



CITY OF LA PUENTE

CANDIDATE INFORMATION GUIDE

GENERAL MUNICIPAL ELECTION

Consolidated with Los Angeles County

NOVEMBER 5, 2024





City of La Puente

15900 E. Main Street La Puente, CA 91744-4719 Telephone (626) 855-1500 Fax (626) 961-4626 www.lapuente.org

July 2024

Dear Potential Candidate for City Council:

Thank you for your interest in the City of La Puente's November 5, 2024, General Municipal Election (Consolidated). The Los Angeles County Registrar-Recorder/County Clerk conducts elections for the City. The La Puente City Clerk, as the Elections Official, handles election pre-planning, issues nomination papers, certifies the election results and is the filing officer for campaign disclosure documents.

This Candidate Information Guide ("Guide") has been prepared to provide an overview of the election process and contains information such as critical deadlines, rules and guidelines for campaigning, campaign finance disclosure requirements and State and local regulations. This Guide is not intended to provide legal advice and does not have the force and effect of law, regulation, or rule. Those using this Guide bear full responsibility in making their own determinations as to legal standards and understand that this Guide may not include all provisions which apply to candidates running for office. Candidates may wish to consult with an attorney to assist in complying with all applicable laws.

Candidates may be issued and return nomination documents by appointment, during City Hall hours as posted, by calling the City Clerk/Elections Official's office at 626-855-1500. Please allow one hour for your appointment. It is advised that all candidates *return their papers early*. Filing deadlines are strict and waiting until the last moment to file a document containing errors or omissions may result in a candidate not qualifying to appear on the ballot.

Please remember that running for office is a public process and candidate and campaign information is public record. Candidate information may be posted on the City and/or County's website in accordance with applicable laws.

The City Clerk's office is dedicated to assisting all potential candidates and ensuring the election is conducted in a fair and impartial manner. Should you have any questions regarding this Guide or would like to schedule an appointment to pull or return your nomination papers, please contact the City Clerk's office at 626-855-1500.

Martha Torres, MPA
City Clerk/Elections Official

NOMINATION PERIOD:

Monday, July 15, 2024, through Friday, August 9, 2020, at 4:30 p.m.
For appointments to pull and return your nomination papers,
please call the City Clerk's office at 626-855-1500.

CITY HALL HOURS AS POSTED:

Monday through Thursday 7:30 a.m. – 5:30 p.m. and Friday 7:30 a.m. – 4:30 p.m.

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SECTION 1

GENERAL INFORMATION

- **Resolution Nos. 24-5875 through 24-5877 Calling the Election, Requesting Consolidation and Adopting Candidate Statement Regulations for Candidates**
- **Candidate Fact Sheet**
- **Electioneering (Elec. Code, §§ 18370, 18371)**
- **Literature and Mass Mailing Requirements (Gov. Code, § 84305)**
- **Political Signs (Placement and Removal; Pen. Code, § 556)**

RESOLUTION NO. 24-5875

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, in accordance with the provisions of the laws relating to general law cities in the State of California, and the City's Municipal Code, a general municipal election shall be held on November 5, 2024, for the election of Municipal Officers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

SECTION 1. Pursuant to the requirements of the laws of the State of California relating to general law cities, and the City's Municipal Code, there is called and ordered to be held in the City of La Puente, California, on Tuesday, November 5, 2024, a General Municipal Election for the purpose of electing three (3) Members of the City Council, each for a full term of four (4) years.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the City Clerk is authorized, instructed, and directed to coordinate with the County of Los Angeles Registrar-Recorder/County Clerk to procure and furnish any and all election services, including but not limited to: official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That the vote centers for the election shall be open as required during the identified voting period pursuant to California Elections Code sections 4007 and 14401.

SECTION 5. That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7. Pursuant to Municipal Code section 2.32.030, a filing fee of twenty-five (\$25) shall be paid by the candidate concurrent with the filing of the candidate's nomination papers.

SECTION 8. That the City of La Puente recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs for services performed upon presentation to the City of a properly approved bill.

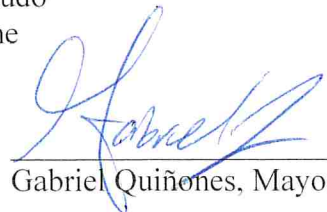
SECTION 9. That the City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the County of Los Angeles Registrar-Recorder/County Clerk.

SECTION 10. The provisions of this resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 11. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.


PASSED, APPROVED AND ADOPTED this 11th day of June, 2024, by the following vote:

AYES:	COUNCILMEMBERS: Quinones, Klinakis, Mendoza, Munoz
NOES:	COUNCILMEMBERS: None
ABSENT:	COUNCILMEMBERS: Argudo
ABSTAIN:	COUNCILMEMBERS: None



Gabriel Quiñones, Mayor

ATTEST:



Martha Torres, MPA, City Clerk

RESOLUTION NO. 24-5876

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO ELECTIONS CODE SECTION 10403

WHEREAS, the City Council of the City of La Puente (“City”) has called a General Municipal Election to be held on November 5, 2024, for the purpose of the election of three (3) Members of the City Council, each for a full term of four (4) years; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide general election to be held on the same date and that within the City the vote centers and vote center workers of the two elections be the same, and that the County of Los Angeles Registrar-Recorder/County Clerk (“RRCC”) canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

SECTION 1. That pursuant to the requirements of Elections Code section 10403, the Board of Supervisors of the County of Los Angeles (“Board”) is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide general election on Tuesday, November 5, 2024, for the purpose of the election of three (3) Members of the City Council, each for a full term of four (4) years.

SECTION 2. That the RRCC is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

SECTION 3. That the Board is requested to issue instructions to the RRCC to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the Board is hereby authorized and respectfully requested to authorize and direct the RRCC to provide all election services to the City including, but not limited to: verification of signatures on petitions, candidate nomination papers, Vote By Mail ballot applications, and returned voted ballots; the provision of all election materials and equipment; the hiring, training and supervision of poll workers and other election personnel; the printing and distribution of ballot materials; the translation of ballot materials; the collection of submitted ballots; the tallying of votes; canvassing and the certification of election results; and administering the City’s Election in all respects as if it were part and parcel of any other RRCC

administered election, implementing all such legally required or customarily employed measures and practices as may be necessary to conduct the election in a timely and legally compliant manner.

SECTION 5. That the City recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs for services performed upon presentation to the City of a properly approved bill.

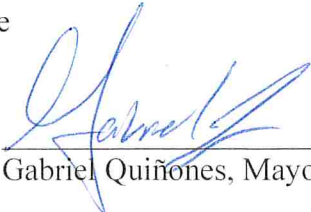
SECTION 6. That the City Clerk is hereby directed to file a certified copy of this Resolution with the Board and the RRCC.

SECTION 7. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 8. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.


PASSED, APPROVED AND ADOPTED this 11th day of June, 2024, by the following vote:

AYES:	COUNCILMEMBERS: Quinones, Klinakis, Mendoza, Munoz
NOES:	COUNCILMEMBERS: None
ABSENT:	COUNCILMEMBERS: Argudo
ABSTAIN:	COUNCILMEMBERS: None



Gabriel Quiñones, Mayor

ATTEST:



Martha Torres, City Clerk

RESOLUTION NO. 24-5877

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES' STATEMENTS SUBMITTED TO THE VOTERS AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024

WHEREAS, the City Council of the City of La Puente has called a General Municipal Election (consolidated) to be held on November 5, 2024, for the purpose of the election of three (3) Members of the City Council, each for a full term of four (4) years; and

WHEREAS, California Elections Code section 13307 provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

SECTION 1. General Provisions. Pursuant to California Elections Code section 13307, each candidate for elective office to be voted for at an election to be held in the City of La Puente on November 5, 2024, may elect to prepare a candidate statement which may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. Candidates shall utilize the County of Los Angeles Registrar-Recorder/County Clerk's Candidate Statement Form and the format and style shall be in conformance with the County's candidate statement guidelines. Candidate statements shall be filed in the office of the City Clerk at the time the candidate's nomination papers are filed. Statements may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. Online Candidate Statements. Pursuant to California Elections Code section 13307(c), the City Council of the City of La Puente authorizes the preparation of candidate statements for nonpartisan elective office for the purpose of electronic distribution. Candidates will prepare statements for electronic distribution pursuant to Section 13307(a) of the Elections Code. A statement prepared pursuant to this subdivision shall be posted on the internet website of the County of Los Angeles Registrar-Recorder/County Clerk. Pursuant to Section 13307.7(a) of the Elections Code, candidates shall provide payment of the requisite fee to cover the duties and procedures set forth in Sections 13307(b) and (d) of the Elections Code.

SECTION 3. Foreign Language Policy. Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by the County of Los Angeles. The County shall translate the candidate's statement into any language not required to be translated under the Federal Voting Rights Act and/or State law, at the candidate's request.

SECTION 4. Payment.

A. The candidate shall be required to pay for the cost of translating the candidate statement into any required foreign language pursuant to Federal and/or State law, and any foreign language requested by the candidate per Section 3 above. The candidate shall also be required to pay for all costs associated with printing the candidate statement in the sample ballot booklet.

B. The City Clerk, in consult with the County, shall estimate the total cost of printing, handling, translating, and mailing the candidate statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the City his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. The estimate is an approximation of the actual cost that varies from one election to another and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and shall bill the candidate for additional actual expenses or refund any excess paid depending on the final actual cost, which payment or refund shall be paid within 30 days of City's receipt of final actual costs from the County. In the event of underpayment, the candidate will be required to pay to the City the balance of the cost incurred. In the event of overpayment, the City shall refund to the candidate the excess amount paid.

SECTION 5. All prospective candidates should be aware of the holding in *Dean v. Superior Court* (1998) 62 Ca.App.4th 638, which holds that a statement prepared by a candidate for inclusion in the voters' pamphlet may not include comments or statements concerning the qualifications (or alleged lack of qualifications) of one's opponents. Candidates, in an abundance of caution, should avoid making any reference to opponents in their candidate statements. Candidates should seek the advice of private legal counsel if unsure as to whether their candidate statement does or does not comply with applicable law before filing.

SECTION 6. No candidate will be permitted to include additional materials in the sample ballot package.

SECTION 7. The City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

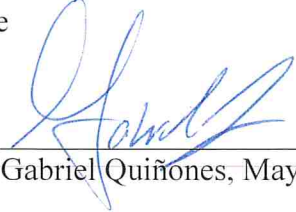
SECTION 8. This Resolution shall apply only to the General Municipal Election to be held on Tuesday, November 5, 2024, and shall then be repealed. All previous resolutions establishing City Council policy on payment for candidate statements are repealed.

SECTION 9. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 10. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 11th day of June, 2024, by the following vote:

AYES: COUNCILMEMBERS: Quinones, Klinakis, Mendoza, Munoz
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: Argudo
ABSTAIN: COUNCILMEMBERS: None



Gabriel Quiñones, Mayor

ATTEST:



Martha Torres, MPA, City Clerk



ELECTION/CANDIDATE FACT SHEET

POSITIONS FOR ELECTION

Three (3) Members of the City Council for full terms of 4 years are open in this election.

CANDIDATE QUALIFICATIONS

A person must be a registered voter living within the limits of the City of La Puente at the time nomination papers are issued to be eligible for office. Nomination papers will not be issued to a candidate who is not a registered voter or a resident of the City. (Elec. Code, § 201.)

PUBLIC INFORMATION

Running for office is a public process and candidate and campaign information is public record. Candidate information may be posted on the City and/or County's website in accordance with applicable laws.

NOMINATION PAPER

The La Puente City Clerk issues the required forms to run for office, by appointment. The nomination period begins on July 15, 2024, and ends on August 9*, 2024, at 4:30 p.m.

**If an incumbent does not file by August 9, the filing period will be extended to August 14, 2024, at 4:30 p.m., for candidates other than the incumbent.*

Filing Nomination Paper

A \$25 filing fee is required when nomination papers are returned and filed. A candidate wishing to file a Petition in Lieu of the \$25 filing fee must comply with the applicable provisions of the Elections Code. (Elec. Code, § 8106; Municipal Code, § 2.32.030.)

There is no cost to be issued nomination papers.

Nomination Paper Signatures

Any registered voter in the jurisdiction of the City of La Puente may sign a nomination paper, including the candidate and the circulator. Keep in mind:

- Your nomination paper must contain at least 20 and not more than 30 signatures.
- A minimum of 20 signatures must be verified for your nomination to be valid.
- Only the signatures of registered voters who live within La Puente city limits will be counted toward the 20 signatures required for you to run for office.
- A candidate may sign their own nomination paper.

File your nomination papers early so there will be time to verify the signatures and notify you of any insufficiencies. That will give you time to circulate a supplemental nomination paper to obtain additional signatures in order to qualify you as a candidate, if necessary.

Circulation of Nomination Paper

Only one person who is 18 years of age or older may circulate the nomination paper. A candidate may circulate their own nomination paper.

The “Declaration of Circulator” on the back of the nomination paper must be signed by the circulator and contain the dates between which the paper was circulated. All information contained in the “Declaration of Circulator” must be completed in the circulator’s own handwriting.

HOW NAMES APPEAR ON THE BALLOT

The ballot name may be designated as follows:

- First, middle and last name
- Initials only and last name
- A nickname (must be in parentheses () or quotation marks “”)
- A short version of the first name, such as “Bill” for William, “Dick” for Richard or “Kathy” for Kathleen

Please note:

- Titles or degrees are not allowed in the ballot name. (Elec. Code, § 13106)
- Within one year of any election, a change in legal name shall not appear on the ballot unless the change was made by marriage or by decree of court. (Elec. Code, § 13104)

Order of Candidate Names

The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet on E-82.

For more information on how names appear on the ballot and ballot designations, please refer to Chapter 2 of the County’s Municipal Information Booklet.

CANDIDATE STATEMENTS

The filing of a candidate statement is OPTIONAL. A candidate statement is limited to a 200-word description of the candidate’s own education and qualifications. State law prohibits a candidate from making any reference to another candidate’s qualifications, character or activities. (Elec. Code, § 13308.)

Printed Candidate Statements

Candidate statements are printed in the official Sample Ballot Booklet mailed to all voters in the election area. A candidate may request that the statement also be printed in Spanish.

Translations of candidate statements for Voter Information Booklets are provided in accordance with the Voting Rights Act and Department of Justice specifications and are sent only to voters who have requested them.

Online Candidate Statements

Pursuant to Section 13307(c) of the California Elections Code, the City of La Puente authorizes the preparation of candidate statements for the purpose of electronic distribution. The elections code regulations governing candidate statement content will apply to Online Candidate Statements as well. Online statements will be published on a dedicated page on www.lavote.gov.

Candidate Statement Fee

Printed: If you choose to file a candidate statement to be printed, a deposit of \$2,000 is due at the time you file your nomination papers. If the actual cost is less than the deposit, the difference will be refunded to you. If the actual cost is more than the deposit, you will be required to pay the difference.

Online: If you choose to file an online candidate statement, the candidate statement will be posted online, but will not be printed in the hard copy sample ballot/voter guide. A fixed fee of \$279.60 is due at the time you file your nomination papers.

Changes to Candidate Statement

Your candidate statement will be printed exactly as submitted. Your statement can be withdrawn but not changed during the nomination period and until 5:00 p.m. of the next working day following the close of the nomination period. (Elec. Code, § 13307.)

Please review your candidate statement carefully as it cannot be changed or revised once it is filed. (Elec. Code, § 13307.)

WITHDRAWING CANDIDACY

You may withdraw as a candidate at any time prior to the close of the nomination period. You are not permitted to withdraw after that date, and your name will appear on the ballot. To withdraw your candidacy, please call the City Clerk/Elections Official's office at 626-855-1500.

CANDIDATE QUALIFICATION STATUS

You will be informed in writing once the signatures on your nomination papers are verified by the Los Angeles County Registrar-Recorder/County Clerk. File your nomination papers early as the signature verification process may take several days.

FINAL LIST OF CANDIDATES

The final list of candidates appearing on the ballot will be made available to the public and filed with the County no later than 81 days prior to the election. (Elec. Code, § 10403.)

CAMPAIGN CONTRIBUTIONS

Individuals who intend to run for office must file certain Fair Political Practices Commission (FPPC) forms with the City Clerk's Office *before* soliciting any campaign contributions or making any campaign expenditures. For more information, visit the FPPC website at www.fppc.ca.gov.

Candidates are responsible for filing their campaign statements in a timely manner.

Campaign Contribution Limits

In March 2021, the City Council adopted an ordinance setting the local contribution limit at the State of California contribution limit. Information on the current limit can be found on the Fair Political Practices Commission (FPPC) website at www.fppc.ca.gov. (Municipal Code, § 2.32.040.)

ELECTION RESULTS

All results will be released by the Los Angeles County Registrar-Recorder/County Clerk's Office. Semi-final election results will be continuously updated and displayed on the County's website, www.lavote.net, throughout election night and during the official canvass process. The County has 28 days following the date of the election to complete the canvass. (Elec. Code, §§ 10262, 10263.)

NEWLY ELECTED COUNCIL MEMBERS

The newly elected Council Members will take office, and the Mayor and Mayor Pro Tem selected, at the same meeting at which the City Council certifies the results of the election. (Elec. Code, §§ 10262, 10263; Gov. Code, § 36801; Municipal Code, § 2.04.090.)

ADDITIONAL INFORMATION ON HOW TO RUN FOR OFFICE

Please review the Los Angeles County Registrar-Recorder/County Clerk's *Municipal Information Booklet* for all election information. Additionally, please review the Fair Political Practice Commission (FPPC) website for all campaign forms, manuals, and instructions.

Los Angeles County Registrar-Recorder/County Clerk (Voting and elections information)
Registrar of Voters Phone: 800-815-2666
Recorder/County Clerk Phone: 800-201-8999
Website: www.lavote.net

Fair Political Practices Commission (FPPC)
Phone: 866-ASK-FPPC (866-275-3772)
Website: www.fppc.ca.gov

Secretary of State (Committee Identification Numbers; general candidate advice)
Elections Division Phone: 916-657-2166
Political Reform Division: 916-653-6224
Website: www.sos.ca.gov

State Franchise Tax Board (Tax-related questions)
Phone: 800-338-0505
www.ftb.ca.gov

ELECTIONEERING

ELECTIONS CODE - ELEC

DIVISION 18. PENAL PROVISIONS [18000 - 18700]

(Division 18 enacted by Stats. 1994, Ch. 920, Sec. 2.)

CHAPTER 4. Election Campaigns [18301 - 18390]

(Chapter 4 enacted by Stats. 1994, Ch. 920, Sec. 2.)

ARTICLE 7. Electioneering [18370 - 18372]

(Article 7 enacted by Stats. 1994, Ch. 920, Sec. 2.)

18370.

(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.

(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.

(Amended by Stats. 2021, Ch. 318, Sec. 4. (SB 35) Effective January 1, 2022.)

18371.

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

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

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

(Amended by Stats. 2007, Ch. 508, Sec. 113. Effective January 1, 2008.)

18372.

Notice regarding the prohibitions on electioneering set forth in this article shall be provided to the public. The Secretary of State shall promulgate regulations specifying the manner in which such notice shall be provided.

(Added by Stats. 2021, Ch. 318, Sec. 5. (SB 35) Effective January 1, 2022.)

LITERATURE REQUIREMENTS

Section 16. Elections Code

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

MASS MAILING REQUIREMENTS

Section 84305. Government Code

(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).

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

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

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

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

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

PENAL PROVISIONS - ELECTION CAMPAIGNS

Section 18303. Election Code

Every person who violates Section 84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with Section 91000) of Title 9 of the Government Code.

Section 91000. Government Code

(a) Any person who knowingly or willfully violates any provision of this title is guilty of a misdemeanor.

(b) In addition to other penalties provided by law, a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person failed to report properly or unlawfully contributed, expended, gave or received may be imposed upon conviction for each violation.

(c) Prosecution for violation of this title must be commenced within four years after the date on which the violation occurred.

Section 91001. Government Code

(a) The Attorney General is responsible for enforcing the criminal provisions of this title with respect to state agencies, lobbyists and state elections. The district attorney of any county in which a violation occurs has concurrent powers and responsibilities with the Attorney General.

(b) The civil prosecutor is primarily responsible for enforcement of the civil penalties and remedies of this title. The civil prosecutor is the commission with respect to the state or any state agency, except itself. The Attorney General is the civil prosecutor with respect to the commission. The district attorneys are the civil prosecutors with respect to any other agency. The civil prosecutor may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Upon written authorization from a district attorney, the commission may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Under such circumstances, Section 91007 shall not apply to the commission.

(c) Whether or not a violation is inadvertent, negligent or deliberate, and the presence or absence of good faith shall be considered in applying the remedies and sanctions of this title.

DEFINITION OF MASS MAILING AND SENDER

Section 18435. California Code of Regulations

(a) A “mass mailing” has been made when over two hundred substantially similar pieces of mail have been sent within a calendar month.

(b) The sender, as used in Section 84305, is the candidate or committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable under Sections 84200 through 84217.

(c) The identification required by Section 84305 must be preceded by the words “Paid for by.” These words must be presented in the same size and color as the identification required by Section 84305, and must be immediately adjacent to and above or immediately adjacent to and in front of the required identification unless otherwise specified by statute.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 82041.5 and 84305, Government Code.

Section 18435.5. California Code of Regulations

(a) Section 84305.5 requires a slate mailer to identify the slate mailer organization or committee sending the slate mailer, and to designate by an asterisk (*) each candidate and each ballot measure supported or opposed in a slate mailer for which payment of \$100 or more has been received by the organization or committee (either from the candidate, ballot measure committee, or from any other person “at the behest” of a candidate or ballot measure committee as defined in Regulation 18225.7).

(b) To ensure that it is easily legible, the Notice to Voters required by Section 84305.5 shall appear with a reasonable degree of color contrast between the background and the statement and must appear on a plain background, not superimposed over an illustration or a patterned background. Examples of a reasonable degree of color contrast that would meet the standard required by Section 84305.5 are when the disclaimer is printed in black text on a white background or a similar degree of color contrast between the background and the text of the disclaimer.

(c) Slate Mailers in Multiple Languages. The Notice to Voters in a slate mailer shall appear in English. In addition, if all or a significant portion of the slate mailer appears in a language other than English, the Notice to Voters must also appear in that language.

(d) In addition to applying to slate mailers sent by traditional mail, the slate mailer identification and disclaimer requirements of Section 84305.5 apply to slate mailers distributed electronically.

Note: Authority cited: Section 83112, Government Code. Reference: Section 84305.5, Government Code.

POLITICAL SIGNS

PENAL CODE - PEN

PART 1. OF CRIMES AND PUNISHMENTS [25 - 680.4]

(Part 1 enacted 1872.)

TITLE 13. OF CRIMES AGAINST PROPERTY [450 - 593g]

(Title 13 enacted 1872.)

CHAPTER 12. Unlawful Interference With Property [552 - 558.1]

(Chapter 12 added by Stats. 1953, Ch. 32.)

ARTICLE 2. Unlawfully Placing Signs on Public and Private Property [556 - 556.4]

(Article 2 added by Stats. 1953, Ch. 32.)

556.

It is a misdemeanor for any person to place or maintain, or cause to be placed or maintained without lawful permission upon any property of the State, or of a city or of a county, 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.

556.1

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.

556.2

Sections 556 and 556.1 do not prevent the posting of any notice required by law or order of any court, to be posted, nor the posting or placing of any notice, particularly pertaining to the grounds or premises upon which the notice is so posted or placed, nor the posting or placing of any notice, sign, or device used exclusively for giving public notice of the name, direction or condition of any highway, street, lane, road or alley.

556.3 Any sign, picture, transparency, advertisement, or mechanical device placed on any property contrary to the provisions of Sections 556 and 556.1, is a public nuisance.

556.4 For purposes of this article, information that appears on any sign, picture, transparency, advertisement, or mechanical device such as, but not limited to, the following, may be used as evidence to establish the fact, and may create an inference, that a person or entity is responsible for the posting of the sign, picture, transparency, advertisement, or mechanical device:

- (a) The name, telephone number, address, or other identifying information regarding the real estate broker, real estate brokerage firm, real estate agent, or other person associated with the firm.
- (b) The name, telephone number, address, or other identifying information of the owner or lessee of property used for a commercial activity or event.
- (c) The name, telephone number, address, or other identifying information of the sponsor or promoter of a sporting event, concert, theatrical performance, or similar activity or event.

PLACEMENT AND REMOVAL OF POLITICAL SIGNS

The City asks that each candidate keep in mind the best interests of the community by complying with State and local codes regarding signs.

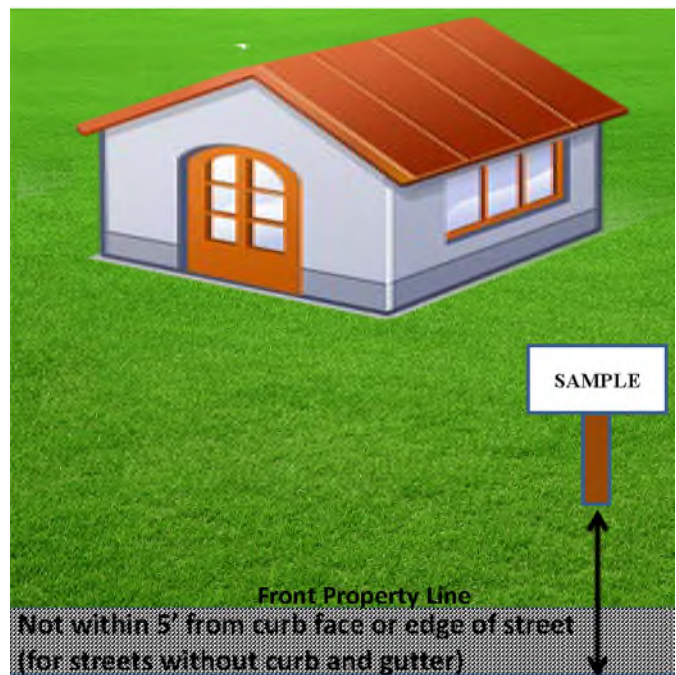
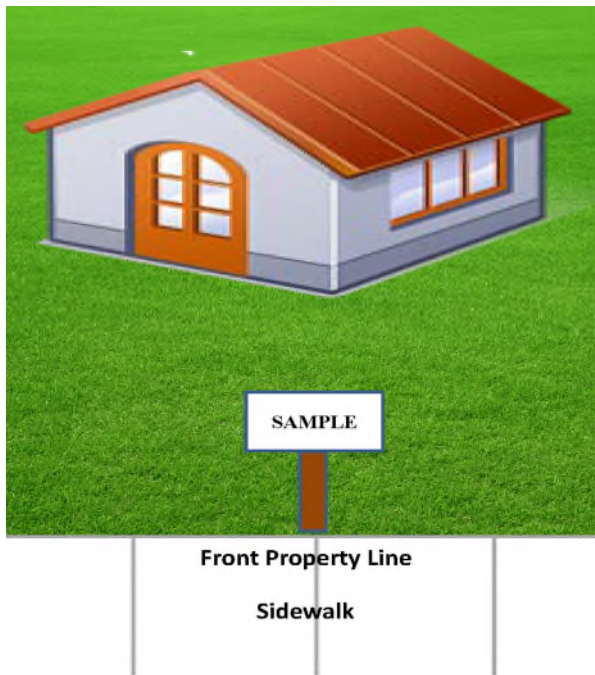
Political signs may only be placed on private property with the consent of the owner.

Signs cannot be posted in or on any of the following:

- a. The public right of way.
- b. Utility poles.
- c. Street lights.
- d. Within five feet of the curb face or edge of street for properties that do not abut a sidewalk.
- e. Any other location prohibited under any federal, state or local law, rule or regulation.

(La Puente Municipal Code section 10.34.080E)

The City will enforce all sign regulations. Any signs that are placed on public property, including any public right-of-way, will be removed immediately and will be stored. Candidates will be notified of the removal and will have ten (10) business days to retrieve their signs before they are destroyed.



SECTION 2

FAIR POLITICAL PRACTICES COMMISSION & CAMPAIGN FINANCE DISCLOSURE

- **Ordinance No. 21-972 Setting Contribution Limits**
- **FPPC Filing Schedules for Candidates and Committees**
- **Campaign Basics Fast Facts**
- **Local Candidate/Committee Checklist**

Information on the Political Reform Act, campaign financing, campaign statements and disclosures, conflicts of interest, advice, vote-by-mail drives and much more can be found on the FPPC's website at www.fppc.ca.gov.

Fair Political Practices Commission
428 J Street, Suite 450
P.O. Box 807, Sacramento, CA 95814
Phone: 866-ASK-FPPC
(866-275-3772)
Email: advice@fppc.ca.gov
Website: www.fppc.ca.gov



ORDINANCE NO. 21-972

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, SETTING THE CONTRIBUTION LIMITS OF THE POLITICAL REFORM ACT OF 1974 AS APPLICABLE IN THE CITY OF LA PUENTE

WHEREAS, the City of La Puente is a general law city under California Government Code Section 34102; and

WHEREAS, Article XI, Section 7 of the California Constitution provides that the City of La Puente (“City”) may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws; and

WHEREAS, the Political Reform Act of 1974 (“Act”) prohibits a person, other than a small contributor committee or political party committee, from making to a candidate for elective state office, for statewide elective office, or for the office of Governor, and prohibits those candidates from accepting from a person, a contribution totaling more than a specified amount per election; and

WHEREAS, existing law authorizes a County, City, or District to limit campaign contributions in local elections; and

WHEREAS, Assembly Bill 571 (“Bill”) amended the Act on January 1, 2021 to prohibit a person from making to a candidate for elective county or city office, and would prohibit a candidate for elective county or city office from accepting from a person, a contribution totaling more than the amount set forth in the act for limitations on contributions to a candidate for elective state office; and

WHEREAS, the Bill authorizes a County or City to impose a limitation that is different from the limitation imposed by the Bill; and

WHEREAS, the Bill would make specified provisions of the Act relating to contribution limitations applicable to a candidate for an Elective County or City Office, except as specified.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Findings.

The City Council finds that the above Recitals are true and correct and are incorporated herein by reference.

Section 2. La Puente Municipal Code Amendment.

Section 40 of Chapter 2.32 (Municipal Elections) of the La Puente Municipal Code is hereby added to read in its entirety as follows:

“2.32.040 Campaign Contribution Limits

Pursuant to the Political Reform Act of 1974, the campaign contribution limits set forth in the Government Code are applicable in the City of La Puente. Sections 85301, 85305, 85306, 85307, 85315, 85316, 85317, 85318, and 85702.5 of the Government Code are hereby incorporated by reference herein.”

Section 3. CEQA Findings.

The City Council finds that the Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Code of Regulations CEQA Guidelines Section 15061(b)(3) in that it is no possibility it may have significant effect on the environment.

Section 4. Clerical Errors.

The City Council directs the City Clerk to correct any clerical errors found in this Ordinance including, but not limited to, typographical errors, irregular numbering and incorrect section references.

Section 5. Severability.

Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 6. Effective Date.

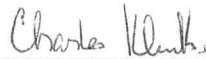
In accordance with California Government Code section 36937, this Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

Section 7. Publication.

The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this ordinance to be published and posted as required by law.

PASSED, APPROVED AND ADOPTED this 9th day of March, 2021, by the following vote:

AYES:	COUNCILMEMBERS: Klinakis, Munoz, Argudo, Lewis, Quinones
NOES:	COUNCILMEMBERS: None
ABSENT:	COUNCILMEMBERS: None
ABSTAIN:	COUNCILMEMBERS: None



Charlie Klinakis, Mayor

ATTEST:



Sheryl Garcia, City Clerk

Fair Political Practices Commission

Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the November 5, 2024 Ballot

Deadline	Period	Form	Notes
Jul 31, 2024 <i>Semi-Annual</i>	* – 6/30/24	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 24 Hours <i>Election Cycle Reports</i>	8/7/24 – 11/5/24	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the November 5, 2024, ballot. 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. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sep 26, 2024 <i>1st Pre-Election</i>	7/1/24 – 9/21/24	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 24, 2024 <i>2nd Pre-Election</i>	9/22/24 – 10/19/24	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.

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.

Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file 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 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more, later during the calendar year, 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..
- **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 > Learn > Campaign Rules.

CAMPAIGN BASICS

For candidates spending \$2,000 or more



CAMPAIGN RULES PAGE:

Bookmark the [Campaign Rules](#) page to find resources and answers to campaign-related questions throughout your campaign. All links noted below can be reached through the [Campaign Rules](#) page.

[FPPC Home Page](#) > [Learn](#) > [Campaign Rules](#)

TWO IMPORTANT RULES TO REMEMBER:

- Candidates **MUST** file Form 501 before soliciting or accepting contributions.
- Candidates **MUST** deposit funds into the campaign bank account before spending money on the campaign. Candidates may not spend money out of pocket for campaign expenses.

FORMS TO START:

- Form [501](#) – Candidate Intention Statement
- Form [410](#) – Statement of Organization (No bank account yet? Enter “Pending” where asked.)
- Form [700](#) – Statement of Economic Interests (See your elections official for filing date.)

ID NUMBER:

1. Send completed Form 410 to CA Secretary of State (SOS) and a copy to your local filing official.
2. SOS issues the committee ID number and posts it to their website, usually within 1-2 business days after receiving your completed Form 410.
3. To find your committee ID number, go to cal-access.sos.ca.gov.
4. Enter your committee name in the search bar at top left of the screen.
 - If your committee ID number is not available, SOS may not have posted it yet. Or, the Form 410 may be incorrect and SOS will send you a notice via USPS.
 - To find out the status of your ID number, contact the SOS at (916) 653-6224.

FILING SCHEDULES & DEADLINES:

Determine what campaign reports are due, and when they’re due, by reviewing your [filing schedule](#).

MOST COMMON CAMPAIGN REPORTS:

- Form [460](#) – Recipient Committee Campaign Statement
- Form [497](#) – 24-Hour Contribution Report

MANUALS:

- Disclosure [Manual 1](#) – State Candidates
- Disclosure [Manual 2](#) – Local Candidates and Judges

CANDIDATE/TREASURER VIDEO:

Watch the [Candidate/Treasurer video](#) and print the accompanying [slides](#).

TRAINING OPPORTUNITIES:

In addition to the video above, you may learn more by registering for [webinars and workshops](#).

[FPPC Home Page](#) > [Learn](#) > [Campaign Rules](#) > [Training & Outreach](#) > [Candidate, Treasurer, or Committee?](#)

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
Local Candidate/Committee Checklist

File Form 501 (Candidate Intention)

You must file [Form 501](#) before soliciting, raising or spending any money in connection with your election. The only exception to this requirement is if you use personal funds to pay a filing fee or ballot statement fee.

Candidates Raising and Spending Less than \$2,000

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

The [Form 470](#) is filed by candidates who do not have a controlled committee and do not anticipate receiving or spending \$2,000 or more, including personal funds, in a calendar year. These candidates generally do not file a Form 410 or other campaign statements or reports related to their campaign unless they receive or anticipate receiving or spending \$2,000 or more.

Candidates Raising \$2,000 or More

File Form 410 (Statement of Organization)

Once you receive or spend \$2,000 or more in a calendar year, you must file a [Form 410](#) as a recipient committee within 10 days of qualifying. File the original and one copy of the Form 410 with the Secretary of State and a copy with your local filing officer. The Secretary of State's address is on the Form 410.

Open a Campaign Bank Account

All monetary contributions (including all personal funds you use for your campaign) must be deposited in the campaign bank account before being spent. Never deposit campaign contributions in your personal bank account.

Committee Treasurer

The Act requires that every committee appoint a treasurer. The individual listed on the most recent Form 410 with the Secretary of State continues to be legally responsible until an amendment is filed to designate a new treasurer. Please note a candidate may act as his or her own treasurer.

File Campaign Statements

You must file campaign statements ([Form 460](#)) disclosing the committee's activity during a specified period. Please access the Commission's filing schedules to find the schedule that applies to you/your election. Committees are required to file campaign statements as well as other reports including semi-annual campaign statements until the committee terminates.

24-Hour Reports

Within 90 days before the election, including the date of the election, if a committee receives a contribution(s) of \$1,000 or more from a single source, including loans from the candidate, the [Form 497](#) must be filed within 24 hours.

Local Campaign Contribution Limits

Make sure you are aware of any local contribution limits before accepting contributions.

After the Election

Following the election, your duty to file campaign statements continues until your committee terminates. In order to terminate, you must file a Form 460 with your local filing officer reporting a zero balance AND a Form 410 indicating the termination with the Secretary of State's Office and a copy with your local filing officer.

This factsheet provides guidance and a general overview of the rules for campaigns, but it does not replace any requirements under the [Political Reform Act](#) or [Fair Political Practices Commission Regulations](#). Information here should be used in conjunction with a careful review of the applicable laws.

SECTION 3

LOS ANGELES COUNTY

MUNICIPAL INFORMATION BOOKLET

- **General Information**
- **Calendar of Events**
- **Certified List of Qualified Candidates, Name to Appear on the Ballot and Ballot Designations**
- **Candidate Statements**
- **Ballot Measures**
- **Ballot Enclosures**
- **Multilingual Services**
- **Telephone Guide, Available Reports and Materials**
- **Signature Verification Services**
- **Election Night Semi-Final Official Results and Certification**

Voter registration, voting options, election guides and calendars, vote centers, candidate and measure information, and much more can be found at the County Registrar-Recorder/County Clerk's website at www.lavote.net.

Los Angeles County Registrar-Recorder/
County Clerk
12400 Imperial Highway, Norwalk, CA 90650
Registrar of Voters: 800-815-2666
Recorder/County Clerk: 800-201-8999
Website: www.lavote.net

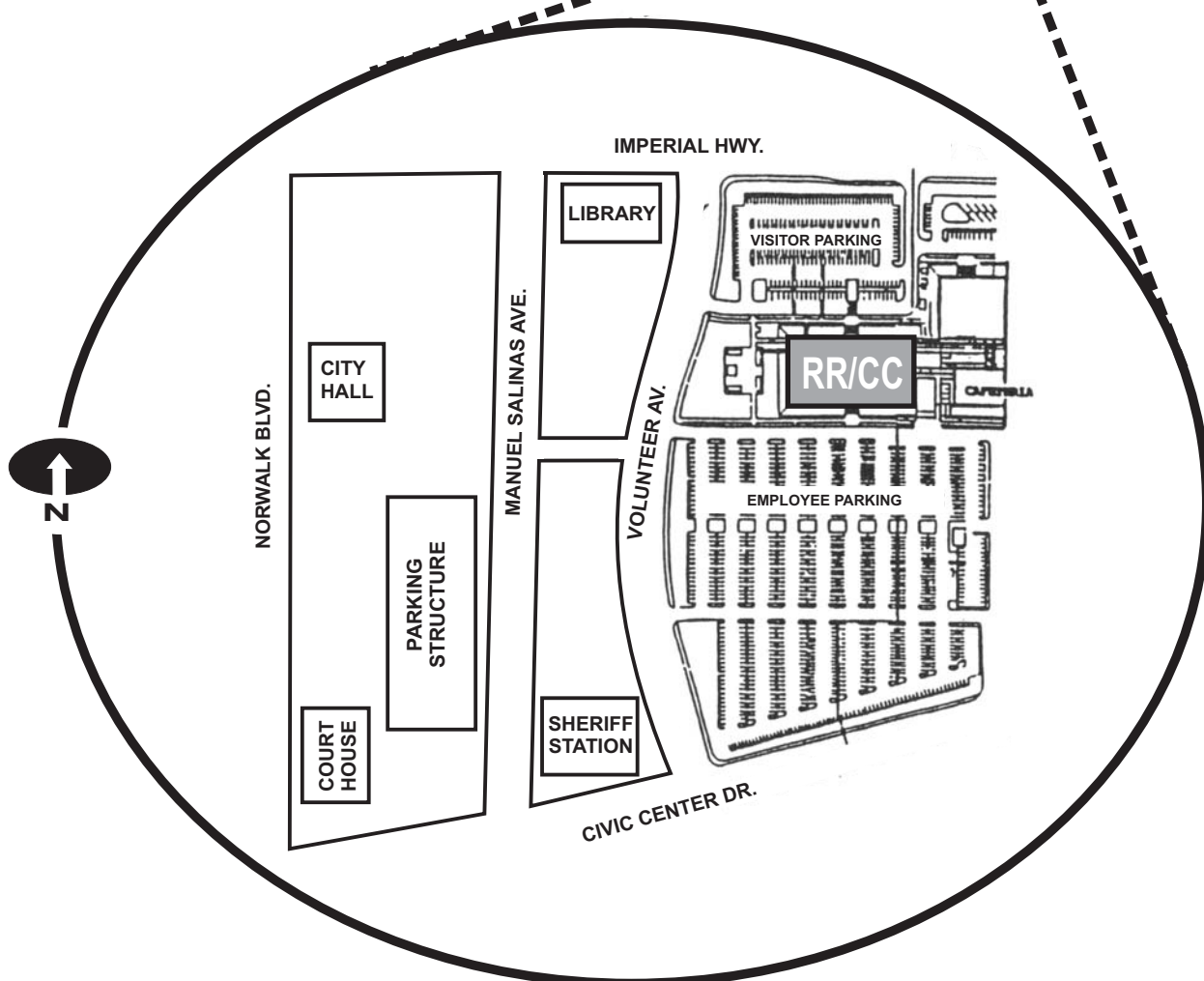
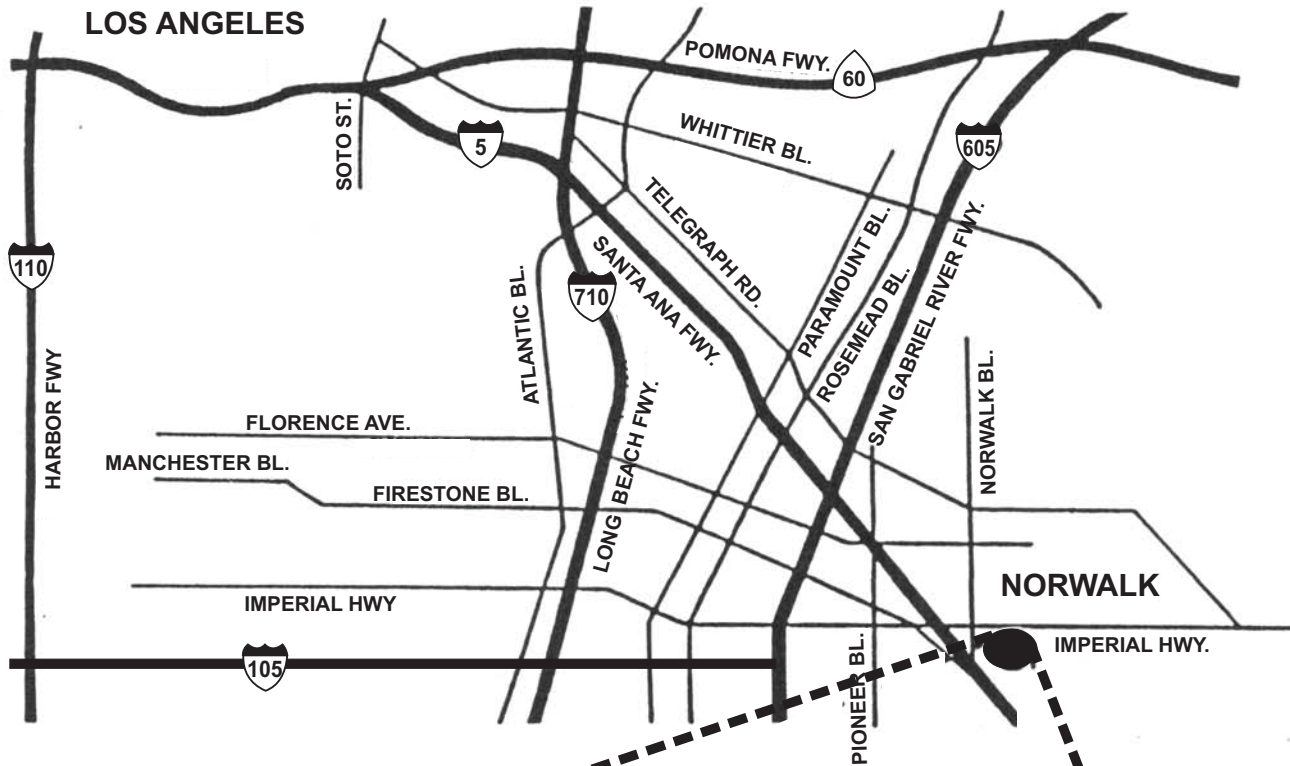




**Los Angeles County
Registrar-Recorder/County Clerk**

**MUNICIPAL
INFORMATION BOOKLET
GENERAL ELECTION
NOVEMBER 5, 2024**

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY., NORWALK, CA 90650



NOTICE

This Municipal Information Booklet has been prepared to assist City Clerks in filing documents relating to the election. It includes a Calendar of Events, general information, and filing requirements with samples of forms. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of the Registrar-Recorder/County Clerk's Office to determine whether a candidate meets the requirements for holding office. City Clerks with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

City Clerks and others using this Municipal Information Booklet must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained herein.

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GENERAL INFORMATION



CITY AND RR/CC RESPONSIBILITIES

GENERAL INFORMATION
GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE
November 5, 2024 GENERAL ELECTION

CITY RESPONSIBILITIES

The jurisdiction shall provide the Registrar-Recorder/County Clerk's office and the Board of Supervisors with signed copies of the **"Resolution Calling for an Election"** and **"Requesting Consolidation and Services"** (samples below).

**RESOLUTION
CALLING
FOR AN
ELECTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALLING FOR THE HOLDING OF A GENERAL ELECTION MUNICIPAL ELECTION TO BE HELD ON TUESDAY, _____ FOR THE ELECTION OF THREE (3) MEMBERS OF THE CITY COUNCIL AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO CHARTER CITIES AND FOR THE SUBMISSION TO THE VOTERS OF THE CITY A QUESTION RELATING TO THE ENACTMENT OF AN EMERGENCY TWO PERCENT (2%) INCREASE IN THE CITY'S UTILITY USER'S TAX (UUT) FOR AN INITIAL PERIOD OF TWO (2) YEARS AND TWO (2) MONTHS

_____ ATTEST: _____
THIS 31st day of July, 2016.

**RESOLUTION
CONSOLIDATING
WITH THE
ELECTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON _____, WITH THE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE.

RESOLUTION NO. 2014-62

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ RESCINDING RESOLUTION NO. 2014-45 AND ORDERING, CALLING, PROVIDING FOR AND GIVING NOTICE OF A SPECIAL ELECTION TO BE HELD ON NOVEMBER 8, 2016 FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS OF SAID CITY A PROPOSITION TO AUTHORIZE THE ISSUANCE OF WATER REVENUE BONDS BY SAID CITY TO FINANCE THE ACQUISITION OF A WATER ENTERPRISE SYSTEM LOCATED IN THE CITY OF _____ AND TO IMPROVE THE WATER ENTERPRISE SYSTEM LOCATED IN THE CITY OF _____ AND TO IMPROVE THE WATER ENTERPRISE SYSTEM LOCATED IN THE CITY OF _____

2014-45 to give
2014-45 and
water enterprise system located as, and
action 54380 et purpose, the tion, improving ntal thereto or
ter System at
voters approve million in order ay capitalized ance and fund
acquisition of tem and such ble exclusively g to the water and
safety Act (Pub. ation of CEQA Guidelines, the earinghouse # the potential

RESOLUTION NO. CC-1407-065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 8, 2016 WITH THE COUNTY OF LOS ANGELES GENERAL ELECTION TO BE HELD ON THAT DATE PURSUANT TO SECTION 10403 OF THE CALIFORNIA ELECTIONS CODE

WHEREAS, the City Council of the City of _____ called a Special Municipal Election to be held on November 8, 2016, for the purpose of submitting to the voters the questions relating to City Treasurer requirements and extending term limits to the Mayor, City Council and Members of the Board of Education; and

WHEREAS, it is desirable that the Special Municipal Election be consolidated with the Los Angeles County General Election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Los Angeles canvass the returns of the Special Municipal Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF _____ DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a Special Municipal Election with the Los Angeles County General Election on Tuesday, November 8, 2016, for the purpose of City measures being placed on the ballot; and

SECTION 2. That the measures to appear on the Ballot are as follows:

CITY TREASURER REQUIREMENTS

CHARTER AMENDMENT: Shall Section 11.1 of Article XI of the _____ Charter be amended by deleting the requirements that the City Treasurer shall devote his full time to the duties of the office and shall not engage in private business practice during City business hours; and adding new language to have the authority to audit all moneys collected by the City from any source in order to prepare monthly reports mandated by the Charter?	
YES	
NO	

RESOLUTION NO. CC-1407-065
CONSOLIDATING WITH LA COUNTY

_____ hereby certify that the adopted by the City of _____ City Council held on _____

FORM: _____ City Attorney

CITY RESPONSIBILITIES (continued)

- Election resolutions should be addressed to **Mr. Jeff Levinson, Interim-Executive Officer Board of Supervisors** and be mailed to:

**Kenneth Hahn Hall of Administration
500 West Temple Street, Room 383
Los Angeles, California 90012**

- Additionally, election resolutions and the letter designation for measures form (see Exhibit) should be addressed to **Mr. Dean C. Logan, Registrar-Recorder/County Clerk** and be faxed/mailed or e-mailed to:

**Election Coordination Unit
12400 Imperial Highway, 2nd Floor, Room 2013A
Norwalk, California 90650
Phone: (562) 462-2912 FAX: (562) 406-2149
Email: ecu@rrcc.lacounty.gov**

- Ballot enclosure materials, including arguments and rebuttals, impartial analyses, candidate statements and certified lists of qualified candidates must be accompanied by a transmittal letter and **DELIVERED** by the applicable dates and times indicated in the Calendar of Events to:

**Election Planning Section
12400 Imperial Highway, 2nd Floor, Room 2015
Norwalk, California 90650
Phone: (562) 462-2317 FAX: (562) 466-6025
Email: electionplanning@rrcc.lacounty.gov**

- A “Resolution Calling for an Election” should include purpose of election, word limitation for candidate statements (**200 or 400 words**), advance payment requirement for candidates, Ballot Measure Text (**not to exceed 75 words including title**) and the vote requirement for measure passage (**i.e., majority of votes cast; 2/3 votes cast; 55% votes cast**). The resolution must state that **the City will reimburse the County for costs incurred**.
- All legal notices should be published (Notice of Election, Notice of List of Nominees etc.), **excluding Notice of Polling Places (Vote Centers) and Notice of Tally Center Location**.
- All candidate nomination documents, including Campaign Finance disclosure forms, should be issued, received and certified. Also, ballot designations and word counts on all candidate statements and enclosures should be verified.
- Signatures on nomination papers should be verified unless the Registrar-Recorder/County Clerk (RR/CC) is requested in writing to perform this service. If you plan on having this office verify signatures, please contact the Data Entry and Signature Verification Section at (562) 462-2371 directly for any inquiries regarding this process.

CITY RESPONSIBILITIES (continued)

- All ballot material should be photocopied including candidate names, ballot designations, candidate statements, measure arguments, rebuttals, impartial analyses, and other ballot measure enclosures and made available for public examination for the period designated in the Calendar of Events, **Chapter 1 of this booklet**.
- **It is the responsibility of the City Clerk to qualify all candidates** and to provide a complete and accurate **final list of qualified candidate names** and **ballot designations**, including addresses and telephone numbers, to be published, to the RR/CC by **E-81**. Also, the City Clerk should notify the RR/CC of any qualified write-in candidates by **E-12**.
- **Legible copies** of candidate statements should be provided by **E-81** and **legible copies** of arguments, impartial analyses and other related ballot materials by **E-78** which are to be printed and included in the Official Sample Ballot Booklet. Legible copies of rebuttal arguments must be submitted by **E-70**. If you are unable to meet these deadlines, please contact us and we may recommend that you contact your election supplier to make arrangements to print and mail a supplemental voter booklet.
- **A resolution** should be filed with the RR/CC by **E-83** to **amend** a measure for an election or **withdraw** a measure for a cancelled election.

NOTE: IF THE CITY IS PLACING MORE THAN ONE MEASURE ON THE BALLOT, THE CITY MUST ADVISE THIS OFFICE OF THE DESIRED BALLOT SEQUENCING FOR MULTIPLE MEASURES.

- The RR/CC should be notified no later than **August 22, 2024 (E-75)** if an election is being **CANCELLED** due to an insufficient number of candidates filing for offices.
- Ballot reproduction proofs of candidates statements, vote recorder pages and ballot enclosures should be reviewed and approved, The RR/CC should be notified immediately of any typographical errors, corrections, or omissions.
- **Certificates** of election to elected candidates should be issued.
- The City should determine if it has to translate material separately from the RR/CC. Please see Chapter 6 for more information.
- Staff in the **Election Planning Section and the Election Coordination Unit are available through the telephone numbers listed on the previous pages** should you need additional assistance or have further questions after reviewing the Information Booklet.

Requests for Special Cost Estimates – If you are a local jurisdiction that is responsible for conducting and administering elections (e.g., city, school district, general district) that is in need of a cost estimate for a potential election:

- that would not be consolidated with the statewide primary election in March or June or the statewide general election in November
- or that must adhere to a special timeline such as a recall election or an election due to termination of a provisional appointment
- or that would be conducted pursuant to Elections Code sections 1000(b), 1000(c), or 4000; Education Code 5091; or Government Code 1780 or 36512

Please submit correspondence, on your jurisdiction's letterhead, that describes:

- 1) the date that you are targeting or that is legally required
- 2) the statutory or legal authority that allows for said date
- 3) your request for a cost estimate.

Please ensure that your correspondence is signed by the appropriate official and address it to:

Monica Flores
Registrar-Recorder/County Clerk
12400 Imperial Highway, Suite 7001
Norwalk, California 90650

Please email it to Monica Flores (mflores@rrcc.lacounty.gov) and copy Alex Olvera (aolvera@rrcc.lacounty.gov) and the Financial Services Section (electionbilling@rrcc.lacounty.gov).

REGISTRAR-RECORDER/COUNTY CLERK RESPONSIBILITIES

- The RR/CC receives signed copies of city resolutions “Requesting Consolidation and Services” and will automatically send the requesting cities an information booklet along with the appropriate forms such as candidate statement forms, transliteration forms, estimated costs of candidate statement, etc. **If a city has a measure on the ballot, our office will provide argument/rebuttal forms.**
- The RR/CC verifies signatures on Nomination Petitions upon written request from a city. Rates vary depending on the system used to verify signatures. For more information, see Chapter 8 or contact the **Data Entry and Signature Verification Section at (562) 462-2371.**
- The RR/CC recruits voter centers and election workers, and publishes the **Notice of Tally Center Location.** If you have specific vote center or election worker requests, contact the **Election Worker Services Section at (562) 466-1373.**
- The RR/CC assigns letter designations for each measure on the ballot. Letter designations are assigned in alphabetical order commencing with County measures and then other local measures (city, school, special district) in alphabetical sequence. Cities may request a specific letter designation in writing by completing a letter designation form (Exhibit) and submitting to the Election Coordination Unit by **August 14, 2024 (E-83).** The email address is ecu@rcc.lacounty.gov. An alternate choice should also be submitted in case the requested letter designation has already been assigned to another jurisdiction.
- The RR/CC prints official ballots. An English Official Sample Ballot Booklet will be printed and mailed. The RR/CC will include the City's material (English or English and Spanish candidate statements and measure information) in the same booklet depending on the volume of voting material. In some cases, the City Clerk will be required to prepare and mail a supplemental voter booklet.
- The RR/CC prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).

The RR/CC also:

- Issues Vote By Mail ballots and material and processes returned VBM ballots.
- Provides precinct supplies and trains election workers.
- Staffs check-in-centers and the tally center location.
- Conducts election tally and releases semi-official election results.
- Canvasses election returns and certifies official election results to the City.

Chapter 1

Calendar of



CALENDAR OF EVENTS

GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE NOVEMBER 5, 2024 PRESIDENTIAL GENERAL ELECTION

DATES	EVENTS	
MAY 9 (Th) E-180	ADJUSTED JURISDICTION MAP Last day for jurisdictions to deliver a map delineating district and/or division boundary adjustments due to topography, geography, cohesiveness, contiguity, integrity, compactness of territory, community of interests, or other factors as applicable. NOTE: Historically, E-180 is the operational deadline used by the RRCC. Due to delays with U.S. Census data, this deadline has been postponed. For more information, please email redistricting@rrcc.lacounty.gov . (E. C. § 22000)	
JULY 8 (M) E-120	ADOPTION OF ELECTION RESOLUTION (FOR OFFICE CONTESTS) Recommended last day for City Council to adopt resolution calling a General or Special Municipal Election for city elected officials. CITY RESOLUTION — CANDIDATE STATEMENTS Last day for the City Council to adopt resolution determining or amending the word limitation for candidate statements (200 or 400 words), and whether advance payment is required. (E. C. § 13307)	
JULY 15 (M) E-113	AUG. 9 (F) E-88 5:00 P.M.	NOMINATION PERIOD First and last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407) CANDIDATE STATEMENTS During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation (200 or 400 words) for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307) NOTE: Candidate statements are only included in the Official Sample Ballot Booklet and will not be included in the Vote By Mail Voting Instructions and Guide.
JULY 15 (M) E-113	NOTICE OF ELECTION — PUBLICATION On or before this date the City Clerk shall publish a notice of election to fill offices. (E. C. § 12101 and Govt. Code § 6061)	

DATES	EVENTS
<p>AUG. 8 (Th) E-89 5:00 P.M.</p>	<p>DATE FIXED TO SUBMIT ARGUMENTS — PUBLICATION Not later than this date, a notice may be published once in a newspaper of general circulation setting forth the date fixed to submit direct arguments.</p> <p>NOTE: It is recommended that this notification be combined with the Notice of Election that cities publish pursuant to E. C. § 12101.</p>
<p>AUG. 9 (F) E-88 5:00 P.M.</p>	<p>NOMINATION DOCUMENTS — DEADLINE DATE Last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407)</p> <p>CANDIDATE WITHDRAWAL No candidate whose Declaration of Candidacy has been filed may withdraw after this date. (EC §10224))</p> <p>CONSOLIDATION OF ELECTIONS Last day City Clerks can file a resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk requesting consolidation with the election. A resolution placing a measure on the ballot shall contain the ballot wording which cannot exceed 75 words. (E. C. §§ 1405, 10402 and 13247)</p>
<p>AUG. 10 ** (Sa) E-87**</p> <p>AUG. 14 (W) E-83 5:00 P.M.</p>	<p>NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE) If nomination documents for an incumbent are not filed by 5:00 p.m. on August 9, 2024, the nomination period shall be extended until August 14, 2024 at 5:00 p.m., for persons other than the incumbent. (E. C. § 10225)</p> <p>NOTE: The extension does not apply where there is no incumbent eligible to be elected.</p>
<p>AUG. 10** (Sa) E-87**</p> <p>AUG. 19 (M) E-78</p>	<p>PUBLIC EXAMINATION PERIOD Recommended period for the City Clerk to make available candidate statements, candidate names, ballot designations and ballot measure text (i.e., the 75 word YES/NO question) for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E. C. § 13313)</p> <p>For candidate names and ballot designations, a writ of mandate may be filed pursuant to E.C. § 13314.</p> <p>NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 15 through August 26**.</p>

** August 10 (Saturday) office will be open. August 17 and 24 (Saturdays) and August 11 and 18 (Sundays) - RRCC office will be closed.

DATES**EVENTS**

AUG. 12 (M)
E-85

CERTIFIED LIST OF CANDIDATES AND CANDIDATE STATEMENTS – RECOMMENDED DATE TO SUBMIT TO COUNTY (IF THERE IS NO NOMINATION EXTENSION PERIOD)

FINAL date for City to submit Certified List of Candidates to the County Election’s Official. If nomination documents for incumbents have been filed by 5:00 p.m. on August 9, 2024 (E-88), the extension period will not take effect (E. C. § 10225). **NOTE:** The earlier the County receives the Certified List, the earlier the County can provide ballot proofs to the City for review and approval for printing and mailing of the Official Sample Ballot (voter guide) to voters.

AUG. 14 (W)
E-83

AMENDMENT OR WITHDRAWAL OF MEASURE — DEADLINE

Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend any measure previously submitted for placement on the ballot. (E. C. § 9605)

MEASURE LETTER DESIGNATION

Last day for a City Clerk to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.

AUG. 15 (Th)
E-82
11:00 A.M.

RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE

The Secretary of State shall hold a public drawing to determine the order of candidate names to appear on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)

RANDOMIZED ALPHABET DRAWING BY REGISTRAR-RECORDER/COUNTY CLERK

A public drawing shall be held to determine the order of candidate names on the ballot for state legislative districts that encompass more than one county by randomly drawing each letter of the alphabet. (E. C. § 13111(i))

DATES

EVENTS

AUG. 16 (F)
E-81

LIST OF CANDIDATES — COPY OF CANDIDATE STATEMENTS

No later than this date the City Clerk shall deliver to the county elections official a certified list of qualified candidate names, ballot designations and residence addresses.
(E. C. §§ 10402 and 10403)

A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the county elections official by this date.

NOTE: The name on the candidate statement **MUST** match the name on the certified list of qualified candidates.

MEASURES — LETTER DESIGNATION

Scheduled date for the county elections official to notify the City Clerk of letter assigned to ballot measure(s).

AUG. 16 (F)
E-81

IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT TO CITY CLERK

Recommended last day for the City Attorney to transmit impartial analysis of measure to the City Clerk.
(E. C. § 9280)

ARGUMENTS — LAST DAY TO SUBMIT TO CITY CLERK

Recommended last day to submit arguments “FOR” or “AGAINST” any city measure to the City Clerk. Arguments may not exceed **300 words** in length.
(E. C. §§ 9282 and 9286)

NOTE: The deadline to submit direct arguments may vary due to a City’s municipal code or charter, standard business hours, etc.

AUG. 17 (Sa)** **AUG. 26 (M)**
E-80** E-71

PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS

Recommended period for the City Clerk to make available for public examination, a copy of impartial analysis and arguments for a measure. A fee may be charged to any candidate/person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted.
(E. C. § 9295)

MEASURE ENCLOSURES

No later than **August 21, 2024** the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot data/material to the county elections official for inclusion in the Official Sample Ballot Booklet.

** August 17 (Saturday) and August 18 (Sunday) - RR/CC office will be closed.

DATES

EVENTS

AUG. 22 (Th)
E-75

CANCELLED ELECTION DUE TO INSUFFICIENT NUMBER OF CANDIDATES

Last day for City Clerk to make appointment(s) in lieu of election when an insufficient number of candidates file for the office. If an appointment(s) is not made, the election shall be held.

(E. C. § 10229)

NOTE: It is **imperative** that the City Clerk notify the county elections official immediately of cancelled elections.

AUG. 26 (M)
E-71

REBUTTALS — LAST DAY TO SUBMIT TO CITY CLERK

Recommended last day for authors of arguments “FOR” and “AGAINST” any city measure to submit rebuttals (if permitted) to the City Clerk. A rebuttal may not exceed **250 words**.

(E. C. § 9285)

AUG. 27 (Tu)
E-70

REBUTTALS — LAST DAY TO SUBMIT TO COUNTY

Recommended last day for the City Clerk to submit rebuttals to the county elections official for inclusion in the Official Sample Ballot Booklet.

AUG. 27 (Tu) **SEPT. 5 (Th)**
E-70 E-61

PUBLIC EXAMINATION PERIOD FOR REBUTTALS

Recommended period for the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted.

(E. C. § 9295)

SEPT. 5 (Th) **SEPT. 11 (W)**
E-61 E-55

BALLOT PROOFS

Recommended period for the county elections official to deliver copies of official ballot proofs to the City Clerk for approval.

NOTE: Corrections to any ballot material must be submitted to the county elections official within 24 hours of receipt.

DATES		EVENTS
SEPT. 9 (M) E-57	OCT. 22 (Tu) E-14	<p>STATEMENT OF WRITE-IN CANDIDACY</p> <p>A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsor signatures stating that they are a write-in candidate for the election. (E. C. §§ 8600, 8601 and 10103)</p>
OCT. 7 (M) E-29		<p>VOTE CENTER STAFF — APPOINTMENT</p> <p>Last day to appoint staff and designate vote centers. A notice of appointment shall be mailed to all staff. (E. C. §§ 12286, 12307 and 12319)</p> <p>MAILING OF VOTE BY MAIL BALLOTS</p> <p>No later than 29 days before the day of the election, the county elections official shall begin mailing the materials required by Section 3010. (E. C. § 3001(b), and 3010)</p> <p>PROCESSING OF VOTE BY MAIL BALLOTS</p> <p>The processing of vote by mail ballots may commence on the 29th business day before the election but the results of the tally shall not be released until after the vote centers close. (E. C. § 15101(b))</p>
OCT. 11 (F) E-25		<p>COPIES OF STREET INDEX</p> <p>Suggested last day for the City Clerk to request the number of street index copies required (not to exceed four (4)). (E. C. § 2183)</p>
OCT. 21 (M) E-15		<p>CLOSE OF REGISTRATION</p> <p>Last day to transfer or register to vote in the election. (E. C. §§ 2102 and 2107)</p>
OCT. 22 (Tu) E-14	NOV. 5 (Tu) ELECTION DAY	<p>NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE</p> <p>A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E.C. § 3500)</p>

DATES	EVENTS
OCT. 22 (Tu) E-14	<p>STATEMENT OF WRITE-IN CANDIDACY DEADLINE Last day for a candidate to file with the City Clerk sponsor signatures and a declaration stating that they are a write-in candidate in the election. (E. C. §§ 8600 and 8601)</p> <p>BILINGUAL VOTE CENTER STAFF Last day to prepare list of appointed bilingual staff. (E. C. § 12303)</p>
OCT. 24 (Th) E-12	<p>WRITE-IN CANDIDATES — SUBMIT TO COUNTY Recommended last day for the City Clerk to deliver the list of qualified write-in candidates to county elections official.</p>
OCT. 26 (Sa) E-10	<p>TALLY CENTER LOCATION — PUBLICATION On or before this date a notice specifying the public place to be used as the central tally location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction. (E. C. § 12109)</p> <p>VOTE CENTERS — FIRST DAY Vote Centers open beginning 10 days prior to election day. A Voter Center election may be conducted pursuant to E. C. § 4007.</p>
OCT. 26 (Sa) E-10	<p>MAILING OF OFFICIAL SAMPLE BALLOT BOOKLETS (Historically commencing at E-40) An Official Sample Ballot Booklet shall be mailed to each voter in the jurisdiction no later than 10 days before the election. (E. C. § 13300 (c))</p>

DATES**EVENTS**

OCT. 29 (Tu)
E-7

NOTICE OF LIST OF NOMINEES — PUBLICATION

On or before this date, the City Clerk shall publish a list of nominees once in a newspaper of general circulation within the city.
(E. C. § 12110 and Govt. Code § 6061)

NOV. 5 (Tu)
8:00 P.M.
ELECTION
DAY

ELECTION DAY

Vote Centers open 7:00 a.m., close 8:00 p.m.
(E. C. §§ 1200 and 14212)

VOTE BY MAIL BALLOTS RETURNED — 8:00 P.M.

Last day for Vote By Mail ballots to be received or turned in personally by the voter at any vote center in the jurisdiction. An authorized representative may return the voted ballot under specified conditions.
(E. C. §§ 3017 and 3020)

Any Vote By Mail ballot cast under this division shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than seven days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2.
(E. C. § 3020(b) Section 1 and 2)

NOV. 7 (Th)
E+2

OFFICIAL CANVASS

The canvass of election returns shall commence no later than the first Thursday following the election.
(E. C. §§ 10262 and 15301)

DEC. 5 (Th)
E+30

COMPLETION OF OFFICIAL CANVASS

The county elections official shall prepare a certified statement of the results of the election and submit it to each jurisdiction within 30 days of the election.
(E. C. § 15372)

NOTE: On **November 29, 2024** the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **December 3, 2024** the Board of Supervisors is tentatively scheduled to declare the election officially concluded.

Chapter 2



Certified List of Qualified Candidates, Name to Appear on the Ballot and Ballot Designations

CERTIFIED LIST OF QUALIFIED CANDIDATES

Below is the sample format the City Clerk should follow in submitting candidate names that will appear on the ballot. The additional information will be used for publication.

CERTIFIED LIST OF QUALIFIED CANDIDATES GENERAL/SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS										
CITY OF:										
NAME			ADDRESS		TELEPHONE NUMBER	BALLOT DESIGNATION	OFFICE TITLE	CANDIDATE STATEMENT	CHECK IF	GENDER
TO APPEAR ON BALLOT MUST MATCH NAME ON CANDIDATE STATEMENT (First, Middle/Nickname, Last)			WILL BE PUBLISHED TO MEDIA AND PUBLIC		WILL BE PUBLISHED TO MEDIA AND PUBLIC	TO APPEAR ON BALLOT (IF NONE REQUESTED INDICATE "NONE")	EXAMPLE: MAYOR, CITY COUNCIL, ETC.	PLEASE INDICATE YES OR NO	TRANSLATION IS REQUESTED (SPANISH)	MALE OR FEMALE
SAMPLE										
Michael	"Mike"	Wilson	12400 Imperial Highway	Norwalk, CA 90650	562-462-5555	Incumbent	Mayor	Yes	√	M
Contact Person:					Title:					
Telephone No.:					Fax No.:			E-mail:		
Page: _____ of _____										

NAME TO APPEAR ON THE BALLOT

The **ballot name** may be designated as follows:

- First, middle and last names
- Initials only and last name
- A nickname (must be in parentheses () or quotation marks "")
- A short version of the first name, such as "Bill" for William, "Dick" for Richard or "Kathy" for Kathleen

Please note:

- Titles or degrees** are not allowed in the ballot name. (E.C. § 13106)
- Within one year of any election, a **change in legal name** shall not appear on the ballot unless the change was made by marriage or by decree of court. (E.C. § 13104)

ORDER OF CANDIDATE NAMES — The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet on **E-82**. Official vote recorder ballot positions for candidate names will not be available until approximately **40** days before the election date.

BALLOT DESIGNATION PROVISIONS

The ballot designation describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

BALLOT DESIGNATIONS:

- Can be no more than **three (3)** words
- Must appear on the Declaration of Candidacy/Affidavit of Nominee at the time it is filed
- Become public record once the information is filed on the Declaration of Candidacy/Affidavit of Nominee
- **Cannot be changed after the final date to file nomination documents (E-88)**

Ballot designations which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to Section 13107 (i) of the Elections Code.

The listing of a designation on the ballot is **OPTIONAL**. Only one of the following categories is allowed:

ELECTIVE OFFICE TITLE — Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

- **Example A:** Governing Board Member
- **Example B:** Boardmember, XYZ School District
- **Example C:** Councilmember, City of Los Angeles

INCUMBENT — The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

APPOINTED INCUMBENT — The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office and is **now** seeking election to that office. The word **Appointed** may also be used with the office title.

- **Example A:** Appointed Incumbent
- **Example B:** Appointed Boardmember, XYZ School District

EXCEPTION: Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

BALLOT DESIGNATION PROVISIONS (continued)

PRINCIPAL OCCUPATION — No more than **three words** may be used to either describe the current principal profession, vocation, or occupation of the candidate or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

- **Example A:** High School Teacher
- **Example B:** Attorney/Educator/Businessowner
- **Example C:** CEO/Councilmember

COMMUNITY VOLUNTEER — A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

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

NO BALLOT DESIGNATION DESIRED — A ballot designation is optional. If the candidate does not request a ballot designation, the City Clerk must indicate NONE on the certified list of qualified candidates.

BALLOT DESIGNATION WORKSHEET — A ballot designation worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/County Clerk at the same time a Declaration of Candidacy is filed. If a candidate fails to file a ballot designation worksheet, no designation will appear on the ballot. (E.C. § 13107.3)

REJECTION OF BALLOT DESIGNATION — If the designation is in violation of any of the restrictions set forth in the California Elections Code, the candidate will be notified by certified mail return receipt request, addressed to the mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. (E.C. § 13107(f))

UNACCEPTABLE DESIGNATIONS — Pursuant to Elections Code § 13107(e), the Elections Official shall not accept a ballot designation if:

- a) It would mislead the voter.
- b) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous or eminent.
- c) It abbreviates the word "retired" or places it following any word(s) that it modifies.
- d) It includes a word or prefix, such as "former" or "ex", which means a prior status. The only exception is the use of the word "retired".
- e) It includes the name of any political party, whether or not it has qualified for the ballot.
- f) It includes a word(s) referring to a racial, religious, or ethnic group.
- g) It refers to any activity that is prohibited by law .

**SECRETARY OF STATE
BALLOT DESIGNATION REGULATIONS**

Chapter 7. Ballot Designations

§ 20710. General Provisions.

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.

(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.

(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.

(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.

(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate’s proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate may submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

BALLOT DESIGNATION REGULATIONS (continued)

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate should indicate:

BALLOT DESIGNATION REGULATIONS (continued)

- (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
 - (ii) The dates during which the candidate held such position;
 - (iii) A description of the work he or she performs in the position;
 - (iv) The name of the candidate's business or employer;
 - (v) The name and telephone number of a person or persons who could verify such information; and
 - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
- (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate should indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

- (a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
- (b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
- (c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

BALLOT DESIGNATION REGULATIONS (continued)

(d) Proposed ballot designations indicating a position of legislative leadership, such as “Majority Leader of the California Senate,” “Minority Leader of the California State Assembly,” “Speaker of the California State Assembly,” “President Pro Tempore of the California State Senate,” and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, be considered under the provisions of § 13107(a)(3).

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited “incumbent,” as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation “Incumbent.”

(c) The word “incumbent” is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms “profession,” “vocation,” or “occupation,” as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

BALLOT DESIGNATION REGULATIONS (continued)

(1) "Profession" means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate

BALLOT DESIGNATION REGULATIONS (continued)

files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations included in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

BALLOT DESIGNATION REGULATIONS (continued)

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not “geographical names,” as the term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of “City of . . .,” “County of . . .,” or “City and County of . . .” Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento.

(4) An acronym shall be counted as one word.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase “appointed incumbent” if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with, or is otherwise inappropriate pursuant, to

BALLOT DESIGNATION REGULATIONS (continued)

Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) **Avocations:** An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work, and matters pursued as an amateur.

(2) **Pro Forma Professions, Vocations and Occupations:** Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, volunteer firefighter, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) **Statuses:** A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, tradename, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget[®] Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

BALLOT DESIGNATION REGULATIONS (continued)

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

- (1) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
- (2) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
- (3) The candidate has reached at least the age of 55 years;
- (4) The candidate voluntarily left his or her last professional, vocational or occupational position;
- (5) If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;

BALLOT DESIGNATION REGULATIONS (continued)

(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,

(7) The candidate's retirement benefits are providing him or her with a principal source of income.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate.

BALLOT DESIGNATION REGULATIONS (continued)

When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20718. Communication of Decisions Regarding Ballot Designations.

(a) An official copy of the decision of the Secretary of State regarding a candidate's ballot designation will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate's Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate's request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate's Ballot Designation Worksheet provided. If the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

BALLOT DESIGNATION REGULATIONS (continued)

§ 20719. Service of Legal Process Regarding Ballot Designations.

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, Legal Affairs Unit, Executive Office of the Secretary, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State in the Legal Affairs Unit to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

Chapter 3




Candidate Statements

CANDIDATE STATEMENTS

CANDIDATE STATEMENT FORM (Sample below) — The Candidate Statement Form is provided for candidate use in submitting statements to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when filing nomination documents.

NOTE: The Official Vote By Mail Voting Instructions and Guide DOES NOT include Candidate Statements.

FRONT



CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

STATEMENT OF: _____

CANDIDATE FOR: _____

ELECTION DATE: _____

AGE: _____ OCCUPATION: _____
(Optional) (Optional)

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style Times New Roman, size 11 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are **only** included in the Official Sample Ballot Booklet and **will not** be included in the Official Absentee/Vote by Mail Ballot Instructions.

CSF 06/17

BACK

CANDIDATE STATEMENT INFORMATION AND GUIDELINES
(Elections Code Sections 13307, 13308, 13311 and 13313)

GENERAL INFORMATION: Filing of a statement is optional and applies to local nonpartisan offices. The elections official sends to each registered voter an Official Sample Ballot Booklet which contains the candidate statements prepared and submitted.

FILING PERIOD: Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

WITHDRAWAL: A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5 p.m. of the next business day after the last day to file the statement.

CONTENTS: Statement may include candidate's age and occupation and a 200 word description of the candidate's education and qualifications. Some jurisdictions increase the word limit to 400 words.

FORMAT/WORD COUNT: Please refer to the Candidate Handbook (Section 1 Chapter 3) for detailed information regarding format and word counting guidelines.

RESTRICTIONS: The candidate statement shall not include the party affiliation of the candidate nor reference any membership or activity in political organizations. Please refer to the Candidate Handbook (Section 1 Chapter 3) for more information.

IMPORTANT NOTICE - PLEASE READ

CANDIDATE STATEMENT BULLETIN: Please be advised that your candidate statement will not be appearing in the Vote By Mail Instructions entitled "Vote By Mail Instructions." It will only appear in the Official Sample Ballot Booklet.

PUBLIC EXAMINATION PERIOD: Candidate statements shall be confidential until the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During the examination period, candidate listings, candidate statements, candidate names and ballot designations (or occupation) on ballots shall be open to public examination. Any person may file a writ of mandate or an injunction to challenge and possibly amend any or all of the material data (E.C. 13276). If the filing period is extended for a particular office, the examination period for that office shall be adjusted. A fee may be charged to any candidate/person obtaining a copy of the material.

CANDIDATES FILING IN SHARED DISTRICTS: Your candidate statement must be filed with the county elections official in each county where you wish to have your statement printed (e.g., if you wish to have your statement printed in both Los Angeles and Ventura Counties, then you must submit one (1) copy of your statement and the appropriate fee to each county where you intend to have your statement appear in the Official Sample Ballot Booklet). The elections official will not forward your candidate statement or estimated shared cost to neighboring counties.

ESTIMATED COST

The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on number of voter registrations, the length and/or format of the statement submitted and printing cost. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense to or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate pay to the balance of the cost incurred. In the event of overpayment, the elections official shall prorate the excess amount among the candidate and refund the excess amount paid.

Pursuant to California law, the local agency has authorized a 200 400 word maximum, and requires that the estimated cost be paid:
 in advance by all candidates District will pay for all candidate statements
 District will bill candidate after the election

The estimated cost of your English statements is: _____ The estimated cost of your English & Spanish statements is: _____

NOTE: Cost is estimated on a per page basis and may double, triple, or quadruple depending on your language selection(s) and/or statement formatting.

I have read and understand the provisions contained on this form and in the Candidate Handbook, and request that my statement as shown on the reverse side be printed as indicated:

Please mark (x) one box: English English & Spanish

Signature of Candidate: _____ Date: _____

Phone Numbers: () _____ () _____
Daytime Evening

DO NOT PRINT THIS STATEMENT IN THE EVENT

There is no opposition to their contest on the ballot. No other candidate for the contest files a statement.

OFFICE USE ONLY

Verified filing of Declaration of Candidacy and/or Nomination Papers

Project Code No.: _____
Candidate File No.: _____
Total No. of Words: _____
Total No. of Words in boldface, capital letters, and/or underscored: _____
By Deputy: _____

CS/06/18

FORMAT AND STYLE INFORMATION (Sample below) — Statements must be neatly typed. Statement will be typed in the Official Sample Ballot Booklet using Times New Roman font in 11 point size. Please note, if using any standard font less than Times New Roman in 11 point size, the printed candidate statement may extend to two (2) columns once formatted. Each page contains two (2) columns, additional columns used will increase the estimated cost.

Statements will be printed in uniform type, style and spacing, using block paragraphs and single space format. Text submitted indented or centered will be typed on block paragraph form. Entire statements in all capital letters, bold and italics (or any combination of enhancements) are not acceptable. Indentations cannot be accommodated. Enhanced words that are printed in boldface type, underscored and/or CAPITALIZED are to be clearly indicated. The pronoun “I” is not counted as an enhanced word. **Refer to page 41 for the Word Counting Guidelines.**

All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.

Candidate Statements & Measures

STATEMENT OF [CANDIDATE NAME]
 CANDIDATE FOR [OFFICE TITLE],
 [Trustee Area/Division No.]
 [CITY/SCHOOL DISTRICT]

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are in a separate section of the information Booklet.

ENHANCED WORDS: It is acceptable for some words or phrases to be bold, underlined, or CAPITALIZED. Hyphens/dashes are allowed. The beginning of each paragraph may also be highlighted as shown in this example.

PARAGRAPHS: The candidate statement is printed in "block" paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between, shown in this example.

Candidate Statements & Measures

STATEMENT OF [CANDIDATE NAME]
 CANDIDATE FOR [OFFICE TITLE],
 [Trustee Area/Division No.]
 [CITY/SCHOOL DISTRICT]

Age:

Occupation:

Sanja Monica Native!

- SMMUSD: Madison, Lincoln, Samohi
- Played in our parks, body-surfed our waves, taught in our schools, community activist
- SMC, UCLA, LMU
- Renter, Homeowner, Teacher, Entrepreneur

Sanja Monica Commissioner since 2003

- Past President, CalParksBoard
- 2013 Commissioner of the Year, Chair, Recreation & Parks Commission

Working For Residents

- Host, Brock on Your Block
- Columnist, SM Mirror
- Co-Chair, Historic San Vicente Coalition
- Smart Group
- Samohi Alumni President
- Kihwanis Lieutenant-Governor
- SM Elks Trustee Citizen of the Year
- Salvation Army Advisory Board/Volunteer of the Year
- Civic Auditorium Working Group
- Boys & Girls Club Council

I will fight for you!

- Residents First!
- Restore Public Safety/Reduce Crime NOW!
- Common Sense City Government!
- STOP Overdevelopment!
- STOP wasting our tax dollars!
- STOP Traffic gridlock
- STOP overtaxing!

- ENFORCE e-scooter laws!
- ENACT building height/density limits.
- Palm trees must be our only high rises!
- Intelligent change that preserves character
- Sustainably adapt buildings
- Value YOUTH and SENIORS!
- Champion RENT CONTROL affordable FAMILY housing
- Find REAL homelessness solutions!
- Transparent government/LISTEN to residents
- Racial Justice Now!
- Free public transportation for residents
- Free citywide high-speed internet
- Parks are paramount. Create SAFE open space!
- Envision the future by honoring our past!
- I will take action where incumbents have failed!

Restore the soul of our city!

1 column (1 statement)

2 columns (1 statement)

STATE LAW

Statements may not include references to other candidates. See **Notice to Persons Submitting Candidate Statements on page 29** for restrictions.

No changes are allowed after the statement has been filed.

Statements are confidential until after the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During this period, a voter may seek a writ of mandate or an injunction requiring any or all data/material to be amended or deleted.

A candidate may request that the statement also be printed in Spanish and included in the Official Sample Ballot Booklet mailed to all voters in the election area. An additional fee is required to print a Spanish candidate statement. **In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements to be included in the Official Sample Ballot Booklet for candidates who wish to have one, at the candidate's own expense.**

Translations of candidate statements for Voter Information Booklets may be provided in Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Spanish, Tagalog/Filipino, Telugu, Thai and Vietnamese for qualifying jurisdictions in accordance with Federal Voting Rights Act provisions and Department of Justice specifications. These materials when printed are sent only to voters who have requested them.

No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.

ESTIMATED COST — The candidate statement form (page 24) issued with the nomination documents contains word limitations and estimated costs.

If the candidate statement word limitation is **400 words** and a candidate statement **200 words** or less is submitted, the entire amount of the estimated cost must be deposited. The estimated cost is based on column price, not by word count.

If a candidate statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed candidate statement may extend to two (2) columns. If a candidate statement is printed in another language, the translated candidate statement may extend to two (2) or more columns. In these cases, the actual cost for the candidate statement may double or triple and an additional cost may be billed to the City after the election. Please note, costs are calculated by column regardless of how much or how little text there is on each page. Costs are **NOT** calculated according to word count.

The estimated cost is determined prior to all information being available; therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

INDIGENT CANDIDATES — If a candidate alleges to be indigent and **unable to pay the advanced** candidate statement fee, then the candidate shall submit to the City Clerk an **Affidavit of Financial Worth (sample below)** to be used in determining the candidate's eligibility to defer the candidate statement fee to a later time determined by the city.

The candidate will have to **disclose** the necessary data requested which includes the candidate's employer, real estate holdings, tangible personal property and the **IRS Form 4506 "Request for Copy of Tax Return."**

AFFIDAVIT OF FINANCIAL WORTH — The candidate shall certify the content of the affidavit as to its truth and correctness **under penalty of perjury**. The affidavit shall be submitted by the candidate together with their candidate statement in accordance with the specified election deadline.

A determination shall be made whether or not the candidate is indigent. The City Clerk will notify the candidate of its findings. If it is determined that the candidate is not indigent, the candidate shall **within three (3) days** of notification, excluding Saturdays, Sundays and state holidays, withdraw their candidate statement or pay the requisite fee.

If the City Clerk makes the determination that the candidate is indigent, the elections official shall print and mail the candidate statement in the Official Sample Ballot Booklet. **Nothing prohibits the City Clerk from billing the candidate their actual pro rata share of the cost following the election.**

AFFIDAVIT OF FINANCIAL WORTH

Request for Copy of Tax Return
4506

AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
1200 IMPERIAL HWY. - P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024 - 909/4454282

DEAN C. LOGAN
Registrar/Recorder/County Clerk

REGISTRAR-RECORDER/COUNTY CLERK
AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

NOTICE TO CANDIDATE

The Registrar/Recorder/County Clerk will request the Department of Treasury-Tax Collector, Revenue and Enforcement Division to review this completed form and your personal tax form from the prior tax reporting year to make a final determination of your eligibility as an indigent. This process will be accomplished as soon as possible.

If the Revenue and Enforcement Division determines that you are not indigent, you will be notified of this finding. Within three days of notification, excluding Saturdays, Sundays and state holidays, you must either withdraw your statement or pay the requisite estimated cost. If you fail to respond within the time prescribed, this office will not print and mail the statement.

If it is determined that you are indigent, this office shall print and mail the statement without requesting payment of the estimated cost. This, however, does not relieve you of your obligation to pay the candidate statement cost in the manner established by the Revenue and Enforcement Division.

PLEASE PRINT LEGIBLY OR TYPE

I, _____, being first duly sworn, depose and say that I am unable to pay the \$_____ required by Los Angeles County to file a candidate statement for the office of _____ to be printed and distributed to the voters at the _____ election. (insert name of election)

I further swear or affirm that the responses which I have made to the questions and instructions below relating to my ability to pay said fee are true.

PUBLIC EXAMINATION PERIOD — The period between **August 10** (E-87) and August 19 (E-78)** is the **recommended** timeframe for the City Clerk to make candidate statements, candidate names and ballot designations available for public examination. A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E.C. §13313)

INCUMBENTS/LIST OF QUALIFIED CANDIDATES — A Final List of Candidates **to Appear** on the Ballot and **Not to Appear** on the Ballot should be available for distribution by the **end of August**. Additionally, these listings will be posted on the RR/CC website www.lavote.net.

CANDIDATE STATEMENTS MUST BE FILED NO LATER THAN 5:00 P.M. ON THE LAST DAY OF THE NOMINATION PERIOD.

**August 10 (Saturday) office will be open and 17 and 24 (Saturdays) and August 11 and 18 (Sundays) RRCC office will be closed.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS ARE LIMITED TO THE CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

The California Elections Code and case law prohibit **CANDIDATES** from making any reference to another candidate or to another candidate's qualification, character or activities. If the **CITY ELECTIONS OFFICIAL** discovers improper content in a candidate statement, the **CITY ELECTIONS OFFICIAL** will notify the candidate and give the individual an opportunity to correct the improper language in the candidate statement. If the candidate refuses to correct the improper language, the **CITY ELECTIONS OFFICIAL**, as well as any other voter, may bring legal action against the candidate to correct the statement. The prevailing party may also be entitled to obtain attorney's fees for bringing the action.

All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in *Dean v. Superior Court*, (1998 4th Dist.) 62 Cal. App. 4th 638. However, this list is not exhaustive and candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with the law. A copy of the above described Elections Code sections and the *Dean* decision are available from our office at no cost.

Chapter 4



Ballot Measures

BALLOT MEASURES

RESOLUTION FOR BALLOT MEASURE TEXT (Sample below) — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text the City wants printed in the Official Sample Ballot Booklet, the City must include the Ballot Measure Text, with title, **(not to exceed 75 words)** in the body of the **“Resolution Calling for an Election.”** Ballot Measure Text should be clearly labeled and identified. Please note that text in all CAPITAL LETTERS is not acceptable. (See Sample’s Below)

RESOLUTION NO. 06-17
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALLING A SPECIAL MUNICIPAL ELECTION TO BE HELD ON JUNE 4, 2006 AND ORDERING THAT A MEASURE TO AMEND THE CITY CHARTER BE SUBMITTED TO THE VOTERS OF THE CITY

WHEREAS, over the last twelve (12) month period the City of _____ has contracted for the procurement of approximately \$12 Million in goods and services and

WHEREAS, the City is desirous of assisting local businesses in participating in the provision of goods and services to the City by providing a pricing preference and

WHEREAS, it is necessary to amend the City Charter to provide such preference.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF _____ DOES RESOLVE AND ORDER AS FOLLOWS:

Section 1. Pursuant to its rights, power and authority under the laws of the State of California and the _____ City Charter, the City Council hereby calls and gives notice of a Special Municipal Election to be held in the City on June 4, 2006.

Section 2. The City Council does hereby order submitted to the voters at such Regular Municipal Election the following measure:

Measure 06-B:
Shall the _____ City Charter be amended to permit _____ the City of _____ to apply a preference to assist local businesses in the City’s purchasing and contracting processes, in an amount to be established by the City Council following a noticed public hearing?

3

ACCEPTABLE

<p>Shall the measure, entitled _____ Transactions and Use Tax Measure, establishing a three quarter cent per dollar (0.75%) general sales tax, annually providing an estimated \$1.4 million in revenue, until ended by voters, with funds being deposited into the City’s General Fund for police, streets, buildings, parks, recreation and other general functions of the City be adopted?</p>	<p>YES</p>
<p> </p>	<p>NO</p>

NOT ACCEPTABLE

<p>SHALL THE ADVISORY PROPOSITION ADVISING THE CITY OF _____ REGARDING EXPENDITURE OF REVENUE RESULTING FROM A 3/4 SALES TAX INCREASE BE ADOPTED?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
--	--

GENERAL INFORMATION — Cities placing a measure on the County ballot may select one of the following three options:

1. Print a 75 word **abbreviated** Ballot Measure Text (prescribed by law) only.
2. Print a 75 word **abbreviated** Ballot Measure Text and **include Official Sample Ballot Notice** advising voters to call the City Clerk’s Office and request a free copy of the ballot measure enclosure (OR) that the city will be sending voters a supplemental mailing.
3. Print a 75 word **abbreviated** Ballot Measure Text and include **Full Ballot Measure Enclosure Text** in the Official Sample Ballot Booklet.

BALLOT MEASURE TEXT (Samples below) — The Ballot Measure Text will appear in the Official Sample Ballot Booklet.

➤ **Measure D — Official Ballot Measure Text (35 words)**

ANY CITY SPECIAL MUNICIPAL ELECTION

<p>D CHARTER AMENDMENT. Shall the positions of Chief Deputy and of assistant or deputy next in line of authority to Chief Deputy, be removed from the County’s Civil Service System and placed in the unclassified service?</p>	YES →○
	NO →○

➤ **Measure G — Official Ballot Measure Text (69 words)**

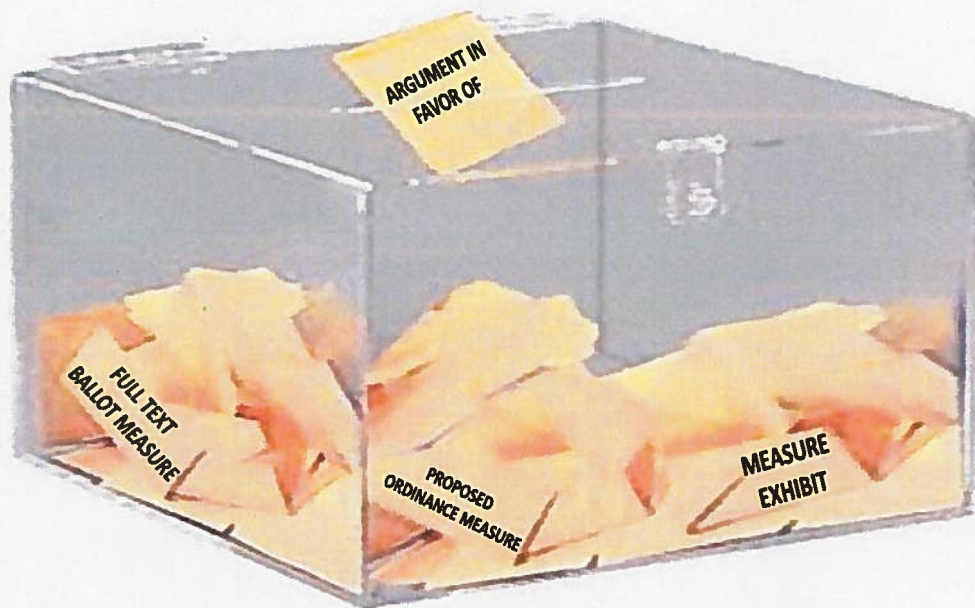
ANY CITY SPECIAL MUNICIPAL ELECTION

<p>G ANY CITY PARK GENERAL OBLIGATION BONDS. PROPOSITION C. Shall Any City incur bonded indebtedness not to exceed \$46,500,000 in Any City Park to rehabilitate the Rose Garden and improve, construct and expand the Olympic Swim Stadium, Regional Recreation Center and, subject to securing matching public and/or private funds, the Environmental Science Learning Center and museums; provided that parking built under this measure be limited to people using these facilities?</p>	YES →○
	NO →○

REQUEST FOR LETTER DESIGNATION — Cities may request a specific letter designation in writing by **E-83** using the letter designation form. An alternate choice should also be submitted, in case the requested letter designation has already been assigned to another jurisdiction. Specific letter designation requests are **processed in the order received**. The RR/CC will notify the City by **E-81** if the requested letter designation is available or if another letter assignment has been made.

WITHDRAWAL AND/OR AMENDMENTS — The City should file a resolution with the Registrar-Recorder/County Clerk by **E-83** to amend a measure or if an election is being cancelled because a measure has been withdrawn. (E. C. § 9605)

Chapter 5



Ballot Enclosures

BALLOT ENCLOSURES

TEXT AND TITLES — Ballot enclosures for impartial analyses, arguments, rebuttals, etc. are printed in the voter information portion of the Official Sample Ballot Booklet immediately behind candidate and measure contest pages. Copies of ballot enclosures to be printed in the Official Sample Ballot Booklet should be submitted as attachments to the “Resolution Calling for an Election” or as a separate mailing. Submitted attachments should be clearly identified by appropriate **ballot enclosure titles** (refer to the chart on **page 34**).

FORMAT AND STYLE — Please type enclosure text in upper and lower case letters. Hyphens/dashes (-) are allowed. Enclosures will be typed in the Official Sample Ballot Booklet using a standard font and size determined by the County. However, enclosures may be submitted using any standard font. Title headings are shown in the samples on **page 33**.

BALLOT ENCLOSURES — Ballot enclosures, including impartial analyses, argument and/or rebuttal text, are printed in “block” paragraphs, which means each paragraph will start on the left, and the right margin will be justified. A double space will appear between paragraphs.

The **argument/rebuttal** samples below show how the layout will appear in the Official Sample Ballot Booklet. **(A) Argument In Favor, (B) Rebuttal To Argument In Favor, (C) Argument Against and (D) Rebuttal To Argument Against.**

A

ARGUMENT IN FAVOR OF MEASURE J

Election Districts

Our City of _____ is 102 square miles in size and would be divided into four equally populated districts. All council candidates would have to reside in one of these districts to be elected to our city council. All voters would vote for every city council member elected. Our mayor could live in any district they choose and would also be elected by all of the voters.

District elections will promote a better defined improvement plan, that is more specific to our neighborhood needs and give our residents a point of contact that would live in their geographic part of the City. Any expenditure of funds would have to be approved by the entire city council.

_____ would be better served if all parts of our city were represented in our development and decision making on our city council. We have _____ miles in size and much more diverse than our present council. _____

JAMES
Mayor

FORM AND STYLE ONLY

REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE J

This measure does NOT create district representation. If these were truly district elections, only the people of that district would be allowed to vote for their candidate.

In addition, under this measure:

- **Proposed districts are not equal!**
- This measure will divide the city into eastside _____
- One district may outvote the other _____ of certain candidates
- Political _____ decide _____
- _____ of the _____ the most qualified leader _____ the city may live in one district but want to serve _____ city. With a districting plan, they may be able to do _____ The measure will require candidates to live in a given neighborhood or not _____ at all.

Proponents of districting feel that _____ at 102 square miles, is not large enough in population to slice and divide into competing neighborhoods. Political maneuvering will occur. We all see the problems districting has brought to the City of Los Angeles – the inefficiency, the power struggles. **Do we want that for**

VOTE NO ON DISTRICTS
VOTE NO ON MEASURE J

RICHARD H.
City Councilmember

B

ARGUMENT AGAINST MEASURE J

DISTRICTS

The proposal to split the City into districts is a sham. The efforts of the new Council over the last two years have been to heal not divide, provide new services not polarize our community. This proposal divides and splits the City. Cities of 500,000 or more require district representation. _____ a population of 125,000, does not need to be divided and quartered.

This sham proposal does not create real districts in which a Councilmember is elected by and represents that district. This proposal merely requires a candidate to reside in the district. Others would determine the representation of that district. For example, a district could support a candidate yet the voters from another district could still prevent his election. The only real proposal would be one in which their districts alone elect Councilmembers. This would do nothing to diversify representation on the Council.

“Turf” would be created by “deals made” with other district Councilmembers who decide which district gets their improvements first. A Councilperson out of favor with the Council Majority will be forced to negotiate from a position of weakness in order to gain the Council’s attention to address the needs of their district. People could move from district to district to increase their chances of election. They would be no more representative of the district expert than anyone else.

This proposal creates one district of 35,000 and three of 25,000 when less than 15% of the voters cast their ballot in every election. Which district controls? Individuals from the Eastside could be overwhelmingly defeated by Westside voters or vice versa.

The current system, which allows a Councilmember to act on behalf of and be held accountable to ALL the citizens of Palmdale, is the best system.

PLEASE VOTE NO ON SPLITTING

PLEASE VOTE NO ON DISTRICTS!

RICHARD
City Councilmember

C

REBUTTAL TO ARGUMENT AGAINST MEASURE J

Do you believe in smaller government, that which is closest to the people? Do you believe that our city would be best served if councilmembers resided in different parts of our city not just one exclusive neighborhood?

Then I ask for your YES VOTE FOR DISTRICTING.

In recent history, 60%-80% of the members of our _____ City Council have resided in far westside neighborhoods. Our city has grown in those years to become one of the largest cities in California at 102 square miles. We have become a progressive city with vision. Many cities like _____ already have districting in place because they realize that different neighborhoods have different needs.

If we are to truly represent the needs of all our residents, we must have COUNCILMEMBERS WHO KNOW THOSE NEEDS AND CONCERNS FIRST HAND, who live and breathe them everyday.

There are naysayers who will say that districting will divide our city, but I submit to you that DISTRICTING WILL UNITE OUR GREAT CITY because all of our residents will know that they have a voice at the table where decisions are made.

Vote YES ON DISTRICTING to provide balanced representation on our city council.

JAMES
Mayor

D

BALLOT ENCLOSURE TITLES AND WORD LIMITATION CHART — Use this chart in submitting correct titles and word counts for ballot argument enclosures. **For Word Counting Guidelines refer to page 41.**


**CITY ENCLOSURE TITLE TYPES
GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED
WITH COUNTY ELECTIONS**

TITLE	WORD LIMITATION / ELECTION CODE	📖 ENHANCED WORDS
PROPOSED ORDINANCE – MEASURE ____	NO LIMIT	N/A
FULL TEXT OF BALLOT MEASURE _____	NO LIMIT	N/A
PROPOSED CHARTER AMENDMENT – MEASURE _____	NO LIMIT	N/A
IMPARTIAL ANALYSIS OF MEASURE _____	500 (E.C. 9280)	N/A
ARGUMENT IN FAVOR OF MEASURE _____	300 (E.C. 9282)	N/A
REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE _____	250 (E.C. 9285)	N/A
ARGUMENT AGAINST MEASURE _____	300 (E.C. 9282)	N/A
REBUTTAL TO ARGUMENT AGAINST MEASURE _____	250 (E.C. 9285)	N/A
MEASURE ____ EXHIBIT	NO LIMIT	N/A
TAX RATE STATEMENT – MEASURE ____	NO LIMIT	N/A
_____ CITY SPECIAL MUNICIPAL ELECTION – MEASURE ____	N/A	N/A

📖 Enhanced Words: **bold**, underlined and/or CAPITALIZED

ARGUMENT AND REBUTTAL FORM (Sample below) — This form will be used by authors for submitting “FOR” or “AGAINST” opinions. Ballot argument text shall not exceed **300 words** in length including title. **Rebuttals** shall not exceed **250 words** including title. Please see the attached form.

All authors for submitted ballot arguments must sign the declaration on the reverse side of the Argument and Rebuttal Form. **See page 36 for sample of the declaration.**



LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

ARGUMENTS AND REBUTTAL FORM

ELECTION DATE: _____ MEASURE I.D. (If any): _____

JURISDICTION: _____

(Please mark (X) in the appropriate box.)

<input type="checkbox"/> Direct Argument in Favor (Supporters)	<input type="checkbox"/> Direct Argument Against (Opponents)
<input type="checkbox"/> Rebuttal to Argument in Favor	<input type="checkbox"/> Rebuttal to Argument Against

Statements will be printed in uniform type, style and spacing according to the County's system requirements. When preparing your statement, please use block paragraphs and single space format. **Entire statements in all capital letters, bold and italics (or any combination of enhancements) are not acceptable. Indentations cannot be accommodated.** Words to be printed in boldface type, underlined and/or CAPITALIZED are to be clearly indicated. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to add any material omitted therein. **NOTE:** Rebuttal arguments are not direct arguments. For example, a rebuttal to a direct argument in favor of a measure is NOT a direct argument against a measure. Please also note that rebuttal arguments are allowed only when both a direct argument for AND against a measure are filed. Word limit for direct Arguments in favor and against may not exceed **300 words**, Rebuttals for and against may not exceed **250 words**.

OFFICIAL BALLOT MEASURE LABEL
Type list of names to appear in the ballot label as Supporters/Opponents (125 Characters)

Please use this space to type your statement. If you need additional space, please attach a typed statement to this form. Statements should be typed in upper- and lower-case letters. Statement will be typeset in the Official Sample Ballot Booklet using a standard font and size determined by the County.
ALL AUTHORS MUST SIGN ON THE REVERSE SIDE

12400 IMPERIAL HIGHWAY, NORWALK, CA 90650 Election Planning Section (562) 462-2317 LAVOTE.GOV

DECLARATION BY AUTHOR(S) OF ARGUMENTS / REBUTTALS (Sample below) —

This form is to be completed by proponents or opponents for ballot measures.

This form includes a statement (to be signed by each proponent/author) declaring that the submitted argument and/or rebuttal is true and correct to the best of their knowledge and belief.

Fill in the appropriate fields and provide information as indicated on the form.

No more than five author signatures shall appear on any argument and/or rebuttal.

**DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS
INCLUDING THE OFFICIAL BALLOT LABEL SUPPORTERS/OPPONENTS**

All arguments concerning measures filed pursuant to Division 9, Section 9600 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Voter Information portion of the Official Sample Ballot Booklet and listed as a Supporter/Opponent on the Official Ballot Measure Label.

The undersigned author(s) of the:

<input type="checkbox"/> Direct Argument in Favor (Supporters)	<input type="checkbox"/> Direct Argument Against (Opponents)
<input type="checkbox"/> Rebuttal to Argument in Favor	<input type="checkbox"/> Rebuttal to Argument Against

of ballot measure (Name and/or letter): _____
 Jurisdiction Name & Title of Election: _____
 to be held on (Date of the Election): _____

hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.

List by Priority	<input type="checkbox"/> BUSINESS	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> NON-PROFIT ORGANIZATION	SIGNATURE	DATE
1	NAME (PRINT):				
	TITLE (PRINT):				
	ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> BUSINESS	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> NON-PROFIT ORGANIZATION	SIGNATURE	DATE
2	NAME (PRINT):				
	TITLE (PRINT):				
	ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> BUSINESS	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> NON-PROFIT ORGANIZATION	SIGNATURE	DATE
3	NAME (PRINT):				
	TITLE (PRINT):				
	ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> BUSINESS	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> NON-PROFIT ORGANIZATION	SIGNATURE	DATE
4	NAME (PRINT):				
	TITLE (PRINT):				
	ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> BUSINESS	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> NON-PROFIT ORGANIZATION	SIGNATURE	DATE
5	NAME (PRINT):				
	TITLE (PRINT):				
	ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> BUSINESS	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> NON-PROFIT ORGANIZATION	SIGNATURE	DATE

OFFICE USE ONLY				Time Stamp
Number of Words	Number of Characters	Project Code Number	Election Deputy	

CONTACT INFORMATION

IMPORTANT FILING INFORMATION: I, _____ am the designated filer of the above titled argument/rebuttal. Please notify me of any questions pertaining to this filing. Below is my contact information.

Mailing Address: _____ E-Mail Address: _____

Contact Numbers: _____

Daytime Evening Fax

Page 2 of 3

AVAILABLE FORMS — Copies of forms for submitting ballot measure arguments and rebuttals, referenced in this chapter may be obtained by calling the Election Planning Section at (562) 462-2317 or accessing the RR/CC website at www.lavote.net.

WITHDRAWAL OF ARGUMENTS — Ballot arguments “FOR” or “AGAINST” any measure may be withdrawn by proponents at any time prior to and including the final date fixed for filing arguments.

PUBLIC EXAMINATION — A public examination period is allowed for reviewing submitted arguments and rebuttal arguments during the **ten (10) calendar day period** immediately following the filing deadline for such documents. Throughout this period, any person may seek a writ of mandate or an injunction to require any or all of the material to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the ten (10) calendar day public examination period.

ORIGINAL FORMS/SIGNATURES — Electronic or faxed copies of arguments and/or rebuttals may be sent to the Registrar-Recorder/County Clerk’s office; however, forms with **original signatures must be received by the RR/CC office within 48 hours of the fax transmission**.

RESTRICTIONS — If the city plans to include **maps and/or graphics**, the Registrar-Recorder/County Clerk’s office must be notified prior to the resolution adoption to ensure there are no space limitation problems and ascertain if the City request will require special arrangements and possibly result in additional cost.

LITIGATION —The Registrar-Recorder/County Clerk must be notified of any pending litigation involving ballot enclosures. This includes action taken by the court if amendments or deletions are required on any ballot enclosures. This could potentially cause a delay in meeting established deadlines and/or printing of Official Sample Ballot Booklets.

ORDINANCE/CHARTER AMENDMENTS — Pursuant to Elections Code Sections 9223 and 9280, the City may print a notice in the Official Sample Ballot Booklet advising voters of the availability of a free copy of the Ordinance/Charter Amendment Text. Information on the process of obtaining a copy of ballot enclosures or accessing Ballot Measure Text may be posted on both RR/CC and City websites and may also be printed in a Voter Advisory Notice immediately below the impartial analysis. The City should provide the desired notice text to the RR/CC by **E-78**.

VOTER NOTICES

NOTICES PRINTED WITH IMPARTIAL ANALYSIS — Below are samples of three (3) choices of notices that can be printed in the Official Sample Ballot Booklet below the impartial analysis **advising voters of the availability of additional ballot information.**

IMPARTIAL ANALYSIS OF MEASURE A
By _____

Voter approval of this measure would amend the _____ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

The measure, which was placed on the ballot by the _____ City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis of Measure A. If you desire a copy of the measure, please contact the City Clerk's Office at (562) 999-9999 and a copy will be mailed at no cost to you.

IMPARTIAL ANALYSIS OF MEASURE A
By _____

Voter approval of this measure would amend the _____ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

The measure, which was placed on the ballot by the _____ City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis of Measure FF. If you desire a copy of the charter amendment text, please contact the City Clerk's office at (562) 999-9999 and a copy will be mailed at no cost to you, or you may access the text from the internet at www.xxx.xxx.com.

IMPARTIAL ANALYSIS OF MEASURE A
By _____

Voter approval of this measure would amend the _____ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

The measure, which was placed on the ballot by the _____ City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis. Copies of the charter are available at the library and on the city's home page at www.xxx.xxx.com. If you have any questions, please contact the City Clerk's office at (562) 999-9999.

If a City cannot meet the established deadlines or if the total of ballot enclosures will **exceed** the RR/CC's **30 page print limit**, the City should make arrangements with an election supplier to process a supplemental mailing of material for voters. Upon mutual agreement between the RR/CC and the City, the RR/CC will print a **voter notice** in the Official Sample Ballot Booklet advising voters of the supplemental mailings.

VOTER NOTICES

NOTICES PRINTED IN VOTER INFORMATION — Below are samples of two (2) choices of notices that can be printed in the voter information portion of the Official Sample Ballot Booklet advising voters that a supplemental mailing will be sent by the city.

_____ CITY
SPECIAL MUNICIPAL ELECTION

Information concerning the City of _____ Measure is being mailed in a separate Voter Information Pamphlet. Please call the City Clerk's Office at (562) xxx-xxxx, if you have any questions regarding the City Measures.

_____ CITY
SPECIAL MUNICIPAL ELECTION

The City of _____ will be mailing a Supplemental Voter Information Pamphlet regarding Measure E containing the City Attorney's Impartial Analysis, Argument in Favor of Measure E [No Argument Against Measure E was filed], and the Proposed Charter text. You may also access these documents from the Internet at www.ci.xxx.ca.us/cityclerk/election

**WORD COUNTING GUIDELINES
FOR
CANDIDATE STATEMENTS / ARGUMENTS / REBUTTALS AND OTHER
ENCLOSURES**

(Elections Code Chapter 1. General Provisions, § 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.

2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.

3. **PROPER NOUNS**, such as geographical names, and names of persons or things, as one (1) word.

EXAMPLE: "Gus Enwright" = 1 word
"City of Los Angeles" = 1 word
"Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

EXAMPLE: UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.

EXAMPLE: Attorney-at-law

6. **DATES...** are counted as one (1) word.

EXAMPLE: July 21, 1983 18 June, 1987 3/18 7/21/89

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: \$1,000.00

MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: \$4 million

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

EXAMPLE: 1-800-815-2666 1-562-462-2317

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

EXAMPLE: <http://www.co.la.ca.us> www.lavote.gov <http://www.lacounty.info>

Chapter 6



Multilingual Services

MULTILINGUAL SERVICES

GENERAL INFORMATION — The 1992 provisions of the Voting Rights Act require that for elections conducted in Los Angeles County voting materials must be available in five languages other than English (**Chinese, Japanese, Spanish, Tagalog/Filipino and Vietnamese**). In 1998, the Los Angeles County Board of Supervisors instructed this office to include **Korean** in the translation of voting materials. Following the 2010 U.S. census, we provide translation services in **Cambodian/Khmer, Hindi, and Thai** as well. In 2018, the California Secretary of State instructed this office to include **Armenian** and **Farsi**. In 2020, California Elections Code added Bengali, Burmese, Gujarati, Mongolian and Telugu to the required languages for Los Angeles County.

Currently, Los Angeles County is required to provide the following language assistance to VRA Voters: Armenian, Cambodian/Khmer, Chinese, Farsi, Korean, Spanish, Tagalog/Filipino, and Vietnamese.

Additionally, this office supports Russian.

This office has met with community organizations to determine the most effective manner in which to implement multilingual provisions. A mutual agreement was reached as to what materials would be translated and how multilingual voters would be targeted for election mailings, thereby reducing printing requirements.

This office will continue working with community groups to determine multilingual service requirements for future County elections.

MULTILINGUAL SERVICES (RR/CC) — The county performs the following functions:

1. Translation of Official Sample Ballot Booklet information and related voting materials. The transliteration of candidate names in languages that do not use Roman characters is provided, as instructed by the Department of Justice. These languages include Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu and Thai.
2. Mailing of multilingual ballot information booklets to voters requesting such material.
3. Billing to the City, and if applicable, its pro rata share of the cost of translating, printing and mailing language materials.

Note: In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements in the English language version of the Official Sample Ballot Booklet (for candidates who wish to have one) at the candidate's own expense.

RR/CC MULTILINGUAL MATERIALS

All-American Polling Place Video — This is a ten minute video focusing on multilingual issues and procedures. Contact the Training Section at (562) 462-2620 for a copy.

New Targeting System — Lists the precincts in your city that are targeted by our office to have bilingual poll workers. Contact the Pollworker Services Division Manager at (562) 462-2877 or Network and Voter Systems at (562) 462-2445. (May no longer be available.)

TRANSLITERATION OF CANDIDATE NAMES — Candidates may request that their names be transliterated in those languages that do not use Roman Characters as instructed by the Department of Justice. These languages include Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu and Thai. If applicable, candidates must complete a **Transliteration Form (Sample below)** and file it with their nomination documents by the specified deadline (**88 days** prior to the election). Candidates may review the transliteration of names and submit changes to the Registrar-Recorder/County Clerk (RR/CC) no later than the last day of the review period, which is normally **60 days** prior to the election, but subject to change. Candidates may schedule a review of transliterated names by calling the RR/CC Translation Services Unit at (562) 462-2730 or (562) 462-2676.

FRONT

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOSAN
Registrar-Recorder/County Clerk

TRANSLITERATION FORM

I, _____, candidate for nomination to the _____ office of _____

agree as indicated below:

CHECK ONE:

I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk in Armenian, Bengali, Burmese, Cambodian / Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu, and Thai.

OR

I am submitting an attachment of the transliteration(s) for the language(s) below. I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk for any language not submitted.

Languages	Name Transliteration	Languages	Name Transliteration
<input type="checkbox"/> Armenian:		<input type="checkbox"/> Japanese:	
<input type="checkbox"/> Bengali:		<input type="checkbox"/> Korean:	
<input type="checkbox"/> Burmese:		<input type="checkbox"/> Mongolian:	
<input type="checkbox"/> Cambodian/Khmer:		<input type="checkbox"/> Russian:	
<input type="checkbox"/> Chinese:		<input type="checkbox"/> Telugu:	
<input type="checkbox"/> Farsi:		<input type="checkbox"/> Thai:	
<input type="checkbox"/> Gujarati:			
<input type="checkbox"/> Hindi:			

GENDER:

Male Female

I am aware of the deadline to submit transliterations and review period. I understand that I may request changes to transliterations during the review period and that transliterations are considered final upon expiration of the deadline. I further understand that there will not be an extension of the review period.

Candidate's Signature

Date

Candidate Filing #

12400 IMPERIAL HIGHWAY, NORWALK, CA 90650
LAWOTE.GOV
TRN 01/2022

BACK

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

NEW SERVICE FOR LIMITED-ENGLISH VOTERS:

TRANSLITERATION OF CANDIDATE NAMES

BACKGROUND:

Public Law 109-246 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English, Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese speaking voters. In January 2020, the Department of Justice further directed this office to **transliterate** the names of candidates in those languages that do not use Roman Characters. (Transliteration is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) At that time, these languages included Chinese, Japanese and Korean.

After the 2010 Census, the following languages were included: Cambodian/Khmer, Hindi, and Thai.

In 2018 two languages were added: Armenian and Farsi.

In 2020 six languages were added: Bengali, Burmese, Gujarati, Mongolian, Telugu.

This office also provides transliteration in Russian.

PROCESS:

This department will transliterate your name in Armenian, Bengali, Burmese, Cambodian / Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu, and Thai. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the deadline set to print translated Official Sample Ballot Booklets. Various minority community groups and news media assist this office by reviewing submitted transliterations to insure uniform name recognition within the community. Once transliterations are considered final, no further changes or submissions of transliterations are considered final, no further changes or submissions of transliteration requests will be accepted after the review period. **There will be no exceptions.**

TRANSLITERATION FORM:

All candidates will be required to file this document together with their nomination documents but no later than the last day to file these documents.

TRN 03/2021

MULTILINGUAL SERVICES (CITY) — It is the responsibility of the City to translate and print additional voter information that is not included in the County's Official Sample Ballot Booklet.

Chapter 7



Telephone Guide, Available Reports and Materials

TELEPHONE GUIDE

You may obtain information about **specific election services** by calling the following telephone numbers at the Registrar-Recorder/County Clerk Department.

Registration/Official Sample Ballot Booklet Inquiries/Provisional Ballot Status To verify registration status, inquire about the Official Sample Ballot Booklet or provisional ballot status	1 (800) 815-2666 Option 2
Vote By Mail To learn more about Vote By Mail Ballot information	1 (800) 815-2666 Option 2
Election Information To learn more about elections, registration and voter services	1 (800) 815-2666 Option 4
Official Sample Ballot Booklet Translations To request a translated Official Sample Ballot Booklet in one of the eligible languages: Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Russian, Spanish, Tagalog/Filipino, Thai or Vietnamese	1 (800) 481-8683 or 1 (800) 815-2666 Option 3
Vote Centers and Election Workers To learn more about Vote Centers or to become an election worker	1 (800) 815-2666 Option 7
Registering to Vote To register to vote during regular office hours, 8:00 a.m. to 5:00 p.m.	1 (800) 815-2666 Option 2
Candidate Nomination Procedures To inquire about election dates, offices to be filled, qualifications for office, nomination filing dates, and procedures	(562) 462-2317
Campaign Finance Disclosure To inquire about campaign financial statement filing requirements for candidates, committees and officeholders	(562) 462-2339
Voter Fraud Hotline To report factual information regarding illegal registration and/or voting activities (the hotline is available 24 hours a day, seven days a week by pressing option 5 of the menu)	1 (800) 815-2666 Option 5
TDD (Telecommunications Device for the Deaf) For the hearing impaired	(562) 462-2259
Election Coordination To inquire about Questionnaires, Recalls and/or Letter Designations (call or email the Election Coordination Unit at ecu@rrcc.lacounty.gov)	(562) 462-2912

AVAILABLE REPORTS AND MATERIALS

PRECINCT CONSOLIDATION REPORT — This report is in election precinct sequence within ballot group number. It shows the established precinct numbers and total voters. It is available approximately seventy **(70) days** before the election and is updated on a weekly basis.

ELECTION WORKERS BY VOTE CENTER LOCATION — This report shows the vote center location and the election workers. It also indicates if a vote center is accessible to the disabled and elderly. It is available approximately seven **(7) days** before the election.

STREET INDEX — This report is produced for each election precinct and is listed in alphabetical order by street address. The **final** list is available fifteen **(15) days** before the election.

TELEPHONE ANSWERING GUIDE — This guide is to assist telephone operators in responding to telephone inquiries concerning different types of election problems. It is available approximately seven **(7) days** before the election.

MEDIA KIT — A media kit is prepared to provide information about the election, including election night operations at the central tally location. It is available approximately **seven (7) days** before the election.

VOTE CENTER MAPS — These maps, which show the location of each vote center, will automatically be supplied to each vote center.

COPIES OF THESE REPORTS/GUIDES ARE AVAILABLE TO ASSIST CITY CLERKS WITH ANY QUESTIONS THEY MAY RECEIVE PERTAINING TO THEIR MUNICIPAL ELECTION. PLEASE NOTIFY THE EXECUTIVE OFFICE (AND PRINCIPAL CONTACT FOR CITY CLERKS) IN WRITING OR BY CALLING (562) 345-8372. IF YOU WISH TO RECEIVE ANY OF THE ABOVE MATERIALS, PLEASE INDICATE WHETHER YOU WANT THE DOCUMENTS TO BE MAILED OR YOU WILL ARRANGE FOR PICK UP.

Chapter 8



Signature Verification Services

SIGNATURE VERIFICATION SERVICES

To verify signatures on **petitions, candidate nomination papers, Vote By Mail ballot applications, and returned voted ballots**, Cities have the option of contracting with the Department of Registrar-Recorder/County Clerk (RR/CC) **OR** sending city staff to the:

**Registrar-Recorder/County Clerk
Data Entry and Signature Verification Section, Room 4007
12400 Imperial Highway
Norwalk, California 90650**

The RR/CC will provide work space and access to computer stations as well as microfilm readers to view voter signatures.

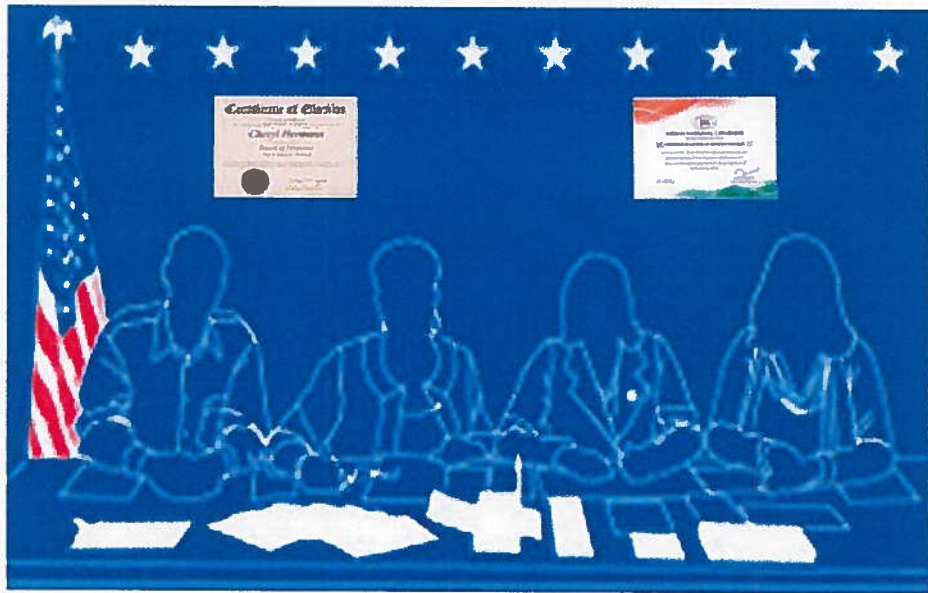
- 1. MICROFILM READERS** — There is **no charge to Cities for their staff** to use the microfilm equipment for signature verification. If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).
- 2. ONLINE TERMINALS** — There is **no charge to Cities for their staff** to verify signatures using our Voter Information Management System (VIMS). If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).
- 3. RESERVATIONS** — There may be a limited number of computer stations available for signature verification. Computer stations are available for Cities' use on a "first come, first served" basis. Please contact the Data Entry and Signature Verification Section at (562) 462-2371 for information regarding availability of equipment and to make reservations.
- 4. COST** — Effective **July 1, 2010** the rate for the Registrar-Recorder/County Clerk's staff to verify signatures:

\$0.97 per signature on the Voter Information Management System (VIMS) which accounts for approximately 95% of all registered voters,

\$2.45 per signature for signatures that are not available on VIMS (i.e. on Microfilm) which involves a more labor-intensive search and accounts for the remaining 5% of registered voters.

These fees are **SUBJECT TO CHANGE** without notification. You may contact the **Data Entry and Signature Verification Section at (562) 462-2371** if you have any questions regarding cost.

Chapter 9



Election Night Semi-Final Official Results and Certification

ELECTION NIGHT SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION

SEMI-FINAL OFFICIAL RESULTS — The week prior to the election, you will be notified of the phone numbers assigned to City Clerks, candidates, and the public to contact and obtain semi-final election results.

All semi-final results will be released from the Registrar-Recorder/County Clerk's headquarters located at the following address:

**Registrar-Recorder/County Clerk
12400 Imperial Highway
Norwalk, California 90650**

Semi-final results will also be continuously updated and displayed on the Department's website (www.lavote.net) throughout Election Night and during the Official Canvass.

Vote By Mail ballot semi-final results will be available by approximately 8:15 p.m. on Election Night. Precinct semi-final results will be available as ballots are processed. Bulletins are updated and results released approximately **every 30 or more minutes** until the last **semi-final official results** are tallied on Election Night/early the following morning.

Copies of results by precinct will be available at the **RR/CC, Election Information Section Counter, 2nd Floor, Room 2013 on the Wednesday following the election (afternoon)**.

CERTIFICATION OF OFFICIAL RESULTS — On **November 29, 2024** the Registrar-Recorder/County Clerk is tentatively scheduled to certify election results. On **December 3, 2024** the Board of Supervisors is tentatively scheduled to declare the election officially concluded.

Certificates will be mailed to City Clerks unless other arrangements are made by the City Clerk. Please contact the Election Planning Section at (562) 462-2317 to make arrangements for the pick up, faxing and/or mailing of your certification.

Exhibit



Letter Designation Form



JURISDICTION NAME

County of LA Official Use Only: Date Received _____ Time Received _____

LETTER DESIGNATION FORM

Please complete this form in order to select your first, second, and third letter designation choice for your jurisdiction's measure to appear on the ballot. In the event your 1st, 2nd, or 3rd choice is unavailable, then please select the letter(s) designations that the jurisdiction DOES NOT want selected for its measure. The 3rd option for letter designations would be to create a unique letter designation that is not identified below using less than three letters of the alphabet. For example: County of Los Angeles USD Facilities Improvement measure could use unique letter designations such as CL, LA, LU, UC, LS.

Select your first, second, and third letter designation choice by **checking** off and listing the designated letters below:

A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z
 AA BB CC DD EE FF GG HH II JJ KK LL MM
 NN OO PP QQ RR SS TT UU VV WW XX YY ZZ

CHOICES

1ST _____ 2ND _____ 3RD _____

Select the letters that your jurisdiction **DOES NOT** want assigned to its measure by marking the letter with an X:

A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z
 AA BB CC DD EE FF GG HH II JJ KK LL MM
 NN OO PP QQ RR SS TT UU VV WW XX YY ZZ

List the Letters here: _____

In the event that your jurisdiction's measure letter designation is not available, then you can select a unique letter designation not shown above:

UNIQUE CHOICE

1ST _____ 2ND _____ 3RD _____

The **last day** jurisdictions may request in writing specific letter designations for its measure is **e-83**. The letter designation selections will be approved and communicated to the jurisdictions by e-81. Letter designations are on a first come first serve basis in the order received by the Registrar-Recorder County Clerk Department, Election Coordination Unit, 12400 Imperial Highway, Second Floor, Suite 2013A, Norwalk, California 90650.

NOTE: PLEASE USE ONE (1) FORM PER MEASURE

2024

JANUARY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SECTION 4

DOCUMENTS ISSUED BY ELECTIONS OFFICIAL

The following documents will be issued by the City Clerk/Elections Official at the time of pulling papers. All completed, signed documents, and applicable fees must be returned at the time of filing your candidacy:

- Receipt of Candidate Information
- Candidate's Checklist for Return of Nomination Documents
- Affidavit of Nominee and Oath of Allegiance
- Ballot Designation Worksheet
- Candidate Statement Form
- Printed Candidate Statement Payment Agreement* or Waiver
- Online Candidate Statement Payment Agreement* or Waiver
- FPPC Form 700 (Statement of Economic Interests)
- Transliteration Form
- Nomination Paper (\$25 filing fee required)
- Code Of Fair Campaign Practices (Optional)
- *If filing a Candidate Statement:
 - Candidate Statement Form
 - \$2,000 deposit required for printed statements only
 - \$279.60 fixed filing fee required for online statements only