



CANDIDATE GUIDE

November 6, 2012 Presidential General Election

Office of
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June 2012

Dear Candidate:

I congratulate you on your decision to run for public office. Your willingness to give of your time, energy, mind and heart in service to the residents and best interests of your community and San Mateo County is deserving of our respect and support. Merely by participating in an informative and civil campaign, you improve the quality of civic life, and ultimate success will enable tangible achievements.

As a candidate for office, you are now responsible for the legalities of candidacy, campaigning and financial reporting. The process can be confusing, even for the most seasoned candidates.

We have developed this Candidate Guide along with a Candidate Seminar (offered on two dates) and a Voter Data Seminar (offered only once) to help you understand your responsibilities and resources in the November 6, 2012 Presidential General Election as you establish your candidacy, manage your campaign, and monitor the canvass of votes. I highly recommend that you attend both seminars. Even if you've run for office before, these briefings will ensure your understanding of current laws, forms, reporting rules, and campaign management tips. Here's the schedule:

Candidate Seminars (choose one session)

| | |
|---------------------------|--|
| Wednesday, July 11, 2012: | 2:00 p.m. at 40 Tower Road, San Mateo |
| Thursday, July 19, 2012: | 10:00 a.m. at 40 Tower Road, San Mateo |

Voter Data Seminar

| | |
|------------------------|---------------------------------------|
| Friday, July 27, 2012: | 2:00 p.m. at 40 Tower Road, San Mateo |
|------------------------|---------------------------------------|

In addition to the seminars, our website has an abundance of useful information, including an election calendar, how to request voter file data, an electronic copy of the Candidates' Guide for this election, the specific requirements and steps for including voter registration and/or Vote by Mail information in your campaign materials, polling place lookups, voting options for voters, and much more. Please explore it at www.shapethefuture.org.

I also want to encourage you to participate in Smart Voter, a nonpartisan, comprehensive voter education resource provided by the League of Women Voters (www.smartvoter.org).

Lastly, I feel privileged and honored to serve you in my capacity as your Chief Elections Officer. My office is ready to answer your questions and provide assistance. I encourage you to direct your questions regarding candidate filings to our Candidate Filing Officer, Meaghan Hassel Shearer at (650) 312-5293 or email her at mhasselshearer@smcare.org.

Sincerely,

A handwritten signature in black ink that reads "Mark Church".

Mark Church

The 2012 Candidate Guide has been prepared to assist you in filing documents relating to the upcoming election. It includes a calendar of events, general information, established procedures and filing requirements.

It is intended to provide general information about the nomination and election of candidates and does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the Registration-Elections Division is not rendering legal advice and, therefore, the Guide should not substitute for legal counsel for the individual, organization or candidate using it. In case of conflict, the law, regulation or rule will apply.

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Elections Calendar – November 6, 2012

Key to Statutory References:

- EC: Elections Code
- ED: California Education Code
- GC: California Government Code
- § or §§: Section or Sections

(Find full text at: www.leginfo.ca.gov/calaw.html)

| <h2 style="margin: 0;">Office of Mark Church</h2> <p style="margin: 0;">Chief Elections Officer & Assessor-County Clerk-Recorder 40 Tower Road, San Mateo, California 94402</p> | | |
|---|---------------|---|
| Days Prior to Election | Date | Election Calendar for November 6, 2012 Presidential Election |
| 148 | June 11, 2012 | By this date, the Governor shall issue a proclamation calling the General Election and shall state the time of the election and the offices to be filled and transmit a copy of the proclamation to the board of supervisors of each county. The Secretary of State will send an informational copy of the proclamation to each county elections official. EC §12000 |
| 131 | June 28, 2012 | Last day for an initiative measure, statewide constitutional amendment, bond measure or other legislative measure to qualify for the Ballot. EC §9040; Cal. Const. Art. II §8(c) |
| 130 | June 29, 2012 | (School or Special District Vacancy) Last day for the governing body of a local jurisdiction to call for an election to fill a vacancy to be on the Ballot. GC §1780; ED §5091(b) |
| 127 | July 2, 2012 | Between these dates, the City Elections Official shall publish a Notice of Election including time of election and City office(s) to be filled. If a City measure is placed on the ballot before July 16, 2012, the notice of election shall be consolidated to include candidate(s) and measure(s). EC §§12101, 12111 |
| 113 | July 16, 2012 | |
| 125 | July 5, 2012 | Last day for Special Districts to deliver notice of offices to be filled, decisions regarding payment of candidate statements, and a map of the District boundaries.(NOTE: The deadline is extended one day pursuant to EC §15 as it would otherwise fall on a holiday.) EC §§10509, 10522 |
| 123 | July 6, 2012 | (School District Vacancy) Last day for the school governing board to deliver a resolution (the "specifications of the election order") to the County Superintendent and Elections Officer calling for an election of governing board members. ED §5322 |

| | | |
|-----|-----------------|---|
| 120 | July 9, 2012 | (School District Vacancy) Last day for the County Superintendent to deliver an official order and formal notice of election of governing board members to the Elections Official. ED §5325(b) |
| 120 | July 9, 2012 | Between these dates, the County shall publish the Notice of Election (date of election, identification of offices to be filled, statement of required qualifications, where nomination papers are available, deadline for filing required forms, statement regarding appointment, and related information). The notice of central counting place may be combined with this notice. EC §12112; GC §6061; ED §5363 |
| 90 | August 8, 2012 | |
| 118 | July 11, 2012 | First Candidate Seminar to be held at 2:00 p.m. at the Elections Office, 40 Tower Road, San Mateo. |
| 114 | July 16, 2012 | (City Vacancy) For a vacancy in a city election office, this is the last day for the city council to call a special election for November 6 to fill the vacancy. The City shall immediately publish the Notice of Election. (NOTE: The deadline is extended one day pursuant to EC §15 as it would otherwise fall on a Sunday) EC § 12101-02; GC §36512 |
| 113 | July 16, 2012 | Between these dates is the candidate filing period. Nomination papers and declarations of candidacy are available during this time. A non-refundable filing fee (if applicable) and optional candidate statement are due at the time of filing. The candidate statement may be withdrawn but not change during this period (until 5:00 p.m. on August 13, 2012). Paperwork must be in by the close of business on August 10, 2012 (for candidates filing at the County Elections Office they have until 5:00 p.m., city candidates should check the hours of their city clerk's office). No candidate may withdraw declaration of candidacy after the close of business on August 10, 2012. Write-in Candidates and Independent Nominations will not be allowed for Voter Nominated Offices. EC §§8020, 8028, 8040-8041, 8061, 8100, 8105-8106, 10220, 10407, 10510, 10603, 13107, 13307 |
| 88 | August 10, 2012 | |
| 113 | July 16, 2012 | Between these dates is the candidate filing period. Nomination papers and declarations of candidacy are available during this time. A non-refundable filing fee (if applicable) and optional candidate statement are due at the time of filing. The candidate statement may be withdrawn but not change during this period (until 5:00 p.m. on August 13, 2012). Paperwork must be in by the close of business on August 10, 2012 (for candidates filing at the County Elections Office they have until 5:00 p.m., city candidates should check the hours of their city clerk's office). No candidate may withdraw declaration of candidacy after <u>the close of business</u> on August 10, 2012. Write-in Candidates and Independent Nominations will not be allowed for Voter Nominated Offices. GC §85601(c); EC §13307.5 |
| 88 | August 10, 2012 | |
| 110 | July 19, 2012 | Second Candidate Seminar to be held at 10:00 a.m. at the Elections Office, 40 Tower Road, San Mateo. |

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| 102 | July 27, 2012 | Data Seminar to be held at 2:00 p.m. at the Elections Office, 40 Tower Road, San Mateo. |
| 98 | July 31, 2012 | Last day that candidates may request in writing a different ballot designation than that used at the primary election. The written request shall be accompanied by a ballot designation worksheet. For United States House of Representatives and State Senate and Assembly candidates, this request should be made to both the Secretary of State and the county elections official. EC §13107(e) |
| 98 | July 31, 2012 | Last day to file semiannual campaign statements; if required, by all candidates, organizations, committees, and slate mailer organizations. GC §§84200, 84218 |
| 88 | August 10, 2012 | Last day for a local entity to request election services and consolidation from the San Mateo County Board of Supervisors for the November 6th election by filing with the Board of Supervisors and submitting a copy to the Elections Officer a resolution of its governing board requesting the consolidation. EC §§1405, 10002, 10403, 12001 |
| 88 | August 10, 2012 | (School District Measure) Last day for a school governing board to deliver a resolution (the "specifications of the election order") to the Elections Officer calling for an election on a measure. ED §5322 |
| 88 | August 10, 2012 | Last day to submit nomination documents (declaration of candidacy and nomination papers to Elections Official - due by 5:00 p.m., city candidates should check the hours of their city clerk's office). EC §§8020(b), 10510(a) |
| 88 | August 10, 2012 | Last day for a candidate who has qualified for the ballot to withdraw their candidacy (until 5:00 p.m., city candidates should check the hours of their city clerk's office). EC §§10510(a), 10603 |
| 88 | August 10, 2012 | 10-Calendar day public review period begins August 10 and ends August 20 at 5:00 p.m. for all documents filed as of the filing deadline of August 10. Between these dates any registered voter or the Elections Officer may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or inaccurate. Documents subject to this review include resolutions, ordinances, declarations and candidate statements. EC §§9190, 9295, 9380, 9509, 13313 |
| 78 | August 20, 2012 | |
| 85 | August 13, 2012 | Except as provided in EC §13309, 5:00 p.m. today is the last day for a candidate to withdraw the candidate's statement. Candidates may withdraw, but not change their statements. EC §13307(a)(3) |
| 85 | August 13, 2012 | County to publish a notice regarding County, School District & Special District measures, the dates for submitting primary arguments and rebuttals, the 10 day public examination period, and the central ballot counting location. EC §§9502, 10242; GC §6061; ED §5363 |

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| 83 | August 15, 2012 | Last day for any qualified political party to submit to the county elections official a list of all candidates for voter-nominated office who will appear on any ballot in the county in question, and who have been endorsed by the party. The county elections official shall print any such list that is timely received in the sample ballot. EC § 13302(b) |
| 83 | August 15, 2012 | Candidate Filing Period closes at the close of business for extended offices. Extended filing periods occur when a non-term limited incumbent does not file for re-election, and the extension only applies to non-incumbent candidates for such an office. EC §§8022(b), 8024, 10407 |
| 83 | August 15, 2012 | Last day for an order of election calling for a ballot measure to be amended or withdrawn. A resolution of the legislative body that issued the order of election must be filed with the Elections Official by today in order to amend or withdrawal a ballot measure. EC §9605 |
| 82 | August 16, 2012 | Random Alpha Drawing is conducted to determine the order in which candidate names will appear on the ballot and letters that will be assigned to each ballot measure. EC §§13112, 13116 |
| 82 | August 16, 2012 | Last day for a candidate whose filing period ended on the 83rd day to withdraw candidate statement. The statement may be withdrawn, but not changed, until 5:00 p.m. EC §13307 (a)(3) |
| 81 | August 17, 2012 | For consolidated elections, the names of the candidates to appear upon the ballot where district, city, or other political subdivision offices are to be filled shall be filed with the Elections Official by this date. EC §10403 |
| 81 | August 17, 2012 | Primary Arguments in favor of and against local measures are due by 5:00 p.m. EC §§9162-9163, 9282-9283, 9286, 9315-9316, 9501-03 |
| 81 | August 17, 2012 | 10-Calendar day review period begins August 17 at 5:00 p.m. and ends August 27 at 5:00 p.m. for Primary Arguments filed in favor of and against measures. Between these dates any registered voter or the Elections Officer may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or inaccurate. EC §§9190, 9295, 9380, 9509 |
| 71 | August 27, 2012 | |
| 71 | August 27, 2012 | Rebuttal Arguments for measures where a primary argument was filed both in favor and against are due. Impartial Analysis for city measures are also due. EC §§9163, 9167, 9285-86, 9316-17, 9501-9504 |
| 71 | August 27, 2012 | 10-Calendar day review period begins August 27 at 5:00 p.m. and ends September 6 at 5:00 p.m. for Rebuttal Arguments filed in favor and/or against measures. Between these dates any registered voter or the elections official may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or inaccurate. EC§ 9190, 9295, 9380, 9509 |
| 61 | September 6, 2012 | |

| | | |
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| 68 | August 30, 2012 | By this date the Secretary of State will provide a certified list of Federal and State candidates, including a ballot rotation list to each County. EC §8120-8125 |
| 61 | September 6, 2012 | Any city that requests the Board of Supervisors to permit the Elections Official to prepare the city's election materials shall supply the Elections Official with a list of its precincts, or consolidated precincts, as applicable, no later than this date. EC §10002 |
| 57 | September 10, 2012 | During this time write-in candidates must file a statement of write-in candidacy and other required documentation with the Elections Office. EC §§8600, 8601 |
| 14 | October 23, 2012 | |
| 50 | September 17, 2012 | By this date each County must send the report of registration, reflecting the total number of voters as of September 7, 2012, to the Secretary of State. EC §2187 |
| 40 | September 27, 2012 | Between these dates, the County Sample Ballot and Official Voter Information Pamphlet and the State Voter Information Guide will begin mailing to each voter who is registered at least 29 days prior to the election. EC §§9094, 13303-13304, 13306 |
| 21 | October 16, 2012 | |
| 32 | October 5, 2012 | Last day to file campaign statements for candidates and committees for the period ending September 30, 2012. GC §§ 84200.5,84200.7(b) |
| 29 | October 8, 2012 | Between these dates, any registered voter may request a Vote by Mail Ballot. Any requests received prior to October 8, 2012 will be kept until this period and then processed. EC §3001 |
| 7 | October 30, 2012 | |
| 16 | October 21, 2012 | Contributions made by or received by a candidate or committee of \$1,000 or more per source must be reported within 24 hours during this period. GC §84203 |
| 1 | November 5, 2012 | |
| 15 | October 22, 2012 | Voter Registration closes on this date for the November Presidential General Election. Voters must register by this date to be eligible to vote in this election. Postmarked voter registration forms with this date are accepted. EC §§2102, 2107 |
| 14 | October 23, 2012 | New California residents who established California residency on or after October 22, 2012, can register to vote during this time to receive a "New Resident's" ballot containing options to vote only for the office of President and Vice President at the Elections Office.EC §§332, 3400 |
| 7 | October 30, 2012 | |
| 14 | October 23, 2012 | Between these dates, those who become new United States citizens on or after October 22, 2012, are eligible to register and vote at the Elections Office. A new citizen registering during this |

| | | |
|----|------------------|--|
| 0 | November 6, 2012 | time must provide proof of citizenship and declare that he or she has established residency in California. EC §§331, 3500, 3501 |
| 12 | October 25, 2012 | Last day to file campaign statements for candidates and committees for the period ending October 20, 2012. Candidates being voted upon, their controlled committees, and committees primarily formed to support or oppose a candidate or measure must file the second pre-election statement by guaranteed overnight mail or personal delivery. GC §§84200.5, 84200.7 |
| 10 | October 27, 2012 | Last Day for County to mail Sample Ballot and Official Voter Information Pamphlets to voters registered less than 29 days before the election. EC §13303 |
| 10 | October 27, 2012 | On or before this date, a notice shall be published by the county elections official at least once in a newspaper of general circulation within the district specifying the public place to be used as the central tally center for counting the ballots. EC §12109 |
| 7 | October 30, 2012 | By this date each County must send the report of registration, reflecting the total number of voters as of October 23, 2012, to the Secretary of State. EC §2187 |
| 7 | October 30, 2012 | By this date, the County shall publish a notice listing the polling places for this election and precinct board members appointed for this election by October 22, 2012. EC §§12105, 12105.5, 12106 |
| 0 | November 6, 2012 | Election Day. Polls open at 7:00 a.m. and close at 8:00 p.m. Semifinal official canvass commences upon the closing of all polls at 8:00 p.m. At 8:05 p.m. San Mateo County issues first report of election results and continues to issue updates until all precincts have reported. EC §§1000, 1001, 14212, 15150, 15151 |
| 28 | December 4, 2012 | Last day for County elections official to certify election results to the jurisdictions participating in the election. EC §15372 |
| 28 | December 4, 2012 | Last day for County elections official to post an updated list of the precinct board members who actually served on election day. EC §12105.5 |

Candidate Filing Procedures Checklist

Please note: This can be used as a helpful checklist, but may not be fully inclusive of every requirement for every office.

| | Date Issued | Date Filed |
|---|-------------|------------|
| 1. <u>Personal information provided to Elections Office</u> | | |
| a. Residence Address (<i>verify within district</i>) | N/A | _____ |
| b. Request Phone and email address | N/A | _____ |
| c. Permission to post on Internet | _____ | _____ |
| | | |
| 2. <u>Nomination Papers/Declaration of Candidacy (July 16 – August 10)</u> | | |
| a. Required number of Nomination Signatures | _____ | _____ |
| b. Declaration of Candidacy | _____ | _____ |
| Name on Ballot (no titles or degrees) | _____ | _____ |
| Ballot Designation (If none , then sign within box) | _____ | _____ |
| Oath of Office taken | _____ | _____ |
| c. Chinese Transliteration Form | _____ | _____ |
| d. Receipt for Signatures in Lieu and/or | _____ | _____ |
| e. Filing Fee \$_____ (if applicable) | _____ | _____ |
| | | |
| 3. <u>Candidate's Statement (to be filed with Nomination Papers/Declaration)</u> | | |
| a. Appropriate number of words 200, 250 or 400 | _____ | _____ |
| b. Proper format | _____ | _____ |
| c. Attached to candidate's statement form | _____ | _____ |
| d. Check payable to "San Mateo County Elections" | _____ | _____ |
| | | |
| 4. <u>Campaign Statements</u> | | |
| a. Form 410 indicating committee fund-raising (Manual 1 booklet/Addendum, 501 & 410) | _____ | _____ |
| b. Form 470 indicating activity anticipated to remain under \$1,000 (give 501 & 470) | _____ | _____ |
| c. Fair Campaign Practices (optional) | _____ | _____ |
| d. Form 501 | _____ | _____ |

Offices to be Elected at the November 6, 2012 Presidential General Election

Federal

President/Vice President
 United States Senate
 House of Representatives

Districts 14, 18

State

State Senate
 State Assembly

Districts 11, 13
 Districts 19, 22, 24

County

Board of Supervisors

Districts 1, 4, 5

School Districts

| | |
|---|--------------------------|
| Bayshore Elementary School District | Governing Board, 2 seats |
| Brisbane Elementary School District | Governing Board, 2 seats |
| Cabrillo Unified School District | Governing Board, 2 seats |
| Jefferson Union High School District | Governing Board, 2 seats |
| La Honda-Pescadero Unified School District | Governing Board, 3 seats |
| Las Lomas Elementary School District | Governing Board, 2 seats |
| Menlo Park City School District | Governing Board, 2 seats |
| Pacifica School District | Governing Board, 2 seats |
| Ravenswood City School District | Governing Board, 2 seats |
| South San Francisco Unified School District | Governing Board, 2 seats |

Special Districts

| | |
|---|------------------------------|
| Midpeninsula Regional Open Space District | Board of Directors, Ward 7 |
| North Coast County Water District | Board of Directors, 2 seats |
| Peninsula Health Care District | Board of Directors, 2 seats |
| San Mateo County Harbor District | Harbor Commissioner, 3 seats |
| Sequoia Healthcare District | Board of Directors, 2 seats |

Municipalities

| | |
|----------------|------------------|
| Atherton | Council, 2 seats |
| Colma | Council, 3 seats |
| Daly City | City Clerk |
| | Council, 2 seats |
| | Treasurer |
| East Palo Alto | Council, 3 seats |
| Half Moon Bay | Council, 2 seats |
| Hillsborough | Council, 3 seats |
| Menlo Park | Council, 2 seats |
| Pacifica | Council, 2 seats |

Please note that this list is subject to change after publication of this guide.

Candidate Qualifications by Office

“Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person’s appointment.”

Elections Code § 201

School District Governing Board Member

Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications. 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

County Board of Education Governing Member

Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools, any member of his staff, or any employee of a school district. Each member of the board shall be an elector of the trustee area which he represents and shall be elected by the electors of the trustee area. In San Mateo County, trustees shall be elected at large (countywide).

Education Code §§ 1000, 1006, San Mateo County Ordinance Code § 2.116.010

Notwithstanding any other provision of law, except as provided in subdivision (d), no person shall file nomination papers for more than one district office, including a county board of education office, at the same election.

Elections Code § 10603(c)

Special District Board Member

Candidate must be a resident and qualified elector of the district. (See various codes containing enabling legislation for district creation. Find all 29 California Codes at www.leginfo.ca.gov/calaw.html.)

City Offices

A person is not eligible to hold office as councilmember, city clerk, or city treasurer unless he or she is at the time of assuming the office an elector of the city, and was a registered voter of the city at the time nomination papers are issued to the candidate as provided for in Section 10227 of the Elections Code.

Government Code § 36502(a)

Please contact your City Clerk for more information.

Holding Two Offices

The 1999 San Mateo County Grand Jury recommended that all candidates be made aware that individuals cannot hold incompatible offices. If a candidate is elected to an office that is incompatible with the first office, the first office becomes vacant upon the taking of the second office.

This doctrine of incompatible offices precludes public officials from holding two different public offices simultaneously if the offices have overlapping and conflicting public duties. Courts have summarized the doctrine as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.” (Mott v. Horstmann (1950) 36 Cal.2d 388; see also, Chapman v. Rapsey (1940) 16 Cal.2d 636.)

California Government Code section 1099 provides detailed guidance on incompatible offices and specifies the defining characteristics:

Offices are incompatible when any of the following circumstances are present, unless simultaneous holding of the particular offices is compelled or expressly authorized by law:

- (1) Either of the offices may audit, overrule, remove members of, dismiss employees of, or exercise supervisory powers over the other office or body.
- (2) Based on the powers and jurisdictions of the offices, there is a possibility of a significant clash of duties or loyalties between the offices.
- (3) Public policy considerations make it improper for one person to hold both offices.

A number of legal opinions issued by the Office of the California Attorney General offer additional guidance in determining whether or not certain offices are incompatible. Here are five examples of offices that the Attorney General’s Office has deemed to be incompatible: (1) the offices of city councilman and school district board member where the city and the school district have territory in common; (2) the positions of fire chief of a county fire protection district and member of the board of supervisors of the same county; (3) the offices of trustee of a high school district and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district; (4) water district director and a city council member; and (5) a water district director and a school district trustee having territory in common.

Candidate Filing Procedures

District/City-Specific Procedures

July 16, 2012 – August 10, 2012

A. CANDIDATES FOR THE SAN MATEO COUNTY HARBOR DISTRICT

Maximum Signers of Nomination Papers

Section 6053 of the California Harbors and Navigation Code states:

A candidate for harbor commissioner shall be a registered voter of the proposed or existing district, and shall qualify for election by securing a nomination paper proposing his or her candidacy for the office of harbor commissioner signed by **not less than 25 but not more than 50 qualified electors** of the district.

When and Where Forms are Available

Section 6054 of the California Harbors and Navigation Code states:

Any qualified voter in the proposed or existing district may sign as many nomination papers as there are commissioners to be elected.

At the first and any subsequent election for commissioners, all candidates shall file their nomination papers with the county elections official of the county, not more than 113 no less than 88 days before the day of election.

All forms required for nomination and election to all federal, state, judicial, and county offices shall be **furnished by the county elections official**. At the time of issuing these forms the county elections official shall:

- 1) Type on the forms the name of the candidate and the office for which he or she is a candidate,
- 2) Imprint a stamp on the form which reads "Official Filing Form," and
- 3) Affix his or her signature on the form.

The forms shall be distributed to all candidates applying for them. The county elections official shall not require a candidate to sign, file, or sign and file, a declaration of candidacy as a condition of receiving nomination papers.

Elections Code §§ 8020, 8041, and 8101

60-day Petition; No Election Held if Sufficient Candidates; Appointment to Office

Section 6054.1 of the California Harbors and Navigation Code states:

If on the 60th day prior to a general district election only one person has been nominated for each of the offices to be filled at that election or no person has been nominated for any such office or offices, and a petition signed by five percent of the voters requesting that the election be held has not been presented to the district board, an election shall not be held.

If, pursuant to Section 6054.1, no election is held, the board of supervisors of the county in which the district is situated shall appoint those nominated for the offices or shall, if no person has been nominated, appoint any qualified person to the office. Any person thus appointed shall qualify, take office, and serve as if elected at a general district election.

Elections Code § 6054.2

District/City-Specific Procedures (continued)

B. CANDIDATES FOR THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Section 5527 of the California Public Resources Code states:

The government of each district shall be vested in a board of five or seven directors, one from each of the wards or subdistricts, together with the other officers mentioned in this article. Directors shall be residents and electors of the wards or subdistricts from which they are nominated. Directors who are elected at any election which is held after October 1, 1965, shall be elected by ward or subdistrict and the qualified electors in any ward or subdistrict may only vote at a district election at which a director is to be elected to represent such ward or subdistrict and may only vote for one of the persons who is nominated for such office.

Section 5531 of the California Public Resources Code states:

The election shall be held in all respects as if there were only one election, and only one ticket or ballot shall be used. Nomination papers shall be circulated throughout the ward. A nomination paper containing the name of the candidate to be nominated, with such other information as is required by this article, shall be signed by at least 50 voters residing within the ward.

Section 5532 of the California Public Resources Code states:

Except as otherwise provided in this section and Section 5531, Chapter 1 (commencing with Section 8000) of Part 1 of Division 7 of the Elections Code shall substantially govern the manner of appointment of circulators, the form of nomination documents and the securing of signatures to the nomination documents, the filing of the candidate's nomination documents, the payment of filing fees, and all other things necessary to get the name of the candidate upon the ballot.

- (a) Circulators may obtain signatures to the nomination paper of any candidate at any time not more than 113 days nor less than 88 days prior to the election, and all nomination documents shall be filed with the secretary of the district not more than 113 days nor less than 88 days before the day of election and shall be examined by him or her.
- (b) The election shall be consolidated with the general election as to territory that is the same, and the secretary of the district shall certify the names of all candidates to be placed upon the ballot to the county elections official or officials within the territory affected by the consolidation at least 67 days prior to the date of the election. Upon the filing of a sufficient nomination paper and declaration of candidacy by any candidate, the name of the candidate shall go upon the ballot at the ensuing general election.
- (c) Upon receipt of the returns of the canvass by the respective boards of supervisors, the directors of the district shall meet and determine results of the election and declare the candidate or candidates elected.
- (d) Notwithstanding any other provision of this section, if by 5 p.m. on the 83rd day prior to the day fixed for the ensuing general election, only one person has been nominated for any elective office to be filled at that election, or no one has been nominated for the office and if a petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district, or division if elected by division, requesting that the election of directors beheld has not been presented to the board of directors, the board of directors shall submit a certificate of these facts to the county elections official or officials and the board of directors, at a regular or special meeting held prior to the last

District/City-Specific Procedures (continued)

Monday before the last Friday in November in which the election is held, shall appoint to the office or offices the person or persons, if any, who have been nominated. The board of directors shall make the appointments. If no person has been nominated for any office, the board of directors shall appoint any person to the office who is qualified at the first regular or special meeting after the date upon which the election would have been held. The board of directors may permit the candidates running unopposed to have their names appear on the ballot, at the board's option. The person appointed shall qualify and take office and serve exactly as if elected for the office.

- (e) The secretary of the district shall issue certificates of election, signed by him or her and duly authenticated, immediately following the determination of the result of the election or the appointment by the directors of the district.
- (f) The oath of office shall be taken, subscribed, and filed with the secretary of the district within 30 days after the officer has notice of his or her election or appointment or before the expiration of 15 days before the commencement of his or her term of office. No other filing is required.

C. CANDIDATES FOR CITY OFFICES

City Nomination Forms

Candidates may be nominated for any elective city office by the filing of nomination papers with the city clerk. Each candidate shall be proposed by not less than 20 nor more than 30 voters in a city of 1,000 registered voters or more, and not less than five nor more than 10 voters in a city of less than 1,000 registered voters. Each nomination paper shall be accompanied by a verified statement of the candidate that he or she will accept the nomination, and will also accept the office in the event of his election. A filing fee as determined by the city council and set by ordinance may be imposed to be paid upon the filing of the nomination papers.

Elections Code §§ 10220-10223, 10228

All forms required for nomination and election to all city offices shall be furnished by the city elections official. At the time of issuing these forms the city elections official shall:

- 1) type on the forms the name of the candidate and the office for which he or she is a candidate,
- 2) imprint a stamp on the form which reads "Official Filing Form", and
- 3) affix his or her signature on the form.

Elections Code §§ 10220-10228

Nomination Petitions and Gathering Signatures

July 16, 2012 – August 10, 2012

With a prudent regard for strict deadlines and eligibility requirements for signers, we strongly encourage candidates to proceed without delay in gathering signatures and submitting them with the required nomination papers to the San Mateo County Elections Office, where they will be examined in advance of being approved for filing or for certification to the Secretary of State, as appropriate. By filing in advance of the deadline, you will allow yourself time to gather additional signatures in the event that our examination of your initial submission leads to the disqualification of any of the signers.

Who can circulate a petition?

Anyone who is circulating a signatures in-lieu petition or nomination paper must be a registered voter of the jurisdiction in which the candidate is seeking nomination. A circulator may serve only within the jurisdiction and county in which he/she resides. For offices that extend into another county, the circulator may only obtain signatures of registered voters residing in his or her county of residence. Therefore, a circulator in San Mateo County may not obtain signatures from voters who reside in Santa Clara County. A candidate for any office may serve as a circulator of the candidate's own nomination petition or signatures in-lieu petition, and may do so throughout the jurisdiction regardless of county of residence. Candidates may also sign their own petitions, and the signature will be given the same effect as that of any other qualified signer.

Elections Code §§ 106, 8065, 8066

Declaration of Circulator

Anyone who is circulating a nomination petition must be a registered voter of the district or political subdivision in which the candidate is seeking nomination. A circulator may serve only within the jurisdiction and county in which he/she resides. A candidate for any office may obtain signatures to and sign his/her own nomination petition. His/her signature will be given the same effect as that of any other qualified signer. The elections official shall not accept for filing any nomination papers unless all blanks in the certificate are filled.

Elections Code §§ 106, 8065, 8066

All petition circulators must complete, in his/her own hand:

- The printed name of the circulator.
- The residential address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
- The dates between which all the signatures to the petition or paper were obtained. Each declaration submitted pursuant to this section shall also set forth the following:
 - That the circulator circulated that section and witnessed the appended signatures being written.
 - That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.

The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name at length, including given name, middle name or initial, or initial and middle name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature.

Elections Code § 104

Nomination Petitions and Gathering Signatures (continued)

Signers (Sponsors) of Nomination Papers

No more signers shall be secured for any candidate than the maximum number required. If, however, through miscalculation or otherwise, more signers are secured than the maximum number, the officer with whom the nomination papers are filed shall, with the written consent of the candidate, withdraw the excess number.

Elections Code § 8067

Guidelines for Gathering Signatures

Candidates should obtain the required number of signatures as soon as possible in order for their nomination papers to be returned to the filing officer for examination and filing. It is prudent for the candidate to submit these signatures as early as possible in order to ensure that they have time to obtain additional signatures if necessary.

Qualified Signers

Only a person who is a registered qualified voter at the time he/she signs the nomination petition is entitled to sign it. Each voter shall at the time of signing the petition or paper personally affix his or her signature, printed name and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained.

Elections Code § 100

Signers of nomination petitions shall be voters in the district in which the candidate is to be voted on.

Elections Code §§ 8068

Circulating Within 100 Feet of a Polling Place/Voting Center

Signatures to a nomination paper or any other petition shall not be obtained within 100 feet of any election booth or polling place.

Elections Code § 18370

Voters May Sign Only One Paper; Exceptions

No signer shall, at the time of signing the petition, have his or her name signed to any other nomination paper for any other candidate for the same office or, in case there are several places to be filled in the same office, signed to more nomination papers for candidates for that office than there are places to be filled.

Elections Code § 8069

Registering Voters at Time of Signing Petition

Candidates may register a voter at the same time as the voter signs the candidate's petition. For purposes of verifying signatures on a petition, a properly executed affidavit of registration shall be deemed effective for verification purposes if both of two conditions are met: (a) the affidavit is signed on the same date or on a date prior to the signing of the petition; and (b) the affidavit is received by the county elections official on or before the date on which the petition is filed.

Elections Code § 2102(b)

Nomination Petitions and Gathering Signatures (continued)

Validation of Signatures

The county elections official shall verify the signatures of the signers on the nomination paper with the registration affidavits on file in the office of the county elections official. The county elections official shall mark "Not Sufficient" any signature that does not appear in the same handwriting as appears on the affidavit of registration in his or her office. The county elections official may cease to verify signatures once the minimum requisite number of signatures has been verified.

Elections Code § 8081

No defect in any nomination document presented shall prevent the filing of another nomination document within the period allowed for presenting the nomination document. *Elections Code § 8102*

The signer/sponsor must be a registered voter residing at his or her address of registration, at the time of signing any nomination petition.

The following guidelines will be used when validating signatures on nomination petitions or signature-in-lieu of filing fee petitions. A signature may be challenged if the signer:

- is not registered to vote;
- provides a signature on the petition that does not compare to the signature on the voter's affidavit of registration;
- does not reside in the appropriate district;
- uses a P.O. Box number for a residence address;
- omits his/her residence address;
- uses a mail drop number for a residence address;
- provides an address that is different from the voter's residence address on the affidavit of registration on record;
- prints his or her name for the signature, unless registered as such;
- lists and signs *her* name using spouse's name, such as "Mrs. John Jones";
- uses ditto marks for an address previously listed

On the following two pages you can view a sample of our Nomination Paper/Petition of Circulator form, which should be obtained from the Elections Office.

OFFICIAL FILING FORM

Mark Church
 COUNTY ELECTIONS OFFICIAL

By: _____
 Deputy

Date Received: _____

RECEIVED IN COUNTY

Mark Church
 COUNTY ELECTIONS OFFICIAL

By: _____
 Deputy

Date Received: _____

(SECRETARY OF STATE USE ONLY)

Nomination Paper

(Elections Code sections 100, 104, 8041, 8066, 8068, 8069, 10221, 10222, 10226, 10704, Code of Civil Procedure section 2015.5)

I, the undersigned signer for _____ candidate for the nomination to the office of _____, _____ to be voted for at the **November 6, 2012 Presidential General Election** hereby assert as follows:

I am a resident of _____ in San Mateo County and a resident at the address shown on this paper. I am a registered qualified voter. I am not at this time a signer of any other nomination paper of any other candidate for the above-named office, or in case there are several places to be filled in the above-named office, I have not signed more nomination papers than there are places to be filled in the above-named office.

My residence is correctly set forth after my signature hereto:

| PRECINCT (To be entered by Elections Official) | NAME | RESIDENCE | VERIFICATION (To be entered by Elections Official) |
|--|-------------------------|--|--|
| | Print 1..... Sign | Residence Address ONLY City or Town | |
| | Print 2..... Sign | Residence Address ONLY City or Town | |
| | Print 3..... Sign | Residence Address ONLY City or Town | |
| | Print 4..... Sign | Residence Address ONLY City or Town | |
| | Print 5..... Sign | Residence Address ONLY City or Town | |

Please complete Affidavit of Circulator on reverse side →

| PRECINCT (To be entered by Elections Official) | NAME | RESIDENCE | VERIFICATION (To be entered by Elections Official) |
|--|-----------------------------------|--|--|
| | Print 6..... Sign | Residence Address ONLY City or Town | |
| | Print 7..... Sign | Residence Address ONLY City or Town | |
| | Print 8..... Sign | Residence Address ONLY City or Town | |
| | Print 9..... Sign | Residence Address ONLY City or Town | |
| | Print 10..... Sign | Residence Address ONLY City or Town | |

AFFIDAVIT OF CIRCULATOR

(To be completed in circulator's own hand)

I, _____, solemnly swear (or affirm) that I secured signatures in the County of San Mateo to the nomination paper of _____ as candidate for the office of _____; that the signatures were obtained between _____, 2012 and _____, 2012; that I saw all the signatures on this section of the nomination paper being signed and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

My voting residence is _____.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ at _____
Date Place of execution

Signature of Circulator

Examined and certified by me this _____ day of _____, 2012.

SAMPLE

(SEAL)

Signature of Elections Official

TO BE ENTERED BY ELECTIONS OFFICIAL AFTER VERIFICATION:

Number of Valid Signatures on this Section: _____

Date: _____

Deputy: _____

WARNING:
 Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper in his/her possession which is entitled to be filed under the provisions of the Elections Code.
EC 18202

Declaration of Candidacy

July 16, 2012 – August 10, 2012

Elections Code §13 states:

- (a) No person shall be considered a legally qualified candidate for any office, for party nomination for a partisan office, or for nomination to participate in the general election for any voter-nominated office, under the laws of this state unless that person has filed a declaration of candidacy or statement of write-in candidacy with the proper official for the particular election or primary, or is entitled to have his or her name placed on a general election ballot by reason of having been nominated at a primary election, or having been selected to fill a vacancy on the general election ballot as provided in Elections Code Section 8807, or having been selected as an independent candidate pursuant to Elections Code Section 8304.
- (b) Nothing in this section shall be construed as preventing or prohibiting any qualified voter of this state from casting a ballot for any person by writing the name of that person on the ballot, or from having that ballot counted or tabulated, nor shall any provision of this section be construed as preventing or prohibiting any person from standing or campaigning for any elective office by means of a "write-in" campaign. However, nothing in this section shall be construed as an exception to the requirements of Elections Code Section 15341 or to permit a person to be a write-in candidate contrary to Elections Code Sections 8600 and 8606.
- (c) It is the intent of the Legislature, in enacting this section, to enable the Federal Communications Commission to determine who is a "legally qualified candidate" in this state for the purposes of administering Section 315 of Title 47 of the United States Code.

No candidate's name shall be printed on the ballot unless a declaration of candidacy and nomination papers are delivered for filing with the county elections official. The candidate is to execute the declaration of candidacy **in the office of the county elections official unless** the candidate has signed and dated a written statement designating a person to receive a declaration of candidacy form from the county elections official for the candidate or, upon request of a candidate, the county elections official shall provide the candidate with a declaration of candidacy and nomination papers. Such statement shall include language explaining that the candidate is aware that the declaration of candidacy must be properly executed and delivered to the county elections official of the county of the candidate's residence by 5 p.m., August 10, 2012.

Elections Code §§ 8020, 8028, 8040, 8041, and 8060

Declaration of candidacy forms for all district offices shall be obtained from and filed with the office of the county elections official. Candidates seeking elective city office are required to obtain and file all nomination documents with the city clerk.

Candidate's Name and Ballot Designation

Candidate's Name on Ballot

The candidate's name will appear on the ballot exactly as it was provided by the candidate on the Declaration of Candidacy or Declaration of Intent. **The declaration cannot be changed after the nomination process is complete.**

No title or degree shall appear on the same line as the candidate's name, either before or after the candidate's name, for any elective office.

Elections Code § 13106

If the candidate's name has changed within one year prior to the election, the new name will not appear on the ballot unless the change was made by marriage or by court order. *Elections Code § 13104*

Ballot Designation

At the option of the candidate, and subject to further restrictions, an additional designation (typically limited to one to three words) may be displayed below the candidate's name, to indicate the candidate's current principal profession, vocation, or occupation.

The additional restrictions relating to ballot designations are specified in Elections Code sections 13107 and 13107.5:

- (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, may appear at the option of the candidate only **one** of the following designations:
 - (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.
 - (2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.
 - (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

Candidate Name and Ballot Designation (continued)

- (4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.
- (b) Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:
 - (1) It would mislead the voter.
 - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
 - (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
 - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - (6) It uses a word or words referring to a racial, religious, or ethnic group.
 - (7) It refers to any activity prohibited by law.
- (c) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.
 - (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).
 - (2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.
- (d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

Candidate Name and Ballot Designation (continued)

- (e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (f) In all cases, the words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.
- (g) Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C. § 1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

A Ballot Designation Worksheet is Required by Elections Code Section 13107.3:

- (a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.
- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

Use of the Term "Community Volunteer" as a Ballot Designation

Pursuant to Elections Code Section 13107.5(a):

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

- (1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
- (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
- (3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

Use of the Secretary of State's Ballot Designation Regulations

The California Secretary of State has adopted regulations (specifically, Chapter 7 of Division 2 of Title 2 of the California Code of Regulations) relating to ballot designations for certain offices. The San Mateo County elections official has opted to refer to those regulations to provide guidance in addressing issues which arise relating to ballot designations for local offices. The regulations are available without charge online at <http://www.oal.ca.gov/CCR.htm>. Candidates may refer to those regulations or contact the Elections Office for guidance about permissible ballot designations.

The following pages show a sample Declaration of Candidacy form, available from the Elections Office.

OFFICIAL FILING FORM

Mark Church
COUNTY ELECTIONS OFFICIAL

By: _____
Deputy

Date Issued: _____

RECEIVED IN COUNTY

Mark Church
COUNTY ELECTIONS OFFICIAL

By: _____
Deputy

Date Received: _____

(OFFICE USE ONLY)

Declaration of Candidacy

(Elections Code §§ 200, 8020, 8040, 10704)

I hereby declare myself a candidate for nomination to the office of _____, to be voted for at the Presidential General Election to be held on November 6, 2012, and declare the following to be true:

My name is _____.

I request my name and ballot designation to appear on the ballot as follows:

| | |
|---|--|
| <p style="text-align: center;">_____ Print Your Name for Use on the Ballot</p> <p style="text-align: center;">_____ Print Designation Requested</p> | <p>Candidate initials if preferring no designation:</p> |
|---|--|

A ballot designation is optional. If no ballot designation is requested, write in the word "NONE" and initial in box.

This occupational designation is true and in conformance with the requirements of Section 13107 of the Elections Code.

NOTE: The Secretary of State will publish one of the addresses below in the certified list of candidates and on the SOS website. Please check the appropriate box to indicate which address you wish us to use for this purpose. If no box is selected, the first address listed below will be used.

Residence Address: _____

Business Address: _____

Mailing Address: _____

City State Zip Code

Telephone: _____
Daytime Evening

FAX and e-mail: _____
FAX e-mail

IMPORTANT: BACK SIDE OF PAGE MUST BE COMPLETED

Other Forms

The entire set of official forms relating to becoming a candidate and operating an election campaign will be provided by the County Elections Office at the time of your candidate filing appointment. Candidates for elective city offices must obtain the appropriate forms from the city clerk.

Ballot Designation Worksheet (Required)

As a supplement to the ballot designation indicated on a candidate's Declaration of Candidacy, a Ballot Designation Worksheet is required of all candidates. The Ballot Designation Worksheet provides verification and supporting information as to the validity of the candidate's proposed designation as well as alternate designations, in case the Elections Official finds the proposed designation to be invalid.

Code of Fair Campaign Practices (Optional)

Section 20400 of the Elections Code states:

The Legislature declares that the purpose of this chapter [Chapter 5, Division 20 of the California Elections Code] is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices. By so doing, it is the ultimate intent that candidates will adhere to 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 for determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

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 Chapter 5 of the Elections Code. The elections official shall inform each candidate for public office that subscription to the code is voluntary. 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. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code.

Elections Code §§ 20440-20444

Other Forms (continued)

Chinese Transliteration Form (Required)

As of July 2002, all official election information and voting materials that are provided in English about voter registration, elections and voting, including information provided in polling places and the voting booths, must be provided in Chinese and Spanish to the extent needed to allow effective participation of all individuals in the electoral process and all voting related activities.

Section 203 of the Voting Rights Act, 42 U.S.C. §§ 1973aa-1a

The Voting Rights Act applies to all elections conducted by San Mateo County, which includes cities, special districts and school districts. This is a federal mandate that is not funded; therefore the election costs will be divided amongst the jurisdictions holding elections and the candidates submitting candidate statements. As a result of these requirements, costs for printing and handling of candidate statements have increased. Further information can be found through the Department of Justice website at www.usdoj.gov/crt/voting/sec_203/activ_203.htm/

Candidate names in the Chinese versions of the Sample Ballot and the Official Ballot are listed in English along with a Chinese transliteration. Each candidate must complete a Chinese Transliteration Form designating one of four options for how the candidate's name appears on the Chinese versions of the ballots. The four options are as follows: (1) provide Chinese given name; (2) provide his/her own Chinese transliteration; (3) use the transliteration provided by the court-certified translator under contract with San Mateo County Elections Office; or (4) choose to have the name printed only in English.

Form 700 – Statement of Economic Interests (Required)

All candidates are required to file a statement disclosing personal investments and interests in real property. Forms must be filed by the final date for filing the Declaration of Candidacy (August 10, 2012).

Government Code §§ 87100, 87200, 87302.3

An interactive version of this form is available on the Fair Political Practices Commission website at www.fppc.ca.gov.

Permission for Online Posting of Personal Information (Required)

In general, the Elections Office is prohibited from posting online the home address or telephone number of any elected or appointed official. (Government Code § 6254.21) Accordingly, all candidates are required to submit a form indicating their preferences regarding disclosure of certain information online.

In addition, Government Code Section 6251.21 also states as follows:

No person shall knowingly post the home address or telephone number of any elected or appointed official, or of the official's residing spouse or child, on the Internet knowing that person is an elected or appointed official and intending to cause imminent great bodily harm that is likely to occur or threatening to cause imminent great bodily harm to that individual. A violation of this subdivision is a misdemeanor. A violation of this subdivision that leads to the bodily injury of the official, or his or her residing spouse or child, is a misdemeanor or a felony.

Extended Filing and Withdrawal of Candidacy

Extension of the Filing Period if an Eligible Incumbent Does Not File and/or Qualify

(August 11, 2012 – August 15, 2012)

If an eligible incumbent does not file nomination papers by Friday, August 10, 2012 at 5:00 p.m., the filing period is extended for that office for five calendar days until Wednesday, August 15, 2012 at 5:00 p.m., for any person other than the incumbent. This section is not applicable where there is no incumbent eligible to be elected.

Elections Code §§ 10225, 10407, 10516, 10604

Withdrawal of Candidacy

No candidate shall withdraw his or her declaration of candidacy after 5:00 p.m. on the 88th day (August 10) prior to the election. If the filing period is extended, as explained above, a candidate may withdraw his or her declaration of candidacy until 5:00 p.m. on the 83rd day (August 15) before the election.

Elections Code §§ 10224, 10225(b), 10510, 10516(b), 10603(b), 10604(b)

Candidate Statement Guidelines

Section 13307 of the Elections Code lists the following requirements regarding the candidate statement:

- (a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. Candidates for state office may also complete candidate statements provided they adopt the voluntary spending limits outlined in Proposition 34. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
 - (2) The statement authorized by this subdivision shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. If a runoff election or general election occurs within 88 days of the primary or first election, the statement shall be filed with the elections official by the third day following the governing body's declaration of the results from the primary or first election.
 - (3) Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.
- (b) The elections official shall send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing. The elections official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation from the list of approved Spanish language translators and interpreters of the superior court of the county or from an institution accredited by the Western Association of Schools and Colleges.
 - (c) The local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the local agency is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the local agency may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the local agency which, or the elections official who, collected the estimated cost shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

Candidate Statement Guidelines (continued)

- (d) Nothing in this section shall be deemed to make any 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's pamphlet.
- (e) Before the nominating period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his or her representative at the time he or she picks up the nomination papers.
- (f) For purposes of this section and Section 13310, the board of supervisors shall be deemed the governing body of judicial elections.

GUIDELINES FOR ALL CANDIDATES

It is strongly recommended that the statement be filed personally by the candidate. If the statement is filed by someone other than the candidate, that person should have the authority to make corrections or deletions to the statement in the event that errors or an excess number of words are detected prior to filing the statement. Statements received by mail prior to the deadline will be filed provided that they meet the statutory requirements and county policies regarding candidates' statements. Statements may not be changed after filing.

Preparation of Candidate Statement. In order to ensure uniformity of all candidates' statements, each candidate **must** prepare the statement according to the following guidelines:

Format and Non-Conformity:

- Type the statement exactly as you wish it to appear. Attach printed copy to the form provided to you.
- In addition to hard copy, please provide the statement on flash drive, CD or by email (mhasselshearer@smcare.org) in plain text format (*.txt), if possible.
- One signed hard copy must be filed by the deadline. If there are any discrepancies between the hardcopy and the electronic copy, the hard copy will prevail.
- Do not use words that are underlined, **bolded**, *italicized*, or ALL CAPITALIZED.
- Do not use any unusual spacing, punctuation, indentations, bullets or an outline format.
- Check your statement for errors in spelling, punctuation and grammar. Remember, statements cannot be changed once they are filed and the county elections official is not responsible for correcting these errors.
- Confine the statement to the applicable word number limit.
- Do not include any party affiliation (applies to nonpartisan offices).
- Do not include membership or activity in partisan political organizations (applies to nonpartisan offices).

All statements will be formatted to fit within a quarter-page space. If a statement is submitted and found non-compliant in format, the elections official will make the necessary changes to create compliance.

Candidate Statement Guidelines (continued)

In the case where a candidate submits a statement which is not in conformance with the guidelines provided (i.e., typed in all caps, underscoring, unusual spacing, outline form, or capitalization of some words for emphasis purposes), the Elections Office will instruct the printer to ignore any special emphasis placed on words or phrases, and to typeset the statements utilizing a uniform format.

The heading includes the candidate's name (required), age (optional), and occupation (optional). All statements will be formatted to begin with the words: **"Education and Qualifications:"** followed by the text filed by the candidate. These words, as well as the heading, are standardized and included in the space provided. The words **"Education and Qualifications"** do not count toward the number of words allowed for the statement.

The **"Occupation"** field in the Candidate's Statement is NOT governed by the laws and regulations pertaining to the ballot designation that appears underneath the candidate's name on the ballot. Therefore, it may be different from the candidate's ballot designation. However, if its length exceeds one line, the candidate may be asked to modify words. In addition, the statement of "Occupation" must otherwise conform to applicable laws and regulations and should not be misleading.

Word Counting

Pursuant to the Secretary of State's guidelines and Section 9 of the Elections Code, words will be counted as follows:

- Punctuation is not counted.
- Each word shall be counted as one word except as specified in this section.
- All geographical names shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
- Each abbreviation for a word, phrase, or expression shall be counted as 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. Examples: "mother-in-law", "first-rate", "one-time" will be counted as one word; "one-half", "local-area", "home-page" will be counted as two words.
- Dates consisting of a combination of words and digits (April 22, 2000 or March 2012) shall be counted as two words. Dates consisting only of a combination of digits (4/22/2000 or 1999-2000) shall be counted as one word.
- Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. Examples: "one" shall be counted as one word; "one hundred" shall be counted as two words; and "100" shall be counted as one word.
- Telephone numbers shall be counted as one word.
- Internet website addresses shall be counted as one word.
- This section shall not apply to counting words for ballot designations under Section 13107.
- Characters used in place of a word or number, such as "&" or "#", shall be counted as one word.
- Name, age, occupation, and punctuation are not counted towards the word limit.

Candidate Statement Guidelines (continued)

- If the text exceeds the word limit, the author will be asked to rewrite the text in order to bring the total number of words within the required word limit.

Withdrawal

Any candidate may withdraw his/her statement of qualifications, either in person or by a signed statement of withdrawal, no later than 5:00 p.m. of the next business day following the close of the nomination period.

Confidentiality

Notwithstanding the California Public Records Act, the statements filed pursuant to Section 13307 of the Elections Code shall remain confidential until expiration of the filing deadline.

Elections Code § 13311

Public Examination of Candidate Statements

Statements are available for public examination in the county election official's office during the 10-day calendar review period (commencing at 5:00 p.m.) prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held, or the county election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which amendments or deletions to the statement are sought.

Elections Code § 13313

State Legislative Candidates

Only those who have adopted the voluntary expenditure limits under Proposition 34 (see Page 44 of this Guide) are eligible to submit a statement. To file a statement, the candidate must file Form 501 (Candidate Intention Statement) with the Political Reform Division accepting these expenditure limits prior to submitting a statement to the county elections office. The election official in the county of residence shall determine, based on information provided by the Secretary of State's Office, whether the candidate has adopted (and not exceeded) expenditure limits pursuant to Proposition 34.

Important: If a candidate's district encompasses more than one county, the procedures, requirements, fees, formats and public examination period for their statements may vary from county to county. It is the CANDIDATE'S responsibility to contact each county (in which he or she wishes to have a statement printed) within the district to obtain the appropriate information.

- Text of statements may not exceed 250 words
- Statements must be submitted on OR attached to the form provided by the county election official of each county in which the candidate wishes to have his or her statement printed
- Statements must be formatted pursuant to the guidelines provided by each county. If not properly formatted, the county election official will reformat
- Statements shall not, in any way, reference other candidates for office or other candidate's qualifications, character or activities
- Statements must not contain demonstrably false, slanderous or libelous statements nor obscene or profane language

Candidate Statement Guidelines (continued)

Candidate Statement Fee Calculations

The estimated fee collected for the candidate's statement of qualifications is based upon the shared cost for printing, required transactions, and handling charges for making statements available to all registered voters in the jurisdiction. Estimates and shared costs are based upon formatting a printed page in the Sample Ballot & Voter Information Pamphlet to include either three 200-word or 250-word candidate statements or two 400-word candidate statements.

The Elections Office does its best to provide the most accurate estimated fee, but this estimate can vary according to the number of statements submitted appearing on one page, the number of pages required for a particular office, as well as the number of different pamphlets in which your statement will appear. You will be provided an estimated fee during the nomination period. At that time, fees will be based upon the most current voter registration data.

Please make your check payable to, "San Mateo County Elections."

Fictitious Samples of Candidate Statements

Below are fictitious samples of 200-word statements as they would appear in the voter information portion of the sample ballot pamphlet. Statements will appear in the same order as the candidates' names appear on the ballot, except for offices elected throughout the county (which are rotated on ballot by supervisorial district, but not rotated in sample ballot pamphlet).

CANDIDATES FOR THE OFFICE OF CITY COUNCIL

Name: Joseph W. Candidate
Occupation: Businessman/Community Volunteer

Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.

I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs.

Please support me. Jcandidate@email.com or [www.joecandidate.com /s/](http://www.joecandidate.com/s/)

Name: Fred Businessman **Age:** 38
Occupation: Health Director

Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me. You may find more information about my campaign at www.fredbusinessman.com

/s/

Name: Jane Campaigner **Age:** 41
Occupation: Educator

Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be.

If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me. Jcampaigner@email.com

/s/

Name: Margaret "Peg" Voter **Age:** 45
Occupation: Real Estate Agent/Mother

Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention.

I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Call me anytime (650.555.5555). Please support me.

/s/

COUNTY COUNCIL OF SAN MATEO COUNTY

LWV Central San Mateo County

LWV North San Mateo County



June 2012

Dear Candidate:

The League of Women Voters has a long history of providing voters with nonpartisan and easily accessible information at election time. In that tradition, we invite you to participate in Smart Voter, the League's comprehensive online guide, for the November 6, 2012 election.

All candidates in San Mateo County are offered space on the Smart Voter website and the service is **free of charge** to both candidates and the public. Smart Voter allows you to submit material about your candidacy to the voters, including a biography, endorsements, and positions on issues, a photo, and a link to your own website. Smart Voter also provides candidate ballot statements, information about ballot measures, polling place locations, events, and links to online news articles and to other websites. Using Smart Voter will help you reach the increasing number of voters who use the Internet to aid in their decision making at election time.

You may view the site at www.smartvoter.org. Candidates will be allowed to begin entering information during the first week in September. A letter confirming the date and complete instructions for accessing the secure candidate input area will be sent to you shortly after we receive the certified list of candidates. Please feel free to contact me if you have questions.

We look forward to working with you to make Smart Voter a success for you and for voters in San Mateo County. Feedback from candidates and the public in past elections has been enthusiastic. Don't miss this opportunity to get your message out!

Sincerely,

/s/

Kathee Tyson, San Mateo County Coordinator
Smart Voter Project – League of Women Voters
(650) 728-3850
e-mail: katheetyson@yahoo.com

Campaign Resources and Guidelines

Campaign Disclosure Information

California's Political Reform Act of 1974 (Gov. Code §§ 81000-9101) requires candidates to file periodic campaign statements which disclose contributions received and expenditures made. The Act is administered and enforced by California's Fair Political Practices Commission. You may contact the Commission's Technical Assistance Division at: 428 J Street, Suite 620, Sacramento, CA 95814; phone 916.322.5660 (Toll Free 1-866-ASK-FPPC) or visit their website at www.fppc.ca.gov.

Form 501 — Candidate Intention

Must be filed before you solicit or receive any contributions or before making expenditures of personal funds on behalf of your candidacy. File with the filing officer who will receive your original campaign disclosure statements.

Form 410 — Statement of Organization

Form 410 is used when organizing a campaign committee and must be filed within 10 days of receiving \$1,000 in contributions. The form includes a space to indicate the campaign's bank account information. File the original and one copy with the Secretary of State's Political Reform Division and a copy with the County Clerk. Note: Form 502 is no longer required.

Form 460 — Form/Consolidated Campaign Statement

Form 460 is a Recipient Committee Campaign Statement, for use by a candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$1,000 or more during a calendar year in connection with an election to office, or holding office.

Form 465 — Supplemental Independent Expenditure Statement

Form 465 reports independent expenditures totaling \$1,000 or more in a calendar year to support or oppose a single candidate, a single measure, or the qualification of a single measure. Filers of Form 465 include: officeholders, candidates, recipient committees, major donor committees, and independent expenditure committees. (Note: Proposition 34 prohibits independent expenditures and contributions of funds to another committee for the purpose of supporting or opposing another candidate.)

An "independent expenditure" is an expenditure made in connection with a communication (e.g., a billboard, advertisement, mailing) that expressly advocates the nomination, 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.

Form 470 — Candidate and Officeholder Campaign Statement (Short Form)

This form is used by candidates who do not have a controlled committee and do not anticipate receiving contributions or making expenditures totaling \$1,000 or more in a calendar year. If a Form 470 is filed on or before the filing deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election, so long as total receipts/expenditures remain less than \$1,000.

Form 470 Supplement

A candidate who has filed Form 470 in connection with an election and subsequently receives contributions or makes expenditures totaling \$1,000 or more is required to file notification within 48 hours. Form 470 Supplement may be used, and must be sent by telegram, guaranteed overnight service, personal delivery or fax to the Secretary of State, the local filing officer, and to each of his or her opponents seeking the same office.

Campaign Disclosure Information (continued)

Form 496 — Late Independent Expenditure Report

Any committee that makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate or single ballot measure during the 16 days immediately prior to the election in which the candidate or measure is being voted must file a report within 24 hours of the expenditure.

Form 497 — Late Contribution Report

Any committee that makes or receives a late contribution totaling \$1,000 or more from a single source during the 16 days immediately prior to the election in which the candidate or measure is to be voted must file a report within 24 hours of the time the contribution was made or received.

CANDIDATES RECEIVING OR SPENDING OVER \$1,000

MUST FILE FORMS 501 + 410 + 460

CANDIDATES RECEIVING OR SPENDING UNDER \$1,000

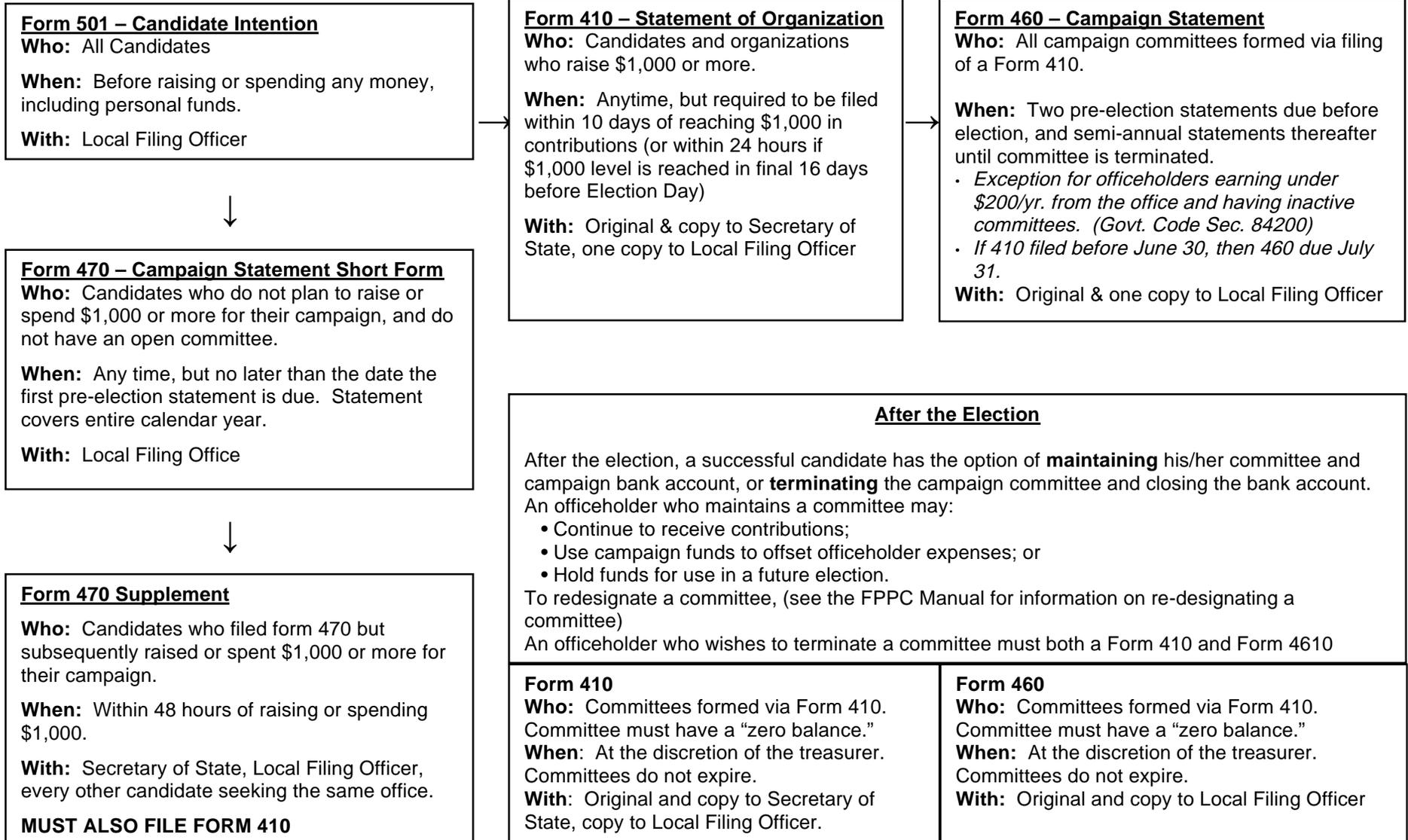
MUST FILE FORMS 501 + 470

Campaign Statements

All candidates with qualified committees are required to file semi-annual campaign statements no later than July 31 and January 31. In addition, all committees that have made or received contributions of \$1,000 or more or made expenditures of \$1,000 or more in connection with an election and during the periods specified in the chart to follow must file campaign statements on the required dates.

Basic Campaign Filing Guidelines for Candidates

Please review the full instruction for each form and applicable state regulation on the FPPC website (www.fppc.ca.gov).



Form 501 – Candidate Intention

Who: All Candidates

When: Before raising or spending any money, including personal funds.

With: Local Filing Officer



Form 470 – Campaign Statement Short Form

Who: Candidates who do not plan to raise or spend \$1,000 or more for their campaign, and do not have an open committee.

When: Any time, but no later than the date the first pre-election statement is due. Statement covers entire calendar year.

With: Local Filing Office



Form 470 Supplement

Who: Candidates who filed form 470 but subsequently raised or spent \$1,000 or more for their campaign.

When: Within 48 hours of raising or spending \$1,000.

With: Secretary of State, Local Filing Officer, every other candidate seeking the same office.

MUST ALSO FILE FORM 410

Form 410 – Statement of Organization

Who: Candidates and organizations who raise \$1,000 or more.

When: Anytime, but required to be filed within 10 days of reaching \$1,000 in contributions (or within 24 hours if \$1,000 level is reached in final 16 days before Election Day)

With: Original & copy to Secretary of State, one copy to Local Filing Officer

Form 460 – Campaign Statement

Who: All campaign committees formed via filing of a Form 410.

When: Two pre-election statements due before election, and semi-annual statements thereafter until committee is terminated.

- Exception for officeholders earning under \$200/yr. from the office and having inactive committees. (Govt. Code Sec. 84200)
- If 410 filed before June 30, then 460 due July 31.

With: Original & one copy to Local Filing Officer

After the Election

After the election, a successful candidate has the option of **maintaining** his/her committee and campaign bank account, or **terminating** the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Hold funds for use in a future election.

To redesignate a committee, (see the FPPC Manual for information on re-designating a committee)

An officeholder who wishes to terminate a committee must both a Form 410 and Form 4610

Form 410

Who: Committees formed via Form 410. Committee must have a “zero balance.”

When: At the discretion of the treasurer. Committees do not expire.

With: Original and copy to Secretary of State, copy to Local Filing Officer.

Form 460

Who: Committees formed via Form 410. Committee must have a “zero balance.”

When: At the discretion of the treasurer. Committees do not expire.

With: Original and copy to Local Filing Officer

Filing Calendar

**Candidates for Local Office
Committees Primarily Formed to Support/Oppose Local Candidates
Committees Primarily Formed to Support/Oppose Local Measures
Being Voted on November 6, 2012**

| <i>Filing Deadline</i> | <i>Type of Statement</i> | <i>Period Covered by Statement</i> | <i>Method of Delivery</i> |
|------------------------|---|------------------------------------|--|
| July 31, 2012 | Semi-Annual | Through-6/30/12 | Personal Delivery First Class Mail |
| October 5, 2012 | Pre-Election | 7/1/12 – 9/30/12 | Personal Delivery First Class Mail |
| October 25, 2012 | Pre-Election | 10/1/12 – 10/20/12 | Postal Delivery Guaranteed Overnight Service |
| Within 24 Hours | Late Contributions and Independent Expenditures of \$1,000 or More | 10/21/12 – 11/5/12 | Personal Delivery Guarantee Overnight Service Fax |
| January 31, 2013 | Semi-Annual | 10/21/12 -12/31/12 | First Class Mail |

Additional Notes:

- **“Primarily Formed” Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information.
- **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- Refer to the appropriate campaign disclosure manuals for information on where to file statements.
- The period covered by any statement begins on the day after the closing date of the last statement filed, or, if no previous statement has been filed on January 1.
- The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.
- A controlled committee of one candidate may not make an independent contribution to support or oppose another candidate.
- For all related questions, call FPPC’s Toll Free Helpline: 1-866-ASK-FPPC.

San Mateo County Ordinances Affecting Campaign Contributions

Chapter 2.03 – Campaign Contributions

2.03.010-Definitions

- (a) The definitions and other provisions of the applicable provisions of the California Political Reform Act of 1974 (Government Code sections 81000 et seq.) and any amendments thereto and the regulations of the Fair Political Practices Commission shall govern the interpretation and application of this section to the extent practicable.
- (b) “County office” means the office of member of the Board of Supervisors, Assessor-County Clerk-Recorder, Controller, District Attorney, Sheriff, Coroner, Treasurer-Tax Collector.
Ord. 4324, 08/15/06

2.03.020 – Limitation of campaign contributions to candidates in County elections.

- (d) No person or entity shall make to any candidate for County office or the candidate’s controlled committee and no candidate or the candidate’s controlled committee shall accept from any person or entity a contribution or contributions totaling more than one thousand dollars (\$1,000) for each election in which the candidate is attempting to be on the ballot or is a write-in candidate.
- (e) The provisions of this section do not apply to a candidate’s contributions of his or her personal funds to his or her own campaign.
Ord. 4324, 08/15/06.

Note: Other local (city) campaign finance ordinances can be found online at:
<http://www.fppc.ca.gov/index.php?id=9>

Proposition 34: Campaign Laws for State Offices

Proposition 34 established voluntary spending limits for candidates running for statewide office, the state Senate and the state Assembly. Candidates who choose to accept the spending limits are allowed to purchase space for a 250-word candidate statement in either the state Voter Information Guide or in the voter information portion of the county sample ballot pamphlet.

To accept the spending limits a candidate must file a Candidate Statement of Intention (Form 501) with the Secretary of State's Political Reform Division indicating the intent to abide by the spending limits prior to submitting a candidate statement.

Voluntary Spending Limits:

| Position | Primary | General |
|----------|-----------|-------------|
| Senate | \$780,000 | \$1,169,000 |
| Assembly | \$520,000 | \$909,000 |

New Disclosure Requirements

- **24-Hour Reporting:** State candidates and state ballot measure committees must report within 24 hours contributions received of \$1,000 or more and independent expenditures made of \$1,000 or more during the period 90 days before an election.
- **Issue Advocacy Disclosure:** New electronic reporting requirement for anyone spending \$50,000 or more for a communication disseminated within 45 days of an election that clearly identifies a state candidate, but does not expressly advocate the election or defeat of that candidate.
- **Ballot Measure Advertisements:** Spokespersons paid \$5,000 or more to appear in ballot measure ads must be disclosed. In addition, Prop. 34 retains a provision of Prop. 208 requiring ballot measure ads to identify the top two of any donors that have given \$50,000 or more.

Contribution Limits

- **From Individuals**
\$3,000 - Legislature
- **Small Contributor Committees**
\$7,000 – Legislature

The limits are **per election**. A small contributor committee must have been in existence for six (6) months, receive contributions of no more than \$200 from 100 or more persons, and make contributions to five (5) or more candidates.

- **Contributions to PACs:** \$6,000 per calendar year
- **Candidate Contributions:** A candidate's contributions to his or her own campaign are not limited, except a candidate may have no more than \$100,000 in personal loans to his or her own campaign outstanding at any time.
- **Lobbyist Contributions:** Prohibited if the lobbyist is registered to lobby the state candidate or officeholder's agency.
- **Contributions to Political Parties:** Limited to \$25,000 per calendar year for the purpose of making contributions for the support or defeat of candidates for state office. Contributions may not be "earmarked" for a particular candidate. No limit on contributions for "get out the vote" activities.

Selected State Laws Governing Campaign Practices

The following are selected laws from Divisions 18 and 20 of the California Elections Code, Title 9 of the Government Code (Political Reform Act) and accompanying regulations regarding campaign activities. For a complete listing of restrictions on campaign practices and accompanying regulations, please refer to the Divisions and Titles in their entirety.

Restrictions on Campaign Literature and Certain Other Campaign Activities

Candidate Statement and Qualifications

Candidates are advised not to mislead voters in relation to a candidate's statement. Elections Code §18351 states: "Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a non-partisan office is punishable by a fine not to exceed one thousand dollars (\$1,000)."

Use of a Simulated Ballot

The publication of a "simulated ballot" in relation to elections is regulated by Elections Code §20009 which states in relevant part:

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

NOTICE TO VOTERS
(Required by Law)

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

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

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

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

Campaign Advertising or Communication Defined

Elections Code §304 states: "Campaign advertising or communication' means a communication authorized by a candidate or a candidate's controlled committee, [...] or by a committee making independent expenditures, [...] or by a committee formed primarily to support or oppose a ballot measure, [...] for the purpose of advocating the election or defeat of a qualified candidate or ballot measure through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type of general, public, political advertising."

Selected State Laws Governing Campaign Practices (continued)

Mass Mailing

A “mass mailing” is defined in Government Code section 82041.5 as “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.”

Government Code § 84305 states:

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

Political Advertising

Elections Code § 20008 states:

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.

Libel and Slander

Elections Code § 20500 states:

“The provisions of Part 2 (commencing with Section 43) of Division 1 of the Civil Code, relating to libel and slander, are applicable to any campaign advertising or communication.”

Elections Code § 20501 states:

- (a) A candidate or state measure proponent is liable for any slander or libel committed by a committee that is controlled by that candidate or state measure proponent as defined by Section 82016 of the Government Code if the candidate or state measure proponent willfully and knowingly directs or permits the libel or slander.

Selected State Laws Governing Campaign Practices (continued)

- (b) A person who is a sponsor of a sponsored committee, as defined by Section 82048.7 of the Government Code, is liable for any slander or libel committed by the sponsored committee if the sponsor willfully and knowingly directs or permits the libel or slander.

Electioneering on Election Day

Elections Code §18370 states:

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 used in this section "100 feet of a polling place or an election 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.

Corruption of Voting and Intimidation of Voters

Elections Code §18540 states:

- (a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years.
- (b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years.

NOTE: Section 18540 will change upon creation and funding of a community corrections grant program pursuant to Assembly Bill No. 109 (2011).

Selected State Laws Governing Campaign Practices (continued)

Elections Code §18541 states

- (a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place, do any of the following:
 - (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
 - (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
 - (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
 - (a) Any violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.
 - (b) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

NOTE: For purposes of EC § 18541 (a)(3), the photographing, videotaping, or recording of a voter must be in order to dissuade the person from voting. This does not apply to situations where newspaper photographers are photographing a polling place for journalistic purposes.

Elections Code §18543 states:

- (a) Every person who knowingly **challenges a person's right to vote** without probable cause or on fraudulent or spurious grounds, or who engages in mass, indiscriminate, and groundless challenging of voters solely for the purpose of preventing voters from voting or to delay the process of voting, or who fraudulently advises any person that he or she is not eligible to vote or is not registered to vote when in fact that person is eligible or is registered, or who violates Section 14240, is punishable by imprisonment in the county jail for not more than 12 months or in the state prison.
- (b) Every person who conspires to violate subdivision (a) is guilty of a felony.

In addition, Elections Code §18403 states:

- (a) Any person other than an elections official or a member of the precinct board who **receives a voted ballot from a voter or who examines or solicits the voter to show his or her voted ballot** is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to persons returning a vote by mail ballot pursuant to Sections 3017 and 3021 or persons assisting a voter pursuant to Section 14282.

NOTE: Section 18403 will change upon creation and funding of a community corrections grant program pursuant to Assembly Bill No. 109 (2011)

Important Reminders about Campaign Management

(The following is an excerpt from the FPPC website)

Be informed: Study FPPC Campaign Disclosure Manuals:

- Manual 1: State Candidates, and their Controlled and Primarily Formed Committees
- Manual 2: Local Candidates, Superior Court Judges, and their Controlled and Primarily Formed Committees

Before Raising or Spending any Money: File Form 501 (Candidate Intention). Then open a campaign bank account. Once \$1,000 is raised or spent, get an identification number by filing Form 410.

Mark your Calendar: Know the due dates for campaign statements and file them on time.

Keep Good Records: Maintain details on contributions and expenditures of \$25 or more. Refer to recordkeeping guidelines in your campaign disclosure manual.

\$100 or more in Cash: Never accept or spend \$100 or more in cash.

Using Personal Funds for Campaign Expenses: All personal funds of the candidate must first be deposited in the campaign bank account, except for filing fee/ballot statement fee.

Report Late Contributions: If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.

Itemize Contributors: For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

If an Agent or Campaign Consultant Buys Goods or Services for the Campaign: Itemize expenditures of \$500 or more made by the agent or consultant.

Identify Candidate/Committee on Mailings: 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.

No Personal Use of Campaign Funds: Use campaign funds only for political, legislative, or governmental purposes.

Voter File Data

Our database of voter registration information is available to qualified purchasers, subject to submission and approval of the required application form and payment of the required fee. Inquiries and applications should be directed to Hillary O'Connor at 650.312.5294 or hoconnor@smcare.org.

What is Available

You may obtain our current database file of active status voters, encompassing the entire county or limited to the cities, districts or precincts that you specify. This file will contain:

- First name and last name
- Residence and mailing address
- Precinct number and group
- Birth date and birthplace
- Telephone number
- Date of registration
- Vote by Mail voter status
- Political party
- Email address
- Date last voted
- Voting history for last five county-wide elections

Products and Prices

- Electronic file: \$125
- On CD-ROM: Add \$1.00 for copying; add \$2.00 for mailing
- Printed list: \$0.51 per 1,000 voter names; add \$0.10 per page for photocopy or print

Maps

Digital maps are available in PDF format on CD-ROM or via FTP up/download. File size prohibits email transmission.

Permissible Uses and Limitations

The data files we provide shall be used solely for election, political, scholarly, journalistic or governmental purposes. Permissible uses of information obtained from San Mateo County shall include, but shall not be limited to, the following:

- Using registration information for purposes of communicating with voters in connection with any election
- Sending communications, including, but not limited to, mailings which campaign for or against any candidate or ballot measure in any election
- Sending communications, including but not limited to, mailings by or on behalf of any political party; provided however, that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments and related matters

Voter File Data (continued)

- Sending communications, including but not limited to, mailings, incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition
- Sending of newsletters or bulletins by any elected public official, political party, or candidate for public office
- Conducting any survey of voters in connection with any election campaign
- Conducting any survey of opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purposes
- Conducting an audit of voter registration list for the purpose of detecting voter registration fraud
- Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure
- Any official use by any local, state, or federal governmental agency



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402-4035
phone 650.312.5222 **fax** 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

Summer 2012

Dear Candidates:

Every campaign season, our office receives a number of calls from property owners complaining of uninvited campaign signs being placed on private property. This letter serves as a reminder of California Penal Code section 556.1, which requires the property owner's prior consent for such advertising activity:

"It is a misdemeanor for any person to place or maintain or cause to be placed or maintained upon any property in which he has no estate or right of possession any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advertising, or which advertises or brings to notice any person, article of merchandise, business or profession, or anything that is to be or has been sold, bartered, or given away, without the consent of the owner, lessee, or person in lawful possession of such property before such sign, picture, transparency, advertisement, or mechanical device is placed upon the property."

Also, I am enclosing copies of letters from the Department of Transportation describing current regulations for the placement of political signs. For your convenience, you will also find a listing of city clerks within San Mateo County, whom you may contact about specific city ordinances.

I request that you review these materials, and that you inform anyone who is posting materials on your behalf of these requirements.

Thank you in advance for your attention to this important matter.

Sincerely,

A handwritten signature in black ink that reads "Mark Church".

Mark Church

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING BRANCH



Dear Candidate or Committee Member:

As a candidate or campaign worker for either an 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 (California Business & Professions Code §§ 5200) 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 not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the department certifying a person who will be responsible for removing the sign (attached).

A completed Statement of Responsibility must be submitted to the appropriate district office according to the county location of the temporary political sign(s).

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

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

If you have any questions, feel free to contact us at the Outdoor Advertising Office.

Department of Transportation, District 4
Division of Traffic Operations
Bay Area Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001
(916) 654-6230
(916) 654-4463 FAX

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
OUTDOOR ADVERTISING (ODA) DISPLAY PERMIT APPLICATION
 ODA-0002 (REV. 01/2011)

| PERSONAL INFORMATION NOTICE: | | DO NOT WRITE IN SHADED AREAS | | | | |
|--|--|------------------------------|--------------|--------------------|------------------------|---------------|
| Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by an identifying particular. ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814. | | DISTRICT | COUNTY | ROUTE | POSTMILE | PERMIT NUMBER |
| | | ROAD / STREET / ADDRESS | | | | |
| | | CSR NUMBER | DATE GRANTED | APPLICATION NUMBER | | |
| | | PERMIT ISSUE DATE | | | PERMIT EXPIRATION DATE | |

COMPLETE ALL SECTIONS. ISSUANCE OF A PERMIT WILL BE DELAYED UNLESS ALL ITEMS ARE FILLED IN AND THE PROPER FEES REMITTED. IF APPROVED, A COPY WILL BE RETURNED FOR YOUR RECORDS.
www.dot.ca.gov/oda

MAIL TO: DEPARTMENT OF TRANSPORTATION, Division of Traffic Operations MS 36, ODA Branch, P.O. Box 942874, Sacramento, CA 94274-0001

SECTION 1 - FEES (NO CASH ACCEPTED BY MAIL)

MAKE CHECK PAYABLE TO: DEPARTMENT OF TRANSPORTATION, OR PROVIDE THE INFORMATION BELOW TO APPLICABLE CREDIT CARD.

| | | | |
|--|--------------------------------|----------------|--|
| APPLICATION (non-refundable)..... | <input type="checkbox"/> \$300 | PERMIT FEES: | |
| PENALTY (required if display was placed prior to obtaining permit)..... | <input type="checkbox"/> \$100 | 2011-2013..... | <input type="checkbox"/> \$210 The Department operates on a 5 year billing cycle: 2009-2013. |
| PRELIMINARY REVIEW REQUEST (If approved, \$100 will be applied towards the application fee per CA Code of Regulations Section 5486)..... | <input type="checkbox"/> \$200 | 2011**..... | <input type="checkbox"/> \$70 **Companies that have more than 10 permitted displays; known as pro-rata companies, may pay on an annual basis. |

TOTAL FEES PAID (Application + Permit Fees) : \$ _____

METHOD OF PAYMENT: CHECK NUMBER _____ VISA MASTERCARD AMERICAN EXPRESS DISCOVER Expiration Date: _____

| | | |
|-----------------------|--------------------|----------------------|
| CHARGE ACCOUNT NUMBER | TOTAL FEES CHARGED | AUTHORIZED SIGNATURE |
|-----------------------|--------------------|----------------------|

SECTION 2 - DISPLAY TYPE (CHECK THE APPROPRIATE BOX (ES))

STATIC DISPLAY TRI-VISION/MESSAGE CENTER DISPLAY REDEVELOPMENT DISPLAY PRIVATE DIRECTIONAL DISPLAY PUBLIC DIRECTIONAL DISPLAY

SECTION 3 - APPLICANT

PERMIT APPLICANT (Please print or type name of firm or individual desiring permit)

| | | | |
|--|------|--|--------------------|
| | | ODA LICENSED? | LICENSE NUMBER |
| | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| STREET ADDRESS (CANNOT be a Post Office Box) | CITY | STATE | ZIP CODE |
| | | | BUSINESS PHONE NO. |
| MAILING ADDRESS, IF DIFFERENT (Street Address or P.O. Box) | CITY | STATE | ZIP CODE |

SECTION 4 - PROPERTY

PROPERTY OWNER (Person in control of property upon which display is situated)

| | | | |
|-------------------------|------|-----------------------|--------------------|
| | | ASSESSOR'S PARCEL NO. | ZONING |
| STREET ADDRESS/P.O. BOX | CITY | STATE | ZIP CODE |
| | | | BUSINESS PHONE NO. |

SECTION 5 - DISPLAY LOCATION INFORMATION

| | | |
|--|---|---|
| COUNTY NAME | CITY NAME (if incorporated) | (circle) STATE ROUTE NUMBER OR ROAD / STREET NAME |
| | | ON THE N S E W SIDE OF |
| FEET / MILES (Circle) | NAME OF NEAREST CROSSROAD, OVER / UNDERPASS | |
| | N S E W | |
| IDENTIFY A BUSINESS ACTIVITY BY NAME THAT IS WITHIN 1,000 FEET OF THE DISPLAY LOCATION | | STREET ADDRESS OF THE BUSINESS ACTIVITY |

SECTION 6 - DISPLAY CONFIGURATION SECTION 7 - REQUIRED DOCUMENTS

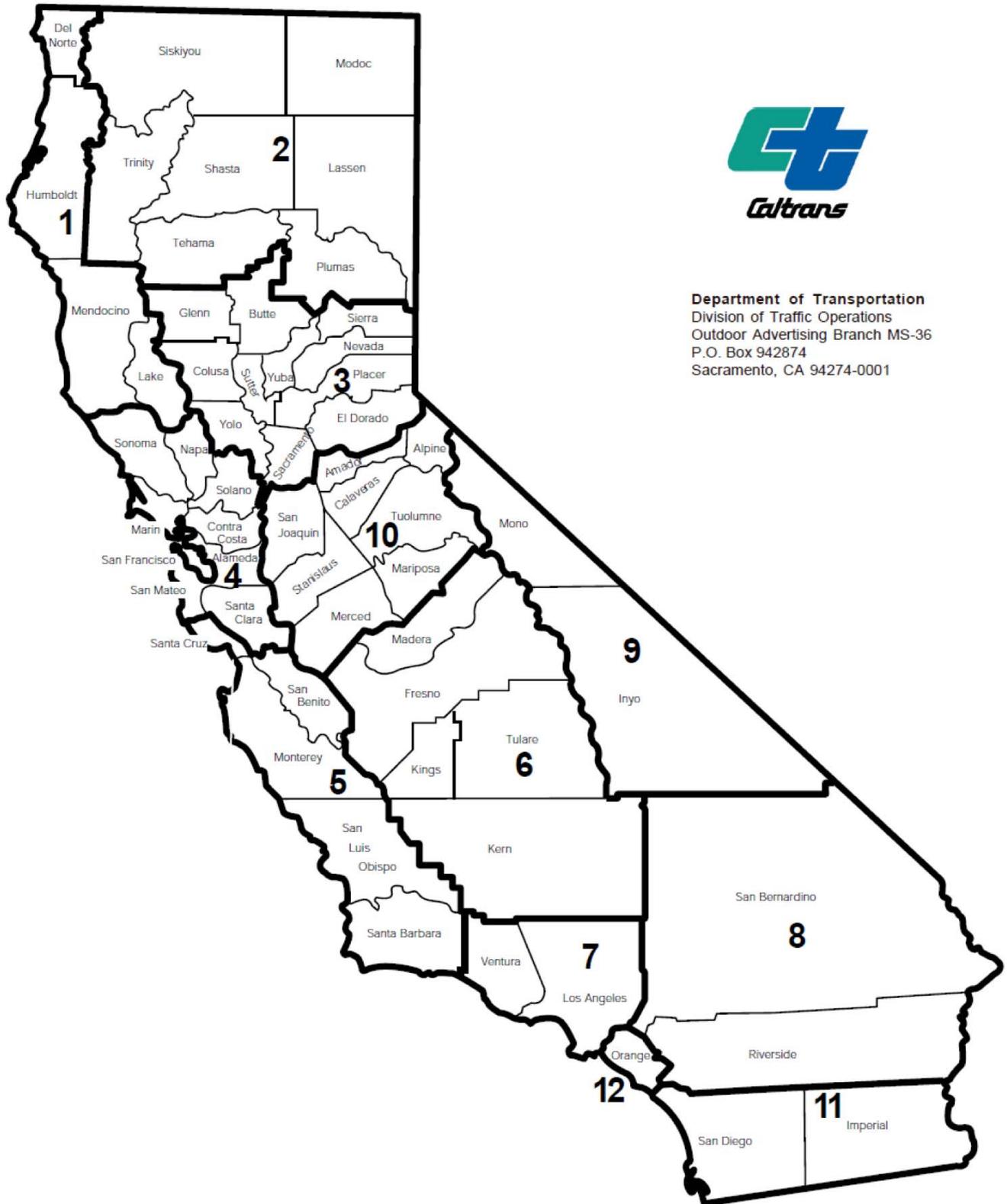
| | |
|--|--|
| NOTE: V - Shaped structures are separate displays and require two applications COPY <input type="checkbox"/> ONE SIDE <input type="checkbox"/> BOTH SIDES <input type="checkbox"/> 1/2 OF A V-SHAPED DISPLAY HEIGHT LENGTH DISPLAY ID NUMBER (optional) PANEL: NUMBER SIZE MATERIAL UPRIGHTS: <input type="checkbox"/> METAL <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER ILLUMINATION? INDICATE FACING DISTANCE FROM BOTTOM PANEL TO GROUND <input type="checkbox"/> YES <input type="checkbox"/> NO N S E W MESSAGE CENTER: <input type="checkbox"/> ELECTRONIC BOARD <input type="checkbox"/> L.E.D. <input type="checkbox"/> TRI-VISION | Applications submitted without ALL of the following documents will be returned: <input type="checkbox"/> Building Permit (City or County written permission)** <input type="checkbox"/> Detailed plot map of the proposed display location <input type="checkbox"/> Evidence of Property Owner's Consent** <input type="checkbox"/> Assessor's Parcel Map <input type="checkbox"/> Assessor's Property Ownership Information <input type="checkbox"/> Consent of Redevelopment Agency (if applicable) ** (NOTE: Not required if submitting a preliminary review) CHECK ONE <input type="checkbox"/> An imprint is placed at the location <input type="checkbox"/> An imprint will be placed by: _____ (Date) |
|--|--|

SECTION 8 - SIGNATURE

| | | | |
|---------------------|--|--------------------|----------|
| NAME (Please print) | SIGNATURE OF APPLICANT OR AUTHORIZED AGENT | BUSINESS PHONE NO. | DATE |
| ADDRESS | CITY | STATE | ZIP CODE |

The applicant hereby agrees to place and maintain the advertising display described above in accordance with the provisions of the Outdoor Advertising Act, State Regulations, and local zoning ordinances. The applicant certifies that the statements made in this application are true, and understands that an incorrect statement of fact may be grounds for permit denial or for permit revocation.

OUTDOOR ADVERTISING DISPLAY PERMIT APPLICATION



Department of Transportation
Division of Traffic Operations
Outdoor Advertising Branch MS-36
P.O. Box 942874
Sacramento, CA 94274-0001

City Clerks within San Mateo County

Each city may have its own ordinances regarding posting political signs and conducting campaign activities. The Elections Division strongly recommends that you consult with the city clerk to determine rules and regulations that you must follow.

| | | |
|---|--|---|
| <p>Atherton Ms. Theresa DellaSanta 91 Ashfield Road Atherton, CA 94027 650.752.0529 tdellasanta@ci.atherton.ca.us</p> | <p>Belmont Honorable Terri Cook One Twin Pines Lane, Suite 375 Belmont, CA 94002 650.595.7413 tcook@belmont.gov</p> | <p>Brisbane Ms. Sheri Spediacci 50 Park Place Brisbane, CA 94005 415.508.2113 cityhall@ci.brisbane.ca.us</p> |
| <p>Burlingame Honorable Mary Ellen Kearney 501 Primrose Road Burlingame, CA 94010 650.558.7203 mkearney@burlingame.org</p> | <p>Colma Ms. Laura Allen 1198 El Camino Real Colma, CA 94014 650.997.8318 laura.allen@colma.ca.gov</p> | <p>Daly City Honorable Annette Hipona 333 90th Street Daly City, CA 94015 650.991.8078 ahipona@dalycity.org</p> |
| <p>East Palo Alto Ms. Minnette Warren, Deputy 2415 University Avenue East Palo Alto, CA 94303 650.853.3100 mwarren@cityofepa.com</p> | <p>Foster City Ms. Doris Palmer 610 Foster City Boulevard Foster City, CA 94404 650.286.3250 dpalmer@fostercity.org</p> | <p>Half Moon Bay Ms. Siobhan Smith 501 Main Street Half Moon Bay, CA 94019 650.726.8271 sesmith@ci.half-moon-bay.ca.us</p> |
| <p>Hillsborough Ms. Miyuki Yokoyama 1600 Floribunda Avenue Hillsborough, CA 94010 650.375.7400 myokoyama@hillsborough.net</p> | <p>Menlo Park Ms. Margaret S. Roberts 701 Laurel Street Menlo Park, CA 94025 650.330.6620 msroberts@menlopark.org</p> | <p>Millbrae Ms. Angela Louis, City Clerk 621 Magnolia Avenue Millbrae, CA 94030 650.259.2333 alouis@ci.millbrae.ca.us</p> |
| <p>Pacifica Ms. Kathy O'Connell 170 Santa Maria Avenue Pacifica, CA 94044 650.738.7307 o'connellk@ci.pacifica.ca.us</p> | <p>Portola Valley Ms. Sharon Hanlon 765 Portola Road Portola Valley, CA 94028 650.851.1700 shanlon@portolavalley.net</p> | <p>Redwood City Ms. Silvia Vonderlinden 1017 Middlefield Road Redwood City, CA 94063 650.780.7222 svonderlinden@redwoodcity.org</p> |
| <p>San Bruno Honorable Carol Bonner 567 El Camino Real San Bruno, CA 94066 650.616.7058 cbonner@ci.sanbruno.ca.us</p> | <p>San Carlos Honorable Christine Boland 600 Elm Street San Carlos, CA 94070 650.802.4219 cboland@cityofsancarlos.org</p> | <p>San Mateo Patrice Olds 330 West 20th Avenue San Mateo, CA 94403 650.522.7040 polds@cityofsanmateo.org</p> |
| <p>South San Francisco Honorable Krista Martinelli 400 Grand Avenue P.O. Box 711 South San Francisco, CA 94083 650.877.8518 krista.martinelli@ssf.net</p> | <p>Woodside Ms. Janet Koelsch 2955 Woodside Road P.O. Box 620005 Woodside, CA 94062 650.851.6790 jkoelsch@woodsidetown.org</p> | |

Voter Information

Voter Registration Information

- WHERE forms are available
- WHEN the registration deadline is for the election, and
- HOW to register voters

To vote in any election, a citizen must be properly registered **15 days** prior to the election date. San Mateo County Registration-Elections Division encourages all voters to be properly registered well before that 15-day deadline to ensure enough time for our office to complete postal delivery of correct and complete election materials prior to an election.

For the November 6, 2012 election, *voters must be registered at their current residential address on or before Monday, October 22, 2012.*

For Your Information

In order to remain eligible to vote, voters must re-register following these events:

- Change of residential address
- Change of name (first, middle or last name) and/or signature
- Change of political party affiliation

Postage-paid voter registration forms are available at these locations:

- U.S. Post Offices
- Public libraries and colleges
- City Halls
- Department of Motor Vehicles offices
- County Elections Office in San Mateo
- County Offices in Redwood City

Link to the Secretary of State's interactive online form via our site at www.shapethefuture.org.

To be eligible to register to vote in California, a person must be:

- A citizen of the United States and a resident of California
- At least 18 years of age by Election Day
- Not in prison or on parole for the conviction of a felony.

If you have any questions about voter registration or wish to launch a voter registration drive during the upcoming election season, please call 650.312.5222. Forms for distribution (at no cost) are available at the Elections Office.

For voters who may need assistance and information in Spanish and Chinese, you may provide the translated information below:

Nuestra oficina esta equipada para proveer ayuda en español. Para más información favor llamar al 650.312.5222, y oprima 2.

如果你需要聖馬刁縣公室的協助，請致電選務處辦公室 650.312.5222, 3。

Vote by Mail Information

State law specifies a uniformity in the format and content of an application form for a Vote by Mail ballot (EC §§ 3006, 3007, 3007.5). To ensure compliance with current law, it is recommended that any Vote by Mail ballot application intended for mass reproduction be approved by the County Elections Division prior to its distribution. For further Vote by Mail information, you may contact Melinda Dubroff at 650.312.5390 or mdubroff@smcare.org.

- Any individual, group, or organization distributing applications for Vote by Mail ballots must use the format for this application which has been approved by the Secretary of State.
Elections Code §§ 3006, 3007, 3007.5 & 18402
- Only voter's name, residence address and date of birth are permitted to be preprinted. As well as the name and date of the election for which the application is being made.
Elections Code § 3006
- The portion of the application which asks the address to which the voter wishes the Vote by Mail ballot to be mailed must, if different from the voter's residence address, be completed by the voter. This mailing address may not be the address of any political party, candidate, or political campaign headquarters.
- The application shall provide the voters with information concerning the process for establishing permanent Vote by Mail voter status.
Elections Code § 3006
- An application containing preprinted information must contain a conspicuously placed notice stating: **“You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.”**
- Only the voter may sign the application
- If applications are distributed through the mail, they must be non-forwardable
Elections Code § 3008
- Bar-coded voter identification numbers on applications must meet approval of the Elections Division prior to distribution. To avoid possible problems with affidavit numbers, candidates and committees are advised to obtain voter information directly from the Elections Division
- Applications for Vote by Mail ballots must be made in writing and be received by the Elections Division through Tuesday, October 30, 2012 (until the 7th day before the election). (Note: We can accept Vote by Mail applications from voters prior to Monday, October 8, 2012, 29 days prior to Election Day).
- Online Vote by Mail applications are also available at <http://www.shapethefuture.org/votingoptions/votebymail.asp>.

Vote by Mail Information (continued)

Candidates and committees may receive applications for Vote by Mail ballots. Applications must be submitted to the Elections Division within 72 hours of receipt or by October 30, 2012, whichever is sooner.

Elections Code § 3008

Candidates and committees **may not** collect, receive or handle voted-by-mail ballots. Electronic applications are available on the Elections Division website at www.shapethefuture.org. Only local elections officials are permitted to provide this application electronically. A person **may not** submit a Vote by Mail ballot application electronically for another registered voter.

Elections Code §§ 3007.7, 3008

Vote by Mail Ballots

Voted ballots must be personally mailed or returned by the voter to the San Mateo County Elections Division at 40 Tower Road, San Mateo, or may be personally returned by the voter to the following locations: (1) the Elections Office satellite location at 555 County Center, First Floor, Redwood City; (2) any City Hall (during normal business hours); or (3) any active polling place on Election Day within San Mateo County. Ballots must be **received** by the Elections Office by 8:00 p.m. on Election Day, November 6, 2012.

Only if the absent voter is unable to return the ballot personally because of illness or other physical disability, the voted ballot, sealed inside the return envelope may be delivered by a spouse, child, parent, grandparent, grandchild, brother or sister, or a person residing in the same household. In the space provided on the flap of the return envelope, the voter must write the name and relationship of the person returning the voted ballot.

Elections Code § 3017

No person shall solicit the vote of a Vote by Mail voter, or do any electioneering while in the residence of or immediate presence of the voter during the time the Vote by Mail voter is voting. Violations may result in criminal penalties.

Elections Code § 18371

The “Go Green! Get your voter pamphlet online!” Program Option. This program allows a registered voter to sign up for electronic delivery of the voter's Official Sample Ballot and Voter Information Guide, instead of receiving a paper version by postal delivery. Once a voter signs up he/she will no longer receive the Sample Ballot and Official Voter Information Pamphlet by mail for all future elections unless they opt back in, which they can do at any time.

- Any registered voter may enroll online (www.shapethefuture.org) or mail in the form provided in the Sample Ballot pamphlet.
- The voter must provide an email address at which to receive a message containing a link to the electronic, printable version of the voter's assigned ballot and pamphlet.
- The voter's email address will be used solely for this program, and will be not be included in the database of voter information that is sold, as allowed by state law, to campaigns and other qualified buyers. However, if the voter provided the email address when registering to vote, the address will be included in the database files that we sell.

Election Day

Election Day Observing

The Elections Division has procedures in place for election observers at the polling place. It is important that activities at the polling places are organized, operationally smooth, and hassle-free for both the voters and the Election Officers.

- Observers are welcome to watch all proceedings at the polls, including Election Officers while opening up the polls, citizens preparing to vote, and, more commonly, to observe the closing activities.
- Observers have the right to raise questions to the Inspector or Judge, and may direct their questions about procedures to the Inspector or, in the Inspector's absence, to the Judge in charge.
- Observers may not go near a voting booth while occupied and may not approach voters during the voting process. Observers may talk to voters outside the polling place, beyond the "no-electioneering zone."
- Observers may not directly challenge a voter. Election law provides that only the Election Officer holds the right to challenge a particular vote.
- Observers may not interfere in any way with the voting process.

Procedure for Posting Results at the Polling Place

Elections law specifies procedures for posting of the street index of voters at each polling place. This information is provided to assist candidates and campaign workers on Election Day when seeking information on voters. Candidates and members of their election campaign team should be aware of the following procedures and should not interfere with or request the Election Officers to handle additional tasks on behalf of your campaign:

▪ **Posting of Two Copies of Street Index of Voters**

Elections Code §14202 states:

- (a) Before opening the polls, the precinct board shall post in separate, convenient places at or near the polling place, and of easy access to the voters, not less than two of the copies of the index to the affidavits of registration for that precinct.
- (b) In any county in which tabulating equipment is used to produce the index of registration, the copies of the index posted pursuant to this section shall be by street addresses in numerical order, unless otherwise provided by Section 2192.

▪ **Updating the Index to Reflect Voter Activity**

Elections Code Section 14294 states:

At all elections, a member of the precinct board shall mark, on one of the copies of the index posted at or near the polling place, the name of each person who has voted, by drawing a line through the name of the voter, with a pen or indelible pencil. The board member shall mark off the names at least once each hour, to and including 6 p.m. In all counties not using the index roster, the board member shall draw a line under the last name signed in the roster at 6 p.m. or at the time of discontinuation of this procedure, whichever occurs last.

Election Day (continued)

For purposes of clarification, the Election Officers are directed to cross off only the names of voters who voted in the polling place at that precinct on a precinct ballot. Election Officers shall not track other precincts, Vote by Mail voters, or anything other than the prescribed duties as indicated in the Elections Code, Guide for Election Officers, the Election Officer Digest, and/or the Election Officer training classes.

Therefore, County Election Officers will not comply with requests from campaigns to cross voters' names off the street index who:

- (a) may have dropped off a Vote by Mail Ballot on Election Day,
- (b) have "Ballot Returned by Mail" noted on the Roster-Index, or
- (c) are on a list provided by the campaigner to the Election Officers.

Elections Code §14298 states:

- (a) The precinct board shall maintain the copies of the index posted during the whole time of voting. These copies shall not be marked in any manner except by a member of the precinct board acting pursuant to Section 14294.
- (b) A member of the precinct board shall post a notice on each index which reads as follows: "This index shall not be marked in any manner except by a member of the precinct board acting pursuant to Section 14294. Any person who removes, tears, marks, or otherwise defaces this index with the intent to falsify or prevent others from readily ascertaining the name, address, or political affiliation of any voter, or the fact that a voter has or has not voted, is guilty of a misdemeanor."

Election Results: Semi-Official and Official Canvass

The semi-official canvass will commence immediately upon the close of the polls at 8:00 p.m., November 6, 2012. (EC § 15150) Votes are extracted and cumulated at the secure, central counting location within the Elections Office at 40 Tower Road, San Mateo, CA 94402.

It is anticipated that the first report of semi-official results (Vote by Mail ballots only) will be released at 8:05 p.m., with **cumulative** updates scheduled every 30 minutes until completion. (EC § 15152)

Generally, a schedule of election night results is as follows:

| | |
|---------------------------------------|-----------------------------------|
| Vote by Mail Ballots Only | 8:05 p.m. |
| All Mail Ballot Precinct Results..... | 8:30 p.m. |
| Voting Center Results | 9:00 p.m. |
| Live Precinct Results..... | Every 30 minutes on the half hour |

There are two different ways you may obtain Election Night Semi-Official results:

- View the results as they are posted on our website at www.shapethefuture.org
- Subscribe to emailed reports, via subscription form posted on www.shapethefuture.org one week prior to the election.

Upon completion of the regular vote count, we publish a Precinct Turnout Report.

Election Day (continued)

Final Official Canvass

The purpose of the Official Canvass is to thoroughly audit, account for, and validate every ballot and vote cast in the election, so that the elections official may derive and certify the final vote counts. This process tests the accuracy and validity of partial vote counts derived in the Semi-Official Canvass, and goes beyond those preliminary processes to validate and count additional Vote by Mail ballots, provisional ballots and write-in votes, and to account for unused and damaged paper ballots.

During the Official Canvass, any interested person may choose to observe the Elections Office procedures. To observe this process, please feel free to contact 650.312.5222 or visit the office during normal business hours, Monday – Friday, from 8:00 a.m. to 5:00 p.m.

A press release detailing the Official Canvass will be available on the Elections website at www.shapethefuture.org.

Election Certification

Official results must be certified no later than 28 calendar days following an election. A certified “Statement of the Vote” will be available on the Elections website at www.shapethefuture.org and for purchase or viewing at the Elections Office, located at 40 Tower Road in San Mateo.