finds the following to be true:

(1) The major political parties have become an integral part of the American governmental system requiring regulation as to their structure, governing bodies, and functions by state government in the public interest.

(2) The Legislature has found it necessary and appropriate in the regulation of political parties to create and provide for the convening of state conventions, state central committees, and county central committees for parties qualified by law to participate in the direct primary election, by statute.

(3) Over the several years preceding the adoption of this section organizations of electors using as a part of their names the name of a political party qualified to participate in the direct primary election have endorsed candidates for nomination of that party for partisan office in the direct primary election and have publicized and promulgated such endorsements in a manner which has resulted in considerable public doubt and confusion as to whether such endorsements are those of a private group of citizens or of an official governing body of a political party.

(4) The voting public is entitled to protection by law from deception in political campaigns in the same manner and for the same reasons that it is entitled to protection from deception by advertisers of commercial products. **E. C. § 20001**

Restraining order or injunction.

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

E. C. § 20006

GENERAL CAMPAIGN INFORMATION (continued)

Representation requirements.

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

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

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

E. C. § 20007

Political advertisement requirements.

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

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

E. C. § 20008

Simulated ballot requirements.

(a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of 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:

<p style="text-align: center;">“NOTICE TO VOTERS” (Required by Law)</p> <p>“This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.”</p> <p>“This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof).”</p>
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GENERAL CAMPAIGN INFORMATION (continued)

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

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

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

E. C. § 20009

No pictures of candidates in campaign material.

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

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

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

GENERAL CAMPAIGN INFORMATION (continued)

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

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

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

E. C. § 20010

PART 4

PRINTING OF SIMULATED SAMPLE BALLOTS

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

E. C. § 18301

PART 5

DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION

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

E. C. § 18302

PART 6

**ELECTIONEERING/INTIMIDATION OF VOTERS/
POSSESSION OF FIREARMS AT POLLING PLACES**

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.

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 marking his or her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering.

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

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

E. C. § 18370

Electioneering during vote by mail voting.

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

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

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

E. C. § 18371

GENERAL CAMPAIGN INFORMATION (continued)

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 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.

E. C. § 18540

Solicitation dissuading persons from voting.

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

(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.

E. C. § 18541

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

(a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment 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.

GENERAL CAMPAIGN INFORMATION (continued)

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

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

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

E. C. § 18544

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

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

E. C. § 18545

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.

E. C. § 18546

PART 7

SOLICITATION OF FUNDS

Authorization to use candidate or committee name.

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

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

E. C. § 20202

Notice of non-authorization to be included in fundraising communication.

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

E. C. § 20203

PART 8

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

Outdoor Temporary Political Signs.

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

A temporary political sign is a sign which:

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

B. & P. Code § 5405.3

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

STATE OFFICE

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

DISTRICT OFFICE

**DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM
464 W. 4TH STREET, MS-M
SAN BERNARDINO, CA 92401-1400
PHONE (909) 383-6205
FAX (909) 383-6877**

GENERAL CAMPAIGN INFORMATION (continued)

A Statement of Responsibility must be submitted to the appropriate Department of Transportation district office according to the county location of the temporary political sign(s). The forms may be obtained by contacting a department listed on page 14 or from the:

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

Placement of Signs in Unincorporated Areas

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

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

PART 9

U.S. POSTAL SERVICE - POLITICAL MAILINGS

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 the U.S. Postal Service:

ZIP CODE AREAS SERVED	LOCATION OF OFFICE	OFFICE TELEPHONE NUMBER
900XX	LOS ANGELES CITY	(323) 586-2605
902XX – 908XX	LONG BEACH DIST.	(714) 662-6248 OPTION #4
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 VOTE BY MAIL BALLOTS**

VOTE BY MAIL BALLOT APPLICATION

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

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

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

(b) Uniform Vote By Mail Voting Application

Pursuant to Elections Code § 3007, the Secretary of State has prepared a uniform application format for a vote by mail voter's ballot for use by all individuals, organizations and groups distributing vote by mail voter applications. Failure to conform your applications to the uniform format is a misdemeanor. **E. C. § 18402**

(c) Important Vote By Mail Ballot Application Information

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

- (1) In order to ensure accuracy, the voter should fill out all the information on the application himself or herself. The law does, however, permit the following information to be preprinted on the application form prior to distribution to the voter:
 - (a) The voter's name and residence address as they appear on the voter's affidavit of registration.
 - (b) The name and date of the election for which the vote by mail ballot is being requested.
 - (c) The deadline date by which the application must be received by the elections official.

GENERAL CAMPAIGN INFORMATION (continued)

- (2) There is a separate section of the form for the voter to indicate a “mailing address” if he or she receives mail at an address other than his or her residence address. This section of the form may **only** be completed by the voter (**mailing address information may not be printed by the person, group or organization distributing the applications**).
- (3) The voter must personally affix his or her signature.
- (4) The mailing address to which a vote by mail ballot is requested to be sent may not be the address of any political party, political campaign headquarters, or a candidate’s residence. This provision, of course, does not apply to the candidate or the candidate’s immediate family members or housemates who requests that a vote by mail ballot be mailed to the candidate’s residence address.
- (5) Any application containing preprinted information shall contain the following statement (verbatim):

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

This statement must be conspicuously printed on the application form.

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

GENERAL CAMPAIGN INFORMATION (continued)

(d) Vote By Mail Ballot Application Format

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

APPLICATION FOR A VOTE BY MAIL BALLOT

To request a vote by mail ballot, complete the information on this form. This Application Form must be received by the Elections official no later than seven days prior to an election. (See Calendar of Events)

FOR OFFICIAL USE ONLY

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

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

Registrar-Recorder/County Clerk Vote By Mail Voters Section P. O. Box 30450, Los Angeles, CA 90030-0450

Or deliver to:

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

Any Voter wishing to become a Permanent Vote by Mail 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 vote by mail ballot applications. Failure to conform to this format may result in criminal prosecution. Election Code Sections 3007 & 18402

Under Federal law, election materials are available in other languages in

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, a vote by mail ballot from any other jurisdiction for this election. I certify under penalty of perjury under the laws of the State of California that the name, residence address and information I have provided on this application are true and correct.

SIGNATURE Date

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

7. THIS FORM IS PROVIDED BY:

IMPORTANT: ORGANIZATIONS PROVIDING THIS FORM MUST ENTER THEIR NAME, ADDRESS AND TELEPHONE NUMBER

AVAPP5/2004

NOTE: The Postal Service will not process vote by mail 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 Vote By Mail Voting

(a) Voting more than once.

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

(b) Interfering with the vote by mail voting process.

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

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

E. C. § 18576

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

It is a crime to interfere with the prompt return of a voted vote by mail ballot or to vote or attempt to vote a fraudulent vote by mail ballot.

E. C. §§ 18577 & 18578

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

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

(c) Other penalties.

It is a crime to interfere with anyone's right to vote. **E. C. § 18502**

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

E. C. §§ 18521, 18522 & 18524

It is a crime to violate the secrecy of the ballot, or otherwise tamper with ballots or the voting system. **E. C. §§ 18564 & 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 FEC in Washington, D.C. at 800 424-9530 or (202) 219-3420.



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

12400 Imperial Highway – P.O. Box 1024, Norwalk, California 90651-1024 - www.lavote.net

DEAN C. LOGAN
 Registrar-Recorder/County Clerk

**Fee Schedule
 As of 1/1/09**

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 Map on Plotter Paper (11" X 17") **Precinct Maps on CD or GIS Shape File Precinct Maps on DVD Precinct/District Maps on 35 mm Microfilm	\$11.00 Per Page. (Handling Fee Included In Cost) \$16.00 \$18.00 \$246.00
Shipping and Handling Fee for CD or DVD	\$6.00
Precincting GIS Maps (3' X 3') (Customized Wall Map w/ color)	\$30.00 Each
Precincting GIS Maps (3' X 3') (Customized Wall Map w/o color)	\$13.00 Each
Customized District Map With Acetate Overlay Map That Allows Distinction From Original Background Map.	\$48.00 Each
Polling Place Maps	\$17.00 Small (11" X 17") Each Page. \$26.00 Large – Each Page Varies In Size.
Photocopies (Miscellaneous)	\$0.46 Per Copy.
Returned Checks	\$33.00 Each

Fee Schedule (Continued)
As of 1/1/09

Item	Fee
Search – Voter Registration File	\$5.00 Per Name For Each Year Of Records Searched.
**Statement Of Votes Cast (Svc)	\$0.37 Per Page. (Handling Fee Included In Cost)
Telefaxing	\$0.04 Per Page Plus \$0.75 Handling Fee.
*Compact Disc (CD) Text File Los Angeles County Voter Files	\$146.00 Per File.
*Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	(Excluding Los Angeles County Voter Files) \$54.00 Per File \$39.00 For Each Additional File
*Index To Voter (Street Index)	Candidates/Committees: \$0.50 Per Thousand Names. General Public for Political Purposes Only: \$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Voted Index	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Precinct Rosters (Combined Index-Roster)	\$5.50 Per Roster Or \$0.22 Per Page. (Handling Fee Included In Cost)
*Absent Voter Report	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Applicant Is Required To Execute Contract With The Registrar-Recorder/County Clerk	
**Revised 1/1/09	

Chapter 3

MULTILINGUAL VOTING
SERVICES

MULTILINGUAL VOTING SERVICES

OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM

BACKGROUND

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



TRANSLATION OF ELECTION MATERIALS

A language is considered to be covered by the Voting Rights Act (VRA) and thus mandatory for translation of 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.

Although the VRA has established a 5% threshold for languages to be covered, Los Angeles County has set a 3% standard as established by the State Elections Code (§14201.) 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/Filipino and Vietnamese.

IMPLICATIONS TO CANDIDATE COST

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 24 of Section 1) there is a cost for a Spanish translated candidate statement which appears in the English sample ballot booklet. This translation is optional and the candidate needs to make a request for this service and pay for it when he/she files candidate statements with the county elections official.

TRANSLITERATION OF CANDIDATE NAMES

For certain languages, this department will transliterate your name. Candidate names will be transliterated to Chinese, Japanese and Korean. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the translated sample ballot print deadline. 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.**

All candidates will be required to file a transliteration form (see next page) together with their nomination documents. Transliteration forms must be submitted no later than the last day to file nomination documents.

TRANSLITERATION REVIEW PERIOD

Candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official only during the established review period. Timeframe: **E-42 through E-33** (subject to change). To review your transliterated name and obtain the schedule for the established review period, you may call (562) 462-2730.

MULTILINGUAL VOTER SERVICES

The ML Voter Services Program includes services such as:

- ◆ Bilingual Assistance Hotline (1-800) 481-8683.
- ◆ Translated election materials can be mailed to voters before every election, upon request.
- ◆ Bilingual assistance at targeted polling places.

Translated copies of the “ML Voter Services” brochure are available at the RR/CC Election Information counter, 2nd Floor Room 2013 and online at www.lavote.net. For further assistance please contact our Multilingual Services Section at (562) 462-2832.

TRANSLITERATION FORM

I, _____, Candidate for nomination to the office
of _____

to be voted for at the _____

agree as indicated below:

CHECK ONE:

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

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

Candidate's Signature

Date

Candidate Filing #:

Chapter 4

ELECTION DAY

ELECTION DAY

ENHANCED VOTING SYSTEM – INKAVOTE PLUS

Voters will be using the InkaVote Plus voting system at all voting precincts on Election Day. InkaVote Plus enhances the existing InkaVote optical scan system to comply with new federal Help America Vote Act (HAVA) requirements. The enhanced system allows disabled voters, including those who are blind and visually impaired, to cast a ballot privately and independently using an audio headset. Additionally, the InkaVote Plus system will provide all voters with the opportunity to have their ballots reviewed for errors prior to casting their votes.



After using the inking device provided to mark the InkaVote ballot, the voter will insert the ballot into the ballot box through a new machine (as shown in picture). The machine will alert the voter if a mistake occurred - for example, if a voter "*overvoted*" in any one contest for more candidates than allowed. The voter may then receive a replacement ballot to correct the error.



2011

JANUARY

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30	31					

FEBRUARY

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MAY

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SEPTEMBER

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DECEMBER

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