

CANDIDATE GUIDE AND CALENDAR OF EVENTS



SPECIAL MUNICIPAL
PRIMARY ELECTION
AUGUST 13, 2019

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

fresnovote.com

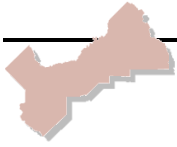
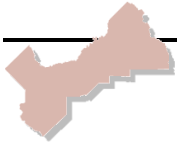


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Fresno County Clerk/Registrar of Voters

2221 Kern Street

Fresno, CA 93721

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

Dear Candidate,

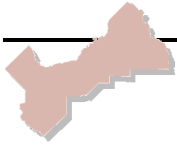
The County Clerk/Registrar of Voters Department is dedicated to helping all qualified candidates get their names printed on the ballot and to ensuring that the election is fair and accurate.

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 guide is not a substitute for legal counsel.

The County Clerk/Registrar of Voters' staff is available to assist you throughout your candidate filing process. If you have any questions please call: (559) 600-8683 or by e-mail: clerk-elections@fresnocountyca.gov.

The County Clerk/Registrar of Voters office wishes you the best of luck in your election endeavors.

Brandi L. Orth, County Clerk/Registrar of Voters



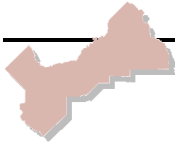
IMPORTANT INFORMATION

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 who to contact for the various types of violations:



- District Attorney-Public Integrity Unit ▶ (559) 600-4401
- False or misleading campaign materials ▶ No agency enforcement; these issues are dealt with in court.
- Violations of the Political Reform Act (Title 9 of the California Government Code §§81000-91015), i.e. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, disclosure of economic interests ▶ Contact the Fair Political Practices Commission at 1-866-275-3772 or www.fppc.ca.gov.
- Election fraud ▶ State issues, contact the California Secretary of State at (916) 657-2166 or Elections@sos.ca.gov. Federal issues, contact the Federal Election Commission at (800) 424-9530 or the United States Department of Justice – Public Integrity Section at (202) 514-1412
- Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act ▶ Contact the Fresno County District Attorney, Public Integrity Unit at (559) 600-3141, or the California State Attorney General at 1-800-952-5225 or www.caag.state.ca.us.
- Federal campaigns, e.g., U.S. Senate, House of Representatives, the President of the United States, etc. ▶ Contact the Federal Election Commission at 1-800-424-9530 or www.fec.gov.
- Open meeting laws (Brown Act) ▶ Contact the California State Attorney General at 1-800-952-5225 or www.caag.state.ca.us.
- Local ordinances ▶ Contact your local city attorney or Fresno County District Attorney at (559) 600-4458.
- Requirements concerning campaign signs ▶ Contact your local city clerk or zoning division.



WEBSITES AND EMAILS



OUR HOME PAGE

fresnovote.com

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

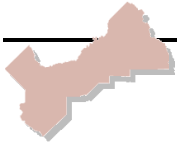
- Voting Information
- Registering to Vote
- Facts for New Citizens
- Vote by Mail Information
- Polling Places
- County Voter Information Guide
- Serving at the Polls
- Student Precinct Officer Program
- Election Results
- Electronic Filing of Campaign Statements

E-MAIL ADDRESS

clerk-elections@fresnocountyca.gov

HELPFUL WEBSITES

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



TELEPHONE NUMBERS

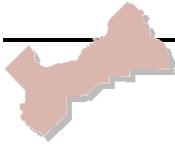


FRESNO COUNTY ELECTIONS DEPARTMENT

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)	
Candidate Filing Division	(559) 600-8683
(Filing requirements for office)	
Voter Registration Division	(559) 600-8683
(Voter registration forms, information)	
District Attorney-Public 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)

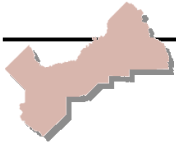
- Technical Assistance Division (Mon-Thurs 9 a.m.-11 a.m.) (866) 275-3772
(campaign disclosure, state contribution limits,
conflict of interest disclosure)
- Fax (916) 322-3711
- Legal Division (866) 275-3772
(conflict of interest disqualifications, use of campaign funds)
- Enforcement Division (866) 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

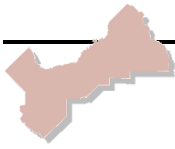
- (federal campaign disclosure, contributions from national
banks, national corporations, foreign nationals)



Office	Voting By	Number (District, Seat)	County Other Than Fresno	Incumbent	Nomination/Sponsors' Signatures	Filing Fee	Signatures In-Lieu	Value Per Signature	Candidate Statement Pre-Payment Required	Term of Office (Years)	Term Begin Date			
Fresno City Council Member	By District	2		Vacant	20-30	\$300.00	250	\$1.20	\$800.00	ST	2019			

CITY OF FRESNO

Pre-Payment of Candidate Statement estimate is required.



CANDIDATE QUALIFICATIONS AND REQUIREMENTS

City of Fresno Council Member

Summary

Nomination/Sponsors' Signatures 20-30

***Filing Fee** \$300.00

Signatures In-Lieu 250

Value Per Signature \$1.20

****Candidate Statement Pre-Payment
Required** \$800.00

Term of Office (Years) Short Term to expire January 2021

Term Begin Date 2019

Filing Periods

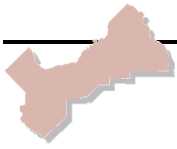
Signatures-In-Lieu of Filing Fees (E-173 to E-118)	04/11/2019	to	05/02/2019
Declaration of Candidacy and Nomination Period (E-113 to E-88)	04/22/2019	to	05/17/2019
Extension of Declaration of Candidacy and Nomination Period (E-87 to E-83)	N/A	to	N/A

All Candidates Must File:

Declaration of Candidacy	Statement of Economic Interest (700 Form)
Nomination Petition	Residency Requirement Letter – Issued by the City of Fresno

****Your filing fee is due when you are issued your Declaration of Candidacy.***

*****If you request your in-Lieu signatures also be used to meet your nomination signature requirements, your Candidate Statement prepayment is due when your Declaration of Candidacy is issued.***



TERM OF OFFICE

City of Fresno District 2 – Short Term seat is a 2–year term beginning in 2019.

City of Fresno Charter Sec. 303(a)

QUALIFICATIONS

To be eligible to hold City Council elective office:

- A person must have been a resident of the City for at least 30 days immediately preceding the filing of the nomination papers for that office (Charter Section 304).
- A registered voter.

IMPORTANT: Residency requirements are verified with the City Clerk’s office prior to pulling nomination papers. If all City residency requirements are satisfied pursuant to the City of Fresno Council Residency Act, the City Clerk’s office will e-mail a letter to the Fresno County Clerk’s office and /or provide the letter to the candidate certifying that they have met the City’s residency requirements.

NOTE: If during his or her term of office, he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant.

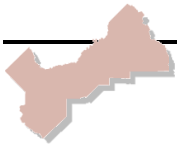
G.C. §36502, E.C. §10227

FILING REQUIREMENTS

Filing Fee or Signatures-in-Lieu of Paying Filing Fee

FILING FEE ▶ The non-refundable filing fee is payable to the City of Fresno, and must be paid at the time the candidate obtains the nomination forms from the Fresno County Clerk/Registrar of Voters office.

SIGNATURES-IN-LIEU ▶ A candidate may submit petitions containing signatures of registered voters to cover all or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from any county elections official beginning 124 days prior to Election Day. The



petitions must be filed with the county elections official in the county where circulated no later than the close of business on 118 days prior to Election Day, and prior to obtaining a Declaration of Candidacy. Circulators of an in-lieu-filing-fee petition shall be 18 years old or older.

Any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.

If a voter signs more candidates' petitions than there are offices to be filled, the voter's signatures shall be valid only on those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled.

E.C. §§8104 (b), 8105, 810

Nomination Documents and Procedures

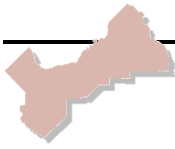
DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between 113 and 88 days prior to Election Day. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be 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 the 88th 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 88th day prior to Election Day, any person, other than the person who was the incumbent on the 88th day, may file a Declaration of Candidacy not later than the close of business on the 83rd day.

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

NOMINATION PETITIONS ▶ 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 88th 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) ▶ A candidate for local nonpartisan office may submit a statement of qualifications with no more than 200 words to be printed in the voter information portion of the county voter information guide. 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)

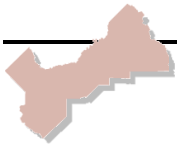
STATEMENT OF ECONOMIC INTERESTS (FORM 700) ▶ Every agency shall adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial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

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



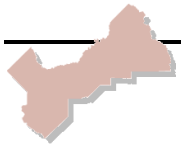
CAMPAIGN FILING REQUIREMENTS

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)
- Mailing: 428 J Street, Suite 620, Sacramento, CA 95814
- Web: <http://www.fppc.ca.gov/>

IMPORTANT: City Candidates refer to your City Clerk regarding City Campaign Contribution Ordinance.

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.



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.

E.C. §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.

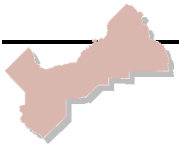
SELECTING A BALLOT DESIGNATION

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. See the Ballot Designation Worksheet at the end of this section.

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 proposed 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



- 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) of the California Code of Regulations.

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.

E.C. §13107.3, C.C.R. §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.

E.C. §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.

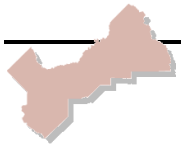
E.C. §13107(c)(1)

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.

E.C. §13107(c)(2)

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

E.C. §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 title of an 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.

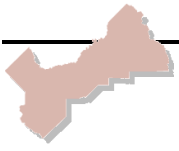
C.C.R. §202712

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 that same office.
- Or is a candidate to some other office, and they wish to use the title of the current office they hold by virtue of appointment.

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.

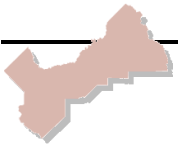
The following rules shall govern the application of the three-word limitation:

- 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 – A comma is followed by a modifier of the word prior.
Example: District Attorney, Los Angeles County
 - A slash – A slash is used to separate two distinct designations
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 of 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 the total ballot designation shall be limited to no more than three words.

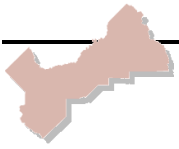
Examples of acceptable designations under this section include:

- 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 (except when using “Appointed Incumbent”, see page 16).

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

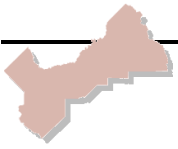
Vocation

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
- Parent
- Cabinetmaker
- Homemaker



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

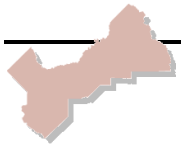
Principal

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 categories which are unacceptable may include:

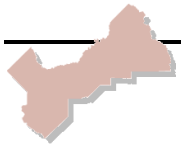
- Hobbies
- Social activities
- Volunteer work (except as noted for "Community Volunteer")
- Matters pursued as an amateur

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 an unacceptable status include:

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

Misleading Designation

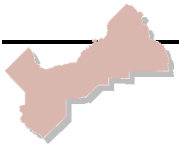
Ballot designations that would mislead the voter will be rejected as unacceptable.

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 and are subject to the 3 word limitation.

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

Examples of acceptable ballot designations include:

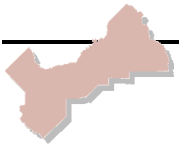
- Assembly Minority Leader
- California Assembly Speaker
- Mayor Pro Tem

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



Illegal Activities

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

Limitations on the Use of 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

C.C.R. §20716

Ballot Designation Worksheet

Pursuant to California Elections Code section 13107.3 and California Code of Regulations section 20711, 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

Gender (optional, for translation use only): _____

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: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation:

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

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 13107.5 ("community volunteer") and 2 CCR sections 20712 - 20719 (found at 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:

- | | | |
|---|------------------------------|-----------------------------|
| 1) Use only a portion of the title of your current elected office? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2) Use only the word "Incumbent" for an elective office (other than Superior Court Judge) to which you were elected? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3) Use more than three total words for your principal professions, vocations or occupations? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6) Abbreviate the word "retired"? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7) Place the word "retired" after the words it modifies? Example: Accountant, retired | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8) Use any word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10) Use the name of a political party or political body? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11) Refer to a racial, religious, or ethnic group? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12) Refer to any activity prohibit by law? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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.

(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.

(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.

(4) The phrase “appointed incumbent” if the candidate holds an 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) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word “incumbent” if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.

(C) 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.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words “City of.”

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words “County of.”

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) 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.

(e) The Secretary of State and any other elections official shall not 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.

(f) 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) or (b).

(2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.

(g) A designation given by a candidate shall not 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 (f) or as provided in subdivision (h). 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.

(h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before 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.

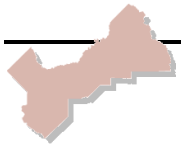
- (a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
 - (1) 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 § 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 § 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 § 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 § 13107, subdivision (a)(3), the candidate shall indicate:
- (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
- (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;
- (v) The name and telephone number of a person or persons who could verify such information; and
- (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 § 20714, subdivision (b).
- (D) If the candidate submits a ballot designation pursuant to Elections Code § 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 § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.



CANDIDATE STATEMENT

A Candidate Statement 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's Pamphlet section of the Fresno County Voter Information Guide. If a candidate chooses not to file a statement, they must sign a declaration stating this.

Any candidate for local nonpartisan office may submit a Candidate Statement to be printed in the Fresno County Voter Information Pamphlet portion of the Fresno County Voter Information Guide.

A Candidate Statement with payment is due at the time Nomination Signatures are filed. If no nomination signatures are required, it is due by the close of candidate filing.

GENERAL PROCEDURE

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

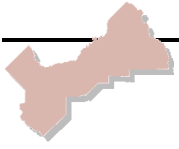
1. Provide an electronic copy of the statement to the County Clerk/Registrar of Voters

A candidate statement must be provided electronically by the candidate to our office prior to the candidate filing their Nomination Signatures. This should be done by EMAIL, sending the document to clerk-elections@fresnocountyca.gov. The candidate statement should be in Microsoft WORD format. Hand written statements or hand written edits to 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. For the City of Fresno District 2 candidates have a limit of 200 words.

E.C. §§13307(a), 13307.5, G.C. §85601



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 at the time the candidate statement is submitted.

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. In the event of underpayment, candidates may be required to pay the balance of the cost incurred by the County, billed after the election. In the event of overpayment, Fresno County shall prorate the excess amount among the candidates for each race and refund the excess amount paid within 30 days of the election.

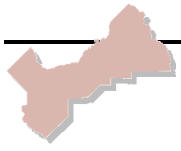
Estimated costs for candidate statements are based on the total costs of printing, handling, translating and mailing the candidate statement, including costs incurred as a result of complying with the Federal Voting Rights Act of 1965. Fresno County is required to print all candidate statements in English and Spanish. Each candidate filing a statement is required to pay their pro rata share as a condition of having the statement included in the County Voter Information Guide.

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 provided electronically. This office will not correct any misspellings or errors in grammar or punctuation. After filing, the statement can be withdrawn, but not changed. The last day to withdraw a candidate statement 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. The statement may include the candidate's age, occupation, and a brief description of the candidate's education and qualifications.

Header

In the header of the statement a candidate must state their name, and optionally may place their age and occupation. 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:

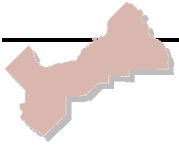
- "I am running..."
- "I went to....."
- "I believe...."

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



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.

E.C. §13307(a)(3)

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.

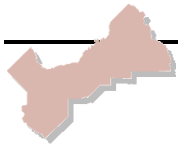
E.C. §13313

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 Guide.

Any candidate who knowingly makes a false statement of material fact in a candidate 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.

EC §§ 13307(d), 18351



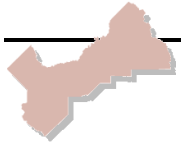
SAMPLE CANDIDATE STATEMENT

Shown below is a sample of a Candidate's Statement 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 County Voter Information Guide. All statements are printed in "indented paragraph" style.

* Occupation and Age are optional.

CITY COUNCIL DISTRICT	
Candidate's Name	Age: 32*
Occupation: Businesswoman*	
<p>Education and Qualifications: I can bring to the office a diversity of viewpoints and experience. Born and raised in the Fresno area with my family still farming, I can appreciate the concerns of the environmentalist. On the other hand, having been in business since my undergraduate days at college and with my experience in the rental and real estate fields, I appreciate the housing requirements of our community. As a recent student, I understand their needs for a variety of housing choices and their frustration with high rental costs. I tend towards moderation and a real balancing of the competing segments of the community. I encourage differing viewpoints rather than the them and us concept.</p> <p>I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight. I support a shopping center in the city and would insist on a plan to encourage the commercial enterprises that 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.</p>	



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

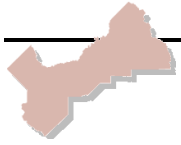
20420. As used in this chapter, “Code” means the Code of Fair Campaign Practices.

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:

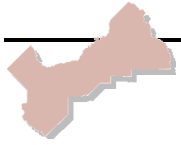


CODE OF FAIR CAMPAIGN PRACTICES

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 untrammled 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.

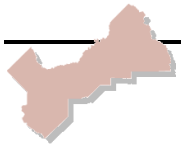
Date	Signature
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E.C. §20441. The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

E.C. §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.

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

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



CAMPAIGN DISCLOSURE REQUIREMENTS

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

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

On January 31, 2017, Fresno County Board of Supervisors adopted an ordinance approving the 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.

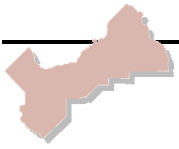
CAMPAIGN FILING OBLIGATIONS

FORM 501– 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 in G.C. 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 G.C. 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 <http://www.fppc.ca.gov/manuals/manual2local.pdf>.

G.C. §84206(a), (b)

FORM 470–Supplement ▶ Any candidate who files a Form 470 and who subsequently has \$2,000 or more in contributions 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.

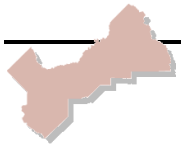
G.C. §84206(c)

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

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



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.

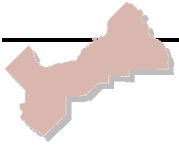
G.C. §85200

The FPPC can provide assistance by telephone (1-866-ASK-FPPC), or by mail at 428 J Street, Suite 620, Sacramento, CA 95814 regarding your specific circumstance.

WHERE TO FILE:

Fresno City Clerk
2600 Fresno St.
Fresno, CA 93721

Note: Candidates refer to your City Clerk regarding City Campaign Contribution Ordinance.



FORM 410–STATEMENT OF ORGANIZATION

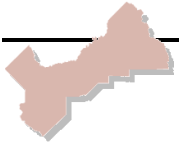
DEFINITIONS:

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.

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



WHEN TO FILE:

File the Form 410 within 10 days of receiving \$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 or \$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:

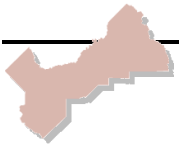
All Committees:

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

County & City Committees:

Send copy to:
The appropriate local filing officer

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

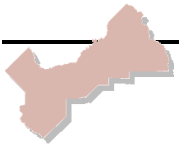


CAMPAIGN DISCLOSURE REQUIREMENTS OFTEN OVERLOOKED

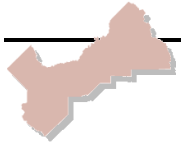
BE INFORMED: The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures.

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 are highlighted here:

- All candidates, 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 or more.
- Officeholders and candidates who receive contributions or make expenditures must establish a campaign checking account in California.
- Loans to a candidate are considered contributions unless the loan is from a financial institution.
- Never accept or spend \$100 or more in cash.
- For contributions of \$100 or more, including loans, you must disclose the contributor's name, address, occupation, and employer. (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 within 10 days.
- 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

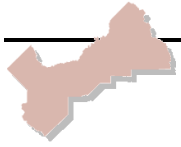
NOTE: If you are planning any type of mass mailing, please contact the post office in advance for specific postal regulations.

MASS MAILING REQUIREMENTS

(An advertisement supporting or opposing a candidate that is paid for by an independent expenditure shall include a statement that it was not authorized by a candidate or a committee controlled by a candidate. If the advertisement was authorized or paid for by a candidate for another office, the expenditure shall instead include a statement that “This advertisement was not authorized or paid for by a candidate for this office or a committee controlled by a candidate for this office.”

The outline of the box shall be in a contrasting color to both the background color of the advertisement and the background color of the box. The color of the text shall be in a contrasting color to the background color of the box.

G.C. §84506.5

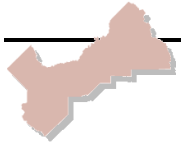


CAMPAIGN POSTERS AND SIGN PLACEMENTS

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



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 County Voter Information Guide 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:

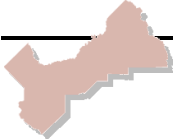
“NOTICE TO VOTERS

“(Required by Law)

“This is not an official ballot or any official County Voter Information Guide 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 County Voter Information Guide 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

Information regarding restrictions on endorsements, representation requirements, etc. 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

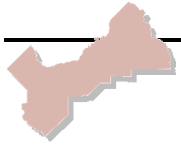
No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an elections official's office:

- 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

DEPARTMENT OF TRANSPORTATIONDIVISION 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.

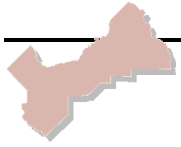
It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

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



PLACEMENT OF NAMES ON THE BALLOT

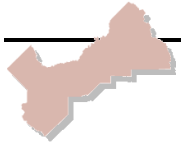
The order in which candidates' name shall be placed on the ballot is specified in Elections Code §§13111 and 13112. Election Code §13109 specifies the order of precedence of offices on the ballot.

Random Alphabet Drawing

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

Rotation of names on the ballot

- **Candidates for 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.



VOTE BY MAIL BALLOT INFORMATION

WHO MAY VOTE BY MAIL?

Any registered voter who wishes may request a Vote by Mail ballot in writing, by phone, or in person at the Fresno County Clerk's office.

E.C. §§3001, 3003

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

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." The elections official shall also notify each voter of the location of the two nearest polling places in the event the voter chooses to return the ballot on Election Day. The voter shall not be required to file an application for the vote by mail ballot and the ballot shall be sent as soon as ballots are available.

E.C. §3005

WHAT INFORMATION MUST BE PROVIDED TO OBTAIN A VOTE BY MAIL BALLOT?

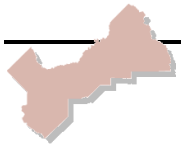
To obtain a Vote by Mail ballot, voters must apply with the local elections official. As required by law, an application for a Vote by Mail ballot is always included in the County Voter Information Guide sent to each voter in the county prior to each election; however, no application form is necessary. 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 29th day. Applications for Vote by Mail ballots that are to be mailed to the voter cannot be processed if received less than 7 days prior to an election. Vote by Mail ballots are available in the County Clerk/Registrar of Voters Office until 8 p.m. on Election Day.

E.C. §3001

DISTRIBUTING APPLICATIONS FOR VOTE BY MAIL BALLOTS

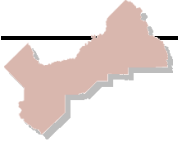
Any candidate, group of candidates, ballot measure committee or other political organization that intends to conduct a Vote by Mail voter drive, should note the information in this Guide and the applicable laws regarding distribution of applications for Vote by Mail ballots, before proceeding. Please 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.

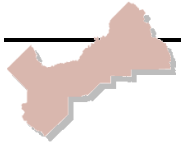
Important Information

- 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".

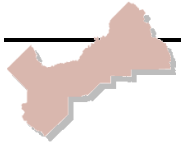


VOTE BY MAIL BALLOT PROCESSING

Vote by Mail ballots may begin to be processed 29 days prior to an election. Processing vote by mail ballot return envelopes includes verifying the voter's signature on the vote by mail ballot return envelope and updating voter history records.

Vote by Mail ballots may be opened beginning 10 business days prior to an election, but no results may be released until 8 p.m. election night. All Vote by Mail ballots that are processed by election day are the first results announced on election night.

E.C. §§3019, 15101



DATA REQUEST

The County Clerk/Registrar of Voters has 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 Clerk/Registrar of Voters office. 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.

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: Fresnovote.com

For additional information, please contact the County Clerk/Registrar of Voters at (559) 600-VOTE (8683) or E-mail: ElectionsIT@fresnocountyca.gov.

Municipal Special Election
City of Fresno
August 13, 2019

Candidate Filing			
Signatures-in-Lieu of Filing Period	Thursday, April 11, 2019 - Thursday, May 2, 2019	E -124	- E -103
Declaration of Candidacy Period	Monday, April 22, 2019 - Friday, May 17, 2019	E -113	- E -88
Nomination Paper Period	Monday, April 22, 2019 - Friday, May 17, 2019	E -113	- E -88
Candidate Statement Deadline for County Voter Information Guide	Friday, May 17, 2019	E -88	
SOS Randomized Alphabet Drawing	Monday, May 20, 2019		
Statement of Write-In Candidacy Period	Monday, June 17, 2019 - Tuesday, July 30, 2019	E -57	- E -14
Registration and Voting			
County Voter Information Guide Mailing Period	Thursday, July 4, 2019 - Tuesday, July 23, 2019	E -40	- E -21
Military and Overseas Voter Vote-By-Mail (VBM) Ballot Delivery Period	Friday, June 14, 2019 - Friday, June 28, 2019	E -60	- E -46
VBM Ballot Mailing Period	Monday, July 15, 2019 - Tuesday, August 6, 2019	E -29	- E -7
Last Day to Register to Vote	Monday, July 29, 2019	E -15	
New Citizen (sworn in after close) Voter Registration	Tuesday, July 30, 2019 - Tuesday, August 13, 2019	E -14	- E 0
Conditional Voter Registration (CVR)	Tuesday, July 30, 2019 - Tuesday, August 13, 2019	E -14	- E 0
Last Day to Request VBM Ballot	Tuesday, August 6, 2019	E -7	
Election Day (7:00 a.m. to 8:00 p.m.)	Tuesday, August 13, 2019	E 0	
Last Day to Receive Vote-By-Mail Ballot Postmarked No Later Than August 13, 2019	Friday, August 16, 2019	E+ 3	

Personally delivered ballots: Must be received by close of polls on Election Day.

July 4, 2019 is a Holiday

**Fair Political Practices Commission
Filing Schedule for
City of Fresno
Candidates for City Council
Being Voted on August 13, 2019**

Deadline	Period	Form	Notes
Within 24 Hours <i>Contribution Reports</i>	5/15/19 – 8/13/19	497	<ul style="list-style-type: none"> ▪ File if a contribution of \$1,000 or more in the aggregate is received from a single source. ▪ File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or measure being voted upon August 13, 2019. ▪ 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. ▪ File by personal delivery, e-mail, guaranteed overnight service or fax. You may also file online if available.
<p><u>If combining first pre-election and semi-annual:</u></p> <p>Jul 5, 2019 <i>1st Pre-Election and Semi-Annual</i></p> <p><u>If filing separately:</u></p> <p>Jul 5, 2019 <i>1st Pre-Election</i></p> <p>Jul 31, 2019 <i>Semi-Annual</i></p>	<p>*– 6/30/19</p> <p>*– 6/29/19</p> <p>6/30/19 – 6/30/19</p>	<p>460 470</p> <p>460 470</p> <p>460</p>	<ul style="list-style-type: none"> ▪ Each candidate listed on the ballot must file Form 460 or Form 470 (see below). ▪ The July 4 filing deadline falls on a weekend/holiday, so the deadline is extended to the next business day. ▪ The first pre-election and semi-annual statements <i>may</i> be combined. ▪ Filers using an electronic filing system will likely have to file two separate statements. ▪ If combining the first pre-election and semi-annual statements, the period covered is the day after the closing date of the last statement filed through June 30, 2019. ▪ If filing separately, the period covered for the first pre-election statement is through June 29, 2019. The period covered for the semi-annual statement is one day, June 30 – June 30, 2019.
Aug 1, 2019 <i>2nd Pre-Election</i>	7/1/19 – 7/27/19	460	<ul style="list-style-type: none"> ▪ 460: All committees must file Form 460. ▪ File by personal delivery, guaranteed overnight service. You may also file online, if available.
Jan 31, 2020 <i>Semi-Annual</i>	7/28/19 – 12/31/19	460	<ul style="list-style-type: none"> ▪ All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before Dec 31, 2019.

Additional Notes:

- *** 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.

Fair Political Practices Commission

- **Deadlines:** Due to the election date, the deadline for the first pre-election report is earlier than that of the semi-annual report from January 1 - June 30 of calendar year 2019. A candidate/committee active in both periods may file the semi-annual statement on July 5, 2019.
- **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, or to any Form 496. 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.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Method of Delivery:** All paper filings may be filed by 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.
- **Form 460:** Candidates who have raised/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/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2019 and do not have an open committee may file Form 470 on or before July 5, 2019. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **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.
- **Public Documents:** All forms are public documents.
- **Resources:** Campaign manuals and instructional materials are available at www.fppc.ca.gov. Click on Learn, then Campaign Rules.
- Click [here](#) to view a video on basic information for candidates and committees.