



# Statewide Direct Primary Election

# Candidate Guide

June 3, 2014

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



Registration & Elections Division  
40 Tower Road, San Mateo, CA 94402  
P: 650.312.5222 | F: 650.312.5348  
Email: [registrar@smcare.org](mailto:registrar@smcare.org)  
Web: [www.shapethefuture.org](http://www.shapethefuture.org)



# Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road  
San Mateo, CA 94402-1665  
phone 650.312.5222 fax 650.312.5348  
email registrar@smcare.org  
web www.shapethefuture.org

December 2013

Dear Candidate:

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

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

We have developed this Candidate Guide along with a Candidate Seminar (offered on two dates) and a Voter Data Seminar (offered only once) to help you understand your responsibilities and resources in the June 3, 2014 Statewide Direct Primary Election. I highly recommend that you attend both seminars. Even if you've run for office before, these briefings will ensure your understanding of current laws, forms, reporting rules, and campaign management tips. Here's the schedule:

### **Candidate Seminars (choose one session)**

Wednesday, February 5, 2014: 2:00 p.m. at 40 Tower Road, San Mateo, California  
Thursday, February 13, 2014: 10:00 a.m. at 40 Tower Road, San Mateo, California

### **Voter Data Seminar**

Thursday, February 20, 2014: 2:00 p.m. at 40 Tower Road, San Mateo, California

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

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

Lastly, I feel privileged and honored to serve you in my capacity as your Chief Elections Officer. My office is ready to answer your questions and provide assistance. I encourage you to direct your questions regarding candidate filings to our Filing Officer, Craig Dorshkind at **650.312.5202** or email him at [cdorshkind@smcare.org](mailto:cdorshkind@smcare.org).

Sincerely,

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

Mark Church

The 2014 Candidate Guide is intended to provide general information about the nomination and election of candidates, and does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the Registration & Elections Division is not rendering legal advice and, therefore, the guide is not to be a substitute for legal counsel for the individual, organization or candidate using it. In case of conflict, the law, regulation or rule will apply.

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# Election Calendar – June 3, 2014

## Statewide Direct Primary Election

### Key to Statutory References

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

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

Days Prior to Election	Date	Election Calendar for June 3, 2014 Statewide Direct Primary Election Action Taken
158	December 27, 2013	By this date the Secretary of State shall issue a notice designating the offices, excluding county offices and judges, for which candidates are to be nominated in the direct primary election. EC §12103
158 118	December 27, 2013 February 5, 2014	Between these dates, Signatures In-Lieu of Filing Fee Petitions forms are available to county judicial candidates. EC §§8061, 8104, 8106
158 103	December 27, 2013 February 20, 2014	Between these dates, Signatures In-Lieu of Filing Fee Petitions forms are available for all voter-nominated state and non-partisan countywide offices. EC §§8061, 8103, 8104, 8106, 8023
148	January 6, 2014	By this date the Governor shall issue a proclamation calling the election and shall state the time of the election and offices to be filled. EC §12000
134	January 21, 2014	County Elections Official shall prepare and send to the Secretary of State its Report of Registration (total voter count as of Jan. 1, 2014). [Deadline set on next business, due to holiday, per EC § 15, GC §6700.] EC §2187
131	January 23, 2014	Last day to qualify an initiative measure, statewide constitutional amendment, bond measure or other legislative measure. EC §9040; Cal. Const. Art. II §8(c)
130	January 24, 2014	(School or Special District Vacancy) Last for district's governing board to call an election. GC §1780; ED §5091
127 118	January 27, 2014 February 5, 2014	Between these dates, candidates for county judicial office must file a Declaration of Intention. If the incumbent fails to file, filing deadline for other persons is extended through February 10. Filing fee due at filing. EC §§8023, 8103, 8105

127	January 27, 2014	Between these dates, a city may publish its notice of election, stating the offices to be filled and time of election. Notice may consolidate therein a previously filed ballot measure. EC §§12101, 12111
113	February 10, 2014	
125	January 29, 2014	Last day for special districts governed by the Uniform District Election Law to notify County Elections Official of offices to be filled, decisions regarding payment of candidate statements, and a map of the district's boundaries. EC §§10509, 10522
123	January 31, 2014	(School District Vacancy) Last day for school governing board to deliver to the County Superintendent and Elections Official a resolution (the "specifications of the election order") calling for an election of governing board members. ED §5322
123	January 31, 2014	Except as provided in GC §84200, Semi-Annual Campaign Statement (for period ending Dec. 31, 2013) due by this date, from elected officials, candidates and committees pursuant to GC §82013(a). GC §84200
120	February 3, 2014	(School District Vacancy) Last day for the County Superintendent to deliver an official order and formal notice of election of governing board members to the Elections Official. ED §5325(b)
120	February 3, 2014	Between these dates, the County shall publish the Notice of Election (date of election, identification of offices to be filled, statement of required qualifications, where nomination papers are available, deadline for filing required forms, statement regarding appointment, and related information). The notice of central counting place may be combined with this notice. The Elections Official shall also issue a press release indicating offices to be filled and a telephone contact number for related information. EC §12112; GC §6061; ED §5363
90	March 5, 2014	
118	February 5, 2014	(County Judicial Candidates) Last day to file Signatures In-Lieu of Filing Fee Petition with County Elections Official. EC §§8061, 8104, 8106
118	February 5, 2014	First Candidate Seminar to be held at 2:00 p.m. at the Registration & Elections Division, 40 Tower Road, San Mateo.
114	February 10, 2014	(City Office Vacancy) Last day for city council to call a special election. The City shall immediately publish the Notice of Election. (Note: Deadline falls on a Sunday, so it was moved to the next business day per EC §15, GC §6700.) EC §12101-02; GC §36512
113	February 10, 2014	If the incumbent of a judicial office fails to file a Declaration of Intention by 5:00 p.m. on February 5, 2014, persons other than the incumbent may file Declarations of Intention no later than 5:00 p.m. February 10, 2014. Filing fee must be paid at the time of filing. EC §§8023, 8103, 8105

113	February 10, 2014	Between these dates is the candidate filing period. Nomination papers and declarations of candidacy are available during this time. A non-refundable filing fee (if applicable) and optional candidate statement are due at the time of filing. Paperwork must be received by the close of business on March 7, 2014 (candidates filing at the Registration & Elections Division have until 5:00 p.m.; municipal candidates should check the hours of their city clerk's office). No candidate may withdraw declaration of candidacy <b>after the close of business</b> on March 7, 2014. The candidate statement may be withdrawn but not changed during this period, ending on 5:00 p.m. on March 10, 2014. EC §§10220, 10407, 10510, 10603, 13107, 13307
88	March 7, 2014	
110	February 13, 2014	Second Candidate Seminar to be held at 10:00 a.m. at the Registration & Elections Division, 40 Tower Road, San Mateo.
103	February 20, 2014	Data Seminar to be held at 2:00 p.m. at the Registration & Elections Division, 40 Tower Road, San Mateo.
103	February 20, 2014	Last day for any voter-nominated state and non-partisan countywide candidates to file Signatures In-Lieu of Filing Fee Petition with the Elections Officer. EC §§ 8061, 8103, 8104, 8106, 8023
88	March 7, 2014	(School District Measure) Last day for a school governing board to deliver a resolution (the "specifications of the election order") to the Elections Officer calling for an election on a measure. ED §5322
88	March 7, 2014	Last day for a local entity to request election services and consolidation from the San Mateo County Board of Supervisors for the June 3rd election by filing with the Board of Supervisors and submitting a copy of the resolution of its governing board requesting the consolidation to the Elections Officer. EC §§1405, 10002, 10403, 12001
88	March 7, 2014	Last day to submit nomination documents (Declaration of Candidacy and Nomination papers). Due by 5:00 p.m. to the Registration & Elections Division; city candidates should check the hours of their city clerk's office). EC §§8020(b), 10510(a)
88	March 7, 2014	Last day (until 5:00 p.m.) for a candidate who has qualified for the ballot to withdraw their candidacy. (City candidates should check the hours of their city clerk's office.) EC §10510(a), 10603.
88	March 7, 2014	10-calendar day public review period begins March 7 at 5:00 p.m. and ends March 17 at 5:00 p.m. for all documents filed as of the filing deadline of March 7. Between these dates the Elections Official or any registered voter eligible to vote on the contest in question may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or inaccurate. Documents subject to this review include resolutions, ordinances, declarations and candidate statements. EC §§9190, 9295, 9380, 9509, 13313
78	March 17, 2014	

85	March 10, 2014	Except as provided in EC §13309, 5:00 p.m. today is the deadline for a candidate to withdraw the candidate's statement. Candidates may withdraw but may not change their statements. EC §13307(a)(3)
85	March 10, 2014	County to publish a notice regarding County, School & Special District measures, the dates for submitting primary arguments and rebuttals, the 10-day public examination periods, the hours of opening and closing of the polls, and the central ballot counting location. EC §§9502, 12109, 12112, 10242; GC §6061; ED §5363
83	March 12, 2014	Candidate Filing Period closes at the close of business today (5:00 p.m.) for extended offices. Extended filing periods occur when a non-term limited incumbent does not file for re-election, and the extension only applies to non-incumbent candidates for such an office. EC §§8022(b), 8024, 10407
83	March 12, 2014	Last day for an order of election calling for a ballot measure to be amended or withdrawn. A resolution of the legislative body that issued the order of election must be filed with the Elections Official by today in order to amend or withdraw a ballot measure. EC §9605
82	March 13, 2014	Randomized Alphabet Drawings are conducted by both the Secretary of State and County Elections Official today at 11:00 a.m. to determine the order in which candidate names will appear on the ballot and letters that will be assigned to each ballot measure. EC §§13112, 13116
82	March 13, 2014	Last day (until 5:00 p.m.) for a candidate whose filing period ended on the 83rd day to withdraw candidate statement. The statement may be withdrawn, but not changed. EC §§13307(a)(3)
81	March 14, 2014	For consolidated elections where district, city, or other political subdivision offices are to be filled, the names of the candidates to appear upon the ballot shall be filed with the Elections Official by this date. EC §10403
81	March 14, 2014	Primary Arguments in favor of and against local measures are due by 5:00 p.m. Such arguments may be changed until and including today. EC §§9162-63, 9282-83, 9286, 9315-16, 9501-03
81	March 14, 2014	10-calendar day public review period begins March 14 at 5:00 p.m. and ends March 24 at 5:00 p.m. for Primary Arguments filed in favor of and against measures. Between these dates the Elections Official or any registered voter eligible to vote on the contest in question may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or inaccurate. EC §§9190, 9295, 9380, 9509
71	March 24, 2014	
78	March 17, 2014	The 10-calendar day public review period ends at 5:00 p.m. for all documents filed by March 7, 2014. Writs of mandate and injunctions may not be sought after this date on documents filed as of the close of candidate filing (March 7, 2014). EC §§9190, 9295, 9380, 9509, 13313



71	March 24, 2014	The 10-calendar day public review period ends at 5:00 p.m. today for all Primary Arguments filed in favor of and against measures. Writs of mandate and injunctions may not be sought after this date on documents filed as of March 14, 2014. EC §§9190, 9295, 9380, 9509
71	March 24, 2014	Rebuttal Arguments for measures where a primary argument was filed both in favor and against are due on this date by 5:00 p.m. Such arguments may be changed until and including today. EC §§9163, 9167, 9285-86, 9316-17, 9501-04
71	March 24, 2014	Impartial Analyses for measures are due on this date by 5:00 p.m. EC §§9160, 9163, 9167, 9280, 9285-86, 9313-14, 9316-17, 9500-04
71	March 24, 2014	First Pre-Election Campaign Committee Statement is due for the period ending March 17, 2014. GC § 84200.7
71	March 24, 2014	10-calendar day public review period begins March 24 at 5:00 p.m. and ends April 3 at 5:00 p.m. for Rebuttal Arguments filed in favor and/or against measures and Impartial Analyses.
61	April 3, 2014	Between these dates the Elections Official or any registered voter, eligible to vote on the contest in question, may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or inaccurate. EC §§9167, 9190, 9285, 9295, 9317, 9380, 9504, 9509
68	March 27, 2014	(Certified List of Candidates) The California Secretary of State will provide a certified list of qualified Federal and State Legislative candidates, including ballot rotation lists to the County Election Offices. EC §§ 8120-8125
61	April 3, 2014	The 10-calendar day public review period ends at 5:00 p.m. today for all Rebuttal Arguments filed in favor and/or against measures and Impartial Analyses. Writs of mandate and injunctions may not be sought after this date on documents filed by March 24, 2014. EC §§9190, 9295, 9380, 9509
61	April 3, 2014	Any city that requests the Board of Supervisors to permit the Elections Official to prepare the city's election materials shall supply the Elections Official with a list of its precincts, or consolidated precincts, as applicable, no later than this date. EC §10002
60	April 4, 2014	Military and Overseas Voters' ballot application period begins. EC §§300(b), 3105
57	April 7, 2014	During this time write-in candidates must file a statement of write-in candidacy and other required documentation with the Registration & Elections Division.
14	May 20, 2014	EC §§8600,8601
50	April 14, 2014	By this date, each county shall prepare and send to SOS its updated Report of Registration (total voter count as of Apr. 4, 2014). EC §2187

45	April 19, 2014	All Military and Overseas Voters' ballot applications received by April 19, 2014 must be sent out by this date. EC §3105
40 21	April 24, 2014 May 13, 2014	Between these dates, the San Mateo County Sample Ballot and Official Voter Information Pamphlet and the State Voter Information Guide will begin to mail to each voter who is registered at least 29 days prior to the election. EC §§9094, 13303-04, 13306
29 7	May 5, 2014 May 27, 2014	Between these dates, Vote by Mail ballots will be sent to all registered voters who are permanent Vote by Mail voters or who requested a Vote by Mail ballot for this election. Individuals interested in voting by mail should make their request by May 27, 2014 to ensure enough time to return their ballot by 8:00 p.m. on Election Day. EC §3001
16 1	May 18, 2014 June 2, 2014	During this period, contributions of \$1,000 or more per source made by or received by a candidate or committee must be reported within 24 hours. GC §84203
15	May 19, 2014	Voter Registration closes on this date. Voters must register by this date to be eligible to vote in this election. Voter registration forms postmarked prior to or on this date are accepted. EC §§2102, 2107
14	May 20, 2014	The write-in candidate filing period ends today at 5:00 p.m. All potential candidates must submit all required documents by this date in order to be a qualified write-in candidate. EC §8601
14 0	May 20, 2014 June 3, 2014	Between these dates, persons who become new United States citizens on or after May 19, 2014, are eligible to register and vote at the Registration & Elections Division. A new citizen registering during this time must provide proof of citizenship and declare that he or she has established residency in California. EC §§331, 3500, 3501
12	May 22, 2014	Second Pre-election Campaign Committee Statement is due for the period ending May 17, 2014. GC §84200.8
11	May 23, 2014	Processing of Vote by Mail ballots may begin on this date. This includes opening Vote by Mail ballot return envelopes, removing ballots, duplicating any damaged ballots, and preparing the ballots to be machine-read. EC §15101(b)
8	May 26, 2014	Last day for County to send Sample Ballot and Official Voter Information Pamphlet to every voter registered less than 29 days before Election Day. EC §13303
7	May 27, 2014	By this date, the County shall publish a notice listing the polling places and precinct board members appointed for this election. EC §§12105, 12105.5, 12106

7	May 27, 2014	By this date, each county shall prepare and send to SOS its updated Report of Registration (total voter count as of May 20, 2014). EC §2187
7	May 27, 2014	Last Day to request a Vote by Mail ballot
0	June 3, 2014	<b>Election Day. Polls open at 7 a.m. and close at 8 p.m.</b> EC §§1000, 1100, 14212 Semifinal-official canvass commences upon the closing of all polls at 8 p.m. EC §§15150, 15151
28	July 1, 2014	Last day for County Elections Official to certify election results to the jurisdictions participating in the election. EC §15372
28	July 1, 2014	Last day for County Elections Official to post an updated list of the precinct board members who actually served on election day. EC §12105.5

# Candidate Filing Procedures Checklist

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

	Date Issued	Date Filed
<b>1. <u>Personal information provided to Registration &amp; Elections Division</u></b>		
a. Residence Address ( <i>verify within district</i> )		_____
b. Request phone and email address		_____
c. Permission to post on Internet	_____	_____
<b>2. <u>Signatures In-Lieu/Filing Fee (12/27/13-2/5/14 or 12/27/13-2/20/14)</u></b>		
a. Receipt for signatures and/or fee paid	_____	_____
b. Use as nomination signatures – <u>written directive</u>		_____
<b>3. <u>Declaration of Intention (Judicial Offices) (1/27/14-2/5/14)</u></b>		
a. <b>Must file by February 5, 2014</b>	_____	_____
b. Filing fee collected (see #2 above)		_____
<b>4. <u>Nomination Papers/Declaration of Candidacy (2/10/14-3/7/14)</u></b>		
a. Required number of Nomination Signatures	_____	_____
b. Declaration of Candidacy	_____	_____
Name on Ballot (no titles or degrees)		_____
Ballot designation (If <b>none</b> , then sign within box)		_____
Oath of Office taken		_____
c. Ballot Designation Worksheet	_____	_____
d. Chinese Transliteration Form	_____	_____
e. Filing Fee \$_____ (if applicable)		_____
f. FPPC Form 700	_____	_____
<b>5. <u>Candidate’s Statement (file with Nomination Papers/Declaration)</u></b>		
a. 200 words (local offices); 250 words (legislative offices)		_____
b. Proper format		_____
c. Candidate’s Statement Cover Sheet	_____	_____
d. Check payable to “San Mateo County Elections”		_____
<b>6. <u>Campaign Statements</u></b>		
a. Form 410 indicating committee fund-raising (Manual 1 booklet/Addendum, 501 & 410)	_____	_____
b. Form 470 indicating activity anticipated to remain under \$1,000 (give 501 & 470)	_____	_____
c. Fair Campaign Practices (optional)	_____	_____
d. Form 501	_____	_____

# Offices to be Elected at the June 3, 2014 Statewide Direct Primary Election

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## Federal Offices

U.S. Representative  
14th District  
18th District

**Current Office Holder**  
Jackie Speier  
Anna G. Eshoo

## State Offices

Governor  
Lieutenant Governor  
Attorney General  
Secretary of State  
State Treasurer  
State Controller  
Insurance Commissioner  
State Superintendent of Public Instruction  
State Board of Equalization, 1st District  
State Assembly  
19th District  
22nd District  
24th District

Jerry Brown  
Gavin Newsom  
Kamala D. Harris  
Deborah Bowen  
Bill Lockyer  
John Chiang  
Dave Jones  
Tom Torlakson  
Betty Yee  
  
Phil Ting  
Kevin Mullin  
Rich Gordon

## County Offices

Board of Supervisors  
2nd Supervisorial District  
3rd Supervisorial District  
Assessor-County Clerk-Recorder  
County Controller  
Coroner  
District Attorney  
Sheriff  
Tax Collector-Treasurer  
County Superintendent of Schools  
Board of Education  
Trustee Area 1  
Trustee Area 2  
Trustee Area 3  
Superior Court Judges  
Office #1  
Office #2  
Office #3  
Office #4  
Office #5  
Office #6  
Office #7

Carole Groom  
Don Horsley  
Mark Church  
Bob Adler  
Robert Foucrault  
Stephen Wagstaffe  
Gregory Munks  
Sandie Arnott  
Anne E. Campbell  
  
Susan Alvaro  
Beverly J. Gerard  
Rhonda Ceccato  
  
Joseph E. Bergeron  
Richard DuBois  
Don Franchi  
Beth Labson Freeman  
Jonathan Karesh  
Craig L. Parsons  
Steven L. Dylina

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

# Qualifications, by Office

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## Generally:

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

*EC §201*

## Specifically:

### (1) Voter Nominated Offices

#### **United States Representative, Districts 14 and 18**

At least 25 years of age, citizen of the United States for at least 7 years, and a resident of California when elected; registered voter at the time nomination papers are issued. There are no district residency requirements for Members of Congress.

*U.S. Const. Art. I §2 and EC §201*

Term: 2 years, commencing January 5, 2015 (12:00 noon)

#### **Governor & Lieutenant Governor**

Citizen of the United States. Registered voter qualified to vote for that office at the time that nomination papers are issued. The candidate cannot have served two terms in the office sought since November 6, 1990.

*Cal. Const. Art. V, §§2, 9, 11; EC §201*

Term: 4 years, commencing January 5, 2015

#### **Attorney General**

Registered voter qualified to vote for that office at the time that nomination papers are issued. Admitted to practice before the California Supreme Court for a period of at least five years immediately preceding his or her election to the office. The candidate cannot have served two terms as Attorney General since November 6, 1990.

*Cal. Const. Art. V, §11; EC §201, GC §12503*

Term: 4 years, commencing January 5, 2015

#### **Secretary of State, Controller, or Treasurer**

Registered voter qualified to vote for that office at the time that nomination papers are issued. The candidate cannot have served two terms in the office sought since November 6, 1990.

*Cal. Const. Art. V, §11; EC §201*

Term: 4 years, commencing January 5, 2015

#### **Insurance Commissioner**

Registered voter qualified to vote for that office at the time that nomination papers are issued. During tenure of office, not be an officer, agent, or employee of an insurer or directly or indirectly interested in any insurer or licensee under the California Insurance Code, except (1) as a policyholder, or (2) by virtue of relationship by blood or marriage to any person interested in any insurer or licensee. The candidate cannot have served two four-year terms as Insurance Commissioner.

*EC §201, IC §12901, IC §12900(a)*

Term: 4 years, commencing January 5, 2015

#### **Member, Board of Equalization**

Registered voter qualified to vote for that office at the time that nomination papers are issued. The candidate cannot have served two terms as Member of the State Board of Equalization since November 6, 1990.

*EC §201; Cal. Const. Art. XIII, §17*

Term: 4 years, commencing January 5, 2015

## Qualifications, by Office (continued)

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

Citizen of the United States, registered voter in the district at the time nomination papers are issued. The California Constitution requires one-year residency in the legislative district and California residency for three years. The candidate cannot have served three terms in the State Assembly since November 6, 1990.

*Cal. Const. Art. IV, §2(c) and EC §201*

Term: 2 years, commencing December 1, 2014

## **(2) Non-Partisan Offices**

### **State Superintendent of Public Instruction**

Registered voter qualified to vote for that office at the time nomination papers are issued. The candidate cannot have served two terms as State Superintendent of Public Instruction since November 6, 1990.

*EC §201; Cal. Const. Art. IX, §2*

Term: 4 years, commencing January 5, 2015

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

A citizen of the United States. Registered voter of the district which he or she represents for at least 30 days immediately preceding the deadline for filing nomination documents and shall reside in the district during his or her incumbency. Supervisors shall not be eligible for election to serve more than three consecutive terms in office.

*San Mateo County Charter Article II, §202; GC §24001; EC §201*

Term: 4 years, commencing January 5, 2015

### **Assessor-County Clerk-Recorder**

Citizen of the United States, a registered voter of the county or district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment. Also must meet the following requirements:

- (a) A person may not exercise the powers and duties of the office of assessor unless he or she holds a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code.
- (b) Notwithstanding subdivision (a), a duly elected or appointed person may exercise the powers and duties of assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization no later than 30 days after taking office.
- (c) This section does not apply to any person holding the office of assessor on January 1, 1997.  
*GC §§24001, 24002.5; EC §201*  
Term: 4 years, commencing January 5, 2015

## Qualifications, by Office (continued)

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### **County Controller**

Citizen of the United States, a registered voter of the county or district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment. Also must meet the following requirements:

Pursuant to Government Code Section 26945:

No person shall hereafter be elected or appointed to the office of county auditor of any county unless the person meets at least one of the following criteria:

- (a) The person possesses a valid certificate issued by the California Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant.
- (b) The person possesses a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, and has served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years.
- (c) The person possesses a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- (d) The person has served as county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years.

As well pursuant to Government Code Section 26945.1:

- (a) Any person serving in the capacity of county auditor shall complete at least 40 hours of qualifying continuing education, pursuant to subdivision (b), for each two-year period, beginning January 1, 1998, and completing at least 10 hours in each year of the two-year period. At least 20 of the 40 hours of continuing education shall be obtained in governmental accounting, auditing, or related subjects.
- (b) Qualifying continuing education may be obtained in the areas of accounting, auditing, or related subjects. In addition, qualifying continuing education may be obtained in any other subject, if it can be demonstrated that the specific educational program contributes to professional competence.
- (c) With respect to a county auditor who is a licensee of the California Board of Accountancy, or of the accountancy licensing authority of any other state, or who possesses a certificate issued by the Institute of Internal Auditors, continuing education obtained for purposes of renewal of the license or certificate may be applied to satisfy the requirements of this section.  
*GC §§24001, 26945, 26945.1; EC 201; The Charter of the County of San Mateo §2.44.010; Prior code §2800; Ord. 1261, 12/24/57*  
Term: 4 years, commencing January 5, 2015



# Qualifications, by Office (continued)

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## **Coroner**

Citizen of the United States, a registered voter of the county in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment.

*GC §24001; EC §201*

Term: 4 years, commencing January 5, 2015

## **District Attorney**

Citizen of the United States, a registered voter of the county in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment. In addition to the county requirements, a candidate must have been admitted to practice in the Supreme Court of the State.

*GC §§24001, 24002; EC §201*

Term: 4 years, commencing January 5, 2015 (12:00 noon)

## **Sheriff**

Citizen of the United States, a registered voter of the county in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment. In addition to the county requirements a candidate must:

- (a) No person is eligible to become a candidate for the office of sheriff in any county unless, at the time of the final filing date for election, he or she meets one of the following criteria:
- (1) An active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.
  - (2) One year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a master's degree from an accredited college or university.
  - (3) Two years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a bachelor's degree from an accredited college or university.
  - (4) Three years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses an associate in arts or associate in science degree, or the equivalent, from an accredited college.
  - (5) Four years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a high school diploma or the equivalent.
- (b) All persons holding the office of sheriff on January 1, 1989 shall be deemed to have met all qualifications required for candidates seeking election or appointment to the office of sheriff.
- GC §24004.3; EC §201*
- Term: 4 years, commencing January 5, 2015 (12:00 noon)

## Qualifications, by Office (continued)

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### **Treasurer-Tax Collector**

Citizen of the United States, a registered voter of the county in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment.

*GC §24001; EC §201*

Term: 4 years, commencing January 5, 2015

### **County Superintendent of Schools**

Citizen of the United States, a registered voter of the county in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment. Except as provided in paragraph four below, no person shall hereafter be elected or appointed to office of county superintendent of schools of any county who does not possess the appropriate valid credential for the classification of the county in which they hold office.

All county superintendents of schools in counties within classes (1) to (8), inclusive, shall possess a valid certification document authorizing administrative services.

For purposes of this section, the possession of a valid elementary administrative credential and a valid secondary administrative credential are equivalent to the possession of a valid general administrative credential.

Where a county changes from one class to another because of an increase in the average daily attendance in the public schools of such county, the incumbent county superintendent of schools in that county shall not be prohibited from continuing in office and shall be eligible for reelection to the same office regardless of whether he possesses a valid credential otherwise required in a county of that class.

*EC §§1205 - 1208; GC §24001; EC §201*

Term: 4 years, commencing January 5, 2015

### **Superior Court Judges**

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

*Cal. Const. Art. 6 §15*

Term: 6 years, commencing January 5, 2015

### **Additional Requirements**

Candidates for Assessor-County Clerk-Recorder, County Controller, District Attorney, Sheriff, Treasurer-Tax Collector, Superior Court Judge and Superintendent of Schools must provide the required documentation, or sign a declaration under perjury stating that they meet the established requirements for candidacy as referenced in Elections Code Section 13.5. While not listed in Section 13.5, the office of Assessor-County Clerk-Recorder does have additional requirements as enumerated in Government code Section 24002.5.

13.5. (a) (1) Notwithstanding subdivision (a) of Section 13, no person shall be considered a legally qualified candidate for any of the offices set forth in subdivision (b) unless that person has filed a Declaration of Candidacy, nomination papers, or statement of write-in candidacy, accompanied by documentation, including, but not necessarily limited to, certificates, declarations under penalty of perjury, diplomas, or official correspondence, sufficient to establish, in the determination of the official with whom the declaration or statement is filed, that the person meets each qualification established for service in that office by the provision referenced in subdivision (b).

## Qualifications, by Office (continued)

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(2) The provision of "documentation," for purposes of compliance with the requirements of paragraph (1), may include the submission of either an original, as defined in Section 255 of the Evidence Code, or a duplicate, as defined in Section 260 of the Evidence Code.

(b) This section shall be applicable to the following offices and qualifications therefore:

- (1) For the office of county auditor, the qualifications set forth in Sections 26945 and 26946 of the Government Code.
- (2) For the office of county district attorney, the qualifications set forth in Sections 24001 and 24002 of the Government Code.
- (3) For the office of county sheriff, the qualifications set forth in Section 24004.3 of the Government Code.
- (4) For the office of county superintendent of schools, the qualifications set forth in Sections 1205 to 1208, inclusive, of the Education Code.
- (5) For the office of judge of the superior court, the qualifications set forth in Section 15 of Article VI of the California Constitution.
- (6) For the office of county treasurer, county tax collector, or county treasurer-tax collector, the qualifications set forth in Section 27000.7 of the Government Code and the continuing education requirements set forth in Section 27000.8 of the Government Code.

# Holding Two Offices

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

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

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

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

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

A number of legal opinions issued by the Office of the California Attorney General offer additional guidance in determining whether or not certain offices are incompatible. Here are five examples of offices that the Attorney General's Office has deemed to be incompatible:

- (1) the offices of city councilman and school district board member where the city and the school district have territory in common;
- (2) the positions of fire chief of a county fire protection district and member of the board of supervisors of the same county;
- (3) the offices of trustee of a high school district and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
- (4) water district director and a city council member; and
- (5) a water district director and a school district trustee having territory in common.

# Signatures In-Lieu of Filing Fee

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## **Non-Refundable Filing Fees**

- (a) The filing fees for all candidates shall be paid at the time the candidates obtain their nomination forms from the county elections official. The county elections official shall not accept any papers unless the fees are paid at the time required by this section, or unless satisfactory evidence is given to the county elections official or to the registrar of voters that the fee has been paid at the time of the Declaration of Candidacy in another county. The county elections official shall transmit the appropriate fees to the Secretary of State at the time he or she delivers the Declaration of Candidacy for filing. All filing fees received by the Secretary of State and county elections officials are nonrefundable.
- (b) The filing fees for candidates required to file declarations of intention pursuant to Section 8023 shall be paid at the time the declarations are filed with the county elections official.  
*EC §8105*

## **Signatures In-Lieu of Filing Fee**

The dates for when interested candidates can obtain signatures for their Signatures In-Lieu of Filing Fee Petitions depends on the type of office being sought:

Judicial Offices: Dec. 27, 2013 – Feb. 5, 2014

All Other Offices: Dec. 27, 2013 – Feb. 20, 2014

## **Petition with Signatures In-Lieu of Filing Fee**

When a candidate submits a petition with signatures in-lieu of filing fee, the county elections official shall examine and validate each signature. All validated signatures on a signatures in-lieu petition can be credited towards the number of voter signatures required on a petition supporting the candidate's nomination paper, regardless of each signer's party preference.

*EC §8068*

Pursuant to Elections Code Section 8106(a), a candidate may submit a petition containing signatures of registered voters in-lieu of paying a filing fee to run for office. "Any registered voter may sign an in-lieu-of-filing-fee petition for any candidate for whom he or she is eligible to vote." *EC §8106(b)(1)*. "If a voter signs more candidates' petitions than there are offices to be filled, the voter's signatures shall be valid only on those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled."

*EC §8106(b)(2)*.

**Important:** Under the Elections Code Section 8068: Signers need not be registered voters who disclosed a preference for any party when signing candidacy papers for a candidate seeking nomination to a voter-nominated office. Therefore, signers do not need to be affiliated with the same party as the candidate or have disclosed a preference for any party on their registration affidavits.

\* *For complete information on Signatures-In-Lieu of Filing Fees look at Elections Code Section 8106.*

## Signatures In-Lieu of Filing Fee (continued)

The two tables below show the filing fees associated with each office and the value of each valid signature that is collected on a particular Signatures In-Lieu of Filing Fee Petition.

### Voter-Nominated Offices

Office	Salary	Filing fee	Signatures	Value of each Signature
U.S. Representative	\$174,000.00	\$1,740.00 (1%)	3,000	\$0.58000
Governor	\$173,987.00	\$3,479.74 (2%)	10,000	\$0.34797
Lieutenant Governor	\$130,490.00	\$2,609.80(2%)	10,000	\$0.26098
Secretary of State	\$130,490.00	\$2,609.80(2%)	10,000	\$0.30225
Attorney General	\$151,127.00	\$3,022.54 (2%)	10,000	\$0.30225
Treasurer	\$139,189.00	\$2,783.78 (2%)	10,000	\$0.27837
State Controller	\$139,189.00	\$2,783.78 (2%)	10,000	\$0.27837
Insurance Commissioner	\$139,189.00	\$2,783.78 (2%)	10,000	\$0.27837
State Board of Equalization	\$130,490.00	\$1,304.90 (1%)	5,220	\$0.24998
Member of State Assembly	\$95,291.00	\$952.91 (1%)	1,500	\$0.63527

### Non-Partisan Offices

Office	Salary	Filing fee	Signatures	Value of each Signature
State Superintendent of Public Instruction	\$151,127.00	\$3,022.54 (2%)	10,000	\$0.30225
Superior Court Judge	\$181,292.00	\$1,812.92 (1%)	7,152	\$0.25000
Board of Supervisors	\$124,280.00	\$1,242.80 (1%)	4,972	\$0.25000
Assessor-County Clerk-Recorder	\$177,154.00	\$1,771.54 (1%)	7,086	\$0.25000
County Controller	\$187,470.00	\$1,874.70 (1%)	7,499	\$0.25000
Coroner	\$132,350.00	\$1,323.50 (1%)	5,294	\$0.25000
District Attorney	\$272,002.00	\$2,720.02 (1%)	10,880	\$0.25000
Sheriff	\$206,066.00	\$2,060.66 (1%)	8,243	\$0.25000
County Superintendent of Schools	\$207,190.00	\$2,071.90 (1%)	8,288	\$0.25000
Tax Collector-Treasurer	\$156,083.00	\$1,560.83 (1%)	6,243	\$0.25000

# Guidelines for Gathering Signatures

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## **Important: These guidelines apply to both Signatures In-Lieu of Filing Fee Petitions and Nomination Papers**

With a prudent regard for strict deadlines and eligibility requirements for signers, we strongly encourage candidates to proceed without delay in gathering signatures and submitting them with the required Signatures In-Lieu of Filing Fee Petitions or Nomination Papers to the San Mateo County Registration & Elections Division. By filing in advance of the deadline, you will allow yourself time to gather additional signatures in the event that:

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

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

Each person who is circulating Signatures In-Lieu of Filing Fee Petitions and/or Nomination Papers must be a registered voter of the jurisdiction in which the candidate is seeking nomination. A circulator may serve only within the jurisdiction and county in which he/she resides. For offices that extend into another county, the circulator may only obtain signatures of registered voters residing in the circulator's county of residence. Therefore a circulator in San Mateo County may not obtain signatures from voters who reside in Santa Clara County.

A candidate for any office may serve as a circulator of the candidate's own Signatures In-Lieu of Filing Fee Petitions or Nomination Papers, and may do so throughout the jurisdiction regardless of county of residence. Candidates may also sign their own papers, and the signature will be given the same effect as that of any other qualified signer.

*EC §§106, 8065, 8066*

### **Petitions and Papers must include declaration of circulator**

- (a) Where any petition or paper is submitted to the elections official, each section of the petition or paper shall have attached to it a declaration signed by the circulator of the petition or paper, setting forth, in the circulator's own hand, the following:
  - (1) The printed name of the circulator.
  - (2) The residence address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
  - (3) The dates between which all the signatures to the petition or paper were obtained.
- (b) Each declaration submitted pursuant to this section shall also set forth the following:
  - (1) That the circulator circulated that section and witnessed the appended signatures being written.
  - (2) That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.
- (c) The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name \* \* \*. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature.

*EC §104*

# Guidelines for Gathering Signatures (continued)

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## **Who is a qualified signer to a Petition or Paper?**

Only a person who is a registered qualified voter at the time he/she signs the Signatures In-Lieu of Filing Fee Petition or Nomination Paper is entitled to sign it. *Each voter shall* at the time of signing the petition or paper *personally affix* his or her signature, printed name and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. All signers of the same section of a petition must be registered in one county. Different sections must be used in each county where the petitions are circulated and filed with the County Clerk in the affected county.

*EC §100*

## **Applying Signatures In-Lieu towards Nomination Signature Requirement**

If a candidate submits a petition in-lieu of filing fee, the county elections official shall count all valid signatures appearing on the petition toward the number of sponsor signatures required for the candidate's nomination paper. All signatures on an in-lieu petition can be counted toward the number of voters required to sign a candidate's nomination paper regardless of party preference. If the petition in-lieu of filing fee contains the requisite number of valid signatures required for the nomination paper, the candidate is not required to circulate and file a nomination paper, but may request the county elections official to accept the petition in-lieu of filing fee as a filing fee does not contain the requisite number of valid signatures required for the nomination paper, the candidate shall be entitled to file, within the time period allowed for filing nomination papers, a nomination paper in order to obtain the requisite number of valid signatures required to be submitted to the elections official on a nomination paper. The nomination paper shall be delivered to the county elections official of the county in which the signer resides and is a voter.

*EC § 8068, 8061, 8063*

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

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

*EC §18370*

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

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

*EC §8069*

## **Registering Voters at time of Signing Signatures In-Lieu of Filing Fee Petitions and Nomination Papers**

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

*EC §2102(b)*



# Guidelines for Gathering Signatures (continued)

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## **Validation of Signatures**

The county elections official shall verify the signatures of the signers on the petition or paper with the registration affidavits on file in the office of the county elections official. The county elections official shall mark “not sufficient” any signature that does not appear in the same handwriting as appears on the affidavit of registration in his or her office, or that is accompanied by a declaration of party preference that is not in accordance with the declaration of party preference in the affidavit of registration. The county elections official may cease to verify signatures once the minimum requisite number of signatures has been verified.

*EC §8081*

No defect in any nomination document presented shall prevent the filing of another nomination document within the period allowed for presenting the nomination document.

*EC §8102*

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

The following guidelines will be used when validating signatures on Signatures In-Lieu of Filing Fee Petition and Nomination Papers. A signature can be challenged for any of the following reasons, if the signer:

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

# Declaration of Intention – Judicial Candidates Only

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## **(January 27, 2014 – February 5, 2014)**

Candidates for a judicial office are required to file a declaration of intention to become a candidate prior to filing their nomination documents. The candidate must file a declaration of intention with the county elections official of the county in which the candidate's nomination papers are required to be filed. No candidate for a judicial office shall be required to state his or her residential address on the declaration of intention.

*EC §8023*

The declaration of intention must be filed between January 27, 2014 and February 5, 2014. At this time, judicial candidates must pay their nonrefundable filing fee. If a payment is by Signature In-Lieu, however, the candidate **MUST** file the required number of in-lieu signatures by February 5, 2014.

*EC §§8023, 8104 and 8105*

## **Extension Period (February 6, 2014 – February 10, 2014)**

No person may be a candidate nor have his or her name printed on any ballot as a candidate for judicial office unless he or she has filed the declaration of intention provided for in this section. If the incumbent of a judicial officer fails to file a declaration of intention by the end of the period specified in subdivision (a) [February 5, 2014], persons other than the incumbent may file declarations of intention no later than the first day for filing nomination papers.

*EC §8023(b)*

# Nomination Papers

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**(February 10, 2014 – March 7, 2014)**

Pursuant to Elections Code Section 8020(a)(2): “No candidate’s name shall be printed on the ballot to be used at the direct primary unless the following nomination documents are delivered for filing to the county elections official ... Nomination papers signed by signers pursuant to Section 8041.”

Candidates for office requiring a filing fee must pay their filing fee prior to the issuance of Nomination Papers.

## **Signers (Sponsors) of Nomination Papers**

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

*EC §8067*

Nomination requirements for elected offices on the June 3, 2014 Statewide Direct Primary Election are outlined below:

### **Voter-Nominated Offices**

<b>Office</b>	<b>Nomination Signatures</b>
U.S. Representative	40-60
Governor	65-100
Lieutenant Governor	65-100
Secretary of State	65-100
Attorney General	65-100
Treasurer	65-100
State Controller	65-100
Insurance Commissioner	65-100
Member, State Board of Equalization	40-60
Member, State Assembly	40-60

### **Non-Partisan Offices**

<b>Office</b>	<b>Nomination Signatures</b>
State Superintendent of Public Instruction	65-100
Superior Court Judge	20-40
Board of Supervisors	20-40
Assessor-County Clerk-Recorder	20-40
County Controller	20-40
Coroner	20-40
District Attorney	20-40
Sheriff	20-40
County Superintendent of Schools	20-40
Tax Collector-Treasurer	20-40

Official Filing Form

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**Mark Church**  
County Elections Official

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

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

Received in County

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**Mark Church**  
County Elections Official

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

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

(Secretary of State Use Only)

## Nomination Paper

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

I, the undersigned signer for \_\_\_\_\_ candidate for the nomination to the office of \_\_\_\_\_ to be voted for at the June 3, 2014 Statewide Direct Primary Election hereby assert as follows:

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

My residence is correctly set forth after my signature hereto:

Precinct (To be entered by Elections Official)	Name	Residence	Verification (To be entered by Elections Official )
	Print 1..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 2..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 3..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 4..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 5..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 6..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 7..... Sign .....	Residence Address ONLY ..... City or Town .....	

**Please complete Affidavit of Circulator on reverse side →**

<b>Precinct</b> (To be entered by Elections Official)	<b>Name</b>	<b>Residence</b>	<b>Verification</b> (To be entered by Elections Official)
	Print 8..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 9..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 10..... Sign .....	Residence Address ONLY ..... City or Town .....	

## Affidavit of Circulator

(To be completed in circulator's own hand)

I, \_\_\_\_\_, solemnly swear (or affirm) that I secured signatures in the County of San Mateo to the nomination paper of \_\_\_\_\_ as candidate for the Office \_\_\_\_\_; that the signatures were obtained between \_\_\_\_\_, 2014 and \_\_\_\_\_, 2014 that I saw all the signatures on this section of the nomination paper being signed and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be. My voting residence is

\_\_\_\_\_.

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

Executed on \_\_\_\_\_ at \_\_\_\_\_  
Date Place of execution

\_\_\_\_\_  
Signature of Circulator

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

(SEAL)

\_\_\_\_\_  
Signature of Elections Official

<p><b>To be entered by Elections Official after verification:</b></p> <p>Number of Valid Signatures on this Section: _____</p> <p>Date: _____</p> <p>Deputy: _____</p>
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<p><b>WARNING:</b></p> <p>Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper in his/her possession which is entitled to be filed under the provisions of the Elections Code.</p> <p><i>EC 18202</i></p>
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# Declaration of Candidacy

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**(February 10, 2014 – March 7, 2014)**

Elections Code §13 states:

- (a) A person shall not be considered a legally qualified candidate for an office, for party nomination for a partisan office, or for nomination to participate in the general election for a voter-nominated office, under the laws of this state unless that person has filed a Declaration of Candidacy or statement of write-in candidacy with the proper official for the particular election or primary, or is entitled to have his or her name placed on a general election ballot by reason of having been nominated at a primary election, or having been selected to fill a vacancy on the general election ballot as provided in Section 8807 or having been selected as an independent candidate pursuant to Section 8304.
- (b) Nothing in this section shall be construed as preventing or prohibiting any qualified voter of this state from casting a ballot for a person by writing the name of that person on the ballot, or from having that ballot counted or tabulated, nor shall this section be construed as preventing or prohibiting a person from standing or campaigning for an elective office by means of a "write-in" campaign. However, nothing in this section shall be construed as an exception to the requirements of Section 15341 or to permit a person to be a write-in candidate contrary to Sections 8600 and 8606.
- (c) It is the intent of the Legislature, in enacting this section, to enable the Federal Communications Commission to determine who is a "legally qualified candidate" in this state for the purposes of administering Section 315 of Title 47 of the United States Code.

No candidate's name shall be printed on the ballot unless a Declaration of Candidacy and nomination papers are delivered for filing with the county elections official. The candidate is to execute the Declaration of Candidacy in the office of the county elections official unless the candidate has signed and dated a written statement designating a person to receive a Declaration of Candidacy form from the county elections official for the candidate or, upon request of a candidate, the county elections official shall provide the candidate with a Declaration of Candidacy and nomination papers. Such statement shall include language explaining that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the county elections official of the county of the candidate's residence by 5 p.m., March 7, 2014.

*EC §§8020, 8028, 8040, 8041, and 8060*

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

# Declaration of Candidacy (continued)

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**(February 10, 2014 – March 7, 2014)**

## **Candidate Party Preference History**

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

*EC §8121(b)*

For voter-nominated offices, a candidate shall indicate his or her party preference, or lack of party preference, as disclosed upon the candidate's most recent registration affidavit, upon his or her Declaration of Candidacy. If a candidate indicates his/her party preference on his/her Declaration of Candidacy, it shall appear on the Primary and General Elections' ballots in conjunction with his/her name. The candidate's designated party preference on the ballot shall not be changed between the Primary and General Elections. A candidate for voter-nominated office may also choose not to have the party preference disclosed upon his/her most recent affidavit of registration indicating upon the ballot.

*EC §§8002.5,13105*

# Ballot Designation

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## **Name on Ballot**

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

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

*EC §13106*

If the candidate has changed his or her name within one year prior to the election, the new name will not appear on the ballot unless the change was made by marriage or by decree of court.

*EC §13104*

## **Ballot Designation**

Candidates have the option of using a ballot designation. The ballot designation is the word, or group of not more than three (3) words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate.

The ballot designation that a candidate may use is governed by Elections Code §13107 which states the following:

- (a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:
  - (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.
  - (2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.
  - (3) No more than three words designating either, the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.



## Ballot Designation (continued)

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

# Ballot Designation (continued)

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

### **Pursuant to Elections Code Section 13107.3:**

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

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

#### **Pursuant to Elections Code Section 13107.5(a):**

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

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

#### **Use of the Secretary of State's Ballot Designation Regulations**

The California Secretary of State has adopted regulations (specifically, Chapter 7 of Division 2 of Title 2 of the California Code of Regulations) relating to ballot designations for certain offices. The San Mateo County elections official has opted to refer to those regulations to provide guidance in addressing issues which arise relating to ballot designations for local offices. The regulations are available online at [www.oal.ca.gov/CCR.htm](http://www.oal.ca.gov/CCR.htm).

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

Official Filing Form

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County Elections Official

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

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

Filed in County of \_\_\_\_\_

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County Elections Official

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

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

(Secretary of State Use Only)

## Declaration of Candidacy

For use in **PRIMARY ELECTIONS** for  
 Voter-Nominated and Nonpartisan Offices  
 (Elections Code §§ 200, 8002.5, 8020, 8040, 8121, 13105)

I hereby declare myself a candidate for nomination to the office of \_\_\_\_\_,  
 to be voted for at the **Statewide Direct Primary Election** to be held on **June 3, 2014**, and declare the following to  
 be true:

My name is \_\_\_\_\_.

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

<p>_____</p> <p style="text-align: center;">Print Your Name for Use on the Ballot</p> <p>_____</p> <p style="text-align: center;">Print Designation Requested</p> <p><small>A ballot designation is optional. If one is requested a completed BALLOT DESIGNATION worksheet must be submitted. If no ballot designation is requested, write in the word "NONE" and initial in the box. (Elections Code §§ 13107, 13107.3.)</small></p>	<p>Candidate initials if preferring no designation:</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------

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

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

City State Zip Code

Residence Address: \_\_\_\_\_  
 (Required)

City State Zip Code

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

City State Zip Code

Telephone: ( ) ( ) \_\_\_\_\_  
 Area Code Daytime Area Code Evening

FAX and E-mail: ( ) \_\_\_\_\_  
 Area Code FAX E-mail

Website: \_\_\_\_\_

**Important: Reverse Side of Page Must Be Completed**

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

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

**A candidate for voter-nominated office shall also complete all of the following:**

1. I hereby certify that:

(a) At the time of presentation of this declaration, as shown by my current affidavit of registration, I have disclosed the following political party preference, if any: \_\_\_\_\_

(b) My complete voter registration and party affiliation/preference history, from 2002 through the date of signing this document\* is as follows:

Party Registration	County	Timeframe By Year (e.g., 2004-2005)
_____	_____	2004 - _____
_____	_____	- _____
_____	_____	- _____

\* Please note that only 10 years of party affiliation/preference history will be provided on the Secretary of State’s website. Any information provided regarding affiliation/preference history prior to 2004, will not be included.

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

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

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

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

\_\_\_\_\_  
Signature of Candidate

State of California }  
County of \_\_\_\_\_ } ss.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public (or other official)

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

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

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

### Oath of Office

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.

\_\_\_\_\_  
Signature of Candidate

State of California }  
County of \_\_\_\_\_ } ss.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public (or other official)

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

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

# Other Forms

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

## **Ballot Designation Worksheet (Required)**

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

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

The Legislature declares that the purpose of this chapter [Chapter 5, Division 20 of the California Elections Code] is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices. It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.  
*EC §20400*

At the time an individual is issued his or her Declaration of Candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code.

*EC §§20440 – 20444*

## **Chinese Transliteration Form (Required)**

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

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

The Voting Rights Act applies to all elections conducted by San Mateo County, which includes cities, special districts and school districts. This is a federal mandate that is not funded; therefore the election costs will be divided amongst the jurisdictions holding elections and the candidates submitting candidate statements. As a result of these requirements, costs for printing and handling of candidate statements have increased. Further information can be found through the Department of Justice website at [www.usdoj.gov/crt/voting/sec\\_203/activ\\_203.htm](http://www.usdoj.gov/crt/voting/sec_203/activ_203.htm).

## Other Forms (continued)

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Candidate names are listed in English along with a Chinese transliteration in the Chinese version of the Sample Ballot and Official Ballot. Each candidate must complete a Chinese Transliteration form designating one of three options with respect to how his/her name appears on the Chinese version of the Sample Ballot and Official Ballot. The three options are as follows: (1) provide his/her own Chinese transliteration of his/her name; (2) use the court certified translator provided and performed by the County of San Mateo; or (3) choose to have his/her name printed only in English.

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

All Candidates are required to file a statement disclosing personal investments and his or her interest in real property. Forms must be filed by the final date for filing the Declaration of Candidacy (March 7, 2014).

*GC §87100, 87200, 87302.3*

### **Permission to Post Personal Information Form (Required)**

- No state or local agency shall post the home address or telephone number of any elected or appointed official on the Internet without first obtaining the written permission of that individual.
- No person shall knowingly post the home address or telephone number of any elected or appointed official, or of the official's residing spouse or child on the Internet knowing that person is an elected or appointed official and intending to cause imminent great bodily harm that is likely to occur or threatening to cause imminent great bodily harm to that individual. A violation of this subdivision is a misdemeanor. A violation of this subdivision that leads to the bodily injury of the official, or his or her residing spouse or child, is a misdemeanor or a felony.
- For purposes of this section “**elected or appointed official**” **includes, but is not limited to**, all of the following: (1) State Constitutional Officers; (2) Members of the Legislature; (3) Judges and Court Commissioners; (4) District Attorneys; (5) Public Defenders; (6) Members of a City Council; (7) Members of a Board of Supervisors; (8) Appointees of the Governor; (9) Appointees of the Legislature; (10) Mayors; (11) City Attorneys; (12) Police Chiefs and Sheriffs; (13) A Public Safety Official as defined in Section 6254.24.

*GC §6254.21*

# Extended Filing and Withdrawal of Candidacy

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

(March 7, 2014 – March 12, 2014)

If an eligible incumbent does not file nomination papers by Friday, March 7 at 5 p.m., the filing period is extended for that office for five calendar days until Wednesday March 12 at 5 p.m., for any person other than the incumbent. This section is not applicable where there is no incumbent eligible to be elected.

*EC §§10225, 10407, 10516, 10604*

## **Withdrawal of Candidacy**

No candidate shall withdraw his or her Declaration of Candidacy after 5 p.m. on the 88th day prior to the election (March 7, 2014). If the filing period is extended, as explained above, a candidate may withdraw his or her Declaration of Candidacy until 5 p.m. on the 83rd day before the election (March 12, 2014).

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

# Candidate Statement Guidelines

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

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



# Candidate Statement Guidelines (continued)

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

## Guidelines for All Candidates

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

## Preparation of Candidate Statement

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

### Format and Non-Conformity:

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

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

# Candidate Statement Guidelines (continued)

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

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

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

## Word Counting

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

- Each word shall be counted as one word except as specified in this section.
- All geographical names shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
- Each abbreviation for a word, phrase, or expression shall be counted as one word.
- Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word. Examples: "mother-in-law", "first-rate", "one-time" will be counted as one word; "one-half", "local-area", "home-page" will be counted as two words.
- Dates consisting of a combination of words and digits (April 22, 2000 or March 2012) shall be counted as two words. Dates consisting only of a combination of digits (4/22/2000 or 1999-2000) shall be counted as one word.
- Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. Examples: "one" shall be counted as one word; "one hundred" shall be counted as two words; and "100" shall be counted as one word.
- Telephone numbers shall be counted as one word.
- Internet website addresses shall be counted as one word.
- This section shall not apply to counting words for ballot designations under Section 13107.
- Characters used in place of a word or number, such as "&" or "#", shall be counted as one word.
- Name, age, occupation, and punctuation are not counted.
- If the text exceeds the word limit, the author will be asked to rewrite the text in order to bring the total number of words within the required word limit.

# Candidate Statement Guidelines (continued)

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## **Withdrawal**

Any candidate may withdraw his/her candidate statement, either in person or by a signed statement of withdrawal, no later than 5 p.m. of the next business day following the close of the nomination period.  
*EC §13307(a)(3)*

## **Confidentiality**

Notwithstanding the California Public Records Act, the statements filed pursuant to Section 13307 of the Elections Code shall remain confidential until expiration of the filing deadline.  
*EC §13311*

## **Public Examination of Candidate Statements**

Statements are available for public examination in the county election official's office during the 10-day calendar review period (commencing at 5 p.m. March 7, or March 12 for extended races) prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held, or the county election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which amendments or deletions to the statement are sought.  
*EC §13313*

## **Candidate Statement Fee Calculations (Example)**

Candidate statement costs are based on the actual printing cost of the Sample Ballot & Official Voter Information Pamphlets. The estimated fee collected for the candidate's statement of qualifications is based upon the following three shared costs:

- (1) Printing;
- (2) Postage; and
- (3) Estimates and shared costs are based upon formatting a printed page in the Sample Ballot & Official Voter Information Pamphlet to include either three 200-word candidate statements or two 400-word candidate statements. Handling charges for making statements available to all registered voters in the jurisdiction. Each candidate will be charged separately for the cost of translating his/her statement into Chinese and Spanish.

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

An example of how the Candidate Statement fee is calculated is provided on the following page.

# Candidate Statement Guidelines (continued)

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Here's a step-by-step example of how the cost is calculated:

1. **Determine** the total number of pages ordered for ALL booklets in the election.
2. **Calculate** the cost of one (1) page by dividing the total print cost by total number of pages:

Divide the total print cost by the total number of pages ordered to calculate the cost per page.

Example:  $\$161,730.23 / 9,464,120 = \$0.02$  printing cost per page.

3. **Multiply** each jurisdiction's total booklet order (registered voters) by the cost of one page:

Example:  $30,041 \times \$0.02 = \$513.36$  cost per page (round up)

4. **Multiply** the cost per page by the number of pages needed for all statements for the jurisdiction:

Example:  $\$513.36 \times 2 \text{ pages} = \$1,026.72$  Total cost  
(all statements, e.g. Council, Clerk)

5. **Divide** this cost (total for statement pages) by total number of statements appearing:

Example: Two (2) pages containing five (5) statements =  $\$1,026.72 / 5 = \$205.35$  per statement.

6. **Add** the individual costs of translating candidates' statements in Spanish and Chinese.

Example: John Doe's statement into Spanish - \$100  
John Doe's statement into Chinese - \$85

7. In our **Example**, the printing cost for each of the five (5) candidates was \$202.35, and John Doe's total cost was \$390.35. However, if only one candidate chooses to file a candidate statement, the cost will increase as they will have to pay for the whole page instead of splitting it with others.

## Spanish and Chinese Translated Pamphlets

We continue to survey voters and work with community groups to better target those voters who need translated voting materials. Translation fees are set by court certified translators; the rates for the June 3, 2014 Statewide Direct Primary Election are not yet determined.

# Fictitious Samples of Candidate Statements

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

Candidates for the Office of City Council			
<p><b>Name:</b> Joseph W. Candidate  <b>Occupation:</b> Businessman/Community Volunteer</p> <p><b>Education and Qualifications:</b> I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.</p> <p>I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs.</p> <p>Please support me. Jcandidate@email.com or www.joecandidate.com /s/</p>	<p><b>Name:</b> Jane Campaigner  <b>Age:</b> 41  <b>Occupation:</b> Educator</p> <p><b>Education and Qualifications:</b> I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be.</p> <p>If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me. Jcampaigner@email.com /s/</p>		
<p><b>Name:</b> Fred Businessman  <b>Age:</b> 38  <b>Occupation:</b> Health Director</p> <p><b>Education and Qualifications:</b> I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me. You may find more information about my campaign at www.fredbusinessman.com /s/</p>	<p><b>Name:</b> Margaret "Peg" Voter  <b>Age:</b> 45  <b>Occupation:</b> Real Estate Agent/Mother</p> <p><b>Education and Qualifications:</b> I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention.</p> <p>I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Call me anytime (650.555.5555). Please support me. /s/</p>		

**COUNTY COUNCIL OF SAN MATEO COUNTY**

LWV Central San Mateo County

LWV North San Mateo County



Spring 2014

Dear Candidate:

The League of Women Voters has a long history of providing voters with nonpartisan and easily accessible information at election time. In that tradition, we invite you to participate in Smart Voter, the League's comprehensive online guide, for the June 3, 2014 election.

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

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

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

Sincerely,

/s/

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

# Campaign Disclosure Information

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

## **Form 501 — Candidate Intention**

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

## **Form 410 — Statement of Organization**

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

## **Form 460 — Form/Consolidated Campaign Statement**

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

## **Form 465 — Supplemental Independent Expenditure Statement**

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

An "independent expenditure" is an expenditure made in connection with a communication (e.g., a billboard, advertisement, mailing) that expressly advocates the nomination, election, or defeat of a clearly identified candidate, or the qualification, passage, or defeat of a clearly identified measure, or, taken as a whole and in context, unambiguously urges a particular result in an election but which is not made to, or at the behest of, the affected candidate or committee.

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

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

## **Form 470 Supplement**

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

# Campaign Disclosure Information (continued)

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## **Form 496 — Late Independent Expenditure Report**

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

## **Form 497 — Late Contribution Report**

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

**CANDIDATES RECEIVING OR SPENDING OVER \$1,000**

**MUST FILE FORMS 501 + 410 + 460**

**CANDIDATES RECEIVING OR SPENDING UNDER \$1,000**

**MUST FILE FORMS 501 + 470**

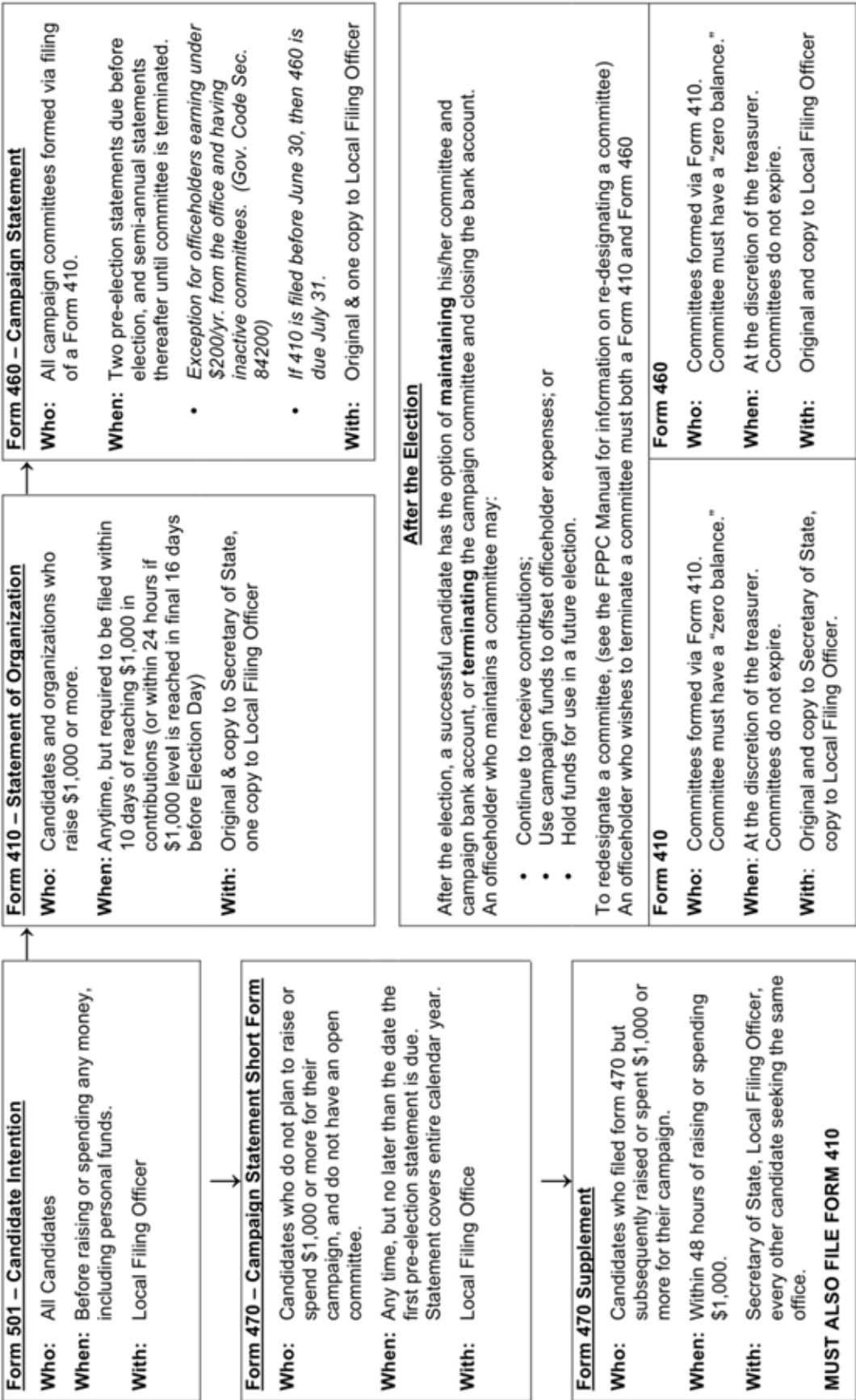
## **Campaign Statements**

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



# Basic Campaign Filing Guidelines for Candidates

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



# Filing Calendar

**Fair Political Practices Commission  
Filing Schedule for  
Committees Primarily Formed to Support/Oppose Local Candidates  
Being Voted on June 3, 2014**

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Jan 31, 2014</b> <i>Semi-Annual</i>	<b>thru 12/31/13</b>	460	• <i>All committees must file this report.</i>
<b>Within 10 Days</b> <i>Independent Expenditure Verification</i>	<b>Ongoing</b>	462	• Committees making independent expenditures ("IEs") must file this form with the FPPC. • <i>Email only - no paper copy.</i>
<b>Within 24 Hours</b> <i>Contribution/Independent Expenditure Reports</i>	<b>3/5/14 – 6/2/14</b>	496 497	• <b>496:</b> <i>File if independent expenditures of \$1,000 or more are made.</i> • <b>497:</b> <i>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</i> • <b>497:</b> <i>File if a contribution of \$1,000 or more is made in the aggregate to another candidate or measure being voted upon June 3, 2014, or to a political party committee.</i> • <i>The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within</i> • <i>48 hours from the time the contribution is received.</i> • <i>File by personal delivery, guaranteed overnight service, fax or online.</i>
<b>Mar 24, 2014</b> <i>Pre-Election</i>	<b>1/1/14 – 3/17/14</b>	460 465	• <b>460:</b> <i>All committees must file Form 460.</i> • <b>465:</b> <i>File if independent expenditures totaling \$1,000 or more are made.</i> • <i>The March 22 deadline falls on Saturday, so the deadline is extended to the next business day.</i>
<b>May 22, 2014</b> <i>Pre-Election</i>	<b>3/18/14 – 5/17/14</b>	460 465	• <b>460:</b> <i>All committees must file Form 460.</i> • <b>465:</b> <i>File if independent expenditures totaling \$1,000 or more are made.</i> • <i>File by personal delivery, guaranteed overnight service or online.</i>
<b>Jul 31, 2014</b> <i>Semi-Annual</i>	<b>5/18/14 – 6/30/14</b>	460 465	• <b>460:</b> <i>All committees must file this report unless the committee filed termination Forms 410 and 460 before June 30, 2014.</i> • <b>465:</b> <i>File if independent expenditures totaling \$1,000 or more are made between May 18 and June 2.</i>

- **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.*
- **Filing Deadlines:** *Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.*
- **Method of Delivery:** *All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report is not required if a local agency requires online filing pursuant to a local ordinance.*
- **Local Ordinance:** *Always check on whether additional local rules apply.*
- **Public Documents:** *All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov), click on the Campaign link.*
- **Form 511 - Paid Spokesperson Report:** *File within 10 days of making an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure.*

# Filing Calendar (continued)

**Fair Political Practices Commission  
Filing Schedule for  
Committees Primarily Formed to Support/Oppose Local Measures  
Being Voted on June 3, 2014**

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Jan 31, 2014</b> <i>Semi-Annual</i>	<b>thru – 12/31/13</b>	460	• <i>All committees must file this report.</i>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	<b>3/5/14 – 6/2/14</b>	497	<ul style="list-style-type: none"> <li>• <i>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</i></li> <li>• <i>File if a contribution of \$1,000 or more is made in the aggregate to another candidate or measure being voted upon June 3, 2014, or to a political party committee.</i></li> <li>• <i>The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received.</i></li> <li>• <i>File by personal delivery, guaranteed overnight service, fax or online.</i></li> </ul>
<b>Mar 24, 2014</b> <i>Pre-Election</i>	<b>1/1/14 – 3/17/14</b>	460	<ul style="list-style-type: none"> <li>• <i>All committees must file Form 460.</i></li> <li>• <i>The March 22 deadline falls on Saturday, so the deadline is extended to the next business day.</i></li> </ul>
<b>May 22, 2014</b> <i>Pre-Election</i>	<b>3/18/14 – 5/17/14</b>	460	<ul style="list-style-type: none"> <li>• <i>All committees must file Form 460.</i></li> <li>• <i>File by personal delivery, guaranteed overnight service or online.</i></li> </ul>
<b>Jul 31, 2014</b> <i>Semi-Annual</i>	<b>5/18/14 – 6/30/14</b>	460	• <i>Committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2014.</i>

## Additional Reports

Depending on committee activity, one or all of the following reports may also be required:

- **460 - Ballot Measure Quarterly Report:** *Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, primarily formed ballot measure committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required.*
- **511 - Paid Spokesperson Report:** *File within 10 days of making an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure.*
- **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.*
- **Filing Deadlines:** *Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.*
- **Method of Delivery:** *All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report is not required if a local agency requires online filing pursuant to a local ordinance.*
- **Local Ordinance:** *Always check on whether additional local rules apply.*
- **Public Documents:** *All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov), click on the Campaign link.*

# Selected State Laws Governing Campaign Practices

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

## **Restrictions on Campaign Literature and Certain Other Campaign Activities**

### **Candidate Statement and Qualifications**

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

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

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

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

NOTICE TO VOTERS  
(Required by Law)

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

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

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

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

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

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

# Selected State Laws Governing Campaign Practices (continued)

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## Mass Mailing

A “mass mailing” is defined in Government Code section 82041.5 as “over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.”

Government Code § 84305 states:

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

## Political Advertising

Elections Code § 20008 states:

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words *Paid Political Advertisement*. The words shall be set apart from any other printed matter.

As used in this section paid political advertisement shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

## Libel and Slander

Elections Code § 20500 states:

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

Elections Code § 20501 states:

- (a) A candidate or state measure proponent is liable for any slander or libel committed by a committee that is controlled by that candidate or state measure proponent as defined by Section 82016 of the Government Code if the candidate or state measure proponent willfully and knowingly directs or permits the libel or slander.
- (b) A person who is a sponsor of a sponsored committee, as defined by GC § 82048.7 is liable for any slander or libel committed by the sponsored committee if the sponsor willfully and knowingly directs or permits the libel or slander.

# Selected State Laws Governing Campaign Practices (continued)

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## **Electioneering on Election Day**

Elections Code §18370 states:

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

1. Circulate an initiative, referendum, recall, or nomination petition or any other petition.
2. Solicit a vote or speak to a voter on the subject of marking his or her ballot.
3. Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
4. Do any electioneering.

As used in this section "100 feet of a polling place or an election official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

## **Corruption of Voting and Intimidation of Voters**

Elections Code §18540 states:

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

# Selected State Laws Governing Campaign Practices (continued)

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## Elections Code §18541 states:

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

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

## Elections Code §18543 states:

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

## In addition, Elections Code §18403 states:

- (a) Any person other than an elections official or a member of the precinct board who receives a voted ballot from a voter or who examines or solicits the voter to show his or her voted ballot is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to persons returning a vote by mail ballot pursuant to Sections 3017 and 3021 or persons assisting a voter pursuant to Section 14282.

# San Mateo County Ordinances Affecting Campaign Contributions

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## Chapter 2.03 – Campaign Contributions

### 2.03.010 – Definitions

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

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

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

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



# Proposition 34 – Campaign Laws for Statewide and Legislative Offices

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Proposition 34 established voluntary spending limits for candidates running for statewide office, the State Senate, and the State Assembly. Candidates who choose to accept the spending limits are allowed to purchase space for a 250-word candidate statement, as applicable, in either the state Voter Information Guide or in the San Mateo County Sample Ballot and Official Voter Information Pamphlet.

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

## Voluntary Spending Limits

Position	Primary	General
Governor	\$8,166,000	\$13,610,000
Lieutenant Governor	\$5,444,000	\$8,166,000
Secretary of State	\$5,444,000	\$8,166,000
Controller	\$5,444,000	\$8,166,000
Treasurer	\$5,444,000	\$8,166,000
Attorney General	\$5,444,000	\$8,166,000
Insurance Commissioner	\$5,444,000	\$8,166,000
Superintendent of Public Instruction	\$5,444,000	\$8,166,000
Member, State Board of Equalization	\$1,361,000	\$2,041,000
Member, State Assembly	\$544,000	\$953,000

## Disclosure Requirements

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

# Proposition 34 – Campaign Laws for Statewide and Legislative Offices (continued)

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## Contribution Limits

Position	Individual	Small Contributor Committee
Governor	\$27,200	\$27,200
Lieutenant Governor	\$6,800	\$13,600
Secretary of State	\$6,800	\$13,600
Controller	\$6,800	\$13,600
Treasurer	\$6,800	\$13,600
Attorney General	\$6,800	\$13,600
Insurance Commissioner	\$6,800	\$13,600
Superintendent of Public Instruction	\$6,800	\$13,600
Member, State Board of Equalization	\$6,800	\$13,600
Member, State Assembly	\$4,100	\$8,200

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

- **Contributions to PACs:** \$6,000 per calendar year
- **Candidate Contributions:** A candidate’s contributions to his or her own campaign are not limited, except a candidate may have no more than \$100,000 in personal loans to his or her own campaign outstanding at any time.
- **Lobbyist Contributions:** Prohibited if the lobbyist is registered to lobby the state candidates or officeholder’s agency.
- **Contributions to Political Parties:** Limited to \$34,000 per calendar year for the purpose of making contributions for the support or defeat of candidates for state office. Contributions may not be “earmarked” for a particular candidate. No limit on contributions for “get out the vote” activities.
- **Contributions from Political Parties to Candidates:** No limit. In addition, moneys spent by a political party on membership communications do not count as contributions or expenditures.
- **Legal Defense Fund:** No limit on contributions to separate account used solely to fund legal costs incurred in proceedings arising directly out of an election campaign or the performance of the officeholder’s duties.

# Proposition 34 – Campaign Laws for Statewide and Legislative Offices (continued)

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## Other Contribution Requirements

A committee must return within 60 days any contribution of \$100 or more if the committee does not have the contributor's name, address, occupation and employer on file. A committee that receives a contribution in violation of the Act's prohibition on *money laundering* must pay the amount of the contribution to the General Fund.

- State candidates may raise funds for the general election before the date of the primary. Candidates must set aside funds raised for the general election to be used in that election.
- A candidate who loses in the primary or withdraws from the general must refund general election funds to contributors on a pro rata basis, less fundraising expenses.  
*GC §85318*
- State candidates may accept contributions after an election only to the extent the candidate has debts outstanding from that election, and the contribution does not exceed applicable contribution limits.  
*GC §85318*
- Definition of when funds become “surplus” is the same as current law.
- Repayment of contributions from surplus funds need not be pro rata. Surplus funds contributed to a political party committee may not be used to support or oppose candidates, but may be used for partisan voter registration, get-out-the-vote activities, and slate mailers.

# Important Reminders about Campaign Management

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(The following is an excerpt from the FPPC website)

**Be Informed:** Study FPPC Campaign Disclosure Manuals:

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

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

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

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

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

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

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

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

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

**Identify Candidate/Committee on Mailings:** Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

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

# Voter File Data

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

## What is Available

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

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

## Products and Prices

- Electronic file: \$125
- On CD-ROM: Add \$1.00 for copying; add \$2.00 for mailing
- Printed list: \$0.50 per 1,000 voter names; add \$0.10 per page for photocopy or print

## Maps

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

## Permissible Uses and Limitations

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

- Using registration information for purposes of communicating with voters in connection with any election.
- Sending communications, including, but not limited to, mailings which campaign for or against any candidate or ballot measure in any election.
- Sending communications, including but not limited to, mailings by or on behalf of any political party; provided however, that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments and related matters.
- Sending communications, including but not limited to, mailings, incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition.
- Sending of newsletters or bulletins by any elected public official, political party, or candidate for public office.

## Voter File Data (continued)

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- Conducting any survey of voters in connection with any election campaign.
- Conducting any survey of opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purposes.
- Conducting an audit of voter registration list for the purpose of detecting voter registration fraud.
- Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure.
- Any official use by any local, state, or federal governmental agency.



# Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road  
San Mateo, CA 94402-1665  
phone 650.312.5222 fax 650.312.5348  
email registrar@smcare.org  
web www.shapethefuture.org

Spring 2014

Dear Candidates:

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

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

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

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

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

Sincerely,

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

Mark Church



**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING BRANCH

Dear Candidate or Committee Member:

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

Section 5405.3 of the State Outdoor Advertising Act (California Business & Professions Code §§ 5200) exempts the placing of temporary political signs from normal outdoor advertising display requirements.

A temporary political sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the department certifying a person who will be responsible for removing the sign (attached).

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

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

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

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

**Department of Transportation, District 4**

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



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

<b>PERSONAL INFORMATION NOTICE:</b> Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1796, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1796.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by an identifying particular. ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.		<b>DO NOT WRITE IN SHADED AREAS</b>			
DISTRICT	COUNTY	ROUTE	POSTMILE	PERMIT NUMBER	
ROAD/STREET/ADDRESS					
CSR NUMBER	DATE GRANTED	APPLICATION NUMBER			
PERMIT ISSUE DATE		PERMIT EXPIRATION DATE			

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

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

**SECTION 1 - FEES (NO CASH ACCEPTED BY MAIL)**

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

APPLICATION (non-refundable)	<input type="checkbox"/> \$300	PERMIT FEES:	
PENALTY (required if display was placed prior to obtaining permit)	<input type="checkbox"/> \$100	2011-2013	<input type="checkbox"/> \$210
PRELIMINARY REVIEW REQUEST (if approved, \$100 will be applied towards the application fee per CA Code of Regulations Section 5486)	<input type="checkbox"/> \$300	2011**	<input type="checkbox"/> \$70

The Department operates on a 5 year billing cycle: 2009-2013.  
 \*\*Companies that have more than 10 permitted displays, known as pro-rata companies, may pay on an annual basis.

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

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

CHARGE ACCOUNT NUMBER \_\_\_\_\_ TOTAL FEES CHARGED \_\_\_\_\_ AUTHORIZED SIGNATURE \_\_\_\_\_

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

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

**SECTION 3 - APPLICANT**

PERMIT APPLICANT (Please print or type name of firm or individual desiring permit) \_\_\_\_\_ ODA LICENSED?  YES  NO LICENSE NUMBER \_\_\_\_\_

STREET ADDRESS (CANNOT be a Post Office Box) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ BUSINESS PHONE NO. \_\_\_\_\_

MAILING ADDRESS, IF DIFFERENT (Street Address or P.O. Box) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**SECTION 4 - PROPERTY**

PROPERTY OWNER (Person in control of property upon which display is situated) \_\_\_\_\_ ASSESSOR'S PARCEL NO. \_\_\_\_\_ ZONING \_\_\_\_\_

STREET ADDRESS / P.O. BOX \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ BUSINESS PHONE NO. \_\_\_\_\_

**SECTION 5 - DISPLAY LOCATION INFORMATION**

COUNTY NAME \_\_\_\_\_ CITY NAME (if incorporated) \_\_\_\_\_ (circle) STATE ROUTE NUMBER OR ROAD / STREET NAME \_\_\_\_\_

FEET / MILES (Circle) \_\_\_\_\_ NAME OF NEAREST CROSSROAD, OVER / UNDERPASS \_\_\_\_\_ ON THE N S E W SIDE OF \_\_\_\_\_

IDENTIFY A BUSINESS ACTIVITY BY NAME THAT IS WITHIN 1,000 FEET OF THE DISPLAY LOCATION \_\_\_\_\_ STREET ADDRESS OF THE BUSINESS ACTIVITY \_\_\_\_\_

**SECTION 6 - DISPLAY CONFIGURATION**

NOTE: V - Shaped structures are separate displays and require two applications

COPY  ONE SIDE  BOTH SIDES  1/2 OF A V-SHAPED DISPLAY

PANEL: HEIGHT \_\_\_\_\_ LENGTH \_\_\_\_\_ DISPLAY ID NUMBER (optional) \_\_\_\_\_

UPRIGHTS: NUMBER \_\_\_\_\_ SIZE \_\_\_\_\_ MATERIAL  METAL  WOOD  OTHER \_\_\_\_\_

ILLUMINATION?  YES  NO INDICATE FACING N S E W \_\_\_\_\_ DISTANCE FROM BOTTOM PANEL TO GROUND \_\_\_\_\_

MESSAGE CENTER:  ELECTRONIC BOARD  L.E.D.  TRI-VISION

**SECTION 7 - REQUIRED DOCUMENTS**

Applications submitted without ALL of the following documents will be returned:

- Building Permit (City or County written permission) \*\*
- Detailed plot map of the proposed display location
- Evidence of Property Owner's Consent \*\*
- Assessor's Parcel Map
- Assessor's Property Ownership Information
- Consent of Redevelopment Agency (if applicable)

\*\* (NOTE: Not required if submitting a preliminary review)

CHECK ONE  An imprint is placed at the location  An imprint will be placed by \_\_\_\_\_ (Date) \_\_\_\_\_

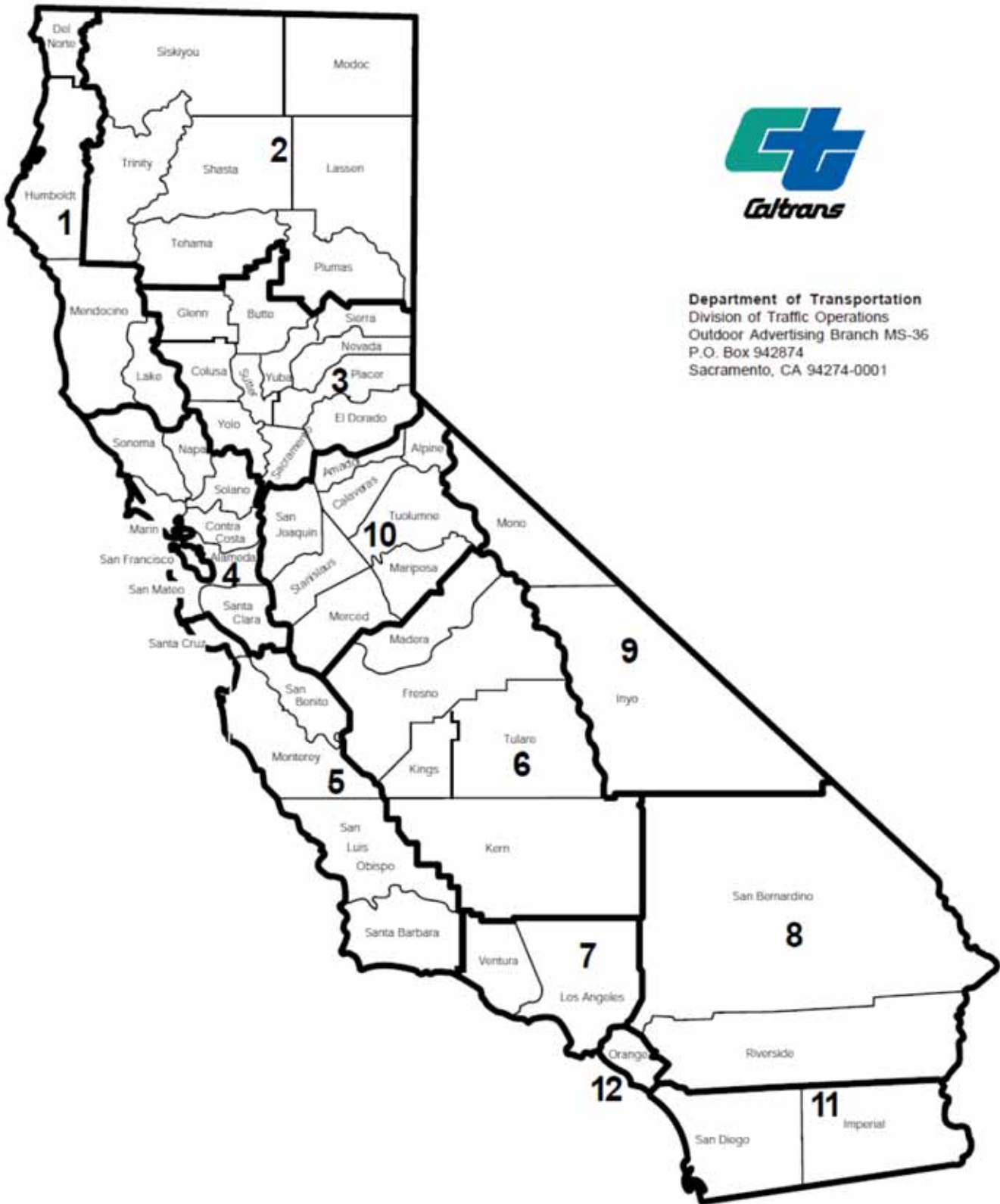
**SECTION 8 - SIGNATURE**

NAME (Please print) \_\_\_\_\_ SIGNATURE OF APPLICANT OR AUTHORIZED AGENT \_\_\_\_\_ BUSINESS PHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

OUTDOOR ADVERTISING DISPLAY PERMIT APPLICATION



# City Clerks within San Mateo County

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

Atherton  
Ms. Theresa DellaSanta  
91 Ashfield Road  
Atherton, CA 94027  
650.752.0529  
tdellasanta@ci.atherton.ca.us

Belmont  
Honorable Terri Cook  
One Twin Pines Lane, Suite 375  
Belmont, CA 94002  
650.595.7413  
tcook@belmont.gov

Brisbane  
Ms. Sheri Spediacci  
50 Park Place  
Brisbane, CA 94005  
415.508.2113  
cityhall@ci.brisbane.ca.us

Burlingame  
Honorable Mary Ellen Kearney  
501 Primrose Road  
Burlingame, CA 94010  
650.558.7203  
mkearney@burlingame.org

Colma  
Mr. William Norton  
1198 El Camino Real  
Colma, CA 94014  
650.997.8318  
bill.norton@colma.ca.gov

Daly City  
Honorable Annette Hipona  
333 90th Street  
Daly City, CA 94015  
650.991.8078  
ahipona@dalycity.org

East Palo Alto  
Ms. Nora Pimentel, Deputy  
2415 University Avenue  
East Palo Alto, CA 94303  
650.853.3127  
npimentel@cityofepa.org

Foster City  
Ms. Doris Palmer  
610 Foster City Boulevard  
Foster City, CA 94404  
650.286.3250  
dpalmer@fostercity.org

Half Moon Bay  
Ms. Siobhan Smith  
501 Main Street  
Half Moon Bay, CA 94019  
650.726.8271  
ssmith@hmbcity.com

Hillsborough  
Ms. Miyuki Yokoyama  
1600 Floribunda Avenue  
Hillsborough, CA 94010  
650.375.7412  
myokoyama@hillsborough.net

Menlo Park  
Ms. Pam Aguilar  
701 Laurel Street  
Menlo Park, CA 94025  
650.330.6620  
piaguilar@menlopark.org

Millbrae  
Ms. Fran Nelson  
621 Magnolia Avenue  
Millbrae, CA 94030  
650.259.2333  
fnelson@ci.millbrae.ca.us

Pacifica  
Ms. Kathy O'Connell  
170 Santa Maria Avenue  
Pacifica, CA 94044  
650.738.7307  
o'connellk@ci.pacifica.ca.us

Portola Valley  
Ms. Sharon Hanlon  
765 Portola Road  
Portola Valley, CA 94028  
650.851.1700  
shanlon@portolavalley.net

Redwood City  
Ms. Silvia Vonderlinden  
1017 Middlefield Road  
Redwood City, CA 94063  
650.780.7222  
svonderlinden@redwoodcity.org

San Bruno  
Honorable Carol Bonner  
567 El Camino Real  
San Bruno, CA 94066  
650.616.7058  
cbonner@sanbruno.ca.gov

San Carlos  
Ms. Crystal Mui  
600 Elm Street  
San Carlos, CA 94070  
650.802.4219  
cmui@cityofsancarlos.org

San Mateo  
Ms. Patrice Olds  
330 West 20th Avenue  
San Mateo, CA 94403  
650.522.7042  
polds@cityofsanmateo.org

South San Francisco  
Honorable Krista Martinelli  
400 Grand Avenue  
P.O. Box 711  
South San Francisco, CA 94083  
650.877.8518  
krista.martinelli@ssf.net

Woodside  
Ms. Janet Koelsch  
2955 Woodside Road  
P.O. Box 620005  
Woodside, CA 94062  
650.851.6790  
jkoelsch@woodsidesidetown.org

# Voter Registration Information

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## Important Information on

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

## Registration Deadline for this Election

To vote in any election, a citizen must be properly registered **15 days** prior to the election date. San Mateo County Registration & Elections Division encourages all voters to be properly registered well before that 15-day deadline to ensure enough time for our office to complete postal delivery of correct and complete election materials prior to an election. Voters may register online by visiting our website at [www.shapethefuture.org](http://www.shapethefuture.org) or the Secretary of State's at <http://registertovote.ca.gov/>.

For the June 3, 2014 election, *voters must be registered at their current residential address on or before Monday, May 19, 2014.*

## For Your Information

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

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

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

- U.S. Post Offices
- Public libraries and colleges
- City Halls
- Department of Motor Vehicles offices
- San Mateo County Registration & Elections Division
- 555 County Center, Redwood City, CA, 94063

Link to the Secretary of State's interactive online registration via our site at [www.shapethefuture.org](http://www.shapethefuture.org).

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

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

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

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

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

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

# Vote by Mail Information

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

- Any individual, group, or organization distributing applications for Vote by Mail ballots must use the format for this application which has been approved by the Secretary of State.  
*EC §§3006, 3007, 3007.5 & 18402*
- Only voter's name, residence address, and date of birth are permitted to be preprinted. As well as the name and date of the election for which the application is being made.  
*EC §3006*
- The portion of the application which asks the address to which the voter wishes the Vote by Mail ballot to be mailed must, if different from the voter's residence address, be completed by the voter. This mailing address may not be the address of any political party, candidate, or political campaign headquarters.
- The application shall provide the voters with information concerning the process for establishing permanent Vote by Mail voter status.  
*EC §3006*
- An application containing preprinted information must contain a conspicuously placed notice stating: **"You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside."**
- Only the voter may sign the application.
- If applications are distributed through the mail, they must be non-forwardable.  
*EC §3008*
- Bar-coded voter identification numbers on applications must meet approval of the Registration & Elections Division prior to distribution. To avoid possible problems with affidavit numbers, candidates and committees are advised to obtain voter information directly from the Registration & Elections Division.
- Applications for Vote by Mail ballots must be made in writing and be received by the Registration & Elections Division through Tuesday, May 27, 2014 (until the 7<sup>th</sup> day before the election). (Note: We can accept Vote by Mail applications from voters prior to Monday, May 7, 2014, 29 days prior to Election Day).
- Online Vote by Mail applications are also available at <http://www.shapethefuture.org/votingoptions/votebymail.asp>. A person **may not** submit a Vote by Mail ballot application electronically for another registered voter.  
*EC §§3007.7, 3008*
- Candidates and committees may receive applications for Vote by Mail ballots. Applications must be submitted to the Registration & Elections Division within 72 hours of receipt or by May 27, 2014, whichever is sooner.  
*EC §3008*

# Vote by Mail Information (continued)

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## **Vote by Mail Ballots**

Voted ballots must be personally mailed or returned by the voter to the San Mateo County Registration & Elections Division at 40 Tower Road, San Mateo, or may be personally returned by the voter to the following locations:

- (1) the Voting Center at 555 County Center, First Floor, Redwood City;
- (2) any City Hall in San Mateo County (during normal business hours); or
- (3) any active polling place on Election Day within San Mateo County. Ballots must be **received** by the Registration & Elections Division by 8:00 p.m. on Election Day, June 3, 2014.

The voted ballot, sealed inside the return envelope, may be delivered by the voter's spouse, child, parent, grandparent, grandchild, brother or sister, or a person residing in the voter's household. In the space provided on the flap of the return envelope, the voter must write the name and relationship of the person returning the voted ballot.

*EC §3017*

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

*EC §18371*

## **The "Go Green! Get My Future Voter Pamphlets Online!" Program Option**

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

- Any registered voter may enroll online ([www.shapethefuture.org](http://www.shapethefuture.org)) or mail in the form provided in the Voter Information Pamphlet.
- The voter may provide a valid email address at which to receive a message containing a link to the electronic, printable version of the voter's assigned ballot and pamphlet.
- The voter's email address will be used solely for this program, and will not be included in the database of voter information that is sold, as allowed by state law, to campaigns and other qualified buyers. However, if the voter provided the email address when registering to vote, the address will be included in the database files that the Registration & Elections Division provides.

# Election Day

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## **Election Day Observing**

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

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

## **Procedure for Posting Results at the Polling Place**

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

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

Elections Code section 14202 states:

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

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

Elections Code section 14294 states:

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

## Election Day (continued)

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

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

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

### Elections Code §14298 states:

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

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

The semi-official canvass will commence immediately upon the close of the polls at 8 p.m., June 3, 2014. (EC §15150) Votes are extracted and cumulated at the secure, central counting location within the Registration & Elections Division at 40 Tower Road, San Mateo, CA 94402.

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

- (1) Vote by Mail Ballots
- (2) All-Mail-Ballot Precinct
- (3) Voting Centers
- (4) Live Precinct (updated every 30 minutes on the half hour)

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

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

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



# Election Day (continued)

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## **Final Official Canvass**

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

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

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

## **Election Certification**

Official results must be certified no later than 28 calendar days following an election, July 1, 2014. A certified "Statement of the Vote" will be available on the Elections website at [www.shapethefuture.org](http://www.shapethefuture.org) and for purchase or viewing at the Registration & Elections Division, located at 40 Tower Road in San Mateo.