



OFFICE OF MARK CHURCH  
**CHIEF ELECTIONS OFFICER & ASSESSOR-COUNTY CLERK-RECORDER**  
REGISTRATION & ELECTIONS DIVISION



# Statewide General Election November 8, 2022

## CANDIDATE GUIDE

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

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

Summer 2022

Dear Candidate:

I commend you for your decision to seek public office. The success of our democratic system relies on citizen involvement as voters and candidates. Running for office is a commitment of your time and energy to your community, and this invaluable contribution deserves 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 online Candidate Seminars to provide resources and help you understand your responsibilities in the November 8, 2022 Statewide General Election. I highly recommend that you attend one of these online 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.

**Candidate Seminars (choose one session)**

10 a.m., Thursday, July 7, 2022

2 p.m., Thursday, July 28, 2022

In addition to the seminars, our website ([www.smcacre.org](http://www.smcacre.org)) has an abundance of useful information, including an election calendar, information on 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.

I feel privileged and honored to serve as your Chief Elections Officer. My office is ready to support you. Please send your questions regarding candidate filing at [CandidateServices@smcacre.org](mailto:CandidateServices@smcacre.org).

Sincerely,

Mark Church

The 2022 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.

The Registration & Elections Division does not intend to provide this Guide as legal advice. This Guide is not a substitute for legal counsel for the individual, organization or candidate using it. In case of conflict with this Guide, laws, regulations, or rules will apply.

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# Candidate Services Team

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# COVID-19 and Electronic Candidate Filing Option

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## **Background**

In light of the COVID-19 pandemic, we are offering an electronic filing option. In-person filing is available, but we strongly encourage candidates to file electronically for the health and safety of candidates and elections staff.

## **Receiving Candidate Filing Documents Electronically**

1. Candidates need to provide our office a written request to receive candidate filing documents electronically by using the County's Candidate Registration Form. The Candidate Registration Form can be downloaded from our website ([www.smcacre.org](http://www.smcacre.org)) or be requested by phone or email.
2. Upon receiving the written request and establishing the candidate's eligibility, the Registration & Elections Division will email all candidate filing forms to the candidate in fillable PDF format.

## **Completing Candidate Filing Documents**

1. Once the candidate has received all the filing forms via email, our staff will assist the candidate with filling out each form via phone or an online video conference tool.
2. Candidate oaths may be executed in the presence of the County Elections Official via an online video conferencing service. The oath CANNOT be done by phone. If candidates do not have video conferencing ability, they may go to a notary or visit the Registration & Elections Division to take the oath in person.

## **Returning Candidate Filing Forms**

1. Upon completing all the filing forms, candidates should provide electronic signatures on all forms before emailing the forms back to our office.
2. **IMPORTANT:** Candidates MUST print all the completed filing forms, sign each form, and mail or drop off their completed hard copy documents with original (wet) signatures to the Registration & Elections Division by the close of the Candidate Filing Period of August 12, 2022 or August 17, 2022 for extended offices.

If the County Elections Official does not receive the completed documents with original signatures from the candidate by the filing deadline, the candidate will NOT be considered qualified, and the candidate's name will NOT be on the ballot.

## **Visiting the Election Office and Social Distancing**

We strongly encourage candidates to practice social distancing when working with the Registration & Elections Division staff in person and ask that candidates take the following steps:

1. Make an appointment before coming to the Registration & Elections Division to file documents or take the oath.
2. You are strongly encouraged to wear a mask and practice social distancing when visiting the Registration & Elections Division.
3. Do not come to the Registration & Elections Division when having flu-like symptoms. Candidates with flu-like symptoms should choose the electronic filing option.

## COVID-19 and Electronic Candidate Filing Option (continued)

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4. Avoid the last day crowd. Our office has traditionally had many candidates filing on the last day of the filing period. We strongly urge candidates to avoid the last day crowd. If candidates want to publish a candidate statement, please file early and do not wait until the last day.

The staff at the Registration & Elections Division sincerely appreciates your understanding and cooperation in our effort to make the candidate filing process safe for everyone during these extraordinary times. If you have any questions or concerns, please contact our office at [CandidateServices@smcacre.org](mailto:CandidateServices@smcacre.org).

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# Election Calendar

## November 8, 2022 Statewide General 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 November 8, 2022 Statewide General Election Action Taken
148	Monday June 13, 2022	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
131	Thursday June 30, 2022	Last day for a statewide initiative measure, constitutional amendment, bond measure or other legislative measure to qualify for the Statewide General Election ballot on November 8, 2022. EC §9040; Cal. Const. Art. II §8(c)
130	Friday July 1, 2022	(School or Special District Vacancy) Last day for the governing body of a local jurisdiction to call an election on November 8, 2022 to fill a vacancy to be on the ballot. GC §1780(e)(2); ED §5091(b)
127	Monday July 4, 2022	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 Measure into one notice if any city measure was placed on the ballot prior to the Notice of Election's publication. EC §§12101, 12111
113	Monday July 18, 2022	
125	Wednesday July 6, 2022	Last day for special districts governed by the Uniform District Election Law to notify County Elections Official of offices to be filled, specifying which offices, if any, are for the balance of an unexpired term, decisions regarding payment of candidate statements, and a map showing the boundaries of the district and the boundaries of the divisions of the district, if any, within that county and a statement indicating in which divisions a director is to be elected and whether any elective officer is to be elected at large. EC §§10509, 10522
124	Thursday July 7, 2022	First Candidate Seminar will be held at 10 a.m. on this day.

123	Friday July 8, 2022	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 July 11, 2022	Last day for the County Superintendent of Schools to deliver a copy of the formal notice of election of governing board members to the County Elections Official. ED §5325(b)
120  90	Monday July 11, 2022  Wednesday August 10, 2022	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 and the hours of opening and closing the polls). The notice of central counting place may be combined with this notice. The 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; ED §5363
114	Sunday July 17, 2022	(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 November 8, 2022 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, July 15, 2022) EC §§12101(b); GC §36512
113  88	Monday July 18, 2022  Friday August 12, 2022	Between these dates is the Candidate Filing Period. Nomination Documents (Declaration of Candidacy and Nomination Papers) are available during this time. Paperwork must be filed by the close of business on August 12, 2022. City candidates shall file paperwork with their City Clerk’s office and should check the business hours of their City Clerk’s office; all other candidates shall file with the County Elections Official by 5 p.m. on August 12, 2022. Local, United States House of Representatives, State Senate and Assembly candidates may publish a Candidate Statement in the County Sample Ballot & Official Voter Information Pamphlet. State Senate and Assembly candidates may do so only if they have agreed to accept the voluntary expenditure limits on their Candidate Intention Statement (Form 501). The candidate statement may be withdrawn but not changed during this period and until 5 p.m. of the next working day (Monday, August 15, 2022) after the close of the nomination period. EC §§10220, 10224, 10407(a), 10510, 10603, 13107, 13307, 13307.5; GC §85601(c)
103	Thursday July 28, 2022	Second Candidate Seminar will be held at 2 p.m. on this day.

Fixed Date	Monday August 1, 2022	Except as provided in GC §84200 paragraphs (1), (2) and (3), elected officials, candidates, committees, and slate mailer organizations shall file semiannual statements no later than this date for the period ending June 30, 2022. (Statutory deadline of July 31 falls on a Sunday, therefore the filing deadline is extended to the next business day.) GC §§82013, 84200, 84218
98	Tuesday August 2, 2022	Last day that any candidate may request in writing a different ballot designation than was used at the primary election. The written request shall be accompanied by a Ballot Designation Worksheet. EC §13107(h)
90  0	Wednesday August 10, 2022  Tuesday November 8, 2022	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 August 12, 2022	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 August 12, 2022	Last day for a local entity to deliver a resolution requesting election services and consolidation from the County Board of Supervisors for the November 8, 2022 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)
88	Friday August 12, 2022	Last day for candidates to submit Nomination Documents (Declaration of Candidacy and Nomination Papers) and Candidate Statement (optional). City candidates shall file paperwork with their City Clerk's office and should check the business hours of their City Clerk's office; all other candidates shall file with the County Elections Official by 5 p.m. on this date. EC §§10220, 10224, 10407(a), 10510, 10603, 13107, 13307, 13307.5; GC §85601(c)
88  78	Friday August 12, 2022  Monday August 22, 2022	The 10-calendar-day public examination period begins August 12, 2022 at 5 p.m. and ends August 22, 2022 at 5 p.m. for all documents filed as of the filing deadline of August 12, 2022. Between these dates, the Elections Official or any voter of the jurisdiction in which the election is being held, 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. EC §§9190, 9295, 9380, 9509, 13313

87	Saturday August 13, 2022	Between these dates is the <i>Extended</i> Candidate Filing Period. If an eligible incumbent does not file Nomination Documents (Declaration of Candidacy and Nomination Papers) by August 12, 2022 at 5 p.m., the filing period is extended for that office for five calendar days until August 17, 2022 at 5 p.m., for any person other than the incumbent. City candidates shall file paperwork with their City Clerk's office and should check the business hours of their City Clerk's office; all other candidates shall file with the County Elections Official by 5 p.m. on August 17, 2022. This section is not applicable where there is no incumbent eligible to be elected. EC §§10225, 10407(b), 10516, 10604
83	Wednesday August 17, 2022	
85	Monday August 15, 2022	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)
83	Wednesday August 17, 2022	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 and should check the business hours of their City Clerk's office; all other candidates shall file with the County Elections Official by 5 p.m. on this date. EC §§10225, 10407(b), 10516, 10604
83	Wednesday August 17, 2022	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 August 17, 2022	For the office of superior court judge where only the incumbent filed paperwork during the Primary Election, this date is the last day to file a petition indicating that a write-in campaign will be conducted for the office at the general election, 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. If such a petition is filed by this date, the name of the incumbent shall be placed on the general election ballot if it has not appeared on the direct primary election ballot. EC §8203
83	Wednesday August 17, 2022	Last day for any qualified political party to submit to the County Elections Official a list of all candidates for voter-nominated offices who will appear on any ballot in the County, and who have been endorsed by the party. The County Elections Official shall print any such list that is timely received in the County Sample Ballot & Official Voter Information Pamphlet. EC §13302(b)

83	Wednesday August 17, 2022	The 10-calendar-day public examination period begins August 17, 2022 at 5 p.m. and ends August 27, 2022 at 5 p.m. for all documents filed by the extended filing deadline August 17, 2022. Between these dates, the Elections Official or any voter of the jurisdiction in which the election is being held, 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. EC §§9190, 9295, 9380, 9509, 13313
73	Saturday August 27, 2022	
82	Thursday August 18, 2022	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 §§13111-13, 13116
82	Thursday August 18, 2022	Last day for candidates for offices with extended filing deadline of August 17, 2022 to withdraw their candidate statement. The statement may be withdrawn, but not changed, until 5 p.m. EC §§13307(a)(3)
81	Friday August 19, 2022	The County Elections Official will publish a notice regarding County, School District and Special District measures, the dates for submitting Primary Arguments and Rebuttals, the 10-day public examination periods, the hours of opening and closing the polls, and the central ballot counting location. EC §§9163, 9502, 10242, 12109; GC §6061
81	Friday August 19, 2022	For consolidated elections, the names of the candidates to appear upon the ballot where district, city or other political subdivision offices are to be filled shall be filed with the Elections Official by this date. EC §10403(c)
81	Friday August 19, 2022	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 in favor of and against city measures must be filed with the City Clerk's office. Contact the City Clerk's office for deadline as cities may set different filing due date for Primary Arguments. EC §§9162-63, 9282-83, 9286, 9315-16, 9501-03
81	Friday August 19, 2022	The 10-calendar-day examination review period begins August 19, 2022 at 5 p.m. and ends August 29, 2022 at 5 p.m. for Primary Arguments filed in favor of and against local measures. Between these dates, the Elections Official or any voter of the jurisdiction in which the election is being held, 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 in favor of and against city measures are reviewed at the City Clerk's office. Contact the City Clerk's office for deadline. EC §§9190, 9295, 9380, 9509
71	Monday August 29, 2022	

78	Monday August 22, 2022	The 10-calendar-day public examination period ends at 5 p.m. for all documents filed by August 12, 2022. 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 August 12, 2022. EC §§9190, 9295, 9380, 9509, 13313
73	Saturday August 27, 2022	The 10-calendar-day public examination period ends at 5 p.m. for all documents filed by August 17, 2022. A writ of mandate or injunction request shall be filed no later than this date on documents filed by the extended candidate filing period deadline of August 17, 2022. EC §§9190, 9295, 9380, 9509, 13313
71	Monday August 29, 2022	The 10-calendar-day public examination period ends at 5 p.m. on this day 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 by the deadline of August 19, 2022. EC §§9190, 9295, 9380, 9509
71	Monday August 29, 2022	Rebuttal Arguments for measures where a Primary Argument was filed both in favor and against are due on this date by 5 p.m. Such Rebuttal Arguments may be changed until and including this date. Rebuttal Arguments for city measures must be filed with the City Clerk's office. Contact the City Clerk's office for deadline as cities may set different filing due date for Rebuttal Arguments. EC §§9163, 9167, 9285-86, 9316-17, 9502, 9504
71	Monday August 29, 2022	Impartial Analyses for measures are due on this date by 5 p.m. Impartial Analyses for city measures must be filed with the City Clerk's office. Contact the City Clerk's office for deadline as cities may set different filing due date for Impartial Analyses. EC §§9160, 9280, 9313-14, 9500
71  61	Monday August 29, 2022  Thursday September 8, 2022	The 10-calendar-day public examination period begins August 29, 2022 at 5 p.m. and ends September 8, 2022 at 5 p.m. for Rebuttal Arguments filed in favor or against local measures and Impartial Analyses. Between these dates, the Elections Official or any voter of the jurisdiction in which the election is being held, 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 September 8, 2022	The 10-calendar-day public examination 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 August 29, 2022. EC §§9190, 9295, 9380, 9509

61	Thursday September 8, 2022	Any city that requests the County Board of Supervisors to permit the County 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 September 9, 2022  Saturday September 24, 2022	Between these dates, the County Elections Official must send ballots and balloting materials to all Military and Overseas Voters who filed ballot applications by September 24, 2022. EC §§300(b), 3105, 3114
57 14	Monday September 12, 2022  Tuesday October 25, 2022	Between these dates is the Candidate Filing Period for write-in candidates. 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 and should check the business hours of their City Clerk's office. EC §§8600-05
45	Saturday September 24, 2022	County Elections Official must send ballots and balloting material to all Military and Overseas Voters who filed ballot applications by this date. EC §§300(b), 3105, 3114
40 10	Thursday September 29, 2022  Saturday October 29, 2022	Between these dates, the Secretary of State shall mail the State Voter Information Guide to each voter who is registered at least 29 days prior to the election. The County Elections Official will mail a State Voter Information Guide to any person upon request. EC §9094
40	Thursday September 29, 2022	First pre-election campaign committee statement for candidates and committees is due for the period ending September 24, 2022 (which is 45 days before the election). GC §§84200.5, 84200.8
29 7	Monday October 10, 2022  Tuesday November 1, 2022	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 November 1, 2022 to ensure the ballots arrive on or before Election Day. EC §4005(a)(8)(A)
29	Monday October 10, 2022	Processing of Vote by Mail ballots may begin on this date. 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
28	Tuesday October 11, 2022	Early voting period starts on this day, with three Vote Centers opening in San Mateo, Redwood City and South San Francisco.

28  0	Tuesday October 11, 2022  Tuesday November 8, 2022	Between these dates, at least one ballot dropoff location shall be provided for every 15,000 registered voters within the jurisdiction where the election is held, as determined on August 12, 2022 (i.e., 88 days before Election Day). All ballot dropoff locations shall be open at least during regular business hours. At least one ballot dropoff 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)
21	Tuesday October 18, 2022	By this date, the County Elections Official shall mail the County Sample Ballot & Official Voter Information Pamphlet to each voter who is registered at least 29 days prior to the election. EC §§13303-04
15	Monday October 24, 2022	Voter registration closes on this date for the November 8, 2022 Statewide General Election. Voters must register by this date to be eligible to vote non-provisionally in this election. Voter registration forms postmarked prior to or on this date are accepted. EC §2102
14	Tuesday October 25, 2022	The Candidate Filing Period for write-in candidates ends on this date at 5 p.m. All 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. EC §§8600-05
14  0	Tuesday October 25, 2022  Tuesday November 8, 2022	Between these dates, individuals who become new United States citizens on or after October 25, 2022, are eligible to register and vote at any Vote Center. A new citizen registering during this time must provide proof of citizenship prior to voting and declare that he or she has established residency in California. EC §§331, 3500-01
14  0	Tuesday October 25, 2022  Tuesday November 8, 2022	Between these dates, the Elections Official shall provide Conditional Voter Registration and provisional voting for voters who missed the October 24, 2022 registration deadline at any Vote Center. EC §§2170-71
12	Thursday October 27, 2022	Second pre-election campaign committee statement for candidates and committees is due for the period ending October 22, 2022 (which is 17 days before the election). GC §§84200.5, 84200.8(b)
10  4	Saturday October 29, 2022  Friday November 4, 2022	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 August 12, 2022 (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)

7	Tuesday November 1, 2022	By this date (one week before Election Day), the County Elections Official shall publish a list of the polling places (Vote Centers) designated for each election precinct for the election. EC §12105
7	Tuesday November 1, 2022	Voters interested in having replacement Vote by Mail ballots be mailed to them should make the request by this date to ensure the ballots arrive on or before Election Day.
7	Tuesday November 1, 2022	Last day for voters to request the County Elections Official to send a Vote by Mail ballot in Spanish, Chinese or Filipino, or a facsimile copy of the ballot printed in Korean, Burmese, Japanese or Hindi. EC §4005(a)(8)(B)(i)(III)
7	Tuesday November 1, 2022	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)(i)(IV)
3	Saturday November 5, 2022	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 August 12, 2022 (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)(3)(A)
0	Tuesday November 8, 2022	
0	<b>Tuesday November 8, 2022</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, 14212, 15150-51
<b>Days Following Election</b>	<b>Date</b>	<b>Action Taken</b>
7	Tuesday November 15, 2022	Vote by Mail ballots postmarked on or before Election Day must be received by the County Elections Official by this date in order to be counted. EC §3020(b)
30	Thursday December 8, 2022	Last day for County Elections Official to certify election results to the jurisdictions participating in the election. EC §15372
38	Friday December 16, 2022	Last day for Secretary of State to prepare, certify, and file a statement of the vote from the compiled elections returns. The Secretary of State issues to each elected candidate a certificate of election. EC §§15501, 15504

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# Key Filing Dates and Filing Forms

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## Key Filing Dates

### Candidate Filing Period

July 18, 2022 – August 12, 2022

Candidates must file their required filing documents, including Nomination Paper, Declaration of Candidacy, Candidate Statement (optional), 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

August 13, 2022 – August 17, 2022

If an eligible incumbent does not file Nomination Documents by 5 p.m. on August 12, 2022, the filing period is extended for that office for five calendar days, until 5 p.m. on August 17, 2022, 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

September 12, 2022 – October 25, 2022

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

- Nomination Paper
- Declaration of Candidacy
- Ballot Designation Worksheet (*If the candidate chooses a Ballot Designation*)
- Code of Fair Campaign Practices (*Voluntary*)
- Form 700 Statement of Economic Interests (*Not Applicable for Federal Candidates*)
- Character-Based Name Form
- Candidate Statement of Qualifications Form (*If the candidate publishes a candidate statement*)
- Permission to Post Personal Information on San Mateo County's Website

# Offices to be Elected at the November 8, 2022 Election

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## Federal Offices

U.S. Senator (Full and Partial/Unexpired Terms)  
U.S. Representative

District 15 and 16

## State Offices

Governor/Lieutenant Governor  
Attorney General  
Secretary of State  
State Treasurer  
State Controller  
Insurance Commissioner  
State Superintendent of Public Instruction  
State Board of Equalization  
State Assembly

District 2  
Districts 19, 21, and 23

## County District Offices

Board of Supervisors

Districts 2 and 3

## School District Offices

County Board of Education

Governing Board, 3 seats  
(Trustee Areas 1, 2, and 3)

Bayshore Elementary School District  
Belmont-Redwood Shores School District  
Brisbane School District  
Burlingame School District

Governing Board, 3 seats  
Governing Board, 3 seats  
Governing Board, 3 seats  
Governing Board Full Term, 2 seats  
Governing Board Short Term, 1 seat  
Governing Board, 3 seats  
(Trustee Areas A, C, and E)

Cabrillo Unified School District

Governing Board, 3 seats  
Governing Board, 3 seats  
Governing Board, 3 seats  
Governing Board, 2 seats  
Governing Board Full Term, 3 seats  
Governing Board Short Term, 1 seat

Hillsborough City School District  
Jefferson Elementary School District  
Jefferson Union High School District  
La Honda-Pescadero Unified School District  
Las Lomas Elementary School District

Governing Board, 3 seats  
Governing Board, 3 seats  
Governing Board, 3 seats  
Governing Board, 3 seats  
Governing Board Full Term, 2 seats  
Governing Board Short Term, 1 seat  
Governing Board, 3 seats  
Governing Board, 2 seats  
(Trustee Areas 2 and 5)

Menlo Park City School District  
Millbrae Elementary School District  
Pacifica School District  
Portola Valley Elementary School District

Governing Board, 3 seats  
(Trustee Areas 2, 3, and 5)

Ravenswood City School District  
Redwood City School District

Governing Board Full Term, 3 seats  
Governing Board Short Term, 2 seats  
Governing Board, 2 seats

San Bruno Park School District

(Trustee Areas 2 and 4)

San Carlos School District

Governing Board Full Term, 2 seats,  
(Trustee Areas 1 and 2)  
Governing Board Short Term, 1 seat

San Mateo County Community College District

San Mateo-Foster City School District

# Offices to be Elected at November 2022 Election

(continued)

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San Mateo Union High School District	Governing Board, 3 seats (Trustee Areas 1, 3 and 5)
Sequoia Union High School District	Governing Board, 2 seats (Trustee Areas A, and D)
South San Francisco Unified School District	Governing Board, 3 seats (Trustee Areas C, D, and E)
Woodside Elementary School District	Governing Board, 3 seats
<b>Special District Offices</b>	
Bayshore Sanitary District	Board of Directors, 2 seats
Broadmoor Police Protection District	Board of Commissioners, 2 seats
Coastside County Water District	Board of Directors, 2 seats (Zones 2 and 5)
Coastside Fire Protection District	Board of Directors, 3 seats (Districts C, D and E)
Colma Fire Protection District	Board of Directors, 1 seat
East Palo Alto Sanitary District	Board of Directors, 2 seats
Granada Community Services District	Board of Directors, 3 seats
Highlands Recreation District	Board of Directors, 3 seats
Ladera Recreation District	Board of Directors, 3 seats
Menlo Park Fire Protection District	Board of Directors, 3 seats
Midpeninsula Regional Open Space District	Board of Directors, 2 seats (Wards 5 and 6)
Mid-Peninsula Water District	Board of Directors, 3 seats (Divisions 3, 4 and 5)
Montara Water and Sanitary District	Board of Directors, 3 seats
North Coast County Water District	Board of Directors, 3 seats (Zones A, B and E)
Peninsula Health Care District	Board of Directors, 3 seats
San Mateo County Harbor District	Board of Commissioners, 2 seats (Districts 2 and 3)
Sequoia Healthcare District	Board of Directors, 3 seats (Zones A, C, and E)
West Bay Sanitary District	Board of Directors, 2 seats
Westborough Water District	Board of Directors Full Term, 2 seats (Zones 2 and 4)
	Board of Directors Short Term, 2 seats
Woodside Fire Protection District	Board of Directors Full Term, 1 seat Board of Directors Short Term, 1 seat
<b>City Offices</b>	
Atherton	Councilmember, 3 seats
Belmont	Councilmember, 2 seats (District 1 and 3)
	Mayor, 1 seat
Brisbane	Councilmember, 2 seats
Burlingame	Councilmember, 3 seats (Districts 1, 3 and 5)
Colma	Councilmember, 2 seats
Daly City	Councilmember, 3 seats

# Offices to be Elected at November 2022 Election

(continued)

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East Palo Alto	Councilmember, 2 seats
Foster City	Councilmember, 2 seats
Half Moon Bay	Councilmember, 3 seats (Districts 1, 4, and 5)
Hillsborough	Councilmember, 2 seats
Menlo Park	Councilmember, 3 seats (Districts 1, 2, and 4)
Millbrae	Councilmember, 2 seats (Districts 2 and 4)
Pacifica	Councilmember, 3 seats (Districts 2, 3, and 5)
Portola Valley	Councilmember, 3 seats
Redwood City	Councilmember, 3 seats (Districts 2, 5, and 6)
San Bruno	Councilmember, 2 seats (Districts 1 and 4)
	Mayor, 1 seat
San Carlos	Councilmember, 3 seats
San Mateo	Councilmember, 3 seats (Districts 1, 3, and 5)
South San Francisco	Councilmember, 3 seats (Districts 1, 3, and 5)
	City Clerk, 1 seat
	City Treasurer, 1 seat
Woodside	Councilmember Full Term, 2 seats (Districts 2 and 3)
	Councilmember Short Term, 1 seat (District 5)
<b>Regional Offices</b>	
Midcoast Community Council	Councilmember, 4 seats
Pescadero Municipal Advisory Council	Board of Directors, 7 seats

# Qualifications by Offices

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## **General State Laws Regarding Candidate Qualification** *(Not Applicable to Federal offices.)*

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*

## **Qualifications for each office:**

### **School District Governing Board Member**

Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications. An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

*ED §35107*

### **County Board of Education Governing Member**

Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools, any member of his staff, or any employee of a school district that is within the jurisdiction of the county board of education. Each member of the board shall be an elector of the trustee area that the member represents and shall be elected by the electors of the trustee area.

*ED §§1000, 1006*

Notwithstanding any other provision of law, except as provided in Elections Code §10603(d) (situation in which a proposal to form a unified school district is on the same ballot as the election of governing board members of that district) no person shall file nomination papers for more than one district office, including a county board of education office, at the same election.

*EC §10603(c)*

### **Special District Board Member**

Candidate must be a resident and qualified elector of the district.

*EC §201*

## Qualifications by Offices (continued)

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### **City Offices**

A person is not eligible to hold office as councilmember, city clerk, or city treasurer unless he or she is at the time of assuming the office an elector of the city, and is a registered voter of the city at the time nomination papers are issued to the candidate as provided for in Section 10227 of the Elections Code.  
*GC §36502(a)*

City candidates must contact their City Clerk's office for more information regarding candidate qualifications.

# Holding Two Offices

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

This doctrine of incompatible offices precludes public officials from holding two different public offices simultaneously if the offices have overlapping and conflicting public duties. Courts have summarized the doctrine as follows: “one individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.” *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 (65 Ops. Cal. Atty. Gen. 606 (1982));
- (2) the positions of fire chief of a county fire protection district and member of the board of supervisors of the same county (66 Ops. Cal. Atty. Gen. 176 (1983));
- (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 (79 Ops. Cal. Atty. Gen. 284 (1996));
- (4) a water district director and a city council member where water district sets rates that indirectly affect rates charged to city (85 Ops. Cal. Atty. Gen. 199, 200 (2002)); and
- (5) a water district director and a school district trustee having territory in common (73 Ops. Cal. Atty. Gen. 268 (1990)).

# Nomination Papers and Signature Gathering Guidelines

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## **Nomination Paper Must be Filed Between July 18, 2022 and August 12, 2022 (Or August 17 for Offices with Extended Filing Period)**

Nomination Papers are required for city candidates and some special district candidates. Candidates should contact their jurisdictions for the required number of nomination signatures. Special district candidates should obtain and file their Nomination Paper with the Registration & Elections Division. City candidates must file their paperwork with their City Clerk's office.

With a prudent regard for strict deadlines and eligibility requirements for signers, we strongly encourage candidates to proceed without delay in gathering and submitting signatures.

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

Any registered voter may sign Paper for any candidate for whom he or she is eligible to vote. Each voter shall at the time of signing the Paper *personally affix* the voter's 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.

*EC §100*

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

No signer shall, at the time of signing a certificate, have the signer's 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*

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*

### **Who can circulate Nomination Papers?**

A circulator must be 18 years of age or older. A candidate may serve as a circulator of the candidate's own nomination paper. If otherwise qualified to sign, candidates may also sign their own paper, and the signature will be given the same effect as that of any other qualified signer.

*EC §§102, 106*

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

- (a) Where any paper is submitted to the elections official, each section of the paper shall have attached to it a declaration signed by the circulator of the 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 paper were obtained.

# Nomination Papers and Signature Gathering Guidelines (continued)

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- (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 the circulator's name. The circulator shall state the date and the place of execution on the declaration immediately preceding the circulator's signature.

*EC §104*

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

Signatures for Signatures in Lieu of Filing Fee Petitions and Nomination Papers shall not be obtained on Election Day or at any time that a voter may be casting a ballot within 100 feet of the entrance to a building that contains a Vote Center as defined by Elections Code Section 338.5, an elections official's office, or a satellite location specified in Elections Code Section 3018; or within 100 feet of an outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

*EC §18370*

## **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 (1) the affidavit is signed on the same date or a date before the signing of the Petition or Nomination Paper, and (2) 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 the Official's 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.

# Nomination Papers and Signature Gathering Guidelines

(continued)

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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 or political subdivision;
- uses a P.O. Box number for residence;
- omits the signer's 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 the signer's name for the signature, unless registered as such;
- lists and signs the voter's name using spouse's name, such as "Mrs. John Jones"
- uses ditto marks for an address previously listed.

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**

November 8, 2022, Statewide General Election (Elections Code §§ 100, 104, 8041, 8062, 8068, 8069, 8140, 10220, 10222, 10226; Code of Civil Procedure § 2015.5)

**For County  
Elections and  
Secretary of  
State Official  
USE ONLY**

<b>!</b>	<p style="text-align: center;">Official Filing Form</p> <hr style="width: 80%; margin: 10px auto;"/> <p style="text-align: center;">County Elections Official</p> <p>By: _____ Date Issued: _____</p>	<p>Filed in County of: _____</p> <hr style="width: 80%; margin: 10px auto;"/> <p style="text-align: center;">County Elections Official</p> <p>By: _____ Date Received: _____</p>	<hr style="width: 80%; margin: 10px auto;"/> <p style="text-align: center;">Secretary of State Official</p>
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**Candidate  
Name, Office,  
and Signer's  
County of  
Residence**

I, the undersigned signer for \_\_\_\_\_, for nomination to the  
**Name of Candidate**

office of \_\_\_\_\_, to be voted for at the **Statewide General Election** to be held on **November 8, 2022**, 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 <small>(to be entered by Elections Official)</small>	NAME	RESIDENCE (As Registered - No P.O. BOX)	VERIFICATION <small>(to be entered by Elections Official)</small>
	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 (As Registered - No P.O. BOX)	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 Public or Other Officer**

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.)

# Declaration of Candidacy

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## **Declaration of Candidacy Must be Filed Between July 18, 2022 and August 12, 2022 (Or August 17 for Offices with Extended Filing Period)**

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 their 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.

Declaration of Candidacy and Nomination Paper shall be obtained from and filed with the office of the County Elections Official. Candidates seeking elective city offices are required to obtain and file all documents with their City Clerk's office.

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 by 5 p.m., August 12, 2022 or by 5 p.m., August 17, 2022 for any extended filing period (i.e., where nomination papers of an incumbent are not filed by 5 p.m. August 12, 2022). *EC §§8028, 8040, 8041, 10220, 10224, 10407, 10510, 10603, 13107, 13307*

The County Elections Official can also deliver all candidate filing documents to district candidates by email. City candidates should contact their City Clerk's office for information regarding alternative means of receiving candidate filing documents.

## **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 their 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 any court of competent jurisdiction.

*EC §13104*

# Ballot Designation

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## 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
  - (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.

## Ballot Designation (continued)

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- (2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:
  - (A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.
  - (B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:
  - (A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."
  - (B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."
  - (C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."
  - (D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.
- (c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:
  - (1) It would mislead the voter.
  - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
  - (3) It abbreviates the word "retired" or places it following any word or words which it modifies.

## Ballot Designation (continued)

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- (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 13211.
- (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.

# Ballot Designation (continued)

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

- (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.

*EC §13107.3*

## **Use of the term “Community Volunteer” as a Ballot Designation**

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.

*EC §13107.5(a)*

## **New Law on the Using “Incumbent” as a Ballot Designation for Certain Offices**

Notwithstanding paragraph (2) of subdivision (a) of Section 13107, a candidate for the office of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly shall not choose the word “incumbent” as a designation to appear on the ballot. This subdivision shall not be construed to prevent a candidate from choosing a designation of the elective office which the candidate holds at the time of filing the nomination documents, to which the candidate was elected by vote of the people in accordance with paragraph (1) of subdivision (a) of Section 13107.

*EC §8168(a) (New Law)*

## **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.

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# 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 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*)**

If a candidate provides a ballot designation on the declaration of candidacy, a ballot designation worksheet (in the form prescribed by the Secretary of State) must also 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 a 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=3](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=ELEC&division=20.&title=&part=&chapter=5.&article=3).

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**

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 also be provided in Chinese, Filipino, 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*

Further, California law provides that, 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.

*EC §13211.7(b)*

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**

Candidates should use this form as a cover when submitting a candidate statement. For more details, please see page 37.

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

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 contact information, including:

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

Prior to posting any personal information, the County Elections Official must receive written consent from candidates through the Permission to Post Personal Information on San Mateo County's Website Form. 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 (Not Applicable for Federal Candidates)**

All **state and local** candidates are required to file a statement disclosing personal investments and interest in real property. Forms must be filed by the final date for filing the declaration of candidacy (August 12, 2022).

*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**

### **August 13, 2022 – August 17, 2022**

If an eligible incumbent does not file Nomination Documents by Friday, August 12, 2022, at 5 p.m., the filing period is extended for that office for five calendar days until Wednesday, August 17, 2022 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 §§10225, 10407(b), 10516, 10604*

### **Withdrawal of Candidacy**

No candidate shall withdraw his or her Declaration of Candidacy after 5 p.m. on August 12, 2022. If the filing period is extended, as explained above, a candidate may withdraw his or her Declaration of Candidacy by 5 p.m. on August 17, 2022.

*EC §§10224, 10225(b), 10510(a), 10516(b), 10603(b), 10604(b)*

# Candidate Statement Guidelines

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## Who Can File a Candidate Statement?

All candidates for local office, United States Representative, State Senator, and Member of the Assembly can publish a candidate statement in the **County** Sample Ballot & Official Voter Information Pamphlet. (Statewide office candidates can publish a candidate statement in the **State** Voter Information Guide. Statewide office candidates should file their candidate statement directly with the Secretary of State.) State candidates must accept the state voluntary spending limits and indicate their acceptance on FPPC Form 501 before being allowed to publish a candidate statement.

### Voluntary Expenditure Ceilings for State Candidates (Effective January 1, 2021 - December 31, 2022)

Office	General Election
Member of State Assembly	\$1,135,000
State Senator	\$1,459,000
Member, Board of Equalization	\$2,432,000
Governor	\$16,212,000
Lieutenant Governor, Attorney General, Insurance Commissioner, Controller, Secretary of State, Superintendent of Public Instruction, Treasurer	\$9,728,000

## 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 a Candidate Statement of Qualifications 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. The length of the occupation cannot exceed 40 characters, including spaces.

## Candidate Statement Word Limit

Local candidates: 200 or 400 words (Decided by the governing body of the jurisdiction.)  
United States House of Representatives and State Legislature 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.

For nonpartisan elective office candidates, their candidate statements 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*

# Candidate Statement Guidelines (continued)

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## **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. If it is for an election for which nomination papers are not required to be filed, a statement shall be filed in the office of the Elections Official no later than the 88th day before the election.

*EC §13307(a)(2)*

City candidates should file their candidate statement with their City Clerk's office. All other candidates should file with the County Elections Official. 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.

## **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 August 15, 2022 (the next business day following the close of the nomination period) or no later than 5 p.m., on August 18, 2022 for extended offices. However, once filed, a candidate statement CANNOT be changed.

*EC §13307(a)(3)*

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

Notwithstanding the California Public Records Act, 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 office of the Elections Official during the 10-calendar-day review period (commencing at 5 p.m. August 12, 2022, or at 5 p.m. August 17, 2022 for extended offices) 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 [candidateservices@smcacre.org](mailto:candidateservices@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.

## Candidate Statement Guidelines (continued)

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If a statement is submitted and found non-compliant in format, the County Elections Official will make the necessary changes to create compliance. Note if a statement has many proper nouns, particularly those consisting of multiple words, although the final word count is under the word limit based on our guideline, the length of the content may go over the space allocated for the statement. If this happens, **we may remove the paragraph spacing** (and there will be no paragraph indentations, as indicated above) in order to fit the statement in the space allocated.

### **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.

### **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 content of the finalized version (not the format or layout) differs from the hard copy submitted or if an error in the content was made on the part of the Registration & Elections Division.

The same "sign-off" process is used for the Chinese, Filipino, 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, Filipino, 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. We will not make changes if it is a matter of translation preference.

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

# 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 **the final cost can vary, oftentimes significantly, from the cost estimate**, mainly due to the number of submitted statements appearing on one page, among other factors. For example, for an office that requires a 200-word statement, if two candidates choose to publish statements, the cost will double as opposed to four candidates choosing to publish the statement.

## 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: Jurisdiction with 30,041 registered voters =  $30,041 \times \$0.04 = \$1,201.64 \text{ cost per page}$

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

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

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

Example: Spanish Translation = \$100  
Chinese Translation = \$80  
Filipino Translation = \$75

In this example, the final estimated cost for the three candidates is \$656 each.

Example:  $\$400.55 + \$100 + \$80 + \$75 = \$655.55$ . The amount will be rounded to the nearest dollar, so \$656 is the final cost estimate

**Language translating costs are just examples and 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>

Dear Candidate:

We write to invite you to participate in Voter's Edge, 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, 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 2020 Voter's Edge reached over 2.1 million voters, partnered with media and community organizations across the state, and was found to have been extremely or very helpful by 92% of users surveyed.

***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.

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

Sincerely,



Sharon Stone  
Membership & Technology Manager  
League of Women Voters of California  
(916) 442-7215  
[ssone@lwvc.org](mailto:ssone@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:** <https://www.fppc.ca.gov/advice.html>

- 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 local 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).

State candidates should check with the Secretary of State for electronic filing options.

## Selected FPPC Campaign Disclosure Forms

<b>CANDIDATES RECEIVING OR SPENDING <u>OVER</u> \$2,000</b> MUST FILE FORMS 501 + 410 + 460
<b>CANDIDATES RECEIVING OR SPENDING <u>UNDER</u> \$2,000</b> MUST FILE FORMS 501 + 470

### 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 — Recipient Committee Campaign Statement

Form 460 is a Recipient Committee Campaign Statement, for use by a candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with an election to office, or holding office, or if \$2,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

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**

If an officeholder or candidate files the Form 470 for an election year and later receives contributions (including monetary and nonmonetary contributions, loans, and the candidate's personal funds) totaling \$2,000 or more or makes expenditures totaling \$2,000 or more during the same calendar year, the officeholder or candidate must send a written notice within 48 hours. Use the Form 470 Supplement or follow the instructions on the form 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 candidate seeking the same office. Regular mail may not be used. Contact your filing officer for candidate addresses.

## **Form 496 — 24-hour/10-day Independent Expenditure Report**

The Form 496 is filed by committees that make independent expenditures whose combined total is \$1,000 or more to support or oppose a single candidate for elective office, or a single ballot measure. File the Form 496 within 24-hours of making the expenditure during the 90 days immediately preceding the election. The Form 496 is due within 10 business days when a recipient committee makes independent expenditures totaling \$5,000 or more to support or oppose the qualification or passage of a single ballot measure outside the 90-day election cycle.

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, personal delivery or email. 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 using the County's electronic filing system NetFile.

## **Form 497 — 24-hour/10-day Contribution Report**

The Form 497 is filed by state and local committees making or receiving contribution(s) whose combined total is \$1,000 or more in the 90 days before or on the date of an election, committees reporting contributions of \$5,000 or more in connection with a state ballot measure, and state candidates as well as state ballot measure committees that receive \$5,000 or more at any time other than a 90-day election cycle.

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, personal delivery or email. 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 using the County's electronic filing system NetFile.

**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)).

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**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.

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**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.

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**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**

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**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

After the Election	
Successful Candidates	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>
Terminate a Committee	
<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

## Filing Schedule for Candidates and Controlled Committees for Local Office Who Will be Voted Upon at the November 8, 2022 Election

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Aug 1, 2022</b> <i>Semi-Annual</i>	*- 6/30/22	460	<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>Within 24 Hours</b> <i>Contribution Reports</i>	8/10/22 – 11/8/22	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 another candidate or measure being voted upon November 8, 2022.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.</li> </ul>
<b>Sep 29, 2022</b> <i>1<sup>st</sup> Pre-Election</i>	7/1/22 – 9/24/22	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>Oct 27, 2022</b> <i>2<sup>nd</sup> Pre-Election</i>	9/25/22 – 10/22/22	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>Jan 31, 2023</b> <i>Semi-Annual</i>	10/23/22 – 12/31/22	460	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2022.</li> </ul>

### Additional Notes:

- **\*Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2022 and do not have an open committee may file Form 470 on or before September 29, 2022. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
  - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days. Once the California Access Replacement System (CARS) system is live, this report will be eliminated, and the information captured on other reports.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See Campaign Disclosure Manual 2 for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the Campaign Rules page. Or, visit [www.fppc.ca.gov](http://www.fppc.ca.gov) > Learn > Campaign Rules.

# Campaign Statement Filing Calendar (continued)

## Filing Schedule for State Candidates and their Controlled Committees Who Will be Voted Upon at the November 8, 2022 Election

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Aug 1, 2022</b> <i>Semi-Annual</i>	* – 6/30/22	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>Within 10 Business Days</b> <i>\$5,000 Report</i>	<b>Ongoing – file any time other than 90-day election cycle</b>	497	<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> <li>Until the California Access Replacement System (CARS) is live, only e-filers file this report. Once the system is live, all filers file this report if a contribution of \$5,000 or more is received from a single source.</li> </ul>
<b>Within 24 Hours</b> <i>Election Cycle Reports</i>	<b>8/10/22 – 11/8/22</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 a candidate or ballot measure being voted on the November 8 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>Sep 29, 2022</b> <i>1<sup>st</sup> Pre-Election</i>	<b>7/1/22 – 9/24/22</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>Oct 27, 2022</b> <i>2<sup>nd</sup> Pre-Election</i>	<b>9/25/22 – 10/22/22</b>	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. Once the California Access Replacement System (CARS) system is live, state committees will file online or electronically with the Secretary of State.</li> </ul>
<b>Jan 31, 2023</b> <i>Semi-Annual</i>	<b>10/23/22 – 12/31/22</b>	460	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee files termination Forms 410 and 460 before December 31, 2022.</li> </ul>

### Additional Reports

Depending on committee activity, one or more of the following statements may also be required:

Report) within 10 business days of making payments totaling \$5,000 or more in connection with a single state ballot measure. Until the California Access Replacement System (CARS) is live, **only e-filers file this report**. Once the CARS system is live, all filers will file these reports online or electronically with the Secretary of State.

- Form 511:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) a payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) a payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter). Until California Access Replacement System (CARS) is live, **e-filers must also file a paper copy**. Once the CARS system is live, all state committees will file this report online or electronically with the Secretary of State and no paper copy will be required.
- Form E-530:** File within 48 hours of making a payment, or a promise of a payment, of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate being voted on in the election but does not expressly advocate the election or defeat of the candidate. No paper copy is required.

# Campaign Statement Filing Calendar (continued)

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## 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.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **California Access Replacement System (CARS):** The new Cal-Access system is expected to go live in 2021.
- **Where to File:** Until the California Access Replacement System (CARS) is live, state committees that are e-filers, file reports with the Secretary of State. Candidate controlled committees that are not e-filers file paper copies with the elections' official at the candidate's county of domicile. Once the CARS system is live, all state committees file reports and statements online or electronically with the Secretary of State.
- **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 provided he or she has not exceeded the limits.
- **E-filer:** Until the California Access Replacement System (CARS) is live, only state committees that have received contributions or made expenditures totaling \$25,000 or more e-file. Once the CARS system is live, all state committees will file online or electronically with the Secretary of State.
- **Form 460:** All state committees, including e-filers, must also file paper statements. Once the California Access Replacement System (CARS) system is live, all state committees will file online or electronically with the Secretary of State, no paper copies will be required.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2022 and do not have an open committee may file Form 470 on or before September 29, 2022. 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.
- **Paper Filings:** Until the California Access Replacement System (CARS) is live, all paper filings may be filed by first class mail unless otherwise noted. Once the CARS system is live, all state committees will file online or electronically with the Secretary of State, no paper copies will be required.
- **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. Once the California Access Replacement System (CARS) system is live, this report will be eliminated, and the information captured on other reports.
  - **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 November 8, 2022 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 and reports are subject to a fine of \$10 per day on both the paper and the e-filed version (i.e., \$20 per day for a late Form 460). Once the California Access Replacement System (CARS) system is live, all state committees will file online or electronically with the Secretary of State and late e-filed statements and reports will be subject to a fine of \$10 per day. Failure to file a statement or report could result in an enforcement penalty of \$5,000 per violation.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the Campaign Rules page. Or, visit [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, 2021 – December 31, 2022

Candidates seeking a state office and committees that make contributions to state candidates are subject to contribution limits from a single source. **Beginning January 1, 2021 a state campaign contribution limit will by default apply to city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates.** (GC §§ 85301 - 85303.) The chart below shows the current limits per contributor for state offices and city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates. 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, state campaign contribution limit will by default apply to city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates.

## Contribution Limits to State and Local\* Candidates Per Election

Candidate or Officeholder	Contributor Sources		
	Person (individual, business entity, committee/PAC)	Small Contributor Committee	Political Party
City and County Candidates subject to GC § 85301 (d)	\$4,900	\$4,900	\$4,900
Senate and Assembly	\$4,900	\$9,700	No Limit
CalPERS/CalSTRS	\$4,900	\$9,700	No Limit
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner, and Board of Equalization	\$8,100	\$16,200	No Limit
Governor	\$32,400	\$32,400	No Limit

\*State campaign contribution limit will by default apply to city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates

## 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)	\$8,100
Political Party Account for State Candidates	\$40,500
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	\$4,000	\$67,300
CalPERS/CalSTRS	\$4,000	\$67,300
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner, and Board of Equalization	\$6,700	\$134,600
Governor	\$26,900	\$269,300

# California State Contribution Limits (Continued)

Effective January 1, 2021 – December 31, 2022

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*The contribution limits are effective for elections held between January 1, 2021 and December 31, 2022. (2 C.C.R. § (“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. (GC §85304; Regulation 18530.4.)

## **Recall Elections**

A state officeholder and city or county officeholder subject to GC §85301(d) 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. (GC §85315; Regulation 18531.5.)

## **Ballot Measure Committees**

Contributions to ballot measure committees controlled by a candidate for elective state office or a candidate for elective city or county office subject to GC §85301(d) are not limited.

## **Contributions from State Candidates and Candidates subject to GC §85301(d)**

A state candidate or candidate for elective city or county office subject to GC §85301(d) may not contribute more than \$4,900 to a committee controlled by another state candidate or candidate for elective city or county office subject to GC §85301(d). This limit applies on a per election basis and includes, in the aggregate, contributions made from the candidate’s personal funds and from campaign funds. (GC §85305; Regulation 18535.) This limit does not apply to a committee controlled by a state candidate or a committee controlled by a candidate for elective city or county office subject to GC §85301(d) to oppose his or her recall or their contributions made to a legal defense fund established by a candidate for elective state office or candidate for elective city or county office subject to GC §85301(d). It also does not apply to contributions made by a candidate for elective state office or a candidate for elective city or county office subject to GC §85301(d) to a ballot measure committee controlled by another state candidate or candidate for elective city or county office subject to GC §85301(d). Please note there are certain rules applicable to use of funds held by state officeholder committees (See Regulation 18531.62.)

## **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 \$40,500 in a calendar year if the communication is made at the behest of the candidate featured in the communication. (GC §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 or elective city or county office subject to GC §85301(d) 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. (GC §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. (GC §82015(b)(5)(A).)

## **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. A State campaign contribution limit will by default apply to city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates.

## **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. (GC §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. (GC §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 or 5151. (GC §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, as defined in Section 82016 of the Government Code, or by a committee making independent expenditures, as defined in Section 82031 of the Government Code, or by a committee formed primarily to support or oppose a ballot measure, as defined in Section 82047.5 of the Government Code, for the purpose of advocating the election or defeat of a qualified candidate or ballot measure through any broadcasting station,

# Selected State Laws Governing Campaign Practices

## (continued)

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newspaper, magazine, outdoor advertising facility, direct mailing, or any other type of general, public, political advertising.”

### **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 84504.2 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee’s address is a matter of public record with the Secretary of State.
- (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- (c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.
- (2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.
- (d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a) or (c).

# Selected State Laws Governing Campaign Practices

## (continued)

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

- (1) “Mass electronic mailing” means sending more than 200 substantially similar pieces of electronic mail within a calendar month. “Mass electronic mailing” does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.
- (2) “Sender” means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84216.5, inclusive.
- (3) To “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

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

*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 fully 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**

- (a) "Electioneering" means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within the 100 foot limit specified in subdivision (b). Prohibited electioneering information or activity includes, but is not limited to, any of the following:
- (1) A display of a candidate's name, likeness, or logo.
  - (2) A display of a ballot measure's number, title, subject, or logo.
  - (3) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
  - (4) Dissemination of audible electioneering information.
  - (5) Obstructing access to, loitering near, or disseminating visible or audible electioneering information at vote by mail ballot drop boxes.
- (b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:
- (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.
  - (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

### *EC §319.5 (Amended on September 27, 2021)*

- (a) A person shall not, on election day, or at any time that a voter may be casting a ballot, within the 100 foot limit specified in subdivision (b), do any of the following:
- (1) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
  - (2) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
  - (3) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.
  - (4) Do any electioneering as defined by Section 319.5.
- (b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:
- (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.
  - (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

# Selected State Laws Governing Campaign Practices

## (continued)

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(c) A person shall not, on election day, or at any time that a voter may be casting a ballot, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

- (1) Solicit a vote.
- (2) Speak to a voter about marking the voter's ballot.
- (3) Disseminate visible or audible electioneering information.

(d) Any person who violates any of the provisions of this section is guilty of a misdemeanor.  
*EC §18370 (Amended on September 27, 2021)*

### **Voter Intimidation**

- (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.
- (b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

*EC §18540*

### **Solicitation Dissuading Persons from Voting**

- (a) A person shall not, with the intent of dissuading another person from voting, within the 100 foot limit specified in subdivision (b), do any of the following:
- (1) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
  - (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.
  - (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
  - (4) Obstruct ingress, egress, or parking.
- (b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:
- (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.
  - (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

# Selected State Laws Governing Campaign Practices

## (continued)

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- (c) A person shall not, with the intent of dissuading another person from voting, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:
- (1) Solicit a vote.
  - (2) Speak to a voter about marking the voter's ballot.
  - (3) Disseminate visible or audible electioneering information.
- (d) A violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in state prison. Any person who conspires to violate this section is guilty of a felony.  
*EC §18541 (Amended on September 27, 2021)*

*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

Summer 2022

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, or within 660 feet of the edge of and visible from 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 10/2019)

Election Date: \_\_\_\_\_ March \_\_\_\_\_ November Other: \_\_\_\_\_

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

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

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

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

RESPONSIBLE PARTY:

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

**Mail Statement of Responsibility to:**

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

# 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 80 Fair Oaks Lane Atherton, CA 94027 650.752.0529 <a href="mailto:asuber@ci.atherton.ca.us">asuber@ci.atherton.ca.us</a></p>	<p>Belmont Ms. Jozi Plut One Twin Pines Lane, Suite 375 Belmont, CA 94002 650.595.7408 <a href="mailto:jplut@belmont.gov">jplut@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 (Acting City Clerk) Mr. James Colin 2415 University Avenue East Palo Alto, CA 94303 650.853.3118 <a href="mailto:jcolin@cityofepa.org">jcolin@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. Lisa Natusch 1600 Floribunda Avenue Hillsborough, CA 94010 650.375.7412 <a href="mailto:lnatusch@hillsborough.net">lnatusch@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. Elaine Tran 621 Magnolia Avenue Millbrae, CA 94030 650.259.2414 <a href="mailto:etran@ci.millbrae.ca.us">etran@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. Melissa Thurman 765 Portola Road Portola Valley, CA 94028 650.851.1700 <a href="mailto:mthurman@portolavalley.net">mthurman@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 Vacant 567 El Camino Real San Bruno, CA 94066 650.616.7061 <a href="mailto:cityclerk@sanbruno.ca.gov">cityclerk@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 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 [data@smcacre.org](mailto:data@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 October 10, 2022

## 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. The Registration & Elections Division encourages all voters to be properly registered well before that 15-day deadline to ensure enough time for our office to complete postal delivery of correct and complete election materials prior to an election.

For the November 8, 2022 election, voters must be registered at their current residential address on or before **Monday, October 24, 2022.**

*EC §2102*

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

Voters who miss the October 24, 2022 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 imprisoned for the conviction of a felony. (“Imprisoned” means currently serving a state or federal prison term. “Conviction” does not include a juvenile adjudication made pursuant to Section 203 of the Welfare and Institutions Code.)

*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](https://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, Chinese and Filipino, 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.

如果你需要中文協助，請致電選務處辦公室 650.312.5222, 選擇 3。

Ang aming opisina ay may kakayahan na makapagbigay ng impormasyon sa wikang Filipino. Para sa karagdagang impormasyon, mangyaring tumawag sa 650.312.5222 at piliin ang bilang 4.

# California Voter's Choice Act

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## Overview

The November 8, 2022 Statewide General Election is going to be another election conducted under the California Voter's Choice Act. 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 at a Ballot Drop-off Location

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, Burmese, Hindi, Japanese, and 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.

- Three Vote Centers will be open 29 days before the election
- An additional six Vote Centers will be open 10 days before the election and an additional 36 Vote Centers will be open three days before the election, all 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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## **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 Vote Center Representative, 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., November 8, 2022. 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:

- **8:10 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, et seq.*

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*