



UDEL
(UNIFORM DISTRICT ELECTION LAW)
NOVEMBER 5, 2013

CANDIDATE GUIDE
AND
CALENDAR OF EVENTS

Compiled and Distributed by Brandi L. Orth
Fresno County Clerk/Registrar of Voters

IMPORTANT TELEPHONE NUMBERS

FRESNO COUNTY ELECTIONS DEPARTMENT

General Information (559) 600-8683 (VOTE)
 Fax (559) 488-3279
Vote by Mail Division (559) 600-8683
 (Vote by mail ballot applications, information)
Campaign Disclosure Division (559) 600-3031
 (Financial disclosure statements, information)
Campaign Materials Division (559) 600-7157
 (Voter data, lists, maps, precinct information)
Candidate Filing Division (559) 600-8683 and Press #7
 (Filing requirements for office)
Voter Registration Division (559) 600-8683
 (Voter registration forms, information)

OFFICE OF THE SECRETARY OF STATE

Elections Division (916) 657-2166
 (General information, filing for state and federal offices)
 Fax (916) 653-3214
Political Reform Division (916) 653-6224
 (Committee ID number, termination)

FAIR POLITICAL PRACTICES COMMISSION (FPPC)

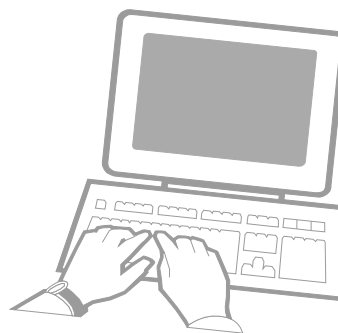
Technical Assistance Division (9 a.m.-12 p.m. and 1:30-4:30 p.m.) (866) 275-3772
 (campaign disclosure, state contribution limits,
 conflict of interest disclosure)
 Fax (916) 322-3711
Legal Division (9 a.m.-12 p.m. and 1:30-4:30 p.m.) (866) 275-3772
 (conflict of interest disqualifications, use of campaign funds)
Enforcement Division (9 a.m.-12 p.m. and 1:30-4:30 p.m.) (800) 561-1861
 (file complaint under Political Reform Act)

STATE FRANCHISE TAX BOARD (800) 852-5711

Automated Information (800) 338-0505
 (committee tax status, tax deductible contributions,
 charitable non-profit groups, general information)

FEDERAL ELECTION COMMISSION (800) 424-9530
 (federal campaign disclosure, contributions from national
 banks, national corporations, foreign nationals)

WEBSITES OF INTEREST



www.co.fresno.ca.us/elections

Provides information about the Fresno County Clerk/Registrar of Voters Office including the following: Voting Information, Registering to Vote, Facts for New Citizens, Services for Voters with Disabilities, Vote by Mail Information, Permanent Vote by Mail Information, Polling Places and Sample Ballots, Serving at the Polls, Student Precinct Officer Program, Campaign Materials and Costs, **Election Results** and Other Services.

E-MAIL ADDRESS

clerk-elections@co.fresno.ca.us

Vote by Mail Information
Voter Registration Information
Campaign or Candidate Information
Precinct Officer Information

HELPFUL WEBSITES

Secretary of State	<u>www.sos.ca.gov</u>
Elections Division	<u>elections@sos.ca.gov</u>
Political Reform Division	<u>politicalreform@sos.ca.gov</u>
Fair Political Practices Commission	<u>www.fppc.ca.gov</u>
State Franchise Tax Board	<u>www.ftb.ca.gov</u>
Internal Revenue Service	<u>www.irs.ustreas.gov</u>
Federal Election Commission	<u>www.fec.gov</u>
California Law	<u>www.leginfo.ca.gov</u>

WHO YOU GONNA CALL?



The Fresno County Clerk/Registrar of Voters Office appreciates notification of cases of alleged voter registration, petition or voter fraud; however, this office is NOT an enforcement agency and is therefore unable to investigate any violations.

In response to inquiries our office receives regarding possible election violations or fraud, the following is a list of resources regarding whom to contact for the various types of violations:

- False or misleading campaign materials ▶ No agency enforcement; these issues are dealt with in court.
- Violations of the Political Reform Act (Title 9 of the California Government Code §§81000-91015), i.e. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, disclosure of economic interests ▶ Contact the Fair Political Practices Commission at 1-866-275-3772 or www.fppc.ca.gov.
- Election fraud ▶ Contact the California Secretary of State at (916) 657-2166 or www.sos.ca.gov.
- Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act ▶ Contact your local district attorney at (559) 488-3141, or the California State Attorney General at 1-800-952-5225 or www.caag.state.ca.us.
- Federal campaigns, e.g., U.S. Senate, House of Representatives, the President of the United States, etc. ▶ Contact the Federal Election Commission at 1-800-424-9530 or www.fec.gov.
- Open meeting laws (Brown Act) ▶ Contact the California State Attorney General at 1-800-952-5225 or www.caag.state.ca.us.
- Local ordinances ▶ Contact your local city attorney or local district attorney at (559) 600-4458.
- Vandalism or requirements concerning campaign signs ▶ Contact your local city attorney or local district attorney at (559) 600-4458.

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November 5, 2013

OFFICES TO WHICH CANDIDATES CAN BE NOMINATED FOR UDEL ELECTION

	Voting By		Number (Trustee, Division, Zone)	County Other Than Fresno (P=Principal County)	Short Term (ST) or Veteran (Vet) Position	Officeholder	Nomination/ Sponsors' Signatures	Filing Fees	In-Lieu Signatures
ELEMENTARY SCHOOLS									
Westside Elementary	At Large	ST - Vote for 2 FT - Vote for 3			ST	Nancy Gomez	N/A	N/A	N/A
						Leticia Olivas	N/A	N/A	N/A
					ST	Gloria Pena	N/A	N/A	N/A
						Guadalupe Reyes	N/A	N/A	N/A
						Raymond Wilson	N/A	N/A	N/A
UNIFIED SCHOOL DISTRICTS									
Fowler Unified School District	Trustee		1			Henry Murrieta	N/A	N/A	N/A
			2			Jerry Turner	N/A	N/A	N/A
			3			Peter Cholakian	N/A	N/A	N/A
COLLEGE DISTRICTS									
West Hills Community College	Trustee		1	Monterey and San Benito		Nina Oxborrow	N/A	N/A	N/A
			2	Madera		Jack Minnite	N/A	N/A	N/A
COMMUNITY SERVICES DISTRICT									
Big Creek Community Service District	At Large					Laura Rojas	N/A	N/A	N/A
						Mary Ann Fitzgerald	N/A	N/A	N/A
						Vacant	N/A	N/A	N/A
Biola Community Service District	At Large	ST - Vote for 1 FT - Vote for 3				Mercedes Ramos	N/A	N/A	N/A
						Rudy Hernandez	N/A	N/A	N/A
						Martha M Madera	N/A	N/A	N/A
					ST	Monique Dolores	N/A	N/A	N/A

	Voting By		Number (Trustee, Division, Zone)	County Other Than Fresno(P=Principal County)	Short Term (ST) or Veteran (Vet) Position	Officeholder	Nomination/Sponsors' Signatures	Filing Fees	In-Lieu Signatures
Bluffs Community Service District	At Large					Robert Bagdasarian	N/A	N/A	N/A
						Candy Hansen Gage	N/A	N/A	N/A
						Lawrence L Pickens	N/A	N/A	N/A
Caruthers Community Service District	At Large					Marvin Davis	N/A	N/A	N/A
						William Winn	N/A	N/A	N/A
						Richard Helm	N/A	N/A	N/A
Easton Community Service District	At Large					Sue Ruiz	N/A	N/A	N/A
						Timothy Hiebert	N/A	N/A	N/A
						Michael Flores	N/A	N/A	N/A
Lanare Community Service District	At Large	ST - Vote for 1 FT - Vote for 3				Gerardo Solorio	N/A	N/A	N/A
						Enedina Sanchez	N/A	N/A	N/A
						Alberto M Gallardo	N/A	N/A	N/A
					ST	Vacant	N/A	N/A	N/A
Laton Community Service District	At Large	ST - Vote for 1 FT - Vote for 3				Guadalupe Andrade	N/A	N/A	N/A
						Carol J. Hall	N/A	N/A	N/A
						Jeffrey Lundt	N/A	N/A	N/A
					ST	Lupe Alcoser	N/A	N/A	N/A
Sierra Cedars Community Service District	At Large					William V. Paloutzian	N/A	N/A	N/A
						Bob Dick	N/A	N/A	N/A
FIRE PROTECTION DISTRICT									
Bald Mountain Fire Protection District	At Large					Don Ashbrook	N/A	N/A	N/A
						Gloria Sprague	N/A	N/A	N/A
						Clint D. Nichols	N/A	N/A	N/A
Fig Garden Fire Protection District	At Large					Vernie Rogers	N/A	N/A	N/A
Orange Cove Fire Protection District	At Large			Tulare		James McKinney	N/A	N/A	N/A
				Tulare		Manuel Ferreira	N/A	N/A	N/A

	Voting By		Number (Trustee, Division, Zone)	County Other Than Fresno(P=Principal County)	Short Term (ST) or Veteran (Vet) Position	Officeholder	Nomination/Sponsors' Signatures	Filing Fees	In-Lieu Signatures
IRRIGATION DISTRICTS									
Alta Irrigation District	Division		1			Dan Astiasuain	N/A	N/A	N/A
			2	Tulare (P)		Jack W. Brandt	N/A	N/A	N/A
Central California Irrigation	Division	ST - Vote for 1	5	Merced (P)	ST	Eric Fontana	N/A	N/A	N/A
Hills Valley Irrigation District	At Large			Tulare		Don Schroeder	N/A	N/A	N/A
Laguna Irrigation District	Division		1			Todd Cotta	N/A	N/A	N/A
			3	Kings (P)		Tony Thomas	N/A	N/A	N/A
Orange Cove Irrigation District	Division					No Positions Available in Fresno	N/A	N/A	N/A
Riverdale Irrigation District	At Large		2			Leonard Acquistapace	N/A	N/A	N/A
			3			Ralph Hodson	N/A	N/A	N/A
Tranquillity Irrigation District	At Large					George Ayerza Jr	N/A	N/A	N/A
MEMORIAL DISTRICTS									
Riverdale Memorial District	At Large	Vet - Vote for 2 Oth - Vote for 1			Vet	Alan Silvera	N/A	N/A	N/A
					Vet	Gerald Leoni	N/A	N/A	N/A
						Richard Schultz	N/A	N/A	N/A
POLICE PROTECTION DISTRICT									
Fig Garden Police Protection District	At Large					Dean Alexander	N/A	N/A	N/A
						Prudence Zalewski	N/A	N/A	N/A
Orange Cove Police Protection District	At Large					Mario Villarreal	N/A	N/A	N/A
						Dale Anderson	N/A	N/A	N/A

	Voting By		Number (Trustee, Division, Zone)	County Other Than Fresno(P=Principal County)	Short Term (ST) or Veteran (Vet) Position	Officeholder	Nomination/Sponsors' Signatures	Filing Fees	In-Lieu Signatures
PUBLIC UTILITIES DISTRICT									
Pinedale Public Utility District	At Large					Dwane Strickland	N/A	N/A	N/A
Tranquillity Public Utility District	At Large					Franklin M. Hansen	N/A	N/A	N/A
						Jo Ann R. Minnite	N/A	N/A	N/A
RECREATION AND PARKS DISTRICTS									
Calwa Recreation & Park District	At Large					Raul Guerra	N/A	N/A	N/A
						Luis Villnueva	N/A	N/A	N/A
						Timothy N. Tauvar	N/A	N/A	N/A
COUNTY WATER DISTRICTS									
Freewater County Water District	At Large					James Moglia	N/A	N/A	N/A
						David G. Marler	N/A	N/A	N/A
						Val Phillip Viau	N/A	N/A	N/A
Malaga County Water District	At Large					Frank Cerrillo, Jr.	N/A	N/A	N/A
						Frank C Soto	N/A	N/A	N/A
						Salvador A. Cerrillo	N/A	N/A	N/A
Pinedale County Water District	At Large					Richard Burrill	N/A	N/A	N/A
						Kent Baucher	N/A	N/A	N/A
						David Rodriguez	N/A	N/A	N/A

Legend

ST	Short Term
FT	Full Term
Vet	Veteran
P	Principal County

SCHOOL OFFICES

QUALIFICATIONS

A candidate for a school district shall:

- be at least 18 years of age; and
- be a citizen of the state; and
- be a resident of the school district; and
- be a registered voter; and
- is not disqualified by the Constitution or laws of the state from holding a civil office.
- An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

Education Code § 35107

FILING REQUIREMENTS - NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between July 15, 2013 and August 09, 2013. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on August 09, 2013.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 09, 2013, any person, other than the person who was the incumbent on August 09, 2013, may file a Declaration of Candidacy not later than the close of business on August 14, 2013.

E.C. §§8020, 8022, 8028, 8040, 8064

STATEMENT OF QUALIFICATIONS (OPTIONAL) ▶ Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record.

Statements 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 for that office or to another candidate's qualifications, character, or activities.

STATEMENT OF ECONOMIC INTERESTS (FORM 700) ▶ Government Code §87300 requires every agency to adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) days after assuming office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement

was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office.

G.C. §§87200 et seq.

VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES ▶ At the time an individual files his or her Declaration of Candidacy, Nomination Petitions, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

E.C. §20440 E.C. §§13307, 133

CAMPAIGN COMMITTEE FILING OBLIGATIONS

See General Information on Campaign Filing Obligations in this guide, the appropriate FPPC Manual, and Fresno County Election Campaign Contribution Ordinance. (Note: It is a requirement to itemize contributions of \$25.00 or more.).

SCHOOL OFFICES
Summary Information

IMPORTANT!!!



FILING FEES

- N/A



NOMINATION SIGNATURES

- N/A



STATEMENT OF QUALIFICATIONS See page 12



FILING PERIODS

- July 15, 2013- August 9, 2013
- August 10, 2013- August 14, 2013

Filing Period for Nomination Documents
Extension Period – Nomination Documents



ALL CANDIDATES MUST FILE:

- Declaration of Candidacy
- Ballot Designation Worksheet
- Statement Of Economic Interests (Form 700)
- Campaign Statement Forms (501, 470, 410, 460)

SPECIAL DISTRICTS

QUALIFICATIONS

- Community Service: Candidates shall be registered electors residing within the boundaries of the district. Government Code § 61200
- County Water: Candidates shall be voters of the district and of the divisions by which they are elected. Government Code § 30500, 30735
- Fire Protection: A candidate shall be a resident and registered voter of the district. Health and Safety Code § 13841
- Irrigation: A candidate shall be a voter and a freeholder of the district and a resident of the division which the director is elected to represent if the district is divided into divisions. Water Code § 21100
- Memorial: A candidate shall be a registered elector residing within the district. A majority of seats on the board shall be designated for veterans. Military & Veterans Code § 1197
- Police Protection: A candidate shall be a resident within the district. Health and Safety Code § 20044
- Public Utility: A candidate shall be a resident and qualified elector of the district. Public Utilities Code § 15952
- Recreation and Park: A candidate shall be a qualified voter of the district. Public Resources Code § 5784(c) or a board member prior to December 31, 2001 who was elected or appointed as a voter in this state and is an owner of real property within the district. Public Resources Code § 5784.1.

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DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between July 15, 2013 and August 09, 2013. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on August 09, 2013.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on August 09, 2013, any person, other than the person who was the incumbent on August 09, 2013, may file a Declaration of Candidacy not later than the close of business on August 14, 2013.

E.C. §§8020, 8022, 8028, 8040, 8064

STATEMENT OF QUALIFICATIONS (OPTIONAL) ▶ Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations

close. Statements are confidential until nominations (or extended nominations) close and then become public record.

Statements 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 for that office or to another candidate's qualifications, character, or activities.

E.C. §§13307, 13308

STATEMENT OF ECONOMIC INTERESTS (FORM 700) ▶ Government Code §87300 requires every agency to adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) days after assuming office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office.

G.C. §§87200 et seq.

VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES ▶ At the time an individual files his or her Declaration of Candidacy, Nomination Petitions, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

E.C. §20440

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SPECIAL DISTRICTS

Summary Information

IMPORTANT!!!



FILING FEES

- N/A



NOMINATION SIGNATURES N/A



STATEMENT OF QUALIFICATIONS See page 12



FILING PERIODS

- July 15, 2013- August 9, 2013 - Filing Period for Nomination Documents
(Statement of Qualifications must be filed with Nomination Documents)
- August 10, 2013- August 14, 2013 - Extension Period – Nomination Documents



ALL CANDIDATES MUST FILE:

- Declaration Of Candidacy
- Ballot Designation Worksheet
- Statement Of Economic Interests (Form 700)
- Campaign Statement Forms (501, 470, 410, 460)

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

STATEMENT OF QUALIFICATIONS

For Local Nonpartisan Offices

Voter Information Pamphlet — Fresno County Sample Ballot

CANDIDATE STATEMENT

- Statements of Qualifications are optional and, unless otherwise determined by the governing body, are printed at the expense of the candidate. Candidates are required to prepay the estimated cost and will either be billed for the additional cost or refunded any overpayment following the election. Estimated costs for Statements of Qualifications are based on the total costs of printing, handling, translating and mailing the candidate's statements, including costs incurred as a result of complying with the Federal Voting Rights Act of 1965. Fresno County is required to print all candidates' statements in English and Spanish. Each candidate filing a statement is required to pay the pro rata share as a condition of having the statement included in the voter's pamphlet portion of the sample ballot. The candidate will be billed after the election when actual costs are known.
- The body of the statement (not including name, age and occupation) shall not exceed 200 words (unless increased to not exceed 400 words by the governing body). Words shall be counted pursuant to Elections Code §9.
- Statements will be printed in uniform type, style and spacing. Paragraphs should be indented and single-spaced, with no line spacing between paragraphs. Extra indentations, italics, graphics, extra punctuation, bold, underlining or bullets of any kind are not permitted. *Note: The County Clerk/Registrar of Voters may need to make adjustments to the candidate statement for space requirements in the sample ballot.*
- The County Clerk/Registrar of Voters is not responsible for making corrections to a candidate's statement; therefore, candidates must carefully check their statements for errors in spelling, punctuation and grammar.
- Provide the candidate statement on a computer disk (CD) in Microsoft WORD format along with a printed paper copy.
- Statements for candidates 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 for that office or to another candidate's qualifications, character, or activities. Statements shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations.
- Statements shall be written in the first person (e.g., "I am running..." not "She is running..." or "Jane Doe is running..."). Each statement shall be accompanied by a declaration executed under penalty of perjury, declaring that the information contained therein is true and correct.
- Statements will be printed in random alphabet order unless repositioned due to space considerations. Statements do not rotate.

FILING INFORMATION

- Statements shall be filed with the county elections official when nomination papers are returned for filing, or in the case of an election for which nomination papers are not required (i.e., run-off election) no later than the 88th day prior to the election.
- Statements shall remain confidential until the expiration of the filing deadline for nomination papers for the office. Statements may be withdrawn, but shall not be changed (except as specifically required by the elections official), until 5 p.m. the next regular business day following the close of nominations for such office.
- Statements are subject to examination and challenge by any voter of the jurisdiction (§13313) for a period of 10 calendar days following the close of filing for each such office.

STATEMENT OF QUALIFICATIONS

For Local Nonpartisan Offices Voter Information Pamphlet — Fresno County Sample Ballot

District Up for Election	Candidate Statement Cost
Westside Elementary	\$500.00
Fowler Unified School District	\$500.00
Dinuba Unified School District	\$500.00
West Hills Community College	\$500.00
Big Creek Community Service District	\$500.00
Biola Community Service District	\$500.00
Bluffs Community Service District	\$500.00
Caruthers Community Service District	\$500.00
Easton Community Service District	\$500.00
Lanare Community Service District	\$500.00
Laton Community Service District	\$500.00
Sierra Cedars Community Service District	\$500.00
Bald Mountain Fire Protection District	\$500.00
Fig Garden Fire Protection District	\$500.00
Orange Cove Fire Protection District	\$500.00
Alta Irrigation District	\$500.00
Central California Irrigation	\$500.00
Hills Valley Irrigation District	\$500.00
Laguna Irrigation District	\$500.00
Orange Cove Irrigation District	\$500.00
Riverdale Irrigation District	\$500.00
Tranquillity Irrigation District	\$500.00
Riverdale Memorial District	\$500.00
Fig Garden Police Protection District	\$500.00
Orange Cove Police Protection District	\$500.00
Pinedale Public Utility District	\$500.00
Tranquillity Public Utility District	\$500.00
Calwa Recreation & Park District	\$500.00
Freewater County Water District	\$500.00
Malaga County Water District	\$500.00
Pinedale County Water District	\$500.00

GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS

For Local Nonpartisan Offices

PREPARATION OF CANDIDATE'S STATEMENT ► Shown below is a reduced facsimile of a Candidate's Statement of Qualifications form. Note that the first paragraph in the upper portion contains information as to the limitations on the number of words and the cost of printing and handling your statement. This portion of the form is to be completed by the officer issuing the form. The statement shown below has been typed, in upper and lower case, indented paragraph form.

CONTEST ID: _____ CANDIDATE ID: _____

CANDIDATE'S STATEMENT OF QUALIFICATIONS
(INSTRUCTIONS AND STATEMENT OF WITHDRAWAL ON THE REVERSE SIDE OF THIS FORM)

The estimated cost of printing a 200 word statement of qualifications is \$ **700.00** . The governing body of your jurisdiction has determined that statements shall be limited to ~~(200)~~ 400) words: the (candidate) / jurisdiction) shall bear the cost of the statements and payment shall be required prior to the election.

I hereby request that I prepared the following statement for printing and distribution in the Voter Information Pamphlet portion of the Sample Ballot.

DATE: July 12, 2010

CANDIDATE SIGNATURE: David Howell

NAME: David Howell

AGE: 32
If left blank will not be printed

OCCUPATION: Attorney
Not subject to the ballot designation limitations - If left blank will not be printed

If either age or occupation is left blank, none will be printed

CITY COUNCIL DISTRICT _____

DAVID HOWELL
Occupation: Attorney

Age: 32

200 word statement begins here.

Education and Qualifications: (STATEMENT / WORD COUNT BEGINS HERE) I can bring to the office a diversity of viewpoints and experience. Born and raised in the Fresno area with my family still farming, I can appreciate the concerns of the environmentalist. On the other hand, having been in business since my undergraduate days at college and with my experience in the rental and real estate fields, I appreciate the housing requirements of our community. As a recent student, I understand their needs for a variety of housing choices and their frustration with high rental costs. I tend towards moderation and a real balancing of the competing segments of the community. I encourage differing viewpoints rather than the them and us concept.

I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight. I support a shopping center in the city and would insist on a plan to encourage the commercial enterprises that compliment our shopping needs. Our council should actively consider subsidized housing for senior citizens and perhaps others, but with implementation only after voter approval of a specific program.

GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS For Local Nonpartisan Offices

Printed Candidate's Statement ► The example below illustrates the candidate's statement as it will be printed in the Voter Information Pamphlet portion of the Sample Ballot. All statements are printed in INDENTED PARAGRAPH STYLE.

CITY COUNCIL DISTRICT	
DAVID HOWELL Occupation: Attorney	Age: 32
<p>Education and Qualifications: I can bring to the office a diversity of viewpoints and experience. Born and raised in the Fresno area with my family still farming, I can appreciate the concerns of the environmentalist. On the other hand, having been in business since my undergraduate days at college and with my experience in the rental and real estate fields, I appreciate the housing requirements of our community. As a recent student, I understand their needs for a variety of housing choices and their frustration with high rental costs. I tend towards moderation and a real balancing of the competing segments of the community. I encourage differing viewpoints rather than the them and us concept.</p> <p>I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight. I support a shopping center in the city and would insist on a plan to encourage the commercial enterprises that compliment our shopping needs. Our council should actively consider subsidized housing for senior citizens and perhaps others, but with implementation only after voter approval of a specific program.</p> <p>s/David Howell (signature)</p>	

Word Count Standards

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified.
3. All geographical names shall be counted as one word (e.g., "City and County of San Francisco" or "Sierra Unified School District" shall be counted as one word).
4. Each abbreviation for a word, phrase, or expression shall be counted as one word (e.g., S.R.J.C.).
5. Hyphenated words that appear in any generally available dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
6. Dates consisting of a combination of words and digits shall be counted as two words (e.g., NOVEMBER 5, 2013). Dates consisting of only digits shall be counted as one word (e.g., 11/08/11).
7. Digital numbers shall be counted as one word (e.g., 100). Numbers which are written out are counted as one word each (e.g., "one" shall be counted as one word and "one hundred" shall be counted as two words).
8. Telephone numbers shall be counted as one word.
9. Internet web site addresses shall be counted as one word.
10. Extra indentations, any bold, underlining of words, italics, graphics, extra punctuation or bullets of any kind is not permitted.

Statements must be typewritten in upper and lower case, with paragraphs clearly marked. Please provide the candidate statement on a computer disk (CD) in Microsoft WORD format. The Elections Department will print out a copy when you submit your statement to check the word count. Statements submitted in a format other than indented paragraph and single-spaced will be reformatted as illustrated above. If age and/or occupation are left blank, none will be printed. Occupation is not restricted by ballot designation limitations; however, occupations exceeding one line will be shortened. STATEMENTS MUST BE WRITTEN IN THE FIRST PERSON (e.g., "I am running ..." not "Jane Doe is running ..." or "He is running ..."). PLEASE PROOFREAD YOUR STATEMENT. This office will not be responsible for the accurate printing of any reformatted statement, nor will it correct any misspellings or errors in grammar or punctuation. After nominations close each candidate who filed a candidate statement will be mailed a letter giving time in which to come into our office and view the statement for grammatical errors or omissions from the original statement. No other changes can be made.

PROCEDURES FOR WRITE-IN CANDIDATES

Filing Period for the November 5, 2013 UDEL Election:
September 09, 2013 – October 22, 2013

Write-In Procedure

Persons who did not file a Declaration of Candidacy and fulfill their nomination requirements to place their name on the ballot may run for office as a write-in candidate. Only qualified write-in candidates who file the required forms with the Elections Department will be counted and certified in the Statement of Vote.

To qualify as a write-in candidate, a person must file the following documents:

1. A Statement of Write-in Candidacy which shall contain the candidate's name, residence address, a declaration stating that he or she is a write-in candidate, the title of the office for which he or she is running, the party nomination they seek (if it is a partisan office) and the date of the election.
2. A Nomination Form with the requisite number of sponsor signatures required for the office.

Signers of nomination papers for write-in candidates must be voters in the district or political subdivision in which the candidate is to be voted on. There is no filing fee or charge for a write-in candidate. (Elections Code §8601-8605)

Write-in candidates are subject to the same requirements as other candidate with regard to disclosure of economic interests and campaign disclosure and must file a Form 700 by the write-in filing deadline. (Government Code §82007; Elections Code §305)

Write-in Candidates do not complete a Candidate Statement of Qualifications for the Sample Ballot Pamphlet and their names do not appear on the ballot.

Additional Requirements for Partisan Offices

A write-in candidate who wins a party Primary will have his or her name placed on the ballot at the November General Election only if the number of write-in votes received equals or exceeds 1% of all votes cast for the office at the last preceding General Election at which the office was filled. (Elections Code §5005, 8605, 15460, 15470, 15480, 15490)

Judicial Write-in Campaign

In any county in which only the incumbent has filed nomination papers for the office of superior court judge, his or her name won't appear on the ballot unless a petition, indicating that there will be a write-in campaign, is filed with the Elections Department. The petition must be submitted within 10 days after the final date for filing nomination papers and must be signed by 100 registered voters who are qualified to vote for the office.

Counting the Write-in Votes

Write-in votes are tallied towards the end of the canvass. There are no results on Election Night for write-in candidates as these must be hand tallied. In order for a write-in vote to be valid, the voter must write the candidate's name in the space provided and complete the oval next to the name. The names of the official write-in candidates are posted at the appropriate polling places and on our website. Vote by mail voters do not receive a list of write-in candidates because the filing period takes place after the ballots have been mailed.

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

As found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices

Article 1. General Intent

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

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

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

Article 2. Definitions

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

Article 3. Code of Fair Campaign Practices

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

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

20441. The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

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

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

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

BALLOT DESIGNATIONS

ELECTION CODES (LAWS)

No title or degree shall appear on the same line on the ballot as candidate's name, either before or after the candidate's name, in the case of any election to any office. (Election Code § 13106)

Election Code §13107

Immediately under the name of each candidate only one of the following designations may appear:

- Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the nomination documents to which the candidate was elected, or appointed, in the case of a Superior Court Judge.
- The word "Incumbent" if the candidate for the same office that the candidate holds at the time of filing nomination papers, and was elected to that office, or in the case of a Superior Court Judge, was appointed to that office.
- No more than 3 words designating the current principal professions, vocations, or occupations of the candidate. For purposes of this section, all California geographical names shall be considered to be one word.
- The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

The elections official **cannot** accept a designation which:

- Would mislead the voter.
- Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- Abbreviates the word "retired" or places it following any word or words that it modifies.
- 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." A candidate may not use the word "retired" in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.
- Uses the name of any political party, whether or not it has qualified for the ballot.
- Uses a word or words referring to a racial, religious, or ethnic group.
- Refers to any activity that is prohibited by law.

If upon checking the nomination papers the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by certified mail. The candidate shall, within three days from the date of receipt of the notice, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation. In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as requested by the elections official.

SECRETARY OF STATE BALLOT DESIGNATION REGULATIONS

General Provisions Summarized (§§20710, 20711, 20713, 20714, 20715, 20716, 20717, 20718)

- The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

- The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
- Candidates are not required to use a ballot designation pursuant to Elections Code 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank.
- In order to facilitate review of a candidate's proposed ballot designation the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed **Ballot Designation Worksheet** on a form provided by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:
 - The candidate's name, home, business and mailing addresses, telephone numbers, email address, if available, and fax number;
 - A designation of the office for which the candidate is seeking election;
 - The proposed ballot designation submitted by the candidate;
 - The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
 - **A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:**

Use of elective office designations:

- In the case of candidates holding elective city, county, district, state or federal office, the candidate's ballot designation shall indicate the elective office, which the candidate currently occupies at the time of filing the nomination documents and may attach a copy of his or her Certificate of Election;
- In the case of judicial officers, the candidate's ballot designation shall be the elective office, which the candidate holds at the time of filing the nomination documents and may attach either a copy of his or her Certificate of Election or a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office where he or she currently occupies;
- The candidate shall indicate:
 - The title of the position or positions which he or she claims supports the proposed ballot designation;
 - The dates during which the candidate held such position;
 - A description of the work he or she performs in the position;
 - The name of the candidate's business or employer;
 - The name and telephone number of a person or persons who could verify such information; and
 - A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
- Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute Elective County or state offices.

Use of the term "Incumbent"

- The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjective or modifiers, and must stand alone.

Definitions of "profession," "vocation," or "occupation:"

- "Profession" means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions

- “Vocation” means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a “vocation” as defined in Elections Code § 13107 include but are not limited to, “minister,” “priest,” “mother,” “father,” “homemaker,” “dependent care provider,” “carpenter,” “plumber,” “electrician,” and “cabinetmaker.”
- “Occupation” means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an “occupation,” as defined in Elections Code § 13107 include but are not limited to “rancher,” “restaurateur,” “retail salesperson,” “manual laborer,” “construction worker,” “computer manufacturing executive,” military pilot,” “secretary,” and “police officer.”

“Principal,” as that term is used in Elections Code § 13107:

- A substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term “principal” precludes any activity, which does not entail a significant involvement on the part of the candidate. Involvement, which is only nominal in character, does not meet the requirements of the statute.
- If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her “principal” professions, vocations or occupations if the candidate has maintained his or her license current as of the date he or she filed his or her nomination documents and the status of the candidate’s license is active at the time he or she filed his or her nomination documents.

The candidate’s ballot designation shall be limited to not more than 3 words. The following rules shall govern the application of the three-word limitation.

- The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.
- Punctuation shall be limited to the use of a comma (Example: District Attorney, Los Angeles County) and a slash (Example: Legislator/Rancher/Physician). A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.
- All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not “geographical names,” as the term is used in Elections Code § 13107. If the candidate desires, the geographical name may be used in the form of “City of....,” “County of,” or “City and County of” Examples of geographical names considered to be one word include Fresno County, Los Angeles County and County of Fresno. Examples of designations containing a special district or political subdivision that are not geographical names include “Butte county Rural Fire District Captain,” “Huntington Beach Unified School District President,” and “South Bay Irrigation District Director.”
- An acronym shall be counted as one word.
- A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so pursuant to Elections Code section 13107(a)(3), but that ballot designation shall be limited to no more than three words. Examples of **acceptable** designations under this section include “State Senator/Rancher,” “California Assemblywoman/Attorney,” and “County Supervisor/Teacher.” Examples of **unacceptable** designations under this section include “Assemblyman, 57th District/Educator,” “California State Senator/Architect,” and Fresno County Supervisor/Business Owner.”
- “Community Volunteer” means a person who engages in an activity or performs a service for

- A charitable, educational, or religious organization as defined by the U.S. IRS Code section 501 (c)(3);
- A governmental agency; or
- An educational institution.

The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate.

Unacceptable Ballot Designations.

- The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107:
 - Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work (except as noted for "Community Volunteer" above), and matters pursued as an amateur.
 - Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated (except as noted for "Community Volunteer" above). Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, volunteer firefighter, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.
 - Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.
 - A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.
 - A ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character will be rejected as unacceptable. Any laudatory or derogatory adjectives, which would suggest an evaluation of the candidate's qualifications, shall not be permitted. Such impermissible adjectives include, but are not limited to, "senior," "emeritus," "specialist," "magnate," "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.
 - The use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.
 - It is unacceptable to use the name of any political party in ballot designation.
 - It is unacceptable to use a word referring to a racial, religious or ethnic group.
 - If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (Example: "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)
 - Ballot designations that refer to any activity prohibited by law are rejected as unacceptable.
 - A candidate may not use the word "retired" in his or her ballot designation if that

A candidate may be asked to submit additional supporting documentation or other evidence to support the proposed ballot designation.

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

PLACEMENT OF NAMES ON THE BALLOT

The order in which candidates' name shall be placed on the ballot is specified in Elections Code § 13111 and 13112. Election Code § 13109 specifies the order of precedence of offices on the ballot.

Random Alphabet Drawing:

At 11:00 a.m. on the 82nd day before the election, the Secretary of State's office pulls each letter of the alphabet at random according to the procedure specified in Elections Code § 13112 and compiles a randomized alphabet. The County Clerk/Registrar of Voters conducts a random alphabet drawing (Elections Code § 13111) to determine the order of candidates on the ballot for multi-county state legislative districts. The randomized alphabet is used in the same manner as the conventional alphabet in determining the order of all candidates' names in all elections. It is used statewide for the placement of names on the ballot, except as otherwise specified.

Rotation of names on the ballot:

- **Candidates for School Districts, Special Districts:** Candidates are placed on the ballot in the Secretary of State's random order and are not rotated.

GUIDELINES FOR FILING ARGUMENTS AND REBUTTAL ARGUMENTS

ARGUMENTS:

- Type or print legibly. Also, please provide the County Clerk/Registrar of Voters with a CD in Word format along with a printed paper copy. The limit is 300 words, which does not include the title or signature lines. All arguments with a statement required under Elections Code § 9600 (*see sample below) must be filed with the office by 5:00 p.m. on the last day set for arguments. The County Clerk sets the deadline, which is usually 81 days before the election. Check with the office for the exact date.
- All arguments are printed as filed. The County Clerk is not responsible for correcting spelling, grammar or punctuation.
- Only one argument for and one argument against each measure will be printed. The County Clerk will choose the arguments to be printed on the ballot if more than one is filed. The selection of arguments is based on the order of preference as stated in the Elections Code.
- No more than 5 signatures shall appear with any argument submitted.

REBUTTAL ARGUMENTS:

- Rebuttal arguments are limited to 250 words. Rebuttal arguments must be filed with the County Clerk/Registrar of Voters by 5:00 p.m. on the 10th day (including weekends) after the deadline for filing arguments. Check with the office for the exact date. Please provide the Rebuttal Arguments on a CD in Word format along with a printed paper copy.
- If Rebuttal Argument is submitted by signers other than the original signers of the argument, the rebuttal argument must be accompanied by an authorization form (available from the County Clerk's Office).

*STATEMENT TO ACCOMPANY ALL ARGUMENTS FILED:

Elections Code § 9600 states, "All arguments concerning measures filed pursuant to this division shall be accompanied by the following form statement, to be signed by each proponent and by each author, if different, of the argument."

*The undersigned proponent(s) or author(s) of the _____(primary or rebuttal) argument
_____(in favor of/against) ballot measure _____(name or number) at the
_____(title of election) election for the _____(jurisdiction) to be held on
_____(date) hereby state that such argument is true and correct to the best of my knowledge
and belief.*

SIGNED _____ DATE _____

_____	_____
_____	_____
_____	_____
_____	_____

CAMPAIGN DISCLOSURE REQUIREMENTS

The Political Reform Act of 1974 requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state and local ballot measures who control a ballot measure committee, and committees supporting or opposing state and local candidates, and all measure and petition circulation committees, to file campaign disclosure statements disclosing contributions received and expenditures made.

It is the responsibility of the candidate and or committee to be aware of and to file the required campaign disclosure statements in a correct and timely manner. **Government Code §91013 provides for a late filing fine of \$10 per day for the late filing of any campaign disclosure statements after the deadline until the statement or report is filed.**

CAMPAIGN FILING OBLIGATIONS

Except as noted below, an individual who intends to be a candidate for an elective office must file Form 501. Please see instructions on the Form 501 for the filing requirements. For State Candidates, Form 501 is filed with the Secretary of State. Local Candidates file with the appropriate local filing officer for their jurisdiction.

G.C. §85200 et seq.

FORM 501–Candidate Intention Statement ▶ This statement must be filed before a candidate solicits or receives any contributions (including loans) from others or before any expenditures are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

G.C. §85200

Exception: Form 501 is not required to be filed by candidates who do not intend to receive any contributions or loans, and the only expenditures from personal funds would be for payment of the filing fee and Statement of Qualifications. Form 501 is not used to obtain a Committee Identification Number.

FORM 410–Statement of Organization ▶ In addition to the above mentioned form, a Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number. Form 410 must be filed if a candidate or committee receives contributions (including loans) totaling \$1,000 in a calendar year. This statement must be filed within 10 days of receiving \$1,000 in contributions. All personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in a campaign bank account prior to expenditure. All campaign expenditures shall be made from the account. For more details, refer to Campaign Disclosure Manual 2 for Local Candidates and their Controlled Committees.

G.C. §84101

FORM 470–Officeholder/Candidate Campaign Statement–Short Form ▶ Candidates for office who expect to receive or spend less than \$1,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

G.C. §84206(a), (b)

FORM 470–Supplement ▶ Any candidate who files a Form 470 and who subsequently has \$1,000 or more in receipts and/or expenditures prior to his/her election must send a notice to the Secretary of State, the local filing officer, if any, and to all candidates for the same office. This notice must be sent within 48 hours. Detailed information concerning the notice required is included on the Supplemental Form 470.

G.C. §84206(c)

CAMPAIGN DISCLOSURE REQUIREMENTS, CONT.

For candidates and committees involved in the November 5, 2013 election, the first pre-election campaign statement is due no later than **September 26, 2013**; the second pre-election campaign statement is due no later than **October 24, 2013**; and the semi-annual campaign statement must be filed no later than **January 31, 2013**. Please refer to the Campaign Filing Schedule for the actual filing periods covered by each statement.

G.C. §84200 et seq.

Termination: Once contributions and expenditures for a particular office cease, all funds are expended, the ending cash balance is \$0.00, and the bank account is closed, an original and one copy of Form 410 must be filed with the Office of the Secretary of State. Additionally, you must file a copy of Form 410 along with an original and one copy of the final campaign statement (Form 460) with the appropriate filing officer.

G.C. §84214

Fresno County Campaign Ordinance

Chapter 2.62 - ELECTION CAMPAIGN CONTRIBUTIONS

Sections:

[2.62.010 - Title.](#)

[2.62.015 - Application.](#)

[2.62.025 - Definitions.](#)

[2.62.035 - Reporting of monetary contributions of twenty-five dollars or more.](#)

[2.62.045 - Personal use of campaign contributions prohibited.](#)

[2.62.055 - Penalty for violation.](#)

2.62.010 - Title.

The ordinance codified in this chapter shall be known and cited as the "Fresno County election campaign contributions ordinance."

(Ord. 0-81-010, § 1; Ord. 557-A-1, § 2 (part), 1976)

2.62.015 - Application.

This chapter applies to county elected officers, candidates for county officers, their controlled committees and committees formed or existing primarily to support or oppose candidates for county offices.

(Ord. 0-81-010, § 3)

2.62.025 - Definitions.

Unless otherwise defined in this chapter, the definitions set forth in the Political Reform Act of 1974 (Title 9, commencing with Section 81000 of the Government Code) shall govern the interpretation of terms used in this chapter.

(Ord. 0-81-010, § 4)

2.62.035 - Reporting of monetary contributions of twenty-five dollars or more.

Except where the Political Reform Act of 1974 requires the reporting of more detail, campaign statements shall include the full name of each person from whom a monetary contribution of twenty-five dollars or more has been received, together with the contributor's street address, the amount contributed, the date on which each contribution was received during the period covered by the campaign statement, and the cumulative amount such person has contributed. For purposes of this section, the term "monetary contributions" includes all contributions other than in-kind contributions.

(Ord. 0-81-010, § 5)

2.62.045 - Personal use of campaign contributions prohibited.

Contributions solicited or accepted under this chapter may be used for any legal political purpose, but may not be converted to a nonpolitical personal use.

(Ord. 0-81-010, § 6)

2.62.055 - Penalty for violation.

Knowingly and willfully violating any provision of this chapter regarding the reporting of campaign contributions constitutes an infraction.

Knowingly and willfully converting campaign contributions to a nonpolitical personal use constitutes a misdemeanor which in addition to other penalties provided by law is punishable by a fine of up to the greater of five hundred or three times the amount converted to personal use.

(Ord. 0-81-010, § 7)

PRE-CAMPAIGN REPORTING REQUIREMENTS FOR CANDIDATES AND/OR COMMITTEES

FORM 501-CANDIDATE INTENTION STATEMENT

WHO FILES:

A candidate for state or local office must file Form 501 prior to solicitation or receipt of any contribution or expenditure of any personal funds used for the election.

You must file a separate Form 501 for each election, including reelection to the same office.

Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or Statement of Qualifications in the sample ballot or ballot pamphlet.

WHEN TO FILE:

Form 501 must be filed before you solicit or receive any contributions or before you make any expenditure from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.

Exception: A candidate may use his or her personal check to pay the filing fee and/or Statement of Qualifications fee.

Pursuant to Government Code §84300(a), no contribution of one hundred dollars (\$100) or more shall be made or received in cash. Pursuant to Government Code §84300(b), no expenditure of one hundred dollars (\$100) or more shall be made in cash.

WHERE TO FILE:

State Candidates:

Send original to:
Secretary of State Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

Local Candidates:

Send original to:
The appropriate local filing officer

See appropriate Campaign Disclosure Manual and California Form 501 for additional instructions and filing requirements.

PRE-CAMPAIGN REPORTING REQUIREMENTS FOR CANDIDATES AND/OR COMMITTEES, CONT.

FORM 410—STATEMENT OF ORGANIZATION

DEFINITIONS:

RECIPIENT COMMITTEE ▶ A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$1,000 or more during a calendar year.

CONTRIBUTION ▶ The term “contribution” includes monetary payments, loans and non-monetary goods or services.

PERSONAL FUNDS--Candidates ▶ The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted towards qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the Statement of Qualifications to appear in the ballot pamphlet are not counted toward the \$1,000 threshold.

Pursuant to Government Code §84300(a), no contribution of one hundred dollars (\$100) or more shall be made or received in cash. Pursuant to Government Code §84300(b), no expenditure of one hundred dollars (\$100) or more shall be made in cash.

WHEN TO FILE:

File the Form 410 within 10 days of receiving \$1,000 in contributions. The date this form is postmarked is the date it is considered filed.

A recipient committee qualifying during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 (or the information required on a Form 410) by fax, guaranteed overnight delivery, or personal delivery within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements. A Form 410 must also be filed with the Secretary of State within 10 days.

A recipient committee qualifying during the 16 days prior to an election in which the committee makes independent expenditures or \$1,000 or more to support or oppose a candidate in that election must file the Form 410 (or the information contained on the Form 410) within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements and with the filing officer(s) for the candidate(s) supported or opposed by the independent expenditure. These filings must be made by fax, guaranteed overnight delivery, personal delivery, or online (if online filing is available).

WHERE TO FILE:

All Committees:

Send original & one copy to:
Secretary of State Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

County & City Committees:

Send copy to:
The appropriate local filing officer

You will receive written notification from the Secretary of State's Office assigning an identification number to your committee. (Identification numbers are also posted on the Secretary of State's web site at www.cal-access.ss.ca.gov.)

See appropriate Campaign Disclosure Manual and California Form 410 for additional instructions and filing requirements.

CAMPAIGN DISCLOSURE REQUIREMENTS OFTEN OVERLOOKED

BE INFORMED: *The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures.*

The purpose of campaign disclosure is to provide the public with the identity of contributors and the amounts they give, as well as the amount officeholders, candidates and committees spend. The laws passed to enforce that purpose can be challenging for the unwary, therefore some often overlooked requirements, some identified in audit reports, are provided here:

- Even unopposed candidates are subject to the campaign disclosure provisions of the Political Reform Act. (Gov. Code §82007)
- Prior to soliciting or receiving any contribution (including a loan), all elected officeholders and all candidates must file Form 501 (candidate intention).
- Contributions include **PERSONAL FUNDS** and are subject to the same disclosure requirements.
- A Statement of Organization (Form 410) must be filed within 10 days by any person who receives contributions totaling \$1,000 or more during a calendar year.
- Officeholders and candidates who receive contributions or make expenditures must establish a campaign checking account in California and report it on a Form 410.
- Loans to a candidate are considered contributions unless the loan is from a financial institution.
- Filing fees and candidate statement fees may be paid in cash if the candidate is using personal funds and will not be reimbursed through the committee. (Gov. Code §85200) Otherwise, campaign disclosure laws require that expenditures of \$100 or more be made by written instrument containing the names of both the payee and payer. (§84300)
- Never accept or spend \$100 or more in cash.
- For contributions of \$100 or more, including loans, and in-kind contributions, you must disclose the contributor's name, address, occupation and employer. Contributions of \$100 or more may not be made in the form of a money order or cashier's check. Contributions may continue to be made with a credit card. (Gov. Code §84300)
- Maintain details on contributions and expenditures of \$25 or more, even if you are spending less than \$1,000. Refer to recordkeeping guidelines in Manual 2.
- Make copies of all contributor checks.
- Itemize expenditures of \$500 or more made by an agent or campaign consultant.
- Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.
- Candidates must disclose employer information for all contributors and keep all records of occupation and employer information.
- **NO PERSONAL USE OF CAMPAIGN FUNDS.** Use campaign funds only for political, legislative, or governmental purposes.
- The source for each loan must be disclosed.
- All expenditures of \$100 or more must be itemized on the campaign statements, and then summarized on the Campaign Disclosure Statement Summary Page.
- As long as a committee is in existence, a Semi-Annual Campaign Statement must be filed. If the candidate has filed a long form (460) previously in the calendar year, a 460 must be filed as the Semi-Annual Statement even if there is no activity.
- Payee addresses must be disclosed on the campaign statements for expenditures made.
- If the committee changes its treasurer, an amendment to the Form 410 Statement of Organization must be filed.
- If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.

CAMPAIGN LITERATURE

Mass Mailing

Definition of Mass Mailing: Mass mailing means over two hundred (200) 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.

G.C. §82041.5

NOTE: If you are planning any type of mass mailing, please contact the post office in advance for specific postal regulations.

Mass Mailing Requirements

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

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

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

G.C. §84305

Mass Mailing Prohibitions

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

G.C. §89001

Political Advertising Requirements — Newspapers

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

CAMPAIGN LITERATURE, CONT.

Simulated Ballot Requirements

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

“NOTICE TO VOTERS
“(Required by Law)”

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

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

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

Truth in Endorsements Law

a) provides information regarding restrictions on endorsements, representation requirements, etc. A copy is available in the California Elections Code which can be viewed at <http://www.leginfo.ca.gov/calaw.html>

E.C. §§20000-20010

Electioneering Near Polling Place

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

a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.

b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.

c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240 (which refers to conditions for a challenge by a member of the precinct board on Election Day.)

d) Do any electioneering.

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

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

E.C. §18370

CAMPAIGN POSTERS AND SIGN PLACEMENTS

- CITY OF CLOVIS: (559) 324-2070 JOHN HOLT, CITY CLERK
 Must have property owner's permission; No specific guidelines established for
 Private property only posting, remove after the election

- CITY OF COALINGA: (559) 935-1531 WANDA EARLS, CITY CLERK
 Must have property owner's permission; 60 days prior to and 5 days after
 Private property only

- CITY OF FIREBAUGH: (559) 659-2043 VACANT, CITY CLERK
 Permit required. Contact City Clerk for specifics

- CITY OF FOWLER: (559) 834-3113 JEANNIE DAVIS, CITY CLERK
 Must have property owner's permission; 60 days prior to and 6 days after
 Private property only the date of the election

- CITY OF FRESNO (559) 621-7650 YVONNE SPENCE, CITY CLERK
 Private property only. 90 days prior to and 15 days
 Must have owner's permission..... after the date of the election

- CITY OF HURON: (559) 945-2241 (Ext 13) JUANITA VELIZ, CITY CLERK
 Not allowed on public property.....
 One sign per parcel; 88 days prior to and 15 days after
 Private property only the date of the election

- CITY OF KERMAN: (559) 846-9380 MARCI REYES, CITY CLERK
 Must have property owner's permission; No specific guidelines established for
 Private property only posting, remove after the election

- CITY OF KINGSBURG: (559) 897-5821 SUE BAUCH, CITY CLERK
 Must have property owner's permission; 90 days prior to and 7 days after
 Private property only the date of the election

- CITY OF MENDOTA: (559) 655-3291 *KRYSTAL CHOJNACKI*, CITY CLERK
 Must file Statement o Responsibility with the 90 days prior to and 10 days after
 Dept. of Transportation the date of the election

- CITY OF ORANGE COVE: (559) 626-5100..... *JUNE LOPEZ-BRACAMONTES*, CITY CLERK
 Must have property owner's permission; No specific guidelines established for
 Private property only posting, remove after the election

- CITY OF PARLIER: (559) 646-3545 *DOROTHY GARZA*, CITY CLERK
 Must have property owner's permission; No specific guidelines established for
 Private property only posting, remove after the election

- CITY OF REEDLEY: (559) 637-4200 (Ext 300)..... SYLVIA PLATA, CITY CLERK
 Must have property owner's permission; No specific guidelines established for
 Private property only posting, remove after the election

- CITY OF SANGER: (559) 875-2587 BECKY HERNANDEZ, DEPUTY CITY CLERK
 Must have property owner's permission; 60 days prior to and 14 days after
 Private property only the date of the election

- CITY OF SAN JOAQUIN: (559) 693-4311 DIANA BROOKS, CITY CLERK
 Not allowed on public property. 90 days prior to and 14 days after
 For private property (must have property the date of the election
 owner's permission)

- CITY OF SELMA: (559) 891-2200 REYNA RIVERA, CITY CLERK
 Must have property owner's permission; 60 days prior to and 7 days after
 Private property only the date of the election

The above information is correct to the best of our knowledge. For additional information or any recent changes or amendments to city ordinances, contact the appropriate city clerk's office.

On state roadways, *Statements of Responsibility* are required to be filed with the State Department of Transportation (information and forms on the following pages).

DEPARTMENT OF TRANSPORTATION**DIVISION OF TRAFFIC OPERATIONS**

Outdoor Advertising Branch

1120 N STREET, MAIL STATION 36

P.O. BOX 942873

SACRAMENTO, CA 94274-0001

(916) 654-5147

TDD 1-916-653-4086

FAX (916) 653-608

**DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM**

Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule 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 sign (Attached).

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations

Outdoor Advertising Program

P.O. Box 942874, MS-36

Sacramento, CA 94274-0001

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS

Outdoor Advertising Branch

1120 N STREET, MAIL STATION 36

P.O. BOX 942873

SACRAMENTO, CA 94274-0001

(916) 654-5147

TDD 1-916-653-4086

FAX (916) 653-608



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name:

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition. It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the

Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to:

Division of Traffic Operations

Outdoor Advertising Program

P.O. Box 942874, MS-36

Sacramento, CA 94274-0001

VOTER REGISTRATION–CAMPAIGN MATERIALS

Voter registration information is available for governmental, political, journalistic, or educational purposes only. An application to purchase voter registration information is required. Requests may be made in person or by phone, and must be paid for at the time the order is picked up. All shipped orders will include a shipping fee.

Materials Description

Prices

Indexes/Walking Lists ▶ Registered voters by residence address, regular or voting precinct, phone number and party. \$\$.50 per 1,000 records

Alpha Lists ▶ Alphabetical list, by precinct or district; residence and mailing addresses, political party and phone number. \$\$.50 per 1,000 records

CD or Electronic Data ▶ Electronic data available. Includes indexes of voters \$33.00 for most files

Vote by Mail Voters ▶ Electronic file of voters, who have applied/returned vote by mail ballots. \$33.00

Maps ▶ Precinct maps by city and/or unincorporated areas of the county and district maps are available. \$15.00

Special maps upon request \$50.00 per hour of time to produce map

Statement of the Vote ▶ Prior election results by precinct. \$25.00

For additional information contact the County Clerk/Registrar of Voters Mapping and IT Division at (559) 600-3028 or E-mail: dorosco@co.fresno.ca.us

VOTE BY MAIL BALLOT INFORMATION

Who May Vote by Mail?

Any registered voter who requests a Vote by Mail ballot in writing may vote by mail.

E.C. §§3001, 3003

Permanent Vote by Mail Voter Information ▶ Any voter may apply for permanent Vote by Mail status. A voter will lose his or her permanent Vote by Mail status if he or she does not return a Vote by Mail ballot in two consecutive statewide general elections.

E.C. §§3201, 3206

Mailed Ballot Precinct Information ▶ Though technically not Vote by Mail voters, voters who reside in a precinct that has fewer than 250 registered voters 88 days prior to an election may be declared to be in a “mailed ballot precinct.” When this occurs, all voters in that precinct will automatically be mailed a Vote by Mail ballot; no application is necessary. Vote by Mail voters will receive a postcard prior to the election notifying them when to expect their ballot in the mail.

E.C. §3005

What Information Must Be Provided to Obtain a Vote by Mail Ballot?

To obtain a Vote by Mail ballot, voters must apply in writing to the local elections official. As required by law, an application for a Vote by Mail ballot is always included in the Sample Ballot sent to each voter in the county prior to each election; however, no application form is necessary. A voter may write a note to the local elections official requesting a Vote by Mail ballot. The request shall contain the following:

1. the voter's printed name
2. the voter's residence address
3. the mailing address to which the voter wants the Vote by Mail ballot sent
4. the name and date of the election for which the voter is applying
5. the voter's signature

In Fresno County mail request to:

Fresno County County Clerk/Registrar of Voters
2221 Kern Street
Fresno CA 93721

Fax your request to: (559) 488-3279 or Email to: clerk-elections@co.fresno.ca.us

E.C. §§3001, 3006

When to Apply for a Vote by Mail Ballot

Elections officials process applications and mail Vote by Mail ballots during the period 29–7 days prior to an election. A voter may submit an application prior to this time, but the elections official will hold it until the 29th day. Applications for Vote by Mail ballots that are to be mailed to the voter cannot be processed if received less than 7 days prior to an election. Vote by Mail ballots are available in the County Clerk/Registrar of Voters Office until 8 p.m. on Election Day.

E.C. §3001

Distributing Applications for Vote by Mail Ballots

Any candidate, group of candidates, ballot measure committee or other political organization that intends to conduct a Vote by Mail voter drive, should note the following information regarding distribution of applications for Vote by Mail ballots. Before you do anything, contact your local elections official.

VOTE BY MAIL BALLOT INFORMATION, CONT.

Uniform Vote by Mail Voting Application

The Secretary of State has prepared a uniform application format for a Vote by Mail ballot for use by all individuals, organizations and groups distributing Vote by Mail ballot applications. Failure to conform your application to the uniform format is a misdemeanor. A master Vote by Mail ballot application form will be provided by the County Clerk/Registrar of Voters Office, 2221 Kern Street, Fresno, CA 93721.

Important Information

- To ensure accuracy, the voter should fill out all the information on the application; however, the following information may be preprinted on the application form:
 1. the voter's name and residence address as they appear on the voter's affidavit of registration
 2. the name and date of the election for which the Vote by Mail ballot is being requested
 3. the deadline date by which the application must be received by the elections official
- There is a separate section of the form to indicate a mailing address if the voter wishes to receive his or her ballot at an address other than his or her residence address. This information **may not** be preprinted and may only be completed by the voter. 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 does not apply to a candidate, or to a candidate's immediate family or housemates, who request that a Vote by Mail ballot be mailed to the candidate's residence address.
- The voter must personally affix his or her signature.
- Any application containing preprinted information shall contain the following statement (verbatim) printed conspicuously on the form:

You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.
- The name, address and telephone number of any organization, individual or group that authorizes the distribution of applications shall be printed on the application.
- Any individual, organization or group that distributes applications for Vote by Mail ballots and receives completed application forms shall deliver the forms to the appropriate elections official within 72 hours **or before the deadline for application, whichever is sooner**, of receipt. It is a crime to delay the return of a Vote by Mail ballot application.
- Vote by Mail ballot applications provided by a group or organization shall be sent by nonforwardable mail.
- Any individual, group or organization that knowingly distributes any application for a Vote by Mail ballot that does not conform to the state requirements is guilty of a misdemeanor.
- Voters who use a Vote by Mail ballot application provided by an individual, group or organization must attest to the truth and correctness of the contents and sign under penalty of perjury.
- The Vote by Mail ballot application must contain information regarding permanent Vote by Mail status.
- The size of the uniform format approved by the Secretary of State is 8 1/2" x 5 1/2".

Vote by Mail Ballot Counting

Vote by Mail ballots are processed beginning 7 business days prior to an election, but no results may be released until 8 p.m. election night. Partial Vote by Mail results are the first results announced on election night.

FRESNO COUNTY COMPRISES OR IS PART OF THE FOLLOWING POLITICAL SUBDIVISIONS

DISTRICTS:

US CONGRESSIONAL

14th, 16th, 21st, 22nd

SENATORIAL

8th, 12th, 14th

ASSEMBLY

23rd, 31st

SUPERVISORIAL DISTRICTS – 5

COUNTY BOARD OF EDUCATION DISTRICTS – 5

5th DISTRICT COURT OF APPEALS

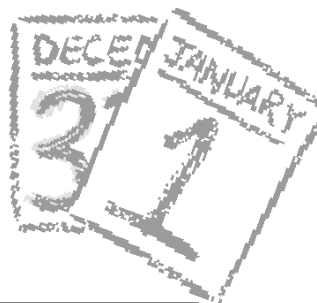
2ND BOARD OF EQUALIZATION DISTRICT

HOLIDAY SCHEDULE

The following calendar is intended to provide general information and does not have the force or effect of law, regulation or rule. References to code sections were accurate on the date of publication, but changes may have occurred since then. Thus, the references are provided for convenience only and should not be relied upon. It is distributed with the understanding that the County Clerk/Registrar of Voters is not rendering legal advice and that this calendar is not a substitute for legal counsel. In the case of conflict, the law, rule or regulation will apply.

Brandi L. Orth, County Clerk/Registrar of Voters

For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions. Please note that the following holidays are legal holidays observed by the County of Fresno. They may not be the same holidays recognized by other counties or by the Secretary of State's Office.



2013

..... January 1 New Year's Day
January 21 Martin Luther King, Jr.'s Birthday
February 18.... President's Day
March 31.....Cesar Chavez Day
May 27 Memorial Day
July 4 Independence Day
September 2 .. Labor Day
November 11 . Veteran's Day
November 28 . Thanksgiving Day
November 29 . The day after Thanksgiving
December 25 . Christmas Day

Candidates

(Date fixed by Law)

CANDIDATE INTENTION STATEMENT (Form 501) ▶ Prior to the solicitation or receipt of any contribution or loan, any individual who intends to be a candidate for an elective state office shall file with the Secretary of State's Office an original of the Candidate Intention Statement (Form 501). Any individual who intends to be a candidate for any other elective office shall file the Candidate Intention Statement (Form 501) with the same filing officer with whom the original campaign statements are required to be filed. See "Pre-Campaign Reporting Requirements," in the campaign guide, for more information on filing this form.

A fine of \$10 per day, up to a maximum of \$100, may be assigned for the late filing of Form 501.

G.C. §§85200, 91013

Candidates

(Date fixed by law)

STATEMENT OF ORGANIZATION/CAMPAIGN BANK ACCOUNT (Form 410) ▶ Upon the filing of the Candidate Intention Statement (Form 501), any candidate who raises contributions of \$1,000 or more in a calendar year shall establish a campaign account at an office of a financial institution located in the state. The candidate shall then set forth the name and address of the financial institution where the candidate has established a campaign account and the account number on the committee Statement of Organization (Form 410). See "Pre-Campaign Reporting Requirements," in the campaign guide, for more information on filing this form.

A fine of \$10 per day, up to a maximum of \$100, may be assigned for the late filing of Form 410.

G.C. §§85201, 91013

JULY 31, 2013

(Date fixed by law)

CANDIDATES/COMMITTEES

SEMI-ANNUAL CAMPAIGN STATEMENT DUE ▶ All elected officers, candidates, and committees filing campaign statements must file a semi-annual statement covering the reporting period of January 1, 2013 (or from the date of last filing) to June 31, 2013 and must be filed not later than **July 31, 2013**.

G.C. §§84200, 84218

JULY 15, 2013- AUGUST 9, 2013

(-113 TO -88)

CANDIDATES/COUNTY CLERK/REGISTRAR OF VOTERS

NOMINATION PERIOD ▶ Period for filing nomination documents for all candidates for the UDEL Election. (See "Qualifications and Requirements" for the specific office in the candidate guide for more information on nomination documents and procedures on filing for office).

Nomination forms may be obtained from the County Clerk/Registrar of Voters Office. Candidates must either pay a nonrefundable filing fee or submit sufficient face value signatures-in-lieu (or a combination thereof) prior to the issuance of their nomination forms from the county elections official (if applicable).

E.C. §§8020, 8041, 8061, 8100 et seq.

JULY 15, 2013- AUGUST 9, 2013

(-113 TO -88)

LOCAL CANDIDATES/COUNTY CLERK/REGISTRAR OF VOTERS

STATEMENT OF QUALIFICATIONS–*OPTIONAL* ▶ Any candidate for nonpartisan local office (including an incumbent in a recall election) may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot at the time his or her nomination documents are filed. Candidates who are not required to file nomination documents (i.e. run-off elections), but who wish to file an optional Statement of Qualifications must do so no later than 5 p.m. on the 88th day prior to election. If a jurisdiction requires payment in advance, the candidate must pay the jurisdiction and bring proof of payment at the time of filing. Once filed, the statement may be withdrawn (but not changed) until 5 p.m. the next regular business day following the close of nominations. All statements remain confidential until the close of the nomination (or extended nomination) period. See the campaign guide for costs of statements and guidelines on submitting a Statement of Qualifications.

E.C. §13307 et seq.

MISREPRESENTATION IN STATEMENT ▶ Any candidate in an election (including an incumbent in a recall election) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to E.C. §11327 or E.C. §13307, with the intent to mislead voters, is punishable by a fine not to exceed one thousand dollars (\$1,000).

E.C. §18351

JULY 15, 2013- AUGUST 9, 2013

(-113 to -88)

CANDIDATES/COUNTY CLERK/REGISTRAR OF VOTERS

CAMPAIGN DISCLOSURE STATEMENTS ▶ Any candidate who does not anticipate spending or receiving \$1,000 or more in a calendar year may file a Form 470 Campaign Statement – Short Form, which does not require detailed information concerning receipts and expenditures.

Any candidate who receives any contributions or loans from others must establish a campaign bank account in California and deposit all the contributions or loans into the account before expenditure. An original and one copy of the Statement of Organization (Form 410) must be sent to the Secretary of State's Office within 10 days of opening the account.

Before expending \$1,000 or more of personal funds in a calendar year, any candidate who has not established a campaign account pursuant to Gov't Code §85201(g) shall (1) establish a campaign account before the \$1,000 expenditure threshold is reached; (2) file an original and one copy of the Statement of Organization (Form 410) with the Secretary of State's Office and, if applicable, file a copy with the appropriate local filing officer (this form also contains the campaign bank account information); and (3) file the Officeholder and Candidate Campaign Statement – Short Form 470 Supplement (Form 470 Supplement) with the Secretary of State's Office, the appropriate local filing officer and each candidate seeking the same office. This notice is required to be filed within 48 hours of receiving or making contributions or expenditures of \$1,000 or more.

Please refer to the appropriate Information Manual on Campaign Disclosure Provisions for additional information regarding filing obligations for candidates, officeholders and committees supporting or opposing candidates or measures.

G.C. §85201

JULY 15, 2013- AUGUST 9, 2013

(-113 to -88)

CANDIDATES/COUNTY CLERK/REGISTRAR OF VOTERS

STATEMENT OF ECONOMIC INTERESTS ▶ Form 700 must be filed not later than the final filing date for the

Declaration of Candidacy if it is required by the Conflict of Interest Code for the jurisdiction or by state law.

G.C. §§87200 et seq., 87500

JULY 15, 2013- AUGUST 9, 2013
CANDIDATES/FILING CLERK

(-113 to -88)

CODE OF FAIR CAMPAIGN PRACTICES–*VOLUNTARY* ▶ At the time declaration of candidacy, nomination papers, or any document evidencing a candidate's intention to run for a public office are issued, the elections official shall issue a copy of the Code of Fair Campaign Practices and the provisions of E.C. §20440 et seq. The clerk shall inform each candidate for public office that signing the Code of Fair Campaign Practices is voluntary. Forms so filed shall be retained for public viewing until 30 days after the election.

E.C. §20400 et seq.

AUGUST 9, 2013
GOVERNING BODY/COUNTY CLERK/REGISTRAR OF VOTERS

(-88)

CONSOLIDATION ORDER–*OTHER THAN SCHOOL DISTRICT GOVERNING BOARD ELECTIONS* ▶ Whenever an election called by a district, city or other political subdivision for the submission of any question, proposition or office to be filled, is to be consolidated with a statewide election (or in the case of local elections, when no specific procedure is specified), the jurisdiction calling the election shall, not later than 5 p.m. on this date, file with the Board of Supervisors, and a copy to the County Clerk/Registrar of Voters Office, a resolution of its governing board requesting such consolidation and setting forth the exact form of any question, proposition or office to be voted upon at such election, as it is to appear on the ballot. Measures that exceed 75 words must be abbreviated to 75 words or less to appear on the ballot. The resolution requesting the consolidation shall be adopted and filed at the same time as the ordinance, resolution or order calling the election.

Ed.C. §5322, E.C. §§10402, 10403, 13247

AUGUST 9, 2013
GOVERNING BODY

(-88)

TAX RATE STATEMENT–*BOND ISSUES* ▶ Final filing date for Tax Rate Statement. Tax Rate Statements shall be printed in the Voter Information Pamphlet portion of the Sample Ballot for any bond issue proposed by a county, city and county, city, district, or other political subdivision, or by any agency, department or board thereof, the security for which constitutes a lien on the property for ad valorem taxes within the jurisdiction and the proposal for which is required to be submitted to the voters for approval.

E.C. §§9400, 9401

AUGUST 9, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(-88)

PRECINCT BOUNDARY CHANGES ▶ Precinct boundary changes occurring less than 88 days before an election shall not be effective for purposes of that election.

E.C. §12262

AUGUST 9, 2013
PROPONENT/OPPONENT/COUNTY CLERK/REGISTRAR OF VOTERS

(-88)

NOTICE TO SUBMIT ARGUMENTS ▶ Based on the time reasonably necessary to prepare and print arguments, analyses and Sample Ballots and to permit the 10-day public examination period, the elections official shall fix and determine a reasonable date prior to the election after which no arguments for or against any measure may be submitted for printing and distribution to the voters.

Notice of the date by which arguments must be submitted shall be published by the elections official pursuant to Gov't. Code §6061 (one time). Arguments may be changed until and including the date fixed by the elections official. Arguments submitted must be accompanied by a Statement of Accuracy and signed by each proponent and author, if different. Forms are available from the elections official.

E.C. §§9163, 9286, 9316, 9502, 9600, G.C. §6061

AUGUST 9, 2013

(-88)

CANDIDATES/COUNTY CLERK/REGISTRAR OF VOTERS

FILE OR WITHDRAW NOMINATION DOCUMENTS—*LAST DAY* ▶ All nomination documents must be filed no later than 5 p.m. on this date.

- Final date for filing the following required documents: Declaration of Candidacy; Nomination papers; Candidate Qualifications; Statement of Economic Interests (only if required by the jurisdiction's Conflict of Interest Code or state law).
- Final date for filing the following optional documents: Code of Fair Campaign Practices; Candidate's Statement of Qualifications.
- Recommended date for filing the Officeholder and Candidate Campaign Statement – Short Form (California Form 470) if the candidate does not intend to raise or spend \$1,000 or more in connection with seeking or holding office.

No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election.

E.C. §§8020, 8800, 10220, 10407, G.C. §87201

AUGUST 9, 2013

(-88)

COUNTY COUNSEL/COUNTY CLERK/REGISTRAR OF VOTERS

REQUEST FOR IMPARTIAL ANALYSIS—*COUNTY OR SCHOOL DISTRICT MEASURE* ▶ Upon the measure's qualification for the ballot, the County Clerk/Registrar of Voters Office shall transmit a copy of the measure text of each county or school district measure to the County Counsel, who shall prepare an Impartial Analysis of the measure. The analysis is due by the 78th day before the date of the election.

REQUEST FOR IMPARTIAL ANALYSIS—*MUNICIPAL MEASURE* ▶ Upon the measure's qualification for the ballot, the Council may direct the elections official to transmit a copy of the measure to the City Attorney. The City Attorney shall prepare an Impartial Analysis of the measure showing the effect of the measure on existing law. The analysis shall not exceed 500 words in length and must be forwarded to the County Clerk/Registrar of Voters Office by the 78th day before the date of the election.

E.C. §§9160, 9280, 9500

AUGUST 9, 2013

(-88)

COUNTY AUDITOR

REQUEST FOR FISCAL ANALYSIS ▶ Whenever any county measure qualifies for the ballot, the County Clerk/Registrar of Voters Office shall transmit a copy of the measure to the County Auditor. The Board of Supervisors may direct the County Auditor to prepare a Fiscal Impact Statement estimating any increase or decrease in revenues or cost to the county if the measure is adopted. The Fiscal Impact Statement shall not exceed 500 words and must be forwarded to the County Clerk/Registrar of Voters Office by the 78th day before the date of the election.

E.C. §9160

AUGUST 9, 2013

(-88)

COUNTY CLERK/REGISTRAR OF VOTERS

MAILED BALLOT PRECINCTS ▶ Whenever, on the 88th day before the election, there are 250 or fewer

persons registered to vote in any precinct, the County Clerk/Registrar of Voters Office may designate such precinct as a mailed ballot precinct. Each voter shall be furnished with an official ballot, as soon as ballots are made available, along with a statement that there will be no polling place for the election. The voter shall not be required to file an application for the ballot.

E.C. §3005

AUGUST 10, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(-87)

MEASURE ASSIGNMENT ▶ On this day the County Clerk/Registrar of Voters Office will assign a letter designation to each local measure that will appear on the ballot.

E.C. §13116

AUGUST 10, 2013 – AUGUST 14, 2013
CANDIDATES/COUNTY CLERK/REGISTRAR OF VOTERS

(-87 to -83)

EXTENDED NOMINATION PERIOD ▶ If an incumbent, eligible to be elected, fails to file the required nomination documents by 5 p.m. on the last day to file (88 days before the election), anyone (other than the incumbent) who is otherwise qualified shall have five (5) calendar days (until 5 p.m. on the 83rd day before the election) to file for that office. This section does not apply when there is no incumbent eligible to be elected (includes term limits).

No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election.

E.C. §§8022, 8023(b), 8024, 8204, 8800, 10407

AUGUST 10, 2013 – AUGUST 19, 2013
PUBLIC/COUNTY CLERK/REGISTRAR OF VOTERS

(-87 to -78)

PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 88TH DAY–*TAX RATE STATEMENTS, STATEMENTS OF QUALIFICATIONS, FULL TEXT, ETC.* ▶ Not less than 10 days before the County Clerk/Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the County Clerk/Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the County Clerk/Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapters 2-6 of Division 9 or Chapter 3 of Division 6 of the Elections Code, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §§9190, 9295, 9380, 9509, 13313

AUGUST 10, 2013
CANDIDATES/COUNTY CLERK/REGISTRAR OF VOTERS

(-87)

STATEMENT OF QUALIFICATIONS–*WITHDRAWAL–LOCAL NONPARTISAN OFFICE* ▶ Last day for any candidate, who so desires, to withdraw his or her Statement of Qualifications (unless there is an extension of the nomination period). Statements may be withdrawn (but not changed) during the period for filing nomination papers and until 5 p.m. on the next regular business day following the close of the nomination (or extended nomination) period for the office.

AUGUST 14, 2013
GOVERNING BODY

(-83)

AMENDMENT OR WITHDRAWAL OF BALLOT MEASURES—*LAST DAY* ▶ Notwithstanding any other provision of law, whenever a legislative body has ordered that a measure or proposal be submitted to the voters of any jurisdiction at a special election, the order of election shall not be amended or withdrawn after the 83rd day prior to the election.

The order of election shall be amended or withdrawn upon the filing of a resolution by the legislative body stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the elections official not later than the 83rd day prior to the election. E.C. §9605

AUGUST 14, 2013
COUNTY CENTRAL COMMITTEES

(-83)

PARTY CONTRIBUTOR ENVELOPES ▶ Last day for county central committees to supply the County Clerk/Registrar of Voters Office with party contributor envelopes to be included in the mailing of Sample Ballots. The committee shall reimburse the county for any actual costs incurred by such inclusions.

E.C. §13305

AUGUST 15, 2013 TO AUGUST 24, 2013
PUBLIC/COUNTY CLERK/REGISTRAR OF VOTERS

(-82 to -73)

PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 83RD DAY—*CANDIDATES' STATEMENTS EXTENSION* ▶ Not less than 10 days before the County Clerk/Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the County Clerk/Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the County Clerk/Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 3 of Division 13 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §13313

AUGUST 15, 2013
CANDIDATES/COUNTY CLERK/REGISTRAR OF VOTERS

(-82)

STATEMENT OF QUALIFICATIONS—*WITHDRAWAL EXTENSION—LOCAL NONPARTISAN OFFICES* ▶ If there has been an extension of the nomination period for a local nonpartisan office, this is the last day for any candidate for that office, who so desires, to withdraw his or her Statement of Qualifications. Statements may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. on the next regular business day after the close of the extended nomination period.

E.C. §13307

AUGUST 15, 2013
SECRETARY OF STATE/COUNTY CLERK/REGISTRAR OF VOTERS

(-82)

RANDOMIZED ALPHABET ▶ The Secretary of State shall conduct a drawing of the alphabet to determine the order of the names of the candidates to appear on the ballot. The resulting random order of

letters constitutes the alphabet for all offices other than multi-county state legislative offices. In addition, and only if applicable, the candidates' names will be rotated pursuant to E.C. §13111.

For candidates for multi-county state legislative offices, the County Clerk/Registrar of Voters Office in each affected county shall conduct a randomized alphabet drawing. The result of each county's drawing shall be used only to determine the order of the names of candidates for multi-county legislative offices within such county.

E.C. §13112

AUGUST 19, 2013
PROPOSERS/OPPONENTS

(-78)

ARGUMENTS FOR OR AGAINST MEASURE—*COUNTY, MUNICIPAL OR DISTRICT MEASURE* ▶ Final filing date for arguments for or against any measure to appear on the ballot. Arguments must be filed in the County Clerk/Registrar of Voters Office not later than 5 p.m. on this date.

GENERAL INFORMATION ▶ Arguments shall not exceed 300 words and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the County Clerk/Registrar of Voters Office. Each argument shall be titled either "Argument in Favor of Measure ..." or "Argument Against Measure ..." (letter designation to be filled in after assignment).

E.C. §§9162, 9163, 9282, 9286, 9315, 9316, 9501, 9502, 9600

AUGUST 19, 2013
COUNTY COUNSEL/CITY ATTORNEY

(-78)

IMPARTIAL ANALYSIS—*COUNTY OR SCHOOL DISTRICT MEASURE* ▶ In order to provide for the 10-calendar-day review period, this is the last day for County Counsel to transmit to the County Clerk/Registrar of Voters Office an Impartial Analysis of each county or school district measure, showing the effect on existing law and the operation of the measure. The analysis shall be printed in the Voter Information Pamphlet along with the County Auditor's Fiscal Analysis if requested and arguments for and/or against the measure if submitted. The Impartial Analysis shall not exceed 500 words.

E.C. §§9160, 9500

IMPARTIAL ANALYSIS—*MUNICIPAL MEASURE* ▶ In order to provide for the 10-calendar-day review period, this is the suggested last day for the City Attorney to transmit to the County Clerk/Registrar of Voters Office an Impartial Analysis of each city measure, showing the effect on existing law and the operation of the measure. The analysis shall be printed in the Voter Information Pamphlet along with the arguments for and/or against the measure if submitted. The Impartial Analysis shall not exceed 500 words.

E.C. §9280

AUGUST 19, 2013
COUNTY AUDITOR

(-78)

FISCAL ANALYSIS—*COUNTY MEASURE* ▶ In order to provide for the 10-calendar-day review period, this is the last day for the County Auditor, if so directed by the Board of Supervisors, to transmit to the County Clerk/Registrar of Voters Office a Fiscal Analysis (Fiscal Impact Statement) of each county measure, estimating any increase or decrease in revenues or cost to the county if the measure is adopted. The Fiscal Impact Statement (if any) shall be printed in the Voter Information Pamphlet along with County Counsel's Impartial Analysis, preceding the arguments for and/or against the measure, if submitted. The Fiscal Impact Statement shall not exceed 500 words.

AUGUST 20, 2013 TO AUGUST 29, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(-77 to -68)

PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 78TH DAY—*DIRECT ARGUMENTS, IMPARTIAL AND/OR FISCAL ANALYSES* ▶ Not less than 10 days before the County Clerk/Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the County Clerk/Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the County Clerk/Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 2-6 of Division 9 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §§9190, 9295, 9380, 9509

SEPTEMBER 26, 2013
CANDIDATES AND COMMITTEES

(Date fixed by law)

PRE-ELECTION CAMPAIGN STATEMENT ▶ Officeholders, candidates, ballot measure and recipient committees for the November 5, 2013, UDEL Election must file (by personal delivery or first class mail) a pre-election campaign statement covering the report period of July 1 through September 21, 2013. Candidates and officeholders who expect to receive or spend \$1000 or less during the calendar year may file Form 470 with their nomination documents.

G.C. §84200 et seq.

AUGUST 29, 2013

(-68)

PROPONENTS/OPPONENTS

REBUTTAL ARGUMENTS—*COUNTY, MUNICIPAL OR DISTRICT MEASURE* ▶ If both an argument in favor of and an argument against any measure have been filed, the County Clerk/Registrar of Voters Office shall send copies of each argument to the opposing authors(s). The opposing author(s) may, if desired, file rebuttal arguments no later than 10 days after the final date for filing direct arguments.

GENERAL INFORMATION ▶ Rebuttal arguments shall not exceed 250 words and must be accompanied by a Statement of Accuracy and signed by the author(s) or may authorize in writing any other person or persons to prepare, submit, or sign the rebuttal arguments. Forms are available from the County Clerk/Registrar of Voters Office. Each argument shall be titled either "Rebuttal to Argument in Favor of Measure ..." or "Rebuttal to Argument Against Measure ..." (letter designation to be filled in after assignment).

E.C. §§9167, 9285, 9317, 9504, 9600

AUGUST 30, 2013 TO SEPTEMBER 8, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(-67 to -58)

PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 68TH DAY—*REBUTTAL ARGUMENTS* ▶ Not less than 10 days before the County Clerk/Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the County Clerk/Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the County Clerk/Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 2-6 of Division 9 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §§9190, 9295, 9380, 9509

SEPTEMBER 9, 2013 TO OCTOBER, 22, 2013
WRITE-IN CANDIDATE

(-57 to -14)

STATEMENT OF WRITE-IN CANDIDACY ▶ Each write-in candidate who desires to have his or her votes counted for a particular office must file a Statement of Write-In Candidacy along with the requisite number of signatures, if any, for such office. Nomination documents for write-in candidacy may be obtained from and delivered to the County Clerk/Registrar of Voters Office between the 57th day and 14th day prior to the date of the election.

E.C. §8601

SEPTEMBER 6, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(-60)

STATEMENT OF REGISTRATION ▶ The County Clerk/Registrar of Voters Office shall send to the Secretary of State a summary statement of the number of voters registered as of the 60th day before the date of the UDEL election, together with a current copy of the voter file on magnetic tape or in index form.

Upon written request from the chairperson of any county central committee/county council, the County Clerk/Registrar of Voters Office shall make available not less than 30 days prior to the election, a copy of the above referenced tape; and shall make available not less than 25 days prior to the election no more than two copies or, if available, one copy in an electronic form of indices of said voters.

E.C. §§2185, 2187, 2190

SEPTEMBER 9, 2013
WRITE-IN CANDIDATES

(-57)

WRITE-IN CANDIDACY ▶ First Day to file a Statement of Write-In Candidacy and the requisite number of signatures, if any, with the County Clerk/Registrar of Voters Office. Anyone who desires to be a write-in candidate and to have his or her votes counted for a particular office must file the required documents with the County Clerk/Registrar of Voters Office on or before October 22, 2013 no later than 5 p.m. No filing fee is required to run as a write-in candidate. No votes will be counted for an unqualified write-in candidate in any election.

E.C. §8600 et seq.

SEPTEMBER 26, 2013 TO OCTOBER 26, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(-40 to -10)

MAIL SAMPLE BALLOT AND VOTER INFORMATION PAMPHLET ▶ Between these dates the County Clerk/Registrar of Voters Office shall mail Sample Ballots and Voter Information Pamphlets to all voters who registered to vote prior to the 54th day before the election. The location of the polling place and its accessibility to persons with disabilities shall be indicated thereon. Voters who registered to vote between the 54th day and 29th day before the election may not be mailed Sample Ballots and Voter Information Pamphlets but will be mailed a notice of polling place.

OCTOBER 7, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(-29)

VOTE BY MAIL BALLOTS AVAILABLE ▶ Any qualified voter may apply for a Vote by Mail ballot. Ballots must be obtained from and returned to the County Clerk/Registrar of Voters Office either in person, via an authorized agent, or by mail. All voted ballots must be returned in person, by mail, or by an authorized agent to the County Clerk/Registrar of Voters Office not later than 8 p.m. on Election Day, or delivered in person or by authorized agent to the polls on Election Day. The law permits a spouse, child, parent, grandparent, grandchild, sibling or person residing in the same household to act as an authorized agent for returning Vote by Mail ballots. Ballots applied for within the last seven days prior to the election may not be returned by mail but have no restrictions as to who may be an authorized agent.

E.C. §§3001, 3003, 3017, 3021

OCTOBER 7, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(-29)

MAILED BALLOT PRECINCTS ▶ The County Clerk/Registrar of Voters Office shall mail official ballots to voters residing in mailed ballot precincts beginning this date, along with a notice indicating there will be no polling place for this election. Voted ballots must be received not later than 8 p.m. on Election Day at any polling place in the county or at the County Clerk/Registrar of Voters Office.

E.C. §3005

OCTOBER 7, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(-29)

PRECINCTS, POLLING PLACES & ELECTION OFFICERS ▶ Last date for the County Clerk/Registrar of Voters Office to establish all polling places and appoint precinct officers for this election. Immediately following appointments, the County Clerk/Registrar of Voters Office shall mail the appointment notices to the precinct officers.

E.C. §12286

OCTOBER 20, 2013 TO NOVEMBER 4, 2013
CANDIDATES/COMMITTEES

(-16 to -01)

LATE CONTRIBUTION/EXPENDITURE PERIOD ▶ Officeholders, candidates, ballot measure and recipient committees that make or receive a late contribution or loan that totals in the aggregate \$1,000 or more, must report the late contribution or expenditure within 24 hours by personal delivery, fax, or guaranteed overnight service. See the appropriate information manual on campaign disclosure provisions of the Political Reform Act for additional information.

G.C. §§82036, 82036.5, 84203 et seq., 85500

OCTOBER 24, 2013

(-15)

CLOSE OF REGISTRATION ▶ Last day for any qualified elector to register or re-register to vote in the upcoming election. A person, who has moved, changed his or her name or who wishes to change political party affiliation must re-register by this date.

E.C. §§2102, 2107, 2115, 2116, 2152

OCTOBER 22, 2013

(-14)

WRITE-IN CANDIDATES

WRITE-IN CANDIDACY ► Last Day to file a Statement of Write-In Candidacy and the requisite number of signatures, if any, with the County Clerk/Registrar of Voters Office. Anyone who desires to be a write-in candidate and to have his or her votes counted for a particular office must file the required documents with the County Clerk/Registrar of Voters Office not later than 5 p.m. on this date. No filing fee is required to run as a write-in candidate. No votes will be counted for an unqualified write-in candidate in any election.

E.C. §8600 et seq.

OCTOBER 25, 2013

(-11)

COUNTY CLERK/REGISTRAR OF VOTERS

PROCESS VOTE BY MAIL BALLOTS ► First day the County Clerk/Registrar of Voters Office may begin to process (open, prepare and machine read) Vote by Mail ballots for the upcoming election. No results may be released until after the polls are closed on Election Day.

E.C. §15101

OCTOBER 24, 2013

(Date fixed by law)

CANDIDATES/COMMITTEES

PRE-ELECTION CAMPAIGN STATEMENT ► Officeholders, candidates, ballot measure and recipient committees must file (by personal delivery or guaranteed overnight service) a pre-election campaign statement covering the report period of September 22, 2013 through October 19, 2013, by **October 24, 2013**. Candidates and officeholders who expect to receive or spend \$1000 or less during the calendar year may file Form 470 with their nomination documents.

G.C. §84200 et seq.

OCTOBER 26, 2013

(-10)

COUNTY CLERK/REGISTRAR OF VOTERS

NOTICE OF CENTRAL COUNTING PLACE ► The County Clerk/Registrar of Voters Office shall publish, at least 10 days before the election, in a newspaper of general circulation in the jurisdiction, a notice specifying the public place to be used to tally votes when ballots are to be counted in a central counting place.

E.C. §12109

OCTOBER 29, 2013

(-7)

COUNTY CLERK/REGISTRAR OF VOTERS

STATEMENT OF REGISTRATION ► The County Clerk/Registrar of Voters Office shall send to the Secretary of State a summary statement of the number of voters on or before March 1 of each odd-numbered year, with respect to voters registered as of February 10 together with a current copy of the voter file on magnetic tape or in index form.

E.C. §2187(d)(6)

OCTOBER 29, 2013

(-7)

VOTERS/COUNTY CLERK/REGISTRAR OF VOTERS

VOTE BY MAIL BALLOTS ► Last day for the County Clerk/Registrar of Voters Office to receive and process Vote by Mail ballot applications by mail for the upcoming election. After this date, any voter may apply in person to obtain a Vote by Mail ballot if he or she will be unable to go to the polls on Election Day. Voters unable to request a ballot in person may designate in writing any person as an authorized

agent to obtain and return the Vote by Mail ballot on their behalf.

E.C. §§3001, 3021

OCTOBER 29, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(-7)

PUBLISH POLLING PLACES ▶ Not later than this date the County Clerk/Registrar of Voters Office shall publish a notice containing the list of polling places designated for each election precinct.

E.C. §12105

OCTOBER 29, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(-7)

POST PRECINCT OFFICERS AND POLLING PLACES ▶ Not later than this date the County Clerk/Registrar of Voters Office shall post, at the elections office and on the official website, a list of all current polling places in each precinct and a list of precinct board members and political party affiliation appointed by the 15th day before the election.

E.C. §§12105.5, 12108

NOVEMBER, 5, 2013
VOTERS/COUNTY CLERK/REGISTRAR OF VOTERS

(-00)

ELECTION DAY ▶ Polls are open from 7 a.m. to 8 p.m. on Election Day. Vote by Mail ballots may be returned in person or by authorized agent not later than 8 p.m. either to the County Clerk/Registrar of Voters Office or to any polling place in the county. The law permits a spouse, child, parent, grandparent, grandchild, sibling or person residing in the same household to act as an authorized agent for returning Vote by Mail ballots. Ballots applied for within the seven days prior to the election have no restrictions as to who may be an authorized agent.

E.C. §§3017, 3020, 3021, 10541, 14212

NOVEMBER 7, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(+02)

OFFICIAL CANVASS ▶ Last day the County Clerk/Registrar of Voters Office may begin the Official Canvass of the votes cast. During the Official Canvass of every election in which a voting system is used, the County Clerk/Registrar of Voters Office shall conduct a public manual tally of ballots cast in 1% of the precincts chosen at random by the elections official. In addition to the 1% count, the County Clerk/Registrar of Voters Office shall tally one additional precinct for each contest not included in the initial group of precincts.

E.C. §§362, 15301, 15360

DECEMBER 3, 2013
COUNTY CLERK/REGISTRAR OF VOTERS

(+28)

COMPLETION OF CANVASS ▶ the Official Canvass of the election must be completed no later than this date and results certified to the governing body of each jurisdiction for adoption. In the case of elections conducted on the first Tuesday after the first Monday in November of odd-numbered years, the Official Canvass must be completed no later than the last Monday before the last Friday of that month.

E.C. §15372

DECLARE CANDIDATES ELECTED ▶ Upon receipt of the Certification of Results from the County

Clerk/Registrar of Voters Office, the governing body shall meet to adopt the certification. For all county and local offices, the County Clerk/Registrar of Voters Office shall prepare and deliver to each person elected a Certificate of Election.

E.C. §§15400, 15401

DECEMBER 3, 2013

(+28)

COUNTY CLERK/REGISTRAR OF VOTERS

POST PRECINCT OFFICERS AND POLLING PLACES ► Not later than this date the County Clerk/Registrar of Voters Office shall post, at the elections office and on the official website, an updated list of the precinct board members and political party affiliation who actually served on Election Day. This list shall remain posted for 30 days after the completion of the canvass.

E.C. §§12105.5, 12108

JANUARY 31, 2014

(Date fixed by law)

CANDIDATES/COMMITTEES

SEMI-ANNUAL CAMPAIGN STATEMENT DUE ► All elected officers, candidates, and committees filing campaign statements must file a semi-annual statement covering the report period of October 20, 2013 (or from the date of last filing) to December 31, 2013 and must be filed not later than January 31, 2014.

G.C. §§84200, 84218

**Fair Political Practices Commission
Filing Schedule for
Candidates for Local Office
Committees Primarily Formed to Support/Oppose Local Candidates
Committees Primarily Formed to Support/Oppose Local Measures
Being Voted on November 5, 2013**

Deadline	Period	Form	Notes
Apr 30, 2013 <i>Quarterly</i>	1/1/13 – 3/31/13	460	<ul style="list-style-type: none"> Only ballot measure committees must file this report.
Jul 31, 2013 <i>Semi-Annual</i>	thru – 6/30/13	460 470	<ul style="list-style-type: none"> All committees must file Form 460. Incumbents and candidates who filed candidacy papers on or before June 30, and who do not have open committees must file Form 470 (see pg. 2).
Within 24 Hours <i>Contribution/ Independent Expenditure Reports</i>	8/7/13 – 11/4/13	462 & 496 497	<ul style="list-style-type: none"> 462: Primarily formed committees making independent expenditures (“IEs”) must file this form with the FPPC. (File Form 462 within 10 days.) 496: File if independent expenditures of \$1,000 or more are made. Candidates and primarily formed ballot measure committees: Do not file for expenditures made on your own committee’s behalf. 497: File if a contribution of \$1,000 or more is received. 497: File if a contribution of \$1,000 or more is made to <i>another</i> candidate or <i>another</i> measure being voted upon November 5, 2013. Deadlines: File Forms 496/497 within 24 hours (see note on page 2). The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received. File personal delivery, guaranteed overnight service, or fax.
Sep 26, 2013 <i>Pre-Election</i>	7/1/13 – 9/21/13	460 470	<ul style="list-style-type: none"> Ballot measure committees must file Form 460. Each candidate listed on the ballot must file Form 460 or Form 470 (see pg. 2). If a Form 470 was filed on or before July 31, 2013, another Form 470 is not required.
Oct 24, 2013 <i>Pre-Election</i>	9/22/13 – 10/19/13	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery or guaranteed overnight service only.
Jan 31, 2014 <i>Semi-Annual</i>	10/20/13 – 12/31/13	460	<ul style="list-style-type: none"> Candidate and ballot measure committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2013.

Fair Political Practices Commission

Additional Election Reports

Depending on committee activity, one or all of the following reports may also be required:

- **460 - Ballot Measure Quarterly Report:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, primarily formed ballot measure committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required.
 - **465 - Supplemental Independent Expenditure Report:** Committees that make independent expenditures of \$1,000 or more to another candidate or measure file this report. Candidates see prohibition below.
 - **511 - Paid Spokesperson Report:** File within 10 days of making an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure.
-
- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
 - **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) or to those 24-hour contribution reports (Form 497) that are due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
 - **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted.
 - **Candidate - Form 460 or 470:** Use Form 470-if less than \$1,000 is raised/spent in calendar years 2012 or 2013. Use Form 460 if \$1,000 or more is raised/spent in 2013 and also file Form 410, Statement of Organization. Note: All candidates must file Form 501 before soliciting contributions.
 - **Form 470:** Candidates who do not have a committee and do not raise/spend \$1,000 in 2013 may file Form 470 once a year on or before September 26, 2013. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement must be filed.
 - **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
 - **Prohibition on Candidate Independent Expenditures:** A candidate controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.
 - **Local Ordinance:** Always check if additional local rules apply.
 - **Public Documents:** All forms are public documents. Campaign manuals and instructional materials available at www.fppc.ca.gov, click on the [Campaign](#) link.
 - **Effective January 1, 2013, the following legislation took effect. Check the FPPC website for updates:**
 - 24-hour contribution/independent expenditure reports must be filed during the 90 day period before an election. Form 462 affirming the independent nature of the expenditure is required. (AB 481)
 - Local agencies may require electronic filings. (AB 2452)
 - All committees required to file Form 410 must pay a \$50 annual fee to the Secretary of State to fund improvements in the electronic filing system. (SB 1001)