

# CANDIDATE GUIDE AND CALENDAR OF EVENTS



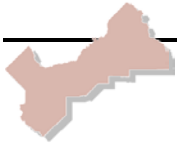
UNIFORM DISTRICT ELECTION  
NOVEMBER 7, 2017

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

2221 Kern Street • Fresno, California 93721  
Phone: (559) 600-8683 • Fax (559) 488-3279

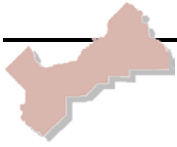
[www.co.fresno.ca.us/elections](http://www.co.fresno.ca.us/elections)

Last Updated: 07/05/2017



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## **Fresno County Clerk/ County Clerk/Registrar of Voters**

2221 Kern Street

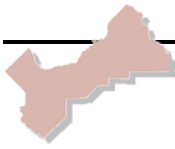
Fresno, CA 93721

Phone: (559) 600-8683 Fax: (559) 488-3279

The Elections Department is dedicated to helping all qualified candidates get their names printed on the ballot and to ensure that the election is fair and accurate.

The following guide is intended to provide general information and does not have the force or effect of law, regulation or rule. In case of conflict, the law, regulation, or rule will apply. Candidates and others using this handbook must bear full responsibility to make their own determination as to all local standards and duties. 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**



## 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) 600-1620  
(Financial disclosure statements, information)
- Campaign Materials Division ..... (559) 600-7161  
(Voter data, lists, maps, precinct information)
- Voter Registration Division ..... (559) 600-8683  
(Voter registration forms, information)

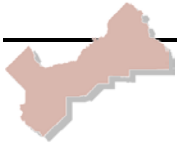
PULIC INTEGRITY UNIT ..... (559) 600-4401

### OFFICE OF THE SECRETARY OF STATE

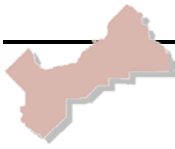
- Elections Division ..... (916) 657-2166  
(General information, filing for state and federal offices)
- Fax ..... (916) 653-3214
- Political Reform Division ..... (916) 653-6224  
(Committee ID number, termination)

### FAIR POLITICAL PRACTICES COMMISSION (FPPC)

- Technical Assistance Division (Mon – Thu 9:00 am – 11:30 am) ..... (866) 275-3772  
(campaign disclosure, state contribution limits,  
conflict of interest disclosure)
- Fax ..... (916) 322-0886
- Legal Division (Mon – Thu 9:00 am – 11:30 am) ..... (866) 275-3772  
(conflict of interest disqualifications, use of campaign funds)
- Enforcement Division (Mon – Thu 9am – 11:30 am) ..... (800) 275-3772  
(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 AND EMAILS OF INTEREST



### OUR HOME PAGE

[www.co.fresno.ca.us/elections](http://www.co.fresno.ca.us/elections)

Provides information about the Fresno County Clerk/Registrar of Voters Office including:

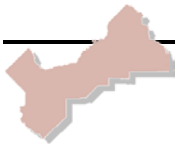
- Voting Information
- Registering to Vote
- Vote by Mail Information
- Serving at the Polls
- Election Results
- Sample Ballots
- Facts for New Citizens
- Polling Places
- Student Precinct Officer Program
- Online Campaign Statements

### E-MAIL ADDRESS

[clerk-elections@co.fresno.ca.us](mailto:clerk-elections@co.fresno.ca.us)

### HELPFUL WEBSITES

- Secretary of State ..... [www.sos.ca.gov](http://www.sos.ca.gov)
- Elections Division ..... [www.sos.ca.gov/elections](http://www.sos.ca.gov/elections)
- Political Reform Division ..... [www.sos.ca.gov/prd](http://www.sos.ca.gov/prd)
- Fair Political Practices Commission ..... [www.fppc.ca.gov](http://www.fppc.ca.gov)
- State Franchise Tax Board ..... [www.ftb.ca.gov](http://www.ftb.ca.gov)
- Internal Revenue Service ..... [www.irs.ustreas.gov](http://www.irs.ustreas.gov)
- Federal Election Commission ..... [www.fec.gov](http://www.fec.gov)
- California Law ..... <http://leginfo.legislature.ca.gov/faces/codes.xhtml>



## 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](http://www.fppc.ca.gov).
- Election fraud ▶ Contact the Public Integrity Unit at (559) 600-4401, or [publicintegrity@co.fresno.ca.us](mailto:publicintegrity@co.fresno.ca.us).
- 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) 600-3141, or the California State Attorney General at 1-800-952-5225 or [www.caag.state.ca.us](http://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](http://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](http://www.caag.state.ca.us).
- Local ordinances ▶ Contact your local city attorney or local district attorney at (559) 600-4458.
- Requirements concerning campaign signs ▶ Contact your local city clerk or zoning division.



Office	Filing By	Total Number of Seats on Board	Number (Trustee, Division, Zone, District, Seat)	County Other Than Fresno (P=Principal County)	Short Term (ST) or Veteran (Vet) Position	Number of Seats in Election	Incumbent	Nomination/Sponsors' Signatures	Filing Fee	Signatures In-Lieu	Value Per Signature	Voting By	Candidate Statement Pre-Payment Required	Term of Office (Years)
<b>ELEMENTARY SCHOOLS</b>														
Westside Elementary	At Large	5				4	Guadalupe Ismael Reyes	N/A	N/A	N/A	N/A	At Large	\$500	4
							Leticia Olivas	N/A	N/A	N/A	N/A			4
							Vacant	N/A	N/A	N/A	N/A			4
					ST		Vacant	N/A	N/A	N/A	N/A			2
<b>MEMORIAL DISTRICTS</b>														
Riverdale Memorial	At Large	5			VET	3	Alan Silvera	N/A	N/A	N/A	N/A	At Large	\$500	4
					VET		Gerald Leoni	N/A	N/A	N/A	N/A			4
							Richard Schultz	N/A	N/A	N/A	N/A			4
<b>COMMUNITY SERVICE DISTRICTS</b>														
Lanare Community Service	At Large	5				3	Gerardo Solorio	N/A	N/A	N/A	N/A	At Large	\$500	4
							Danielle Roberts	N/A	N/A	N/A	N/A			4
							Vacant	N/A	N/A	N/A	N/A			4
Laton Community Service	At Large	5				3	Guadalupe Andrade	N/A	N/A	N/A	N/A	At Large	\$500	4
							Carol J. Hall	N/A	N/A	N/A	N/A			4
							Vacant	N/A	N/A	N/A	N/A			4
Sierra Cedars Community Service	At Large	5				2	Philip Erdman	N/A	N/A	N/A	N/A	At Large	\$500	4
							Bill Paloutzian	N/A	N/A	N/A	N/A			4



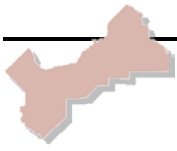


Office	Filing By	Total Number of Seats on Board	Number (Trustee, Division, Zone, District, Seat)	County Other Than Fresno (P=Principal County)	Short Term (ST) or Veteran (Vet) Position	Number of Seats in Election	Incumbent	Nomination/Sponsors' Signatures	Filing Fee	Signatures In-Lieu	Value Per Signature	Voting By	Candidate Statement Pre-Payment Required	Term of Office (Years)
<b>FIRE PROTECTION DISTRICTS</b>														
Bald Mountain Fire Protection	At Large	5				5	Don Ashbrook	N/A	N/A	N/A	N/A	At Large	\$500	4
							Gloria Sprague	N/A	N/A	N/A	N/A			4
							Clint D. Nichols	N/A	N/A	N/A	N/A			4
					ST		Rick Ramirez	N/A	N/A	N/A	N/A			2
					ST		Sharon Welker	N/A	N/A	N/A	N/A			2
Fig Garden Fire Protection	At Large	3				1	Vernie Rogers	N/A	N/A	N/A	N/A	At Large	\$500	4
<b>IRRIGATION DISTRICTS</b>														
Hills Valley Irrigation	At Large	3		Tulare		1	Don Schroeder	N/A	N/A	N/A	N/A	At Large	\$500	4
Laguna Irrigation	Division	5	1			2	Scot Goble	N/A	N/A	N/A	N/A	Division	\$500	4
			3	Kings			Tony Thomas	N/A	N/A	N/A	N/A			4
Riverdale Irrigation	Division	3	2			2	Leonard Acquistapace	N/A	N/A	N/A	N/A	At Large	\$500	4
			3				Ralph Hodson	N/A	N/A	N/A	N/A			4
Tranquillity Irrigation	At Large	3				1	George Ayerza Jr.	N/A	N/A	N/A	N/A	At Large	\$500	4

\*Confirmation regarding principal county for Laguna Irrigation District, Division 3 pending from District.



Office	Filing By	Total Number of Seats on Board	Number (Trustee, Division, Zone, District, Seat)	County Other Than Fresno (P=Principal County)	Short Term (ST) or Veteran (Vet) Position	Number of Seats in Election	Incumbent	Nomination/Sponsors' Signatures	Filing Fee	Signatures In-Lieu	Value Per Signature	Voting By	Candidate Statement Pre-Payment Required	Term of Office (Years)
<b>PUBLIC UTILITY DISTRICTS</b>														
Tranquillity Public Utility	At Large	3				2	Joann Minnite	N/A	N/A	N/A	N/A	At Large	\$500	4
							Michael Pucheu	N/A	N/A	N/A	N/A			4
<b>COUNTY WATER DISTRICTS</b>														
Freewater County Water	At Large	5				3	Val Phillip Viau	N/A	N/A	N/A	N/A	At Large	\$500	4
							Vacant	N/A	N/A	N/A	N/A			4
							James A. Moglia	N/A	N/A	N/A	N/A			4
<b>POLICE PROTECTION DISTRICT</b>														
Orange Cove Police Protection	At Large	3				2	Manuel J. Ferreira	N/A	N/A	N/A	N/A	At Large	\$500	4
							Andrew W. Valencia Sr.	N/A	N/A	N/A	N/A			4



# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## School Offices

### Summary

**Nomination/Sponsors' Signatures** Not Applicable

**Filing Fee** Not Applicable

**Candidate Statement Pre-Payment Required** \$500.00

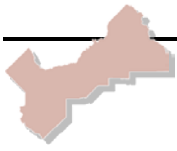
### Filing Periods

Declaration of Candidacy and Nomination Period      7/17/2017    to    8/11/2017

Nomination - Extended Nomination Period      8/12/2017    to    8/16/2017

### All Candidates Must File:

Declaration of Candidacy      Statement of Economic Interest (700 Form)



## TERM OF OFFICE

Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the first Friday in December next succeeding his or her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified. The term of the successor shall begin upon the expiration of the term of his or her predecessor.

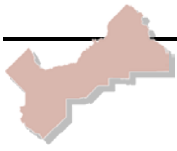
Education Code 5017

## 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 113 and 88 days prior to Election Day. 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 88<sup>th</sup> day prior to the Election Day.

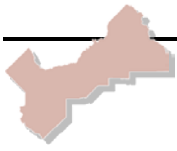
If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on the 88<sup>th</sup> day prior to Election Day, any person, other than the person who was the incumbent on the 88<sup>th</sup> day, may file a Declaration of Candidacy not later than the close of business on the 83<sup>rd</sup> day.

E.C. §§10602, 10603, 10604

**STATEMENT OF QUALIFICATIONS (OPTIONAL)** ▶ Any candidate for local nonpartisan office, US Representative candidates, and State Senate and Assembly legislative candidates who choose to keep their campaign spending under specified dollar limits, 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 13307.5, 13308, G.C. 85601(c)



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. Please see the FPPC Filing Schedule at the end of this guide for further information.

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.

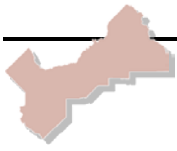
E.C. §20440

## CAMPAIGN FILING REQUIREMENTS

For further information on Campaign Filing Requirements, please see the section “Campaign Filing Requirements of this Guide or please contact the Fair Political Practices Commission at:

- Phone: (916)322-5660 or 1-866-ASK-FPPC (1-866-275-3772 \*2)
- Mailing: 428 J Street, Suite 620, Sacramento, CA 95814
- Web: <http://www.fppc.ca.gov/>
- [Advice@fppc.ca.gov](mailto:Advice@fppc.ca.gov)

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.



# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## Special District Offices

### Summary

**Nomination/Sponsors' Signatures** Not Applicable

**Filing Fee** Not Applicable

**Candidate Statement Pre-Payment  
Required** \$500.00

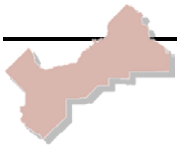
### Filing Periods

Declaration of Candidacy and Nomination  
Period 7/17/2017 to 8/11/2017

Nomination - Extended Nomination  
Period 8/12/2017 to 8/16/2017

### All Candidates Must File:

Declaration of Candidacy Statement of Economic Interest (700 Form)



## TERM OF OFFICE

Special District Board Members serve a 4 year term beginning at noon on the first Friday in December next following the general district election.

EC 10554

Exception: Resource Conservation District Board Members elected and qualified shall take office at noon on the last Friday in November following their election.

PRC 9355

## 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

- **Conservation (Water):** Each director shall be an elector of the division for which he is elected, a qualified elector of the district, and a resident of the county, or of one of the counties, in which the district is situated.

Water Code § 74200

- **Fire Protection:** A candidate shall be a resident and registered voter of the district.

Health and Safety Code § 13841

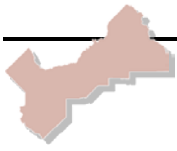
- **Hospital (Health Care) Districts:** A candidate shall be a resident and registered voter of the district.

Health and Safety Code §32100, 32100.1

- **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



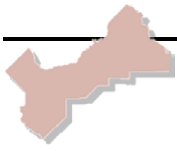


- **Memorial:** A candidate shall be a registered elector residing within the district. A majority of seats on the board shall be designated for veterans.  
Military & Veterans Code § 1197
- **Police Protection:** A candidate shall be a resident within the district.  
Health and Safety Code § 20044
- **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
- **Resource Conservation:** Candidates shall (1) reside within the district and either own real property in the district or alternatively have served, pursuant to the district's rules, for two years or more as an associate director providing advisory or other assistance to the board of directors, or (2) be a designated agent of a resident landowner within the district.  
Public Resources Code § 9352

## FILING REQUIREMENTS

### Nomination Documents and Procedures

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If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on the 88<sup>th</sup> day prior to Election Day, any person, other than the person who was the incumbent on the 88<sup>th</sup> day, may file a Declaration of Candidacy not later than the close of business on the 83<sup>rd</sup> day.

E.C. §§8020, 8022, 8028, 8040, 8064, 8100

**NOMINATION PETITIONS** ▶ (This only applies to the Board of Education candidates) Each candidate is required to file a Nomination Petition between 113 and 88 days prior to Election Day, containing signatures of registered voters in the jurisdiction within the range required by law. Each section of the Nomination Petition shall be delivered to the county elections official, not later than the 88<sup>th</sup> day prior to the Election. Circulators of a Nomination Petition shall be 18 years old or older. NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.

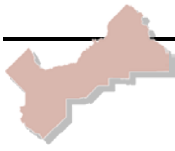
E.C. §§8020, 8041, 8061, 8062(a)(3), 8066

**STATEMENT OF QUALIFICATIONS (OPTIONAL)** ▶ Any candidate for local nonpartisan office, US Representative candidates, and State Senate and Assembly legislative candidates who choose to keep their campaign spending under specified dollar limits, 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 13307.5, 13308, G.C. 85601(c)

**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. Please see the FPPC Filing Schedule at the end of this guide for further information.

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.

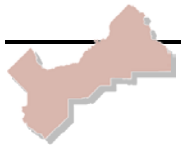
E.C. §20440

## CAMPAIGN FILING REQUIREMENTS

For further information on Campaign Filing Requirements, please see the section “Campaign Filing Requirements of this Guide or please contact the Fair Political Practices Commission at:

- Phone: (916)322-5660 or 1-866-ASK-FPPC (1-866-275-3772 \*2)
- Mailing: 428 J Street, Suite 620, Sacramento, CA 95814
- Web: <http://www.fppc.ca.gov/>
- [Advice@fppc.ca.gov](mailto:Advice@fppc.ca.gov)

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.



## CANDIDATE STATEMENT OF QUALIFICATIONS

A Candidate Statement of Qualifications is information, provided by the candidate concerning his or her education and qualifications. This is optional for the candidate. If provided it will be printed in the Voter Information Pamphlet section of the Fresno County Sample Ballot. If a candidate chooses not to file a statement, they must sign a declaration stating this.

The estimated cost for all Candidate Statements for the November 7, 2017 UDEL Election will be \$500.00 and will have a word limit of 200 words.

Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Fresno County Sample Ballot. U.S. Representative candidates, and State Senate and Assembly legislative candidates who choose to keep their campaign spending under specified dollar limits may submit a Statement of Qualifications.

## GENERAL PROCEDURE

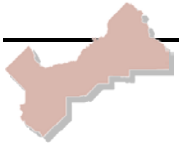
If a candidate wishes to submit a candidate statement, they must adhere to the following procedure:

### **1. Email or provide a CD to the County Clerk/Registrar of Voters Prior to Filing**

A candidate statement must be provided by the candidate to our office by either CD or email in Microsoft WORD format. Hand written Statements will not be accepted.

### **2. Counting Words**

Once the candidate is in the office and ready to file the candidate statement, the County Clerk/Registrar of Voters will print out a copy of the document received. They will then perform a word count (see the "Word Count" section in the guide). If the word count is above the maximum allowed, the statement will not be accepted as filed. The maximum allowed for this election is 200 words.



### **3. Pay the Cost Estimate**

If the candidate statement submitted is below or meets the maximum word count, the candidate must pay the cost estimate provided before the deadline.

Unless otherwise determined by the governing body, candidate statements 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 after the election when actual costs are known.

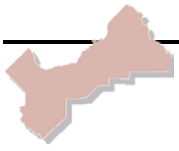
Estimated costs for candidate statements are based on the total costs of printing, handling, translating and mailing the candidate statement, including costs incurred as a result of complying with the Federal Voting Rights Act of 1965. Fresno County is required to print all candidate statements in English 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.

### **4. Sign Declaration and File the Candidate Statement**

Once the estimated cost is paid, the Elections Official will accept the statement for filing. When filing, the candidate must sign a declaration executed under penalty of perjury, declaring that the information contained therein is true and correct.

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, no later than the 88th day prior to the election.

Please proofread your statement. The statement will be printed exactly as the copy provided on the CD or email. This office will not correct any misspellings or errors in grammar or punctuation. After filing by the deadline, the statement can be withdrawn, but not changed. The last day to withdraw is the first business day after the close of filing.



## GENERAL FORMAT

Statements will be printed in uniform type, style and spacing. Paragraphs should be indented and single-spaced, with no line spacing between paragraphs. NOTE: The County Clerk/Registrar of Voters may need to make adjustments to the candidate statement for space requirements in the sample ballot.

### **Header**

In the header of the statement a candidate must state their name, and optionally may place their age and occupation of the candidate. This is not included in the word count. Occupation is not restricted by ballot designation limitations; however, may not exceed 7 words in length.

### **Description of Education, Qualifications, and Personal Background**

The body of the candidate statement is a description of the candidate's education, personal background and qualifications. This section is limited by the word count (see below).

Statements must be written in the first person. For example:

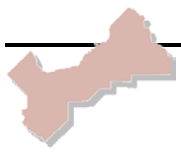
- "I am running..."
- "I went to....."
- "I believe...."

The statement cannot be written in 3rd person, quote other persons, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. . For example:

- "She is running..."
- "Jane Doe is running..."
- "My opponent is....."

### **Formatting Not Permitted**

- Extra indentations
- Any bold
- Underlining of words
- Italics
- Graphics
- Extra punctuation
- Capitalized words for added emphasis
- Bullets of any kind



GENERAL GUIDELINES

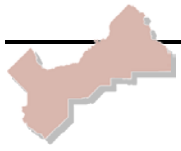
**Party Affiliation**

Statements shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations.

EC 13308

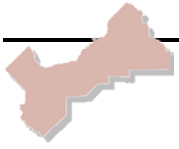
**Word Count Standards**

Type	Description	Example
PUNCTUATION MARKS	Punctuation marks are not counted. However, symbols such as “&” (and), and “#” (number/pound) are not considered punctuation and each symbol is counted as one (1) word.	
GEOGRAPHICAL NAMES	Geographical names are counted as one (1) word. Geographical names are those of a governmental entity that consists of fixed boundaries, is vested with its own governmental functions and powers by the Legislature, and is governed by an elected or appointed board.	"City of San Joaquin", "City and County of San Francisco"
ABBREVIATIONS and ACRONYMS	Acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.	CSUF, PTA, UCSF, U.S.M.C.
HYPHENATED WORDS	A hyphenated word that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word. Be aware that many word processing software will count a hyphenated word as one word even if it does not fit this criteria.	Attorney-at-law, full-time (as an adjective), in-law



DATES	Dates consisting of a combination of digits are counted as one (1) word.	06/01/1995 [1 WORD]
	Dates consisting of a combination of words and digits are counted as multiple words.	July 4, 2012 [3 WORDS], December Twenty-fifth [2 WORDS]
NUMERIC COMBINATIONS	Numeric combinations will be counted as one (1) word.	1973, 13 1/2, 1971-73, 5%, 8/3/73, #14
MONETARY AMOUNTS	Monetary amounts consisting of a combination of digits are counted as one (1) word.	15,000,000 [1 WORD]
	Monetary amounts consisting of a combination of words and digits are counted as multiple words.	\$15 million [2 WORDS]
NAMES OF PERSONS AND THINGS	Names of individuals and things are counted as individual words.	George Washington [2 WORDS], S.F. Giants [2 WORDS]
TELEPHONE and FAX NUMBERS	Telephone and fax numbers are counted as (1) word.	(559)600-8683 [1 WORD] 1-800-345-VOTE [1 WORD]
EMAIL ADDRESSES and WEBSITES	Email addresses and websites are counted as (1) word.	<a href="http://www.co.fresno.ca.us/elections">www.co.fresno.ca.us/elections</a> [1 WORD] <a href="mailto:myemail@co.fresno.ca.us">myemail@co.fresno.ca.us</a> [1 WORD]





## SPECIAL CONSIDERATIONS

### **Order of Appearance in the Voter Pamphlet**

Statements will be printed in random order unless repositioned due to space considerations. Statements do not rotate.

### **Confidentiality**

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.

### **Public Examination**

After the deadline for filing nomination papers, anyone may examine any candidate statements and may purchase copies thereof.

During a 10-calendar day period commencing the day after the close of nomination, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction requiring any or all of the material in a candidate's statement to be amended or deleted.

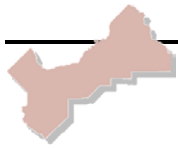
EC §13313

### **Liability**

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter Information Pamphlet.

Any candidate who knowingly makes a false statement of material fact in a candidate's statement prepared pursuant to Elections Code Section 13307, with the intent to mislead the voters in connection with his or her campaign for nomination of election to a nonpartisan office is punishable by a fine not to exceed \$1,000.00.

E.C. 13307 (d) E.C.18351



## SAMPLE CANDIDATE STATEMENT OF QUALIFICATIONS

Shown below is a sample of a Candidate's Statement of Qualifications form. The upper portion stating the contest, name, age, and occupation is not included in the word count. The statement shown below has been typed, in upper and lower case, indented paragraph form.

Printed Candidate's Statement ▶ This example 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.

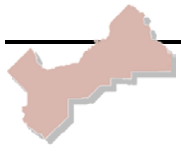
### CITY COUNCIL DISTRICT

Candidate's Name  
Occupation: Businesswoman

Age: 32

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.

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 complement 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.



## PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

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

### **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**

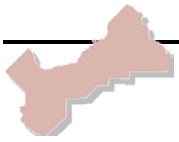
**20420.** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

### **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.

The text of the code shall read, as follows:

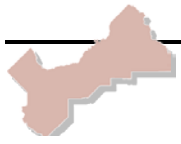


## CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.



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

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

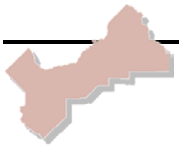
Date	Signature
------	-----------

**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

California law provides that candidates for political office can choose to list a ballot designation under their name that tells voters something about themselves. Except under specific circumstances, a ballot designation is limited to 3 words. This is often a current elected office title or description of your principal profession, vocation or occupation. Candidates are not required to use a ballot designation and may opt to leave the space for a designation blank on the ballot.

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

EC § 13106

In order to use a ballot designation, an individual must provide information to support their choice of ballot designation. Further, there are restrictions on what is and isn't allowed.

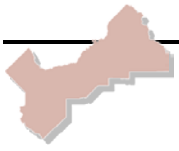
### SELECTING A BALLOT DESIGNATION

On the Declaration of Candidacy or Nomination Papers you will be given the opportunity to indicate your ballot designation. However, a candidate is not permitted to use a ballot designation until after they complete a Ballot Designation Worksheet.

#### **Ballot Designation Worksheet**

On the Ballot Designation Worksheet, you will need to provide information such as:

- Name and the office which you are seeking election
- Your contact information such as home, business and mailing addresses, telephone numbers, email address, if available, and fax number. Please note that this worksheet will be considered public information.
- Your submitted ballot designation
- A statement identifying the factual basis supporting your choice.
- Further information describing this designation, such as:
  - 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



- o 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).

The entire form **must be completed**, or it will **not** be accepted and you will not be entitled to a 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 the law. A candidate may also be asked for copies of documentation supporting your choice. The worksheet and the supporting documents will become public record once filed.

EC 13107.3, CCR 20711

### **Elections Official Review**

Once the Ballot Designation Worksheet is filed, the Elections Official will review if the chosen ballot designation complies with all provisions of Elections Code § 13107 and CCR § 20710. A candidate may be asked to submit additional supporting documentation or other evidence to support the proposed ballot designation.

### **If Ballot Designation is Not Accepted**

If it is found the designation is unacceptable, the Elections Official will notify the candidate by phone, and registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's Ballot Designation Worksheet.

EC 13107 (c)

Within 3 business days from the date the candidate receives notice by phone, or by registered or certified mail, whichever occurs first, the candidate must come into the office and file a new designation that is acceptable.

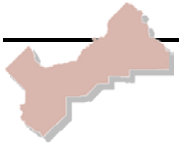
EC 13107(c)(1)

Note: If the candidate fails to provide a new designation within this 3-day period, no designation will appear after their name on the ballot.

EC 13107(c)(2)

No ballot designation can be changed after the final date of filing unless specifically requested by the Elections Official.

EC 13107(d)



## GENERAL GUIDELINES FOR ACCEPTABLE BALLOT DESIGNATIONS

There are general guidelines specified by law regarding what can be used as a ballot designation.

### **Elected Office**

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.

NOTE: There shall be no word count limitation applicable to ballot designations submitted for an applicable Elected Office.

### **Using the Word “Incumbent”**

A candidate may use the word “Incumbent” if they are a candidate for the same office which he or she holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or in case of a superior court judge, was appointed to the office.

NOTE: Proposed ballot designations as “incumbent” 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.

CCR 202712

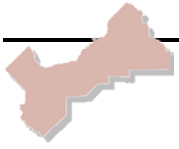
### **If Appointed To an Elective Office**

The phrase “appointed” must be used if the candidate:

- Wishes to use the word “incumbent” and they hold an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office.
- Or if the candidate is a candidate to some other office, and they wish to use the word “appointed” and the title of the office.

In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” However, the word “appointed” shall not be required of a candidate who seeks re-election to an office which he or she was appointed, as a nominated candidate, in lieu of an election.





### Only 3 Words Allowed

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

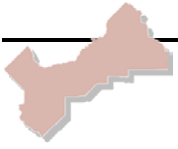
The following rules shall govern the application of the three-word limitation:

- 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
  - 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.  
Examples acceptable hyphenated words: sugar-free, user-generated, ice-skate (verb)
- Using “Councilmember” (one word) vs. “Council Member” (two words) will depend on how the word is used by the governing body of the office for which the candidate is seeking election.
- 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”. 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
- City of Clovis
- 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
  - 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, but that ballot designation shall be limited to no more than three words.

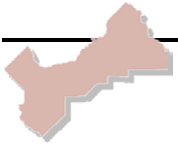
Examples of acceptable designations under this section include:

- State Senator/Rancher
- California Assemblywoman/Attorney
- County Supervisor/Teacher

Examples of unacceptable designations under this section include:

- Assemblyman, 57th District/Educator
  - California State Senator/Architect
  - Fresno County Supervisor/Business Owner
- “Community Volunteer” means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:
    - 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.



## GENERAL DEFINITIONS

### **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.

### **Profession**

This 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 generally include, but are not limited to, law, medicine, education, engineering, accounting, and journalism.

Examples of an acceptable designation of a “profession,” include:

- Attorney
- Architect
- Physician
- Teacher
- Accountant

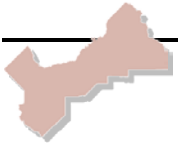
### **Vocation**

This 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” include:

- Minister
- Dependent Care Provider
- Priest
- Carpenter
- Mother
- Plumber
- Father
- Electrician
- Homemaker
- Cabinetmaker



## Occupation

This 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” include:

- Rancher
- Restaurateur
- Retail Salesperson
- Manual Laborer
- Construction Worker
- Computer Manufacturing Executive
- Military Pilot
- Secretary
- Police Officer

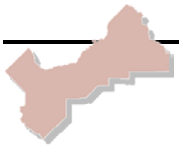
## Principal

This means 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.

In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of one which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

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, and the status of the candidate’s license is active at the time he or she filed his or her nomination documents.



## GENERAL GUIDELINES FOR UNACCEPTABLE BALLOT DESIGNATIONS

The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations:

### **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:

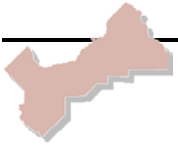
- Hobbies
- Social activities
- Volunteer work (except as noted for "Community Volunteer")
- Matters pursued as an amateur

### **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").

Pro forma professions, vocations and occupations which are unacceptable may include such pursuits as:

- Honorary Peace Officer
- Volunteer Firefighter
- Honorary Chairperson
- Honorary Professor
- Goodwill Ambassador
- Official Host Or Hostess



## Status

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:

- Veteran
- Proponent
- Advocate
- Reformer
- Scholar
- Founder
- Philosopher
- Philanthropist
- Activist
- Patriot
- Taxpayer
- Concerned Citizen
- Husband
- Wife

## Misleading Designation

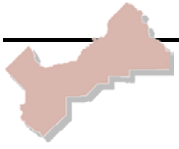
Ballot designations that would mislead the voter will be rejected as unacceptable.

## Commercial Identification

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:

- Acme Company President
- Universal Widget Inventor
- Director, Smith Foundation
- CSUF Professor



### Leadership Positions of a Legislative Body

Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, are not elective offices. Such ballot designations are improper as an Elected Office.

They may, however, be subject to the three-word limit, when being considered.

Examples of acceptable ballot designations include:

- Assembly Minority Leader
- California Assembly Speaker
- Mayor Pro Tem

Examples of unacceptable ballot designations include:

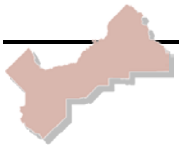
- Majority Leader of the California Senate
- Minority Leader of the California State Assembly
- Speaker of the California State Assembly
- President Pro Tempore of the California State Senate
- City of Orange Mayor Pro Tem

### Evaluation of a Candidate

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.

Examples of impermissible adjectives include:

- |               |             |
|---------------|-------------|
| • Senior      | • Exalted   |
| • Emeritus    | • Prominent |
| • Specialist  | • Famous    |
| • Magnate     | • Respected |
| • Outstanding | • Honored   |
| • Leading     | • Honest    |
| • Expert      | • Dishonest |
| • Virtuous    | • Corrupt   |
| • Eminent     | • Lazy      |
| • Best        |             |



### **Illegal Activities**

Ballot designations that refer to any activity prohibited by law will be rejected as unacceptable.

### **Limitations on the Use Words Designating a Former Position**

A word or prefix, such as “former” or “ex” which means a prior status is not allowed.

The only exception is the use of the word “retired.” However, 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.

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.

The word “Retired” cannot be abbreviated or placed following any word or words that it modifies.

### **Name of a Political Party**

It is unacceptable to use the name of any political party in ballot designation, whether or not it has qualified for the ballot.

### **Racial, Religious or Ethnic Group**

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.

Examples of acceptable designations are:

- Rabbi
- Pastor
- Minister
- Priest
- Bishop
- Deacon
- Monk
- Nun
- Imam



# Ballot Designation Worksheet

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

Candidate Information

Candidate Name: \_\_\_\_\_

Office: \_\_\_\_\_

Home Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s) Business: \_\_\_\_\_ Home/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Attorney Information

Attorney Name (or other person authorized to act in your behalf): \_\_\_\_\_

Address: \_\_\_\_\_

Home Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s) Business: \_\_\_\_\_ Home/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**Proposed Ballot Designation:** \_\_\_\_\_

**1<sup>st</sup> Alternative:** \_\_\_\_\_

**2<sup>nd</sup> Alternative:** \_\_\_\_\_

You may select as your ballot designation:

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

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

If your proposed ballot designation includes the word “volunteer,” indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation “community volunteer” if you

volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

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

Justification for use of proposed ballot designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current or Most Recent Job Title: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_

Employer Name or Business: \_\_\_\_\_

Person(s) who can verify this information:

Name(s) \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name(s) \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Before signing below, answer the following questions.**

Does your proposed ballot designation:

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

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

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

For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

**13107.**

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

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

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

(1) It would mislead the voter.

(2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

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

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).

(2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

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

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

For your reference, Elections Code section 13107.3 is reproduced below:

**13107.3.**

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

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

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

For your reference, Elections Code section 13107.5 is reproduced below:

**13107.5.**

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, 2 CCR 20711 is reproduced below:

**20711. *Ballot Designation Worksheet.***

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

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

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

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office

he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate shall indicate:

ballot designation; (i) The title of the position or positions which he or she claims supports the proposed

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

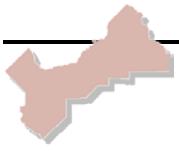
information; and (v) The name and telephone number of a person or persons who could verify such

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at Section 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

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

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



## PLACEMENT OF NAMES ON THE BALLOT

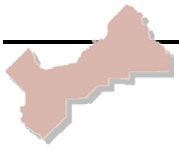
The order in which candidates' name shall be placed on the ballot is specified in Elections Code § 13111 and 13112. Election Code § 13109 specifies the order of precedence of offices on the ballot.

### **Random Alphabet Drawing**

At 11:00 a.m. on the 82<sup>nd</sup> 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 Statewide Offices:** Candidates for offices voted on throughout the state are placed on the ballot in the random order in the First State Assembly District. In the next district the candidates listed first move to the bottom of the list and all other candidates move up one position. This rotation continues through all 80 State Assembly Districts.
- **Candidates for Congress:** Candidates are placed on the ballot in the random order in the lowest numbered State Assembly District within the Congressional District. The candidate's names are rotated in the same way as described above but only by the State Assembly Districts within the Congressional or State Board of Equalization District.
- **Candidates for Countywide Offices:** Candidates for countywide offices are placed on the ballot in random order and rotated by Supervisorial Districts within the county.
- **Candidates for State Senate and Member of the Assembly in Districts that cross county lines:** Candidates are placed on the ballot in a random order drawn by the County Clerk/Registrar of Voters within each County.
- **Candidates for other offices:** Candidates are placed on the ballot in the Secretary of State's random order and are not rotated.



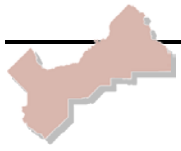
## GUIDELINES FOR FILING ARGUMENTS AND REBUTTAL ARGUMENTS

### 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 (Please see the “STATEMENT TO ACCOMPANY ALL ARGUMENTS FILED” 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 our 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. If more than one is filed, the County Clerk will choose the arguments to be printed on the ballot 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 10<sup>th</sup> 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).



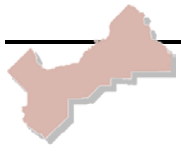
STATEMENT TO ACCOMPANY ALL ARGUMENTS FILED

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 FINANCE

The Political Reform Act of 1974 requires all candidates for state and local elective office, all state and local elected office holders, 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.**

On January 31, 2017, Fresno County Board of Supervisors adopted an ordinance approving electronic filing of campaign disclosure statements. Elected officers, candidates, committees and controlled committees required to file campaign statements with the County pursuant to state law who have received contributions or made expenditures of \$5,000 or more in a calendar year shall file their campaign statements using the Registrar of Voter's online filing system. All other filers may elect to file their campaign statements electronically or in paper format. For further information contact your local filing officer at (559) 600-1620.

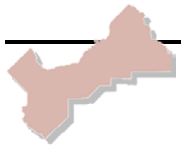
## CAMPAIGN DISCLOSURE FORMS

FORM 496– 24-hour Independent Expenditure Report ▶ Independent expenditures of \$1,000 or more to support or oppose a single candidate for elective state office, local office, state ballot measure, and local ballot measure must be reported during the 90-days prior to the election and ending on Election Day.

G.C. §84204

FORM 497– 24-hour Contribution Report ▶ This form is used by the following: State and local committees making or receiving contribution(s) that total in the aggregate of \$1000 or more in the 90 days before an election; Committees reporting contributions of \$5,000 or more in connection with a state ballot measure; and state candidates and state ballot measure committees that receive \$5,000 or more at any time other than a 90-day election cycle.

G.C. §84203



24-hour Reports may be received by:

- ▶ Fax (559) 488-3279
- ▶ Personal delivery, Monday thru Friday between the hours of 8:30 AM – 5:00 PM
- ▶ Guarantee overnight delivery.

**For further information on FPPC 24-hour reporting requirements, log onto [www.fppc.ca.gov](http://www.fppc.ca.gov).**

FORM 501– Candidate Intention Statement ▶ Prior to the solicitation or receipt of any contribution or loan, an individual who intends to be a candidate for an elective state office, as that term is defined by Section 82024, shall file with the Secretary of State an original statement, signed under penalty of perjury, of intention to be a candidate for a specific office.

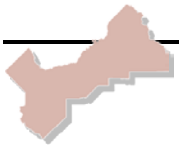
An individual who intends to be a candidate for any other elective office shall file the statement of intention with the same filing officer and in the same location as the individual would file an original campaign statement pursuant to subdivisions (b), (c), and (d) of Section 84215.

For purposes of this section, “contribution” and “loan” do not include any payments from the candidate’s personal funds for a candidate filing fee or a candidate statement of qualifications fee.

G.C. §85200

FORM 410–Statement of Organization ▶ Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number. This statement must be filed within 10 days of receiving \$2,000 in contributions or having \$2,000 in expenditures. 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.

G.C. §84101



FORM 470–Officeholder/Candidate Campaign Statement–Short Form ▶ Candidates for office who expect to receive or spend less than \$2,000 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). Judicial Candidates, please refer to the “Campaign Disclosure Manual 2” available at [www.fppc.ca.gov](http://www.fppc.ca.gov).

G.C. §84206(a), (b)

FORM 470–Supplement ▶ Any candidate who files a Form 470 and who subsequently has \$2,000 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, 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)

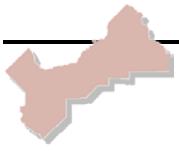
FORM 460–Recipient Committee Campaign Statement ▶ Candidates for office who receive contributions or have expenditures of \$2,000 or more must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please see the FPPC Filing Schedule at the end of this guide for further information.

G.C. §84200

FORM 700–Statement of Economic Interests ▶ Officials and Candidates specified in G.C. sec. 87200 and Members of Boards, and Commissions of Newly Created Agencies must file a Form 700 Statement of Economic Interests. Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, and water board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

For further information see Reference Pamphlet, page 3 at [www.fppc.ca.gov](http://www.fppc.ca.gov) or obtain from your filing officer.

G.C. §87200, 87201



## CAMPAIGN REPORTING REQUIREMENTS FOR CANDIDATES AND/OR COMMITTEES

### FORM 501–CANDIDATE INTENTION STATEMENT

#### WHO FILES:

A candidate for state or local office, including re-election to the same office, is required to file a Form 501 prior to solicitation or receipt of contributions or loans, including expenditures from personal funds. Note: For purposes of this section, “contribution” and “loan” do not include any payments from the candidate’s personal funds for a candidate filing fee or a candidate statement of qualifications fee.

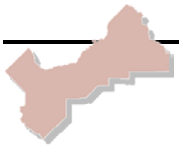
#### WHERE TO FILE:

##### **State and Judicial Candidates:**

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

##### **Local Candidates:**

Send original to:  
The appropriate local filing officer



## FORM 410—STATEMENT OF ORGANIZATION

### DEFINITIONS:

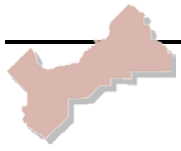
**RECIPIENT COMMITTEE** ▶ A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$2,000 or more during a calendar year.

**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 \$2,000 threshold.

No contribution of one hundred dollars (\$100) or more shall be made or received in cash. No expenditure of one hundred dollars (\$100) or more shall be made in cash.

G.C. §84300(a), (b)



#### WHEN TO FILE:

File the Form 410 within 10 days of receiving \$2,000 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 90 days prior to an election in which the committee makes independent expenditures of \$2,000 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:

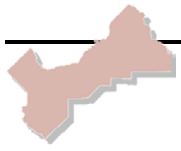
##### **All Committees:**

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

##### **County & City Committees:**

Send copy to:  
The appropriate local filing officer

FPPC Identification numbers are posted on the Secretary of State's web site at [www.sos.ca.gov](http://www.sos.ca.gov).

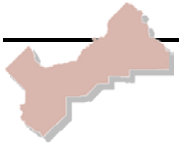


**FORM 700–Statement of Economic Interests –Candidate Statement**

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. All candidates (including incumbents) for offices specified in G.C. Sec 87200 must file statements no later than the final filing date for their declaration of candidacy. Candidates seeking a position designated in a conflict of interest code must file no later than the final filing date for the declaration of candidacy or other nomination documents. Log onto [www.fppc.ca.gov](http://www.fppc.ca.gov) for a complete list of candidates required to file a Form 700,

WHERE TO FILE:

<b>87200 Candidates</b>	
State offices Judicial offices Multi-County offices	County elections official with whom you file your declaration of candidacy
County offices	County elections official
City offices	City Clerk
Public Employees’ Retirement System (CalPERS)	CalPERS
State Teachers’ Retirement Board (CalSTRS)	CalSTRS



**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.

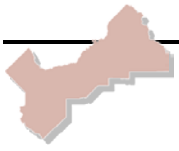
G.C. §84214

The FPPC can provide assistance by telephone (1-866-ASK-FPPC), email ([advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)) or by mail at 428 J Street, Suite 620, Sacramento, CA 95814 regarding your specific circumstance.

**NOTE:** The information above is an excerpt taken from the Fair Political Practices Commission. It is not intended to be used as a substitute of the guidelines described in the appropriate “Campaign Disclosure Manual” available at [www.fppc.ca.gov](http://www.fppc.ca.gov).

- Manual 1 - Information for State Candidates
- Manual 2 - Information for Local Candidates, Superior Court Judges
- Manual 3 - Information for Ballot Measure Committees
- Manual 4 - Information for General Purpose Committees
- Manual 5 - Information for Major Donor Committees
- Manual 6 - Information for Independent Expenditure Committees
- Manual 7 - Information for Slate Mailer Organizations



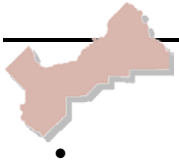


## CAMPAIGN DISCLOSURE REQUIREMENTS OFTEN OVERLOOKED

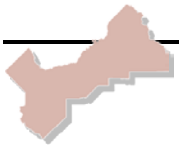
**BE INFORMED:** *The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures.*

*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 \$2,000.
- 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 \$2,000.
- 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 90 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

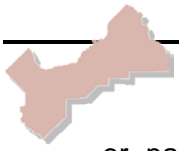
### MASS MAILING PROHIBITIONS

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

## 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.

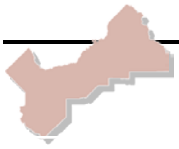
“This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible for preparation thereof).”

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://leginfo.legislature.ca.gov/faces/codes.xhtml>

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 defined by Section 319.5

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

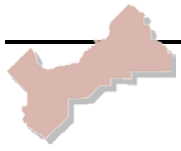
Any person who violates any of the provisions of this section is guilty of a misdemeanor.

E.C. §18370

## ELECTIONEERING DURING VOTE BY MAIL VOTING

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

E.C. §18371

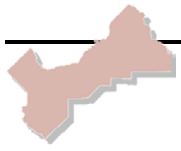


## CAMPAIGN POSTERS AND SIGN PLACEMENTS

The information below 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.

NOTE: On state roadways, "STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS" are required to be filed with the State Department of Transportation. (Available Below)

- 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) 655-4291 ..... MATT FLOOD, 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

**DEPARTMENT OF TRANSPORTATION**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 scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the 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 or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

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

Enclosure



**DEPARTMENT OF TRANSPORTATION**

DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING PROGRAM



**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

**Fair Political Practices Commission  
Filing Schedule for  
Candidates and Controlled Committees for Local Office  
Being Voted on November 7, 2017**

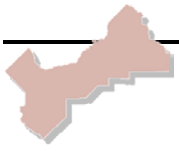
<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>July 31, 2017</b> <i>Semi-Annual</i>	* – 6/30/17	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> </ul>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	8/9/17 – 11/7/17	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or measure being voted upon November 7, 2017.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
<b>Sept 28, 2017</b> <i>1<sup>st</sup> Pre-Election</i>	7/1/17 – 9/23/17	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
<b>Oct 26, 2017</b> <i>2<sup>nd</sup> Pre-Election</i>	9/24/17 – 10/21/17	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> <li>File by personal delivery, guaranteed overnight service or online, if available.</li> </ul>
<b>Jan 31, 2018</b> <i>Semi-Annual</i>	10/22/17 – 12/31/17	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2017.</li> </ul>

**Additional Notes:**

- **Local Ordinance:** Always check on whether additional local rules apply.
- **\*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.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 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. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

## Fair Political Practices Commission

- **Form 460:** Candidates who have raised or spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised or spent.
- **Form 470:** Candidates who do not have an open committee and do not raise or spend \$2,000 or more may file Form 470 on or before September 28, 2016. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Click on Learn, then Campaign Rules.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Independent Expenditures:** Committees making independent expenditures to support or oppose candidates or ballot measures also file:
  - [462](#): A verification form must be e-mailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
  - [496](#): This form is due within 24 hours when made in a 90-day period of the election. Refer to the candidate or ballot measure election filing schedule.
- Click [here](#) to view a video on basic information for candidates and committees.



## DATA REQUEST

The County of Fresno County Clerk has available data available for purchase, such as:

- Maps
- Campaign Filing Documents
- Voter Registration Information
- Statement of Vote
- Vote-by-Mail Information
- Prior-Election Sample Ballot Copies

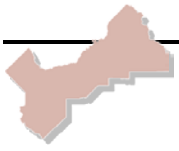
Data Requests can be obtained from the County of Fresno County Clerk. An Application to Purchase Voter Registration information and a signed Use Agreement (if applicable) is required and payment received prior to the request being filled. All shipped orders will include a shipping fee.

Please Note: Voter Registration Information is available for governmental, political, journalistic, or educational purposes only. An example of a person who does not have access to voter registration is a person (Such as relative, private investigators, skip tracers, process servers and attorneys) seeking to locate individuals, unless those persons are employed by or have been contracted by a public government agency

The Data Request application can be found online at:

<http://www.co.fresno.ca.us/home/showdocument?id=3787>

For additional information, please contact the County Clerk/Registrar of Voters at (559) 600-VOTE (8683) or E-mail: [clerk-elections@co.fresno.ca.us](mailto:clerk-elections@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 four 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?

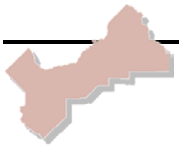
To obtain a Vote by Mail ballot, voters must apply in writing to the local elections official. As required by law, an application for a Vote by Mail ballot is always included in the Sample Ballot sent to each voter in the county prior to each election; however, no application form is necessary. A voter 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 as it appears on the affidavit of registration
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

E.C. §§3001, 3006

**County of Fresno voters may mail their request to:**

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



## 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 29<sup>th</sup> 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 information in this Guide and the applicable laws regarding distribution of applications for Vote by Mail ballots, before proceeding. Please contact your local elections official with any further questions.

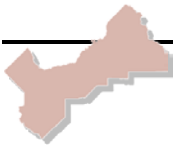
## UNIFORM VOTE BY MAIL VOTING APPLICATION

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 non-forwardable 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 PROCESSING

Vote by Mail ballots are processed (opened) beginning 10 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.



What	Who	Election Codes	E - Date	Dates
<b>Candidate Intention Statement (Form 501)</b>	Candidates	G.C. §§85200, 91013		Please See the Attached FPPC Schedule
<p>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.</p> <p>A fine of \$10 per day, up to a maximum of \$100, may be assigned for the late filing of Form 501.</p>				
<b>Statement Of Organization/Campaign Bank Account (Form 410)</b>	Candidates	G.C. §§85201, 91013		Please See the Attached FPPC Schedule
<p>Upon the filing of the Candidate Intention Statement (Form 501), any candidate who raises contributions of \$2,000 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. Include a \$50 payment made payable to the Secretary of State.</p>				
<b>Semi-Annual Campaign Statement Due</b>	Candidates/Committees	G.C. §§84200, 84218		Please See the Attached FPPC Schedule
<p>All elected officers, candidates, and committees filing campaign statements in conjunction with an election must file a semi-annual statement covering the report period of July 1st (or from the date of last filing) to December 31st and must be filed not later than January 31st.</p>				
<b>Order and Call of Elections</b>	School Board	Ed.C. §5322	-123	7/7/2017
<p>In the case of an election for governing board members, a school board shall, after the order of election, but not less than 123 days prior to the date of the election, deliver to the county superintendent of schools and the officer conducting the election a resolution (known as "specifications of the election order") specifying the date of the election and purpose of the election. This shall also set forth the authority for ordering the election, the authority for the specification of the election order, and the signature of the officer or the clerk of the board by law authorized to make the designations therein contained.</p>				
<b>Delivery of Order and Notice of Election</b>	County Superintendent of Schools	Ed.C. §5324	-120	7/10/2017
<p>At least 120 days prior to the date of the election in the case of an election for governing board members, the county superintendent of schools shall deliver to the county elections official in the county where the election is to be held, copies of: (a) The order of election, (b) The formal notice of election.</p>				





What	Who	Election Codes	E - Date	Dates
<b>Nomination Period</b>	Candidates/County Clerk/Registrar Of Voters	E.C. §§8020, 8041, 8061, 8100 et seq	-113 to -88	7/17/2017 to 8/11/2017
<p>Period for filing nomination documents for all candidates for the Consolidated Primary Election. (See “Qualifications and Requirements” for the specific office in the campaign guide for more information on nomination documents and procedures on filing for office.)            Nominations forms for federal, state, and county offices as well as county central committee/county council 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 any combination thereof) prior to the issuance of their nomination forms from the county elections official.</p>				
<b>Statement Of Quailifications (Non-Partisan Local Office)</b>	Local Candidates/County Clerk/Registrar Of Voters	E.C. §13307 et seq., E.C. §18351	-113 to -88	7/17/2017 to 8/11/2017
<p>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. 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).</p>				



What	Who	Election Codes	E - Date	Dates
<b>Campaign Disclosure Statements</b>	Candidates/County Clerk/Registrar Of Voters	G.C. §85201	-113 to -88	7/17/2017 to 8/11/2017
<p>Any candidate who does not anticipate spending or receiving \$2,000 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.</p> <p>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.</p> <p>Before expending \$2,000 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 \$2,000 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 \$2,000 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.</p>				
<b>Statement Of Economic Interests</b>	Candidates/County Clerk/Registrar Of Voters	G.C. §§87200 et seq., 87500	-113 to -88	7/17/2017 to 8/11/2017
<p>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.</p>				



What	Who	Election Codes	E - Date	Dates
<b>Code Of Fair Campaign Practices - Voluntary</b>	Candidates/Filing Clerk	E.C. §20400 et seq	-113 to -88	7/17/2017 to 8/11/2017
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.				
<b>Late Contribution/Expenditure Period</b>	Candidates/Committees	G.C. §§82036, 82036.5, 84203 et seq., 85500	-90 to -1	8/9/2017 to 11/6/2017
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.				
<b>Consolidation Order (Other Than School District Governing Board Election)</b>	Governing Body/County Clerk/Registrar Of Voters	Ed.C. §5322, E.C. §§10402, 10403, 13247	-88	8/11/2017
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.				
<b>Tax Rate Statement (Bond Issue)</b>	Governing Body	E.C. §§9400, 9401	-88	8/11/2017
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.				



What	Who	Election Codes	E - Date	Dates
<b>Precinct Boundry Changes</b>	County Clerk/Registrar Of Voters	E.C. §12262	-88	8/11/2017
<p>Jurisdictional boundary changes occurring less than 88 days before an election shall not be effective for purposes of that election. Voters residing within an area affected by a boundary change, occurring within 88 days before an election, shall vote at the ensuing election in all respects as if no boundary change had occurred. However, any district that holds a general district election on the first Tuesday after the first Monday in November of an odd-numbered year shall complete any boundary change not less than 130 days prior to the election in order to comply with Section 10522.</p>				
<b>Notice To Submit Arguments</b>	Proponent/Opponent/County Clerk/Registrar Of Voters	E.C. §§9163, 9286, 9316, 9502, 9600, G.C. §6061	-88	8/11/2017
<p>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.</p> <p>Notice of the date by which arguments must be submitted shall be published by the elections official pursuant to Government 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.</p>				
<b>File Or Withdraw Nomination Documents Last Day</b>	Candidates/County Clerk/Registrar Of Voters	E.C. §§8020, 8800, 10220, 10407, G.C. §87201	-88	8/11/2017
<p>All nomination documents must be filed no later than 5 p.m. on this date.</p> <ul style="list-style-type: none"> <li>■ 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).</li> <li>■ Final date for filing the following optional documents: Code of Fair Campaign Practices; Candidate's Statement of Qualifications.</li> <li>■ 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.</li> </ul> <p>No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election.</p>				
<b>Request For Impartial Analysis - County or School District Measure</b>	County Counsel/County Clerk/Registrar Of Voters	E.C. §§9160, 9280, 9500	-88	8/11/2017
<p>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.</p>				



What	Who	Election Codes	E - Date	Dates
<b>Request For Impartial Analysis - Municipal Measure</b>	County Counsel/County Clerk/Registrar Of Voters	E.C. §§9160, 9280, 9500	-88	8/11/2017
<p>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.</p>				
<b>Request For Financial Analysis</b>	County Auditor	E.C. §9160	-88	8/11/2017
<p>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.</p>				
<b>Mailed Ballot Precincts</b>	County Clerk/Registrar Of Voters	E.C. §3005	-88	8/11/2017
<p>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.</p>				
<b>Measure Assignments</b>	County Clerk/Registrar Of Voters	E.C. §13116	-87	8/12/2017
<p>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.</p>				
<b>Extended Nomination Period</b>	Candidates/County Clerk/Registrar Of Voters	E.C. §§8022, 8023(b), 8024, 8204, 8800, 10407	-87 to -83	8/12/2017 to 8/16/2017
<p>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.</p>				



What	Who	Election Codes	E - Date	Dates
<b>Public Examination Of Materials Required To Be Filed By The 88<sup>th</sup> Day</b> - Tax Rate Statements, Statements of Qualifications, Full Text, etc.	Public/County Clerk/Registrar Of Voters	E.C. §§9190, 9295, 9380, 9509, 13313	-87 to -78	8/12/2017 to 8/21/2017
<p>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.</p>				
<b>Statement Of Qualifications—Withdrawal—Local Nonpartisan Office</b>	Candidates/County Clerk/Registrar Of Voters	E.C. §13307	-87	8/12/2017
<p>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.</p>				
<b>Amendment Or Withdrawal Of Ballot Measures—Last Day</b>	Governing Body	E.C. §9605	-83	8/16/2017
<p>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.</p>				



What	Who	Election Codes	E - Date	Dates
<b>Appointment In Lieu - Special District Board Member</b>	County Clerk/Registrar Of Voters / Board of Supervisors	EC 10515	-83	8/16/2017
<p>(a) If, by 5 p.m. on the 83rd day prior to the day fixed for the general district election: (1) only one person has filed a declaration of candidacy for any elective office to be filled at that election, (2) no one has filed a declaration of candidacy for such an office, (3) in the case of directors to be elected from the district at large, the number of persons who have filed a declaration of candidacy for director at large does not exceed the number of offices of director at large to be filled at that election, or (4) in the case of directors who must reside in a division but be elected at large, the number of candidates for director at large from a division does not exceed the number required to be elected director at large while residing in that division; and if a petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district or division if elected by division, requesting that the general district election be held has not been presented to the officer conducting the election, he or she shall submit a certificate of these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to the office or offices the person or persons, if any, who have filed declarations of candidacy. The supervising authority shall make these appointments.</p> <p>(b) If no person has filed a declaration of candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at a general district election for the office.</p> <p>(c) Where a director must be appointed to represent a division, all or most of which is not within the county governed by the supervising authority, then the board of supervisors of the county within which all or most of that division is located shall be the body to which request for appointment is made and which shall make the appointment.</p>				



What	Who	Election Codes	E - Date	Dates
<b>Appointment In Lieu - School Board Member</b>	School Board/County Office of Education	Ed.C. 5326, 5328, 5328.5	-83	8/16/2017
<p>If, by 5:00 p.m. on the 83rd day prior to the day fixed for the governing board member election, only one person has been nominated for any elective office to be filled at that election, or no one has been nominated for the office, or in the case of members to be elected from the district at large, the number of candidates for governing board member at large does not exceed the number of offices to be filled at that election, or in the case of members to be nominated by trustee area and elected at large, the number of candidates do not exceed the number required to be elected governing board member at large nominated by that trustee area, or in the case of members to be elected at large in accordance with Education Code sections 5030.5 , 5030.6, and 5030.7, no more than one person has been nominated for each membership position, and a petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district or trustee area, if elected by trustee area, requesting that a school district election be held for the offices has not been presented to the officer conducting the election, appointment will be made as prescribed by as follows:</p> <p>The qualified person or persons nominated shall be seated at the organizational meeting of the board, or if no person has been nominated or if an insufficient number is nominated, the governing board shall appoint a qualified person or persons, as the case may be, at a meeting prior to the day fixed for the election, and such appointee or appointees shall be seated at the organizational meeting of the board as if elected at a district election.</p> <p>If no one has been nominated to an office, prior to making an appointment to that office, the governing board shall cause to be published a notice once in a newspaper of general circulation published in the district or, if no such newspaper is published in the district, in a newspaper having general circulation in the district, stating that the board intends to make an appointment and informing persons of the procedure available for applying for the office.</p>				
<b>Public Examination Of Materials Required To Be Filed By The 83<sup>rd</sup> Day—Candidates' Statements Extension</b>	Public/County Clerk/Registrar Of Voters	E.C. §13313	-82 to -73	8/17/2017 to 8/26/2017
<p>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.</p>				





What	Who	Election Codes	E - Date	Dates
<b>Statement Of Qualifications—Withdrawal Extension—Local Nonpartisan Offices</b>	Candidates/County Clerk/Registrar Of Voters	E.C. §13307	-82	8/17/2017
<p>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.</p>				
<b>Randomized Alphabet</b>	Secretary Of State/County Clerk/Registrar Of Voters	E.C. §13111., E.C. §13112	-82	8/17/2017
<p>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.</p> <p>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.</p>				
<b>Arguments For Or Against Measure—County, Municipal Or District Measure</b>	Proponents/Opponents	E.C. §§9162, 9163, 9282, 9286, 9315, 9316, 9501, 9502, 9600	-78	8/21/2017
<p>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.</p> <p>GENERAL INFORMATION<sup>4</sup> 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).</p>				
<b>Impartial Analysis—County Or School District Measure</b>	County Counsel/City Attorney	E.C. §§9160, 9500	-78	8/21/2017
<p>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.</p>				
<b>Impartial Analysis—Municipal Measure</b>	County Counsel/City Attorney	E.C. §9280	-78	8/21/2017
<p>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.</p>				



What	Who	Election Codes	E - Date	Dates
<b>Fiscal Analysis—County Measure</b>	County Auditor	E.C. §9160	-78	8/21/2017
<p>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.</p>				
<b>Public Examination Of Materials Required To Be Filed By The 78<sup>th</sup> Day—Direct Arguments, Impartial And/Or Fiscal Analyses</b>	County Clerk/Registrar Of Voters	E.C. §§9190, 9295, 9380, 9509	-77 to -68	8/22/2017 to 8/31/2017
<p>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.</p>				
<b>Pre-Election Campaign Statement</b>	Candidates And Committees	G.C. §84200 et seq.	Please See the Attached FPPC Schedule	
<p>Officeholders, candidates, ballot measure and recipient committees for this Election must file (by personal delivery or first class mail) a pre-election campaign statement. Candidates and officeholders who expect to receive or spend \$1000 or less during the calendar year may file Form 470 with their nomination documents.</p>				
<b>Rebuttal Arguments—County, Municipal Or District Measure</b>	Proponents/Opponents	E.C. §§9167, 9285, 9317, 9504, 9600	-68	8/31/2017
<p>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 author(s). The opposing author(s) may, if desired, file rebuttal arguments no later than 10 days after the final date for filing direct arguments.</p> <p>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).</p>				



What	Who	Election Codes	E - Date	Dates
<b>Death of Candidate - Removal of Name</b>	County Clerk/Registrar Of Voters	EC §8810, 10529, Ed.C. 5329	-68	8/31/2017
Whenever a candidate has filed a declaration of candidacy the name of the candidate shall be printed upon the ballot unless the candidate has died and that fact has been ascertained by the officer charged with the duty of printing the ballots at least 68 days before the election.				
<b>Public Examination Of Materials Required To Be Filed By The 68<sup>th</sup> Day--Rebuttal Arguments</b>	County Clerk/Registrar Of Voters	E.C. §§9190, 9295, 9380, 9509	-67 to -58	9/1/2017 to 9/10/2017
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.				
<b>Statement Of Write-In Candidacy</b>	Write-In Candidate	E.C. §8601	-57 to -14	9/11/2017 to 10/24/2017
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.				
<b>State Ballot Pamphlet</b>	Office Of Secretary Of State	E.C. §9094	-40 to -21	9/28/2017 to 10/17/2017
During this period, the Secretary of State's Office shall mail State Ballot Pamphlets to all voters who registered to vote prior to the 60th day before the election.				
<b>Mail Sample Ballot And Voter Information Pamphlet</b>	County Clerk/Registrar Of Voters	E.C. §§13300, 13303, 13304, 13306	-40 to -10	9/28/2017 to 10/28/2017
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 15th day before the election may not be mailed Sample Ballots and Voter Information Pamphlets but will be mailed a notice of polling place.				



What	Who	Election Codes	E - Date	Dates
<b>Vote By Mail Ballots Available</b>	County Clerk/Registrar Of Voters	E.C. §§3001, 3003, 3017, 3021	-29	10/9/2017
<p>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.</p>				
<b>Mailed Ballot Precincts</b>	County Clerk/Registrar Of Voters	E.C. §3005	-29	10/9/2017
<p>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.</p>				
<b>Precincts, Polling Places &amp; Election Officers</b>	County Clerk/Registrar Of Voters	E.C. §12286	-29	10/9/2017
<p>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.</p>				
<b>Close Of Registration</b>		E.C. §§2102, 2107, 2115, 2116, 2152	-15	10/23/2017
<p>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.</p>				
<b>Write-In Candidacy</b>	Write-In Candidates	E.C. §8600 et seq	-14	10/24/2017
<p>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.</p>				



What	Who	Election Codes	E - Date	Dates
<b>Process Vote By Mail Ballots</b>	County Clerk/Registrar Of Voters	E.C. §15101	-11	10/27/2017
First day the County Clerk/Registrar of Voters Office may begin to 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.				
<b>Pre-Election Campaign Statement</b>	Candidates/Committees	G.C. §84200 et seq	Please See the Attached FPPC Schedule	
Officeholders, candidates, ballot measure and recipient committees must file (by personal delivery or guaranteed overnight service) a pre-election campaign statement. Candidates and officeholders who expect to receive or spend \$1000 or less during the calendar year may file Form 470 with their nomination documents.				
<b>State Ballot Pamphlet—Late Registration</b>	County Clerk/Registrar Of Voters	E.C. §9094	-10	10/28/2017
Last day for the County Clerk/Registrar of Voters Office to mail State Ballot Pamphlets to voters who registered between the 60th day and the 28th day before the election.				
<b>Notice Of Central Counting Place</b>	County Clerk/Registrar Of Voters	E.C. §12109	-10	10/28/2017
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.				
<b>Vote By Mail Ballots</b>	Voters/County Clerk/Registrar Of Voters	E.C. §§3001, 3021	-7	10/31/2017
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.				
<b>Publish Polling Places</b>	County Clerk/Registrar Of Voters	E.C. §12105	-7	10/31/2017
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.				



What	Who	Election Codes	E - Date	Dates
<b>Post Precinct Officers And Polling Places</b>	County Clerk/Registrar Of Voters	E.C. §§12105.5, 12108	-7	10/31/2017
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.				
<b>Election Day</b>	Voters/County Clerk/Registrar Of Voters	E.C. §§3017, 3020, 3021, 10541, 14212	0	11/7/2017
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.				
<b>Official Canvass</b>	County Clerk/Registrar Of Voters	E.C. §§362, 15301, 15360	2	11/9/2017
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.				
<b>Completion Of Canvass</b>	County Clerk/Registrar Of Voters	E.C. §15372	28	12/5/2017
The Official Canvass of the election must be completed not 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.				
<b>Declare Candidates Elected</b>	County Clerk/Registrar Of Voters	E.C. §§15400, 15401	28	12/5/2017
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.				
<b>Post Precinct Officers And Polling Places</b>	County Clerk/Registrar Of Voters	E.C. §§12105.5, 12108	28	12/5/2017
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.				
<b>Semi-Annual Campaign Statement Due</b>	Candidates/Committees	G.C. §§84200, 84218	Please See the Attached FPPC Schedule	
All elected officers, candidates, and committees filing campaign statements in conjunction with an election must file a semi-annual statement covering the report period of May 18th (or from the date of last filing) to June 30th and must be filed not later than July 31st.				