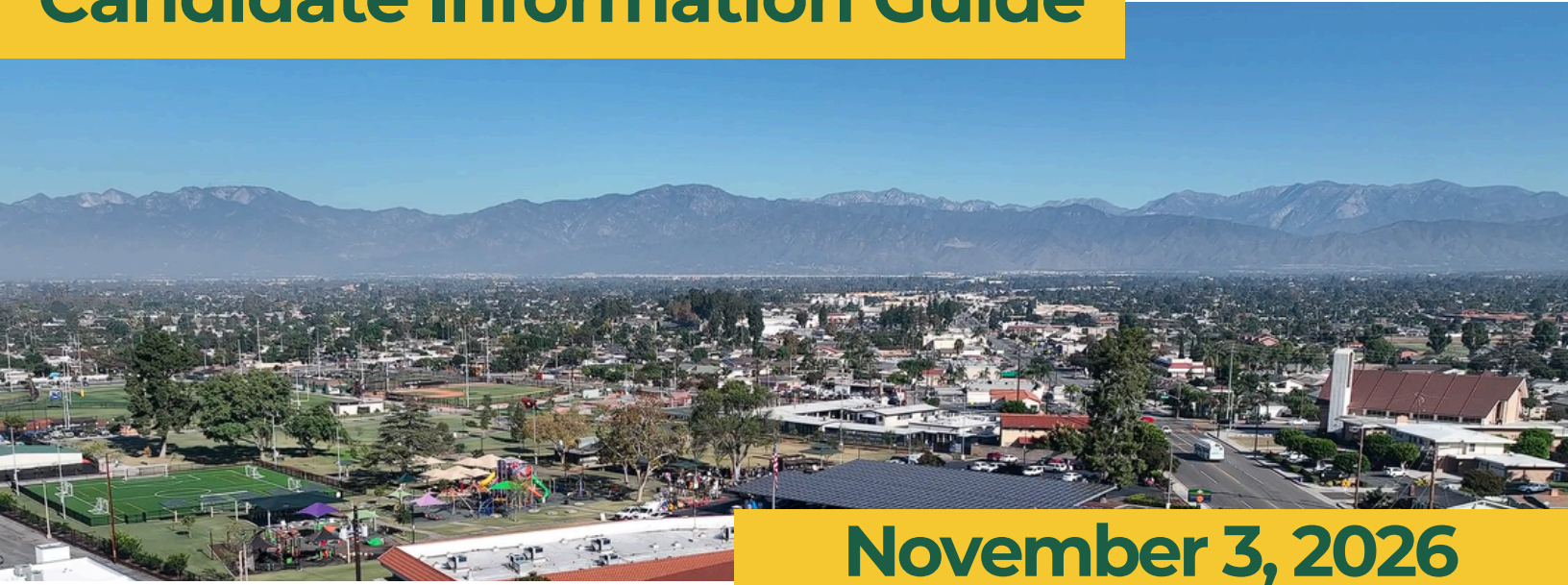




City of La Puente

Consolidated General Municipal Election

Candidate Information Guide



November 3, 2026

**OFFICE OF THE CITY CLERK
15900 E. Main Street
La Puente, CA 91744
626-855-1500
cityclerk@lapuente.org**

IMPORTANT NOTICE: This Guide is for informational purposes only and does not constitute legal advice. While every effort has been made to ensure the accuracy of the information contained herein, this Guide is not a substitute for applicable federal, state, or local laws, including the California Elections Code and the La Puente Municipal Code. In the event of any conflict between this Guide and applicable law, applicable law, regulation, or rule shall prevail.

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City of La Puente

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

June 12, 2026

Dear Prospective Candidate for City Council:

Thank you for your interest in the City of La Puente's November 3, 2026, Consolidated General Municipal Election. The Los Angeles County Registrar-Recorder/County Clerk conducts elections for the City. The La Puente City Clerk serves as the City's Elections Official for local administration, including issuing nomination papers, receiving candidate filings, and certifying election results.

This Candidate Information Guide ("Guide") provides general information regarding the nomination and election process for candidates for City Council. It is provided for informational purposes only and does not have the force or effect of law, regulation, or rule. It is not a substitute for applicable federal, state, or local laws. Candidates are responsible for ensuring compliance with all applicable laws and are encouraged to consult private legal counsel or qualified campaign advisors. The City Clerk is precluded by law from providing legal advice or specific legal interpretations.

Nomination documents are issued and filed by appointment during posted City Hall hours. To schedule an appointment, please contact the City Clerk's Office at 626-855-1500 or email cityclerk@lapuente.org. Please allow approximately one hour for each appointment. Candidates are strongly encouraged to file early, as filing deadlines are strictly enforced.

Running for public office is a public process. As such, certain candidate and campaign information is considered public record and may be made available to the public, including posting on the City and/or the County's websites, in accordance with applicable laws.

The City Clerk's Office is committed to a fair, impartial, and transparent election process and is available to assist candidates throughout their candidacy. Should you have any questions regarding this Guide or wish to schedule an appointment to obtain or file nomination papers, please contact our office.

/s/

Martha Torres, MPA, CMC
City Clerk/Elections Official

ELECTION QUICK REFERENCE

Consolidated General Municipal Election Date: Tuesday, November 3, 2026

Nomination Period: Monday, July 13, 2026, through Friday, August 7, 2026, at 4:30 p.m.*

**If an incumbent does not file by this date, the period extends to August 12, 2026, at 5:30 p.m., for persons other than the incumbent (Elections Code § 10225).*

Appointments Required to Obtain/File Nomination Documents:

City Clerk's Office

Phone Number: 626-855-1500

Email: cityclerk@lapuente.org

City Hall Hours, as posted, are:

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

Friday: 7:30 a.m. – 4:30 p.m.

ABOUT THE OFFICE

The City Council is the legislative and policy-making body for the City of La Puente.

Offices to be filled: Two (2) Members of the City Council.

Terms of Office: Full four-year terms (expiring December 2030).

Compensation: \$536.00 per month. ([La Puente Municipal Code § 2.04.110](#)).

Benefits: Benefits may include health insurance, CalPERS retirement benefits, deferred compensation plans, and other City-provided benefits.

Meeting Dates: Regular City Council meetings are held twice monthly:

- Second Tuesday at 7:00 p.m.
- Fourth Tuesday at 9:30 a.m.

Special meetings may be held as needed. Council Members may also serve on ad hoc committees and represent the City on various outside boards and commissions.

Required Compliance & Training

Elected officials must comply with applicable state laws and local transparency requirements and complete mandated training.

Public Information & Transparency

Running for office is a public process. As such, certain candidate and campaign information is considered public record and may be made available to the public, including posting on the City and/or the County's websites, in accordance with applicable laws.

Pursuant to the California Public Records Act, all documents submitted to the City during the nomination and election period are considered public records and are subject to public inspection and copying upon request. Please note that the City Clerk's Office may redact certain sensitive information, such as home address, as permitted or required by law.

FILING FOR OFFICE

Eligibility

To be eligible to run for La Puente City Council, a person must be:

- A U.S. citizen
- At least 18 years of age on Election Day
- A registered voter
- A resident of La Puente

Residency Verification

Before issuing nomination papers, the City Clerk's Office will verify the voter registration information of the prospective candidate with the Los Angeles County Registrar-Recorder/County Clerk's Office to confirm that the prospective candidate is a registered voter residing within the incorporated City limits of La Puente.

Individuals residing in unincorporated areas of La Puente are not eligible to run for City office.

Obtaining Nomination Documents

To run for La Puente City Council, interested individuals must meet with the La Puente City Clerk by appointment to obtain nomination documents. All nomination documents must be obtained from and filed with the City Clerk's Office in person at La Puente City Hall during the nomination period.

The nomination period opens on **July 13, 2026**, and closes on **August 7, 2026, at 4:30 p.m.**
If an incumbent does not file by August 7, 2026, at 4:30 p.m., the filing period will be extended to August 12, 2026, at 5:30 p.m., for persons other than the incumbent (Elections Code § 10225).

To schedule an appointment, please contact the City Clerk's Office at 626-855-1500 or email cityclerk@lapuente.org. Please allow approximately one hour for the appointment.

Filing Nomination Documents

All original, completed nomination documents must be returned and filed at the same time by the filing deadline. This includes all "Required" and "Optional" documents, and any associated fees. Partial or separate submissions will not be accepted. Late filings will not be accepted.

To schedule an appointment, please contact the City Clerk's Office at 626-855-1500 or email cityclerk@lapuente.org. Please allow approximately one hour for the appointment.

Signature verification is conducted by the Los Angeles County Registrar-Recorder/County Clerk's Office.

Candidates are responsible for ensuring they meet all filing requirements and deadlines. Candidates are strongly encouraged to **file early** to allow time for potential corrections, signature verification, and any unforeseen issues.

Candidate Representative

While it is recommended that candidates pull and file their own nomination documents, a candidate may designate a representative to act on their behalf.

- **Written Authorization Required:** The representative must present a signed and dated "Authorization to Obtain and/or File Nomination Documents" form at the time of the appointment. Please contact the City Clerk's Office to obtain this form.
- **Affidavit of Nominee & Oath or Affirmation of Allegiance form:** Each nomination paper must be accompanied by an Affidavit of Nominee and Oath of Allegiance form as provided by the Los Angeles County Registrar-Recorder/County Clerk. This document must be signed in the presence of the City Clerk, or notarized by a California Public Notary prior to submission.
- **Candidate Responsibility:** The candidate remains responsible for ensuring all documents are complete and submitted on time.

Fees

Issuance Fee: There is no cost to obtain nomination papers.

Filing Fee: A \$25 filing fee is required at the time nomination papers are filed.

A candidate wishing to file a Petition in Lieu of the \$25 filing fee must comply with applicable provisions ([Elections Code § 10228](#); [Municipal Code, § 2.32.030](#)).

Candidate Statement Costs: Candidates who choose to include a candidate statement in online or printed election materials are responsible for all associated printing and translation costs as determined by the County (see Candidate Statements section for details).

Nomination Papers

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

Nomination papers must **contain at least 20 and no more than 30 signatures** ([Elections Code § 10220](#)).

- A minimum of 20 valid signatures is required for a candidate to qualify for the ballot. Only signatures of registered voters who live within La Puente city limits will be counted.
-

Candidates are strongly encouraged to collect more than the minimum number of signatures to account for any that may be found invalid during the verification process.

Signature verification is conducted by the Los Angeles County Registrar-Recorder's Office and may take several days. Candidates are strongly encouraged to file nomination papers early to allow sufficient time for verification and, if necessary, to obtain additional valid signatures before the filing deadline.

Circulation of Nomination Paper

Nomination papers may be circulated by only one individual who is at least 18 years of age ([Elections Code § 102](#)).

The circulator must personally witness each signature and complete the “Affidavit of the Circulator” on the back of the form, certifying that each signature is genuine to the best of their knowledge ([Elections Code § 10222](#)). The affidavit must include the circulation dates and the circulator’s residence address in their own handwriting. ([Elections Code § 104](#)).

A candidate may circulate their own nomination paper. If the candidate chooses to personally be the circulator, the “Affidavit of Circulator” must be completed and signed in the presence of the City Clerk at the time the candidate files their Nomination Paper. Do not sign this section prior to filing.

CANDIDATE STATEMENTS

The filing of a candidate statement is OPTIONAL.

Word Limit and Content

Candidate statements are limited to a 200-word description of the candidate’s own education and qualifications. State law prohibits any reference to another candidate’s qualifications, character or activities ([Elections Code § 13308](#)).

Printed Candidate Statements

Candidate statements are printed in the official Sample Ballot Booklet mailed to all voters in the election area. Candidates may request that their 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

The City authorizes candidate statements for electronic distribution ([Elections Code § 13307\(c\)](#)).

Online candidate statements are subject to the same content requirements as printed statements and will be published on the Los Angeles County elections website exclusively at: <https://apps.lavote.gov/candidate-statements>.

Candidate Statement Fees

Printed and Online Statement: \$2,000 deposit (actual cost may vary; candidates will be billed or refunded the difference)

Online Only Statement: \$279.60 (fixed fee)

Changes to Candidate Statement

Candidate statements will be printed exactly as submitted.

Statements may 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 ([Elections Code § 13307\(a\)\(3\)](#)).

Candidates are strongly encouraged to review their statement carefully before submission, as it cannot be revised once it is filed.

BALLOT INFORMATION

Candidate Names on the Ballot

Candidates may designate their ballot name using any of the following formats:

- 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, “Kathy” for Kathleen

Please note:

- Titles and degrees are not allowed in the ballot name ([Elections Code § 13106](#)).
- A legal name change within one year of the election shall not appear on the ballot unless the change was made by marriage or by decree of court ([Elections Code § 13104](#)).

Order of Candidate Names

The order in which candidates’ names appear on the ballot is determined by a randomized alphabet drawing conducted by the California Secretary of State ([Elections Code § 13112](#)).

The City Clerk’s Office will notify qualified candidates of the results of the drawing once they are made available by the State.

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 (see Appendix A).

AFTER FILING

Candidate Qualification Status

Candidates will be notified in writing once the signatures on their nomination papers have been verified by the Los Angeles County Registrar-Recorder/County Clerk. Please note that the County’s signature verification process may take several days.

Withdrawing Candidacy

A candidate may withdraw their candidacy at any time prior to the close of the nomination period. After the nomination period closes, candidates may not withdraw, and their name will appear on the ballot ([Elections Code § 10224](#)).

To withdraw candidacy, a candidate must file a completed and signed Withdrawal of Candidacy Form with the City Clerk's Office before the close of the nomination period. Candidates seeking to withdraw should contact the City Clerk's Office for the required form and filing instructions.

Final Candidate List

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 ([Elections Code § 10403\(c\)](#)).

CAMPAIGN CONTRIBUTIONS & FPPC

Candidates are responsible for complying with all applicable provisions of the Political Reform Act and the campaign disclosure requirements administered by the Fair Political Practices Commission (FPPC).

The City Clerk's Office provides general information regarding filing requirements but cannot provide legal advice regarding campaign finance laws or reporting obligations. Candidates with questions should consult the FPPC Campaign Disclosure Manuals or contact the FPPC Advice Line.

Campaign disclosure forms are public records and are available for public inspection.

Form 700 (Statement of Economic Interests)

Candidates for City Council are required to file Form 700 (Statement of Economic Interests) disclosing financial interests, including investments, real property, business positions, and sources of income.

Form 700 is filed electronically through the FPPC's electronic filing system. Paper forms and wet signatures are not accepted.

The City Clerk's Office will create the candidate's filer profile in the FPPC e-filing system once nomination papers are issued. Candidates will receive an email from the FPPC to complete registration and file electronically.

The Form 700 must be filed no later than the final filing date of nomination documents.

Campaign Disclosure Filings

All candidates who intend to raise or spend money for their campaign must file required campaign disclosure statements *before* soliciting or receiving contributions or making campaign expenditures.

The City uses Netfile for electronic filing of certain campaign disclosure statements. Candidates will be provided access credentials by the City Clerk's Office upon filing their initial paperwork.

Common Required Forms:

- **Form 501 – Candidate Intention Statement**
Filed with the City Clerk before raising or spending campaign funds. This form is required before a candidate may solicit contributions or open a campaign bank account.
- **Form 410 – Statement of Organization (Recipient Committee)**
Establishes the campaign committee and is filed with both the Secretary of State and the City Clerk once \$2,000 or more is raised or spent.
- **Form 460 – Recipient Committee Campaign Statement**
Filed electronically through the City’s NetFile system. Reports campaign contributions, expenditures, and cash balances. Filing periods include pre-election, semi-annual, and other required reporting deadlines.

Additional forms may be required depending on campaign activity and contributions.

FPPC campaign finance material is provided in Appendix B for your reference. Candidates are responsible for complying with all applicable campaign disclosure laws and filing deadlines. Failure to timely file required forms may result in fines by the filing officer and/or the FPPC.

Campaign Contribution Limits

Local contribution limits follow the State of California contribution limits, as set by City ordinance ([La Puente Municipal Code § 2.32.040](#)). Current contribution limits can be found on the FPPC website: www.fppc.ca.gov.

CAMPAIGNING

Mass Mailings (Including Electronic Mailings)

The City Clerk is required to provide candidates, at the time that a Declaration of Candidacy is filed, with a copy of [Government Code § 84305](#) (Mass Mailing Requirements).

A “mass mailing” is defined as “200 or more substantially similar pieces of mail sent within a single calendar month”. The name of the candidate or committee responsible for the mailings must be identified, preceded by the words “Paid for by”. Mass electronic mailings are also subject to applicable disclosure requirements.

Candidates and their campaign committees are solely responsible for reviewing and complying with all mass mailing and disclosure requirements. A copy of [Government Code § 84305](#) is included in Appendix B, and a hard copy will be provided with your nomination packet.

For comprehensive details on mass mailing, please refer to the following:

- [Fair Political Practices Commission \(FPPC\) Campaign Disclosure Manual 2](#) (available at www.fppc.ca.gov).

Paid Advertisements in Newspapers

All paid political advertisements in newspapers or other periodicals must include proper disclosure identifying the candidate or committee responsible for the advertisement, in accordance with applicable state law.

Candidates and their committees are responsible for ensuring compliance with all applicable disclosure requirements.

Use of City Materials

Candidates may not use all or any part of the City's logo, seal, or other official graphics in any campaign materials including but not limited to election signs, photographs, or mailings.

POLITICAL SIGNS

Placement of Political Signs

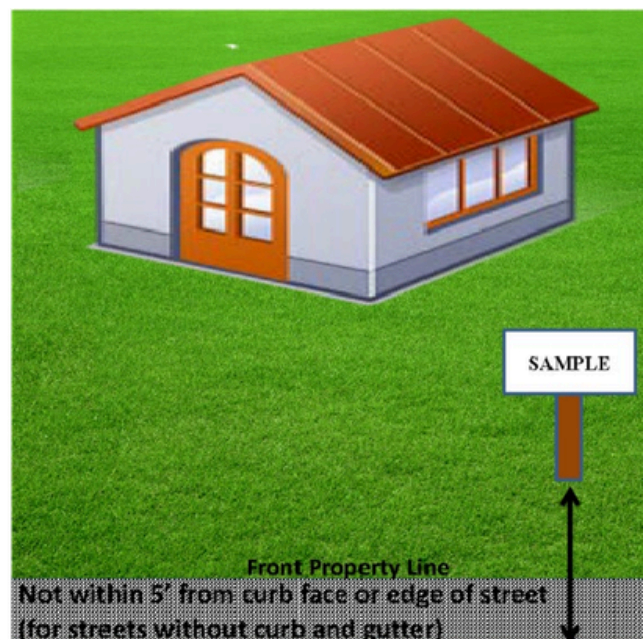
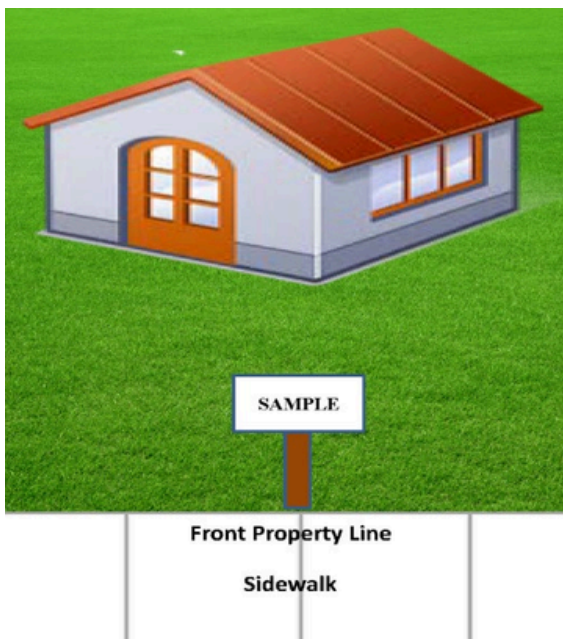
The City asks that each candidate keep the best interests of the community in mind by complying with State and local codes regarding sign placement.

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

Prohibited Locations (La Puente Municipal Code § 10.34.080E and Penal Code 556):

Signs are strictly prohibited in the following locations:

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



Removal of Political Signs

The City will enforce all sign regulations. The City has the right to immediately remove all signs which violate the City code and obstruct visibility on City streets or which constitute a traffic hazard.

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

Post-Election

All signs must be removed within **10 days** following the election.

Reporting

If you have any questions or need to report signs that look questionable as to placement, please contact Code Enforcement at 626-855-1555.

ELECTIONEERING

Candidates and their supporters must strictly comply with electioneering laws when observing the voting process or visiting vote center locations (Elections Code §§ [18370](#) and [18371](#)).

The 100-Foot Rule

No person may engage in "electioneering" within 100 feet of a vote center, an elections official's office, or a vote-by-mail drop box.

The 100-foot distance is measured from the entrance of the room(s) where voters are signing the roster and casting ballots, or from the outdoor site of a ballot drop box.

Prohibited Activities

- **Solicitation:** Speaking to a voter about marking their ballot or their qualifications to vote.
- **Petitions:** Circulating any initiative, referendum, recall, or nomination petition.
- **Visible Displays:** Displaying any buttons, badges, signs, or clothing that suggests support for or opposition to any candidate or ballot measure.
- **Materials:** Distributing campaign literature or "slate mailers."

Penalties

Any person who violates these prohibitions is guilty of a misdemeanor.

ELECTION RESULTS

Election Night Results

All election results will be released by the Los Angeles County Registrar-Recorder/County Clerk's Office. Unofficial results will be continuously updated on the County's website at www.lavote.gov throughout election night and during the official canvass process.

The Official Canvass

The County has 30 days following the date of the election to complete the official canvass and certify the election results (Elections Code §§ [10262](#) and [10263](#)).

The Canvass includes processing of vote-by-mail ballots, provisional ballots, and other legally required procedures.

AFTER THE ELECTION

Swearing-In

The newly elected Council Members will take office, and the Mayor and Mayor Pro Tem will be 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](#).)

Final Campaign Filings

Candidates' campaign filing obligations continue after Election Day.

All candidates, **whether elected or not**, must continue to file required FPPC campaign statements until their committee is formally terminated.

- Form 460 or Form 470 (as applicable): Candidates must continue filing required campaign statements based on their filing status.
- Semi-Annual Statements: All active committees must file semi-annual campaign statements by the applicable FPPC deadlines.
- Committee Termination: To terminate a committee, candidates must file a Form 410 (Termination) and a final Form 460 once the committee's bank account is closed and the campaign account balance is \$0.

Failure to comply with FPPC filing requirements may result in penalties or enforcement action regardless of election outcome.

ADDITIONAL RESOURCES

Candidates are encouraged to review official election and campaign finance resources throughout the election cycle.

Los Angeles County Registrar-Recorder/County Clerk (Election Information)

[Los Angeles County Registrar-Recorder/County Clerk](#)

Phone: 800-815-2666

The Registrar-Recorder/County Clerk provides official election administration services, including vote-by-mail processing and election results.

Fair Political Practices Commission (FPPC)

[Fair Political Practices Commission](#)

Phone: 866-ASK-FPPC (866-275-3772)

The FPPC provides campaign disclosure forms, manuals, filing requirements, and enforcement information.

California Secretary of State

[California Secretary of State Elections Division](#)

Elections Division Phone: 916-657-2166

Political Reform Division Phone: 916-653-6224

The Secretary of State oversees statewide election administration, candidate filing coordination, and political reform laws.

California Franchise Tax Board

[California Franchise Tax Board](#)

Phone: 800-338-0505

Provides tax-related guidance for campaign committees and reporting entities.

California Elections and Government Code (Official Online Statutes)

[California Legislative Information – Elections Code](#)

[California Legislative Information – Government Code](#)

Official source for California statutory law.



APPENDIX A:

LOS ANGELES COUNTY MUNICIPAL INFORMATION BOOKLET





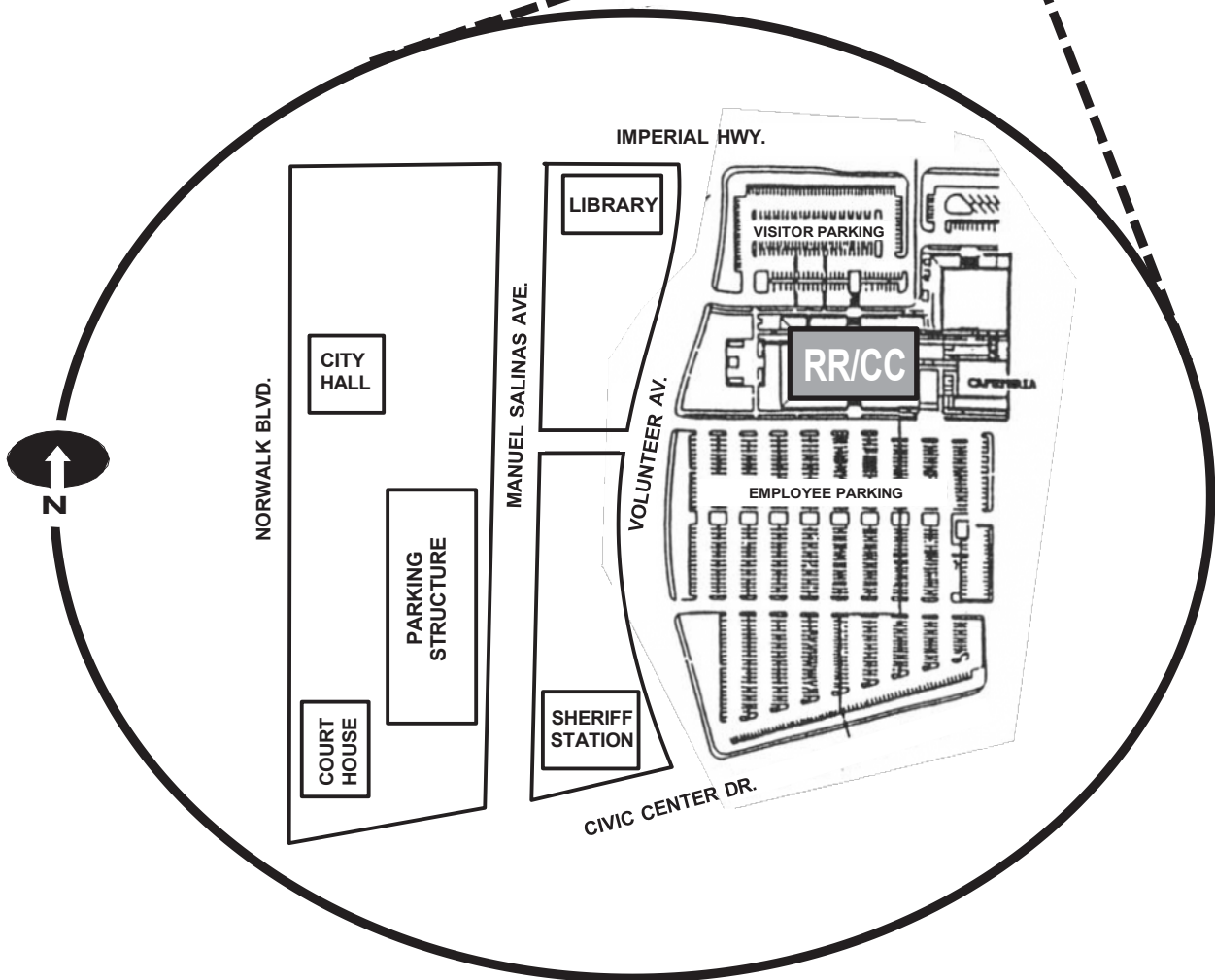
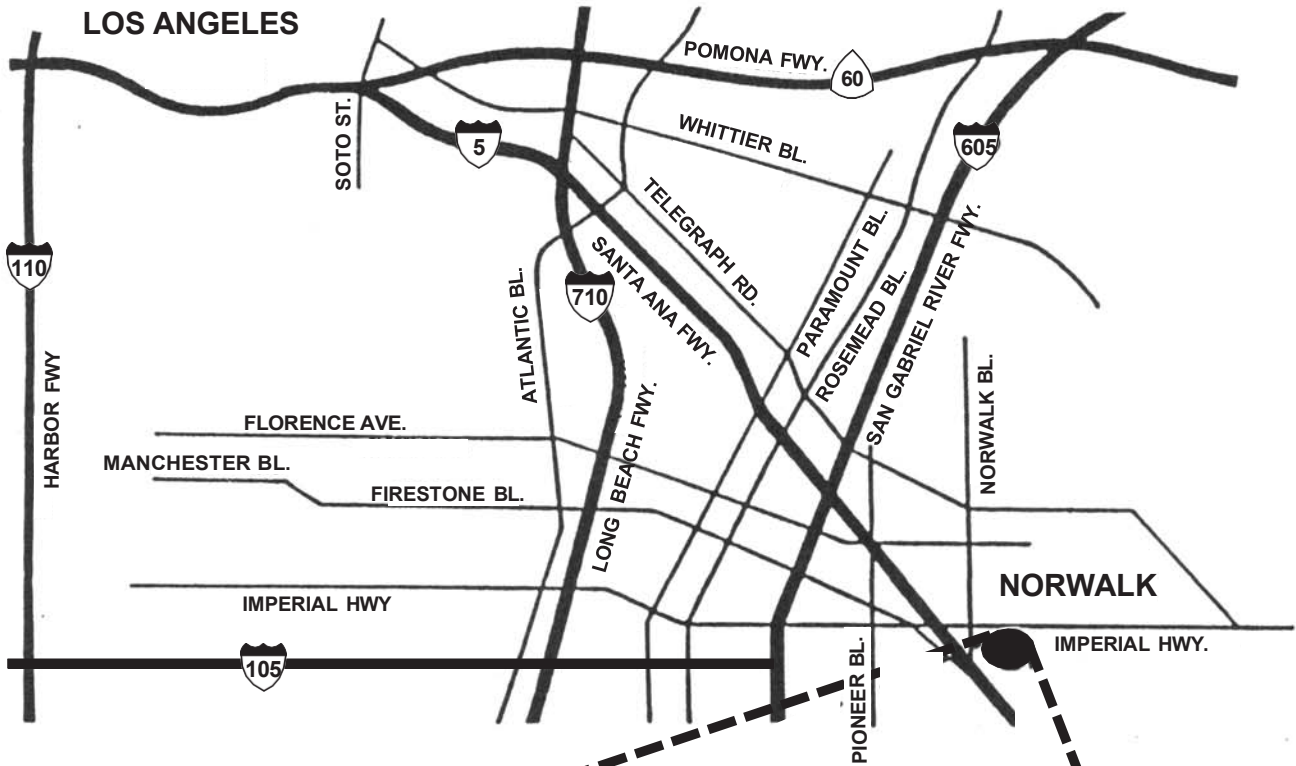
**Los Angeles County
Registrar-Recorder/County Clerk**

**MUNICIPAL
INFORMATION BOOKLET**

GENERAL ELECTION

NOVEMBER 3, 2026

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 3, 2026 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

RESOLVED this 31st day of July, 2016.

RESOLUTION
CONSOLIDATING
WITH THE
ELECTION

RESOLUTION NO. 2014-62

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ RESCINDING RESOLUTION NO. 2014-48 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 THE IMPROVEMENT OF SAID SYSTEM TO IMPROVE THE QUALITY OF SERVICE TO THE CITY OF _____ AND TO PROVIDE FOR THE REPAIR AND MAINTENANCE OF SAID SYSTEM.

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. 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

ATTEST:

CITY ATTORNEY

_____ hereby certify that the Resolution adopted by the City Council on this _____ day of _____, 2016, is in accordance with the Charter of the City of _____ and the City Council minutes.

_____ City Attorney

CITY RESPONSIBILITIES (continued)

- Election resolutions should be addressed to **Edward Yen, 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 20, 2026 (E-75)** if an election is being **CANCELLED** due to an insufficient number of candidates filing for offices.
- The RR/CC will send the official ballot, candidate statements, and argumentation for measure text proofs to the city clerk for approval. These documents are based on the certified materials provided by your office. Therefore, unless an error was made by the RR/CC, no modifications will be accepted. Additionally, due to our automated ballot layout system, cosmetic change requests cannot be accommodated. To ensure timely delivery of official ballots and sample ballot booklets to voters, all proofs must be approved by the designated deadline.
- The City should determine if it has to translate material separately from the RR/CC. Please see Chapter 6 for more information.
- **Certificates** of election to elected candidates should be issued.
- 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
Assistant Registrar-Recorder/County
Clerk 12400 Imperial Highway, Suite 7001
Norwalk, California 90650

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

Legal Retention following Special/Stand-Alone Elections – In accordance with California Elections Code section 17302, it is mandated that Elections Officials preserve election data. We have implemented a schedule to reach out to cities where special/stand-alone elections have been conducted. The purpose is to inquire and confirm whether there is any current or pending litigation associated with the election event that would prevent us from disposing of election material. Your cooperation allows us to maintain the necessary records while ensuring compliance with legal obligations. If you have any questions or concerns regarding the preservation schedule or disposal of election material, please contact Adrian Avelar at the Executive office (562) 345-8372.

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 12, 2026 (E-83).** The email address is ecu@rrcc.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





DEAN C. LOGAN
Registrar-Recorder/County Clerk



**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**

**CALENDAR OF EVENTS
GENERAL ELECTION
NOVEMBER 3, 2026**

MAY 7 (Th) **E-180**

ADJUSTED JURISDICTION MAP

Last day for jurisdictions to deliver a map delineating district and/or division boundary adjustment due to topography, geography, cohesiveness, contiguity, integrity, compactness of territory, community of interest, or other factors as applicable (E. C. §22000)

JULY 6 (M) **E-120**

ADOPTION OF ELECTION RESOLUTION (FOR OFFICE CONTESTS)

Recommended last day for City Council to adopt a 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 13 (M) Thru AUG. 7 (F) 5:00 P.M. (F) **E-113 Thru E-88**

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 13 (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)

AUG. 6 (Th) **E-89**

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.
(Govt. Code § 6061)

NOTE: It is recommended that this notification be combined with the Notice of Election that cities publish pursuant to E.C. § 12101.

AUG. 7 (F) **E-88**

NOMINATION DOCUMENTS – DEADLINE DATE
Last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224, and 10407)

CANDIDATE WITHDRAWAL
A candidate may withdraw nomination documents for any office--**other than a statewide office**--for which the candidate submitted a filing with the county elections official. If the extended filing period applies for a particular office, the candidate has until 5 p.m. on the 83rd day before the primary election to withdraw those documents. E.C. §§ 8800 and 8020.5.

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. §§ 10402 and 13247)

AUG. 8★ (Sa) Thru AUG. 12 (W) 5:00 P.M. **E-87★ Thru E-83**

NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE)
If nomination documents for an incumbent are not filed by **5:00 p.m.** on **August 8, 2026**, the nomination period shall be extended until **August 12, 2026**, at **5:00 p.m.**, for persons other than the incumbent.
(E. C. § 10225)

NOTE: The extension does not apply where there is no incumbent eligible to be elected.

★ On August 8, 15, and 22 (Saturday), the office will be open. August 9 and 23 (Sundays)- The RRCC office will be closed.

AUG. 8 ★(Sa) Thru AUG. 17 (M)	E-87★ Thru E-78
<p>PUBLIC EXAMINATION PERIOD Recommended period for the City Clerk to make available candidate statements, candidate names, and ballot designations 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). For candidate names and ballot designations, a writ of mandate may be filed pursuant to E.C. § 13314. NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 12 through August 23*. Last day for the Secretary of State, with the advice and consent of the Attorney General, to determine which parties, if any, are disqualified from participating in the Primary Election. (E. C. § 5102 and 5200)</p>	

AUG. 10 (M)	E-85
<p>CERTIFIED LIST OF CANDIDATES (INCLUDING THEIR CANDIDATE STATEMENT) – RECOMMENDED DATE TO SUBMIT TO COUNTY Recommended 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 7, 2026 (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.</p>	

AUG. 12 (W)	E-83
<p>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.</p>	

AUG. 13 (Th) 11:00 A.M.	E- 82
<p>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))</p>	

★ On August 8, 15, and 22 (Saturdays), the office will be open. On August 9 and 23 (Sundays), the RRCC office will be closed.

AUG. 14 (F)	E-81
<p>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)</p> <p>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.</p> <p>NOTE: The name on the candidate statement MUST match the name on the certified list of qualified candidates.</p> <p>MEASURES — LETTER DESIGNATION Scheduled date for the county elections official to notify the City Clerk of letter assigned to ballot measure(s).</p>	

AUG. 14 (F)	E-81
<p>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)</p> <p>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)</p> <p>NOTE: The deadline to submit direct arguments may vary due to a City’s municipal code or charter, standard business hours, etc.</p>	

AUG. 15 ★ (Sa) Thru AUG. 24 (M)	E-80 Thru E-71
<p>PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS Recommended period for the City Clerk to make available for public examination a copy of ballot measure text, impartial analysis, and arguments for a measure. A fee may be charged to any candidate or 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)</p> <p>MEASURE ENCLOSURES No later than August 29, 2026, 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.</p>	

★August 15 (Saturday) and August 16 (Sunday) - The RR/CC office will be closed.

AUG. 20 (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. 24 (Tu)	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. 25 (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. 25 (Tu) Thru Sept. 3 (Th)	E-70 Thru 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. 3 (Th) Thru SEPT. 9 (W)	E-61 Thru 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.	

SEPT. 7 (M) Thru OCT. 20 (Tu)	E-57 Thru E-14
STATEMENT OF WRITE-IN CANDIDACY	
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)	

OCT. 5 (M)

E- 29

VOTE CENTER STAFF — APPOINTMENT

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)

MAILING OF VOTE-BY-MAIL BALLOTS

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 and 3010)

PROCESSING OF VOTE BY MAIL BALLOTS

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))

OCT. 5 (M) Thru OCT. 27 (Tu)

E-29 Thru E-7

VOTE BY MAIL — FIRST AND LAST DAY TO APPLY

Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29th day preceding the election will be kept and processed during this period.

(E. C. § 3001)

OCT. 9 (F)

E- 25

COPIES OF STREET INDEX

Suggested last day for the City Clerk to request the number of street index copies required (not to exceed four (4)).

(E. C. § 2183)

Oct. 13 (Tu)

E-21

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))

OCT. 19 (M) **E-15**
CLOSE OF REGISTRATION
Last day to transfer or register to vote in the election. (E. C. § 2102)

OCT. 20 (Tu) Thru NOV. 3 (Tu) **E-14 Thru E-0**
NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE
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.

OCT. 20 (Tu) **E- 14**
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)
BILINGUAL VOTE CENTER STAFF
Last day to prepare list of appointed bilingual staff. (E.C. § 12303)

OCT.22 (Th) **E- 12**
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.

OCT.24 ★(Sa) **E- 10**
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)
VOTE CENTERS — FIRST DAY
Vote Centers open 10 days prior to Election Day. A Voter Center election may be conducted pursuant to E.C. § 4007.

OCT 27 (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)

★October 24 (Saturday) and October 25 (Sunday) - RR/CC office will be closed.

NOV.3 (Tu) ELECTION DAY 8:00 P.M. **E-0**

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.5 (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. 3 (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 27, 2026**, the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **December 1, 2026**, 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 ELECTION CONSOLIDATED WITH COUNTY ELECTIONS										
CITY OF:										
NAME	ADDRESS	TELEPHONE NUMBER	BALLOT DESIGNATION	OFFICE TITLE	CANDIDATE STATEMENT <small>(Check one)</small>			GENDER		
TO APPEAR ON BALLOT MUST MATCH NAME ON CANDIDATE STATEMENT (First, Middle/Nickname, Last)	WILL BE PUBLISHED TO MEDIA AND THE PUBLIC	WILL BE PUBLISHED TO THE MEDIA AND THE PUBLIC	TO APPEAR ON BALLOT (IF NONE REQUESTED, INDICATE "NONE")	EXAMPLE: MAYOR, CITY COUNCIL, ETC.	English-Only Print & Online (See estimated cost list)	Print in English and Spanish, and available online in English (see estimated cost list).	English Only (\$279.60)	MALE OR FEMALE		
SAMPLE										
Michael	Mike Wilson	12400 Imperial Highway Norwalk, CA 90650	562-462-5555	Incumbent	Mayor				M	
QUALIFIED CANDIDATES										
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact Person:		Title:								
Telephone No.:		Cell Phone No.:		Available Hours:		E-mail:				
This Certified List is approved by:										
(Print Name of Election Official): _____				(Signature of Election Official): _____				Date: _____		
Rev. 08/07/25 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.

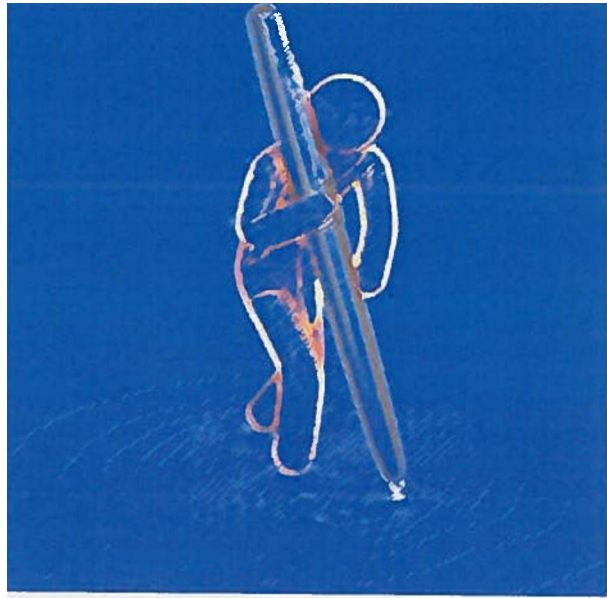
(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers 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

CANDIDATES SHOULD REVIEW THE FOLLOWING INFORMATION CAREFULLY BEFORE PURCHASING A CANDIDATE STATEMENT.

The Registrar-Recorder/County Clerk makes every effort to mail Sample Ballots/Candidate Statements as early as possible during the voting period and before the voters' receipt of their Vote By mail ballots. However, this is not always feasible because of the volume of material and the complexity of coordinating mail distribution. For mailing timelines and additional information, please refer to Chapters 1 and 3 of this Handbook.

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

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 the 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.

RESTRICTIONS: The candidate statement shall not include the party affiliation of the candidate nor reference any membership or activity in political organizations.

ONLINE CANDIDATE STATEMENTS

Now available for Judicial, County, City, School, and Special District Candidates only

If you are interested in submitting an **Online Candidate Statement Only**, the cost is **\$279.60**. These statements will appear exclusively on our website at:

<https://apps.lavote.gov/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.

FRONT

CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES
(Elections Code Sections 13307, 13308, 13311, and 13313)
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

STATEMENT OF:
CANDIDATE FOR:

ELECTION DATE:
AGE:
OCCUPATION:
[BEGIN STATEMENT HERE (1 COLUMN)]

FORMATTING INSTRUCTIONS:
Please type your statement in the first column using upper- and lower-case letters. The statement text will be typeset using font style Times New Roman, size 11-point or a comparable size and style determined by system requirements. We recommend you use Times New Roman, 11-point font when submitting your statement even though it will later be formatted to fit the system requirements.

Candidate statements that are within the word limit but do not fit in the allowed column space provided will be charged double or more, depending on how many columns are used to print the statement, or the second column space will be populated with the next candidate statement by another Candidate in the Official Sample Ballot Booklet.

The format and style of the candidate statement are in a column width (foreigned) style, and the estimated cost of the candidate statement is derived from per column use.

NOTE: Spanish may be longer than the English version, so the statement may continue over into the second column for an estimated cost of two (2) columns. For more information, please contact the Election Planning Section at electionplanning@rcrc.lacounty.gov.

PLEASE CONSIDER THIS INFORMATION BEFORE PURCHASING A CANDIDATE STATEMENT

The Registrar/Recorder/County Clerk makes every effort to mail Sample Ballot/Candidate Statements as early as possible during the voting period and prior to the opening of Polls/Vote By Mail ballot. However, this is not always possible due to the volume of material and the complexity of coordinating mail distribution. For mailing timelines and more information, refer to Section 1, Chapter 3 of the Candidate Handbook and Resource Guide.

BACK

CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES
(Elections Code Sections 13307, 13308, 13311, and 13313)
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

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 registration, the length and/or format of the statement submitted, printing cost, and if it is published online only. Accordingly, the election official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expenses to or refund any excess paid depending on the final actual cost. In the event of overpayment, the election official may require the candidate pay to the balance of the cost incurred. In the event of overpayment, the election official shall prorate the excess amount among the candidates and refund the excess amount paid.

Pursuant to California law, the local agency has authorized a word maximum of 200 or 400, and requires that the estimated cost be paid by one of the following:

In advance, by all candidates, District will pay for all candidate statements,
 District will bill candidate after the election,

The estimated cost of your printed English statement is _____
The estimated cost of your printed English & Spanish statement is _____
The estimated cost of an English Online Only Candidate Statement is **\$279.00** (Please be advised that your candidate statement will only appear when available in the Official Sample Ballot Booklet. For more information, please contact the Election Planning Section at electionplanning@rcrc.lacounty.gov.)
NOTE: Cost is estimated on a per column basis for the printing of the Official Sample Ballot Booklet and by a standard fee for English Online Only Candidate Statements. The estimated cost may double, triple, or quadruple depending on your language selection(s) and/or statement formatting.

I have read, understood, and accepted the provisions contained on this form that includes all pages, and read the Candidate Handbook and Resource Guide (see Chapter 3), and request that my statement be printed as indicated:

A. Please mark (X) one box: English English & Spanish
B. Please mark (x) one box: Print & Online Online Only (English)

Signature of Candidate _____ Date _____
Phone Number (Daytime) _____ Phone Number (Evening) _____ Email Address _____

DO NOT PRINT THIS STATEMENT IN THE EVENT
There is no opposition to this contest on the ballot. No other candidate for this contest files a statement.

OFFICE USE ONLY

Verified Ring of Declaration of Candidacy and/or Nomination Paper

Project No. _____ Candidate No. _____
Total No. of Words: _____ Total No. of Characters: _____
By Election Official: _____ Date: _____ Election Official: _____

Candidate statements that are within the word limit but do not fit in the allowed column space provided will be charged double or more, depending on how many columns are used to print the statement, or the second column space will be populated with the next candidate statement by another Candidate in the Official Sample Ballot Booklet. These are samples of Candidate Statement formats:

Candidate Statements & Measures

STATEMENT OF [CANDIDATE NAME]
CANDIDATE FOR [OFFICE TITLE],
[TERRITORY/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 just appears between, shown in this example.

1 Column (1 Statement)

Candidate Statements & Measures

STATEMENT OF [CANDIDATE NAME]
CANDIDATE FOR [OFFICE TITLE],
[TERRITORY/DIVISION No.]
(CITY/SCHOOL DISTRICT)

Age: Occupation:
State/Mexico/Other:
- Student, Manager, Lincoln, Senator
- Member of my party, both elected and unpaid, taught in one school, community activist
- SMC, UCLA, LAMU
- Pastor, Homemaker, Teacher, Entrepreneur
State/Mexico Commission since 2003
- Past President, California Board
- 2011 Commissioner of the Year, Chair, Recreation & Parks Commission

Working For Families:
- Meet, Break on Your Block
- Collaborator, SIM Member
- Co-Chair, Historic San Vicente Coalition
- Smart Group
- Summit Award President
- Board of Directors, Governor
- SIMBA Trustee/Council of our Year
- Suburban Army Ambassador Regional Governor of the Year
- Civic Action/Team Building Group
- Boys & Girls Club Council

I will fight for you!
- **Reduce Taxes**
- **Reduce Public Safety/Risk/Reduce Crime NOW!**
- **Common Sense City Government**
- **STOP Overdevelopment!**
- **STOP working on tax dollars!**
- **STOP Traffic gridlock!**
- **STOP overwatering!**

- **ENFORCE e-scored laws!**
- **ENFORCE building height limits!**
- **Police fees must be our only high fee!**
- **Indisputable change that preserves character**
- **Sustainably adapt housing!**
- **Value YOUTH and SENIORS!**
- **Champion RENT CONTROL affecting FAMILIES!**
- **Find REAL homelessness solutions!**
- **Transparent government LISTEN to residents!**
- **Racial Justice Now!**
- **Pass public transportation for residents!**
- **Pass citywide high-speed internet!**
- **Reduce the number of STOP SAFE open space!**
- **Protect our rights by protecting our past!**
- **I will take action where incumbents have failed!**

Because the need of our city!

2 Columns (1 Statement)

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 43 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.

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.

ESTIMATED COST — The candidate statement form (page 25) issued with the nomination documents contains word limitations and estimated costs.

If the candidate statement word limitation is **400 words**, and a candidate statement of **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 who are 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.

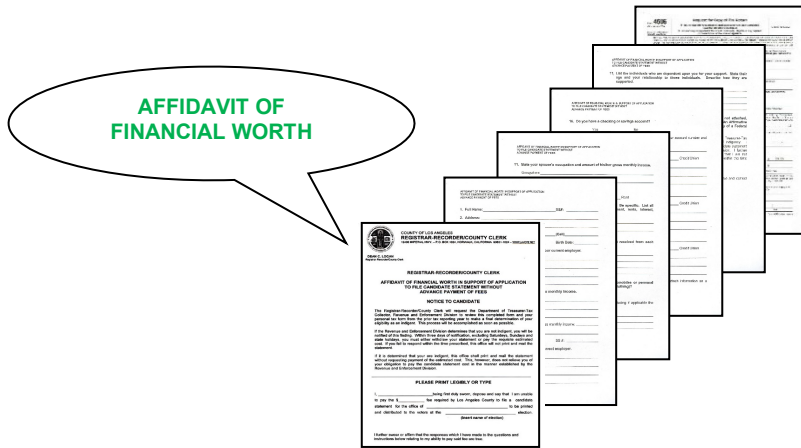
The candidate will have to **disclose** the necessary data requested which includes the candidate's employer, real estate holdings, tangible personal property and the **IRS Form 4506 "Request for Copy of Tax Return."**

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.



PUBLIC EXAMINATION PERIOD — The period between August 9** (E-87) and August 18 (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.gov.

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

**August 9, 16, and 23 (Saturdays) and August 10 and 17 (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)

1 following the effective date of this Charter Amendment, and as necessary
 2 thereafter. Any such local preference shall not be applicable unless payment is
 3 made solely from funds and revenues of the City, exclusive of funds and revenues
 4 from other governmental sources.”

1 EXHIBIT A
 2 BALLOT MEASURE AMENDING THE CHARTER OF
 3 THE CITY OF _____
 4 The People of the City of Inglewood do hereby ordain as follows:
 5 1. Section 1g) is hereby added to Section 2 of Article XXXIII of the
 6 City Charter of the City of _____ to read as follows:
 7 “g) A local preference, as provided herein, for businesses that hold a
 8 business license from the City and maintain a place of business in the
 9 _____ of the City Charter of the City of
 10 _____, to read as follows:
 11 Pursuant to the passage of this Charter
 12 Amendment, the City Clerk shall
 13 cause to be printed on the ballot
 14 the following measure:
 15 Shall the _____ City Charter be amended to permit
 16 the City of _____ to apply a preference to assist local
 17 businesses in the City’s purchasing and contracting
 18 processes, in an amount to be established by the City
 19 Council following a noticed public hearing?”

1 EXHIBIT A
 2 BALLOT MEASURE AMENDING THE CHARTER OF
 3 THE CITY OF _____
 4 City of Inglewood do hereby ordain as follows:
 5 1g) is hereby added to Section 2 of Article XXXIII of the
 6 City Charter of the City of _____, to read as follows:
 7 Pursuant to the passage of this Charter
 8 Amendment, the City Clerk shall
 9 cause to be printed on the ballot
 10 the following measure:
 11 Shall the _____ City Charter be amended to permit
 12 the City of _____ to apply a preference to assist local
 13 businesses in the City’s purchasing and contracting
 14 processes, in an amount to be established by the City
 15 Council following a noticed public hearing?”

1 RESOLUTION NO. 06-17
 2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
 3 _____ CALLING A SPECIAL MUNICIPAL ELECTION
 4 TO BE HELD ON JUNE 6, 2006 AND ORDERING THAT A
 5 MEASURE TO AMEND THE CITY CHARTER BE
 6 SUBMITTED TO THE VOTERS OF THE CITY
 7 WHEREAS, over the last twelve (12) month period the City of
 8 _____ the “City” has contracted for the procurement of approximately
 9 \$100 Million in goods and services; and
 10 WHEREAS, the City is desirous of assisting local businesses in
 11 participating in the provision of goods and services to the City by providing a
 12 pricing preference; and
 13 WHEREAS, it is necessary to amend the City Charter to provide such
 14 preference;
 15 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF
 16 _____ DOES RESOLVE AND ORDER AS FOLLOWS:
 17 Section 1. Pursuant to its right, power and authority under the laws of
 18 the State of California and the _____ City Charter, the City Council hereby
 19 calls and gives notice of a Special Municipal Election to be held in the City on June
 20 6, 2006.
 21 Section 2. The City Council does hereby order submitted to the voters at
 22 such Regular Municipal Election the following measure:
 23 Measure 06-B:
 24 Shall the _____ City Charter be amended to permit YES ____
 25 the City of _____ to apply a preference to assist local
 26 businesses in the City’s purchasing and contracting
 27 processes, in an amount to be established by the City NO ____
 28 Council following a noticed public hearing?
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ACCEPTABLE	NOT ACCEPTABLE
<p>To improve local high schools, upgrade vocational classrooms/ labs/ technology for skilled trades, science, engineering, math, aerospace education, practical career skills; fix deteriorating gas/ sewer lines, leaky roofs, ensure safe drinking water; upgrade student/ school safety; attract/retain quality teachers; shall XXXXXXXXXXXX High School District’s measure authorizing \$000,000,000 in bonds at legal rates, levying 2 cents per \$100 assessed value, raising \$00,000,000 annually while bonds are outstanding, be adopted, with citizen oversight, spending disclosure, local control?</p>	<p>To preserve funding for various School services like:</p> <ul style="list-style-type: none"> • Upgrade vocational classrooms • Practical Career Skills • Vocational classrooms • Technology for skilled trades • Fix deteriorating gas/sewer lines, leaky roofs, • Ensure safe drinking water <p>Shall XXXXXXXXXXXX School District’s measure authorize \$000,000,000 in bonds?</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 — The samples pictured below display how the ballot measure text with **Title Headings** will appear in the Official Ballot and Sample Ballot Booklet:

Z XXXXXXXXXXXX UNIFIED SCHOOL DISTRICT SPECIAL ELECTION - MEASURE Z
Vote **YES** or **NO**

XXXXXXXXXXXX UNIFIED SCHOOL DISTRICT CLASSROOM REPAIR, SAFETY MEASURE.
To upgrade classrooms, labs, vocational/career technical education spaces; repair leaky roofs, deteriorated restrooms, plumbing, gas/electrical/ sewer systems; provide safe drinking water, remove asbestos, mold, lead paint; improve school safety/security; shall Pomona Unified School District's measure authorizing \$385,000,000 in bonds, at legal rates, levying \$60 per \$100,000 of assessed valuation, raising \$22,500,000 annually while bonds are outstanding, be adopted; requiring citizens' oversight, annual audits, spending disclosure, all funds for Pomona Unified schools? **Supporters:** Sen. Susan Rubio; Mayor Tim Sandoval; Diamond Bar CCMbr Steve Tye; PUSD Bd Pres Arturo Jiminez; PUSD Bd Mbr Roberta Pearlman
Opponents: None submitted.

YES on Measure Z

NO on Measure Z

P XXXXXXXXXXXX UNIFIED SCHOOL DISTRICT SPECIAL ELECTION - MEASURE P
Vote **YES** or **NO**

To permanently transfer certain territory from the XXXXXX Unified School District to the ZZZZZZZZZ Unified School District, shall approximately 000 parcels of the XXXXXXX Unified School District be permanently transferred to the ZZZZZZZZ Unified School District? **Supporters:** ZZZZZZZ Unified School District, City of ZZZZZZZ, Nick Karapetian and Nalini Lasiewicz **Opponents:** None submitted.

YES on Measure P

NO on Measure P

The 75-word count of the measure text **excludes** the supporters' and/or opponents' word count.

BALLOT MEASURES (continued)

SUPPORTERS AND OPPONENTS — A ballot measure text (label) of a county, city, district, or school measure on a county ballot shall end with the following:

After the text “Supporters and Opponents:”, a listing of associations, nonprofit organizations, businesses, or individuals taken from the signers or the text of the arguments of the measure printed in the voter information guide. The list of supporters or opponents shall not exceed 125 characters in length. Spaces, commas, semicolons, and other characters count toward the 125-character limit. Each supporter or opponent shall be separated by a semicolon. An association, nonprofit organization, business, or individual shall not be listed unless they support or oppose the measure. The supporters and opponents of the measure shall provide the list of supporters and opponents to the elections official when submitting the arguments opposing the measure. (E.C. § 9295).

For every supporter or opponent listed that is an individual, the supporters or opponents shall include a signed statement by the individual that includes the individual’s name and address and attests that the supporter or opponent opposes the measure.

A district measure or school measure on a county ballot shall not include a list of supporters or opponents if the same district or school measure appears on the ballot of another county that does not include a list of supporters or opponents for the measure.

A supporter or opponent shall not be listed unless it is one of the following:


- (A) An association, nonprofit organization, or business that was not originally created as a committee described in Section 82013 of the Government Code and that has been in existence for at least four years.
- (B) A current or former elected official, who may be listed with the official’s title (e.g., “State Senator Mary Smith,” “Assembly Member Carlos Garcia,” or “former Eureka City Council Member Amy Lee”). These titles may be shortened (e.g. “Senator” or “Sen.” for “State Senator” or “Asm.” for “Assembly Member”).
- (C) An individual who is not a current or former elected official may be listed only with the individual’s first and last name and an honorific (e.g., “Dr.,” “M.D.,” “Ph.D.,” or “Esquire”), with no other title or designation, unless it is a title representing an association, nonprofit organization, or business that meets the requirements of subparagraph (A) or (B) and that is eligible to be listed under paragraph (1) if the individual supports the measure or under paragraph (2) if the individual opposes the measure.

SUPPORTERS AND OPPONENTS (CONT.)

WITHDRAWAL AND/OR AMENDMENTS —

Schools or special districts should file a resolution with the RR/CC by **E-83** to amend a measure or if an election is being canceled because a measure has been withdrawn. (E. C. § 9605).

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.



LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

LETTER DESIGNATION FORM

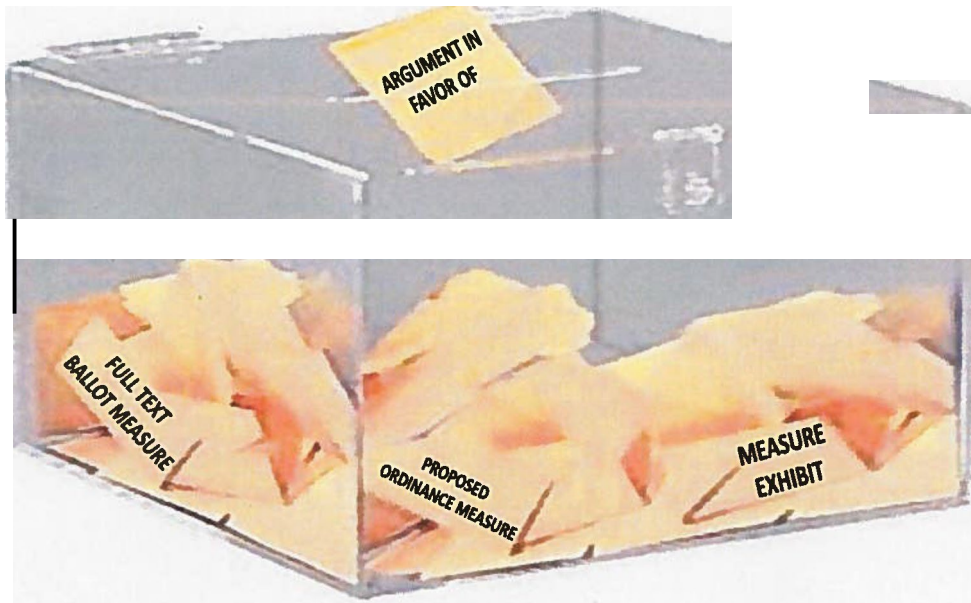
ELECTION NAME AND DATE: _____

JURISDICTION NAME: _____

MEASURE NAME: _____

County of LA Official Use Only:	Date Received	Time Received
LETTER DESIGNATION FORM		
<p>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.</p>		
<p>Select your first, second, and third letter designation choice by checking / off and listing the designated letters below:</p> <p style="text-align: center;"> 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 </p>		
<p>CHOICES</p> <p>1ST _____ 2ND _____ 3RD _____</p>		
<p>Select the letters that your jurisdiction DOES NOT want assigned to its measure by marking the letter with an X:</p> <p style="text-align: center;"> 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 </p>		
<p>List the Letters here: _____</p>		
<p>In the event that your jurisdiction's measure letter designation is not available, then you can select a unique letter designation not shown above:</p>		
<p>UNIQUE CHOICE</p> <p>1ST _____ 2ND _____ 3RD _____</p>		
<p>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.</p>		
<p>NOTE: PLEASE USE ONE (1) FORM PER MEASURE</p>		

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 36](#)).

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 35](#).

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.**

<p style="text-align: center;">ARGUMENT IN FAVOR OF MEASURE J</p> <p><u>Election Districts</u></p> <p>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.</p> <p>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.</p> <p>_____ would be better served if all parts of our city had _____ our development and decision making on our city council. _____ in size and much more diverse than our present _____.</p> <p style="text-align: right;">JAMES Mayor</p>	<p style="text-align: center;">REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE J</p> <p>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.</p> <p>In addition, under this measure:</p> <ul style="list-style-type: none"> - Proposed districts are not equal! - This measure will divide the city into eastside vs. westside - One district may outvote the other districts and elect _____ of certain candidates - Political maneuvering will divide the _____ in neighborhood _____. <p>_____ are the most qualified leaders _____ city may live in one district, but _____ our _____ With a districting plan, they may _____ do so _____ will require candidates to live in a given neighborhood _____.</p> <p>_____ 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</p> <p style="text-align: center;">VOTE NO ON DISTRICTS VOTE NO ON MEASURE J</p> <p style="text-align: center;">RICHARD H. City Councilmember</p>
<p style="text-align: center;">ARGUMENT AGAINST MEASURE J</p> <p><u>DISTRICTS</u></p> <p>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.</p> <p>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.</p> <p>“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.</p> <p>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.</p> <p>The current system, which allows a Councilmember to act on behalf of and be held accountable to <u>ALL</u> the citizens of Palmdale, is the best system.</p> <p style="text-align: center;">PLEASE VOTE NO ON SPLITTING PLEASE VOTE NO ON <u>DISTRICTS!</u></p> <p style="text-align: center;">RICHARD City Councilmember</p>	<p style="text-align: center;">REBUTTAL TO ARGUMENT AGAINST MEASURE J</p> <p>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?</p> <p>Then I ask for your YES VOTE FOR DISTRICTING.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Vote YES ON DISTRICTING to provide balanced representation on our city council.</p> <p style="text-align: center;">JAMES Mayor</p>

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 43.**

TITLE TYPES	WORD LIMITATION	DEADLINE TO SUBMIT ENCLOSURES	PUBLIC EXAMINATION PERIOD ⇨
Proposed Ordinance - Measure ___	No Limit	E-88	Between E-87 and E-78
Full Text of Ballot Measure	No Limit	E-88	Between E-87 and E-78
Proposed Charter Amendment – measure ____	No Limit	E-88	Between E-87 and E-78
Impartial Analysis of Measure ____	500	E-81	Between E-80 and E-71
Argument in Favor of Measure ____	300	E-81	Between E-80 and E-71
Rebuttal to Argument in Favor of Measure ____	250	E-71	Between E-70 and E-61
Argument Against Measure ____	300	E-81	Between E-80 and E-71
Rebuttal to Argument Against Measure ____	250	E-71	Between E-70 and E-61
Measure Exhibit	No Limit	E-88	Between E-87 and E-78
Tax Rate Statement – Measure ____	No Limit	E-88	Between E-87 and E-78
_____ City Special Municipal Election – Measure ____	No Limit	E-88	Between E-87 and E-78



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

BALLOT LABEL/ARGUMENTS AND REBUTTALS FORM

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

JURISDICTION/MEASURE NAME: _____

(Please mark (X) in the appropriate box)

<input type="checkbox"/> Direct Argument in Favor (Supporters) (Word Limit Max: 300)	<input type="checkbox"/> Direct Argument Against (Opponents) (Word Limit Max: 300)
<input type="checkbox"/> Rebuttal to Argument in Favor (Word Limit Max: 250) (This does not apply to the official ballot measure label.)	<input type="checkbox"/> Rebuttal to Argument Against (Word Limit Max:250) (This does not apply to the official ballot measure label.)

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, underscored** 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 edit any material contained 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.

OFFICIAL BALLOT MEASURE LABEL (DO NOT LEAVE THIS AREA BLANK).

Please provide a list of names to appear on the ballot label as Supporters or Opponents (not to exceed 125 Characters). Pursuant to Elections Code section 9170 (a)(7) if **NO** list of supporters or opponents is provided by the proponents or opponents or there are none that meet the requirements of this section, then "Supporters:" and "Opponents:" shall be followed by **"None submitted."** Write **"None submitted"** if you are not submitting a list of supporters or opponents.

Please use this space to type your statement. If you need additional space, please attach a typed statement to this form. 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

Election's Official Use Only:				Time Stamp
Number of Words	Number of Characters	Project Code Number	Election Deputy	

Comments:

DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS

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 Official Sample Ballot Booklet. The Author(s) may also be listed as Supporter(s) or Opponent(s) on the Official Ballot Measure Label, if they are listed on this form under the "Official Ballot Measure Label" on page 1. Supporter(s)/Opponent(s) **MUST** be a signer/author listed below of a direct argument For or Against a measure.

The undersigned signer(s)/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"/> NON-PROFIT ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE	SIGNATURE	DATE
1	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> ATTESTATION ATTACHED?				
2	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> ATTESTATION ATTACHED?				
3	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> ATTESTATION ATTACHED?				
4	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> ATTESTATION ATTACHED?				
5	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> ATTESTATION ATTACHED?				

CONTACT INFORMATION

IMPORTANT FILING INFORMATION: I, _____ am the designated filer of the above titled argument/rebuttal. Please contact me using the information below, if there are any questions pertaining to this filing.

Mailing Address: _____ E-Mail Address: _____

Contact Numbers: _____ (Daytime Phone) _____ (Evening Phone) _____ (Fax)

OFFICIAL BALLOT MEASURE LABEL
Supporters/Opponents Guidelines

Pursuant to Assembly Bill No. 1416, dated September 29, 2022, amended Sections 303, 9050, 9051, 9053, 13282, and added 9107. Jurisdictions for Local and Statewide Measures if applicable, shall provide Election Officials with a list of Supporters and or Opponents (*i.e., nonprofit organizations, businesses, or individuals*) taken from the list of Supporters and or Opponents as part of the ballot label. The criteria for the ballot label are as follows:

- Listing is limited to 125 characters (**Spaces, Commas, Semicolons, and other characters are included in the count**).
- Listing is limited to five (5) Supporters and or Opponents.
- To be within the limit of 125 characters, names may be shortened, and acronyms may be used (**Please note if the list provided is over the limit, the Election Official may shorten or remove name(s) from the list to meet criteria**).
- The list provided must be in ranking order from 1 to 5 (**This will ensure names with high ranking are not removed by the Election Officials if adjustments are required to meet the 125-character criteria**).
- Measures that share Counties shall not include a list of supporters or Opponents if the other County with the same measure does not include a list of supporters or opponents.
- If a listing is not provided or none meet the requirements, **“None Submitted”** will be listed in place of names.

The sample below shows how the ballot text (label), supporters, and opponents will appear on both the official and sample ballots. The word count displayed by the software Word is also included.

G COUNTY MEASURE G
Vote **YES** or **NO**

PROPOSED COUNTY CHARTER AMENDMENT. LOS ANGELES COUNTY GOVERNMENT STRUCTURE, ETHICS AND ACCOUNTABILITY CHARTER AMENDMENT. Shall the measure amending the Los Angeles County Charter to create an elected County Executive; create an independent Ethics Commission to increase restrictions on lobbying and investigate misconduct; establish a nonpartisan Legislative Analyst to review proposed County policies; increase the Board of Supervisors from five to nine elected members; require County departments to present annual budgets in public meetings; using existing funding sources with no additional taxes to implement, as detailed in the charter amendment ordinance, be adopted?

Supporters: None submitted. **Opponents:** LA County Firefighters & Sheriffs; Community Coalition; LA County Supervisors Kathryn Barger & Holly J. Mitchell

YES on Measure G

NO on Measure G

Statistics:	
Pages	1
Words	20
Characters (no spaces)	106
Characters (with spaces)	125
Paragraphs	0
Lines	2

Include textboxes, footnotes and endnotes

Close

Supporters: None submitted.
Opponents: LA County Firefighters & Sheriffs; Community Coalition; LA County Supervisors Kathryn Barger & Holly J. Mitchell



DEAN C. LOGAN
Registrar-Recorder/County Clerk














HOW TO COMPLETE THE ARGUMENTS AND REBUTTALS FORM
INCLUDING THE OFFICIAL BALLOT MEASURE LABEL

INSTRUCTIONS FOR COMPLETING THIS FORM

ARGUMENTS, REBUTTALS, AND BALLOT LABEL FORM STEPS:	
<input type="checkbox"/> 1	<p>Election Date:</p> <p>This is the date the election will be held for the measure.</p>
<input type="checkbox"/> 2	<p>Measure I.D. (if any):</p> <p>The measure I.D. is the measure letter assigned to the measure. This letter may not yet be available at the time of the filing of your Arguments/Rebuttals form submission. The letter can be added after the filing or the County may provide you with a temporary I.D. to identify the measure.</p>
<input type="checkbox"/> 3	<p>Jurisdiction:</p> <p>The name of the school district, special district, county office, or authority that has placed the measure on the ballot.</p>
<input type="checkbox"/> 4	<p>Please mark (X) in the appropriate box; there are four (4) purposes for using this form:</p> <p><input type="checkbox"/> Direct Argument in Favor (Supporters): Select this option if you are an “Author” filing an argument to support the measure.</p> <p><input type="checkbox"/> Direct Argument Against (Opponents): Select this option if you are an “Author” filing an argument against the measure.</p> <p><input type="checkbox"/> Rebuttal to Argument in Favor: Select this option, if your Direct Argument Against <u>a</u> measure was selected to appear on the ballot. If your direct argument against was selected, then you may file a rebuttal to the Direct Argument in Favor.</p> <p><input type="checkbox"/> Rebuttal to Argument Against: Select this option, if your Direct Argument in Favor was selected to appear on the ballot. If your argument in favor was selected, then you may file a rebuttal to the “Direct Argument Against.”</p>
<input type="checkbox"/> 5	<p>OFFICIAL BALLOT MEASURE LABEL:</p> <p>This area of the form is MANDATORY to complete if you want to ADD the names of organizations, associations, non-profits, and/or businesses, including names and titles of individuals who are representing organizations, associations, non-profits, and/or businesses within 125 CHARACTERS to the FACE of the ballot directly under the 75-word measure question. Individuals without any associations cannot include their titles, names only. Please see additional requirements on the following page for Election Code section 9170. If you do not want to add a list of supporters or opponents to the “Official Ballot Measure Label” then “None submitted” will have to be added pursuant to Election Code section 9170. For the purposes of accurately displaying the ballot measure label as identified by the “Authors” of the Direct Argument in Favor and the Direct Argument Against, the “Authors” must write the words “NONE SUBMITTED” in this area of the form if they do not want to provide a “LIST OF SUPPORTERS”. The LIST OF SUPPORTERS can only be the Authors of the Direct Argument in Favor or Direct Argument Against. If you are over the 125 character limit, the elections official will allow you to make changes up until the deadline for filing of the direct argument for or against the measure. If the measure is shared between counties, the counties shall not include the ballot label unless both counties have authorized to this option.</p>
<input type="checkbox"/> 6	<p>Please use this space to type your statement.:</p> <p>This is the space where you can complete your statement of arguments in favor, arguments against, and rebuttal arguments within the required word limit.</p>

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

<input type="checkbox"/> 	<p>The undersigned author(s) of the:</p> <p><input type="checkbox"/> Direct Argument in Favor (Supporters): Select this option if you are filing an argument to support the measure.</p> <p><input type="checkbox"/> Direct Argument Against (Opponents): Select this option if you are filing an argument against the measure.</p> <p><input type="checkbox"/> Rebuttal to Argument in Favor: Select this option, if your argument against the measure was selected to appear on the ballot. If your argument against was selected, then you may file a rebuttal to the Argument in Favor.</p> <p><input type="checkbox"/> Rebuttal to Argument Against: Select this option, if your Direct Argument in Favor was selected to appear on the ballot. If your argument in favor was selected, then you may file a rebuttal to the Argument Against.</p>
<input type="checkbox"/> 	<p>Of ballot measure:</p> <p>The name of the ballot measure found on the Measures to Appear on the Ballot under the authority that placed the ballot measure on the ballot. If the measure letter is available at the time of filing, that can be included in this area.</p>
<input type="checkbox"/> 	<p>Jurisdiction Name and Title of Election:</p> <p>Include the name of the city, school, special district, or county that has placed the measure on the ballot. Also, include the title of the election, Primary, General, Special Municipal, etc.</p>
<input type="checkbox"/> 	<p>To be held on (Date of Election):</p> <p>The date of the election when the measure will appear on the ballot.</p>
<input type="checkbox"/> 	<p>Hereby state that such argument or rebuttal written on page one (1) is true and correct to the best of his/her/their knowledge and belief by my (our) signatures below:</p> <p>This sentence is to state that the authors who sign below acknowledge the arguments for or against, rebuttals, or supporters and opponents are true and correct. The signatures below and next to the authors information certify this statement being true and correct.</p>
<input type="checkbox"/> 	<p>List by Priority and Association, Business, Non-Profit Organization, & Individual Only:</p> <p>1) List the names of the authors by priority to appear in the sample ballot starting with number one (1). 2) Mark the box which describes who is filing the argument for/against/rebuttal/supporter of the measure/opponent of the measure. 3) Complete the section labeled Individual Name with the author who is representing an association, business, non-profit organization or an individual who is NOT representing an organization or business. 4) If the individual is representing an organization, business, association, then complete the Individual Title area. 5) Individuals with no association cannot include a title, so they would leave this blank. 6) Associations, Businesses, organizations, and Individuals with associations must include the name of the Association/Business/Organization in the Business/Association Name area. 7) For the authors who opted to include a Ballot Label to the face of the ballot, complete the Ballot Label Name/Title area. 8) This area assists the county with identifying the author to the ballot label name, which can be abbreviated (please see election code section 9170 for additional requirements and restrictions). 9) Include your address in the address field.</p>

<input type="checkbox"/> 	<p>CONTACT INFORMATION:</p> <p>Complete this area with the designated filer's name, mailing address, email address, contact phone numbers for day and night, and you may include a fax number if it's available. The designated filer should be able to answer any questions regarding the submission of the filing and its contents.</p>
<input type="checkbox"/> 	<p>BALLOT LABEL-SUPPORTERS AND OPPONENTS ATTESTATION FORM:</p> <p>This form is in lieu of your organization, business, or association having to create a letter attesting to the support or opposition of a measure and to attest that an individual in your organization, business, or association can list their name and title as a supporter or opponent on the ballot label because they represent your organization, business, or association. 1) complete the "Name of Representative" who is authorized to be an author on the measure and therefore be a supporter or opponent listed under the 75-word question the face of the ballot. 2) Complete the "Title of the Representative". This would be their official title as an employee of your organization, business, association. 3) Complete the "Association/ Business/Organization name 4) Select how you are filing your "Direct Argument". Only authors of the "Direct Argument" can be listed as a supporter or opponent. 5) Section B: Select all that apply to your filing 6) Complete the "Attestation of Authors" and select all that apply to your filing.</p>
<input type="checkbox"/> 	<p>CHECKLIST FOR ARGUMENTS FOR/AGAINST AND OFFICIAL BALLOT LABEL:</p> <p>This area provides more details regarding the requirements and restrictions of the official ballot measure label and arguments for and against measures pursuant to Elections Code section 9170.</p>
<input type="checkbox"/> 	<p>SAMPLE of the SAMPLE BALLOT and the BALLOT LABEL FACE:</p> <p>This area provides more details regarding the requirements and restrictions of the official ballot measure label and arguments for and against measures pursuant to Elections Code section 9170.</p>
<input type="checkbox"/> 	<p>INSTRUCTIONS TO COMPLETE THIS FORM.</p>

Continue on next page.

CHECKLIST FOR OFFICIAL BALLOT LABEL

- The **proponents** [Signers/Authors/Supporters] of the measure and the **opponents** [Signers/Authors] of the measure shall provide the list of supporters described in paragraph (1) of subdivision (a) of Elections Code section 9170, to the elections official when submitting arguments (by the prescribed deadline of the elections official) **supporting** the measure or list of opponents described in paragraph (1) of subdivision (b) to the elections official when submitting the arguments (by the prescribed deadline of the elections official) **opposing** the measure.
 - If **NO** list of supporters is provided by the proponents or there are none that meet the requirements of this section, then “Supporters:” shall be followed by **“None submitted.”** If **NO** list of opponents is provided by the opponents or there are none that meet the requirements of this section, then “Opponents:” shall be followed by **“None submitted.”**
 - After the text “Supporters:” AND after the text “Opponents:”, a listing of associations, nonprofit organizations, businesses, or individuals taken from the **SIGNERS** or the text of the **Argument in Favor** of the measure or **Argument Against** the measure printed in the voter information guide [Sample Ballot Booklet] can be used for the list of Supporters and the list of Opponents provided by the proponents and opponents to the elections official. (Please see the instructions on where to provide your list on the Argument for and Against form).
 - An association, nonprofit organization, business, or individual shall not be listed [as a supporter on the ballot label] unless they support the measure and an association, nonprofit organization, business, or individual shall not be listed [as an opponent on the ballot label] unless they oppose the measure. (Please see the attestation form provided for additional instructions).
 - The list of supporters shall not exceed **125 characters** in length AND the list of opponents shall not exceed **125 characters** in length.
 - Spaces, commas, semicolons, and other characters count towards the **125-character limit** in paragraphs (1) and (2) pursuant to E.C. 9170 (5). Each supporter shall be separated by a semicolon and each opponent shall be separated by a semicolon.
 - The name of an association, nonprofit organization, or business included in the list of supporters and opponents as required by this section may be shortened by the proponents or opponents who submit it using acronyms, abbreviations, or by leaving out words in their name, as long as doing so would not confuse voters with another well-known organization or business that did not take the same position on the ballot measure (e.g., “Hot Air Balloon Flyers of Montana Education Fund” may be shortened to “Hot Air Balloons Montana”). (E.C. 9170 (6))
- PROHIBITIONS AND ATTESTATIONS**
- A supporter or opponent shall not be listed pursuant to paragraph (1) or (2) of e.c. 9170, unless it IS one of the following:**
 - An association, nonprofit organization, or business that was **NOT** originally created as a committee described in Section 82013 of the Government Code and that has been in existence for at least four years.
 - A current or former elected official, who may be listed with the official’s title (e.g., “State Senator Mary Smith,” “Assembly Member Carlos Garcia,” or “former Eureka City Council Member Amy Lee”). These titles may be shortened (e.g. “Senator” or “Sen.” for “State Senator” or “Asm.” for “Assembly Member”).
 - An individual who is **NOT** a current or former elected official may be listed **ONLY** with the **individual’s first and last name** and an honorific (e.g., “Dr.,” “M.D.,” “Ph.D.,” or “Esquire”), with **NO other title or designation**, unless it is a title representing an association, nonprofit organization, or business that meets the requirements of subparagraph (A) or (B) and that is eligible to be listed under paragraph (1) if the individual supports the measure or under paragraph (2) if the individual opposes the measure. [Please see the attestation form.]
 - A supporter or opponent shall not be listed pursuant to paragraph (1) or (2) if the supporter or opponent is a political party or is representing a political party.

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

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 Official Sample Ballot Booklet. The Author(s) may also be listed as Supporter(s) or Opponent(s) on the Official Ballot Measure Label, if they are listed on this form under the "Official Ballot Measure Label" on page 1. Supporter(s)/Opponent(s) MUST be a signer/author listed below of a direct argument For or Against a measure.

The undersigned signer(s)/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"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE	SIGNATURE	DATE
1	<input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE		
NAME (PRINT): _____				
TITLE (PRINT): _____				
BALLOT LABEL _____				
ABBREVIATED NAME/TITLE: _____				
ADDRESS: _____				
<input type="checkbox"/> ATTESTATION ATTACHED?				
2	<input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE		
NAME (PRINT): _____				
TITLE (PRINT): _____				
BALLOT LABEL _____				
ABBREVIATED NAME/TITLE: _____				
ADDRESS: _____				
<input type="checkbox"/> ATTESTATION ATTACHED?				
3	<input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE		
NAME (PRINT): _____				
TITLE (PRINT): _____				
BALLOT LABEL _____				
ABBREVIATED NAME/TITLE: _____				
ADDRESS: _____				
<input type="checkbox"/> ATTESTATION ATTACHED?				
4	<input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE		
NAME (PRINT): _____				
TITLE (PRINT): _____				
BALLOT LABEL _____				
ABBREVIATED NAME/TITLE: _____				
ADDRESS: _____				
<input type="checkbox"/> ATTESTATION ATTACHED?				
5	<input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE		
NAME (PRINT): _____				
TITLE (PRINT): _____				
BALLOT LABEL _____				
ABBREVIATED NAME/TITLE: _____				
ADDRESS: _____				
<input type="checkbox"/> ATTESTATION ATTACHED?				

CONTACT INFORMATION

IMPORTANT FILING INFORMATION: I, _____ am the designated filer of the above titled argument/rebuttal. Please contact me using the information below, if there are any questions pertaining to this filing.

Mailing Address: _____ E-Mail Address: _____

Contact Numbers: _____ (Daytime Phone) _____ (Evening Phone) _____ (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.gov.

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.**

The above statement is an impartial analysis of Measure XX, the Business License Tax Measure. If you desire a copy of the Ordinance, please call the City Clerk's office at (XXX) XXX-XXXX and a copy will be mailed at no cost to you.

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

The above statement is an impartial analysis of Measure XX, the Business License Tax Measure. If you desire a copy of the Measure, please contact the City Clerk's office at (XXX) XXX-XXX and a copy will be mailed at no cost to you.

Candidate Statements & Measures

CITY ATTORNEY'S IMPARTIAL ANALYSIS OF MEASURE PD

Measure PD was placed on the ballot by the City Council of the City of XXXXXXXXXXXX(City) to ask the voters whether to increase the business license tax rates, and solid waste processing fees imposed on material recovery facilities operating within the City. A type of a material recovery facility includes a solid waste transfer facility. A solid waste transfer facility has a designated receiving area where waste collection vehicles discharge their loads. Currently, five transfer stations operate within the City, and they generally receive ordinary non-hazardous household waste and construction related demolition and debris. Waste from a transfer facility is compacted, then loaded into larger vehicles for shipment offsite. No long-term storage of waste occurs at a transfer station.

The City has imposed a business license tax since 1923. The City has imposed solid waste transfer facility processing fees since 2005. The general business license tax rates have not increased since 2005, while the solid waste transfer facility processing fees have not been adjusted since 2012.

Measure PD also seeks to adjust the business license tax rates imposed on businesses operating in the City. Measure PD proposes to adjust the general business tax rates once every three (3) years using an index commonly referred to as the Consumer Price Index applicable to the area covered by the City's boundaries. The solid waste transfer facility processing fee would be adjusted annually by the same index.

If Measure PD is approved, the City would adjust the general business license tax rates in 2024, and, starting in 2023, increase the processing fee for waste deposited at a solid waste transfer facility operating within the City. The business license tax, and processing fee, would be used to provide for general municipal services such as public safety, street repairs, park programs, park maintenance, and services for seniors.

A "YES" vote on Measure PD would support the adjustment of business license tax rates once every three (3) calendar years and increased solid waste transfer facility processing fees. A "NO" vote would oppose the adjustment of business license tax rates once every three (3) calendar years, and increased solid waste transfer facility processing fees.

RAUL F. SALINAS
City Attorney, City of South Gate

The above statement is an impartial analysis of Measure PD, the Business License Tax Measure. If you desire a copy of the Ordinance, please call the City Clerk's office at (322)563-9519 and a copy will be mailed at no cost to you.

4300-EN-18439 LA 800-034

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.

Information regarding the XXXXXXXXXXXX City Measures XX, and ZZ may be obtained from the City of XXXXXXXXXXXXXXXX, City Clerk – Election Division at (000) 000-0000.

Candidate Statements & Measures

XXXXXXXXXX CITY GENERAL MUNICIPAL ELECTION

Information regarding the XXXXXXXXXXXX City Measures XX, and ZZ may be obtained from the City of XXXXXXXXXXXXXXXX, City Clerk – Election Division at (000) 000-0000.

4324-EN-01843 LA 09-801

Candidate Statements & Measures

ZZZZZZZZ CITY GENERAL MUNICIPAL ELECTIONS

Information regarding ZZZZZZZZZZ City Ballot Measures X, Y, and Z can be found in the City's Supplemental Voter Information Pamphlet mailed separately to voters, which may also be obtained by contacting the ZZZZZZZZZZ City Clerk's Office at (000) 000-0000, or emailing cityclerk@cityofzzzzzzzz.net.

4324-EN-03507 LA 19-482

Information regarding ZZZZZZZZZZZZ City Ballot Measures X, Y, and Z can be found in the City's Supplemental Voter Information Pamphlet mailed separately to voters, which may also be obtained by contacting the ZZZZZZZZZZZZ City Clerk's Office at (000) 000-0000, or emailing cityclerk@cityofzzzzzzzz.net.

WORD COUNTING GUIDELINES FOR

(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

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 the **Korean** language in the translation of voting materials. Following the 2010 U.S. census, we provide translation services in **Cambodian/Khmer, Hindi, and Thai** languages. In 2018, the California Secretary of State instructed this office to include **Armenian and Farsi languages**. In 2020, the California Elections Code 14201 added **Bengali, Burmese, Gujarati, Mongolian, Indonesian, and Telugu** languages to the required languages for Los Angeles County. In 2021, the California Elections Code added the **Russian** language.

Currently, Los Angeles County is required to provide the following language assistance to voters:

Armenian, Bengali, Burmese, Chinese (Cantonese and Mandarin), Farsi, Gujarati, Hindi, Indonesian, Japanese, Khmer, Korean, Mandarin, Mongolian, Russian, Spanish, Tagalog, Telugu, Thai, and Vietnamese.

This office has met with community organizations to determine the most effective way 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.
2. 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.
3. Mailing of multilingual ballot information booklets to voters requesting such material.
4. Billing to the City, and if applicable, its pro rata shares 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

REGINA C. LARSEN
REGISTRAR-RECORDER/COUNTY CLERK

TRANSLITERATION FORM
FOR LOCAL JURISDICTIONS (Cities, School Districts, Water Districts, etc.)

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.

Language	Name Transliteration	Language	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 IDENTIFICATION:

Male Female Non-Binary

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's Reg. # _____

2020 PRELIMINARY BOOKLET, 03/2020

BACK

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

NEW SERVICE FOR LIMITED-ENGLISH VOTERS:

TRANSLITERATION OF CANDIDATE NAMES

BACKGROUND:

Public Law 109-248 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 2000, 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 2019 two languages were added: Armenian and Farsi.

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

In 2021 one language was added: 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.

REG-10020

REVIEW OF TRANSLITERATION NAMES — 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 usually **60 days** before 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.

TRANSLATION OF ADDITIONAL INFORMATION (CITY) — The City is responsible for translating and printing additional voter information specific to the City that is not included in the County's Official Sample Ballot Booklet.

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.



DEAN C. LOGAN
Registrar-Recorder/County Clerk

TRANSLITERATION FORM FOR LOCAL JURISDICTIONS (Cities, School Districts, Water Districts, etc.)

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.

<u>Languages</u>	<u>Name Transliteration</u>	<u>Languages</u>	<u>Name Transliteration</u>
<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 IDENTIFICATION:

Male Female Non-Binary

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 #:

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 2000, 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, Indonesian, Mongolian, Telugu.

In 2021 one language was added: 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.

Chapter 7



Telephone Guide, Available Reports and Materials

TELEPHONE GUIDE

You may obtain information about specific election services by calling toll-free and selecting the option number shown for the service requested.

(800) 815-2666

Option 1 Vote Center Information

Option 2 Voter Registration Status

Request an Official Sample Ballot Booklet

Provisional Ballot Status

Request a Replacement Vote by Mail ballot

Option 3 Multilingual Services

Sample Ballot Booklet translations **(800) 481-8683**

Option 4 Election Information (To learn more about elections)

Option 5 Voter fraud/report illegal activity (Available 24-hours)

Option 7 To Become an Election Worker

Campaign Finance Disclosure **(562) 462-2339**
Campaign finance statement filing
requirements for candidates, committees,
and office holders

Candidate Nomination Procedures **(562) 462-2317**
(To inquire about election dates, offices
to be filled, qualifications for office,
nomination filing dates, and procedures)

TDD (Hearing Impaired) **(562) 462-2259**

Election Coordination **(562) 462-2912**
(To inquire about Questionnaires,
Recalls, and/or Ballot Label Letter
Designations) ecu@rrcc.lacounty.gov

AVAILABLE REPORTS AND MATERIALS

PRECINCT CONSOLIDATION REPORT — Within the ballot group number, this report is in election precinct sequence. It displays the overall number of voters as well as the precinct numbers. It is updated every week and is accessible around seventy **(70) days** before the election.

ELECTION WORKERS BY VOTE CENTER LOCATION — This report provides information about vote center locations and the assigned election workers. It also indicates whether each vote center is accessible to individuals with disabilities and elderly voters. The report becomes available approximately seven **(7) days** before the election.

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

TELEPHONE ANSWERING GUIDE — This guide is designed to assist telephone operators in responding to inquiries about various types of election-related issues. It becomes available approximately seven **(7) days** before the election.

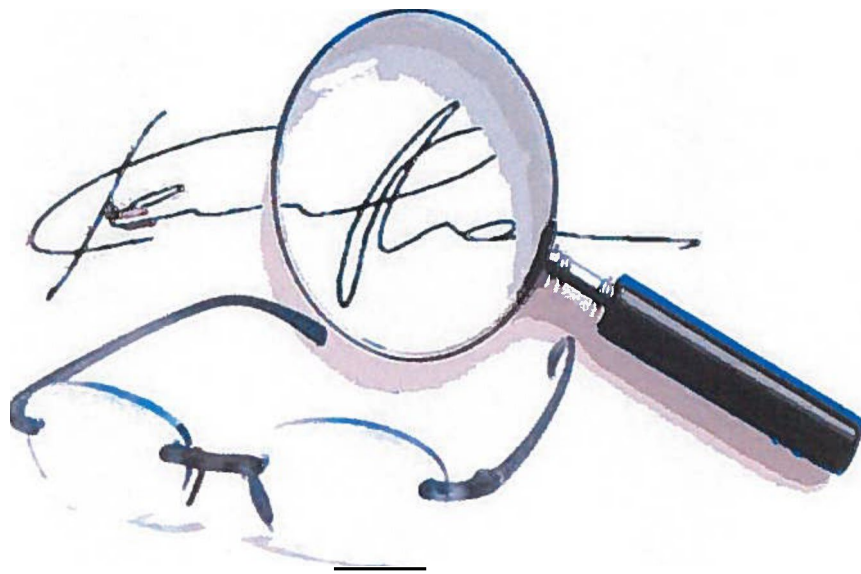
MEDIA KIT — Election-related information, including election night activities at the central tally location, is supplied in a media kit approximately seven **(7) days** before the election.

VOTE CENTER MAPS — All of the vote centers will immediately get these maps, which indicate their locations.

COPIES OF REPORTS

- 1. Copies of these reports and guides are available to assist City Clerks with any questions, they may have regarding their municipal election.**
- 2. Please inform the executive office, the main contact for City Clerks, either in writing or by calling (562) 345-8372.**
- 3. If you would like to receive any of the above materials, please specify whether you prefer the documents to be mailed or if you'll arrange to pick them 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 can choose to contract with the Department of Registrar-Recorder/County Clerk (RR/CC) or send 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 offer workspace, computer station access, and microfilm readers to view voter signatures.

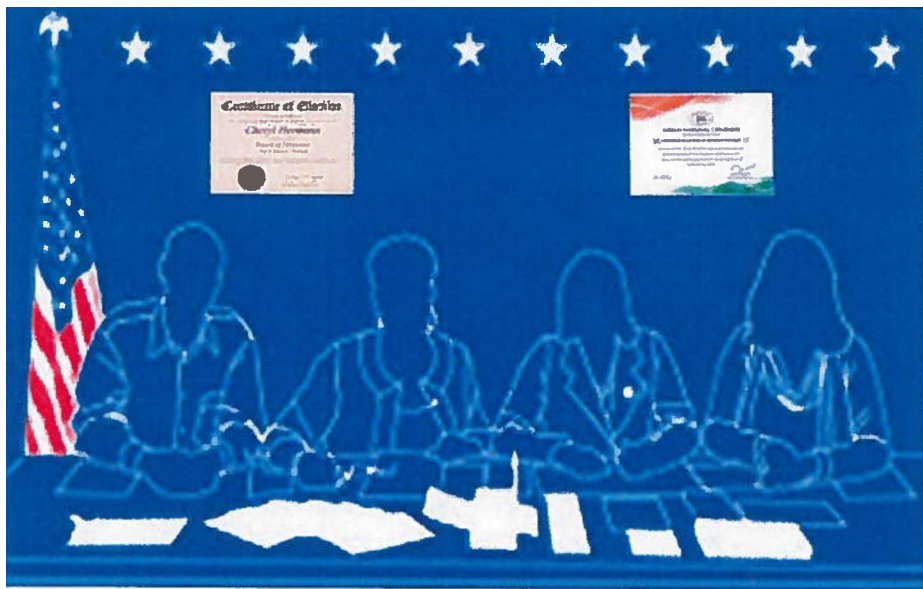
1. **MICROFILM READERS** — The use of microfilm technology for signature verification by city employees is **free of charge**. If RR/CC monitoring is necessary, the city will be billed for devoted labor at the supervisor(s)' hourly rate.
2. **COMPUTER EQUIPMENT** — Cities can use our Voter Information Management System (VIMS) to have their employees validate signatures at **no cost**. If RR/CC monitoring is necessary, the city will be billed for devoted labor at the supervisor(s)' hourly rate.
3. **RESERVATIONS**—A restricted number of computer stations might be accessible to verify signatures. Cities can utilize these computers on a "first come, first served" basis. Please get in touch with the Data Entry and Signature Verification Section at **(562) 462-2371** for information regarding the availability of equipment and to make reservations.
4. **COST** — As of **February 2026**, the Registrar-Recorder/County Clerk has applied the following fees for signature verification services:

Petition Preparation	\$39.90 per petition
Petition Staging	\$1.30 per page
Signature Verification on Voter Information Management System (VIMS)	\$5.00 per signature
Signature Verification not on VIMS	\$9.80 per signature

If you have any inquiries about the pricing, you can reach the Data Entry and Signature Verification Section at (562) 462-2371.

NOTE: If overtime is incurred, overtime hours will be charged as actuals.

Chapter 9



Election Night Semi-Final Official Results and Certification

ELECTION NIGHT SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION

SEMI-FINAL OFFICIAL RESULTS — The week before the election, you will receive notification of the phone numbers assigned to city clerks, candidates, and the public for contacting and obtaining semi-final election results.

All semi-final results will be released from the:

**Registrar-Recorder/County Clerk
Ballot Processing Center
13401 Crossroads Parkway North
City of Industry, CA 91746**

Semi-final results will be continuously updated and published on the Department's official website (www.lavote.gov) throughout Election Night and the Official Canvass period.

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

Precinct-level results will be available on Wednesday afternoon following the election, at the:

**Registrar-Recorder/County Clerk
Election Information Section Counter
2nd Floor, Room 2013**

CERTIFICATION OF OFFICIAL RESULTS — The Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results on **November 27, 2026**. Subsequently, the Board of Supervisors is tentatively scheduled to officially declare the election's conclusion on **December 1, 2026**.

Certificates will be mailed to City Clerks unless alternative arrangements are made. City Clerks wishing to coordinate the pickup, faxing, or mailing of their certification should contact the Election Planning Section at (562) 462-2317 to make the necessary arrangements.

Exhibits

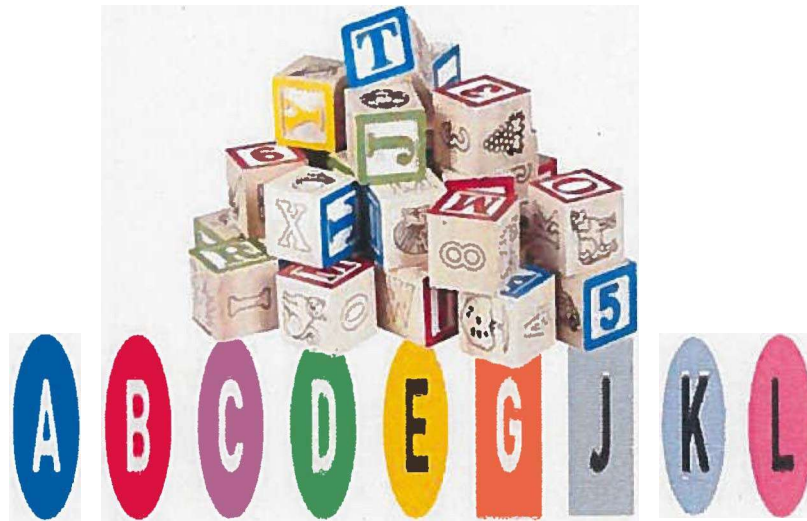


Exhibit A



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

LETTER DESIGNATION FORM

ELECTION NAME AND DATE: _____

JURISDICTION NAME: _____

MEASURE 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



**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**

DEAN C. LOGAN
Registrar-Recorder/County Clerk

BALLOT LABEL/ARGUMENTS AND REBUTTALS FORM

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

JURISDICTION/MEASURE NAME: _____

(Please mark (X) in the appropriate box)

<input type="radio"/> Direct Argument in Favor (Supporters) (Word Limit Max: 300)	<input type="radio"/> Direct Argument Against (Opponents) (Word Limit Max: 300)
<input type="radio"/> Rebuttal to Argument in Favor (Word Limit Max: 250) (This does not apply to the official ballot measure label.)	<input type="radio"/> Rebuttal to Argument Against (Word Limit Max: 250) (This does not apply to the official ballot measure label.)

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, underscored** 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 edit any material contained 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.

OFFICIAL BALLOT MEASURE LABEL (DO NOT LEAVE THIS AREA BLANK).

Please provide a list of names to appear on the ballot label as Supporters or Opponents (not to exceed 125 Characters). Pursuant to Elections Code section 9170 (a)(7) if **NO** list of supporters or opponents is provided by the proponents or opponents or there are none that meet the requirements of this section, then "Supporters:" and "Opponents:" shall be followed by **"None submitted."** *Write "None submitted" if you are not submitting a list of supporters or opponents.*

Please use this space to type your statement. If you need additional space, please attach a typed statement to this form. 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

Election's Official Use Only:				Time Stamp
Number of Words	Number of Characters	Project Code Number	Election Deputy	
Comments:				

Exhibit B cont'd

DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS

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 Official Sample Ballot Booklet. The Author(s) may also be listed as Supporter(s) or Opponent(s) on the Official Ballot Measure Label, if they are listed on this form under the "Official Ballot Measure Label" on page 1. Supporter(s)/Opponent(s) **MUST** be a signer/author listed below of a direct argument For or Against a measure.

The undersigned signer(s)/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"/> NON-PROFIT ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE	SIGNATURE	DATE
1	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
2	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
3	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
4	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
5	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				

CONTACT INFORMATION

IMPORTANT FILING INFORMATION: I, _____ am the designated filer of the above titled argument/rebuttal. Please contact me using the information below, if there are any questions pertaining to this filing.

Mailing Address: _____ E-Mail Address: _____

Contact Numbers: _____ (Daytime Phone) _____ (Evening Phone) _____ (Fax)

Exhibit C

OFFICIAL BALLOT MEASURE LABEL Supporters/Opponents Guidelines

Pursuant to Assembly Bill No. 1416, dated September 29, 2022, amended Sections 303, 9050, 9051, 9053, 13282, and added 9107. Jurisdictions for Local and Statewide Measures if applicable, shall provide Election Officials with a list of Supporters and or Opponents (*i.e., nonprofit organizations, businesses, or individuals*) taken from the list of Supporters and or Opponents as part of the ballot label. The criteria for the ballot label are as follows:

- Listing is limited to 125 characters (**Spaces, Commas, Semicolons, and other characters are included in the count**).
- Listing is limited to five (5) Supporters and or Opponents.
- To be within the limit of 125 characters, names may be shortened, and acronyms may be used (**Please note if the list provided is over the limit, the Election Official may shorten or remove name(s) from the list to meet criteria**).
- The list provided must be in ranking order from 1 to 5 (**This will ensure names with high ranking are not removed by the Election Officials if adjustments are required to meet the 125-character criteria**).
- Measures that share Counties shall not include a list of supporters or Opponents if the other County with the same measure does not include a list of supporters or opponents.
- If a listing is not provided or none meet the requirements, **“None Submitted”** will be listed in place of names.

The sample below shows how the ballot text (label), supporters, and opponents will appear on both the official and sample ballots. The word count displayed by the software Word is also included.

G COUNTY MEASURE G
Vote **YES** or **NO**

PROPOSED COUNTY CHARTER AMENDMENT. LOS ANGELES COUNTY GOVERNMENT STRUCTURE, ETHICS AND ACCOUNTABILITY CHARTER AMENDMENT. Shall the measure amending the Los Angeles County Charter to create an elected County Executive; create an independent Ethics Commission to increase restrictions on lobbying and investigate misconduct; establish a nonpartisan Legislative Analyst to review proposed County policies; increase the Board of Supervisors from five to nine elected members; require County departments to present annual budgets in public meetings; using existing funding sources with no additional taxes to implement, as detailed in the charter amendment ordinance, be adopted?

Supporters: None submitted. **Opponents:** LA County Firefighters & Sheriffs; Community Coalition; LA County Supervisors Kathryn Barger & Holly J. Mitchell

YES on Measure G

NO on Measure G

Word Count	
Statistics:	
Pages	1
Words	20
Characters (no spaces)	106
Characters (with spaces)	125
Paragraphs	0
Lines	2
<input checked="" type="checkbox"/> Include textboxes, footnotes and endnotes	
Close	

Supporters: None submitted.
Opponents: LA County Firefighters & Sheriffs; Community Coalition; LA County Supervisors Kathryn Barger & Holly J. Mitchell

Exhibit D

HOW TO COMPLETE THE ARGUMENTS AND REBUTTALS FORM INCLUDING THE OFFICIAL BALLOT MEASURE LABEL

INSTRUCTIONS FOR COMPLETING THIS FORM



DEAN C. LOGAN
Registrar-Recorder/County Clerk



ARGUMENTS, REBUTTALS, AND BALLOT LABEL FORM STEPS:	
<input type="checkbox"/> <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div>	<p>Election Date:</p> <p>This is the date the election will be held for the measure.</p>
<input type="checkbox"/> <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div>	<p>Measure I.D. (if any):</p> <p>The measure I.D. is the measure letter assigned to the measure. This letter may not yet be available at the time of the filing of your Arguments/Rebuttals form submission. The letter can be added after the filing or the County may provide you with a temporary I.D. to identify the measure.</p>
<input type="checkbox"/> <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">3</div>	<p>Jurisdiction:</p> <p>The name of the school district, special district, county office, or authority that has placed the measure on the ballot.</p>
<input type="checkbox"/> <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">4</div>	<p>Please mark (X) in the appropriate box; there are four (4) purposes for using this form:</p> <p><input type="checkbox"/> Direct Argument in Favor (Supporters): Select this option if you are an “Author” filing an argument to support the measure.</p> <p><input type="checkbox"/> Direct Argument Against (Opponents): Select this option if you are an “Author” filing an argument against the measure.</p> <p><input type="checkbox"/> Rebuttal to Argument in Favor: Select this option, if your Direct Argument Against <u>a</u> measure was selected to appear on the ballot. If your direct argument against was selected, then you may file a rebuttal to the Direct Argument in Favor.</p> <p><input type="checkbox"/> Rebuttal to Argument Against: Select this option, if your Direct Argument in Favor was selected to appear on the ballot. If your argument in favor was selected, then you may file a rebuttal to the “Direct Argument Against.”</p>
<input type="checkbox"/> <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">5</div>	<p>OFFICIAL BALLOT MEASURE LABEL:</p> <p>This area of the form is MANDATORY to complete if you want to ADD the names of organizations, associations, non-profits, and/or businesses, including names and titles of individuals who are representing organizations, associations, non-profits, and/or businesses within 125 CHARACTERS to the FACE of the ballot directly under the 75-word measure question. Individuals without any associations cannot include their titles, names only. Please see additional requirements on the following page for Election Code section 9170. If you do not want to add a list of supporters or opponents to the “Official Ballot Measure Label” then “None submitted” will have to be added pursuant to Election Code section 9170. For the purposes of accurately displaying the ballot measure label as identified by the “Authors” of the Direct Argument in Favor and the Direct Argument Against, the “Authors” must write the words “NONE SUBMITTED” in this area of the form if they do not want to provide a “LIST OF SUPPORTERS”. The LIST OF SUPPORTERS can only be the Authors of the Direct Argument in Favor or Direct Argument Against. If you are over the 125 character limit, the elections official will allow you to make changes up until the deadline for filing of the direct argument for or against the measure. If the measure is shared between counties, the counties shall not include the ballot label unless both counties have authorized to this option.</p>
<input type="checkbox"/> <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">6</div>	<p>Please use this space to type your statement.:</p> <p>This is the space where you can complete your statement of arguments in favor, arguments against, and rebuttal arguments within the required word limit.</p>






Exhibit D cont'd

Continue on next page

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

<input type="checkbox"/> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">7</div>	<p>The undersigned author(s) of the:</p> <p><input type="checkbox"/> Direct Argument in Favor (Supporters): Select this option if you are filing an argument to support the measure.</p> <p><input type="checkbox"/> Direct Argument Against (Opponents): Select this option if you are filing an argument against the measure.</p> <p><input type="checkbox"/> Rebuttal to Argument in Favor: Select this option, if your argument against the measure was selected to appear on the ballot. If your argument against was selected, then you may file a rebuttal to the Argument in Favor.</p> <p><input type="checkbox"/> Rebuttal to Argument Against: Select this option, if your Direct Argument in Favor was selected to appear on the ballot. If your argument in favor was selected, then you may file a rebuttal to the Argument Against.</p>
<input type="checkbox"/> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">8</div>	<p>Of ballot measure:</p> <p>The name of the ballot measure found on the Measures to Appear on the Ballot under the authority that placed the ballot measure on the ballot. If the measure letter is available at the time of filing, that can be included in this area.</p>
<input type="checkbox"/> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">9</div>	<p>Jurisdiction Name and Title of Election:</p> <p>Include the name of the city, school, special district, or county that has placed the measure on the ballot. Also, include the title of the election, Primary, General, Special Municipal, etc.</p>
<input type="checkbox"/> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">10</div>	<p>To be held on (Date of Election):</p> <p>The date of the election when the measure will appear on the ballot.</p>
<input type="checkbox"/> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">11</div>	<p>Hereby state that such argument or rebuttal written on page one (1) is true and correct to the best of his/her/their knowledge and belief by my (our) signatures below:</p> <p>This sentence is to state that the authors who sign below acknowledge the arguments for or against, rebuttals, or supporters and opponents are true and correct. The signatures below and next to the authors information certify this statement being true and correct.</p>
<input type="checkbox"/> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">12</div>	<p>List by Priority and Association, Business, Non-Profit Organization, & Individual Only:</p> <p>1) List the names of the authors by priority to appear in the sample ballot starting with number one (1). 2) Mark the box which describes who is filing the argument for/against/rebuttal/supporter of the measure/opponent of the measure. 3) Complete the section labeled Individual Name with the author who is representing an association, business, non-profit organization or an individual who is NOT representing an organization or business. 4) If the individual is representing an organization, business, association, then complete the Individual Title area. 5) Individuals with no association cannot include a title, so they would leave this blank. 6) Associations, Businesses, organizations, and Individuals with associations must include the name of the Association/Business/Organization in the Business/Association Name area. 7) For the authors who opted to include a Ballot Label to the face of the ballot, complete the Ballot Label Name/Title area. 8) This area assists the county with identifying the author to the ballot label name, which can be abbreviated (please see election field code section 9170 for additional requirements and restrictions). 9) Include your address in the address field.</p>

Exhibit D cont'd

<input type="checkbox"/>  13	CONTACT INFORMATION: Complete this area with the designated filer's name, mailing address, email address, contact phone numbers for day and night, and you may include a fax number if it's available. The designated filer should be able to answer any questions regarding the submission of the filing and its contents.
<input type="checkbox"/>  14	BALLOT LABEL-SUPPORTERS AND OPPONENTS ATTESTATION FORM: This form is in lieu of your organization, business, or association having to create a letter attesting to the support or opposition of a measure and to attest that an individual in your organization, business, or association can list their name and title as a supporter or opponent on the ballot label because they represent your organization, business, or association. 1) complete the "Name of Representative" who is authorized to be an author on the measure and therefore be a supporter or opponent listed under the 75-word question the face of the ballot. 2) Complete the "Title of the Representative". This would be their official title as an employee of your organization, business, association. 3) Complete the "Association/ Business/Organization name 4) Select how you are filing your "Direct Argument". Only authors of the "Direct Argument" can be listed as a supporter or opponent. 5) Section B: Select all that apply to your filing 6) Complete the "Attestation of Authors" and select all that apply to your filing.
<input type="checkbox"/>  15	CHECKLIST FOR ARGUMENTS FOR/AGAINST AND OFFICIAL BALLOT LABEL: This area provides more details regarding the requirements and restrictions of the official ballot measure label and arguments for and against measures pursuant to Elections Code section 9170.
<input type="checkbox"/>  16	SAMPLE of the SAMPLE BALLOT and the BALLOT LABEL FACE: This area provides more details regarding the requirements and restrictions of the official ballot measure label and arguments for and against measures pursuant to Elections Code section 9170.
<input type="checkbox"/>  17	INSTRUCTIONS TO COMPLETE THIS FORM.

Continue on next page.

Exhibit E

CHECKLIST FOR OFFICIAL BALLOT LABEL

The **proponents** [Signers/Authors/Supporters] of the measure and the **opponents** [Signers/Authors] of the measure shall provide the list of supporters described in paragraph (1) of subdivision (a) of Elections Code section 9170, to the elections official when submitting arguments (by the prescribed deadline of the elections official) **supporting** the measure or list of opponents described in paragraph (1) of subdivision (b) to the elections official when submitting the arguments (by the prescribed deadline of the elections official) **opposing** the measure.

If **NO** list of supporters is provided by the proponents or there are none that meet the requirements of this section, then "Supporters:" shall be followed by "**None submitted.**" If **NO** list of opponents is provided by the opponents or there are none that meet the requirements of this section, then "Opponents:" shall be followed by "**None submitted.**"

After the text "Supporters:" AND after the text "Opponents:", a listing of associations, nonprofit organizations, businesses, or individuals taken from the **SIGNERS** or the text of the **Argument in Favor** of the measure or **Argument Against** the measure printed in the voter information guide [Sample Ballot Booklet] can be used for the list of Supporters and the list of Opponents provided by the proponents and opponents to the elections official. (Please see the instructions on where to provide your list on the Argument for and Against form).

An association, nonprofit organization, business, or individual shall not be listed [as a supporter on the ballot label] unless they support the measure and an association, nonprofit organization, business, or individual shall not be listed [as an opponent on the ballot label] unless they oppose the measure. (Please see the attestation form provided for additional instructions).

The list of supporters shall not exceed **125 characters** in length AND the list of opponents shall not exceed **125 characters** in length.

Spaces, commas, semicolons, and other characters count towards the **125-character limit** in paragraphs (1) and (2) pursuant to E.C. 9170 (5). Each supporter shall be separated by a semicolon and each opponent shall be separated by a semicolon.

The name of an association, nonprofit organization, or business included in the list of supporters and opponents as required by this section may be shortened by the proponents or opponents who submit it using acronyms, abbreviations, or by leaving out words in their name, as long as doing so would not confuse voters with another well-known organization or business that did not take the same position on the ballot measure (e.g., "Hot Air Balloon Flyers of Montana Education Fund" may be shortened to "Hot Air Balloons Montana"). (E.C. 9170 (6))

PROHIBITIONS AND ATTESTATIONS

A supporter or opponent shall not be listed pursuant to paragraph (1) or (2) of e.c. 9170, unless it IS one of the following:

An association, nonprofit organization, or business that was **NOT** originally created as a committee described in Section 82013 of the Government Code and that has been in existence for at least four years.

A current or former elected official, who may be listed with the official's title (e.g., "State Senator Mary Smith," "Assembly Member Carlos Garcia," or "former Eureka City Council Member Amy Lee"). These titles may be shortened (e.g. "Senator" or "Sen." for "State Senator" or "Asm." for "Assembly Member").

An individual who is **NOT** a current or former elected official may be listed **ONLY** with the individual's first and last name and an honorific (e.g., "Dr.," "M.D.," "Ph.D.," or "Esquire"), with **NO other title or designation**, unless it is a title representing an association, nonprofit organization, or business that meets the requirements of subparagraph (A) or (B) and that is eligible to be listed under paragraph (1) if the individual supports the measure or under paragraph (2) if the individual opposes the measure. [Please see the attestation form.]

A supporter or opponent shall not be listed pursuant to paragraph (1) or (2) if the supporter or opponent is a political party or is representing a political party.

Exhibit F



**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**

**AUTHORIZATION FOR ANOTHER PERSON TO SIGN
REBUTTAL ARGUMENT**

(Elections Code Sections 9167, 9317 & 9504)

I, _____ authorize the person listed below to
(Print name of **AUTHOR** of the Argument)

sign the rebuttal to the argument in favor against Measure _____
(Check one) (Letter)

for the _____ election to be
(Jurisdiction)

held on _____
(Date)

Any Author of the Argument may be replaced with another author to sign the Rebuttal.

(Print name of Rebuttal Author)

(Signature of Rebuttal Author)

(Title to appear on Rebuttal)

Signature of Argument Author: _____

Date: _____

Attach this form to the "Declaration by Authors Form" submitted with the Rebuttal Argument.

Exhibit G



MEASURE RESOLUTION CHECKLIST
STEPS FOR PLACING A MEASURE ON THE BALLOT

JURISDICTION NAME: _____ DATE OF ELECTION: _____

NUMBER OF PROPOSED MEASURES: _____

- Return Roster of Officeholders for Local Jurisdictions sent from RRCC
- Hold governing board meeting for adoption of Resolution proposing a measure: _____ (DATE)
 - Call the election (see page 1)
 - Request consolidation and services with other elections (see page 1)
 - Include abbreviated measure text (must match all parts of the resolution where mentioned)
 - Text is 75 words or less
 - Body is **not** entirely boldface/uppercase/italicized
 - List the vote passage requirement for the measure (2/3, 55%, majority, etc.)
 - Include full text of the measure
 - Include language specifying reimbursement to the county for all incurred election expenses
 - Include Tax Rate Statement (if Bond Measure)
 - Indicate boundary changes (if applicable, provide map)
 - Map provided to RRCC: _____ (DATE)
 - Execute Resolution (affix appropriate signatures)
- Advise RRCC on desired ballot sequence for multiple measures (if applicable)
- Submit original Resolutions to the Board of Supervisors no later than 88 days before the election: _____ (DATE)
- Submit Resolution copies to the RRCC no later than 88 days before the election: _____ (DATE)
- Submit Letter Designation form to RRCC no later than 83 days before the election: _____ (DATE)
- Submit Arguments (if any) no later than 81 days before the election: _____ (DATE)
- Submit Rebuttals (if any) no later than 71 days before the election: _____ (DATE)



2026

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

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
12	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		

APPENDIX B:

FPPC CAMPAIGN FINANCE & ETHICS RESOURCES

1. FPPC Campaign Basics Fast Facts
2. FPPC Local Candidate/Committee Checklist
3. FPPC Filing Schedule
4. Government Code § 84305 (Mass Mailing Requirements)



Campaign Rules Webpage

For resources noted below and answers to campaign-related questions throughout your campaign, view the [Campaign Rules](#) webpage.

Two Important Rules to Remember

1. Candidates **MUST** file Form 501 before soliciting or accepting contributions.
2. 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.
 - a. 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.
 - b. To find the status of your ID number, please contact the SOS at (916) 653-6224.

Filing Schedules and Deadlines

To determine what campaign reports are due, and when they're due, view the appropriate [filing schedule](#).

Most Common Campaign Reports

- [Form 460](#) – Recipient Committee Campaign Statement
- [Form 497](#) – 24-hour/10-day Contribution Report

Campaign Disclosure Manuals

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

Training Resources and Opportunities

- [Candidate/Treasurer Video](#)
 - [Printable Slides](#)

For more information on available FPPC training resources, view the [Training and Outreach](#) webpage.

This fact sheet 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.



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.



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

Additional Resources and Helpful Links

- [Campaign Manual 2 - For Local Candidates and their Controlled Committees](#)
- [All Campaign Forms](#)
- [Filing Schedules](#)
- [Fact Sheet on Terminating Your Committee](#)
- [Political Advertisement Disclaimers for Candidate Committees for their own Election](#)
- [Frequently Asked Questions on Campaign Activity](#)
- [Local Campaign Ordinances](#)
- [City and County Campaign Contribution Limits](#)

Have Further Questions?

Feel free to contact us by email at advice@fppc.ca.gov or by phone at 1-800-ASK-FPPC.
Please note that our advice phone hours are 9:00 am – 11:30 am, Monday through Thursday.

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.

Fair Political Practices Commission

Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the November 3, 2026 Ballot

Deadline	Period	Form	Notes
Jul 31, 2026 <i>Semi-Annual</i>	* – 6/30/26	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 24 Hours <i>Election Cycle Reports</i>	8/5/26 – 11/3/26	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 3, 2026, ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours of receiving the contribution. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online if available.
Sep 24, 2026 <i>1st Pre-Election</i>	7/1/26 – 9/19/26	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 22, 2026 <i>2nd Pre-Election</i>	9/20/26 – 10/17/26	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.
Feb 1, 2027 <i>Semi-Annual</i>	10/18/26 – 12/31/26	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, 2026. The January 31 deadline falls on a Sunday, so the deadline is extended to the next business day.

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 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:** Unless otherwise noted, all paper filings may be filed by first-class mail. 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 2026 and do not have an open committee may file Form 470 on or before September 24, 2026. 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. Refer to the FPPC video tutorial for candidates and treasurers for basic information for candidates and committees.

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) or (c).

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

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

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

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

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

PENAL PROVISIONS - ELECTION CAMPAIGNS

Section 18303. Elections 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:
- (1) 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 84216.5; or
 - (2) The candidate or committee who coordinates the expenditure for the mailing pursuant to Regulation 18225.7(c) with a person who pays for the mailing and the person does not qualify as a candidate or committee under Section 82013.
- (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.
- (d) Mass mailing disclosure requirements under Section 84305 do not apply to mailings that are advertisements under Section 84501 and sent by a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee.
- (e) A mailing of a personal nature, such as invitations, greeting cards and announcements to friends and family, sent by a person qualifying as a committee under Section 82013(b) or (c) is not a “mass mailing” for purposes of the Act if the mailing is not for a political purpose.

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

SLATE MAILING REQUIREMENTS

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 disclosure is printed in black text on a white background or a similar degree of color contrast between the background and the text of the disclosure.
- (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) Electronic Slate Mailers. In addition to applying to slate mailers sent by traditional mail, the slate mailer identification and disclosure requirements of Section 84305.5 apply to slate mailers distributed electronically.
- (1) The “outside” of an electronic slate mailer where the name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures is to be shown pursuant to Section 84305.5(a)(1) includes:
 - (i) A clickable image or frame of an electronic slate mailer that leads to the slate mailer.
 - (ii) The body of an email or text message that contains a clickable link or attachment to the slate mailer.
 - (2) The electronic slate mailer to which a clickable image, clickable frame, clickable link or attachment in the body of an email, and clickable link or attachment in the body of a text message, leads must include the disclosures required by Section 84305.5(a)(1)-(5).

SLATE MAILING REQUIREMENTS (continued)

(3) For an electronic slate mailer that is a series of static images or a video that is a sequence of images, all disclosures required by Section 84305.5 may appear on the frame preceding or following the video or series of static images, except each candidate or ballot measure that has paid to appear on the slate mailer must be designated with the asterisk (*) required by Section 84305.5(a) (4) immediately following the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate listing of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

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



APPENDIX C:

CANDIDATE CHECKLIST





CANDIDATE'S CHECKLIST FOR ISSUANCE AND FILING OF NOMINATION DOCUMENTS

Candidates are responsible for ensuring they meet all filing requirements and deadlines and are strongly encouraged to begin the nomination process and file early to allow sufficient time for potential corrections, signature verification, and any unforeseen issues.

The filing period for nomination papers is July 13, 2026, to August 7, 2026, at 4:30 p.m.

If an eligible incumbent does not file nomination papers by August 7, 2026, the nomination period for that office is extended through August 12, 2026, at 5:30 p.m. for candidates other than the incumbent.

City Hall hours, as posted, are:

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

Friday 7:30 a.m. – 4:30 p.m.

Filings will not be accepted outside of posted business hours.

Schedule an appointment by calling 626-855-1500 or emailing cityclerk@lapuente.org.

Please allow approximately one hour for your appointment.

All original, completed required nomination documents, together with any optional documents the candidate chooses to file and all applicable fees, must be returned and filed at the same time.

Partial or separate submissions will not be accepted. Late filings will not be accepted.

DOCUMENTS REQUIRED TO BE COMPLETED/RETURNED:

- Affidavit of Nominee & Oath or Affirmation of Allegiance
- Ballot Designation Worksheet
- Transliteration Form
- Confidential Form
- FPPC Form 700 (Statement of Economic Interests) – submitted through the FPPC e-filing system
- Candidate Statement Payment Agreement or Waiver
- Nomination Paper
- Nomination Filing Fee (\$25)*

DOCUMENTS OPTIONAL TO BE COMPLETED/RETURNED:

Candidate Statement:

- Candidate Statement Form (County fillable electronic form) – submit via email or flash drive. Statement may be entered directly into the form or attached as a Word document.
- Deposit (\$2,000)* for printed and online
- Fixed Fee (\$279.60)* for online ONLY

- Code of Fair Campaign Practices

***PAYMENT INFORMATION**

All fees may be paid by cash, check, or credit card. Credit card payments include a 2.5% processing fee. **Processing fees are non-refundable.**

APPENDIX D:

NOMINATION DOCUMENTS

1. Affidavit of Nominee and Oath or Affirmation of Allegiance
2. Ballot Designation Worksheet
3. Transliteration Form
4. Confidential Form
5. Candidate Statement County Information Flyer
6. Notice to Persons Submitting Candidate Statements
7. Candidate Statements Payment Agreement or Waiver
8. Candidate Statement Form (with Online Statement option)
9. FPPC Form 700 Reference Pamphlet
10. Code of Fair Campaign Practices
11. Nomination Papers

OFFICIAL FILING FORM

**AFFIDAVIT OF NOMINEE AND OATH
OR AFFIRMATION OF ALLEGIANCE**

(Elections Code §§ 20, 200, 10223, 10226
CA Constitution Article xx, Section 3)

Attest: _____
City Clerk
Date: _____

I,
hereby declare myself a candidate for nomination to the office of

To be voted for at the GENERAL ELECTION to be held on NOVEMBER 3, 2026.

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

Print Your Name for Use on the Ballot

Candidate initials below if NO ballot
designation is preferred:

Print Ballot Designation Requested

Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office, you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples.

IMPORTANT NOTE: A ballot designation is optional. If one is requested, a completed **BALLOT DESIGNATION WORKSHEET** must be submitted. If no ballot designation is requested, write "NONE" and initial in the box. (Elections Code §§ 13107, 13107.3)

Mailing Address: _____ Apt or Unit #: _____

City: _____ State: _____ Zip Code: _____

Residence Address (Required): _____ Apt or Unit #: _____

City: _____ State: _____ Zip Code: _____

Business Address: _____ Apt or Unit #: _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers: Day () _____ Evening () _____ Fax () _____

Email: _____ Website: _____

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

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

Executed by me in _____, California, on this _____ day of _____ in the year _____.

Signature of Candidate



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

November 3, 2026, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted, and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC DOCUMENT.**

Candidate Information

1

Candidate Name: _____

Office: _____ Email: _____

Home Address: _____

Mailing Address: _____

Business Address: _____

Phone Number(s)
Business: _____ Home/Mobile: _____ Fax: _____

Attorney or Other Authorized Person Information

2

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

Address: _____

Phone Number(s)
Business: _____ Mobile: _____ Fax: _____

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

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/")].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s)

3

Proposed Ballot Designation(s): _____

Alternate Ballot Designation(s) 1: _____

Alternate Ballot Designation(s) 2: _____

If your proposed ballot designation is pursuant to Elections Code § 13107(a)(3):

The professions, vocations or occupations relied upon to support my proposed ballot designation(s) constitute my primary, main or leading professions, vocations or occupations. **Initial** _____

Translation of Proposed Designation: Gender specific translations will default to the masculine form for uniformity in translation unless you specify otherwise: () Masculine () Feminine

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

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

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



California Secretary of State
BALLOT DESIGNATION WORKSHEET

November 3, 2026 General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711) Page 2

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved.

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

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

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

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

- 1) Use only a portion of the title of your current elected office?
2) Non-judicial candidates: Use only the word "Incumbent" for an elective office to which you were appointed?
3) Use more than three total words for your principal professions, vocations, or occupations?
4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent?
5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations?
6) Abbreviate the word "retired"?
7) Place the word "retired" after the words it modifies? Example: Accountant, retired
8) Use a word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation, or occupation?
9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher
10) Use the name of a political party or political body?
11) Refer to a racial, religious, or ethnic group?
12) Refer to any activity prohibited by law?

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

X [Redacted Signature Line]

Candidate's Signature

Date Signed: Month/Day/Year

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish to consult CCR, title 2, sections, 20712-20719 (found at www.sos.ca.gov).



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

November 3, 2026, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711) Page 3

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

Justification for
Alternate Ballot
Designation(s) 1

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

Justification for
Alternate Ballot
Designation(s) 2

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



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

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which the candidate was elected by vote of the people.

(2) The word "incumbent" if the candidate is a candidate for the same office which the candidate holds at the time of filing the nomination papers, and was elected to that office by a vote of the people. A candidate shall not use the word "incumbent" if the candidate was elected to their office in an at-large election and is a candidate in a district-based election.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which the candidate holds and to which the candidate was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word "incumbent" if the candidate is a candidate for the same office that the candidate holds at the time of filing the nomination papers.

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of the candidate's principal professions shall use one of the following ballot designations as the candidate's ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, including a generally available standard reference dictionary published online, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:



- (1) It would mislead the voter.
 - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - (3) It abbreviates the word “retired” or places it following any word or words which it modifies.
 - (4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
 - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - (6) It uses a word or words referring to a racial, religious, or ethnic group.
 - (7) It refers to any activity prohibited by law.
- (f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate’s ballot designation worksheet.
- (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date the candidate receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).
 - (2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate’s name.
- (g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
- (h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 13211.
- (j) If a foreign language translation of a candidate’s designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

For your reference, Elections Code section 13107.3 is reproduced below:

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

For your reference, Elections Code section 13107.5 is reproduced below:

- (a) A candidate’s ballot designation as “community volunteer” shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
- (1) A candidate’s community volunteer activities constitute his or her principal profession, vocation, or occupation.
 - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
 - (3) A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation, or occupation designation.
- (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.



For your reference, California Code of Regulations section 20711 is reproduced below:

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

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

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

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

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

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

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

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

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

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

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

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

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

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

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.



DEAN C. LOGAN
Registrar-Recorder/County Clerk

TRANSLITERATION FORM FOR LOCAL JURISDICTIONS (Cities, School Districts, Water Districts, etc.)

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.

<u>Languages</u>	<u>Name Transliteration</u>	<u>Languages</u>	<u>Name Transliteration</u>
<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 IDENTIFICATION:

Male Female Non-Binary

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 #:

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 2000, 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 five languages were added: Bengali, Burmese, Gujarati, Mongolian, Telugu.

In 2021 one language was added: 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.



California Secretary of State
OPT-OUT/REQUEST CONFIDENTIAL STATUS – CANDIDATE/WRITE-IN CANDIDATE
 (Elections Code § 2166.9)

Assembly Bill (AB) 1392 (Ch. 300, Stats. of 2025) added Elections Code section 2166.9, which makes the residence address, telephone number, and email address listed on the affidavit of voter registration for an elected official or candidate confidential.

Elections Code section 2166.9 is reproduced below and attached.

A candidate who does not wish to have “confidential voter status” may opt out when filing their Declaration of Candidacy provided by a county elections official. (Paragraph (1) of subdivision (j).)

Upon receipt of the request, the county elections official shall remove the confidential designation from the individual’s voter registration record within five business days. (Paragraph (2)(C) of subdivision (j).)

**Candidate/
Write-In
Candidate
Name, Office,
and Opt-out
Confidential
Status**

I, _____,
Name of Candidate/Write-In Candidate

do not wish to have my residence address, telephone number, and email address made confidential.*

I am a candidate/write-in candidate for the office of _____.

*I understand that opting out of confidentiality my name will appear on any list, roster, or index produced by the county elections official (Elections Code section 2166.9(d)(1)). I will appear on the roster when voting in person.

X

 Candidate/Write-In Candidate’s Signature

Date Signed: Month/Day/Year

**Candidate/
Write-In
Candidate
Name, Office,
and Re-
request
Confidential
Status**

I, _____,
Name of Candidate/Write-In Candidate

re-request that my residence address, telephone number, and email address be made confidential.*

I am a candidate/write-in candidate for the office of _____.

*I understand that by making my voter registration record confidential, my name will not appear on any list, roster, or index produced by the county elections official (Elections Code section 2166.9(d)(1)). By opting into confidentiality, I will not appear on the roster when voting in person and may need to vote using a provisional ballot.

X

 Candidate/Write-In Candidate’s Signature

Date Signed: Month/Day/Year

(TO BE ENTERED BY ELECTIONS OFFICIAL)
 VoteCal ID:
 Date:
 By:



California Secretary of State
OPT-OUT/REQUEST CONFIDENTIAL STATUS – CANDIDATE/WRITE-IN CANDIDATE
(Elections Code § 2166.9)
Page 2

For your reference, Elections Code section 2166.9 is reproduced below:

- (a) For purposes of this section, “elected official or candidate” means a federal, state, or local elected official or a candidate for an elected federal, state, or local office.
- (b) An elected official or candidate shall have their residence address, telephone number, and email address appearing on the affidavit of registration made confidential in accordance with the terms and conditions of this section.
- (c) (1) When a person files nomination papers for an elected federal or state office, the Secretary of State shall provide to each county elections official a list identifying each elected official or candidate residing in each respective county.
- (2) When a person files nomination papers for an elected local office, the county elections official shall add that individual’s name to a list identifying each elected official or candidate residing in that county. The county elections official shall periodically update the list for each election cycle.
- (3) Within five business days of receipt of the list described in paragraph (1) or, for an office for which nomination papers are filed with the county elections official, within five business days of the filing of nomination papers with the county elections official, the county elections official shall make confidential that elected official or candidate’s residence address, telephone number, and email address appearing on the affidavit of registration.
- (d) (1) The county elections official, in producing any list, roster, or index, shall exclude voters with a confidential voter status pursuant to this section.
- (2) Within 60 days of moving to a new county, if available in the new county, the elected official or candidate shall apply for confidential voter status pursuant to this section. The elections official of the new county, upon notice of the confidential voter moving into the county, shall do all of the following:
- (A) Contact the confidential voter and provide information regarding the application for confidential voter status in the new county.
- (B) Honor the confidential voter status from the former county for 60 days from the date of notice.
- (C) Pursuant to paragraph (1), exclude the confidential voter in any list, roster, or index during the 60-day period.
- (D) Remove the confidential voter status if the new voter has not obtained or cannot obtain confidential voter status pursuant to this section in the new county during the 60-day period.
- (e) An elected official or candidate shall contact their county elections official to ensure their voter registration record has been made confidential in accordance with the terms and conditions of this section.
- (f) An elected official or candidate’s residence address, telephone number, and email address shall remain confidential until, for an elected official, the official no longer holds the office or, for a candidate, the winning candidate takes office.
- (g) A county or county elections official shall not be liable for taking or failing to take the actions described in this section when the county or county elections official has received erroneous information from the Secretary of State.
- (h) An action in negligence shall not be maintained against any government entity or officer or employee thereof as a result of the disclosure of the information that is the subject of this section, except by a showing of gross negligence or willfulness.
- (i) An elected official or candidate holding office as of the effective date of this section shall contact their county elections official to ensure their voter registration record has been made confidential in accordance with the terms and conditions of this section. County elections officials shall make the elected official’s information confidential when contacted by the elected official or candidate.
- (j) (1) A candidate who does not wish to have confidential voter status may opt out when completing their candidate filing statement provided by a county elections official.
- (2) (A) An elected official who wishes to opt out of confidential voter status may submit a letter to the county elections official declaring their decision to be exempt from the requirements of this section.



California Secretary of State
OPT-OUT/REQUEST CONFIDENTIAL STATUS – CANDIDATE/WRITE-IN CANDIDATE
(Elections Code § 2166.9)
Page 3

(B) A request pursuant to subparagraph (A) shall include the elected official's full name, voter registration address, and a clear statement that they wish to opt out of having their residence address, telephone number, and email address made confidential pursuant to this section.

(C) Upon receipt of the request, the county elections official shall remove the confidential designation from the individual's voter registration record within five business days.

(D) The county elections official shall notify the Secretary of State and any other relevant local elections officials of the decision to opt out within five business days of processing the request.

(E) An elected official who opts out may reapply for confidential voter status at any time while serving in or running for office, and confidential voter status shall be reinstated in accordance with this section upon receipt of the request.

(k) (1) Notwithstanding any other law, an elected official or candidate's residence address, telephone number, and email address made confidential pursuant to this section may be disclosed only for bona fide journalistic or governmental purposes. A person seeking an elected official or candidate's confidential residence address, telephone number, and email address for a journalistic purpose pursuant to this section shall apply to the Secretary of State or to a county elections official as specified in paragraph (2).

(2) (A) A person seeking a federal or state elected official or candidate's confidential residence address, telephone number, and email address for journalistic purposes shall submit all of the following to the Secretary of State:

(i) A completed California Voter Registration File Request application.

(ii) A letter of authorization or affiliation from the media outlet that the person represents. If the person submitting the request is a member of the media, a press pass may be submitted in lieu of a letter of authorization.

(iii) A declaration under penalty of perjury attesting to the intended journalistic use of the information.

(B) A person seeking a local elected official or candidate's confidential residence address, telephone number, and email address for journalistic purposes shall submit requests to the county elections official or other local elections official.

(C) A county elections official shall process a request for a local elected official or candidate's confidential residence address, telephone number, and email address for journalistic purposes consistent with the requirements of regulations promulgated by the Secretary of State.

(D) The county elections official shall retain records of all requests for, and disclosures of, a local elected official or candidate's confidential residence address, telephone number, and email address for journalistic purposes. The county elections official may reject a request that does not clearly adhere to the requirements of this subdivision.

(3) For purposes of this chapter, "journalistic purposes" shall be interpreted in a manner consistent with subdivision (b) of Section 2 of Article I of the California Constitution.



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK



DEAN C. LOGAN
Registrar-Recorder/County Clerk

CANDIDATE STATEMENT INFORMATION

CONTACT NUMBERS

For the status of candidate statements, call the:

Election Planning Section at
(562) 462-2317

For all other candidate statement questions, call the:

Election Information Section at
(800) 815-2666, option 4

EMAIL ADDRESS

electionplanning@rrcc.lacounty.gov

MAILING OF VOTING MATERIAL

SAMPLE BALLOT BOOKLET MAILING

This takes place from approximately Thursday, September 24, 2026, through Tuesday, October 13, 2026.

VBM BALLOT MAILING

This begins no later than Monday, October 5, 2026, and goes through Saturday, October 24, 2026.

CANDIDATE HANDBOOK AND RESOURCE GUIDE

This is available at: www.lavote.gov

Our address is:

12400 Imperial Highway, Room 2013,
Norwalk, California 90650.

Business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

CANDIDATE STATEMENT FOR SAMPLE BALLOT BOOKLET

If you plan to submit a candidate statement for inclusion in the Sample Ballot Booklet, please ensure the following:

ONLINE CANDIDATE STATEMENTS
Now Available for Judicial, County, City, School,
and Special District Candidates Only

Online Candidate Statement Only, the cost is **\$279.60**. These statements will appear exclusively on our website at:
<https://apps.lavote.gov/candidate-statements/>
Please ensure the following steps are completed:

- All relevant **Election Code provisions** applicable to candidate statements also apply to Online Statements.
- **Email** statements with the Certified List of Qualified Candidates in a **Word document, PDF, or Candidate Statement** form to:
electionplanning@rrcc.lacounty.gov.
- When completing the Candidate Statement form, **check the "Online Only (English)" option**.

Available Options on the Candidate Statement Form:

English English & Spanish
 Print & Online **Online Only (English)**

IMPORTANT NOTICE

REGARDING MAILING OF SAMPLE BALLOT BOOKLETS AND VOTE BY MAIL BALLOTS PLEASE READ CAREFULLY TO MAKE AN INFORMED DECISION ABOUT PURCHASING A CANDIDATE STATEMENT.

Please be advised that while the Registrar-Recorder/County Clerk makes every effort to ensure that candidate statements included in the Sample Ballot Booklets are delivered to voters early in the voting period—and ideally before Vote By Mail ballots are received—**this cannot be guaranteed**.

Due to the high volume of materials (serving over 5.6 million registered voters in statewide and countywide elections) and the complexity of coordinating mailings with the United States Postal Service and our printing and mailing vendors, delays may occur.

Vote by mail ballots must be mailed no later than the 29th day before each election.

Sample Ballot Booklets are mailed:

Up to the 21st day before a general election

Up to the 10th day before a presidential primary election.
(Per Elections Code §§ 13300(c) and 13303(a)).

We encourage you to **consider this timing** carefully when deciding whether to purchase a Candidate Statement.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO 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 COUNTY ELECTIONS OFFICIAL discovers improper content in a candidate statement, the COUNTY 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 COUNTY 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.

The COUNTY ELECTIONS OFFICIAL will not accept language in a candidate statement that in any way makes reference to other candidates or to another candidate's qualifications, character, or activities pursuant to California Elections Code Section 13308. For these candidates, the COUNTY ELECTIONS OFFICIAL will remove the improper language from the statement and not allow it to be printed. The candidate will be notified of the improper language and its removal from the statement.

All prospective candidates may want to refer to California Elections Code Sections 13307, 13307.5, 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 Election Code Sections and the Dean decision are available from our office at no cost.



CANDIDATE STATEMENT PAYMENT AGREEMENT OR WAIVER (FOR PRINTED STATEMENTS)

I hereby acknowledge the following:

The filing of a Candidate Statement is optional.	Initial _____
The cost of printing the Candidate Statement in the sample ballot book has been estimated by the County of Los Angeles and all candidates are required to pay a deposit of \$2,000 at the time the Candidate Statement is filed. This deposit includes the cost of complying with the language requirements of the Voter Rights Act.	Initial _____
The estimated costs of the printed Candidate Statement are calculated by the County of Los Angeles based on printing, handling, translating and mailing and on the assumption that multiple candidates will file candidate statements and share the costs.	Initial _____
My Candidate Statement may be withdrawn, but not changed, by written request, any time during the nomination period and until 5:00 p.m. the next working day after the close of the nomination period.	Initial _____
After determination of actual costs, I will receive a refund or an invoice from the City for additional payment.	Initial _____

Choose one of the following:

<input type="checkbox"/>	I elect to file a Candidate Statement for <u>printed and online</u> publication and agree to pay a deposit of \$2,000 at the time the Candidate Statement is filed. Additionally, I agree to pay within 30 days of receipt of an invoice from the City any and all additional costs involved in the printing and handling of my Candidate Statement.
<input type="checkbox"/>	I elect to not file a Candidate Statement for printed publication.

Printed Name of Candidate

Candidate Signature

Date



CANDIDATE STATEMENT PAYMENT AGREEMENT OR WAIVER (FOR ONLINE STATEMENTS)

I hereby acknowledge the following:

The filing of a Candidate Statement is optional.	Initial _____
The cost of posting the Candidate Statement online has been estimated by the County of Los Angeles and all candidates are required to pay a fixed fee of \$279.60 at the time the Candidate Statement is filed.	Initial _____
My Candidate Statement may be withdrawn, but not changed, by written request, any time during the nomination period and until 5:00 p.m. the next working day after the close of the nomination period.	Initial _____

Choose one of the following:

<input type="checkbox"/>	I elect to file a Candidate Statement for <u>online</u> posting ONLY and agree to pay a fixed fee of \$279.60 at the time the Candidate Statement is filed.
<input type="checkbox"/>	I elect to not file an online Candidate Statement.

Printed Name of Candidate

Candidate Signature

Date



CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES
(Elections Code Sections 13307, 13308, 13311, and 13313)
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

STATEMENT OF:

CANDIDATE FOR:

ELECTION DATE:

AGE:

OCCUPATION:

[BEGIN STATEMENT HERE (1 COLUMN)]

FORMATTING INSTRUCTIONS:

Please type your statement in the **first column** using upper- and lower-case letters. The statement text will be typeset using font style Times New Roman, size 11-point or a comparable size and style determined by system requirements. We recommend you use Times new Roman, 11-point font when submitting your statement even though it will later be formatted to fit the system requirements.

Candidate statements that are within the word limit but do not fit in the allowed column space provided will be charged double or more, depending on how many columns are used to print the statement, or the second column space will be populated with the next candidate statement by another Candidate in the Official Sample Ballot Booklet.

The format and style of the candidate statement are in a column width (newspaper) style, and the estimated cost of the candidate statement is derived from per column use.

NOTE: Spanish may be longer than the English version, so the statement may continue over into the second column for an estimated cost of two (2) columns. For more information, please contact the Election Planning Section at electionplanning@rcc.lacounty.gov.

PLEASE CONSIDER THIS INFORMATION BEFORE PURCHASING A CANDIDATE STATEMENT.

The Registrar-Recorder/County Clerk makes every effort to mail Sample Ballots/Candidate Statements as early as possible during the voting period and prior to the voters' receipt of their Vote By Mail ballots. However, this is not always possible due to the volume of material and the complexity of coordinating mail distribution. For mailing timelines and more information, refer to Section 1, Chapter 3 of the Candidate Handbook and Resource Guide.

2025-2026 Statement of Economic Interests Form 700



Reference Pamphlet

California Fair Political Practices Commission

1102 Q Street, Suite 3050 • Sacramento, CA 95811

Email advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2025

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Who Must File

1. Officials and Candidates Specified in Gov. Code Section 87200 and Members of Boards and Commissions of Newly Created Agencies

The Act requires the following individuals to fully disclose their personal assets and income described in Form 700, Statement of Economic Interests:

State Offices

- Governor
- Lieutenant Governor
- Attorney General
- Controller
- Insurance Commissioner
- Secretary of State
- Treasurer
- Members of the State Legislature
- Superintendent of Public Instruction
- State Board of Equalization Members
- Public Utilities Commissioners
- State Energy Resources Conservation and Development Commissioners
- State Coastal Commissioners
- Fair Political Practices Commissioners
- State public officials (including employees and consultants) who manage public investments
- Elected members of and candidates for the Board of Administration of the California Public Employees' Retirement System
- Elected members of and candidates for the Teachers' Retirement Board
- Members of the High Speed Rail Authority

Other officials and employees of state boards, commissions, agencies, and departments file Form 700 as described in Part 2 on this page.

Judicial Offices

- Supreme, Appellate, and Superior Court Judges
- Court Commissioners
- Retired Judges, Pro-Tem Judges, and part-time Court Commissioners who serve or expect to serve 30 days or more in a calendar year

County and City Offices

- Members of Boards of Supervisors
- Mayors and Members of City Councils
- Chief Administrative Officers
- District Attorneys
- County Counsels
- City Attorneys
- City Managers
- Planning Commissioners
- County and City Treasurers
- County and city public officials (including employees and consultants) who manage public investments

Members of Newly Created Boards and Commissions

Generally, such a member must file an assuming office statement within 30 days as well as subsequent statements until the member's position is designated in a conflict of interest code. See Regulation 18754.

2. State and Local Officials, Employees, Candidates, and Consultants Designated in a Conflict of Interest Code ("Code Filers")

The Act requires every state and local government agency to adopt a unique conflict of interest code. The code lists each position within the agency filled by individuals who make or participate in making governmental decisions that could affect their personal economic interests.

The code requires individuals holding those positions to periodically file Form 700 disclosing certain personal economic interests as determined by the code's "disclosure categories." These individuals are called "designated employees" or "code filers."

Obtain your disclosure categories from your agency – they are not contained in the Form 700. Persons with broad decisionmaking authority must disclose more interests than those in positions with limited discretion. For example, you may be required to disclose only investments and business positions in or income (including loans, gifts, and travel payments) from businesses of the type that contract with your agency, or you may not be required to disclose real property interests.

In addition, certain consultants to public agencies may qualify as public officials because they make, participate in making, or act in a staff capacity for governmental decisions. Agencies determine who is a consultant and the level of disclosure and may use Form 805.

Note: An official who holds a position specified in Gov. Code Section 87200 is not required to file statements under the conflict of interest code of any agency that has the same or a smaller jurisdiction (for example, a state legislator who also sits on a state or local board or commission).

Employees in Newly Created Positions of Existing Agencies

An individual hired for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the agency's broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. The Form 804 may be used to satisfy this requirement.

Types of Form 700 Filings

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

Annual Statement:

Generally, the period covered is January 1, 2025, through December 31, 2025. If the period covered by the statement is different than January 1, 2025, through December 31, 2025, (for example, you assumed office between October 1, 2024, and December 31, 2024 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2025.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2025, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2025, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2024, and December 31, 2024, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2025.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Where to File

1. Officials Specified in Government Code Sections 87500, 87200.5 (See Form 700, page 3) and 87200 (See Reference Pamphlet, page 3):

Depending upon the office, some filing officials listed below will retain a copy of your statement and forward the original to the FPPC. Certain filers listed under Section 87500 are required to file electronically with the FPPC.

Please see the next page for a list of officials specified in Sections 87500, 87200, and 87200.5, and where they should file.

Note: Individuals that invest public funds for a city or county agency must file Form 700 with the agency. Unlike most other 87200 filers, the original statement will **not** be forwarded to the FPPC pursuant to Regulation 18753.

2. Code Filers — State and Local Officials, Employees, Candidates, and Consultants Designated in a Conflict of Interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's conflict of interest code. In most cases, the agency, board, or commission will retain the statements.

Candidates for local elective offices designated in a conflict of interest code file with the elections office where the declaration of candidacy or other nomination documents are filed.

3. Members of Newly Created Boards and Commissions:

File with your agency or with your agency's code reviewing body. See Regulation 18754.

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

Exceptions:

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

4. Positions Not Yet Covered Under a Conflict of Interest Code

An individual hired for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Agencies may use FPPC Form 804 for this disclosure. Such individuals are referred to as "code filers." See Regulation 18734.

Where to File - (continued)

Filers	Where to File
FPPC Filers (87500) - Statewide Elective Officers and Candidates: <ul style="list-style-type: none"> • Governor • Lieutenant Governor • Attorney General • Insurance Commissioner • Controller • Secretary of State • Treasurer • Superintendent of Public Instruction • Member of the Board of Equalization 	Electronically with FPPC
FPPC Filers (87500) - State Officeholders and Candidates: <ul style="list-style-type: none"> • Members of and candidates for the Legislature • Designated employees of the Legislature directed to file directly with the FPPC by the house of the Legislature by which they are employed • Members of the Public Utilities Commission, State Energy Resources Conservation and Development Commission, or California Coastal Commission • Members of a state licensing or regulatory board, bureau, or commission • Members of the Fair Political Practices Commission • Member of the Board of Administration of the Public Employees Retirement System (CalPERS) • Member of the Teachers' Retirement Board (CalSTRS) • Appointed members to a state board, commission, or similar multimember body of the state if the FPPC has been designated as the filing officer in the conflict of interest code of the respective board, commission, or body. (Please contact your agency for a copy of your agency's conflict of interest code.) • A public official who manages public investments 	Electronically with FPPC
FPPC Filers (87500) - County, City, and Multi-County Officeholders and Candidates: <ul style="list-style-type: none"> • Judges (Supreme, Appellate, Superior Court), Retired Judges, Pro Tem Judges, court commissioners, or candidates for judge • Officeholder or candidate for the office of district attorney, county counsel, county treasurer, or county board of supervisors • Officeholder or candidate for the office of city council member, city treasurer, city attorney, or mayor • County chief administrative officer, city manager, or if there is no city manager, the chief administrative officer • County or city planning commissioner • Head of a local government agency or member of a local government board or commission, if the FPPC has been designated as the filing officer in the conflict of interest code of the respective agency, board, or commission. (Please contact your agency for a copy of your agency's conflict of interest code.) • Designated employees of more than one joint powers insurance agency who elect to file a multiagency statement pursuant to Section 87350 • A public official who manages public investments 	Electronically with FPPC

Filers	Where to File
87200 Filers (Not Listed in Section 87500) <ul style="list-style-type: none"> • State offices • Multi-County offices 	File with your agency, board, or commission unless otherwise specified in your agency's code. Some filers may be required to file their statements directly with the FPPC. Please contact your agency for a copy of your agency's conflict of interest code.
87200.5 Filers - Groundwater Sustainability Agency <ul style="list-style-type: none"> • Members of the board of directors • Executive (e.g., executive director, general manager, or other equivalent position) 	Electronically with FPPC
Candidates, for offices not listed in Section 87500: <p>County offices (e.g., candidates running for local elective office that are designated in a conflict of interest code)</p> <p>City offices (e.g., candidates running for local elective office that are designated in a conflict of interest code)</p> <p>Multi-county offices</p>	<p>File with your county elections official</p> <p>File with your City Clerk</p> <p>File with your county elections official with whom you file your declaration of candidacy</p>

When to File

Assuming Office Statements:

Filer	Deadline
Elected officials	30 days after assuming office
Appointed positions specified in Gov. Code Section 87200 or Members of newly created boards and commissions not covered by a conflict of interest code	30 days after assuming office or 10 days after appointment or nomination if subject to Senate or judicial confirmation
Other appointed positions (including those held by newly-hired employees) that are or will be designated in a conflict of interest code	30 days after assuming office (30 days after appointment or nomination if subject to Senate confirmation)
Positions newly added to a new or amended conflict of interest code	30 days after the effective date of the code or code amendment

Exceptions:

- Elected state officers who assume office in December or January are not required to file an assuming office statement, but will file the next annual statement due.
- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file an assuming office statement. Instead, you will simply file the next annual statement due.
- If you leave an office specified in Gov. Code Section 87200 and, within 45 days, you assume another office or position specified in Section 87200 that has the same jurisdiction (for example, a city planning commissioner elected as mayor), you are not required to file an assuming office statement. Instead, you will simply file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.
- If a due date falls on a weekend or an official state holiday, the due date is the next regular business day.

Late statements are subject to a late fine of \$10 per day per position up to \$100 for each day the statement is late.

Annual Statements:

1. Elected state officers (including members of the state legislature, members elected to the Board of Administration of the California Public Employees' Retirement System and members elected to the Teachers' Retirement Board);
Judges (Supreme, Appellate, Superior Court), Retired Judges, Pro Tem Judges, and court commissioners;
and
Members of state boards and commissions specified in Gov. Code Section 87200:
File no later than **Monday, March 2, 2026**.
2. County and city officials specified in Gov. Code Section 87200:
File no later than **Wednesday, April 1, 2026**.
3. Multi-County officials:
File no later than **Wednesday, April 1, 2026**.
4. State and local officials and employees designated in a conflict of interest code:
File on the date prescribed in the code (April 1 for most filers).

Exception:

If you assumed office between October 1, 2025, and December 31, 2025, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2027, or April 1, 2027, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2026.

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

When to File - (continued)

Leaving Office Statements:

Leaving office statements must be filed no later than 30 days after leaving the office or position.

Exceptions:

- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file a leaving office statement. Instead, you will simply file the next annual statement due.
- If you leave an office specified in Gov. Code Section 87200 and, within 45 days, you assume another office or position specified in Section 87200 that has the same jurisdiction (for example, a city planning commissioner elected as mayor), you are not required to file a leaving office statement. Instead, you will simply file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

Candidate Statements:

All candidates (including incumbents) for offices specified in Gov. Code Section 87200 must file statements no later than the final filing date for their declaration of candidacy.

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

Exception:

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

Late Statements:

Late statements should be submitted as soon as possible after the filing deadline, in the same manner and place as a timely filed statement.

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or District Attorney) for investigation and possible prosecution. In addition to the late filing penalties from the filing officer, a fine of up to \$5,000 per violation may be imposed.

Terms & Definitions

The instructions located on the back of each schedule describe the types of interests that must be reported. The purpose of this section is to explain other terms used in Form 700 that are not defined in the instructions to the schedules or elsewhere.

Blind Trust: See Trusts, Reference Pamphlet, page 17.

Business Entity: Any organization or enterprise operated for profit, including a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation, or association. This would include a business for which you take business deductions for tax purposes (for example, a small business operated in your home). When reporting a business entity on the Form 700, do not use acronyms for the name of entity, unless it is one that is commonly understood by the public.

Code Filer: An individual who has been designated in a state or local agency's conflict of interest code to file statements of economic interests.

An individual hired on or after January 1, 2024 for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Agencies may use FPPC Form 804 for such disclosure. See Regulation 18734.

Commission Income: "Commission income" means gross payments of \$500 or more received during the period covered by the statement as a broker, agent, or salesperson, including insurance brokers or agents, real estate brokers or agents, travel agents or salespersons, stockbrokers, and retail or wholesale salespersons, among others.

In addition, you may be required to disclose the names of sources of commission income if your pro rata share of the gross income was \$10,000 or more from a single source during the reporting period. If your spouse or registered domestic partner received commission income, you would disclose your community property share (50%) of that income (that is, the names of sources of \$20,000 or more in gross commission income received by your spouse or registered domestic partner).

Report commission income as follows:

- If the income was received through a business entity in which you and your spouse or registered domestic partner had a 10% or greater ownership interest (or if you receive commission income on a regular basis as an independent contractor or agent), use Schedule A-2.

- If the income was received through a business entity in which you or your spouse or registered domestic partner **did not receive commission income on a regular basis** or you had a less than 10% ownership interest, use Schedule C.

The "source" of commission income generally includes all parties to a transaction, and each is attributed the full value of the commission.

Examples:

- You are a partner in Jameson and Mulligan Insurance Company and have a 50% ownership interest in the company. You sold two American Insurance Company policies to XYZ Company during the reporting period. You received commission income of \$5,000 from the first transaction and \$6,000 from the second. On Schedule A-2, report your partnership interest in and income received from Jameson and Mulligan Insurance Company in Parts 1 and 2. In Part 3, list both American Insurance Company and XYZ Company as sources of \$10,000 or more in commission income.
- You are a stockbroker for Prince Investments, but you have no ownership interest in the firm. You receive commission income on a regular basis through the sale of stock to clients. Your total gross income from your employment with Prince Investments was over \$100,000 during the reporting period. On Schedule A-2, report your name as the name of the business entity in Part 1 and the gross income you have received in Part 2. (Because you are an employee of Prince Investments, you do not need to complete the information in the box in Part 1 indicating the general description of business activity, fair market value, or nature of investment.) In Part 3, list Prince Investments and the names of any clients who were sources of \$10,000 or more in commission income to you.
- You are a real estate agent and an independent contractor under Super Realty. On Schedule A-2, Part 1, in addition to your name or business name, complete the business entity description box. In Part 2, identify your gross income. In Part 3, for each transaction that resulted in commission income to you of \$10,000 or more, you must identify the brokerage entity, each person you represented, and any person who received a finder's or other referral fee for referring a party to the transaction to the broker.

Note: If your pro rata share of commission income from a single source is \$500 or more, you may be required to disqualify yourself from decisions affecting that source of income, even though you are not required to report the income. (See *Reference Pamphlet, page 13.*)

Terms & Definitions - (continued)

Conflict of Interest: A public official or employee has a conflict of interest under the Act when all of the following occur:

- The official makes, participates in making, or uses their official position to influence a governmental decision;
- It is reasonably foreseeable that the decision will affect the official's economic interest;
- The effect of the decision on the official's economic interest will be material; and
- The effect of the decision on the official's economic interest will be different than its effect on the public generally.

Conflict of Interest Code: The Act requires every state and local government agency to adopt a conflict of interest code. The code may be contained in a regulation, policy statement, or a city or county ordinance, resolution, or other document.

An agency's conflict of interest code must designate all officials and employees of, and consultants to, the agency who make or participate in making governmental decisions that could cause conflicts of interest. These individuals are required by the code to file statements of economic interests and to disqualify themselves when conflicts of interest occur.

The disclosure required under a conflict of interest code for a particular designated official or employee should include only the kinds of personal economic interests they could significantly affect through the exercise of their official duties. For example, an employee whose duties are limited to reviewing contracts for supplies, equipment, materials, or services provided to the agency should be required to report only those interests they hold that are likely to be affected by the agency's contracts for supplies, equipment, materials, or services.

Consultant: An individual who contracts with or whose employer contracts with state or local government agencies and who makes, participates in making, or acts in a staff capacity for making governmental decisions. The agency determines who is a consultant. Consultants may be required to file Form 700. Such consultants would file under full disclosure unless the agency provides in writing a limited disclosure requirement. Agencies may use FPPC Form 805 to assign such disclosure. The obligation to file Form 700 is always imposed on the individual who is providing services to the agency, not on the business or firm that employs the individual.

FPPC Regulation 18700.3 defines "consultant" as an individual who makes a governmental decision whether to:

- Approve a rate, rule, or regulation
- Adopt or enforce a law

- Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
- Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval
- Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract
- Grant agency approval to a plan, design, report, study, or similar item
- Adopt, or grant agency approval of, policies, standards, or guidelines for the agency or for any of its subdivisions

A consultant also is an individual who serves in a staff capacity with the agency and:

- participates in making a governmental decision; or
- performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's conflict of interest code.

Designated Employee: An official or employee of a state or local government agency whose position has been designated in the agency's conflict of interest code to file statements of economic interests or whose position has not yet been listed in the code but makes or participates in making governmental decisions. Individuals who contract with government agencies (consultants) may also be designated in a conflict of interest code.

A federal officer or employee serving in an official federal capacity on a state or local government agency is not a designated employee.

Digital Signature: Under the Act and Commission regulations, the Form 700s may be filed with a "digital signature," which may be used to sign documents electronically, if permitted by the filing officer. A digital signature is a type of certificate-based electronic signature that offers increased security to ensure the identity of the signer and prevent the alteration of documents after signing. For more information on how to use a digital signature, please refer to the Filing with a Digital Signature Fact Sheet on the FPPC's website.

For filing officers required to forward original statements filed via digital signature to the FPPC, the filing officer must verify the signature on the statement, and forward the statement via email to the FPPC at Form700@fppc.ca.gov. Do not mail the FPPC a copy of a Form 700 with a digital signature affixed.

Terms & Definitions - (continued)

Disclosure Categories: The section of an agency's conflict of interest code that specifies the types of personal economic interests officials and employees of the agency must disclose on their statements of economic interests. Disclosure categories are usually contained in an appendix or attachment to the conflict of interest code. Contact your agency to obtain a copy of your disclosure categories.

Diversified Mutual Fund: Diversified portfolios of stocks, bonds, or money market instruments that are managed by investment companies whose business is pooling the money of many individuals and investing it to seek a common investment goal. Mutual funds are managed by trained professionals who buy and sell securities. A typical mutual fund will own between 75 to 100 separate securities at any given time so they also provide instant diversification. *Only diversified mutual funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 are exempt from disclosure.* In addition, Regulation 18237 provides an exception from reporting other funds that are similar to diversified mutual funds. (See Reference Pamphlet, page 14.)

Elected State Officer: Elected state officers include the Governor, Lieutenant Governor, Attorney General, Insurance Commissioner, State Controller, Secretary of State, State Treasurer, Superintendent of Public Instruction, members of the State Legislature, members of the State Board of Equalization, elected members of the Board of Administration of the California Public Employees' Retirement System and members elected to the Teachers' Retirement Board.

Enforcement: The FPPC investigates suspected violations of the Act. Other law enforcement agencies (the Attorney General or district attorney) also may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings that could result in fines of up to \$5,000 per violation.

Instead of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General, or district attorney), or a private party residing within the jurisdiction. In civil actions, the measure of damages is up to the amount or value not properly reported.

Persons who violate the conflict of interest disclosure provisions of the Act also may be subject to agency discipline, including dismissal.

Finally, a knowing or willful violation of any provision of the Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties that may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

Expanded Statement: In some circumstances, an official or an employee who holds multiple positions subject to filing obligations (for example, a city council member who also holds a designated position with a county agency, board, or commission) may complete one expanded statement for all those positions. The expanded statement must disclose all reportable interests for all jurisdictions and list all positions for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.

Fair Market Value: When reporting the value of an investment, interest in real property, or gift, you must disclose the fair market value – the price at which the item would sell for on the open market. This is particularly important when valuing gifts, because the fair market value of a gift may be different from the amount it cost the donor to provide the gift. For example, the wholesale cost of a bouquet of flowers may be \$10, but the fair market value may be \$25 or more. In addition, there are special rules for valuing free tickets and passes. Call or email the FPPC for assistance.

Gift and Honoraria Prohibitions

Gifts:

State and local officials who are listed in Gov. Code Section 87200 (except judges – see below), candidates for these elective offices (including judicial candidates), and officials and employees of state and local government agencies who are designated in a conflict of interest code were prohibited from accepting a gift or gifts totaling more than \$630 in a calendar year from a single source in 2025-2026. The gift limit in calendar year 2024 was \$590.

In addition, elected state officers, candidates for elective state offices, and officials and employees of state agencies are subject to a \$10 per calendar month limit on gifts from lobbyists and lobbying firms registered with the Secretary of State.

Terms & Definitions - (continued)

Honoraria:

State and local officials who are listed in Gov. Code Section 87200 (except judges – see below), candidates for these elective offices (including judicial candidates), and employees of state and local government agencies who are designated in a conflict of interest code are prohibited from accepting honoraria for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

Exceptions:

- Some gifts are not reportable or subject to the gift and honoraria prohibitions, and other gifts may not be subject to the prohibitions, but are reportable. For detailed information, see the FPPC fact sheet entitled “Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans,” which can be obtained from your filing officer or the FPPC website (www.fppc.ca.gov).
- The gift limit and the honorarium prohibitions do not apply to a part-time member of the governing board of a public institution of higher education, unless the member is also an elected official.
- If you are designated in a state or local government agency’s conflict of interest code, the gift limit and honorarium prohibition are applicable only to sources you would otherwise be required to report on your statement of economic interests. However, this exception is not applicable if you also hold a position listed in Gov. Code Section 87200 (See Reference Pamphlet, page 3.)
- For state agency officials and employees, the \$10 lobbyist/lobbying firm gift limit is applicable only to lobbyists and lobbying firms registered to lobby your agency. This exception is not applicable if you are an elected state officer or a member or employee of the State Legislature.
- Payments for articles published as part of the practice of a bona fide business, trade, or profession, such as teaching, are not considered honoraria. A payment for an “article published” that is customarily provided in connection with teaching includes text book royalties and payments for academic tenure review letters. An official is presumed to be engaged in the bona fide profession of teaching if they are employed to teach at an accredited university.

Judges:

Section 170.9 of the Code of Civil Procedure imposes gift limits on judges and prohibits judges from accepting any honorarium. Section 170.9 is enforced by the Commission on Judicial Performance. The FPPC has no authority to interpret or enforce the Code of Civil Procedure. Court commissioners are subject to the gift limit under the Political Reform Act.

Income Reporting: Reporting income under the Act is different than reporting income for tax purposes. The Act requires **gross** income (the amount received before deducting losses, expenses, or taxes, as well as income reinvested in a business entity) to be reported.

Pro Rata Share: The instructions for reporting income refer to your pro rata share of the income received. Your pro rata share is normally based on your ownership interest in the entity or property. For example, if you are a sole proprietor, you must disclose 100% of the gross income to the business entity on Schedule A-2. If you own 25% of a piece of rental property, you must report 25% of the gross rental income received. When reporting your community property interest in your spouse’s or registered domestic partner’s income, your pro rata share is 50% of their income. You must also report the name of your spouse’s or registered domestic partner’s employer as the source of income, not the name of spouse or registered domestic partner.

Separate Property Agreement: Generally, a public official is required to disclose their community property share of their spouse’s income. But, when a public official and their spouse have a legally separate property agreement (e.g., prenuptial agreement), the official is not required to report the spouse’s community property share of income, unless the funds are commingled with community funds or used to pay for community expenses or to produce or enhance the separate income of the official.

Note: This reporting exception does not apply to investments and interests in real property. Even if a public official and their spouse have a separate property agreement, the spouse’s investments and interests in real property must still be disclosed because the definitions of reportable investments and interests in real property include those held by the official’s immediate family (spouse, registered domestic partner, and dependent children). These definitions are not dependent on community property law.

Income to a Business Entity: When you are required to report sources of income to a business entity, sources of rental income, or sources of commission income, you are only required to disclose individual sources of income of \$10,000 or more. However, you may be required to **disqualify** yourself from decisions affecting sources of \$500 or more in income, even though you are not required to report them.

Examples:

- Alice Ruiz is a partner in a business entity. Alice has a 25% interest. On Schedule A-2, Alice must disclose 25% of the fair market value of the business entity; 25% of the gross income to the business entity (even though all of the income received was reinvested in

Terms & Definitions - (continued)

the business and Alice did not personally receive any income from the business); and the name of each source of \$40,000 or more to the business.

- Pat and Mark Johnson, a married couple, own Classic Autos. Income to this business was \$200,000. In determining the amount to report for income on Schedule A-2, Part 2, Mark must include Mark's 50% share (\$100,000) and 50% of Mark's spouse's share (\$50,000). Thus, Mark's reportable income would be \$150,000 and Mark will check the box indicating \$100,001-\$1,000,000. (See Reference Pamphlet, page 14, for an example of how to calculate the value of this investment and interest in real property.)
- Renee Smith is an employee of a private company. Renee's employer offers the option of receiving a stipend in lieu of healthcare insurance provided by the employer. Since Renee Smith receives payments from their employer instead of healthcare insurance, Renee is required to report the gross income from the stipend payments. Renee would aggregate and report the total gross income received from both their stipend and salary on Schedule C.

You are not required to report:

- Salary, reimbursement for expenses or per diem, social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.
- Campaign contributions
- A cash bequest or cash inheritance
- Returns on a security registered with the Securities and Exchange Commission, including dividends, interest, or proceeds from a sale of stocks or bonds unless the purchaser can be identified.
- Redemption of a mutual fund
- Payments received under an insurance policy, such as life insurance policy payments, including an annuity
- Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency
- Your spouse's or registered domestic partner's income that is legally "separate" income so long as the funds are not commingled with community funds or used to pay community expenses
- Income of dependent children

- Automobile trade-in allowances from dealers
- Loans and loan repayments received from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin unless they were acting as an intermediary or agent for any person not covered by this provision
- Alimony or child support payments
- Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a)
- Any loan from a commercial lending institution made in the lender's regular course of business on terms available to the public without regard to your official status
- Any retail installment or credit card debts incurred in the creditor's regular course of business on terms available to the public without regard to your official status
- Loans made to others. However, repayments may be reportable on Schedule C
- A loan you co-signed for another person unless you made payments on the loan during the reporting period

Incentive Compensation: "Incentive compensation" means income over and above salary that is either ongoing or cumulative, or both, as sales or purchases of goods or services accumulate. Incentive compensation is calculated by a predetermined formula set by the official's employer which correlates to the conduct of the purchaser in direct response to the effort of the official.

Incentive compensation does not include:

- Salary
- Commission income (*For information regarding disclosure of "commission income," see Reference Pamphlet, page 9.*)
- Bonuses for activity not related to sales or marketing, the amount of which is based solely on merit or hours worked over and above a predetermined minimum
- Executive incentive plans based on company performance, provided that the formula for determining the amount of the executive's incentive income does not include a correlation between that amount and increased profits derived from increased business with specific and identifiable clients or customers of the company
- Payments for personal services which are not marketing or sales

Terms & Definitions - (continued)

The purchaser is a source of income to the official if all three of the following apply:

- the official's employment responsibilities include directing sales or marketing activity toward the purchaser; and
- there is direct personal contact between the official and the purchaser intended by the official to generate sales or business; and
- there is a direct relationship between the purchasing activity of the purchaser and the amount of the incentive compensation received by the official.

Report incentive compensation as follows:

- In addition to salary, reimbursement of expenses, and other income received from your employer, separately report on Schedule C the name of each person who purchased products or services sold, marketed or represented by you if you received incentive compensation of \$500 or more attributable to the purchaser during the period covered by the statement.
- If incentive compensation is paid by your employer in a lump sum, without allocation of amounts to specific customers, you must determine the amount of incentive compensation attributable to each of your customers. This may be based on the volume of sales to those customers.

(See Regulations 18700.1 and 18728.5 for more information.)

Investment Funds: The term "investment" no longer includes certain exchange traded funds, closed-end funds, or funds held in an Internal Revenue Code qualified plan. These non-reportable investment funds (1) must be bona fide investment funds that pool money from more than 100 investors, (2) must hold securities of more than 15 issuers, and (3) cannot have a stated policy of concentrating their holdings in the same industry or business ("sector funds"). In addition, the filer may not influence or control the decision to purchase or sell the specific fund on behalf of their agency during the reporting period or influence or control the selection of any specific investment purchased or sold by the fund. (See Regulation 18237.)

Investments and Interests in Real Property: When disclosing investments on Schedules A-1 or A-2 and interests in real property on Schedules A-2 or B, you must include investments and interests in real property held by your spouse or registered domestic partner, and those held by your dependent children, as if you held them directly.

Examples:

- Julia Pearson, spouse, and two dependent children each own \$600 in stock in General Motors. Because the total value of their holdings is \$2,400, Julia must disclose the stock as an investment on Schedule A-1.

- Pat and Mark Johnson, a married couple, jointly own Classic Autos. Mark must disclose Classic Autos as an investment on Schedule A-2. To determine the reportable value of the investment, Mark will aggregate the value of each of their 50% interest. Thus, if the total value of the business entity is \$150,000, Mark will check the box \$100,001 - \$1,000,000 in Part 1 of Schedule A-2. (Also see Reference Pamphlet, page 13, for an example of how to calculate reportable income.)

The Johnsons also own the property where Classic Autos is located. To determine the reportable value of the real property, Mark will again aggregate the value of each of their 50% interest to determine the amount to report in Part 4 of Schedule A-2.

- Katie Lee rents out a room in their home. Katie receives \$6,000 a year in rental income. Katie will report the fair market value of the rental portion of the residence and the income received on Schedule B.

Jurisdiction: Report disclosable investments and sources of income (including loans, gifts, and travel payments) that are either located in or doing business in your agency's jurisdiction, are planning to do business in your agency's jurisdiction, or have done business during the previous two years in your agency's jurisdiction, and interests in real property located in your agency's jurisdiction.

A business entity is doing business in your agency's jurisdiction if the entity has business contacts on a regular or substantial basis with a person who maintains a physical presence in your jurisdiction.

Business contacts include, but are not limited to, manufacturing, distributing, selling, purchasing, or providing services or goods. Business contacts do not include marketing via the Internet, telephone, television, radio, or printed media.

The same criteria are used to determine whether an individual, organization, or other entity is doing business in your jurisdiction.

Exception:

Gifts are reportable regardless of the location of the donor. For example, a state agency official with full disclosure must report gifts from sources located outside of California. (Designated employees/code filers should consult their [disclosure categories](#) to determine if the donor of a gift is of the type that must be disclosed.)

When reporting interests in real property, if your jurisdiction is the state, you must disclose real property located within the state of California unless your agency's conflict of interest code specifies otherwise.

Terms & Definitions - (continued)

For local agencies, an interest in real property is located in your jurisdiction if any part of the property is located in, or within two miles of, the region, city, county, district, or other geographical area in which the agency has jurisdiction, or if the property is located within two miles of any land owned or used by the agency.

See the following explanations to determine what your jurisdiction is:

State Offices and All Courts: Your jurisdiction is the state if you are an elected state officer, a state legislator, or a candidate for one of these offices. Judges, judicial candidates, and court commissioners also have statewide jurisdiction. (*In re Baty* (1979) 5 FPPC Ops. 10) If you are an official or employee of, or a consultant to, a state board, commission, or agency, or of any court or the State Legislature, your jurisdiction is the state.

County Offices: Your jurisdiction is the county if you are an elected county officer, a candidate for county office, or if you are an official or employee of, or a consultant to, a county agency or any agency with jurisdiction solely within a single county.

City Offices: Your jurisdiction is the city if you are an elected city officer, a candidate for city office, or you are an official or employee of, or a consultant to, a city agency or any agency with jurisdiction solely within a single city.

Multi-County Offices: If you are an elected officer, candidate, official or employee of, or a consultant to a multi-county agency, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. (Example: A water district has jurisdiction in a portion of two counties. Members of the board are only required to report interests located or doing business in that portion of each county in which the agency has jurisdiction.)

Other (for example, school districts, special districts and JPAs): If you are an elected officer, candidate, official or employee of, or a consultant to an agency not covered above, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. See the multi-county example above.

Leasehold Interest: The term “interest in real property” includes leasehold interests. An interest in a lease on real property is reportable if the value of the leasehold interest is \$2,000 or more. The value of the interest is the total amount of rent owed by you during the reporting period or, for a candidate or assuming office statement, during the prior 12 months.

You are not required to disclose a leasehold interest with a value of less than \$2,000 or a month-to-month tenancy.

Loan Reporting: Filers are not required to report loans from commercial lending institutions or any indebtedness created as part of retail installment or credit card transactions that are made in the lender’s regular course of business, without regard to official status, on terms available to members of the public.

Loan Restrictions: State and local elected and appointed public officials are prohibited from receiving any personal loan totaling more than \$250 from an official, employee, or consultant of their government agencies or any government agency over which the official or the official’s agency has direction or control. In addition, loans of more than \$250 from any person who has a contract with the official’s agency or an agency under the official’s control are prohibited unless the loan is from a commercial lending institution or part of a retail installment or credit card transaction made in the regular course of business on terms available to members of the public.

State and local elected officials are also prohibited from receiving any personal loan of \$500 or more unless the loan agreement is in writing and clearly states the terms of the loan, including the parties to the loan agreement, the date, amount, and term of the loan, the date or dates when payments are due, the amount of the payments, and the interest rate on the loan.

Campaign loans and loans from family members are not subject to the \$250 and \$500 loan prohibitions.

A personal loan made to a public official that is not being repaid or is being repaid below certain amounts will become a gift to the official under certain circumstances. Contact the FPPC for further information, or see the FPPC fact sheet entitled “Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans,” which can be obtained from your filing officer or the FPPC website (www.fppc.ca.gov).

Original Statement: A statement containing either a handwritten “wet” signature or a “secure electronic signature” signed under the penalty of perjury and verified by the filer pursuant to Gov. Code Section 81004. A “secure electronic signature” means either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer’s agency email address. (See Regulations 18104 and 18757.)

Privileged Information: FPPC Regulation 18740 sets out specific procedures that must be followed in order to withhold the name of a source of income. Under this regulation, you are not required to disclose on Schedule A-2, Part 3, the name of a person who paid fees or made payments to a business entity if disclosure of the name would violate a legally recognized privilege under California

Terms & Definitions - (continued)

or Federal law. However, you must provide an explanation for nondisclosure, separately stating for each undisclosed person: the legal basis for the assertion of the privilege, facts demonstrating why the privilege is applicable, and that to the best of your knowledge you have not and will not make, participate in making, or use your official position to influence a governmental decision affecting the undisclosed person in violation of Government Code Section 87100. This explanation may be included with, or attached to, the public official's Form 700.

We note that the name of a source of income is privileged only to a limited extent under California law. For example, a name is protected by attorney-client privilege only when facts concerning an attorney's representation of an anonymous client are not publicly known and those facts, when coupled with disclosure of the client's identity, might expose the client to an official investigation or to civil or criminal liability. A patient's name is protected by physician-patient privilege only when disclosure of the patient's name would also reveal the nature of the treatment received by the patient. A patient's name is also protected if the disclosure of the patient's name would constitute a violation by an entity covered under the Federal Health Insurance Portability and Accountability Act (also known as HIPAA).

Prospective Employment: The term "arrangement for prospective employment" is defined as an agreement pursuant to which a prospective employer's offer of employment has been accepted by the prospective employee, including through verbal or written acceptance. (See Gov. Code Section 82004.2.)

Public Officials Who Manage Public Investments: Individuals who invest public funds in revenue-producing programs must file Form 700. This includes individuals who direct or approve investment transactions, formulate or approve investment policies, and establish guidelines for asset allocations. FPPC Regulation 18700.3 defines "public officials who manage public investments" to include the following:

- Members of boards and commissions, including pension and retirement boards or commissions, and committees thereof, who exercise responsibility for the management of public investments;
- High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments (for example, chief or principal investment officers or chief financial managers); and
- Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions described above.

Registered Domestic Partners: Filers must report investments and interests in real property held by, and sources of income to, registered domestic partners. (See Section 82048.8.)

Retirement Accounts (for example, deferred compensation and individual retirement accounts (IRAs)): Assets held in retirement accounts must be disclosed if the assets are reportable items, such as common stock (investments) or real estate (interests in real property). For help in determining whether your investments and real property are reportable, see the instructions to Schedules A-1, A-2, and B.

If your retirement account holds reportable assets, disclose only the assets held in the account, not the account itself. You may have to contact your account manager to determine the assets contained in your account.

Schedule A-1: Report any business entity in which the value of your investment interest was \$2,000 or more during the reporting period. (Use Schedule A-2 if you have a 10% or greater ownership interest in the business entity.)

Schedule B: Report any piece of real property in which the value of your interest was \$2,000 or more during the reporting period.

Examples:

- Anaya Tiwari deposits \$500 per month into the employer's deferred compensation program. Anaya has chosen to purchase shares in two diversified mutual funds registered with the Securities and Exchange Commission. Because Anaya's funds are invested solely in non-reportable mutual funds (see Schedule A-1 instructions), Anaya has no disclosure requirements with regard to the deferred compensation program.
- Earl James Jones has \$6,000 in an individual retirement account with an investment firm. The account contains stock in several companies doing business in his jurisdiction. One of the stock holdings, Misac Computers, reached a value of \$2,500 during the reporting period. The value of the investment in each of the other companies was less than \$2,000. Earl must report Misac Computers as an investment on Schedule A-1 because the value of the stock in that company was \$2,000 or more.
- Adriane Fisher has \$5,000 in a retirement fund that invests in real property located in Adriane's jurisdiction. The value of Adriane's interest in each piece of real property held in the fund was less than \$2,000 during the reporting period. Although this retirement fund holds reportable assets, there is no disclosure requirement because it did not have a \$2,000 or greater interest in any single piece of real property. If, in the future, the value of Adriane's interest in a single piece of real property reaches or exceeds \$2,000, it will be required to be disclosed on Schedule B for that reporting period.

Terms & Definitions - (continued)

Trusts: Investments and interests in real property held and income received by a trust (including a living trust) are reported on Schedule A-2 if you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater interest in the trust and your pro rata share of a single investment or interest in real property was \$2,000 or more.

You have an interest in a trust if you are a trustor and:

- Can revoke or terminate the trust;
- Have retained or reserved any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
- Have retained any power of appointment, including the power to change the trustee or the beneficiaries.

Or you are a beneficiary and:

- Presently receive income (see Gov. Code Section 82030); or
- Have an irrevocable future right to receive income or principal. (See FPPC Regulation 18234 for more information.)

Examples:

- Sarah Murphy has set up a living trust that holds Sarah's principal residence, stock in several companies that do business in the jurisdiction, and a rental home in the agency's jurisdiction. Since Sarah is the trustor and can revoke or terminate the trust, Sarah must disclose any stock worth \$2,000 or more and the rental home on Schedule A-2. Sarah's residence is not reportable because it is used exclusively as a personal residence.
- Chao Yee is listed as a beneficiary in a family's trust. However, Chao does not presently receive income from the trust, nor an irrevocable future right to receive income or principal. Therefore, Chao is not required to disclose any assets contained in the family trust.

Blind Trusts:

A blind trust is a trust managed by a disinterested trustee who has complete discretion to purchase and sell assets held by the trust. If you have a direct, indirect, or beneficial interest in a blind trust, you may not be required to disclose your pro rata share of the trust's assets or income. However, the trust must meet the standards set out in FPPC Regulation 18235, and you must disclose reportable assets originally transferred into the blind trust and income from those original assets on Schedule A-2 until they have been disposed of by the trustee.

Trustees:

If you are only a trustee, you do not have a reportable interest in the trust. However, you may be required to report the income you received from the trust for performing trustee services.

Wedding Gifts: Wedding gifts must be disclosed if they were received from a reportable source during the period covered by the statement. Gifts valued at \$50 or more are reportable; however, a wedding gift is considered a gift to both spouses equally. Therefore, you would count one-half of the value of a wedding gift to determine if it is reportable and need only report individual gifts with a total value of \$100 or more.

For example, you receive a place setting of china valued at \$150 from a reportable source as a wedding gift. Because the value to you is \$50 or more, you must report the gift on Schedule D, but may state its value as \$75.

Wedding gifts are not subject to the \$630 gift limit in calendar years 2025 and 2026 (\$590 gift limit in 2024), but they are subject to the \$10 lobbyist/lobbying firm gift limit for state officials.

Privacy Information Notice

Information requested on all FPPC forms is used by the FPPC to administer and enforce the Political Reform Act (Gov. Code Sections 81000-91014 and California Code of Regulations Sections 18110-18997). All information required by these forms is mandated by the Political Reform Act. Failure to provide all of the information required by the Act is a violation subject to administrative, criminal, or civil prosecution. All reports and statements provided are public records open for public inspection and reproduction.

If you have any questions regarding this Privacy Notice or how to access your personal information, please contact the FPPC at:

General Counsel
Fair Political Practices Commission
1102 Q Street, Suite 3050
Sacramento, CA 95811
(916) 322-5660
(866) 275-3772

CODE OF FAIR CAMPAIGN PRACTICES

(Division 20, Chapter 5, California Elections Code.)

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

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

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

Article 2. Definitions

20420. As used in this Chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices (summary)

20440. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the Code shall read, as follows: **(See "CODE OF FAIR CAMPAIGN PRACTICES" on reverse side).**

20442. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. In no event shall a candidate for public office be required to subscribe to or endorse the code.

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

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

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

Date

Signature

Printed Name

Date of Election

FOR OFFICE USE ONLY

FOR CHECKERS

TOTAL OK _____

TOTAL X _____

GRAND TOTAL _____

DATE _____

CHECKED BY _____

Nomination Paper

Non Partisan Offices

(Elections Code Sections 10220.5, 10222, 10226 and 17100)

OFFICIAL FILING FORM

City Clerk or Deputy City Clerk

Date: _____

I, the undersigned signer for _____, candidate
Name of Candidate
for the _____ nomination/election to the office of _____

Full Term, or Unexpired term ending _____, to be voted for at the

GENERAL ELECTION to be held on November 3, 2026 hereby assert as follows:

I am a resident of _____ in _____ County and
registered to vote at the address shown on this paper.

I am not at this time a signer of any other nomination paper of any other candidate for the above-named office, or in case there are several places to be filled in the above-named office, I have not signed more nomination papers than there are places to be filled in the above-named office.

My residence is correctly set forth after my signature hereto:

Signer must personally affix his/her own printed name, signature and residence address.

PRECINCT (To be entered by Elections Official)	NAME (AS REGISTERED)	RESIDENCE ADDRESS (AS REGISTERED - NO P.O. BOX) WITH CITY & ZIP	Verification (To be entered by Elections Official)
	Print Mary Smith Sign <i>Mary Smith</i>	100 N. Main St. L.A. 90012	
	1 Print _____ Sign _____		
	2 Print _____ Sign _____		
	3 Print _____ Sign _____		
	4 Print _____ Sign _____		
	5 Print _____ Sign _____		

Please Complete Affidavit of Circulator on Reverse Side

Signer must personally affix his/her own printed name, signature and residence address.

PRECINCT (To be entered by Elections Official)	NAME (AS REGISTERED)	RESIDENCE ADDRESS (AS REGISTERED - NO P.O. BOX) WITH CITY & ZIP	Verification (To be entered by Elections Official)
	Print Mary Smith Sign <i>Mary Smith</i>	100 N. Main St. L.A. 90012	
6	Print Sign		
7	Print Sign		
8	Print Sign		
9	Print Sign		
10	Print Sign		

AFFIDAVIT OF CIRCULATOR

(To be completed in circulator's own handwriting)

I, _____, solemnly swear (or affirm) all of the following:
Print Name

- That I am 18 years of age or older.
- That my residence address, including street and number, is _____.
 (If no street or number exists, a designation of my residence adequate to readily ascertain its location is _____.)

3. That the signatures on this section of the nomination paper were obtained between _____, 20_____,
Month and Day
 and _____, 20_____; that I circulated this section and I witnessed the signatures on this section of the
Month and Day
 nomination paper being written; and that, to the best of my information and belief, each signature is the genuine signature of the
 person whose name it purports to be.

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

Date _____
Circulator's Signature

Examined and certified by me this _____ day of _____, 20_____.

Elections Official

(TO BE ENTERED BY ELECTIONS OFFICIAL AFTER VERIFICATION)

Number of Valid Signatures on this Section: _____

Date: _____

Elections Deputy: _____

Time Stamp

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