



# CANDIDATE GUIDE

PRESIDENTIAL  
PRIMARY ELECTION

MARCH 3

# 2020

Office of Mark Church  
Chief Elections Officer &  
Assessor-County Clerk-Recorder

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**ASSESSOR-COUNTY CLERK-  
RECORDER & ELECTIONS**  
COUNTY OF SAN MATEO



OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
RECORDER & ELECTIONS**  
COUNTY OF SAN MATEO

**MARK CHURCH**  
CHIEF ELECTIONS OFFICER &  
ASSESSOR-COUNTY CLERK-RECORDER

Fall 2019 to Spring 2020

Dear Candidate:

I commend you for your decision to seek public office. The success of our democratic system relies on citizen involvement, both at the ballot box and the rostrum. To participate as a candidate is to commit your time and energy to your community, and this invaluable contribution is deserving of our respect and support.

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, and we will hold two Candidate Seminars, to help you understand your responsibilities and resources in the March 3, 2020 Presidential Primary Election. I highly recommend that you attend one of these seminars. Even if you have run for office before, these briefings will ensure your understanding of current laws, forms, reporting rules and campaign management tips. Immediately following each Candidate Seminar, we offer a seminar on Voter Data. This session will inform you on what data is available and how to obtain it.

All seminars will be held at the Registration & Elections Division, 40 Tower Road, San Mateo. The following sessions are scheduled:

**Candidate Seminars (choose one session)**

10 a.m., Wednesday, October 9, 2019

2 p.m., Wednesday, October 30, 2019

**Voter Data Seminars (immediately following the Candidate Seminars)**

11:30 a.m., Wednesday, October 9, 2019

3:30 p.m., Wednesday, October 30, 2019

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 this Candidate Guide, the specific requirements and steps for including voter registration and/or Vote by Mail information in your campaign materials, Vote Center lookups and voting options for voters. Please explore it at [www.smacre.org](http://www.smacre.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 filing to our Candidate Services Supervisor, Michael Lui, at 650.312.5238 or [mlui@smacre.org](mailto:mlui@smacre.org).

Sincerely,

Mark Church

40 Tower Road, San Mateo, CA 94402

P 650.312.5222 F 650.312.5348 email [registrar@smacre.org](mailto:registrar@smacre.org) web [www.smacre.org](http://www.smacre.org)

The 2019 to 2020 Candidate Guide is intended to provide general information about the nomination and election of candidates. It 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 is not to be a 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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# Election Calendar

## March 3, 2020 Presidential Primary Election

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### Key to Statutory References

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

All California Codes may be referenced online at: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

NOTE: The information below is as accurate as possible, but not every requirement or exception is listed. In the event of a conflict, the date set by statute controls over dates listed below.

The Registration & Elections Division reserves the right to update this calendar as necessary.

Days Prior to Election	Date	Election Calendar for March 3, 2020 Presidential Primary Election Action Taken
173	Thursday September 12, 2019	Between these dates, Signatures in Lieu of Filing Fee Petitions are available for all voter-nominated state and nonpartisan countywide offices. EC §§8061, 8105, 8106
118	Wednesday November 6, 2019	
158	Friday September 27, 2019	By this date, the Secretary of State shall issue a notice designating the offices, except those of county officers and judges, for which candidates are to be nominated in the Direct Primary Election. EC §12103
158	Friday September 27, 2019	Between these dates is the candidate filing period for County Central Committee candidates. Nomination Papers and Declarations of Candidacy are available during this time. Paperwork must be received by the Registration & Elections Division by the close of business at 5 p.m. on December 6, 2019. No candidate may withdraw his or her Declaration of Candidacy after the close of business at 5 p.m. on December 6, 2019. EC §§8020, 10510, 13107
88	Friday December 6, 2019	
148	Monday October 7, 2019	By this date, the Governor shall issue a proclamation calling the election and shall state the time of the election and offices to be filled. EC §12000
146	Wednesday October 9, 2019	First Candidate Seminar to be held at 10 a.m. at the Registration & Elections Division, 40 Tower Road, San Mateo. First Data Seminar to be held immediately following the Candidate Seminar at the same location.
134	Monday October 21, 2019	Last day for a political party to notify the Secretary of State that it has adopted a rule that allows a person who has no party preference to vote on the ballot of that political party for party-nominated offices in the Primary Election. (Note: Deadline falls on a Sunday. Date is moved to the next day, October 21, 2019, per EC §15) EC §13102(c)

131	Thursday October 24, 2019	Last day for an initiative measure, statewide constitutional amendment, bond measure or other legislative measure to qualify for the Presidential Primary Election ballot on March 3, 2020. EC §9040; Cal. Const. Art. II §8(c)
130	Friday October 25, 2019	(School or Special District Vacancy) Last day for the governing body of a local jurisdiction to call for an election on March 3, 2020 to fill a vacancy. GC §1780; ED §5091(b)
127	Monday October 28, 2019	Between these dates, Declaration of Intentions shall be filed by judicial candidates. If the incumbent of a judicial office fails to file a Declaration of Intention by the end of this period, persons other than the incumbent may file Declarations of Intention no later than <b>November 12, 2019</b> . (Note: Deadline falls on a holiday. Date is moved to the next day, November 12, 2019, per EC §15) EC §§8020, 8023
118	Wednesday November 6, 2019	
127	Monday October 28, 2019	Between these dates, a city shall publish its Notice of Election, stating the offices to be filled and time of election. The City Elections Official shall consolidate the Notice of Election and the Notice of City Measures into one notice if the measure was placed on the ballot prior to the Notice of Election's publication. (Note: Deadline falls on a holiday. Date is moved to next day, November 12, 2019, per EC §15) EC §§12101, 12111
112	Tuesday November 12, 2019	
125	Wednesday October 30, 2019	By this date, Secretary of State shall issue a notice designating the political parties qualified to participate in the Presidential Primary Election. EC §12103
125	Wednesday October 30, 2019	(Special District Vacancy) 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. EC §§10509, 10522
125	Wednesday October 30, 2019	Second Candidate Seminar to be held at 2 p.m. at the Registration & Elections Division, 40 Tower Road, San Mateo. Second Data Seminar to be held immediately following the Candidate Seminar at the same location.
123	Friday November 1, 2019	(School District Vacancy) Last day for a school governing board to deliver a resolution (the "specifications of the election order") to the County Superintendent of Schools and the County Elections Official calling for an election of governing board members. ED §5322
120	Monday November 4, 2019	(School District Vacancy) Last day for the County Superintendent of Schools to deliver a copy of the official order and formal notice of election of governing board members to the County Elections Official. ED §5325(b)

120	Monday November 4, 2019	Between these dates, the County Elections Official shall publish the Notice of Election (date of election, identification of offices to be filled, statement of required qualifications, where Nomination Documents are available, deadline for filing required forms, statement regarding appointment, the hours of opening and closing of the polls, and related information). The notice of central counting place may be combined with this notice. The County Elections Official shall also issue a press release indicating offices to be filled and a telephone contact number for related information. EC §§10242, 12109, 12112; GC §6061
90	Wednesday December 4, 2019	
118	Wednesday November 6, 2019	Last day to file Signatures in Lieu of Filing Fee Petitions for all voter-nominated state and nonpartisan countywide offices. EC §§8061, 8105, 8106
118	Wednesday November 6, 2019	Last day for judicial candidates to file a Declaration of Intention. If the incumbent judicial candidate fails to file a Declaration of Intention by this date, persons other than the incumbent may file Declarations of Intention no later than <b>November 12, 2019</b> . (Note: Deadline falls on a holiday. Date is moved to the next day, November 12, 2019, per EC §15 EC §§8020, 8023
114	Sunday November 10, 2019	(City Vacancy) For a vacancy in a city elective office, this is the last day for the city council to call for a special election for March 3, 2020 to fill the vacancy. The City shall immediately publish the Notice of Election. (NOTE: Because the deadline E-114 falls on a Sunday, the safest option is for the City to take this action by E-116, Friday, November 8, 2019) EC §§12101(b); GC §36512
113	Monday November 11, 2019	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. Paperwork must be received by the close of business on December 6, 2019. Candidates filing at the Registration & Elections Division have until 5 p.m.; city candidates should check the hours of their City Clerk's office. <b>No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election.</b> The candidate statement may be withdrawn but not changed during this period and until 5 p.m. of the next working day (December 9, 2019) after the close of the nomination period. EC §§8020, 8061, 8105, 8800, 10220, 10407, 10510, 10603, 13107, 13307
88	Friday December 6, 2019	
112	Tuesday November 12, 2019	If the incumbent of a judicial office fails to file a Declaration of Intention by 5 p.m. on November 6, 2019, persons other than the incumbent may file a Declaration of Intention by 5 p.m. on this date. Filing fee must be paid at the time of filing. EC §§8023(b)

90 0	Wednesday December 4, 2019 Tuesday March 3, 2020	During this period, a contribution, including a loan, that totals in the aggregate \$1,000 or more per source made to or received by a candidate or committee must be reported within 24 hours. GC §§82036, 84203
88	Friday December 6, 2019	Last day for the Secretary of State to publicly announce and distribute lists of Democratic Party, Republican Party, American Independent Party, and Peace and Freedom Party candidates for the President of the United States that the Secretary of State intends to place on the Presidential Primary Election ballot. EC §§6041, 6340, 6520, 6720-22
88 83	Friday December 6, 2019 Wednesday December 11, 2019	Between these dates is the <i>extended</i> candidate filing period. If an eligible incumbent does not file Nomination Documents by December 6, 2019 at 5 p.m., the filing period is extended for that office until December 11, 2019 at 5 p.m., for any person other than the incumbent. This section is not applicable where there is no incumbent eligible to be elected. EC §§8022, 8024, 10407
88	Friday December 6, 2019	(School District Measure) Last day for a school governing board to deliver a resolution (the "specifications of the election order") to the County Elections Official calling for an election on a measure. ED §5322
88	Friday December 6, 2019	Last day for a local entity to deliver a resolution requesting election services and consolidation from the San Mateo County Board of Supervisors for the March 3, 2020 Election. A copy of the resolution of the governing board requesting the consolidation shall be submitted to the County Elections Official. A copy of the exact form of the question, proposition, or office to appear on the ballot must also be submitted. EC §§1405, 10002, 10403(a)(b), 12001
88	Friday December 6, 2019	Last day for candidates to submit Nomination Documents (Declaration of Candidacy and Nomination Papers) and candidate statement (optional), due by 5 p.m. to the Registration & Elections Division. City candidates should check the hours of their City Clerk's office. EC §§8020, 10220, 10224, 10407(a), 10510, 10603, 13107, 13307
88	Friday December 6, 2019	Last day for city, school or special district candidates who have qualified for the ballot to withdraw their candidacy. School and special district candidates have until 5 p.m.; city candidates should check the hours of their City Clerk's office. EC §§10510(a), 10603(b).

88	Friday December 6, 2019	The 10-calendar-day public review period begins December 6, 2019 at 5 p.m. and ends December 16, 2019 at 5 p.m. for all documents filed as of the filing deadline of December 6, 2019. Between these dates, the Elections Official or any registered voter eligible to vote on the contest in question may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be false, misleading, or inconsistent with the Elections Code. Documents subject to this review include ordinances, measures, candidate filing documents and candidate statements. EC §§9190, 9295, 9380, 9509, 13313
78	Monday December 16, 2019	
88	Friday December 6, 2019	Between these dates, anyone seeking to run as a write-in candidate for a Superior Court judge office where only the incumbent has filed Nomination Documents must file a petition indicating a write-in campaign will be conducted. The petition must be signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures. EC §§8203
78	Monday December 16, 2019	
85	Monday December 9, 2019	Except as provided in EC §13309, this date is the last day (until 5 p.m.) for a candidate to withdraw the candidate's statement. Candidates may withdraw, but not change their statements. EC §13307(a)(3)
85	Monday December 9, 2019	The County Elections Official shall publish a notice regarding county, school district and special district measures, the dates for submitting Primary Arguments and Rebuttals, the 10-calendar-day public review period, the hours of opening and closing of the polls, and the central ballot counting location. EC §§9163, 9502, 10242, 12109; GC §6061
83	Wednesday December 11, 2019	Extended candidate filing period closes at 5 p.m. on this date. Extended filing periods occur when an eligible incumbent does not file for re-election; the extension only applies to non-incumbent candidates for such an office. City candidates shall file paperwork with their City Clerk's office; all other candidates shall file with the County Elections Official. EC §§8022, 8024, 10407(b), 10225, 10516, 10604
83	Wednesday December 11, 2019	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 this date in order to amend or withdraw a ballot measure. EC §9605

83	Wednesday December 11, 2019	The 10-calendar-day public review period begins December 11, 2019 at 5 p.m. and ends December 21, 2019 at 5 p.m. for all documents filed by the extended filing deadline of December 11, 2019. Between these dates, the Elections Official or any registered voter eligible to vote on the contest in question, may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be false, misleading or inconsistent with the Elections Code. Documents subject to this review include ordinances, measures, Nomination Documents and candidate statements. EC §§9190, 9295, 9380, 9509, 13313
73	Saturday December 21, 2019	
82	Thursday December 12, 2019	Randomized Alphabet Drawings are conducted by both the Secretary of State and County Elections Official on this date at 11 a.m. to determine the order in which candidate names will appear on the ballot and the letters that will be assigned to each ballot measure. EC §§13111-113, 13116
82	Thursday December 12, 2019	Last day for candidates for offices with extended filing deadline of December 11, 2019 to withdraw their candidate statement. The statement may be withdrawn, but not changed, until 5 p.m. EC §§13307(a)(3)
81	Friday December 13, 2019	For consolidated elections, the names of the candidates to appear on the ballot where district, city or other political subdivision offices are to be filled shall be filed with the County Elections Official by this date. EC §10403(c)
81	Friday December 13, 2019	Primary Arguments in favor of and against local measures are due by 5 p.m. on this date. Such arguments, if already submitted, may be changed until and including this day. Arguments for city measures must be filed with the City Clerk's office. Contact the City Clerk's office for deadline. EC §§9162-63, 9282-83, 9286, 9315-16, 9501-03
81	Friday December 13, 2019	The 10-calendar-day public review period begins December 13, 2019 at 5 p.m. and ends December 23, 2019 at 5 p.m. for Primary Arguments filed in favor of and against local measures. Between these dates, the Elections Official or any registered voter eligible to vote on the contest in question may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be false, misleading or inconsistent with the Elections Code. Arguments for city measures are reviewed at the City Clerk's office. EC §§9190, 9295, 9380, 9509
71	Monday December 23, 2019	
78	Monday December 16, 2019	The 10-calendar-day public review period ends at 5 p.m. for all documents filed by December 6, 2019. A writ of mandate or injunction request shall be filed no later than this date on documents filed by the candidate filing period deadline of December 6, 2019. EC §§9190, 9295, 9380, 9509, 13313

78	Monday December 16, 2019	Last day for anyone seeking to run as a write-in candidate for a Superior Court judge office where only the incumbent has filed Nomination Documents to file a petition indicating a write-in campaign will be conducted. The petition must be signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures. EC §§8203
73	Saturday December 21, 2019	The 10-calendar-day public review period ends at 5 p.m. for all documents filed by the extended filing deadline of December 11, 2019. A writ of mandate or injunction request shall be filed no later than this date on documents filed as of the close of the extended candidate filing on December 11, 2019. EC §§9190, 9295, 9380, 9509, 13313
71	Monday December 23, 2019	The 10-calendar-day public review period ends at 5 p.m. on this date for all Primary Arguments filed in favor of and against local measures. A writ of mandate or injunction request shall be filed no later than this date on documents filed as of December 13, 2019. EC §§9190, 9295, 9380, 9509
71	Monday December 23, 2019	Rebuttal Arguments for measures where a Primary Argument was filed both in favor of and against are on the date due by 5 p.m. Such arguments may be changed until and including this date. Rebuttal Arguments for city measures must be filed with the City Clerk's office. Check with the City Clerk's office for deadline. EC §§9163, 9167, 9285-86, 9316-17, 9504
71	Monday December 23, 2019	Impartial Analyses for measures are due on this date by 5 p.m. EC §§9160, 9280, 9313-14, 9500
71	Monday December 23, 2019	The 10-calendar-day public review period begins December 23, 2019 at 5 p.m. and ends January 02, 2020 at 5 p.m. for Rebuttal Arguments filed in favor of and/or against local measures and Impartial Analyses. Between these dates, the Elections Official or any registered voter eligible to vote on the contest in question may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be false, misleading or inconsistent with the Elections Code. Rebuttal Arguments and Impartial Analyses for city measures are reviewed at the City Clerk's office. Contact the City Clerk's office for deadline. EC §§9190, 9295, 9380, 9509
61	Thursday January 2, 2020	
68	Thursday December 26, 2019	Last day for a candidate to withdraw his or her name from the Secretary of State list of recognized Democratic Party, Republican Party, American Independent Party, and Peace and Freedom Party candidates for the President of the United States by filing with the Secretary of State an affidavit. EC §§6042 6341, 6521, 6723

68	Thursday December 26, 2019	Certified List of Candidates. By this date, the Secretary of State shall provide a certified list of qualified Federal and State Legislative candidates, including ballot rotation lists, to the County Election Offices. EC §§8120-8125
61	Thursday January 2, 2020	The 10-calendar-day public review period ends on this date at 5 p.m. for all Rebuttal Arguments filed in favor of and/or against local measures and Impartial Analyses. A writ of mandate or injunction request shall be filed no later than this date on documents filed by December 23, 2019. EC §§9190, 9295, 9380, 9509
61	Thursday January 2, 2020	Any city that requests the Board of Supervisors to permit the Elections Official to prepare the city's election materials shall supply the County Elections Official with a list of its precincts, or consolidated precincts, as applicable, no later than this date. EC §10002
60 45	Friday January 3, 2020 Saturday January 18, 2020	Between these dates, the County Elections Official must send ballots and balloting materials to all Military and Overseas Voters who filed ballot applications by January 18, 2020. EC §§300(b), 3105, 3114
57 14	Monday January 6, 2020 Tuesday February 18, 2020	Between these dates, write-in candidates must file a statement of write-in candidacy and other required documentation with the County Elections Official. City candidates must file their paperwork with their City Clerk's office. EC §§8600-05
45	Saturday January 18, 2020	County Elections Official must send ballots and balloting material to all Military and Overseas Voters who filed ballot applications by January 18, 2020. EC §§300(b), 3105, 3114
40 21	Thursday January 23, 2020 Tuesday February 11, 2020	Between these dates, the County Sample Ballot & 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, 13303-04
40	Thursday January 23, 2020	First pre-election campaign committee statement for candidates and committees is due for the period ending January 18, 2020 (which is 45 days before the election). GC §§84200.5, 84200.8
Fixed Date	Friday January 31, 2020	Except as provided in GC §84200 paragraphs (1), (2) and (3), elected officials, candidates and committees pursuant to subdivision (a) of GC §82013 and slate mailer organizations shall file semiannual statements no later than this date for the period ending December 31, 2019. GC §§82013, 84200, 84218
29 7	Monday February 3, 2020 Tuesday February 25, 2020	Between these dates, Vote by Mail ballots will be sent to all registered voters in the county. Voters interested in having replacement Vote by Mail ballots be mailed to them should make the request by February 25, 2020 to ensure the ballots arrive on or before Election Day. EC §§3001, 4005(a)(8)(A)

29	Monday February 3, 2020	Early voting period starts on this day, with four Vote Centers opening in San Mateo, Redwood City, South San Francisco and East Palo Alto.
28	Tuesday February 4, 2020	Between these dates, at least one ballot drop-off location shall be provided for every 15,000 registered voters within the jurisdiction where the election is held, as determined on December 6 (i.e., 88 days before Election Day). All ballot drop-off locations shall be open at least during regular business hours. At least one ballot drop-off location shall be an accessible, secured, exterior drop box that is available for a minimum of 12 hours per day including regular business hours. EC §§4005 (a)(1)(A),(B)
0	Tuesday March 3, 2020	
14	Tuesday February 18, 2020	Voter registration closes on this date for the March 3, 2020 Presidential Primary Election. Voters must register by this date to be eligible to vote in this election. Voter registration forms postmarked prior to or on this date are accepted. (Note: Deadline falls on a holiday. Date is moved to next day, February 18, 2019, per EC §15) EC §2102
14	Tuesday February 18, 2020	Processing of Vote by Mail ballots may begin on this date (10 business days before Election Day). Processing Vote by Mail ballots includes opening Vote by Mail ballot return envelopes, removing ballots, duplicating any damaged ballots and preparing the ballots to be machine read, or machine reading them, including processing write-in votes so that they can be tallied by the machine, but under no circumstances may a vote count be accessed or released until 8 p.m. on Election Day. EC §15101(b)
14	Tuesday February 18, 2020	The Candidate Filing Period for write-in candidates ends on this date at 5 p.m. All potential candidates must submit all required documents by this date in order to be a qualified write-in candidate. City candidates must file their paperwork with their City Clerk's office. City candidates should contact their City Clerk's office for deadline. EC §§8601-05
13	Wednesday February 19, 2020	Between these dates, individuals who become new United States citizens on or after February 19, 2020, are eligible to register and vote at the any Vote Center. A new citizen registering during this time must provide proof of citizenship and declare that he or she has established residency in California. (Note: Voter Registration deadline falls on a holiday and is moved to next day per EC §15. As a result, the starting date for this period is also moved from February 18 to February 19, 2019.) EC §§331, 3500, 3501
0	Tuesday March 3, 2020	

13	Wednesday February 19, 2020	Between these dates, the County Elections Official shall provide Conditional Voter Registration and provisional voting at all Vote Centers for voters who missed the February 18, 2020 deadline. (Note: Voter Registration deadline falls on a holiday and is moved to next day per EC §15. As a result, the starting date for this period is also moved from February 18 to February 19, 2019.) EC §§2170-71
0	Tuesday March 3, 2020	
12	Thursday February 20, 2020	Second pre-election campaign committee statement for candidates and committees is due for the period ending February 15, 2020 (which is 17 days before the election). GC §§84200.5, 84200.8
10	Saturday February 22, 2020	Between these dates, for a minimum of eight hours per day, at least one Vote Center is provided for every 50,000 registered voters within the jurisdiction where the election is held, as determined on December 6, 2019 (i.e., 88 days before Election Day). Any voter registered in the county may visit any Vote Center in order to receive voter services or vote. EC §4005(a)(2), (a)(4)(A)
4	Friday February 28, 2020	
7	Tuesday February 25, 2020	By this date (one week before Election Day), the County shall publish a list of the polling places (Vote Centers) designated for each election precinct for the election. EC §12105
7	Tuesday February 25, 2020	Last day for voters to request a replacement Vote by Mail ballot to be mailed to them. EC §3001
7	Tuesday February 25, 2020	Last day for voters to request the County Elections Official to send a Vote by Mail ballot in Spanish or Chinese, or a facsimile copy of the ballot printed in Filipino or Korean. EC §4005(a)(8)(B)(III)
7	Tuesday February 25, 2020	Last day for voters to request the County Elections Official to send or deliver a ballot that voters with disabilities can read and mark privately and independently pursuant to the federal Help America Vote Act of 2002 (52 U.S.C. Sec. 20901 et seq.). EC §4005(a)(8)(B)(IV)
3	Saturday February 29, 2020	Between these dates, for a minimum of eight hours per day (7 a.m. to 8 p.m. on Election Day), at least one Vote Center is provided for every 10,000 registered voters within the jurisdiction where the election is held, as determined on December 6, 2019 (i.e., 88 days before Election Day). Any voter registered in the county may visit any Vote Center in order to receive voter services or vote. EC §4005(a)(2)(A), (a)(3)(A)
0	Tuesday March 3, 2020	
0	<b>Tuesday March 3, 2020</b>	<b>Election Day.</b> All Vote Centers open from 7 a.m. to 8 p.m. Semifinal official canvass commences upon the closing of all polls at 8 p.m. EC §§1000, 4005(a), 14212, 15150, 15151

Days Following Election	Date	Action Taken
3	Friday March 6, 2020	Vote by Mail ballots postmarked on or before Election Day must be received by the County Elections Officials by this date in order to be counted. EC §3020
30	Thursday April 2, 2020	Last day for the County Elections Official to certify the election results to the jurisdictions participating in the election. EC §15372

# Key Filing Dates and Filing Forms

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## Key Filing Dates

### Signatures in Lieu of Filing Fee

September 12, 2019 – November 6, 2019

A candidate may submit a petition containing signatures of registered voters in lieu of paying a filing fee to run for office. All validated signatures on a Signatures in Lieu of Filing Fee Petition can be credited towards the number of voters required to sign the candidate's Nomination Paper.

### Declaration of Intention – *Judicial Candidates Only*

October 28, 2019 – November 6, 2019

Every candidate for a judicial office is required to file a Declaration of Intention with the County Elections Official.

### Extended Declaration of Intention Filing Period – *Judicial Candidates Only*

November 7, 2019 – November 12, 2019

If the incumbent of a judicial office fails to file a Declaration of Intention by the end of November 6, 2019, persons other than the incumbent may file a Declaration of Intention no later than November 12, 2019.

### Candidate Filing Period

November 11, 2019 – December 6, 2019

Candidates must file their required filing documents, including Nomination Paper, Declaration of Candidacy, Candidate Statement (optional) and other filing documents between these dates. Candidates must obtain and file these documents at the Registration & Elections Division. City candidates should obtain and file documents at their City Clerk's Office.

### Extended Candidate Filing Period

December 6, 2019 – December 11, 2019

If an eligible incumbent does not file Nomination Documents by 5 p.m. on December 6, 2019, the filing period is extended for that office for five calendar days until 5 p.m. on December 11, 2019, for any person other than the incumbent. This section is not applicable where there is no incumbent eligible to be elected.

### Write-In Candidate Filing Period

January 6, 2020 – February 18, 2020

Write-in candidates must obtain paperwork to file Write-In Nomination Papers, the Statements of Write-In Candidacy and other required filing documents between these dates. Write-in candidates are NOT allowed to choose a ballot designation or file a candidate statement.

## Key Filing Forms

- Signatures in Lieu of Filing Fee Petition (*Optional*)
- Nomination Paper
- Declaration of Candidacy
- Ballot Designation Worksheet (*If the candidate chooses a Ballot Designation*)
- Declaration of Intention (*Judicial candidates only*)
- Code of Fair Campaign Practices (*Optional*)
- Form 700 (*Statement of Economic Interests*)
- Character-Based Name Form
- Candidate Statement of Qualifications Form (*If the candidate publishes a candidate statement*)
- Permission to Post Personal Information

# Office to be Elected at the March 3, 2020 Presidential Primary Election

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## Elective Office

## Current Office Holder

### Federal Offices

U.S. President/Vice President

Donald J. Trump/Mike R. Pence

U.S. Representative

14th District

Jackie Speier

18th District

Anna G. Eshoo

### State Offices

State Senate

11th District

Scott Wiener

13th District

Jerry Hill

State Assembly

19th District

Phil Ting

22nd District

Kevin Mullin

24th District

Marc Berman

### County Offices

Board of Supervisors

1st Supervisorial District

Dave Pine

4th Supervisorial District

Warren Slocum

5th Supervisorial District

David J. Canepa

Superior Court Judges

Office #1

Danny Y. Chou

Office #2

Richard H. DuBois

Office #3

Nancy L. Fineman

Office #4

Don R. Franchi

Office #5

Stephanie Garratt

Office #6

Susan L. Greenberg

Office #7

Elizabeth M. Hill

Office #8

Susan M. Jakubowski

Office #9

Jonathan E. Karesh

Office #10

Amarra A. Lee

County Party Central Committees

Democratic Party

Green Party

Peace & Freedom Party

Republican Party

### Special District Office

East Palo Alto Sanitary District

Glenda Savage-Johnson

Bethzabe "Betsy" Yanez

Goro Orlando Mitchell

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

# Qualifications by Offices

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## Generally:

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.

*EC §201*

- (a) A person shall not be considered a candidate for, and is not eligible to be elected to, any **state or local** elective office if the person has been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.
- (b) For purposes of this section, "conviction of a felony" includes a conviction of a felony in this state and a conviction under the laws of any other state, the United States, or any foreign government or country of a crime that, if committed in this state, would be a felony, and for which the person has not received a pardon from the Governor of this state, the governor or other officer authorized to grant pardons in another state, the President of the United States, or the officer of the foreign government or country authorized to grant pardons in that foreign jurisdiction.

*EC §20*

## Specifically:

### (1) Party-Nominated Offices

#### **Member, County Central Committee**

- (a) No Declaration of Candidacy for a partisan office or for membership on a county central committee shall be filed by a candidate unless (1) at the time of presentation of the declaration and continuously for not less than three months immediately prior to that time, or for as long as he or she has been eligible to register to vote in the state, the candidate is shown by his or her affidavit of registration to be affiliated with the political party the nomination of which he or she seeks, and (2) the candidate has not been registered as affiliated with a qualified political party other than that political party the nomination of which he or she seeks within 12 months, or, in the case of an election governed by Chapter 1 (commencing with Section 10700 ) of Part 6 of Division 10 of the Elections Code, within three months immediately prior to the filing of the declaration.
- (b) The elections official shall attach a certificate to the Declaration of Candidacy showing the date on which the candidate registered as intending to affiliate with the political party the nomination of which he or she seeks, and indicating that the candidate has not been affiliated with any other qualified political party for the period specified in subdivision (a) immediately preceding the filing of the declaration. This section does not apply to a Declaration of Candidacy filed by a candidate of a political party participating in its first direct primary election subsequent to its qualification as a political party pursuant to Elections Code Section 5100 or by a candidate of a political party participating in its first presidential general election subsequent to its qualification as a political party pursuant to Elections Code Section 5151.

*EC §8001*

"Party" means a political party or organization that has qualified for participation in any primary election.

*EC §338*

# Qualifications by Offices (continued)

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## (2) Voter-Nominated Offices

### **U.S. Representative, Districts 14 and 18**

At least 25 years of age, a United States citizen for at least seven years and a California resident when elected; a registered voter at the time that Nomination Papers are issued. There are no district residency requirements for members of Congress.

*U.S. Const. Art. I, §2, Amend. XX, §1; EC §201*

Term: 2 years, commencing January 3, 2021

### **State Senator, Districts 11 and 13**

A United States citizen and a California resident for three years, an elector and a resident of the legislative district for one year immediately preceding the election.

Not have served two terms in the State Senate since November 6, 1990, if he or she was elected to the State Senate before June 2012.

Not have served more than 12 years in the State Senate, the Assembly, or both, in any combination of terms during his or her lifetime if he or she was first elected to the Legislature after June 2012 and has not previously served in the State Senate or Assembly.

*Cal. Const. Art. IV, §2*

Term: 4 years, commencing December 7, 2020

### **Member of the State Assembly, Districts 19, 22 and 24**

A United States citizen and a California resident for three years, an elector and a resident of the legislative district for one year immediately preceding the election.

Not have served three terms in the Assembly since November 6, 1990, if he or she was elected to the Assembly before June 2012.

Not have served more than 12 years in the State Senate, the Assembly, or both, in any combination of terms during his or her lifetime if he or she was first elected to the Legislature after June 2012 and has not previously served in the State Senate or Assembly.

*Cal. Const. Art. IV, §2 (a)(4), (c)*

Term: 2 years, commencing December 7, 2020

## (3) Non-Partisan Offices

### **Member, Board of Supervisors**

A registered voter of the county or district in which the duties of the office are to be exercised at the time that Nomination Papers are issued to the person or at the time of the person's appointment. A registered voter of the district which he or she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents and shall reside in the district during his or her incumbency. Supervisors shall not be eligible for election to nor serve more than three consecutive terms in office.

*San Mateo County Charter Article II, §202; GC §§24001, 24200, 25041*

Term: 4 years, commencing January 4, 2021

### **Superior Court Judges**

A person is ineligible to be a judge of a court of record unless for 10 years immediately preceding selection, the person has been a member of the State Bar or served as a judge of a court of record in California.

*Cal. Const. Art. VI, §§15, 16(c)*

Term: 6 years, commencing January 4, 2021

# Holding Two Offices

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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: “[o]ne 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.” (*Eldridge v. Sierra View Local Hosp. Dist.* (1990) 224 Cal.App.3d 311, 319.)

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) a water district director and a city council member; and
- (5) a water district director and a school district trustee having territory in common.

# Filing Fees

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## **Filing Fees Paid to Secretary of State**

- (a) The following fees for filing Declarations of Candidacy shall be paid to the Secretary of State by each candidate:
- (1) Two percent of the first-year salary for the office of United States Senator or for any state office. The fee prescribed in this subdivision does not apply to the office of State Senator, Member of the Assembly, member of the State Board of Equalization, or Justice of the Court of Appeal.
  - (2) One percent of the first-year salary for the office of Representative in Congress, member of the State Board of Equalization, or Justice of the Court of Appeal.
  - (3) One percent of the first-year salary for the office of State Senator or Member of the Assembly.
- (b) For purposes of this section, "salary" means the annual salary for the office as of the first day on which a candidate may circulate petitions to gather signatures in lieu of filing fees.

*EC §8103*

## **Filing Fees Paid to County Elections Official**

The filing fees to be paid to the County Elections Official for filing a Declaration of Candidacy for an office to be voted for wholly within one county other than a legislative or congressional office shall be as follows:

- (a) No filing fee is required from any candidate for an office for which no fixed compensation is payable, or for which the annual salary is \$2,500 or less.
- (b) A filing fee of one percent of the annual salary of the office shall be paid to the County Elections Official by each candidate for a judicial office or for a county office. This subdivision shall not apply to any candidate for any office for which the annual salary is \$2,500 or less.

The filing fee shall be calculated on the basis of the annual salary for the office on the first day to circulate petitions to gather signatures in lieu of filing fees.

*EC §8104*

## **When and Where to Pay Filing Fees**

- (a) The filing fees for all candidates shall be paid at the time the candidates **obtain** their nomination forms from the County Elections Official. The County Elections Official shall not accept any papers unless the fees are paid at the time required by this section, or unless satisfactory evidence is given to the County Elections Official or to the Registrar of Voters that the fee has been paid at the time of the Declaration of Candidacy in another county. The County Elections Official shall transmit the appropriate fees to the Secretary of State at the time he or she delivers the Declaration of Candidacy for filing. All filing fees received by the Secretary of State and County Elections Officials are nonrefundable.
- (b) The filing fees for candidates required to file Declarations of Intention shall be paid at the time the declarations are filed with the County Elections Official. (*Judicial candidates only*)

*EC §8105*

# Signatures in Lieu of Filing Fee

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**September 12, 2019 – November 6, 2019**

## **Petition with Signatures in Lieu of Filing Fee**

A candidate may submit a petition containing signatures of registered voters in lieu of paying a filing fee to run for office. Any registered voter may sign a Signatures in Lieu of Filing Fee Petition for any candidate for whom he or she is eligible to vote. If a voter signs more candidates' petitions than there are offices to be filled, the voter's signatures shall be valid only on those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled.

*EC §8106(a), (b)(1)-(2).*

When a candidate submits a Signatures in Lieu of Filing Fee Petition, the County Elections Official shall examine and validate each signature. All validated signatures on a Signatures in Lieu of Filing Fee Petition can be credited towards the number of voters required to sign the candidate's Nomination Paper, regardless of each signer's party preference.

*EC §8061*

With respect to a candidacy for voter-nominated office, signers need not have disclosed a preference for any party.

*EC §8068*

## **Filing Fees and Value of Signatures**

### **Voter-Nominated Offices**

Office	Salary	Filing Fee	Signatures	Value
U.S. Representative	\$174,000.00	\$1,740.00 (1%)	2,000	\$0.870000
State Senator	\$110,459.00	\$1,104.59 (1%)	2,000	\$0.552295
Member of State Assembly	\$110,459.00	\$1,104.59 (1%)	1,000	\$1.104590

### **Non-Partisan Offices**

Office	Salary	Filing Fee	Signatures	Value
Superior Court Judge	\$213,833.00	\$2,138.33 (1%)	6,415	\$0.333333
County Board of Supervisors	\$146,910.40	\$1,469.10 (1%)	4,408	\$0.333333

*EC §§8104(b), 8106(a)*

# Nomination Papers

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## November 11, 2019 – December 6, 2019

No candidate's name shall be printed on the ballot to be used at the direct primary unless the following nomination documents are delivered for filing to the County Elections Official between November 11 and December 6, 2019 or between December 6 to December 11, 2019 for extended offices:

- (1) Declaration of Candidacy.
- (2) Nomination Papers signed by the required number of qualified signatures.  
*EC §8020*

### Number of Nomination Signatures Required

#### Voter-Nominated Offices

Office	Nomination Signatures
U.S. Representative	40 – 60
State Senator	40 – 60
Member of State Assembly	40 – 60

#### Non-Partisan Offices

Office	Nomination Signatures
Superior Court Judge	20 – 40
County Board of Supervisors	20 – 40

*EC §8062*

### Signers 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.

*EC §8067*

For instructions on obtaining signatures, please refer to the "Guidelines for Gathering Signatures" section in this Candidate Guide on page 22.

The following pages show a sample Nomination Paper, available from the Registration & Elections Division.



California Secretary of State  
**NOMINATION PAPER**  
**Voter-Nominated and Nonpartisan Offices**

March 3, 2020, Presidential Primary Election (Elections Code §§ 100, 104, 8041, 8062, 8068, 8069, 8140; Code of Civil Procedure § 2015.5)

For County  
 Elections and  
 Secretary of  
 State Official  
 USE ONLY

<b>!</b>	Official Filing Form	Filed in County of _____	
	_____ County Elections Official By: _____ Date Issued: _____	_____ County Elections Official By: _____ Date Received: _____	
			_____ Secretary of State Official

Candidate  
 Name, Office,  
 and Signer's  
 County of  
 Residence

1 I, the undersigned signer for \_\_\_\_\_, for nomination/election to the  
 Name of Candidate  
 office of \_\_\_\_\_, to be voted for at the Presidential Primary Election to be held on March 3, 2020, hereby  
 assert as follows:  
 I am a resident of \_\_\_\_\_ County and am registered to vote at the address  
 shown on this paper. I am not at this time a signer of any other nomination paper of any other candidate for 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	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 2	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 3	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 4	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 5	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 6	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 7	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 8	Residence Address ONLY:	
	Signature:	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: 9	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 10	Residence Address ONLY:	
	Signature:	City or Town:	

**Affidavit of Circulator**  
(to be completed in circulator's own hand)

2

I, \_\_\_\_\_, solemnly swear (or affirm) all of the following:

**Print Name**

- That I am 18 years of age or older.
- That my residence address, including street and number, is \_\_\_\_\_.  
[If no street or number exists, a designation of my residence adequate to readily ascertain its location is: \_\_\_\_\_.]
- That the signatures on this section of the nomination paper were obtained between \_\_\_\_\_, 20\_\_\_\_,  
**Month and Day**  
and \_\_\_\_\_, 20\_\_\_\_, that I circulated this section and I witnessed the signatures on this section of the  
**Month and Day**  
nomination paper being written; 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.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, X   
**Signature of Circulator**

**Notary**

3

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal) Signature \_\_\_\_\_

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
County Elections Official \_\_\_\_\_

**(TO BE ENTERED BY ELECTIONS OFFICIAL AFTER VERIFICATION)**

Number of Valid Signatures on this Section: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

**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 or her possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)

# Guidelines for Gathering Signatures

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## **These guidelines apply to both Signatures in Lieu of Filing Fee Petitions and Nomination Papers**

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 Signatures in Lieu of Filing Fee Petitions or Nomination Papers to the San Mateo County Registration & Elections Division. By filing in advance of the deadline, you will allow yourself time to gather additional signatures in the event that:

- (1) For Signatures in Lieu of Filing Fee Petitions – you have more time to decrease your filing fee.
- (2) For Nomination Papers – you may need to obtain additional signatures based on the number that are disqualified during the examination of your papers.

## **Who can circulate Signatures in Lieu of Filing Fee Petitions and Nomination Papers?**

A circulator must be 18 years of age or older. A candidate may serve as a circulator of the candidate's own Signatures in Lieu of Filing Fee Petition or Nomination Paper. Candidates may also sign their own Petition or Paper, and the signature will be given the same effect as that of any other qualified signer.

*EC §§102, 106*

## **Petitions and Papers Must Include Declaration of Circulator**

(a) Where any petition or paper is submitted to the Elections Official, each section of the petition or paper shall have attached to it a declaration signed by the circulator of the petition or paper, setting forth, in the circulator's own hand, the following:

- (1) The printed name of the circulator.
- (2) The residence 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.
- (3) The dates between which all the signatures to the petition or paper were obtained.

(b) Each declaration submitted pursuant to this section shall also set forth the following:

- (1) That the circulator circulated that section and witnessed the appended signatures being written.
- (2) 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.
- (3) That the circulator is 18 years of age or older.

(c) 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. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature.

*EC §104*

# Guidelines for Gathering Signatures (continued)

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## **Who is a Qualified Signer to a Petition or Paper?**

Any registered voter may sign a Petition or Paper for any candidate for whom he or she is eligible to vote. 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. All signers of the same section of a petition must be registered in one county. Different sections must be used in each county where the petitions are circulated and filed with the County Clerk in the affected county.

*EC §100, 8068, 8106*

## **Applying Signatures in Lieu towards Nomination Signature Requirement**

If a candidate submits a Signatures in Lieu of Filing Fee Petition, the County Elections Official shall count all valid signatures appearing on the petition toward the number of sponsor signatures required for the candidate's Nomination Paper. All signatures on a Signatures in Lieu of Filing Fee Petition can be counted toward the number of voters required to sign a candidate's Nomination Paper regardless of party preference.

If a Signatures in Lieu of Filing Fee Petition contains the requisite number of valid signatures required for the Nomination Paper, the candidate shall not be required to file a Nomination Paper, but may request the Elections Official to accept the Petition instead of filing a Nomination Paper.

If a Signatures in Lieu of Filing Fee Petition does not contain the requisite number of valid signatures required for the Nomination Paper, the candidate shall be entitled to file, within the time period allowed for filing Nomination Papers, a Nomination Paper. A candidate who submits a Nomination Paper shall only be required to obtain the number of signatures thereon needed to supplement the Signatures in Lieu of Filing Fee Petition so that the combination of signatures appearing on the Petition and the Nomination Paper equals or exceeds the requisite number of signatures required for the Nomination Paper.

*EC §8061*

The Nomination Paper shall be delivered to the County Elections Official of the county in which the signer resides and is a voter.

*EC §8063*

## **Voters May Sign Only One Paper Per Open Position**

No signer shall, at the time of signing a certificate, 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.

*EC §8069*

## **Circulating within 100 Feet of Polling Place**

Signatures for Signatures in Lieu of Filing Fee Petitions and Nomination Papers shall not be obtained within 100 feet of a polling place, satellite location or Elections Official's office.

*EC §18370*

# Guidelines for Gathering Signatures (continued)

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## **Registering Voters at Time of Signing Signatures in Lieu of Filing Fee Petitions and Nomination Papers**

Candidates may register voters at the same time as the voter signs the candidate's Signatures in Lieu of Filing Fee Petition and/or Nomination Paper. For purposes of verifying signatures on a Petition or Paper, a properly executed affidavit of registration shall be deemed effective for verification purposes if both (a) the affidavit is signed on the same date or a date before the signing of the Petition or Nomination Paper, and (b) the affidavit is received by the County Elections Official on or before the date on which the Petition or Nomination Paper is filed.

*EC §2102(b)*

## **Validation of Signatures**

The County Elections Official shall verify the signatures of the signers on the Signatures in Lieu of Filing Fee Petition or 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, or that is accompanied by a declaration of party preference that is not in accordance with the declaration of party preference in the affidavit of registration. The County Elections Official may cease to verify signatures once the minimum requisite number of signatures has been verified.

*EC §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.

*EC §8102*

The signer must be a registered voter residing at his or her address of registration, at the time of signing any Petition or Nomination Paper.

The following guidelines will be used when validating signatures on Signatures-in-Lieu-of Filing-Fee Petitions and Nomination Papers. A signature can be challenged if the signer:

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

# Declaration of Intention – *Judicial Candidates Only*

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## **October 28, 2019 – November 6, 2019**

Except in the case of a judicial office filled in accordance with subdivision (d) of Section 16 of Article VI of the California Constitution, every candidate for a judicial office is required to file a Declaration of Intention between October 28 and November 6, 2019 with the County Elections Official of the county in which his or her Nomination Papers are required to be filed.

No person may be a candidate nor have his or her name printed on any ballot as a candidate for judicial office unless he or she has filed the Declaration of Intention.

A candidate for a numerically designated judicial office shall state in his or her declaration for which office he or she intends to become a candidate.

No candidate for a judicial office shall be required to state his or her residential address on the Declaration of Intention. However, if the address is not stated on the Declaration of Intention, the address must be provided to the Elections Official for verification.

*EC §8023*

**The filing fees for candidates required to file Declarations of Intention shall be paid at the time the declarations are filed with the County Elections Official.** If a payment is by Signatures in Lieu, the candidate must file the required number of in-lieu signatures by November 6, 2019.

*EC §§8023, 8104, 8105*

## **November 7, 2019 – November 11, 2019**

### **Extended Filing Period**

If the incumbent of a judicial office fails to file a Declaration of Intention by the end of November 6, 2019, persons other than the incumbent may file Declarations of Intention no later than the first day for filing Nomination Papers. Because the deadline falls on a holiday (November 11, 2019), it is moved to the next day, November 12, 2019, per EC §15.

*EC §8023(b)*

# Declaration of Candidacy

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**November 11, 2019 – December 6, 2019**

A person shall not be considered a legally qualified candidate for an office, for party nomination for a partisan office, or for nomination to participate in the general election for a 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.

*EC §13(a)*

## **Where to File and Authorization for Document Pick Up**

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 another 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., December 6, 2019.

*EC §§8020, 8028, 8040, 8041*

## **Candidate Party Preference History**

Under the Top Two Candidate Open Primary Act, the Secretary of State is required to provide the political party preference history for the preceding 10 years for candidates for voter-nominated offices. A candidate is responsible for providing his/her party preference history on his/her Declaration of Candidacy.

*EC §8121(b)*

For voter-nominated offices, a candidate may indicate his or her party preference, or lack of party preference, as disclosed upon the candidate's most recent registration affidavit, upon his or her Declaration of Candidacy. The selection made by a candidate shall appear on the Primary and General election ballot in conjunction with his or her name, and shall not be changed between the Primary and General Election.

Regardless of the party preference, or lack of party preference, of the candidate or the voter, any qualified voter may vote for any candidate for a voter-nominated office if the voter is otherwise entitled to vote for candidates for the office to be filled.

*EC §§8002.5, 13105*

# Ballot Designation

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## **Name on Ballot**

The candidate's name as provided by the candidate on the Declaration of Candidacy is the way it will appear on the ballot.

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

*EC §13106*

If the candidate has changed his or her name 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 Decree of Court.

*EC §13104*

## **Ballot Designation**

Candidates have the option of using a ballot designation. The ballot designation that a candidate may use is governed by Elections Code Section 13107, which provides as follows:

- (a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:
  - (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people.
  - (2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.
  - (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
  - (4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.
- (b)
  - (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:
    - (A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents

## Ballot Designation (continued)

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- (B) The word “incumbent” if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.
  - (C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:
- (A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.
  - (B) One of the following ballot designations: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:
- (A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words “City of.”
  - (B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words “County of.”
  - (C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words “City and County.”
  - (D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.
- (c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word

## Ballot Designation (continued)

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- (e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:
  - (1) It would mislead the voter.
  - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
  - (3) It abbreviates the word “retired” or places it following any word or words which it modifies.
  - (4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
  - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
  - (6) It uses a word or words referring to a racial, religious, or ethnic group.
  - (7) It refers to any activity prohibited by law.
- (f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate’s ballot designation worksheet.
  - (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).
  - (2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate’s name.
- (g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
- (h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 132

# Ballot Designation (continued)

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- (j) If a foreign language translation of a candidate's designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), 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.

## **Support Your Ballot Designation using Ballot Designation Worksheet**

Elections Code Section 13107.3 states:

- (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**

Elections Code Section 13107.5(a) states:

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.

## **Secretary of State's Regulations on Ballot Designation**

The California Secretary of State has adopted regulations (Chapter 7 of Division 7 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; however, the San Mateo County Elections Official retains full discretion to interpret the regulations and to make decisions based on other considerations. The regulations are available online at [www.oal.ca.gov/publications/ccr](http://www.oal.ca.gov/publications/ccr) or at [www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations](http://www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations).

The following pages show a sample Declaration of Candidacy form, available from the Registration & Elections Division and City Clerks' Offices.



Qualifications

4

I meet the statutory and constitutional qualifications for this office (including, but not limited to, citizenship and residency). I am at present an incumbent of the following public office (if any): \_\_\_\_\_

I have not been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

If nominated/elected, I will accept the nomination/election and not withdraw.

X

Signature of Candidate

Voter-Nominated Office Only Political Party History

5

(1) I hereby certify that my complete voter registration and party affiliation/preference history from 2009 through the date of signing this document is as follows:

Party Preference	County	Timeframe (by year, e.g. 2009-2010)
_____	_____	2009 - _____
_____	_____	_____ - _____
_____	_____	_____ - _____

\*Only 10 years of party affiliation/preference history will be provided on the SOS website, even if additional information is provided.

(2) Pursuant to Section 8002.5 of the Elections Code, select one of the following:

\_\_\_\_ Party Preference: \_\_\_\_\_  
(Insert the name of the qualified political party as disclosed upon your affidavit of registration)

\_\_\_\_ Party Preference: None  
(if you have declined to disclose a preference for a qualified political party upon you affidavit of registration)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

X

Signature of Candidate

Oath of Office

6

I, \_\_\_\_\_ do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

X

Signature of Candidate

Notary

7

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal) Signature \_\_\_\_\_

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

County Elections Official \_\_\_\_\_

**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 declaration of candidacy in his or her possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)

## Other Forms

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The entire set of official forms relating to becoming a candidate and operating an election campaign will be provided by the County Registration & Elections Division at the time of your candidate filing appointment. City candidates should obtain the appropriate forms from their City Clerk.

### **Ballot Designation Worksheet (Required if the candidate chooses a Ballot Designation)**

As a supplement to the ballot designation indicated on a candidate's Declaration of Candidacy, a Ballot Designation Worksheet (in the form prescribed by the Secretary of State) is required of all candidates and must be filed at the same time as the Declaration of Candidacy. The Ballot Designation Worksheet provides verification and supporting information as to the validity of the candidate's proposed designation as well as alternate designations, should the Elections Official find the proposed designation to be invalid. If a candidate fails to file the required Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot.

*EC §13107.3*

### **Code of Fair Campaign Practices (Voluntary)**

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

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

*EC §20400*

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 of Fair Campaign Practices and a copy of Chapter 5, Division 20, of the Elections Code, which can be obtained at [https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=ELEC&division=20.&title=&part=&chapter=5.&article=1](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=ELEC&division=20.&title=&part=&chapter=5.&article=1).

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 the Code of Fair Campaign Practices 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.

*EC §§20440 – 20444*

## Other Forms (continued)

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### **Character-Based Name Form (Required) (New law)**

In San Mateo County, all election information that is provided in English about voter registration, elections and voting, including information provided in Vote Centers and the voting booths, must be provided in Chinese and Spanish to allow effective participation of all individuals in the electoral process and all voting-related activities.

*Voting Rights Act, 52 U.S.C §10503*

In July, 2019, California adopted new laws regarding candidates' character-based names. Section 13211.7 was added to the Elections Code to state:

“If a candidate has a character-based name by birth, that can be verified by birth certificate or other valid identification, the candidate may use that name on the ballot instead of a phonetic transliteration. A candidate who does not have a character-based name by birth, but who identifies by a particular character-based name and can demonstrate to the local elections official that the candidate has been known and identified within the public sphere by that name over the past two years, may use that name instead of a phonetic transliteration.”

Candidates should provide their character-based names on the Character-Based Name Form, along with supporting documents. Candidates without character-based names will automatically be given a phonetic transliteration of their names in Chinese.

### **Candidate Statement of Qualifications Form (See page 36)**

#### **Permission to Post Personal Information on San Mateo County's Website Form (Required)**

The County Elections Official posts a Candidate Roster on [www.smcacre.org](http://www.smcacre.org) to reflect which candidates have filed papers for each office on the ballot. The roster identifies: the candidate's name as it will appear on the ballot; the ballot designation; whether a candidate statement has been filed; and optional personal information, including:

- (1) mailing and/or home address
- (2) telephone number
- (3) fax number
- (4) email address
- (5) website

Prior to posting any personal information, the County Elections Official must receive written consent from candidates. Candidates use this form to grant or deny permission for the County Elections Official to post their personal information online. The roster is updated at the end of each business day at approximately 5 p.m. Candidates can update their contact information by filing a new form up until Election Day.

#### **Form 700 – Statement of Economic Interests (Required)**

All **state and local** candidates are required to file a statement disclosing personal investments and his or her interest in real property. Forms must be filed by the final date for filing the Declaration of Candidacy (December 6, 2019).

*GC §§87100, 87200, 87302.3*

# Extended Filing and Withdrawal of Candidacy

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

### **December 6, 2019 – December 11, 2019**

If an eligible incumbent does not file Nomination Documents by Friday, December 6, 2019 at 5 p.m., the filing period is extended for that office for five calendar days until Wednesday December 11, 2019 at 5 p.m., for any person other than the incumbent. This section is not applicable where there is no incumbent eligible to be elected.

*EC §§8022, 8024, 10407, 10516, 10604*

### **Withdrawal of Candidacy**

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

*EC §§8800*

# Candidate Statement Guidelines

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## Who Can File a Candidate Statement?

All local, US House of Representatives, and State Senate and Assembly candidates can publish a candidate statement in the County Sample Ballot & Official Voter Information Pamphlet. State Senate and Assembly candidates must accept the state voluntary spending limits and indicate it on FPPC Form 501 before being allowed to publish a candidate statement.

### Voluntary Expenditure Ceilings for State Candidates (Effective January 1, 2019 - December 31, 2020)

Office	Primary/Special Election
Member of State Assembly	\$620,000
State Senator	\$930,000

## Candidate Statement of Qualifications Form

If a candidate chooses to publish a candidate statement in the County Sample Ballot & Official Voter Information Pamphlet, the candidate must fill out this form and file it with their statement. The candidate has the option of providing his or her occupation and age on this form. The occupation can be the same or different from the candidate's chosen Ballot Designation. However, if the length of the occupation exceeds one line, it may need to be modified.

## Candidate Statement Word Limit

Local candidates: 200 to 400 words (Decided by the governing body of the jurisdiction.)

Federal and State candidates: 250 words

*EC §§13307(a)(1), 13307.5, GC § 85601*

## Candidate Statement Content

A candidate statement may include the name, age, and occupation of the candidate and a brief description of the candidate's education and qualifications expressed by the candidate himself or herself. A candidate statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

*EC §13307(a)(1)*

A candidate statement shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way reference other candidates for that office or another candidate's qualifications, character, or activities.

*EC §13308*

## When and Where to File Candidate Statement

A candidate statement shall be filed in the office of the Elections Official when the candidate's Nomination Papers are returned for filing. A 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.

*EC §13307(a)(2)*

It is strongly recommended that the candidate 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.

# Candidate Statement Guidelines (continued)

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## **Withdrawal and Change of Candidate Statement**

Any candidate may withdraw his or her candidate statement, either in person or by a signed statement of withdrawal, no later than 5 p.m. on December 9, 2019 (the next business day following the close of the nomination period) or no later than 5 p.m. on December 12, 2019 for extended offices. A candidate statement CANNOT be changed once filed.

*EC §13307(a)(3)*

## **Confidentiality of Candidate Statement before End of Filing Period**

Candidate statements shall remain confidential until expiration of the filing deadline.

*EC §13311*

## **Public Examination of Candidate Statements**

Statements are available for public examination in the County Elections Official's office during the 10-calendar-day review period (commencing at 5 p.m. December 6, 2019, or at 5 p.m. December 11, 2019 for extended races) prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held, or the County Elections 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. (City candidates' statements are reviewed at the City Clerk's Office.)

*EC §13313*

## **Format of Candidate Statement**

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

- Type the statement exactly as you wish it to appear. Attach a completed copy to the Candidate Statement of Qualifications.
- In addition to a hard copy, please provide the statement on a flash drive or by email to [mlui@smcacre.org](mailto:mlui@smcacre.org) in plain text format or attachment of a Word document.
- One signed hard copy must be filed by the deadline. If there are any discrepancies between the hard copy and the electronic copy, the hard copy will prevail.
- Do not use formats 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.
- Do not go over the word number limit. Use the word count guidelines on the following page when counting words.

If a statement is submitted and found non-compliant in format, the County Elections Official will make the necessary changes to create compliance.

## **Candidate Statement Heading in Sample Ballot & Official Voter Information Pamphlet**

The heading includes the candidate's name (required) as provided on the Declaration of Candidacy, age (optional) and occupation (optional) as provided on the Candidate Statement of Qualifications Form. 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.

# Candidate Statement Guidelines (continued)

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## **Final Review and Sign-Off of Candidate Statement**

Final copies of how candidate statements will appear in the Sample Ballot & Official Voter Information Pamphlet will be emailed to each candidate for review and “sign-off” approval. Changes will only be made if the finalized version differs from the hard copy submitted or if an error was made on the part of the Registration & Elections Division.

The same “sign-off” process is used for the Chinese and Spanish translations of candidate statements. Statements are translated by certified translators and then proofed against the original English hard copy. Changes will only be made to the Chinese and Spanish versions of a candidate’s statement if the finalized version differs from the hard copy or if an error was made on the part of the translators.

A 24-hour turnaround time is required to meet printing deadlines. Any delay in signing-off jeopardizes the printing schedule. No reply after the 24-hour review period means the statement is approved as emailed to the candidate.

The Sample Ballot & Official Voter Information Pamphlet mailing period for this election is January 23, 2020 through February 11, 2020.

# Candidate Statement Guidelines (continued)

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## Word Count Guidelines

Pursuant to the interpretation of Section 9 of the Elections Code by the San Mateo County Elections Official, each word in candidate statements, ballot questions, measure arguments and impartial analyses will be counted as one word **except as specified below**:

- Punctuation is **not** counted. This refers to the following symbols: , . : ; ! ? ( ) [ ] ' ”
- Symbols such as \$, #, \*, and % are **not** counted as separate words.
- All proper nouns, including geographical names, shall be counted as one word. Examples include: *City and County of San Francisco*, *San Mateo County Charter*, or *John Charles Fremont*.
- Each abbreviation or acronym for a word, phrase or expression shall be counted as one word, such as *Feb.* (February), *Wed.* (Wednesday), *NASA*, *e.g.*, *i.e.*, *J.D.*, *PhD.* and *K-8*.
- 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 counted as one word. Each part of all other hyphenated words shall be counted as a separate word. The Chief Elections Officer retains discretion to determine whether a word is included in a standard reference dictionary for these purposes.
- Dates shall be counted as one word, whether purely numeric (*06/14/1846*) or otherwise (*July 4, 1776*; *September Eighth, Nineteen Sixty-Six*).
- Any number consisting of a digit or digits shall be counted as one word (*100*; *3*; *525,600*). Any number which is spelled shall be considered as a separate word or words. Thus, for example, “*One*” will be counted as one word, while “*One Hundred*” will be counted as two words and “*Five Hundred Thousand*” as three words.
- Telephone numbers will be counted as one word.
- Website addresses and email addresses will be counted as one word.
- In an itemized list, headers such as “A.)” or “1)” will be counted as one word. Bullet points will not be counted as a separate word. (*Candidate statement does not allow bullet points*)
- Name, age and occupation located in the **header of a candidate statement only** are **not** counted towards the word count.
- If the text exceeds the word limit, the author will be asked to rewrite the text to bring the total number of words within the required word limit. If the author refuses to alter the text in this manner, the County Elections Official will remove words from the bottom up to meet the word limit requirement.

# Candidate Statement Guidelines (continued)

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## Candidate Statement Costs and Payment

Candidates shall bear the cost of printing, mailing and translating their statements in the Sample Ballot & Official Voter Information Pamphlets unless their jurisdictions agree to pay for the candidates.

All candidates (except those whose statements are paid by jurisdictions) must pay an estimated fee at the time of filing their candidate statements. City candidates should pay the city directly, while other candidates pay the county. Once actual final costs are calculated after the election, all candidates will be either refunded or requested to pay more.

The Registration & Elections Division does its best to provide the most accurate estimated fee, but final costs can vary according to the number of submitted statements 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.

## An Example of How Candidate Statement Estimated Fee is Calculated

Candidate statement fee is based on the printing, mailing and translating costs of the Sample Ballot & Official Voter Information Pamphlets.

The following is a step-by-step example of how the estimated fee is calculated:

1. Estimate the total number of pages ordered for ALL booklets in the election.
2. Estimate the total printing and mailing costs for ALL booklets in the election.
3. Divide the estimated total printing and mailing costs by the estimated total number of pages ordered to calculate the estimated cost per page per booklet.

Example:  $\$280,000.00 / 7,000,000 \text{ pages} = \$0.04 \text{ cost per page per booklet}$

4. Multiply each jurisdiction's total booklet order (the total number of registered voters) by the estimated cost per page per booklet to get the estimated cost of printing and mailing per page for the jurisdiction.

Example:  $30,041 \times \$0.04 = \$1,201.64 \text{ cost per page}$

5. Divide this cost by the estimated total number of filed statements.

Example:  $3 \text{ statements} = \$1,201.64 / 3 = \$400.55 \text{ per statement (the amount will be rounded to the nearest cent, i.e., } \$0.01).$

6. Add the estimated cost of translating the candidate statement into Spanish and Chinese.

Example: Spanish Translation = \$60  
Chinese Translation = \$70

In this example, the final estimated cost for the three candidates is \$530.55 each.

Example:  $\$400.55 + \$60 + \$70 = \$530.55 \text{ final cost estimate}$

The actual cost may increase or decrease based on the number of statements among other factors. Spanish and Chinese translating costs are subject to change.

# Fictitious Samples of Candidate Statements

Below are fictitious samples of 200-word statements as they would appear in the County Sample Ballot & Official Voter Information 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 the ballot by Supervisorial district, but not rotated in the County Sample Ballot & Official Voter Information Pamphlet).

## CANDIDATES FOR THE OFFICE OF CITY COUNCIL

<p><b>JOSEPH W. CANDIDATE</b>  <b>Occupation:</b> Businessman/Community Volunteer</p> <p><b>Education and Qualifications:</b>            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.</p> <p>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.</p> <p>Please support me. <a href="mailto:Jcandidate@email.com">Jcandidate@email.com</a> or <a href="http://www.joecandidate.com">www.joecandidate.com</a> /s/</p>	<p><b>JANE CAMPAIGNER</b> <span style="float: right;"><b>Age:</b> 41</span>  <b>Occupation:</b> Educator</p> <p><b>Education and Qualifications:</b>            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.</p> <p>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. <a href="mailto:Jcampaigner@email.com">Jcampaigner@email.com</a> /s/</p>
<p><b>FRED BUSINESSMAN</b> <span style="float: right;"><b>Age:</b> 38</span>  <b>Occupation:</b> Health Director</p> <p><b>Education and Qualifications:</b>            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 <a href="http://www.fredbusinessman.com">www.fredbusinessman.com</a> /s/</p>	<p><b>MARGARET "PEG" VOTER</b> <span style="float: right;"><b>Age:</b> 45</span>  <b>Occupation:</b> Real Estate Agent/Mother</p> <p><b>Education and Qualifications:</b>            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.</p> <p>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/</p>



# LEAGUE OF WOMEN VOTERS® OF CALIFORNIA

Fall 2019 to Spring 2020

Dear Candidate:

We write to invite you to participate in Voter's Edge California, an online voter guide produced by the League of Women Voters of California Education Fund in partnership with MapLight. The site provides voters with all the candidates and measures on their ballot, along with general election information. It's unbiased and easy to read, with an intuitive, modern interface.

On Voter's Edge California, you can reach thousands of voters with a direct, unfiltered message - **at no charge**. You populate your profile with in-depth information like priorities, a biography, achievements, endorsements, a political vision, and goals. And highlight your candidacy with a photo, videos, and links to social media.

In 2018 Voter's Edge California reached over 2.9 million voters, partnered with media and community organizations across the state, and determined that 95% of users surveyed found the site extremely or very helpful.

***We level the playing field for candidates through a source that voters trust.***

Soon after the close of the candidate filing period you will receive an email with information about getting started on votersedge.org. If you do not receive an invitation within three weeks after the close of filing, feel free to send an inquiry through join.votersedge.org.

Don't miss this opportunity to share your message with voters! To see examples of candidate profiles check this link: <http://bit.ly/SanMateoVEC>.

If you have questions, please feel free to get in touch. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sharon Stone'.

Sharon Stone  
Membership & Technology Manager  
League of Women Voters of California  
(916) 442-7215  
sstone@lwvc.org



# Campaign Disclosure Information

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California's Political Reform Act of 1974 (GC §§ 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 (FPPC).

We encourage all candidates to visit FPPC's Candidate Toolkit at [www.fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html](http://www.fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html).

## Contact FPPC for Help

- FPPC Advice Line: 1 (866) ASK-FPPC (275-3772)  
9:00 a.m. - 11:30 a.m., Monday through Thursday
- FPPC Advice Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

## Electronic Filing

The Registration & Elections Division provides a web-based data entry filing system, called NetFile, for candidates to electronically file campaign finance disclosure forms.

NetFile offers a 30-minute one-on-one phone training session for all campaign committees. For more information, please visit [netfile.com/Content/CampaignTraining](http://netfile.com/Content/CampaignTraining).

## Selected FPPC Campaign Disclosure Forms

<p style="text-align: center;"><b>CANDIDATES RECEIVING OR SPENDING <u>OVER</u> \$2,000</b> MUST FILE FORMS 501 + 410 + 460</p>
<p style="text-align: center;"><b>CANDIDATES RECEIVING OR SPENDING <u>UNDER</u> \$2,000</b> MUST FILE FORMS 501 + 470</p>

### Form 501 — Candidate Intention Statement

Must be filed before you solicit or receive any contributions or before making expenditures of personal funds on behalf of your candidacy. State Candidates (including judges) file with the Secretary of State. Local candidates file with the County Elections Official or the City Clerk.

### Form 410 — Statement of Organization

Form 410 is used when organizing a campaign committee and must be filed within 10 days of receiving \$2,000 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. County and city committees also file a copy with the County Elections Official or the City Clerk.

### Form 460 — Consolidated Campaign Statement Form

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 \$2,000 or more during a calendar year in connection with an election to office, or holding office.

State committees, including state candidates and judicial candidates, file with the Secretary of State. A copy of this form must also be filed with a state candidate's county of domicile's filing officer, if the state candidate does not file Form 460 electronically with the Secretary of State. Local committees file an original and one copy with the County Elections Official or the City Clerk.

# Campaign Disclosure Information (continued)

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## **Form 470 — Officeholder and Candidate 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 \$2,000 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 \$2,000.

State and judicial candidates must file the original and one copy with the Secretary of State and one copy with the candidate's county of domicile's Elections Official. Local candidates must file an original and one copy with the County Elections Official or the City Clerk.

## **Form 470 Supplement**

A candidate who has filed Form 470 in connection with an election and subsequently receives contributions or makes expenditures totaling \$2,000 or more during the same calendar year is required to file a written notification within 48 hours. Use the Form 470 Supplement or follow the instructions for preparing the notice. The notice must be sent by guaranteed overnight delivery service, personal delivery, fax or email to the Secretary of State, the local filing officer, and to each of his or her opponents seeking the same office. (Contact your filing officer for candidate addresses.) Regular mail may not be used.

## **Form 496 — 24-hour Independent Expenditure Report**

Any committee that makes independent expenditures totaling in the aggregate of \$1,000 or more to support or oppose a single candidate or single ballot measure during the 90 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.

State committees file Form 496 electronically with the Secretary of State. No paper copies are required, and no copies are required to be filed with other filing officers. Local candidates file Form 496 with the County Elections Officials or the City Clerk by fax, guaranteed overnight delivery or personal delivery. Regular mail may not be used. A local ordinance also may require this form to be filed electronically. Candidates and committees involved in San Mateo County elections may (but are not required to) file their Campaign Finance Disclosure Statements electronically with the Registration & Elections Division.

## **Form 497 — 24-hour Contribution Report**

Any committee that makes or receives contribution(s) totaling in the aggregate of \$1,000 or more from a single source during the 90 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.

State committees file this form electronically with the Secretary of State. Local committees file Form 497 with the County Elections Official or the City Clerk by fax, guaranteed overnight delivery service or personal delivery. Some jurisdictions require electronic submissions. Check with your local elections office. Candidates and committees involved in San Mateo County elections may (but are not required to) file their Campaign Finance Disclosure Statements electronically with the Registration & Elections Division.

## **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 \$2,000 or more or made expenditures of \$2,000 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.

**For all FPPC forms and complete instructions, visit the FPPC website  
[www.fppc.ca.gov/forms.html](http://www.fppc.ca.gov/forms.html).**

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

→ **Form 501 – Candidate Intention**  
**Who:** All Candidates  
**When:** Before raising or spending any money, including personal funds.  
**With:** State and judicial candidates file with Secretary of State. Local candidates with Local Filing Officer.

↓ **Form 470 – Campaign Statement Short Form**  
**Who:** Candidates who do not plan to raise or spend \$2,000 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:** State and judicial candidates file original and one copy with Secretary of State and one copy with Local Filing Officer. Local candidates file an original and one copy with Local Filing Officer.

→ **Form 470 Supplement**  
**Who:** Candidates who filed form 470 but subsequently raised or spent \$2,000 or more for their campaign.  
**When:** Within 48 hours of raising or spending \$2,000.  
**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:** State and local candidates who raise \$2,000 or more.  
**When:** Anytime, but required to be filed within 10 days of reaching \$2,000 in contributions (or within 24 hours if \$2,000 level is reached in final 16 days before Election Day).  
**With:** File the original and one copy with Secretary of State. County and city committees also file a copy with the 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. (GC § 84200).*

**With:** State and judicial candidate committees file with Secretary of State. A copy must also be filed with Local Filing Officer, if the state candidate does not file electronically with Secretary of State. Local committees file original and one copy with Local Filing Officer

Successful Candidates	After the Election	Defeated Candidates
<p><b>Form 470 Filers:</b> No additional filing obligations during the current election year as long as less than \$2,000 was raised or spent. Must be filed by July 31 of each subsequent non-election year.</p> <p><b>Form 460 Filers:</b> Must continue to file semi-annually until the committee terminates.</p>	<p><b>Form 470 Filers:</b> No further reporting obligations as long as less than \$2,000 was raised or spent during the calendar year.</p> <p><b>Form 460 Filers:</b> Must continue to file semi-annually as long as the committee remains open. A state candidate controlled committee that has no “net debt outstanding” must terminate no later than 24 months after the election.</p>	<p><b>Form 470 Filers:</b> No further reporting obligations as long as less than \$2,000 was raised or spent during the calendar year.</p> <p><b>Form 460 Filers:</b> Must continue to file semi-annually as long as the committee remains open. A state candidate controlled committee that has no “net debt outstanding” must terminate no later than 24 months after the election.</p>
<b>Terminate a Committee</b>		
<p><b>A committee may terminate only if it:</b></p> <ul style="list-style-type: none"> <li>• Has ceased receiving contributions or making expenditures;</li> <li>• Has no remaining funds;</li> <li>• Has filed all required campaign statements disclosing all reportable transactions, including the disposition of leftover funds; and</li> <li>• Has eliminated all debts and loans, or has no intention or ability to discharge debts and loan</li> </ul>		<p><b>How to terminate:</b> A committee must file a Form 410 and a final Form 460 or form 450.</p> <p><b>Where to File:</b>  <b>Form 410:</b> All committees file the original and a copy with Secretary of State. A local committee must also file a copy with Local Filing Officer.  <b>Form 460/450:</b> State committees file with Secretary of State and local committees file with the Local Filing Officer.</p>

# Campaign Statement Filing Calendar

## Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for Local Office Being Voted on March 3, 2020

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Jan 31, 2020**</b> <i>Semi-Annual</i>	* – 12/31/19	460 or 470	<ul style="list-style-type: none"> <li>• <b>460:</b> All committees must file Form 460.</li> <li>• <b>470:</b> If a candidate raised or spent less than \$2,000 during 2019, file Form 470 (see below).</li> <li>• Maybe filed on January 23, 2020.</li> </ul>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	<b>12/4/19 – 3/3/20</b>	497	<ul style="list-style-type: none"> <li>• File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>• File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon March 3, 2020.</li> <li>• The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>• File by personal delivery, e-mail, guaranteed overnight service or fax. The committee may also file online, if available.</li> </ul>
<b>Jan 23, 2020</b> <i>1<sup>st</sup> Pre-Election</i>	<b>1/1/20 – 1/18/20</b>	460 or 470	<ul style="list-style-type: none"> <li>• Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
<b>Feb 20, 2020</b> <i>2<sup>nd</sup> Pre-Election</i>	<b>1/19/20 – 2/15/20</b>	460	<ul style="list-style-type: none"> <li>• All committees must file this statement.</li> <li>• File by personal delivery or guaranteed overnight service. The committee may also file online, if available.</li> </ul>
<b>Jul 31, 2020</b> <i>Semi-Annual</i>	<b>2/16/20 – 6/30/20</b>	460	<ul style="list-style-type: none"> <li>• All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2020.</li> </ul>

### Additional Notes:

- **\*Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **\*\* Deadlines:** Due to the election being held early in the year, the deadline for the first pre-election statement for calendar year 2020 is earlier than the deadline for the semi-annual statement for calendar year 2019. A candidate/committee active in both calendar years may file the 2019 statement on January 23, 2020.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470 (2019):** Non-incumbent candidates who raised or spent less than \$2,000 during 2019 and did not have an open committee must file Form 470 by January 31, 2020.
- **Form 470 (2020):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee may file Form 470 on or before January 23, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - 462: This form must be e-mailed to the FPPC within 10 days.
  - 496: This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See Campaign Disclosure Manual 2 for additional information.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available here. Or, visit [www.fppc.ca.gov](http://www.fppc.ca.gov) > Learn > Campaign Rules.

# Campaign Statement Filing Calendar (continued)

## Fair Political Practices Commission Filing Schedule for State Candidate Controlled Committees Listed on the March 3, 2020 Ballot

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Jan 31, 2020**</b> <i>Semi-Annual</i>	* – 12/31/19	460 or 470	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> <li>May be filed on January 23, 2020.</li> </ul>
<b>Within 24 Hours</b> <i>Election Cycle Reports</i>	12/4/19 – 3/3/20	497	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to or in connection with a candidate or ballot measure being voted on the March 3 ballot, or made to a political party committee.</li> <li>The recipient of a non-monetary contribution of \$1000 or more in the aggregate must file a Form 497 within 48 hours from the time the non-monetary contribution is received.</li> <li>E-file only. No paper copy is required.</li> </ul>
<b>Within 10 Business Days</b> <i>\$5,000 Report</i>	<b>Ongoing – file any time other than 90-day election cycle</b>	497	<p><b>Only e-filers file this report:</b></p> <ul style="list-style-type: none"> <li>File if a contribution of \$5,000 or more is received from a single source.</li> <li>No paper copy is required.</li> <li>File within 10 business days of receipt of contribution.</li> </ul>
<b>Jan 23, 2020</b> <i>1<sup>st</sup> Pre-Election</i>	1/1/20 – 1/18/20	460 or 470	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
<b>Feb 20, 2020</b> <i>2<sup>nd</sup> Pre-Election</i>	1/19/20 – 2/15/20	460	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>Paper copies must be filed by personal delivery or guaranteed overnight service only.</li> </ul>
<b>Jul 31, 2020</b> <i>Semi-Annual</i>	2/16/20 – 6/30/20	460	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> </ul>

### Additional Notes:

- **\*Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **\*\*Deadlines:** Due to the election being held early in the year, the deadline for the first pre-election statement for calendar year 2020 is earlier than the deadline for the semi-annual statement for calendar year 2019. A candidate/committee active in both calendar years may file the 2019 statement on January 23, 2020.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour/10 Day Independent Expenditure Report (Form 496) or to a 24-hour/10 Day Contribution Report (Form 497) that is due the weekend before the election. Such reports must be filed within 24 hours, regardless of the day of the week.
- **Where to File:** State committees file statements with the Secretary of State. Only candidate controlled committees that are not e-filers file paper copies with the elections official at the candidate's county of domicile.
- **Form 501:** All state candidates must file Form 501 before soliciting or receiving any contributions or before making expenditures from personal funds. A candidate may, until the deadline for filing nomination papers set forth in Section 8020 of the Elections Code, amend Form 501 to change his/her statement of acceptance or rejection of voluntary expenditure limits provides he or she has not exceeded the limits.
- **E-File:** A state committee that has received contributions or made expenditures totaling \$25,000 or more.
- **Form 460:** All state committees, including e-filers, must also file paper statements.
- **Form 470 (2019):** Candidates who did not raise or spend \$2,000 or more in 2019 and do not have an open committee may file Form 470 (Short Form) on or before January 31, 2019. If a Form 470 is filed and later, during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Form 470 (2020):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee may file Form 470 on or before January 23, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a campaign committee must be opened and a Form 470 Supplement and a Form 410 must be filed.

## Campaign Statement Filing Calendar (continued)

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- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Forms 496 and 497:** All reports filed online only.
- Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days.
  - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **Multiple Committees:** All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the March 3, 2020 ballot who maintains an Assembly officeholder committee must file pre-election statements for both committees even if the Assembly committee has not received or made payments.
- **State Contribution Limits:** Refer to the contribution limits chart on the FPPC website.
- **Penalties:** Late statements are subject to a fine of \$10 per day on both the paper and the e-filed version (e.g., \$20 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of \$5,000 per violation.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available here. Or, visit [www.fppc.ca.gov](http://www.fppc.ca.gov) > Learn > Campaign Rules.

# County Contribution Limits

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## San Mateo County Ordinance Code

### 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.

1. 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.
2. 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 campaign finance ordinances can be found online at:  
[www.fppc.ca.gov/learn/campaign-rules/local-campaign-ordinances.html](http://www.fppc.ca.gov/learn/campaign-rules/local-campaign-ordinances.html)

# California State Contribution Limits

Effective January 1, 2019 – December 31, 2020

Candidates seeking a state office and committees that make contributions to state candidates are subject to contribution limits from a single source. (Sections 85301 - 85303.) Contributions from affiliated entities are aggregated for purposes of the limits. (Regulation 18215.1.) The chart below shows the current limits per contributor for state offices. The primary, general, special, and special run-off elections are considered separate elections. Contribution limits to candidates apply to each election. Contribution limits to officeholder and other committees apply on a calendar year basis. Contact your city or county about contribution limits for local offices.

## Contribution Limits to State Candidates Per Election

Candidate or Officeholder	Contributor Sources		
	Person (individual, business entity, committee/PAC)	Small Contributor Committee (see definition on page 2)	Political Party
Senate and Assembly	\$4,700	\$9,300	No Limit
CalPERS/CalSTRS	\$4,700	\$9,300	No Limit
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner, and Board of Equalization	\$7,800	\$15,500	No Limit
Governor	\$31,000	\$31,000	No Limit

## Contributions to Other State Committees Per Calendar Year

Committee	Contributor Sources
	Person (individual, business entity, committee/PAC)
Committee (Not Political Party) that Contributes to State Candidates (PAC)	\$7,800
Political Party Account for State Candidates	\$38,800
Small Contributor Committee	\$200
Committee Account NOT for State Candidates (Ballot Measure, PAC, Political Party)	No Limit*

\*State committees (including political parties and PACs) may receive contributions in excess of the limits identified above as long as the contributions are NOT used for state candidate contributions. (Regulation 18534.)

## Contributions to State Officeholder Committees Per Calendar Year

Committee	Contributor Sources	
	Any Source (Person, Small Contributor Committee or Political Party)	Aggregate from All Sources
Senate and Assembly	\$3,900	\$64,400
CalPERS/CalSTRS	\$3,900	\$64,400
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner, and Board of Equalization	\$6,400	\$128,700
Governor	\$25,700	\$257,500

# California State Contribution Limits (Continued)

Effective January 1, 2019 – December 31, 2020.

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*The contribution limits are effective for elections held between January 1, 2019 and December 31, 2020. (Regulation 18545.) These limits do not apply to contributions made to elections in previous years. Such contributions are subject to the limits in place for that year - see previous charts.*

## **Legal Defense Funds**

Contributions raised for a legal defense fund are not subject to contribution limits or the voluntary expenditure ceiling. However, a candidate or officeholder may raise, in total, no more than is reasonably necessary to cover attorney's fees and other legal costs related to the proceeding for which the fund is created. (Section 85304; Regulation 18530.4.)

## **Recall Elections**

A state officeholder who is the subject of a recall may set up a separate committee to oppose the qualification of the recall measure and, if the recall petition qualifies, the recall election. Neither contribution limits nor voluntary expenditure ceilings apply to the committee to oppose the recall that is controlled by the officeholder who is the target of the recall attempt. Candidates running to replace an officeholder who is the target of a recall are subject to the contribution limits and the expenditure limits applicable to the election for that office. (Section 85315; Regulation 18531.5.)

## **Ballot Measure Committees**

Contributions to ballot measure committees controlled by a candidate for elective state office are not limited.

## **Contributions from State Candidates and Officeholders**

A state candidate or state officeholder may not contribute more than \$4,700 to a committee controlled by another state candidate or state officeholder (including a state or local election committee, legal defense fund, officeholder account, or ballot measure committee). This limit applies on a per election basis and includes, in the aggregate, contributions made from the candidate's or officeholder's personal funds and from campaign funds. (Section 85305; Regulation 18535.) This limit does not apply to a committee controlled by a state candidate to oppose his or her recall.

## **Communications Identifying State Candidates**

Any committee that makes a payment or a promise of payment totaling \$50,000 or more for a communication that:

1. Clearly identifies a state candidate; but
2. Does not expressly advocate the election or defeat of the candidate; and
3. Is disseminated, broadcast, or otherwise published within 45 days of an election, may not receive a contribution from any single source of

more than \$38,800 in a calendar year if the communication is made at the behest of the candidate featured in the communication. (Section 85310.)

## **Officeholder Committees**

Officeholder contributions must be cumulated (in full) with any other contributions from the same contributor(s) for any other future elective state office for which the officeholder maintains a controlled committee during the term of office in which the contribution is received. Contributions to candidates for future elections and to their officeholder account are cumulated for purposes of contribution limits. (Regulation 18531.62.)

## **Contributions from State Lobbyists**

A state lobbyist may not contribute to a state officeholder's or candidate's committee if the lobbyist is registered to lobby the agency of the elected officer or the agency to which the candidate is seeking election. The lobbyist also may not contribute to a local committee controlled by any such state candidate. (Section 85702; Regulation 18572.) In addition, effective January 1, 2015, lobbyists and lobbying firms may no longer take advantage of the \$500 or less home/office fundraiser exception that is available to other individuals and entities. (Section 82015(f).)

## **Local Elections**

Many cities and counties have local contribution limits and other election rules. "Local Campaign Ordinances" are listed on the FPPC's website. Check with your city or county about contribution limits for local elections.

## **Definitions**

**Person:** An individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, limited liability company, association, committee, and any other organization or group of persons acting in concert. (Section 82047.)

**Small Contributor Committee:** Any committee that meets all of the following criteria:

- (a) The committee has been in existence for at least six months.
- (b) The committee receives contributions from 100 or more persons.
- (c) No one person has contributed to the committee more than \$200 per calendar year.
- (d) The committee makes contributions to five or more candidates. (Section 85203; Regulation 18503.)

**Political Party Committee:** The state central committee or county central committee of an organization that meets the requirements for recognition as a political party under Elections Code Section 5100. (Section 85205.)

# Selected State Laws Governing Campaign Practices

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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**

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 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 \$1,000.

*EC §18351*

### **Use of a Simulated Ballot**

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

- (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).

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

- (b) A simulated ballot or simulated county voter information guide referred to in subdivision (a) shall not bear an official seal or the insignia of a public entity, and that seal or insignia shall not appear upon the envelope in which it is mailed or otherwise delivered.
- (c) The superior court, in a case brought before it by a registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition of cases of this nature.

### **Campaign Advertising or Communication Defined**

Elections Code Section 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)

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## **Mass Mailing**

A “mass mailing” is defined as over 200 substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.  
*GC §82041.5*

Government Code Section 84305, which sets forth the requirements of mass mailings, provides:

- (a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.
- (2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee's address is a matter of public record with the Secretary of State.
- (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- (c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.
- (2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.
- (d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).
- (e) For purposes of this section, the following terms have the following meaning:
  - (1) “Mass electronic mailing” means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.

# Selected State Laws Governing Campaign Practices

## (continued)

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- (2) "Sender" means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84217, inclusive.
- (3) To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

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

*GC §84305*

### **Political Advertising**

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.

The term "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.

*EC §20008*

### **Libel and Slander**

"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."

*EC §20500*

### **Persons Liable**

(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.

(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.

*EC §20501*

# Selected State Laws Governing Campaign Practices

(continued)

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## **Electioneering on Election Day**

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 Elections Code 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 voter's qualifications or speak to a voter on the subject of his or her qualifications except as provided in Elections Code Section 14240.
- (d) Do any electioneering, as defined by Elections Code Section 319.5.

"100 feet of a polling place, a satellite location under Section 3018, or an Elections Official's office" means a distance of 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.

*EC §18370*

## **Compelling Another in Voting**

- (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 pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

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 for 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 pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

*EC §18540*

# Selected State Laws Governing Campaign Practices

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## **Solicitation Dissuading Persons from Voting**

- (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 Elections Code Section 14240.
  - (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
- (b) 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.
- (c) "100 feet of a polling place" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

*EC §18541*

*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.

## **Challenging a Vote Without Probable Cause**

- (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 Elections Code 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 (a) above is guilty of a felony.

*EC §18543*

## **Fine for Solicitation Requesting Voter Disclosure of his or her Ballot**

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 pursuant to subdivision (h) of Section 1170 of the Penal Code 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 Elections Code Sections 3017 and 3021 or persons assisting a voter pursuant to Elections Code Section 14282.

*EC §18403*



OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
RECORDER & ELECTIONS**  
COUNTY OF SAN MATEO

**MARK CHURCH**  
CHIEF ELECTIONS OFFICER &  
ASSESSOR-COUNTY CLERK-RECORDER

Fall 2019 to Spring 2020

Dear Candidate:

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,

Mark Church

**DEPARTMENT OF TRANSPORTATION**

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



*Making Conservation  
a California Way of Life.*

Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

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

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

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

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

Enclosure

ODA-0027

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

**STATEMENT OF RESPONSIBILITY  
FOR TEMPORARY POLITICAL SIGNS**

ODA-0027 (NEW 12/2018)

Election Date: \_\_\_\_\_ June \_\_\_\_\_ November Other: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Office sought or Proposition Number: \_\_\_\_\_

County where sign(s) will be placed: \_\_\_\_\_

Number of signs to be placed: \_\_\_\_\_

RESPONSIBLE PARTY:

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

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

Phone Number (Include Area Code): \_\_\_\_\_

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

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

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

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

\_\_\_\_\_  
Date

**Mail Statement of Responsibility to:**

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

# City Clerks in San Mateo County

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

<p>Atherton Mr. Anthony Suber 91 Ashfield Road Atherton, CA 94027 650.752.0529 <a href="mailto:asuber@ci.atherton.ca.us">asuber@ci.atherton.ca.us</a></p>	<p>Belmont Honorable Terri Cook One Twin Pines Lane, Suite 375 Belmont, CA 94002 650.595.7413 <a href="mailto:tcook@belmont.gov">tcook@belmont.gov</a></p>	<p>Brisbane Ms. Ingrid Padilla 50 Park Place Brisbane, CA 94005 415.508.2113 <a href="mailto:cityclerk@ci.brisbane.ca.us">cityclerk@ci.brisbane.ca.us</a></p>
<p>Burlingame Ms. Meaghan Hassel-Shearer 501 Primrose Road Burlingame, CA 94010 650.558.7203 <a href="mailto:mhasselshearer@burlingame.org">mhasselshearer@burlingame.org</a></p>	<p>Colma Ms. Caitlin Corley 1198 El Camino Real Colma, CA 94014 650.997.8311 <a href="mailto:caitlin.corley@colma.ca.gov">caitlin.corley@colma.ca.gov</a></p>	<p>Daly City Honorable Annette Hipona 333 90th Street Daly City, CA 94015 650.991.8078 <a href="mailto:ahipona@dalcycity.org">ahipona@dalcycity.org</a></p>
<p>East Palo Alto Mr. Walfred Solorzano 2415 University Avenue East Palo Alto, CA 94303 650.853.3127 <a href="mailto:wsolorzano@cityofepa.org">wsolorzano@cityofepa.org</a></p>	<p>Foster City Ms. Priscilla Schaus 610 Foster City Boulevard Foster City, CA 94404 650.286.3250 <a href="mailto:clerk@fostercity.org">clerk@fostercity.org</a></p>	<p>Half Moon Bay Ms. Jessica Blair 501 Main Street Half Moon Bay, CA 94019 650.726.8271 <a href="mailto:jblair@hmbcity.com">jblair@hmbcity.com</a></p>
<p>Hillsborough Ms. Miyuki Yokoyama 1600 Floribunda Avenue Hillsborough, CA 94010 650.375.7412 <a href="mailto:myokoyama@hillsborough.net">myokoyama@hillsborough.net</a></p>	<p>Menlo Park Ms. Judi Herren 701 Laurel Street Menlo Park, CA 94025 650.330.6621 <a href="mailto:jaherren@menlopark.org">jaherren@menlopark.org</a></p>	<p>Millbrae Ms. Elena Suazo 621 Magnolia Avenue Millbrae, CA 94030 650.259.2414 <a href="mailto:esuazo@ci.millbrae.ca.us">esuazo@ci.millbrae.ca.us</a></p>
<p>Pacifica Ms. Sarah Coffey 170 Santa Maria Avenue Pacifica, CA 94044 650.738.7307 <a href="mailto:coffeys@ci.pacifica.ca.us">coffeys@ci.pacifica.ca.us</a></p>	<p>Portola Valley Ms. Sharon Hanlon 765 Portola Road Portola Valley, CA 94028 650.851.1700 <a href="mailto:shanlon@portolavalley.net">shanlon@portolavalley.net</a></p>	<p>Redwood City Ms. Pam Aguilar 1017 Middlefield Road Redwood City, CA 94063 650.780.7220 <a href="mailto:paguilar@redwoodcity.org">paguilar@redwoodcity.org</a></p>
<p>San Bruno Ms. Melissa Thurman 567 El Camino Real San Bruno, CA 94066 650.616.7058 <a href="mailto:mthurman@sanbruno.ca.gov">mthurman@sanbruno.ca.gov</a></p>	<p>San Carlos Ms. Crystal Mui 600 Elm Street San Carlos, CA 94070 650.802.4219 <a href="mailto:cmui@cityofsancarlos.org">cmui@cityofsancarlos.org</a></p>	<p>San Mateo Ms. Patrice Olds 330 West 20th Avenue San Mateo, CA 94403 650.522.7042 <a href="mailto:polds@cityofsanmateo.org">polds@cityofsanmateo.org</a></p>
<p>South San Francisco Honorable Rosa Govea Acosta 400 Grand Avenue P.O. Box 711 South San Francisco, CA 94083 650.877.8518 <a href="mailto:rosa.acosta@ssf.net">rosa.acosta@ssf.net</a></p>	<p>Woodside Ms. Jennifer Li 2955 Woodside Road P.O. Box 620005 Woodside, CA 94062 650.851.6790 <a href="mailto:jli@woodsidetown.org">jli@woodsidetown.org</a></p>	

# Voter File Data

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The San Mateo County Registration & Elections Division voter registration database 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@smcacre.org](mailto:hoconnor@smcacre.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:

- Voter name
- Residence and mailing address
- Precinct number and portion
- Birth date and birth place
- Telephone number
- Date of registration
- Vote by Mail voter status
- Political party
- Email address
- Date last voted
- Voting history for last five statewide elections unless otherwise specified

## Products and Prices

- Electronic file: \$125
- On CD: Add \$1 for copying; add \$2 for mailing
- Walking list: \$0.50 per 1,000 voter names; add \$0.10 per page for photocopy or print
- Daily Vote by Mail file: Free; updated daily after February 3, 2020

## Maps

Digital maps are available in PDF format on [www.smcacre.org](http://www.smcacre.org), CD or via FTP download. File size prohibits email transmission.

## Permissible Uses and Limitations

Pursuant to Elections Code Section 2194, 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.

## Voter File Data (continued)

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- 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.
- 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.

# Voter Registration Information

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## **Registration Deadline for This Election**

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 March 3, 2020 election, voters must be registered at their current residential address on or before **Tuesday, February 18, 2019**. (Deadline falls on a holiday. Date is moved to next day, February 18, 2019, per EC §15)  
*EC §2102*

## **Conditional Voter Registration (CVR)**

Voters who miss the February 18, 2019 deadline may come to the Registrations & Elections Division at 40 Tower Road, San Mateo or any operating Vote Centers in the county to complete a Voter Registration and be issued a Conditional Voter Registration (CVR) provisional ballot on or before Election Day.  
*EC §2170*

## **Important Information Regarding Voter Registration**

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

- A United States citizen and a California resident
- At least 18 years of age by Election Day. (Pre-registration for 16- and 17-year-olds.)
- Not in prison or on parole for the conviction of a felony.

*EC §2101*

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
- San Mateo County Registration & Elections Division
- 555 County Center, Redwood City

Register online: [registertovote.ca.gov](http://registertovote.ca.gov)

## Voter Registration Information (continued)

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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 in multiple languages are available for distribution (at no cost) at the Registration & Elections Division.

The California Secretary of State provides a detailed guide for launching Voter Registration Drives on their website: <https://www.sos.ca.gov/elections/publications-and-resources/guide-vr-drives>.

***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, 選擇 3。

# California Voter's Choice Act

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## Overview

San Mateo County has been selected by the State Legislature as one of 14 pilot counties statewide authorized to conduct All-Mailed Ballot/Vote Center with Ballot Drop-off Locations elections under Senate Bill 450, the California Voter's Choice Act. On September 12, 2017, the San Mateo Board of Supervisors authorized the Chief Elections Officer to proceed with the implementation of the Act for future elections.

## Purpose

The California Voter's Choice Act, was enacted to increase voter participation, enlist public engagement, and expand voting options for all voters. The law fundamentally changes the manner in which future elections are to be conducted by establishing an All-Mailed Ballot/Vote Center election model, utilizing Vote Centers and Ballot Drop-off Locations strategically placed throughout the county.

## Voting Options

Under the Voter's Choice Act, all voters will be mailed a ballot 29 days before the election with a postage-paid envelope to return the ballot.

Voters will be able to cast their ballots by choosing one of three methods:

### Vote by Mail

You can vote and mail your ballot in the postage-paid return envelope on or before Election Day.

### Drop off Your Voted Ballot

You can vote and return your ballot into a secure Ballot Drop-off Box. Ballot Drop-off Boxes will be located throughout San Mateo County starting 28 days before the election.

### Vote in Person

Vote Centers look and feel like polling places, but provide additional services and options for voters. You can go to any Vote Center in San Mateo County to:

- Vote on an accessible voting machine
- Vote on a paper ballot
- Access multilingual election materials and receive assistance from English, Spanish, Chinese, Filipino or Korean speaking staff
- Drop off your ballot
- Receive a replacement ballot
- Register to vote or update registration information through Election Day

Vote Centers will be located throughout San Mateo County.

- Four Vote Centers will be open 29 days before the election
- An additional five Vote Centers will be open 10 days before the election and at least an additional 31 Vote Centers will be open three days before the election for at least 8 hours daily.
- All Vote Centers will be open on Election Day from 7 a.m. to 8 p.m.

EC §4005

# Election Day

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**Vote Centers are open from 7 a.m. to 8 p.m. on Election Day.**

## **Election Day Observing**

The Registration & Elections Division has procedures in place for election observers at the Vote Centers. It is important that activities at the Vote Centers are organized, operationally smooth and hassle-free for both the voters and the Vote Center Representatives.

- Observers are welcome to watch all proceedings at the polls, including Vote Center Representatives 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 Vote Center Representatives, and may direct their questions about procedures to the Lead, or in the absence of the Lead, to other Vote Center Representatives who are 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 Vote Center, beyond the “no-electioneering zone.”
- Observers may not directly challenge a voter. Election law provides that only the Elections Official, and/or Vote Center Representative holds the right to challenge a particular vote.
- Observers may not interfere in any way with the voting process.

## **Election Night Results: Semi-Official and Official Canvass**

The semi-official canvass will commence immediately upon the close of the polls at 8 p.m., March 3, 2020. Votes are cumulated at the secure, central counting location within the Registration & Elections Division at 40 Tower Road, San Mateo, CA 94402.

*EC §15150*

Generally, the election night results will be released as follows:

- **8:05 p.m.:** Vote by Mail Ballots Only
- **9 p.m.:** All Vote Center Votes (*Updated every 30 minutes*)

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.smcacre.org](http://www.smcacre.org)
- Subscribe to emailed reports, via subscription form posted on [www.smcacre.org](http://www.smcacre.org) one week prior to the election

# Official Canvass and Election Certification

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## **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.  
*EC §15300-15360*

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

A press release detailing the Official Canvass will be available on the Registration & Elections Division's website: [www.smcacre.org](http://www.smcacre.org).

## **Election Certification**

Official results must be certified no later than 30 calendar days following an election. A certified "Statement of the Vote" will be available on the Elections website at [www.smcacre.org](http://www.smcacre.org) and for purchase or viewing at the Registration & Elections Division, located at 40 Tower Road in San Mateo.  
*EC §15372*