

# **CANDIDATE GUIDE**

**AND**

# **CALENDAR OF EVENTS**



## **CONSOLIDATED SPECIAL SCHOOL DISTRICT ELECTION APRIL 12, 2022**

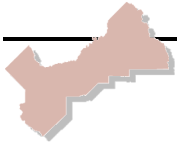
**Compiled and Distributed by James A. Kus  
Fresno County Clerk/Registrar of Voters**

2221 Kern Street • Fresno, California 93721

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

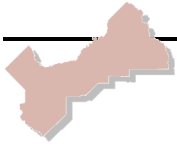
[www.votefresnocounty.com](http://www.votefresnocounty.com)

Last Updated: 12/27/2021



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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,

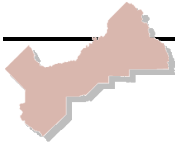
The County Clerk/Registrar of Voters Department is dedicated to helping all qualified candidates get their names printed on the ballot and to ensure that the election is fair and accurate.

The following guide is intended to provide general information and does not have the force or effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. Candidates and others using this handbook must bear full responsibility to make their own determination as to all local standards and duties. Thus, the references are provided for convenience only and should not be relied upon. It is distributed with the understanding that the County Clerk/Registrar of Voters is not rendering legal advice and that this 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](mailto:clerk-elections@fresnocountyca.gov).

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

**James A. Kus, County Clerk/Registrar of Voters**



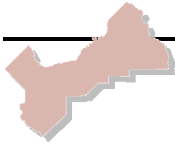
## IMPORTANT INFORMATION

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) 600-3141
- 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 §§81000-91014), i.e., mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, disclosure of economic interests ▶ Contact the Fair Political Practices Commission at 1-866-275-3772 or [www.fppc.ca.gov](http://www.fppc.ca.gov).
- Election fraud ▶ State issues, contact the California Secretary of State at (916) 657-2166 or [Elections@sos.ca.gov](mailto: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](http://www.caag.state.ca.us).
- Federal campaigns, e.g., U.S. Senate, House of Representatives, the President of the United States, etc. ▶ Contact the Federal Election Commission at 1-800-424-9530 or [www.fec.gov](http://www.fec.gov).
- Open meeting laws (Brown Act) ▶ Contact the California State Attorney General at 1-800-952-5225 or [www.caag.state.ca.us](http://www.caag.state.ca.us).
- Local ordinances ▶ Contact your local city attorney or Fresno County District Attorney at (559) 600-3141.
- Requirements concerning campaign signs ▶ Contact your local city clerk or zoning division.



## WEBSITES AND EMAILS



### OUR HOME PAGE

[votefresnocounty.com](http://votefresnocounty.com)

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

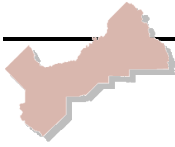
- Voting Information
- Registering to Vote
- Facts for New Citizens
- Vote by Mail Information
- Vote Centers
- County Voter Information Guide
- Serving at the Vote Centers
- Student Precinct Officer Program
- Election Results
- Electronic Filing of Campaign Statements

### E-MAIL ADDRESS

[clerk-elections@fresnocountyca.gov](mailto:clerk-elections@fresnocountyca.gov)

### HELPFUL WEBSITES

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



## TELEPHONE NUMBERS



### FRESNO COUNTY ELECTIONS DEPARTMENT

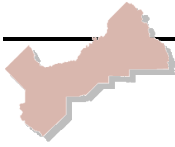
- General Information ..... (559) 600-8683 (VOTE) or (800) 742-1011
- Fax ..... (559) 488-3279
- Vote by Mail Division ..... (559) 600-8683  
(Vote by mail ballot applications, information)
- Campaign Disclosure Division ..... (559) 600-3044  
(Financial disclosure statements, information)
- Campaign 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) 600-3141

### 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)

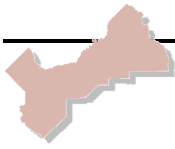
**FEDERAL ELECTION COMMISSION ..... (800) 424-9530**

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

OFFICES UP FOR ELECTION

Office Name	Voting By	Number (Trustee, Division, Zone, District, Seat)	County Other Than Fresno (P)=Principal County	Incumbent	Nomination/ Sponsors' Signatures	Filing Fee	Signatures In-Lieu	Value Per Signature	Candidate Statement Pre-Payment Required	Term of Office (Years)	Term Begin Date
<b>UNIFIED SCHOOL DISTRICTS</b>											
Fresno Unified	Trustee	5		Vacant	N/A	N/A	N/A	N/A	\$600.00	unexpired term to Dec 2024	At the next regularly scheduled board meeting after Certification
<b>ELEMENTARY SCHOOL DISTRICTS</b>											
West Park Elementary	At Large			Vacant	N/A	N/A	N/A	N/A	\$350.00	unexpired term to Dec 2022	At the next regularly scheduled board meeting after Certification





# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## Unified and Elementary School Districts

### Summary

**Nomination/Sponsors' Signatures** Not Applicable

**\*Filing Fee** Not Applicable

**Signatures In-Lieu** Not Applicable

**Value Per Signature** Not Applicable

**Candidate Statement Pre-Payment Required** \$600.00 Fresno Unified No.5  
\$350.00 West Park Elementary

**Term to End** December 6, 2024 - Fresno Unified No.5  
December 9, 2022 - West Park Elementary

**Term Begin Date** At the next regularly scheduled board meeting  
after Certification

### Filing Periods

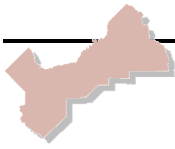
Declaration of Candidacy and Nomination Period (E-113 to E-88) 12/20/2021 to 01/14/2022

### All Candidates Must File:

Declaration of Candidacy

Statement of Economic Interest (Form 700)

See Campaign Disclosure Section on  
Pages 49-50



## TERM OF OFFICE

A person elected to fill this position, shall take office at the next regularly scheduled meeting of the governing board following the certification of the election and shall serve only until the end of the term of the position which he or she was elected to fill.

Education Code § 5093

## QUALIFICATIONS

A candidate for a school district shall:

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

Education Code § 35107

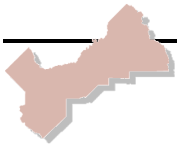
## FILING REQUIREMENTS

### Nomination Documents and Procedures

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between 113 and 88 days prior to Election Day. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on the 88<sup>th</sup> day prior to the Election Day.

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

E.C. §§8020, 8022, 8028, 8040, 8064, 8100, 10603



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)

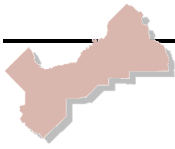
STATEMENT OF ECONOMIC INTERESTS (FORM 700) ▶ Every agency shall adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial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

CODE OF FAIR CAMPAIGN PRACTICES (Voluntary) ▶ 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

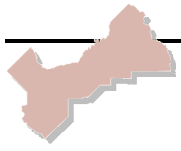


## CAMPAIGN FILING REQUIREMENTS

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: 1102 Q Street, Suite 3000, Sacramento, CA 95811
- Web: <http://www.fppc.ca.gov/>

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



## 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 shall 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.

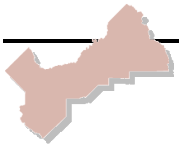
### SELECTING A BALLOT DESIGNATION

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(f)

The Candidate shall, within 3 business days from the date the candidate receives notice by phone, or by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, the candidate must come into the County Elections office and provide a designation that is acceptable.

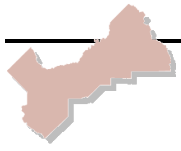
E.C. §13107(f)(1)

Note: If the candidate fails to provide a new designation within this three-day period, a designation shall not appear after the candidate’s name.

E.C. §13107(f)(2)

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

E.C. §13107(g)(2)



## 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.

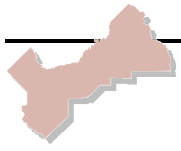
C.C.R. §20712(e)

### **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 three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word.

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

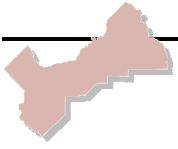
- The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.
  
- Punctuation shall be limited to the use of:
  - A comma – A comma is followed by a modifier of the word prior.  
Example: District Attorney, Los Angeles County
  - A slash – A slash 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.

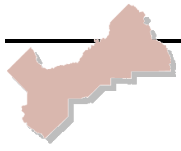
Examples of acceptable designations under this section include:

- 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 27).

### **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

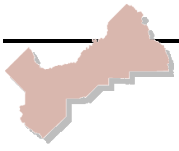
### **Vocation**

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

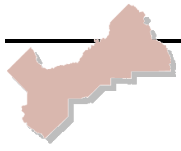
## Principal

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:

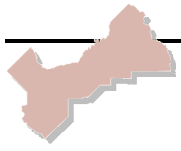
- Hobbies
- Social activities
- Volunteer work (except as noted for "Community Volunteer")
- Matters pursued as an amateur

### **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

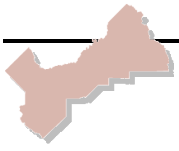
Ballot designations that would mislead the voter will be rejected as unacceptable.

## 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:

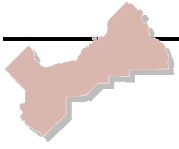
- Assembly Minority Leader
- California Assembly Speaker
- Mayor Pro Tem

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



## **Illegal Activities**

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

## **Limitations on the Use 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



**California Secretary of State  
BALLOT DESIGNATION WORKSHEET**

(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 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**

1

Candidate Name: \_\_\_\_\_ Gender (optional, for translation use only): \_\_\_\_\_

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

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

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

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

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

**Attorney Information**

2

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

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

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

**You may select as your ballot designation one of the following designations:**

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/)].
- (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.

**Proposed Ballot Designation(s)**

3

Proposed Ballot Designation(s): \_\_\_\_\_

Alternate Ballot Designation(s) 1: \_\_\_\_\_

Alternate Ballot Designation(s) 2: \_\_\_\_\_

**In the spaces provided on the next page(s):**

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/) separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

**It is your responsibility to justify your proposed ballot designation and to provide all requested details.**

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.





If your proposed ballot designation contains **one or more slashes** (“/”) separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as “PVOs”), **complete a justification section for each separate PVO.**

**Justification for use of Proposed Ballot Designation(s)**  
 If you are proposing alternate ballot designations, please provide justification for use of those on **Page 3.**

<b>4</b>	<b>Justification for use of 1<sup>st</sup> PVO:</b>		
	Current or most recent job title:	Start/End Dates:	
	Employer Name or Business:		
	<b>Person who can verify this information:</b>		
	Name:	Phone Number(s):	Email:
	<b>Justification for use of 2<sup>nd</sup> PVO:</b>		
	Current or most recent job title:	Start/End Dates:	
	Employer Name or Business:		
<b>Person who can verify this information:</b>			
Name:	Phone Number(s):	Email:	
<b>Justification for use of 3<sup>rd</sup> PVO:</b>			
Current or most recent job title:	Start/End Dates:		
Employer Name or Business:			
<b>Person who can verify this information:</b>			
Name:	Phone Number(s):	Email:	

**Before signing below, answer/initial the following questions. Does your proposed ballot designation:**

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

**If the answer to any of these questions is “yes,” your proposed ballot designation is likely to be rejected.**

<b>X</b>	<div style="display: flex; justify-content: space-between; align-items: center; height: 40px;"> <span style="font-size: 2em;">/</span> <span style="font-size: 2em;">/</span> </div>
<b>Candidate’s Signature</b>	<b>Date Signed:    Month            Day            Year</b>



to consult [CCR, title 2, sections, 20712-20719](#) (found at [www.sos.ca.gov](http://www.sos.ca.gov)).

**COMPLETE THIS PAGE ONLY IF** one or more **Alternate Ballot Designation(s)** are provided. If this page is not applicable, **please initial:**

Justification for  
 Alternate Ballot  
 Designation(s) 1

<b>A</b>	<b>Justification for use of 1<sup>st</sup> PVO:</b>		
	Current or most recent job title:		Start/End Dates:
	Employer Name or Business:		
	<b>Person who can verify this information:</b>		
	Name:	Phone Number(s):	Email:
	<b>Justification for use of 2<sup>nd</sup> PVO:</b>		
	Current or most recent job title:		Start/End Dates:
	Employer Name or Business:		
	<b>Person who can verify this information:</b>		
	Name:	Phone Number(s):	Email:
<b>Justification for use of 3<sup>rd</sup> PVO:</b>			
Current or most recent job title:		Start/End Dates:	
Employer Name or Business:			
<b>Person who can verify this information:</b>			
Name:	Phone Number(s):	Email:	

Justification for  
 Alternate Ballot  
 Designation(s) 2

<b>B</b>	<b>Justification for use of 1<sup>st</sup> PVO:</b>		
	Current or most recent job title:		Start/End Dates:
	Employer Name or Business:		
	<b>Person who can verify this information:</b>		
	Name:	Phone Number(s):	Email:
	<b>Justification for use of 2<sup>nd</sup> PVO:</b>		
	Current or most recent job title:		Start/End Dates:
	Employer Name or Business:		
	<b>Person who can verify this information:</b>		
	Name:	Phone Number(s):	Email:
<b>Justification for use of 3<sup>rd</sup> PVO:</b>			



Current or most recent job title:	Start/End Dates:
Employer Name or Business:	
Person who can verify this information:	
Name:	Phone Number(s):
	Email:

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

(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.



**California Secretary of State**  
**BALLOT DESIGNATION WORKSHEET**  
**Page 28**

(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:***

- (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:***

- (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, California Code of Regulations section 20711 is reproduced below:***



**California Secretary of State**  
**BALLOT DESIGNATION WORKSHEET**  
**Page 29**

(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;

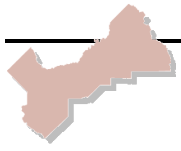
(v) The name and telephone number of a person or persons who could verify such information; and

(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 Voter's Pamphlet portion of the Fresno County Voter Information Guide. U.S. Representative candidates and State Senate and Assembly legislative candidates who choose to keep their campaign spending under specific dollar limits may submit a Candidate Statement.

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

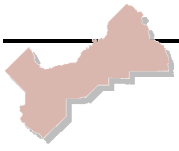
If a candidate wishes to submit a candidate statement, they must adhere to the following procedure:

### **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](mailto: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. The maximum allowed for U.S. Representative candidates and State Office candidates who choose to keep their campaign spending under a specified limit, is 250 words. All other candidates have limit of 200 words.



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

If the candidate statement submitted is below or meets the maximum word count, the candidate must pay the cost estimate at the time the candidate statement is submitted. The check should be made out to Fresno County Clerk.

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.

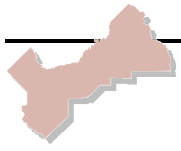
Estimated costs for candidate statements are based on the total costs of printing, handling, translating and mailing the candidate statement, including costs incurred as a result of complying with the Federal Voting Rights Act of 1965. Fresno County is required to print all candidate statements in English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

Candidates are responsible for proof reading their own 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 county voter information guide. 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, the occupation may not exceed 7 words in length.

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

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

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

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

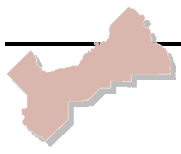
The statement cannot be written in 3rd person, quote other persons, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. For example:

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

### **Formatting Not Permitted**

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





## GENERAL GUIDELINES

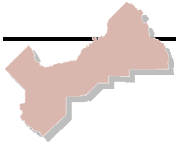
**Party Affiliation**

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

E.C. §13307(a)(1)

**Word Count Standards**

Type	Description	Example
<b>PUNCTUATION MARKS</b>	Punctuation marks are not counted. However, symbols such as “&” (and), and “#” (number/pound) are not considered punctuation and each symbol is counted as one (1) word.	“ . ” , “ , ” “ , ”
<b>ALL PROPER NOUNS</b>	All proper nouns, including the names of individuals, things, and Geographical names (requiring a defined jurisdiction) are counted as one (1) word.	"City of San Joaquin", "City and County of San Francisco", "George Washington"
<b>ABBREVIATIONS and ACRONYMS</b>	Acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.	CSUF, PTA, UCSF, U.S.M.C.
<b>HYPHENATED WORDS</b>	Hyphenated words that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word. Be aware that many word processing programs will count a hyphenated word as one word even if it does not fit these criteria.	Attorney-at-law, full-time (as an adjective), in-law
<b>NUMERIC COMBINATIONS</b>	Numeric combinations will be counted as one (1) word.  Numeric combinations consisting of a combination of words and digits are counted as multiple words.	15000, 13 1/2, 5%, 06/01/1995, \$200,000  Six %, July 4, 2012, December Twenty-Fifth, \$15 million
<b>TELEPHONE and FAX NUMBERS</b>	Telephone and fax numbers are counted as (1) word.	(559)600-8683, 1-800-345-VOTE
<b>EMAIL ADDRESSES and WEBSITES</b>	Email addresses and websites are counted as (1) word.	www.co.fresno.ca.us/elections, myemail@co.fresno.ca.us



## 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 not changed (except as specifically required by the elections official), during the period for filing nomination papers and until 5 p.m. of the next working day after the close of nomination period.

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.

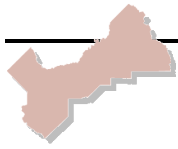
E.C. §13313(b)(1)

### **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 11327 or 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 §§ 18351



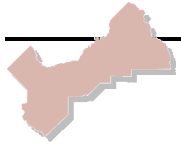
SAMPLE CANDIDATE STATEMENT

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**

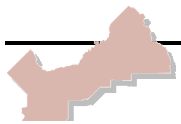
**20420.** As used in this chapter, “Code” means the Code of Fair Campaign Practices.

### **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:

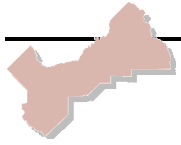


## CODE OF FAIR CAMPAIGN PRACTICES

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 untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

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



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

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

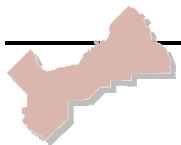
Date	Signature
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**E.C. §20441.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

**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.



# **RECENT CHANGES TO CAMPAIGN CONTRIBUTIONS**

## **FAIR POLITICAL PRACTICES COMMISSION AB 571 FACT SHEET**

### ***CONTRIBUTION LIMITS: CITY AND COUNTY CANDIDATES<sup>1</sup>***

#### **INTRODUCTION**

Pursuant to Assembly Bill 571 (Stats. 2019, Ch. 556, AB 571 Mullin), beginning January 1, 2021 a state campaign contribution limit will by default apply to city and county candidates when the city or county has not already enacted a contribution limit on such candidates. Along with the new campaign contribution limit, there are also other related provisions that formerly applied only to state level candidates that will now apply to city and county candidates. Please note that none of the provisions of AB 571 discussed in this fact sheet apply to candidates in cities or counties for which the city or county has enacted campaign contribution limits.

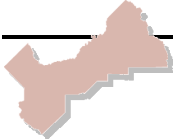
#### **CURRENT STATE CONTRIBUTION LIMIT**

The contribution limit that will now apply to city and county candidates pursuant to AB 571 is updated biennially for inflation. Contribution limits can be found in Regulation 18545(a)<sup>2</sup> and on the FPPC website's FPPC Regulations page. The default limit for contributions to city and county candidates subject to AB 571 for 2021-2022 is set at \$4,900 per election.

#### **OTHER PROVISIONS AFFECTING CITY AND COUNTY CANDIDATES**

Several other provisions will now apply to city and county candidates in jurisdictions that have not enacted campaign contribution limits, including the following:

- A candidate may not make a contribution over the AB 571 limit to another candidate in jurisdictions subject to the AB 571 limit with limited exceptions related to recall elections, legal defense funds and candidate-controlled ballot measure committees. (See Regulation 18535 for more information.)
- A candidate that has qualified as a committee must establish a separate controlled committee and campaign bank account for each specific office. Candidates may not redesignate a committee for one election for another election.
- Candidates may transfer non-surplus campaign funds from one candidate-controlled committee



to another committee controlled by the same candidate for a **different** office if the committee receiving the transfer is for an elective state, county or city office. However, contributions transferred must be attributed and transferred using the “last in, first out” or “first in, first out” accounting method and shall not exceed the applicable contribution limit per contributor. If a candidate is seeking to transfer campaign funds from one controlled committee to another for the same office a candidate may carry over non-surplus campaign funds raised in connection with one election to pay for campaign expenditures incurred in connection with a subsequent election for the same office without attributing or using the “last in, first out” or “first in, first out” accounting method. (See Regulation 18536 for more information on the transfer and attribution of contributions and See Regulation 18537.1 for more information on carryover of contributions.)<sup>1</sup>

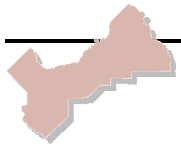
- Candidates may not personally loan to a candidate’s campaign an amount for which the outstanding balance exceeds \$100,000. “Campaign” includes both the primary and general, or special and special runoff, elections. However, a candidate may loan each committee for a different office or term of office up to \$100,000. A candidate may not charge interest on any such loan the candidate made to the candidate’s campaign. (See Regulation 18530.8 for more information.)
- Candidates may establish a committee to oppose the qualification of a recall measure and the recall election when the candidate receives a notice of intent to recall. Campaign funds raised to oppose the qualification of a recall measure and/or the recall election would not be subject to any campaign contribution limit under the Act. (See Regulation 18531.5 for more information.)
- A candidate for local office may open a candidate-controlled general purpose ballot measure committee to oppose or support a measure being voted on. The committee must identify on its campaign statements and reports each measure for which an expenditure of \$100 or more is made. (See Regulations 18421.8 and 18521.5 for more information.)

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<sup>1</sup> This fact sheet is informational only and contains only highlights of selected provisions of the law. It does not carry the weight of the law. For further information, consult the Political Reform Act and its corresponding regulations, advice letters, and opinions.

<sup>2</sup> The Political Reform Act is contained in Government Code Sections 81000 through 91014. All statutory references are to the Government Code, unless otherwise indicated. The regulations of the Fair Political Practices Commission are contained in Sections 18110 through 18997 of Title 2 of the California Code of Regulations. All regulatory references are to Title 2, Division 6 of the California Code of Regulations, unless otherwise indicated.<sup>1</sup>





- Contributions after the date of the election may be accepted to the extent contributions do not exceed net debts outstanding from the election, and contributions do not otherwise exceed applicable contribution limits for that election. (See Regulation 18531.64 for more information.)
- Candidates are permitted to raise contributions for a general election before the primary election and may establish separate campaign contribution accounts for the primary and general so long as candidates set aside contributions and use them for the general or special general election as raised. If the candidate is defeated in the primary election or otherwise withdraws from the general election, the general election funds must be refunded to contributors on a pro rata basis less any expenses associated with the raising and administration of the general election contributions. (See Regulation 18531.2 for more information.)
- Candidates that are currently in office that are running for reelection to the same seat in an election after January 1, 2021 may carry over campaign funds without attribution as mentioned above. Candidates running for a different office also do not need to do LIFO FIFO or attribution for the election immediately subsequent to the election prior to 2021 for which the money was raised.
- Candidates must disclose cumulative totals of contributions received or made for each election on campaign statements. (See Regulation 18421.4 for more information.)

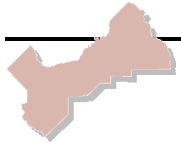
## FAQs

**A. If a city or county does not currently have contribution limits set within their ordinance would the state contribution limit be the default?**

Yes. The state contribution limit stated above would be the default contribution limit if the city or county ordinance is silent on whether there are contribution limits within that jurisdiction or if there is no city or county ordinance in place.

**B. Is there a way for a city or county to adopt “no” contribution limits for city or county elective city and county offices?**

Yes. A city or county may elect to have “no” contribution limits. To do so, it must explicitly state in the city or county ordinance that there are no limits on contributions. If it is explicit that the city or county has implemented “no” contribution limits, the state contribution limit will not apply as a default for that jurisdiction.



**C. Can a city or county ordinance be less restrictive than the AB 571 limit (e.g., the city or county limit is set higher than the state limit)?**

Yes. A city or county can set contribution limits higher than the default state limit.

**D. If a city or county imposes contribution limits, is the Commission responsible for enforcing those limits?**

No. The Commission will not regulate the administration or enforcement of the penalties. Cities or counties with existing limits or that adopt their own limits are not subject to the state limit and may impose their own penalties for violations.

**E. If a city or county has voluntary contribution limits, but no mandatory contribution limits will the state limit be applicable?**

Yes. A city or county must enact mandatory contribution limits to avoid the state limit applying to elective city and county offices.

**F. Does the default contribution limit also include judicial candidates?**

No. Elective city and county offices do not include judicial offices.

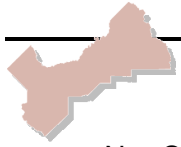
**G. If a city or county has imposed contribution limits for particular city or county offices (e.g., Board of Supervisors), do those limits also apply to other positions such as the District Attorney or would the default state limit apply if a particular position is not specifically addressed by the city or county?**

The default state limit would apply to other positions for which the city or county has not set contribution limits. A city or county ordinance must explicitly state the city or county contribution limits and for which elective offices those limits will apply. A city or county may adopt a general provision implementing a contribution limit for all elective city and county offices in that jurisdiction. As noted above, a city or county may also adopt an ordinance that states the city or county is adopting no contribution limits for any offices to avoid the default state limit applying.

**H. Does AB 571 apply to special district or school district elections?**

No. AB 571 applies only to city and county elections for offices that a city or county has not implemented its own contribution limit.

**I. Can candidates that are subject to the AB 571 contribution limit open an officeholder committee?**



No. Officeholder committees are not permitted for candidates subject to the AB 571 contribution limit. However, a candidate may use a committee for the officeholder's future election for officeholder expenses. A candidate may also use existing funds in the election committee for current office for officeholder expenses.

**J. Does the AB 571 contribution limit apply to debt retirement for the 2020 election?**

No. For purposes of retiring debt, the contribution limit is the one that was applicable to that election. The Act did not impose a contribution limit on city and county candidates in 2020.

**K. If a contribution was received for an election occurring after January 1, 2021, PRIOR to January 1, 2021, does this contribution count towards the new AB 571 contribution limit after January 1, 2021?**

No. The Commission adopted a formal opinion on April 15, 2021 that states contributions made prior to the effective date of AB 571 are not aggregated with contributions made on or after the effective date of AB 571 for purposes of the new contribution limit. Therefore, if someone contributed up to or above the current limit to an AB 571 committee prior to January 1, 2021 the same person can give additional contributions to the same committee up to the AB 571 contribution limit on or after January 1, 2021.

**L. If a contributor gave \$10,000 in 2020 (prior to the AB 571 limit going into effect) to a committee for a 2022 primary election, what happens?**

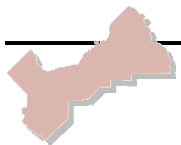
The AB 571 contribution limit does not apply to contributions made prior to January 1, 2021 so a contribution of this amount is permissible.

**M. Does the AB 571 contribution limit apply to political party committees and small contributor committees making contributions to candidates subject to the AB 571 limit?**

Yes. Political parties and small contributor committees are only permitted to give contributions to candidates subject to the AB 571 in amounts up to the applicable AB 571 contribution limit for that candidate.

**N. Does the AB 571 limit apply to county central committee candidates?**

No. AB 571 imposes a contribution limit on city and county elective offices when a local jurisdiction has not already done so. Local jurisdictions are prohibited from placing contribution limits on county central committee candidates; therefore, AB 571 is not applicable to those



offices.

**O. If an election was held in November 2020, but resulted in the need for a run-off election to be held in February 2021, how would the contributions be treated under AB 571?**

The run-off election is considered a new election. If a contributor gave any amount to an AB 571 candidate for the November 2020 election, the same contributor would still be permitted to contribute up to \$4,900 (the AB 571 limit) to the same candidate for the February 2021 run-off election.

**P. An AB 571 candidate for city council would like to send out a request for contributions to their constituents. Do they need to include anything specific in the request?**

Yes. A candidate that is subject to AB 571 must have the following information in the solicitation: the name of the controlled committee soliciting contributions, and the specific office for which those contributions will be used.

**Q. If an AB 571 candidate is the subject of a recall, is their committee to oppose the recall subject to contribution limits?**

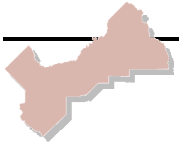
No. There are no contribution limits for a committee controlled by a candidate that is the subject of a recall that is formed to oppose the recall.

**R. An AB 571 candidate has debts for an election held after January 1, 2021, may the candidate terminate their committee?**

No. If a candidate-controlled committee has outstanding debts for an election held after January 1, 2021, they may not terminate without resolving or paying off the debt. When the committee has no net debts outstanding, the committee must be terminated within 24 months after the earliest of the date the candidate is defeated, leaves office, or the term of office for which the committee was formed ends, or, for withdrawn candidates no later than 24 months after the election from which the candidate withdrew. Please see Regulation 18404.1 for more on termination requirements for committees subject to AB 571.

**S. If a local jurisdiction, which is subject to AB 571, passes a local campaign contribution ordinance, are the candidates still subject to AB 571?**

No. They would no longer be subject to AB 571.



## Index of Regulations and Government Codes:

### FPPC Regulations:

18404.1  
18421.4  
18421.8  
18521  
18521.5  
18523.1  
18530.2  
18530.8  
18531.2  
18531.5  
18531.61  
18531.63  
18531.64  
18535  
18536  
18537.1  
18545  
18951

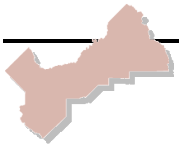
### Government Code(s):

85301  
85303  
85304.5  
85305  
85306  
85307  
85315  
85316  
85317  
85318  
85702.5

[www.fppc.ca.gov](http://www.fppc.ca.gov)

FPPC advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) 1.866.275.3772

FPPC Ed. Pro. 086-07-2021



## 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. Any campaign statement may be amended by a filer at any time. There are no penalties for filing an amendment. Amending an incorrect or incomplete statement may be considered as evidence of good faith in any enforcement action. ***Government Code §91013 provides for a late filing fine of \$10 per day with a maximum of \$100 for the late filing of any campaign disclosure statements after the deadline until the statement or report is filed.***

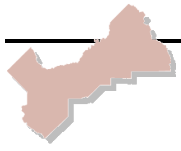
### **Fresno County Election Campaign Contributions Ordinance Chapter 2.62**

#### **Campaign Contribution Limits (NEW)**

On August 18, 2020, the Fresno County Board of Supervisors adopted a **new campaign ordinance** to set campaign contribution limits for county elected offices pursuant to Election Code §10003 and California Government Code §85702.5. The ordinance states that “no person shall contribute an amount greater than thirty thousand dollars (\$30,000) to any candidate for any county of Fresno elective office per election.” “Person” as used in this section shall mean an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, limited liability company, association, committee, labor union or organization, and any other organization or group of persons acting in concert. “Election” means any primary, general, special or recall election held in this state. The primary and general or special elections are separate elections for purposes of this section.

#### **Electronic Filing of Campaign Disclosure Statements**

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) 600-3044.

### **Reporting of Monetary Contributions of \$25 or More**

Except where the Political Reform Act of 1974 requires the reporting of more detail, campaign statements shall include the full name of each person from whom a monetary contribution of twenty-five dollars (\$25) or more has been received, together with the contributor's street address, the amount contributed, the date on which each contribution was received during the period covered by the campaign statement, and the cumulative amount such person has contributed. For purposes of this section, the term "monetary contributions" includes all contributions other than in-kind contributions.

County Code 2.62.035-2.62.040

Refer to Chapter 2.62.055 Penalty for violation of the reporting of campaign contributions of the Fresno county ordinance. [County Election Campaign Ordinance](#)

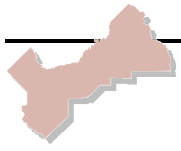
For those committees who are not subject to the contribution limit of our Fresno County Ordinance must refer to the section regarding the **Fair Political Practices Commission AB 571 Fact Sheet, Contribution Limits: City and County Candidates.**

FPPC also provides assistance by telephone (1-866-ASK-FPPC), or by e-mail to [Advice@fppc.ca.gov](mailto:Advice@fppc.ca.gov) regarding your specific circumstance.

Mailing Address:

**Fair Political Practices Commission  
1102 Q Street, Suite 3000  
Sacramento, California 95811**

All forms mentioned in this section are prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements, see the FPPC Campaign Disclosure Manual for your type of committee (available by your filing officer or FPPC website: [www.fppc.ca.gov](http://www.fppc.ca.gov)). Campaign filing schedules, forms and other informational materials are available on the FPPC website.



## CAMPAIGN REPORTING REQUIREMENTS FPPC FORMS - CANDIDATES AND/OR COMMITTEES

### FORM 501–CANDIDATE INTENTION STATEMENT

#### WHO FILES:

A candidate for state or local office is required to file a Form 501 for each election, including re-election to the same office, 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

#### WHEN TO FILE:

File the Form 501 before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered. To ensure campaign deadlines are met, go to this candidate guide for the Campaign Disclosure Filing Schedule or check with your local filing officer.

#### WHERE TO FILE:

##### State and Judicial Candidates:

File original and one copy with:

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

##### Local Candidates:

###### County:

File original and one copy with:

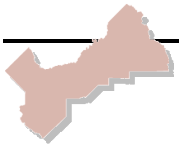
**Fresno County Clerk/Elections  
2221 Kern Street  
Fresno, CA 93721  
Phone: (559) 600-3044**

###### City:

File original and one copy with:

**City Clerk (within your jurisdiction)**  
Note: Candidates refer to your City Clerk regarding City Campaign Contribution Ordinance.





## FORM 470–OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT–SHORT FORM

### WHO FILES:

A Form 470–Officeholder and Candidate Campaign Statement–Short Form is for use by candidates or officeholders who receive contributions of less than two thousand dollars (\$2,000), and who make expenditures of less than two thousand dollars (\$2,000), in a calendar year.

To determine if two thousand dollars (\$2,000) has been raised or spent, or will be raised or spent, the candidate’s personal funds are not included for payments for a filing fee or for a statement of qualification.

G.C. §84206 (a) (b)

### WHEN TO FILE:

If the Form 470 is filed in connection with an election, or on or before the filing deadline for the first campaign statement required for the calendar year, no additional campaign statements need to be filed for that calendar year as long as total contributions received and total expenditures remain less than \$2,000.

The Form 470 is filed in connection with an election if it is filed with the declaration of candidacy, or as a first pre-election statement in connection with an election, covering the year of the election. If after filing the Form 470, receipts and expenditures reach \$2,000 or more, see Form 470–Supplement for important reporting requirements.

G.C. §§84200-84200.8

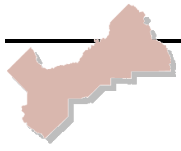
### WHERE TO FILE:

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

File original and one copy with:

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

Phone: (916) 653-6224  
Fax: (916) 656-5045  
<https://www.sos.ca.gov>



**Local Candidates:**

**County:**

File original and one copy with:

**Fresno County Clerk/Elections**  
**2221 Kern Street**  
**Fresno, CA 93721**  
Phone: (559) 600-3044

**City:**

File original and one copy with:

**City Clerk (city where domiciled)**  
Note: Candidates refer to your City Clerk regarding City Campaign Contribution Ordinance.

**FORM 470–SUPPLEMENT**

**WHO FILES:**

If an officeholder or candidate files the Form 470–Officeholder and Candidate Campaign Statement–Short Form for an election year and later receives contributions (including monetary and non-monetary contributions, loans, and the candidate’s personal funds) totaling \$2,000 or more or makes expenditures totaling \$2,000 or more during the same calendar year, the officeholder or candidate must send a written notice within 48 hours by filing a Form 470–Supplement.

G.C. §84206 (c)

**WHEN & WHERE TO FILE:**

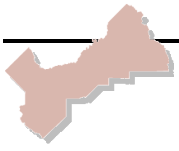
A Form 470–Supplement must be sent within 48 hours of receiving contributions totaling \$2,000 or more or making expenditures of \$2,000 or more. This notice must be sent by guaranteed overnight delivery service, personal delivery, fax, or email. It may not be sent regular mail.

The Form 470–Supplement is to be filed with:

- the Secretary of State’s office;
- the local filing officer with who the officeholder/candidate is required to file the originals of his/her campaign statements; and
- each candidate seeking the same office.

In addition, an officeholder or candidate that qualifies as a committee when it reaches the \$2,000 threshold in receipts and expenditures are required to file a signed original and a copy of a Form 410–Statement of Organization to the Secretary of State within 10 days; a \$50 payment made payable to the Secretary of State, due annually (no later than January 15); and a copy of a Form 410–Statement of Organization to the local filing officer who will receive the original campaign statements.

G.C. §84206 (c)



## FORM 410–STATEMENT OF ORGANIZATION

### DEFINITIONS:

**COMMITTEE** ▶ “Committee” means any person or combination of persons who directly or indirectly receives contributions totaling \$2,000 or more during a calendar year; makes independent expenditures totaling \$1,000; or makes contributions totaling \$10,000 or more in a calendar year to or at the behest of candidates or committees. A person or combination of persons that becomes a committee must retain its status as a committee until such time as that status is terminated pursuant to Section 84214.

G.C. §82013

**CONTRIBUTION** ▶ “Contribution” means a payment, a forgiveness of a loan, a payment of a loan by a third party, or an enforceable promise to make a payment, except to the extent that full and adequate consideration is received or if it is clear from the surrounding circumstances that the payment is not made for political purposes.

G.C. §82015

**EXPENDITURE** ▶ “Expenditure” means a payment, a forgiveness of a loan, a payment of a loan by a third party, or an enforceable promise to make a payment, unless it is clear from the surrounding circumstances that it is not made for political purposes. “Expenditure” does not include a candidate's use of his or her own money to pay for either a filing fee for a declaration of candidacy or a candidate statement prepared pursuant to Section 13307 of the Elections Code. An expenditure is made on the date the payment is made or on the date consideration, if any, is received, whichever is earlier.

G.C. §82025 (c)

**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.

G.C. §§82015, 82025

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

G.C. §84300 (a) (b)



WHO FILES:

Any persons (including an officeholder or candidate), organizations, groups or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections can qualify as a recipient committee. A recipient committee must register with the Secretary of State and report all receipts and expenditures.

The Political Reform Act of 1974 requires every committee to appoint a treasurer. The individual listed on the most recent Form 410 with the Secretary of State will be continually responsible until an amendment is filed to designate a new treasurer. A candidate may act as their own treasurer.

G.C. §§84100-84103

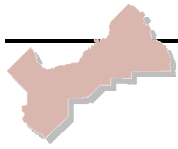
WHEN TO FILE:

File a Form 410–Statement of Organization within 10 days of receiving or spending \$2,000 or more in a calendar year. File the original (wet signature) and one copy of the Form 410 with the Secretary of State; send a \$50 payment made payable to the Secretary of State, due annually (no later than January 15); and a copy of a Form 410–Statement of Organization to the local filing officer who will receive the original campaign statements.

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 within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements. by fax, guaranteed overnight delivery, or personal delivery A Form 410 must also be filed with the Secretary of State within 10 days of qualifying as a committee.

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).

G.C. §§84100-84103



WHERE TO FILE:

**All Committees:**

Send original & one copy to:

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

**County & City Committees:**

Send copy to:

**Appropriate local filing officer**

You will receive written notification from the Secretary of State's Office assigning an identification number to your committee which are also posted on the Secretary of State's website at: <https://cal-access.sos.ca.gov>.

G.C. §§84101-84104

The Fair Political Practices Commission (FPPC) provide Campaign Disclosure Manuals online at [www.fppc.ca.gov](http://www.fppc.ca.gov) and can also provide assistance by telephone (1-866-ASK-FPPC), or by e-mail to [Advice@fppc.ca.gov](mailto:Advice@fppc.ca.gov) regarding your specific circumstance.

Mailing Address:

**Fair Political Practices Commission  
1102 Q Street, Suite 3000  
Sacramento, California 95811**



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## FORM 497–24-HOUR/10-DAY CONTRIBUTION REPORT

### DEFINITION:

LATE CONTRIBUTION ▶ “Late contribution” means any of the following:

- (a) A contribution, including a loan, that totals in the aggregate one thousand dollars (\$1,000) or more and is made to or received by a candidate, a controlled committee, or a committee formed or existing primarily to support or oppose a candidate or measure during the 90-day period preceding the date of the election, or on the date of the election, at which the candidate or measure is to be voted on.
- (b) A contribution, including a loan, that totals in the aggregate one thousand dollars (\$1,000) or more and is made to or received by a political party committee, as defined in Government Code Section 85205, within 90 days before the date of a state election or on the date of the election.

G.C. §82036

### WHO FILES:

Candidates and certain committees that make or receive contributions that total in the aggregate of \$1,000 or more in the 90 days before or on the date of an election. See WHEN TO FILE.

Certain recipient committees that make contributions totaling \$5,000 or more to support or oppose the **qualification** of a **local** ballot measure. See WHEN TO FILE.

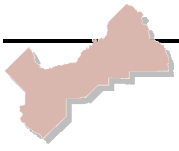
State candidates and state primarily formed ballot measure committees that file **electronically** and receive a contribution of \$5,000 or more at any time other than a 90 day election cycle must file a Form 497 within 10 business days.

State recipient committees that file **electronically** and make contributions totaling \$5,000 or more to a state ballot measure committee must file Form 497 within 10 business days, unless all required information is reported on a 90-day election cycle report, this 10-business day report is not required.

G.C. §84203

### WHEN TO FILE:

Each candidate or committee that makes or receives a late contribution must report the late contribution,



as defined in Government Code Section 82036, to each office with which the candidate or committee is required to file its next campaign statement.

The candidate or committee that makes the late contribution must report his or her full name and street address and the full name and street address of the person to whom the late contribution has been made, the office sought if the recipient is a candidate, or the ballot measure number or letter if the recipient is a committee primarily formed to support or oppose a ballot measure, and the date and amount of the late contribution.

The recipient of the late contribution must report his or her full name and street address, the date and amount of the late contribution, and whether the contribution was made in the form of a loan. The recipient shall also report the full name of the contributor, his or her street address, occupation, and the name of his or her employer, or if self-employed, the name of the business.

A late contribution shall be reported by facsimile transmission, guaranteed overnight delivery, or personal delivery within 24 hours of the time it is made in the case of the candidate or committee that makes the contribution and within 24 hours of the time it is received in the case of the recipient. Regular mail may not be used. If a late contribution is required to be reported to the Secretary of State, the report to the Secretary of State shall be by online or electronic transmission only. A late contribution shall be reported on subsequent campaign statements without regard to reports filed.

Except for the 10-day deadline noted previously, the Form 497 is due within **24 hours** of making or receiving contributions that total in the aggregate \$1,000 or more. Reports due on a weekend or state holiday, other than the weekend before the election, are extended to the next business day.

For those who receive a late non-monetary or in-kind contribution must file Form 497 within **48 hours** of the date the contribution was received.

G.C. §§84203-84203.3, 84215

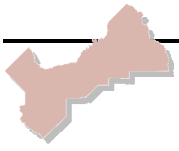
WHERE TO FILE:

**State Committees:**

File **electronically** with the Secretary of State, Political Reform Division.

**Local Committees:**

File at the same location(s) where the local committee regularly files campaign statements.



**Fresno County Clerk/Elections\***  
**2221 Kern Street**  
**Fresno, CA 93721**  
Phone: (559) 600-3044

**City Clerk (city where domiciled)**  
Note: Candidates refer to your City Clerk regarding City Campaign Contribution Ordinance.

\*See **Fresno County Ordinance 2.62.037 - Electronic filing of campaign disclosure statements.**

For contributions related to the qualification of local measures, the Form 497 must be filed in the place(s) a primarily formed committee for the local measure is required to file. The Form 497 must be filed by fax, guaranteed overnight delivery, personal delivery or email. Regular mail may not be used. However, some jurisdictions require electronic submissions.\*

G.C. §84203

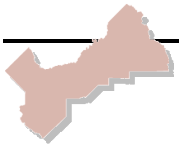
For detailed information on campaign reporting requirements, see the FPPC Campaign Disclosure Manual for your type of committee (available by your filing officer or FPPC website: [www.fppc.ca.gov](http://www.fppc.ca.gov)). Campaign filing schedules, forms and other informational materials are available on the FPPC website.

FPPC can also provide assistance by telephone (1-866-ASK-FPPC), or by e-mail to [Advice@fppc.ca.gov](mailto:Advice@fppc.ca.gov) regarding your specific circumstance.

Mailing Address:

**Fair Political Practices Commission**  
**1102 Q Street, Suite 3000**  
**Sacramento, California 95811**





## FORM 496–24-HOUR/10-DAY INDEPENDENT EXPENDITURE REPORT

### DEFINITION:

**INDEPENDENT EXPENDITURE** ▶ “Independent expenditure” means an expenditure made by any person, including a payment of public moneys by a state or local governmental agency, in connection with a communication which expressly advocates the election or defeat of a clearly identified candidate or the qualification, passage or defeat of a clearly identified measure, or taken as a whole and in context, unambiguously urges a particular result in an election but which is not made to or at the behest of the affected candidate or committee.

G.C. §82031

**LATE INDEPENDENT EXPENDITURE** ▶ “Late independent expenditure” means an independent expenditure that totals in the aggregate one thousand dollars (\$1,000) or more and is made for or against a specific candidate or measure involved in an election during the 90-day period preceding the date of the election or on the date of the election.

G.C. §82036.5

### WHEN TO FILE:

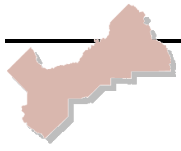
#### **When Independent Expenditures in Connection with State Elections:**

A Form 496 is due within **24 hours** when the independent expenditures that total in the aggregate \$1,000 or more are made to support or oppose a single state candidate or single state ballot measure in the 90 days before or on the date of the candidate’s or measure’s election.

A Form 496 is due within **10 business days** when a recipient committee that is required to file electronically with the Secretary of State makes independent expenditures totaling \$5,000 or more to support or oppose the qualification or passage of a single state ballot measure outside the **90-day** election cycle.

#### **When Independent Expenditures in Connection with Local Elections:**

A Form 496 is due within **24 hours** when the independent expenditures that total in the aggregate \$1,000 or more are made to support or oppose a single local candidate or single local ballot measure in the 90 days before or on the date of the candidate’s or measure’s election.



A Form 496 is due within **10 business days** when a recipient committee makes independent expenditures totaling \$5,000 or more to support or oppose the **qualification** of a single local ballot measure.

Note: All independent expenditures reported on Form 496 must also be reported on subsequent campaign reports (i.e., Forms 460, 450 or 461).

G.C. §84204

**WHERE TO FILE:**

**State Committees:**

File **electronically** with the Secretary of State, Political Reform Division.

**Local Committees:**

File at the same location(s) where the local committee regularly files campaign statements.

**Fresno County Clerk/Elections\***  
**2221 Kern Street**  
**Fresno, CA 93721**  
Phone: (559) 600-3044

**City Clerk (city where domiciled)**  
Note: Candidates refer to your City Clerk regarding City Campaign Contribution Ordinance.

\*See **Fresno County Ordinance 2.62.037 - Electronic filing of campaign disclosure statements**

The Form 496 must be filed by fax, guaranteed overnight delivery, personal delivery or email with the filing officer(s) who would receive your campaign statements if you were a committee primarily formed to support or oppose the candidate or ballot measure supported or opposed by the independent expenditure. In most cases this is the filing officer with whom the candidate or ballot measure committee files. Regular mail may not be used. However, some local jurisdictions require electronic submissions.\*

G.C. §84204

For detailed information on campaign reporting requirements, see the FPPC Campaign Disclosure Manual for your type of committee (available by your filing officer or FPPC website: [www.fppc.ca.gov](http://www.fppc.ca.gov)). Campaign filing schedules, forms and other informational materials are available on the FPPC website. FPPC can also provide assistance by telephone (1-866-ASK-FPPC), or by e-mail to [Advice@fppc.ca.gov](mailto:Advice@fppc.ca.gov) regarding your specific circumstance.

Mailing Address:

**Fair Political Practices Commission**  
**1102 Q Street, Suite 3000**  
**Sacramento, California 95811**



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## FORM 460–RECIPIENT COMMITTEE CAMPAIGN STATEMENT

### DEFINITION:

**CAMPAIGN STATEMENT** ▶ "Campaign Statement" means an itemized report which is prepared on a form prescribed by the Fair Political Practices Commission and which provides the information required by Chapter 4: Campaign Disclosure of the Political Reform Act.

G.C. §82006

**CONTROLLED COMMITTEE** ▶ "Controlled Committee" means a committee that is controlled directly or indirectly by a candidate or state measure proponent or that acts jointly with a candidate, controlled committee, or state measure proponent in connection with the making of expenditures.

G.C. §82016

**PRIMARILY FORMED COMMITTEE** ▶ "Primarily Formed Committee" means a committee pursuant to subdivision (a) of Government Code Section 82013 which is formed or exists primarily to support or oppose a single candidate, a single measure, a group of specific candidates being voted upon in the same city, county or multicounty election, or two or more measures being voted upon in the same city, county, multicounty, or state election.

G.C. §82047.5

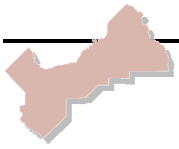
**GENERAL PURPOSE COMMITTEE** ▶ "General Purpose Committee" means all committees pursuant to subdivision (b) or (c) of Government Code Section 82013, and any committee pursuant to subdivision (a) of Government Code Section 82013 which if formed or exists primarily to support or oppose more than one candidate or ballot measure, except as provided in Government Code Section 80247.5. General Purpose Committees can be a political party committee or a committee to support or oppose candidates or measures voted on in a state election, or in more than one county; a committee to support or oppose candidates or measures voted on in only one county, or in more than one jurisdiction within one county; or a committee to support or oppose candidates or measures voted on in only one city.

G.C. §82027.5

### WHO FILES:

Form 460–Recipient Committee Campaign Statement is for use by all recipient committees including:

- A candidate, officeholder who has a controlled committee, or who has raised or spent or will raise



or spend \$2,000 or more during a calendar year in connection with election to office or holding office. Also required if \$2,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

- A primarily formed ballot measure committee files when they receive contributions totaling \$2,000 or more during a calendar year for the primary purpose of supporting or opposing a single measure or two or more measures.
- A primarily formed candidate/officeholder committee files when they receive contributions totaling \$2,000 or more during a calendar year to support or oppose a candidate or two or more candidates. This committee is not controlled by the candidate(s) or officeholder(s).
- A general purpose committee files when they receive contributions totaling \$2,000 or more during a calendar year to support or oppose various candidates and measures. This committee includes political parties and political action committees.

Refer to the Form 410–Statement of Organization, for guidance to determine the type of committee that files Form 460–Recipient Committee Campaign Statement.

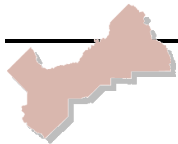
Form 460 is used to file any of the following:

- Pre-election Statement
- Semi-annual Statement
- Quarterly Statement
- Special Odd-year Report
- Termination Statement
- Amendment to a previously filed statement

G.C. §§84204-84225

#### WHEN TO FILE:

Elected officers, candidates, and committees pursuant to subdivision (a) of Government Code Section 82013 must file semi-annual statements each year not later than July 31 for the period ending June 30, and no later than January 31 for the period ending December 31.



In addition to semi-annual campaign statements required by Government Code Section 84200, elected officers, candidates and committees must file pre-election statements under Government Code Section 84200.8 and are as follows:

All candidates appearing on the ballot at the next election, their controlled committees, and committees primarily formed to support or oppose an elected officer, candidate, or measure appearing on the ballot for the next election.

For the period ending 45 days before the election, the statement must be filed no later than 40 days before the election; and for the period ending 17 days before the election, the statement must be filed no later than 12 days before the election.

All candidates being voted upon in the election in connection with which the statement is filed, their controlled committees, and committees formed primarily to support or oppose a candidate or measure being voted upon in that election must file this statement by guaranteed overnight delivery service or by personal delivery.

G.C. §§84200-84200.8

WHERE TO FILE:

**State and Judicial Candidates:**

File original and one copy with:

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

Phone: (916) 653-6224  
Fax: (916) 656-5045  
<https://www.sos.ca.gov>

**Local Candidates:**

**County:**

File original and one copy with:

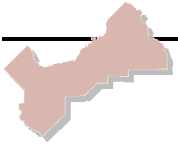
**Fresno County Clerk/Elections\*  
2221 Kern Street  
Fresno, CA 93721  
Phone: (559) 600-3044**

**City:**

File original and one copy with:

**City Clerk (city where domiciled)**  
Note: Candidates refer to your City Clerk regarding City Campaign Contribution Ordinance.

\*See **Fresno County Ordinance 2.62.037 - Electronic filing of campaign disclosure statements and 2.62.040 - Campaign contribution limits.**



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Form 460–Recipient Committee Campaign Statement is prepared by the Fair Political Practices Commission (FPPC).

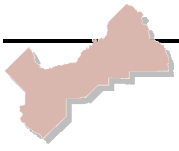
G.C. §84215

For detailed information on campaign reporting requirements, see the FPPC Campaign Disclosure Manual for your type of committee (available by your filing officer or FPPC website: [www.fppc.ca.gov](http://www.fppc.ca.gov)). Campaign filing schedules, forms and other informational materials are available on the FPPC website.

FPPC can also provide assistance by telephone (1-866-ASK-FPPC), or by e-mail to [Advice@fppc.ca.gov](mailto:Advice@fppc.ca.gov) regarding your specific circumstance.

Mailing Address:

**Fair Political Practices Commission**  
**1102 Q Street, Suite 3000**  
**Sacramento, California 95811**



## FORM 700–STATEMENT OF ECONOMIC INTERESTS (SEI)

The Political Reform Act of 1974 requires the following individuals to disclose their personal assets and income described in Form 700–Statement of Economic Interests.

### WHO FILES:

- State, judicial and local officials and candidates specified in Government Code Section 87200\* and members of boards and commissions of newly created agencies are required to fully disclose their personal assets and income described in Form 700 Statement of Economic Interests. Such as:
  - ▶ State officials: elected state officers, judges and commissioners of courts of judicial branch of government, retired judges, and state boards, commissions, agencies and departments.
  - ▶ Local officials: members of boards of supervisors and city councils, mayors, city/county planning commissioners, city/county chief administrative officers, city/county treasurers, district attorneys, county counsels, city managers, city attorneys, court commissioners and public officials who manage public investments.

G.C. §§87200-87202

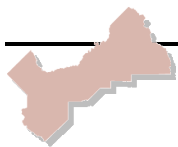
- ▶ Members of boards and commissions of a newly created agency must file a statement at the same time and in the same manner as those individuals required to file pursuant to Government Code Section 87200.

G.C. §87302.6

\*Form more information, see FPPC Reference Pamphlet, page 3 at [www.fppc.ca.gov](http://www.fppc.ca.gov).

- Employees in newly created positions of existing agencies, appointed officials, consultants to public agencies, and candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, and water board members) who are designated in a conflict of interest code (“code filers”) must file a statement disclosing their investments, business positions, interests in real property, and income received during the immediately preceding 12 months, as enumerated in the disclosure requirements for that position. The Act requires every state and local government agency to adopt a unique conflict of interest code. **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of Form 700. “Conflict of Interest Code” means a set of rules and regulations by an agency.

G.C. §§82014, 87300-87302.6



WHERE TO FILE:

**Officials Specified in Gov. Code Section 87200 (See FPPC Reference Pamphlet, page 3):**

The filing officials listed below will retain a copy of your statement and forward the original to the FPPC.

FILERS	WHERE TO FILE
<b>87200 Filers</b>	
State offices	Your agency
Judicial offices	The clerk of your court
Retired Judges	Directly with FPPC
County offices	Your county filing official
City offices	Your city clerk
Multi-County offices	Your agency
<b>87200 Candidates</b>	
State offices	County elections official with whom you file your declaration of candidacy
Judicial offices	
Multi-County offices	
County offices	County elections official
City offices	City clerk

**Code Filers – State and Local Officials, Employees, Candidates, and Consultants Designated in a Conflict of Interest Code:**

File with your agency, board or commission unless otherwise specified in your agency’s code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements. **Candidates for local elective offices** designated in a conflict of interest code file with the elections office where the declaration of candidacy or other nomination documents are filed.

**Members of Boards and Commissions of Newly Created Agencies:**

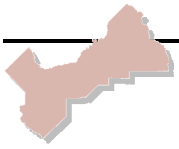
File with your newly created agency or with your agency’s code reviewing body as provided by your code reviewing body.

State Senate and Assembly staff members file statements directly with the FPPC.

Exceptions:

- Elected state officers are not required to file statements under any agency’s conflict of interest code.





- Filers listed in Government Code Section 87200 are not required to file statements under any agency’s conflict of interest code in the same jurisdiction. For example, a county supervisor who is appointed to serve in an agency with jurisdiction in the same county has no additional filing obligations.

**Employees in Newly Created Positions of Existing Agencies:**

File with your agency or with your agency’s code reviewing body.

G.C. §§87500-87500.4

**HOW TO FILE:**

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are available in Excel format.

All statements must have an original “wet” signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2.

**WHEN TO FILE** (See FPPC Reference Pamphlet, pages 4, 6-7):

**Candidate Statements:**

All candidates (including incumbents) for offices specified by Government Code Section 87200 must file no later than the final filing date for the declaration of candidacy or nomination documents.

Candidates seeking a position designated in a conflict of interest code must file no later than the final filing date for the declaration or candidacy or other nomination documents.

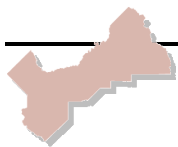
Exception:

A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

G.C. §87201

**Amendments (See FPPC Reference Pamphlet, page 4):**

If you discover errors or omissions on any statement, file an amendment as soon as possible. Statements may be amended at any time and are only required to amend the schedule that needs to be revised. Its not necessary to amend the entire filed form. Obtain amendment schedules at [www.fppc.ca.gov](http://www.fppc.ca.gov).



Note: Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

**Assuming Office Statements:**

<b>FILER</b>	<b>DEADLINE</b>
Elected officials	<b>30 days</b> after assuming office
Appointed positions specified in Gov. Code Section 87200	<b>30 days</b> after assuming office
<u>or</u>	<u>or</u>
Newly created board and commission members not covered by a conflict of interest code	<b>10 days</b> after appointment or nomination if subject to Senate or judicial confirmation
Other appointed positions (including those held by newly-hired employees) that are or will be designated in a conflict of interest code	<b>30 days</b> after assuming office (30 days after appointment or nomination if subject to Senate confirmation)
Positions newly added to a new or amended conflict of interest code	<b>30 days</b> after the effective date of the code or code amendment

Exceptions:

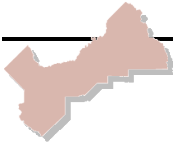
If an individual assumes office between October 1 and December 31 and filed an assuming office Statement of Economic Interests, that person is not required to file an annual Statement of Economic Interests until the next deadline one year later. The annual statement will cover the day after you assumed office through December 31.

G.C. §§87200-87204

**Annual Statements for Officeholders:**

Typically, the period that is covered for the annual Statement of Economic Interests is from January 1, through December 31. If period covered by the statement is different than January 1, through December 31, (for example, you assumed office between October 1, through December 31), than you must specify the period covered.

► **Due March 1**, for elected state officers, judges and court commissioners, members of state board and state commission listed in Government Code Section 87200.



► **Due April 1**, for county and city officials specified in Government Code Section 87200 and multi-county officials.

State and local officials and employees designated in a conflict of interest code: File on the date prescribed in the code (April 1 for most filers).

Incumbent officeholders who file candidate statements also must file annual statements by the specified deadlines.

Statements postmarked by the filing deadline are considered filed on time.

G.C. §87203

### **Leaving Office Statements:**

Every person who leaves an office specified in Government Code 87200 must, within 30 days of leaving office, file a Statement of Economic Interests disclosing their investments, interests in real property, and income during the period since the previous Statement of Economic Interests were filed under Government Code Section 87202 or Government Code Section 87203. The statement must include any investments and interests in real property held at any time during the period covered by the statement, whether or not the office was still held at the time of filing.

G.C. §87204

### **Late Statements:**

Late statements should be filed as soon as possible after the filing deadline. The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day, starting the day after the filing deadline until the statement or report is filed; however, the maximum fine is the cumulative amount stated in the late statement or report, or \$100, whichever is greater. Persons who fail to timely file their Form 700 may be referred to the FPPC Enforcement Division.

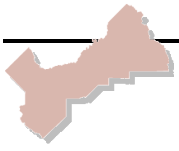
G.C. §91013

**See resources for Form 700–Statement of Economic Interests found on the FPPC website at:**

**<https://www.fppc.ca.gov/Form 700.html>, listed below:**

#### **FORM 700:**

- Form 700



- Reference Pamphlet (Explains Reporting Requirements)
- Form 700 (Excel Format)
- Form 700 FAQs
- Expanded SEI Fact Sheet (NEW)

**AMENDMENT SCHEDULES:**

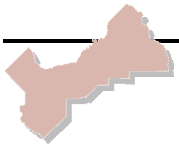
- Form 700 (Complete Amendment Form) and/or each schedule

For detailed information on campaign reporting requirements, see the FPPC Campaign Disclosure Manual for your type of committee (available by your filing officer or FPPC website: [www.fppc.ca.gov](http://www.fppc.ca.gov)). Campaign filing schedules, forms and other informational materials are available on the FPPC website.

FPPC can also provide assistance by telephone (1-866-ASK-FPPC), or by e-mail to [Advice@fppc.ca.gov](mailto:Advice@fppc.ca.gov) regarding your specific circumstance.

Mailing Address:

**Fair Political Practices Commission  
1102 Q Street, Suite 3000  
Sacramento, California 95811**

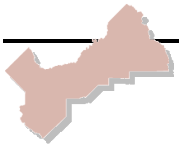


## CAMPAIGN DISCLOSURE REQUIREMENTS OFTEN OVERLOOKED

**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.

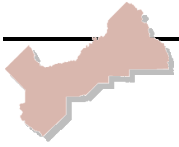
The purpose of campaign disclosure is to provide the public with the identity of contributors and the amounts they give, as well as the amount officeholders, candidates and committees spend. The laws passed to enforce that purpose can be challenging for the unwary, therefore some often overlooked requirements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

To obtain a copy of Fresno County’s Election Campaign Contributions Ordinance, visit our website at [www.votefresnocounty.com](http://www.votefresnocounty.com). Click on Campaign Finance & Reporting Requirements under the Campaign Information Tab.



## PLACEMENT OF NAMES ON THE BALLOT

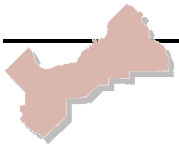
The order in which candidates' name shall be placed on the ballot is specified in Elections Code §§13111 and 13112. Election Code §13109 specifies the order of precedence of offices on the ballot.

### **Random Alphabet Drawing**

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

### **Rotation of names on the ballot**

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



## CAMPAIGN LITERATURE

### MASS MAILING

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

G.C. §82041.5

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

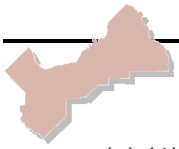
### MASS MAILING REQUIREMENTS

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate’s, candidate controlled committee established for an elective office for the controlling candidate’s, or political party committee’s address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84504.2 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee’s address is a matter of public record with the Secretary of State.

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





(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

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

(e) For purposes of this section, the following terms have the following meanings:

(1) “Mass electronic mailing” means sending more than 200 substantially similar pieces of electronic mail within a calendar month. “Mass electronic mailing” does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.

(2) “Sender” means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84216.5, inclusive.

(3) To “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

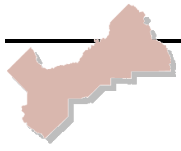
(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

G.C. §84305

## MASS MAILING BY INCUMBENTS

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

G.C. §89001



### TRUTH IN ENDORSEMENTS LAW

Provides information regarding restrictions on endorsements of candidates, representation requirements, etc.

A copy is available in the California Elections Code which can be viewed at:  
<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

E.C. §§20000-20010

### 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:

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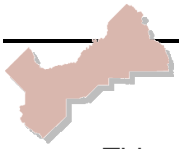
“NOTICE TO VOTERS

“(Required by Law)

“This is not an official ballot or an 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).”

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This section shall not be construed as requiring this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) A simulated ballot or simulated county voter information guide referred to in subdivision (a) shall not bear an official seal or the insignia of a public entity, and that seal or insignia shall not appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in a case brought before it by a 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 of cases of this nature.

E.C. §20009

#### **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, a satellite location under Section 3018, or an elections official's office:

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

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

(c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.

(d) Do any electioneering as defined by Section 319.5.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

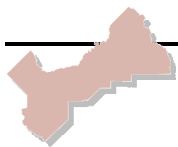
Any person who violates any of the provisions of this section is guilty of a misdemeanor.

E.C. §18370

#### **ELECTIONEERING DURING VOTE BY MAIL VOTING**

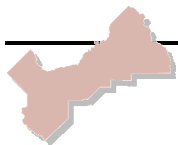
(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or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

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



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

E.C. §18371

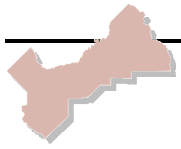


## CAMPAIGN POSTERS AND SIGN PLACEMENTS

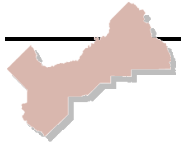
The information below is correct to the best of our knowledge. For additional information or any recent changes or amendments to city ordinances, contact the appropriate city clerk’s office.

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

- CITY OF CLOVIS: (559) 324-2060 ..... John Holt, City Clerk  
Must have property owner's permission; ..... No specific guidelines established for  
Private property only ..... posting, remove after the election
  
- CITY OF COALINGA: (559) 935-1533 ..... Shannon Jensen, City Clerk  
Must have property owner's permission; ..... 60 days prior to and 5 days after  
Private property only .....
  
- CITY OF FIREBAUGH: (559) 659-5904 ..... Rita Lozano, Deputy City Clerk  
Permit required ..... Contact City Clerk for specifics
  
- CITY OF FOWLER: (559) 834-3113 (Ext 301) ..... Angela Vasquez, Deputy City Clerk  
Must have property owner's permission; ..... 60 days prior to and 6 days after  
Private property only ..... the date of the election
  
- CITY OF FRESNO (559) 621-7650 ..... Todd Stermer, City Clerk  
Must have owner’s permission; ..... 90 days prior to and 15 days  
Private property only ..... after the date of the election
  
- CITY OF HURON: (559) 945-2241 (Ext 3) ..... Juanita Veliz, City Clerk  
One sign per parcel; ..... 88 days prior to and 15 days after  
Private property only ..... the date of the election



- CITY OF KERMAN: (559) 846-9380 ..... Marci Reyes, City Clerk  
Must have property owner's permission;..... No specific guidelines established for  
Private property only ..... posting, remove after the election
  
- CITY OF KINGSBURG: (559) 897-5821 ..... Abigail Palsgaard, City Clerk  
Must have property owner's permission;..... 90 days prior to and 7 days after  
Private property only ..... the date of the election
  
- CITY OF MENDOTA: (559) 655-4298 ..... Celeste Cabrera-Garcia, City Clerk  
Must file Statement of Responsibility with the ..... 90 days prior to and 10 days after  
Dept. of Transportation..... the date of the election
  
- CITY OF ORANGE COVE: (559) 626-4488 ..... June V. Lopez-Bracamontes, City Clerk  
Must have property owner's permission;..... No specific guidelines established for  
Private property only ..... posting, remove after the election
  
- CITY OF PARLIER: (559) 646-3545 (Ext 227) ..... Dorothy Garza, City Clerk  
Must have property owner's permission;..... No specific guidelines established for  
Private property only ..... posting, remove after the election
  
- CITY OF REEDLEY: (559) 637-4200 (Ext 212)..... Ruthie Greenwood, City Clerk  
Must have property owner's permission;..... No specific guidelines established for  
Private property only ..... posting, remove after the election
  
- CITY OF SANGER: (559) 876-6300 (Ext 1350)..... Rebecca Ramirez, City Clerk  
Must have property owner's permission;..... 60 days prior to and 14 days after  
Private property only ..... the date of the election



- CITY OF SAN JOAQUIN: (559) 693-4311 ..... Lupe Estrada, City Clerk  
Must have property owner's permission;..... 90 days prior to and 14 days after  
Private property only ..... the date of the election
  
- CITY OF SELMA: (559) 891-2200 ..... Reyna Rivera, City Clerk  
Must have property owner's permission;..... 60 days prior to and 7 days after  
Private property only ..... the date of the election

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING PROGRAM  
P.O. BOX 942874, MS-36  
SACRAMENTO, CA 94274-0001  
PHONE (916) 654-6473  
FAX (916) 651-9359  
TTY 711  
[www.dot.ca.gov](http://www.dot.ca.gov)



*Making Conservation  
a California Way of Life.*

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, and 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

ODA-0027

***"Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability"***



**STATEMENT OF RESPONSIBILITY  
FOR TEMPORARY POLITICAL SIGNS**

ODA-0027 (REV 10/2019)

Election Date: \_\_\_\_\_ March \_\_\_\_\_ 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): \_\_\_\_\_

Email (Optional): \_\_\_\_\_

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.

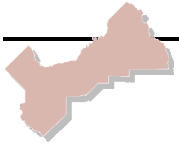
\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

**Mail Statement of Responsibility to:**

Department of Transportation  
Division of Traffic Operations  
Outdoor Advertising Program  
P.O. Box 942874, MS-36  
Sacramento, CA 94274-0001  
Email: [ODA@dot.ca.gov](mailto:ODA@dot.ca.gov)

**ADA Notice** For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.



## 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 County Voter Information Guides

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: [www.votefresnocounty.com](http://www.votefresnocounty.com). Click on the Election Data category.

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

What	Who	Election Codes	E-Date				Dates	
Candidate Intention Statement (Form 501)	Candidates	G.C. §§85200-85201, 91013	Please See the Attached FPPC Schedule					
<p>Prior to the solicitation or receipt of any contribution or loan, any individual who intends to be a candidate for an elective state office shall file with the Secretary of State’s Office an original of the Candidate Intention Statement (Form 501). Any individual who intends to be a candidate for any other elective office shall file the Candidate Intention Statement (Form 501) with the same filing officer with whom the original campaign statements are required to be filed. See "Campaign Reporting Requirements," in the candidate guide for more information on filing this form.</p> <p>A fine of \$10 per day, up to a maximum of \$100, may be assigned for the late filing of Form 501.</p>								
Statement of Organization/Campaign Bank Account (Form 410)	Candidates/Committees	G.C. §§84101-84108, 85201	Please See the Attached FPPC Schedule					
<p>Upon the filing of the Candidate Intention Statement (Form 501), any candidate who raises contributions of \$2,000 or more in a calendar year shall establish a committee and a campaign account at an office of a financial institution located in the state. The candidate shall then set forth the name and address of the financial institution where the candidate has established a campaign account and the account number on the committee Statement of Organization (Form 410). See “Campaign Reporting Requirements,” in the candidate guide for more information on filing this form.</p>								
Semi-Annual Campaign Statement Due	Candidates/Committees	G.C. §§84200, 91013	Please See the Attached FPPC Schedule					
<p>All elected officers, candidates, and committees filing campaign statements in conjunction with an election must file a semi-annual statement each year no later than July 31 for the period ending June 30, and no later than January 31 for the period ending December 31. A fine of \$10 per day, up to a maximum of \$100, may be assigned for the late filing of the semi-annual statement.</p>								
Nomination Period/Declaration of Candidacy	Candidates/County Clerk/Registrar of Voters	E.C. §§8020, 8041, 8061, 8100 et seq	-113	to	-88	12/20/2021	to	1/14/2022
<p>Period for filing nomination documents for all candidates for the Consolidated Special Election. (See “Qualifications and Requirements” for the specific office in the candidate guide for more information on nomination documents and procedures on filing for office.)</p> <p>Nominations forms for federal, state, and county offices as well as county central committee/county council may be obtained from the County Clerk/Registrar of Voters Office.</p>								

What	Who	Election Codes	E-Date			Dates		
Statement of Qualifications (Non-Partisan Local Office)	Local Candidates/County Clerk/Registrar of Voters	E.C. §13307 et seq., E.C. §18351	-113	to	-88	12/20/2021	to	1/14/2022
<p>Any candidate for nonpartisan local office (including an incumbent in a recall election) may submit a Statement of Qualifications to be printed in the County Voter Information Guide at the time his or her nomination documents are filed. Candidates who are not required to file nomination documents (i.e. run-off elections), but who wish to file an optional Statement of Qualifications must do so no later than 5 p.m. on the 88th day prior to election. If a jurisdiction requires payment in advance, the candidate must pay the jurisdiction and bring proof of payment at the time of filing. Once filed, the statement may be withdrawn (but not changed) until 5 p.m. the next regular business day following the close of nominations. All statements remain confidential until the close of the nomination (or extended nomination) period. See the candidate guide for costs of statements and guidelines on submitting a Statement of Qualifications. MISREPRESENTATION IN STATEMENT: Any candidate in an election (including an incumbent in a recall election) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to E.C. §11327 or E.C. §13307, with the intent to mislead voters, is punishable by a fine not to exceed one thousand dollars (\$1,000).</p>								
Campaign Disclosure Statements	Candidates/County Clerk/Registrar of Voters	G.C. §§84206, 85201, 91013	-113	to	-88	12/20/2021	to	1/14/2022
<p>Any candidate or officeholder who will not receive contributions and who makes expenditures from personal funds of less than \$2,000 in a calendar year to support their candidacy may file a Form 470 Campaign Statement – Short Form due by the final filing date for the Declaration of Candidacy. If an individual who raises contributions from others for their campaign, but who raises or spends less than \$2,000 in a calendar year and does not qualify as a committee, must establish a campaign bank account, but is not required to file a Statement of Organization (Form 410).</p> <p>Every candidate or officeholder who has filed a short form and later receives contributions or makes expenditures totaling \$2,000 or more in a calendar year must send written notification by filing an Officeholder and Candidate Campaign Statement Form 470 Supplement to the Secretary of State, the local filing officer, and each candidate contending for the same office within 48 hours of receiving or expending a total of \$2,000. Written notification will revoke the previously filed short form statement. In addition, a candidate or officeholder must also establish a campaign account before the \$2,000 expenditure threshold is reached and also file an original and one copy of the Statement of Organization (Form 410) with the Secretary of State's Office and, if applicable, file a copy with the appropriate local filing officer.</p> <p>A fine of \$10 per day, up to a maximum of \$100, may be assigned for the late filing of Form 470.</p> <p>Please refer to the appropriate Information Manual on Campaign Disclosure Provisions for additional information regarding filing obligations for candidates, officeholders and committees supporting or opposing candidates or measures.</p>								
Statement of Economic Interests	Candidates/County Clerk/Registrar of Voters	G.C. §§87200 et seq., 87500	-113	to	-88	12/20/2021	to	1/14/2022
<p>Form 700 must be filed no later than the final filing date for the Declaration of Candidacy if specified in Government Code Section 87200 or required by the Conflict of Interest Code for the jurisdiction or by state law.</p>								

What	Who	Election Codes	E-Date	Dates
Code of Fair Campaign Practices - Voluntary	Candidates/Filing Clerk	E.C. §20400 et seq	-113 to -88	12/20/2021 to 1/14/2022
<p>At the time declaration of candidacy, nomination papers, or any document evidencing a candidate’s intention to run for a public office are issued, the elections official shall issue a copy of the Code of Fair Campaign Practices and the provisions of E.C. §20440 et seq. The clerk shall inform each candidate for public office that signing the Code of Fair Campaign Practices is voluntary. Forms so filed shall be retained for public viewing until 30 days after the election.</p>				
Late Contribution/Expenditure Period	Candidates/Committees	G.C. §§82036, 82036.5, 84203 et seq., 85500	-90 to -1	1/12/2022 to 4/11/2022
<p>Officeholders, candidates, ballot measure and recipient committees that make or receive a late contribution or loan that totals in the aggregate \$1,000 or more, must report the late contribution or expenditure within 24 hours by personal delivery, fax, or guaranteed overnight service. See the appropriate information manual on campaign disclosure provisions of the Political Reform Act for additional information.</p>				
Consolidation Order (Other Than School District Governing Board Election)	Governing Body/County Clerk/Registrar of Voters	Ed.C. §5322, E.C. §§10402, 10403, 13247	-88	1/14/2022
<p>Whenever an election called by a district, city or other political subdivision for the submission of any question, proposition or office to be filled, is to be consolidated with a statewide election (or in the case of local elections, when no specific procedure is specified), the jurisdiction calling the election shall, at least 88 days prior to the date of the election (no later than 5 p.m. on this date), file with the Board of Supervisors, and a copy with the elections official, a resolution of its governing board requesting such consolidation and setting forth the exact form of any question, proposition or office to be voted upon at such election, as it is to appear on the ballot. Measures that exceed 75 words must be abbreviated to 75 words or less to appear on the ballot. The resolution requesting the consolidation shall be adopted and filed at the same time as the ordinance, resolution or order calling the election.</p>				
Jurisdictional Boundary Changes	County Clerk/Registrar of Voters	E.C. §12262	-125	12/8/2021
<p>Jurisdictional boundary changes occurring less than 125 days before an election shall not be effective for purposes of that election.</p>				

What	Who	Election Codes	E-Date	Dates
File or Withdraw Nomination Documents—Last Day	Candidates/County Clerk/Registrar of Voters	E.C. §§8020, 8800, 10220, 10407, G.C. §87201	-88	1/14/2022

All nomination documents must be filed at least 88 days prior to the date of election by 5 p.m. on this date.

■ Final date for filing the following required documents: Declaration of Candidacy, Nomination papers, Candidate Qualifications, Statement of Economic Interests (only if required by the jurisdiction’s Conflict of Interest Code or state law).

■ Final date for filing the following optional documents: Code of Fair Campaign Practices; Candidate’s Statement of Qualifications.

■ Recommended date for filing the Officeholder and Candidate Campaign Statement – Short Form (California Form 470) if the candidate does not intend to raise or spend \$2,000 or more in connection with seeking or holding office.

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

Statement of Qualifications—Withdrawal—Local Nonpartisan Office	Candidates/County Clerk/Registrar of Voters	E.C. §13307	-87	1/15/2022
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Last day for any candidate, who so desires, to withdraw his or her Statement of Qualifications (unless there is an extension of the nomination period).

Statements may be withdrawn (but not changed) during the period for filing nomination papers and until 5 p.m. on the next regular business day following the close of the nomination (or extended nomination) period for the office.

Public Examination of Materials Required to Be Filed by the 83rd Day—Candidates’ Statements Extension	Public/County Clerk/Registrar of Voters	E.C. §13313	-82	to	-73	1/20/2022	to	1/29/2022
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Not less than 10 days before the County Clerk/Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the County Clerk/Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

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

What	Who	Election Codes	E-Date	Dates
Randomized Alphabet	Secretary of State/County Clerk/Registrar of Voters	E.C. §13111., E.C. §13112	-82	1/20/2022
<p>The Secretary of State shall conduct a drawing of the alphabet to determine the order of the names of the candidates to appear on the ballot. The resulting random order of letters constitutes the alphabet for all offices other than multi-county state legislative offices. In addition, and only if applicable, the candidates' names will be rotated pursuant to E.C. §13111.</p> <p>For candidates for multi-county state legislative offices, the County Clerk/Registrar of Voters Office in each affected county shall conduct a randomized alphabet drawing. The result of each county's drawing shall be used only to determine the order of the names of candidates for multi-county legislative offices within such county.</p>				
Pre-Election Campaign Statement	Candidates & Committees	G.C. §84200 et seq.	Please See the Attached FPPC Schedule	
<p>Officeholders, candidates, ballot measure and recipient committees for this Election must file (by personal delivery or first class mail) a pre-election campaign statement. Candidates and officeholders who expect to receive or spend \$2,000 or less during the calendar year may file Form 470 with their nomination documents.</p>				
Mailing of UOCAVA Ballots	County Clerk/Registrar of Voters	E.C. §3105 (b)(1)	-60 TO -45	2/11/2022 to 2/26/2022
<p>The elections official shall send a Vote-by-Mail ballot to all eligible military and overseas voter (UOCAVA) not earlier than 60 days and not later than 45 days.</p>				
Statement of Write-In Candidacy	Write-In Candidate	E.C. §8601	-57 to -14	2/14/2022 to 3/29/2022
<p>Each write-in candidate who desires to have his or her votes counted for a particular office must file a Statement of Write-In Candidacy along with the requisite number of signatures, if any, for such office. Nomination documents for write-in candidacy may be obtained from and delivered to the County Clerk/Registrar of Voters Office between the 57th day and 14th day prior to the date of the election.</p>				
Mail County Voter Information Guide	County Clerk/Registrar of Voters	E.C. §§13300, 13303, 13304, 13306	-40 to -10	3/3/2022 to 4/2/2022
<p>Between these dates the County Clerk/Registrar of Voters Office shall mail County Voter Information Guides to all voters who registered to vote prior to the 54th day before the election. The location of the ballot drop boxes and vote centers and its accessibility to persons with disabilities shall be indicated thereon. Voters who registered to vote between the 54th day and 15th day before the election may not be mailed a County Voter Information Guide, but will be mailed a notice of vote centers and ballot drop boxes and a state voter information guide.</p>				

What	Who	Election Codes	E-Date	Dates
<b>Vote By Mail Ballots Available</b>	County Clerk/Registrar of Voters	E.C. §§3001, 3003, 3017, 3021	-29	3/14/2022
Any qualified voter may apply for a Vote by Mail ballot. Ballots must be obtained from and returned to the County Clerk/Registrar of Voters Office either in person, via an authorized agent, or by mail. All voted ballots must be returned in person, by mail, or by an authorized agent to the County Clerk/Registrar of Voters Office not later than 8 p.m. on Election Day, or delivered in person or by authorized agent to the vote centers on Election Day. The law permits a spouse, child, parent, grandparent, grandchild, sibling or person residing in the same household to act as an authorized agent for returning Vote by Mail ballots. Ballots applied for within the last seven days prior to the election may not be returned by mail but have no restrictions as to who may be an authorized agent.				
<b>Close of Registration</b>		E.C. §8600 et seq	-15	3/28/2022
Last day for any qualified elector to register or re-register to vote in the upcoming election. A person, who has moved, changed his or her name or who wishes to change political party affiliation must re-register by this date.				
<b>Write-In Candidacy</b>	Write-In Candidates	E.C. §8600 et seq	-14	3/29/2022
Last Day to file a Statement of Write-In Candidacy and the requisite number of signatures, if any, with the County Clerk/Registrar of Voters Office. Anyone who desires to be a write-in candidate and to have his or her votes counted for a particular office must file the required documents with the County Clerk/Registrar of Voters Office not later than 5 p.m. on this date. No filing fee is required to run as a write-in candidate. No votes will be counted for an unqualified write-in candidate in any election.				
<b>Conditional Voter Registration</b>	CVR	E.C. §2170	-14	3/29/2022
During the 14 days preceding the election and up to Election Day, a voter may register to vote and cast a provisional CVR ballot. Must be done in person at a vote center or at the elections office.				
<b>New Citizen Registration and Voting</b>	County Clerk/Registrar of Voters	E.C. §§331, 3500	-14 to 0	3/29/2022 to 4/12/2022
A new citizen is eligible to register and vote at the office of the county elections official at any time beginning on the 14th day before an election and ending at the close of vote centers on the election day following the date on which that person became a citizen. “New citizen” means any person who meets all requirements of an elector of, and has established residency in, the state, except that he or she will become a United States citizen after the 15th day prior to an election.				



What	Who	Election Codes	E-Date	Dates
Process Vote By Mail Ballots	County Clerk/Registrar of Voters	E.C. §15101	29 Business Days Before the Election	
First day the County Clerk/Registrar of Voters Office may begin to open, prepare and machine read Vote by Mail ballots for the upcoming election. No results may be released until after the vote centers are closed on Election Day.				
Notice of Central Counting Place	County Clerk/Registrar of Voters	E.C. §12109	-10	4/2/2022
The County Clerk/Registrar of Voters Office shall publish, at least 10 days before the election, in a newspaper of general circulation in the jurisdiction, a notice specifying the public place to be used to tally votes when ballots are to be counted in a central counting place.				
Vote By Mail Ballots	Voters/County Clerk/Registrar of Voters	E.C. §§3001, 3021	-7	4/5/2022
Last day for the County Clerk/Registrar of Voters Office to receive and process Vote by Mail ballot applications by mail for the upcoming election. After this date, any voter may apply in person to obtain a Vote by Mail ballot if he or she will be unable to go to the polls on Election Day. Voters unable to request a ballot in person may designate in writing any person as an authorized agent to obtain and return the Vote by Mail ballot on their behalf.				
Election Day	Voters/County Clerk/Registrar of Voters	E.C. §§3017, 3020, 3021, 10541, 14212	0	4/12/2022
Vote Centers are open from 7 a.m. to 8 p.m. on Election Day. Vote by Mail ballots may be returned in person or by authorized agent not later than 8 p.m. either to the County Clerk/Registrar of Voters Office or to any vote center in the county. The law permits a spouse, child, parent, grandparent, grandchild, sibling or person residing in the same household to act as an authorized agent for returning Vote by Mail ballots.				
Official Canvass	County Clerk/Registrar of Voters	E.C. §§362, 15301, 15360	2	4/14/2022
Last day the County Clerk/Registrar of Voters Office may begin the Official Canvass of the votes cast. During the Official Canvass of every election in which a voting system is used, the County Clerk/Registrar of Voters Office shall conduct a public manual tally of ballots cast in 1% of the precincts chosen at random by the elections official. In addition to the 1% count, the County Clerk/Registrar of Voters Office shall tally one additional precinct for each contest not included in the initial group of precincts.				

What	Who	Election Codes	E-Date	Dates
<b>Last Day to Receive Vote-by-Mail Ballot by Mail</b>	<b>County Clerk/Registrar of Voters</b>	<b>E.C. §4103</b>	<b>3</b>	<b>4/15/2022</b>
<p>If a vote-by-mail ballot is received by the voter’s elections official via the United States Postal Service or a bona fide private mail delivery company no later than seven days after election day and either (1) the ballot is postmarked on or before election day or is time stamped or date stamped by a bona fide private mail delivery company on or before election day or if the ballot has no postmark, a postmark with no date, or (2) an illegible postmark, the vote by mail ballot identification envelope is date stamped by the elections official upon receipt of the vote by mail ballot from the United States Postal Service or a bona fide private mail delivery company, or and is signed and dated on or before election day it shall be determined to be timely cast.</p>				
<b>Completion of Canvass</b>	<b>County Clerk/Registrar of Voters</b>	<b>E.C. §15372</b>	<b>30</b>	<b>5/12/2022</b>
<p>The Official Canvass of the election must be completed not later than this date and results certified to the governing body of each jurisdiction for adoption. In the case of elections conducted on the first Tuesday after the first Monday in November of odd-numbered years, the Official Canvass must be completed no later than the last Monday before the last Friday of that month.</p>				
<b>Declare Candidates Elected</b>	<b>County Clerk/Registrar of Voters</b>	<b>E.C. §§15400, 15401</b>	<b>28</b>	<b>5/10/2022</b>
<p>The Official Canvass of the election must be completed not later than this date and results certified to the governing body of each jurisdiction for adoption. In the case of elections conducted on the first Tuesday after the first Monday in November of odd-numbered years, the Official Canvass must be completed no later than the last Monday before the last Friday of that month.</p>				

## Fair Political Practices Commission

### Filing Schedule for Fresno County Candidates and Controlled Committees for Local Office Who Will be Voted Upon at the April 12, 2022 Election

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Jan 31, 2022 <i>Semi-Annual</i>	* – 12/31/21	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> </ul>
Within 24 Hours <i>Contribution Reports</i>	1/12/22 – 4/12/22	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon April 12, 2022.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.</li> </ul>
Mar 3, 2022 <i>1<sup>st</sup> Pre-Election</i>	1/1/22 – 2/26/22	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Mar 31, 2022 <i>2<sup>nd</sup> Pre-Election</i>	2/27/22 – 3/26/22	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>File by personal delivery or guaranteed overnight service. The committee may also file online, if available.</li> </ul>
Aug 1, 2022 <i>Semi-Annual</i>	3/27/22 - 6/30/22	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2022.</li> </ul>

#### 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.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement 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.

## Fair Political Practices Commission

- **Form 470 (2022):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2022 and do not have an open committee may file Form 470 on or before Mar 3, 2022. If, later during the calendar year, the candidate raises or spends \$2,000 or more, 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:
  - **Form 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.
  - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days. Once the California Access Replacement System (CARS) system is live, this report will be eliminated, and the information captured on other reports.
- **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 statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit [fppc.ca.gov/](http://fppc.ca.gov/)> Learn > Campaign Rules.