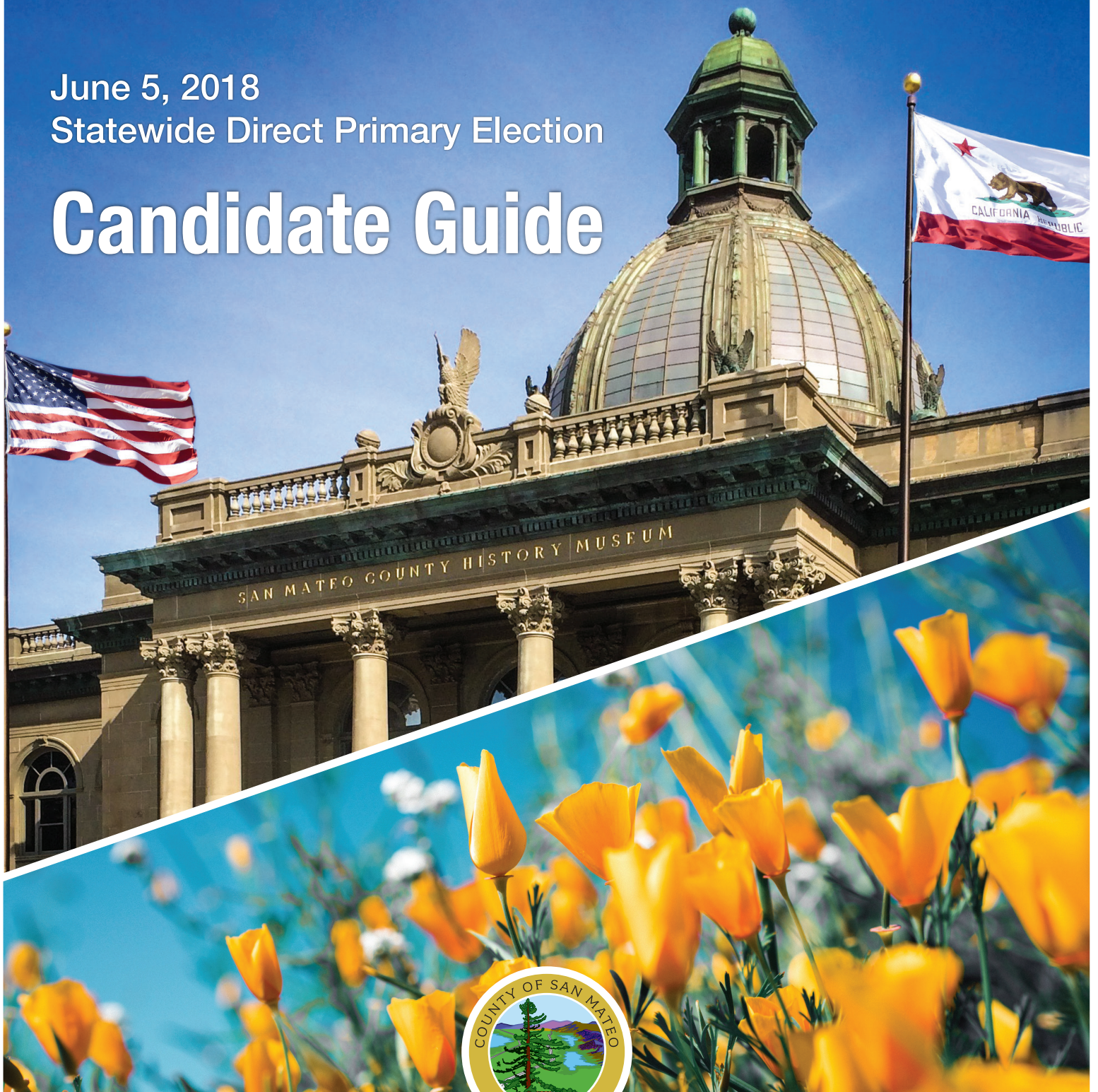


June 5, 2018  
Statewide Direct Primary Election

# Candidate Guide



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

Office of Mark Church  
Assessor-County Clerk-Recorder & Chief Elections Officer  
Registration & Elections Division  
40 Tower Road, San Mateo, CA 94402

**phone** 650.312.5222 **fax** 650.312.5348 **email** registrar@smcare.org **web** www.shapethefuture.org



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

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

Spring 2018

Dear Candidate:

I congratulate you on your decision to run for public office. Your willingness to give 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.

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 two Candidate Seminars to help you understand your responsibilities and resources in the June 5, 2018 Statewide Direct Primary Election. I highly recommend that you attend one of these seminars. Even if you have run for office before, these briefings will ensure your understanding of current laws, forms, reporting rules and campaign management tips. The following sessions are scheduled:

**Candidate Seminars (choose one session)**

Tuesday, January 9, 2018: 10 a.m. at 40 Tower Road, San Mateo  
Monday, January 29, 2018: 2 p.m. at 40 Tower Road, San Mateo

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

Tuesday, January 9, 2018: 11:30 a.m. at 40 Tower Road, San Mateo  
Monday, January 29, 2018: 3:30 p.m. at 40 Tower Road, San Mateo

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

Lastly, I feel privileged and honored to serve you in my capacity as your Chief Elections Officer. My office is ready to answer your questions and provide assistance. I encourage you to direct your questions regarding candidate filing to our Candidate Filing Officer, Michelle Yue, at **650.312.5293** or [myue@smcare.org](mailto:myue@smcare.org).

Sincerely,

Mark Church

The 2018 Candidate Guide is intended to provide general information about the nomination and election of candidates, and it does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the Registration & Elections Division is not rendering legal advice and, therefore, the guide is not to be a substitute for legal counsel for the individual, organization or candidate using it. In case of conflict, the law, regulation or rule will apply.

# Table of Contents

---

Election Calendar .....	1
Candidate Filing Procedures Checklist .....	9
Offices to be Elected at the Statewide Direct Primary Election .....	10
Qualifications by Offices .....	11
Holding Two Offices .....	17
Filing fees .....	18
Signatures In Lieu of Filing Fee .....	19
Guidelines for Gathering Signatures .....	21
Declaration of Intention (Judicial Candidates Only) .....	24
Nomination Papers .....	25
Sample Nomination Paper .....	27
Declaration of Candidacy .....	29
Ballot Designation .....	31
Sample Declaration of Candidacy .....	34
Other Forms .....	36
Ballot Designation Worksheet.....	36
Code of Fair Campaign Practices (Optional).....	36
Chinese Name Transliteration Form.....	37
Form 700 .....	37
Permission to Post Personal Information Form .....	38
Extended Filing and Withdrawal of Candidacy .....	39
Candidate Statement Guidelines.....	40
Fictitious Samples of Candidate Statements.....	46
Letter from League of Women Voters .....	47
Campaign Disclosure Information .....	48
Basic Campaign Filing Guidelines for Candidates .....	50
Filing Calendar .....	51
Fast Facts/Getting Started .....	54
County Contribution Limits .....	55
California State Contribution Limits .....	56
Voluntary Expenditure Ceilings for State Candidates .....	58
Selected State Laws Governing Campaign Practices .....	59
Letter from Mark Church .....	64
Notification from CA Department of Transportation .....	65
City Clerks in San Mateo County .....	68
Voter File Data .....	69
Voter Registration Information.....	71
California Voter’s Choice Act.....	73
Vote by Mail Information.....	74
Election Day .....	75

# Election Calendar

## June 5, 2018 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 California Codes may be referenced online at: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

NOTE: The information below is as accurate as possible, but not every requirement or exception is listed. In the event of a conflict, the date set by statute controls over dates listed below. The Registration & Elections Division reserves the right to update this calendar as necessary.

Days Prior to Election	Date	Election Calendar for June 5, 2018 Statewide Direct Primary Election Action Taken
173	December 14, 2017	Between these dates, Signatures in Lieu of Filing Fee Petitions are available for all voter-nominated state and nonpartisan countywide offices. EC §§8061, 8105, 8106
118	February 7, 2018	
158	December 29, 2017	By this date, the Secretary of State shall issue a notice designating the offices, except those of county officers and judges, for which candidates are to be nominated in the Direct Primary Election. EC §12103
148	January 8, 2018	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
147	January 9, 2018	First Candidate Seminar to be held at 10 a.m. at the Registration & Elections Division, 40 Tower Road, San Mateo. First Data Seminar to be held immediately following the end of the Candidate Seminar at the same location.
134	January 22, 2018	The County will prepare and send a Report of Registration to the Secretary of State, reflecting the total number of voters as of January 2, 2018. (Note: Deadline falls on a Sunday. Date is moved to next day, January 22, 2018, per EC §15) EC §2187(c)(1)
131	January 25, 2018	Last day for an initiative measure, statewide constitutional amendment, bond measure or other legislative measure to qualify for the Statewide Direct Primary Election ballot on June 5, 2018. EC §9040; Cal. Const. Art. II §8(c)
130	January 26, 2018	(School or Special District Vacancy) Last day for the governing body of a local jurisdiction to call an election on June 5, 2018 to fill a vacancy to be on the ballot. GC §1780; ED §5091
127	January 29, 2018	Second Candidate Seminar to be held at 2 p.m. at the Registration & Elections Division, 40 Tower Road, San Mateo. Second Data Seminar to be held immediately following the end of the Candidate Seminar at the same location.

127	January 29, 2018	Between these dates, Declaration of Intentions shall be filed by judicial candidates. If the incumbent of a judicial office fails to file a Declaration of Intention by the end of this period, persons other than the incumbent may file Declarations of Intention no later than February 12, 2018, the first day for filing Nomination Papers. EC §§8020, 8023, 8103, 8104, 8105(b)
118	February 7, 2018	
127	January 29, 2018	Between these dates, any City may publish a Notice of Election including time of election and City offices to be filled. If a City measure is placed on the ballot before this date, the Notice of Election can be consolidated to include candidates and measures. EC §§12101, 12111
113	February 12, 2018	
125	January 31, 2018	Last day for Special Districts governed by the Uniform District Election Law to deliver notice of elective offices to be filled, decisions regarding payment of candidate statements and a map of the District boundaries. EC §§10509, 10522, 10524
Fixed Date	January 31, 2018	Except as provided in GC §84200 paragraphs (1), (2) and (3), elected officials, candidates and committees pursuant to subdivision (a) of GC §82013 shall file semi-annual statements no later than today for the period ending December 31, 2017. GC §§82013, 84200
123	February 2, 2018	(School District Vacancy) Last day for school governing board to deliver a resolution (the "specifications of the election order") to the County Superintendent and Elections Official calling for an election of governing board members. ED §5322
120	February 5, 2018	(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 5, 2018	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 Documents are available, deadline for filing required forms, statement regarding appointment and the hours of opening and closing the polls). The notice of central counting place may be combined with this notice. The Elections Official shall also issue a press release indicating offices to be filled and a telephone contact number for related information. EC §§12109, 12112; GC §6061; ED §5363
90	March 7, 2018	
118	February 7, 2018	Last day to file Signatures in Lieu of Filing Fee Petitions for all voter-nominated state and nonpartisan countywide offices. EC §§8061, 8105 8106
118	February 7, 2018	Last day for judicial candidates to file a Declaration of Intention. If the incumbent judicial candidate fails to file a Declaration of Intention by today, persons other than the incumbent may file Declarations of Intention no later than February 12, 2018, the first day for filing Nomination Papers. EC §§8020, 8023, 8103, 8104, 8105(b)

113	February 12, 2018	(City Vacancy) For a vacancy in a City election office, this is the last day for the City Council to call a special election for June 5, 2018 to fill the vacancy. The City shall immediately publish the Notice of Election. EC §§12101-02; GC §36512
113	February 12, 2018	If the incumbent of a judicial office fails to file a Declaration of Intention by 5 p.m. on February 7, 2018, persons other than the incumbent may file a Declaration of Intention by 5 p.m. today. Filing fee must be paid at the time of filing. EC §§8023, 8103, 8105
113  88	February 12, 2018  March 9, 2018	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 9, 2018 (candidates filing at the Registration & Elections Division have until 5 p.m.; municipal candidates should check the hours of their City Clerk's office). <b>No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election.</b> The candidate statement may be withdrawn but not changed during this period and until 5 p.m. of the next working day (March 12, 2018) after the close of the nomination period. (Note: Statutory opening date falls on a holiday. Date is moved to next business day on March 12, 2018, per EC §15.) EC §§8020, 8061, 8105, 8800, 10220, 10407, 10510, 10603, 13107, 13307
90  0	March 7, 2018  June 5, 2018	During this period, contributions of \$1,000 or more in the aggregate per source made to or received by a candidate or committee must be reported within 24 hours. GC §§82036, 84203
87  83	March 10, 2018  March 14, 2018	Between these dates is the Extended Candidate Filing Period. If an eligible incumbent does not file Nomination Documents by March 9, 2018 at 5 p.m., the filing period is extended for that office for five calendar days until March 14, 2018 at 5 p.m., for any person other than the incumbent. This section is not applicable where there is no incumbent eligible to be elected. EC §§8022, 8024, 10407
88	March 9, 2018	(School District Measure) Last day for a school governing board to deliver a resolution (the "specifications of the election order") to the County Superintendent of Schools and the Elections Official calling for an election on a measure. ED §5322
88	March 9, 2018	Last day for a local entity to request election services and consolidation from the San Mateo County Board of Supervisors for the June 5, 2018 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 Official. EC §§1405, 10002, 10403, 12001

88	March 9, 2018	Last day for candidates to submit Nomination Documents (Declaration of Candidacy and Nomination Papers), due by 5 p.m. to the Registration & Elections Division. (City candidates should check the hours of their City Clerk's office.) EC §§8020, 10220, 10224, 10407, 10510, 10603, 13107, 13307
88  78	March 9, 2018  March 19, 2018	The 10-calendar-day public review period begins March 9, 2018 at 5 p.m. and ends March 19, 2018 at 5 p.m. for all documents filed as of the filing deadline of March 9, 2018. 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
88  78	March 9, 2018  March 19, 2018	Between these dates, anyone seeking to run as a write-in candidate for a Superior Court judge office where only the incumbent has filed Nomination Documents must file a petition indicating a write-in campaign will be conducted. The petition must be signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures. EC §§8203, 8600-04
85	March 12, 2018	Except as provided in EC §13309, 5 p.m. today is the deadline for candidates to withdraw a candidate's statement. Candidates may withdraw but may not change their statements. EC §13307(a)(3)
85	March 12, 2018	The County will publish a notice regarding County, School District and Special District measures, the dates for submitting Primary Arguments and Rebuttals, the 10-day public examination periods, the hours of opening and closing the polls, and the central ballot counting location. EC §§9163, 9502, 10242, 12109, 12112; GC §6061; ED §5363
83	March 14, 2018	Candidate Filing Period closes at 5 p.m. today for extended offices. Extended filing periods occur when an eligible incumbent does not file for re-election; the extension only applies to non-incumbent candidates for such an office. City candidates should file paperwork with their City Clerk's office; all other candidates should file with the County Elections Official. EC §§8022, 8024, 10407
83	March 14, 2018	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 15, 2018	Randomized Alphabet Drawings are conducted by both the Secretary of State and County Elections Official today at 11 a.m. to determine the order in which candidate names will appear on the ballot and the letters that will be assigned to each ballot measure. EC §§13112, 13113, 13116



82	March 15, 2018	Last day for candidates whose filing period ended on March 14, 2018 to withdraw their candidate statement. The statement may be withdrawn, but not changed, until 5 p.m. EC §13307(a)(3)
81	March 16, 2018	For consolidated elections, the names of the candidates to appear upon the ballot where district, city or other political subdivision offices are to be filled shall be filed with the Elections Official by this date. EC §10403
81	March 16, 2018	Primary Arguments in favor of and against local measures are due by 5 p.m. Such arguments, if already submitted, may be changed up to and including today. Arguments for City measures must be filed with the City Clerk's office. EC §§9162-63, 9282-83, 9286, 9315-16, 9501-03
81	March 16, 2018	The 10-calendar-day public review period begins March 16, 2018 at 5 p.m. and ends March 26, 2018 at 5 p.m. for Primary Arguments filed in favor of and against local measures. Between these dates, the Elections Official or any registered voter eligible to vote on the contest in question may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be false, misleading or inconsistent with Elections Code. Arguments for City measures are reviewed at the City Clerk's office. EC §§9190, 9295, 9380, 9509
71	March 26, 2018	
78	March 19, 2018	The 10-calendar-day public review period ends at 5 p.m. for all documents filed by March 9, 2018. Writs of mandate and injunctions cannot be sought after this date on documents filed as of the close of the Candidate Filing Period (March 9, 2018). EC §§9190, 9295, 9380, 9509, 13313
71	March 26, 2018	The 10-calendar-day public review period ends at 5 p.m. today for all Primary Arguments filed in favor of and against local measures. Writs of mandate and injunctions cannot be sought after this date on documents filed as of March 16, 2018. EC §§9190, 9295, 9380, 9509
71	March 26, 2018	Rebuttal Arguments for measures where a Primary Argument was filed both in favor and against are due on this date by 5 p.m. Such arguments may be changed up to and including today. Rebuttal arguments for City measures must be filed with the City Clerk's office. EC §§9163, 9167, 9285-86, 9316-17, 9502, 9504
71	March 26, 2018	Impartial Analyses for measures are due on this date by 5 p.m. EC §§9160, 9163, 9280, 9286, 9313-14, 9316, 9500, 9502
71	March 26, 2018	The 10-calendar-day public review period begins March 26, 2018 at 5 p.m. and ends April 5, 2018 at 5 p.m. for Rebuttal Arguments filed in favor or against local measures and Impartial Analyses. Between these dates, the Elections Official or any registered voter eligible to vote on the contest in question may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be false, misleading or inconsistent with the Elections Code. Rebuttal arguments and Impartial Analyses for City measures are reviewed at the City Clerk's office. EC §§9190, 9286, 9295, 9380, 9509
61	April 5, 2018	

68	March 29, 2018	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 5, 2018	The 10-calendar-day public review period ends at 5 p.m. today for all Rebuttal Arguments filed in favor and/or against local measures and Impartial Analyses. Writs of mandate and injunctions may not be sought after this date on documents filed by March 26, 2018. EC §§9190, 9295, 9380, 9509, 13313
61	April 5, 2018	Any City that requests the Board of Supervisors 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 45	April 6, 2018 April 21, 2018	Between these dates, the County Elections Official must send ballots and balloting materials to all Military and Overseas Voters who filed ballot applications by April 21, 2018. EC §§300(b), 3105, 3114
57 14	April 9, 2018 May 22, 2018	During this time, write-in candidates must file a statement of write-in candidacy and other required documentation with the Registration & Elections Division. City candidates must file their paperwork with their City Clerk's office. EC §§8600-05
50	April 16, 2018	By this date, each County must send the Report of Registration, reflecting the total number of voters as of April 6, 2018, to the Secretary of State. EC §2187(c)(2)
40 21	April 26, 2018 May 15, 2018	Between these dates, the San Mateo County Sample Ballot & Official Voter Information Pamphlet and the State Voter Information Guide will begin mailing to each voter who is registered at least 29 days prior to the election. EC §§9094, 13303-04
40	April 26, 2018	First pre-election campaign committee statement for candidates and committees is due for the period ending April 21, 2018. GC §84200.8
29 7	May 7, 2018 May 29, 2018	Between these dates, Vote by Mail ballots will be sent to all registered voters in the county. Voters interested in having replacement Vote by Mail ballots be mailed to them should make the request by May 29, 2018 to ensure the ballots arrive on or before Election Day. EC §§3001, 4005(a)(8)(A)
29	May 7, 2018	Early voting period starts on this day, with three Vote Centers opening in San Mateo, Redwood City and South San Francisco.
28 0	May 8, 2017 June 5, 2018	Between these dates, at least one ballot drop-off location shall be provided for every 15,000 registered voters within the jurisdiction where the election is held, as determined on March 9. All ballot drop-off locations shall be open at least during regular business hours. At least one ballot drop-off location shall be an accessible, secured, exterior drop box that is available for a minimum of 12 hours per day including regular business hours. EC §4005(a)(1)(A)(B)

15	May 21, 2018	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
15	May 21, 2018	Processing of Vote by Mail ballots may begin on this date (10 business days before Election Day). Processing Vote by Mail ballots includes opening Vote by Mail ballot return envelopes, removing ballots, duplicating any damaged ballots and preparing the ballots to be machine-read, or machine-reading them. EC §15101(b)
14	May 22, 2018	The Candidate Filing Period for write-in candidates ends today at 5 p.m. All potential candidates must submit all required documents by this date in order to be a qualified write-in candidate. City candidates must file their paperwork with their City Clerk's office. EC §§8601-05
14 0	May 22, 2018 June 5, 2018	Between these dates, those who become new United States citizens on or after May 22, 2018, 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
14 0	May 22, 2018 June 5, 2018	Between these dates, the Elections Official shall provide conditional voter registration and provisional voting at all Vote Centers. EC §§2170-73
12	May 24, 2018	Second pre-election campaign committee statement for candidates and committees is due for the period ending May 19, 2018. GC §84200.8
10 4	May 26, 2018 June 1, 2018	Between these dates, for a minimum of eight hours per day, at least one Vote Center is provided for every 50,000 registered voters within the jurisdiction where the election is held, as determined on March 9, 2018. EC §4005(a)(4)(A)
7	May 29, 2018	By this date, the County shall publish a list of the polling places (Vote Centers) designated for each election precinct and precinct board members appointed for this election. EC §§12105, 12105.5, 12106
7	May 29, 2018	By this date, each County must send the Report of Registration, reflecting the total number of voters as of May 22, 2018, to the Secretary of State. EC §2187(c)(3)
7	May 29, 2018	Last day for voters to request a replacement Vote by Mail ballot to be mailed to them. EC §3001
7	May 29, 2018	Last day for voters to request the County Elections Official to send a Vote by Mail ballot in Spanish or Chinese, or a facsimile copy of the ballot printed in Filipino or Korean. EC §4005(a)(8)(B)(III)

7	May 29, 2018	Last day for voters to request the County Elections Official to send or deliver a ballot that voters with disabilities can read and mark privately and independently pursuant to the federal Help America Vote Act of 2002 (52 U.S.C. Sec. 20901 et seq.). EC §4005(a)(8)(B)(IV)
3 0	June 2, 2018 June 5, 2018	Between these dates, for a minimum of eight hours per day (7 a.m. to 8 p.m. on Election Day), at least one Vote Center is provided for every 10,000 registered voters within the jurisdiction where the election is held, as determined on March 9, 2018. EC §4005(a)(3)(A)
0	<b>June 5, 2018</b>	Election Day. All Vote Centers open from 7 a.m. to 8 p.m. EC §§1000, 4005, 14212 Semifinal official canvass commences upon the closing of all polls at 8 p.m. EC §§15150, 15151
3	June 8, 2018	Vote by Mail ballots postmarked on or before Election Day must be received by County Elections Officials by this day in order to be counted. EC §3020
28	July 3, 2018	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
30	July 5, 2018	Last day for County Elections Official to certify election results to the jurisdictions participating in the election. EC §15372

# Candidate Filing Procedures Checklist

---

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

	<b>Date Issued</b>	<b>Date Filed</b>
<b>1. Personal Information Provided to Registration &amp; Elections Division</b>		
a. Residence Address ( <i>verify within district</i> )		_____
b. Request phone and email address		_____
c. Permission to post on internet		_____
<b>2. Signatures in Lieu of Filing Fee (12/14/17-2/7/2018)</b>		
a. Receipt for signatures and/or fee paid		_____
b. Use as nomination signatures – <b>written directive</b>		_____
<b>3. Declaration of Intention (Judicial Offices) (1/29/18-2/7/18)</b>		
a. <b>Must file by February 7, 2018</b>		_____
b. Filing fee collected (see #2 above)		_____
<b>4. Nomination Papers/Declaration of Candidacy (2/12/18-3/9/18)</b>		
a. Required number of Nomination Signatures		_____
b. Filing Fee \$ _____ (if applicable)		_____
c. Declaration of Candidacy		_____
i. Name on Ballot (no titles or degrees)		_____
ii. Ballot Designation (If <b>none</b> , then initial box)		_____
iii. Oath of Office taken		_____
d. Ballot Designation Worksheet		_____
e. Chinese Name Transliteration Form		_____
f. FPPC Form 700 Statement of Economic Interests		_____
g. Code of Fair Campaign Practices (Optional)		_____
<b>5. Candidate’s Statement (file with Nomination Papers)</b>		
a. 200 words (local offices); 250 words (legislative offices)		_____
b. Proper Format		_____
c. Candidate Statement Submission Form		_____
d. Check Payable to “San Mateo County Elections”		_____
<b>6. Campaign Statements</b>		
a. Form 501 Candidate Intention Statement		_____
b. Form 470 Officeholder and Candidate Campaign Statement or 410 Statement of Organization		_____

# Offices to be Elected at the June 5, 2018 Statewide Direct Primary Election

---

## Elective Office

## Current Office Holder

### Federal Offices

U.S. Senator  
U.S. Representative  
    14th District  
    18th District

Dianne Feinstein  
  
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, 2nd District  
State Assembly  
    19th District  
    22nd District  
    24th District

Jerry Brown\*  
Gavin Newsom  
Xavier Becerra  
Alex Padilla  
John Chiang  
Betty Yee  
Dave Jones  
Tom Torlakson  
Fiona Ma

Phil Ting  
Kevin Mullin  
Marc Berman

### 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  
Superior Court Judges  
    Office #1  
    Office #2  
    Office #3  
    Office #4  
    Office #5  
    Office #6  
    Office #7  
    Office #8  
    Office #9  
    Office #10

Carole Groom  
Don Horsley  
Mark Church  
Juan Raigoza  
Robert Foucrault  
Stephen Wagstaffe  
Carlos G. Bolanos  
Sandie Arnott  
Anne E. Campbell

Donald Ayoob  
Gerald J. Buchwald  
Clifford V. Cretan  
Leland Davis  
Susan I. Etezadi  
Robert D. Foiles  
John L. Grandsaert  
Elizabeth K. Lee  
Lisa A. Novak  
V. Raymond Swope

*\*Termed out*

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

# Qualifications by Offices

---

## Generally:

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

*EC §201*

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

*EC §20*

## Specifically:

### (1) Voter-Nominated Offices

#### United States Senator

At least 30 years of age, a United States citizen for at least nine years and a California resident when elected; a registered voter at the time Nomination Papers are issued.

*U.S. Const. Art. I, §3, Amend. XX, §1; EC §201*

Term: 6 years, commencing January 3, 2019

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

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

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

Term: 2 years, commencing January 3, 2019

#### Governor & Lieutenant Governor

A United States citizen, a registered voter qualified to vote for that office at the time that Nomination Papers are issued. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Not have served two terms in the office sought since November 6, 1990. The Governor may not hold other public office.

*EC §§20, 201; Cal. Const. Art. V, §§2, 9, 11*

Term: 4 years, commencing January 7, 2019

#### Attorney General

A 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 or appointment to the office. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money,

## Qualifications by Offices (continued)

---

extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Not have served two terms as Attorney General since November 6, 1990.

*EC §§20, 201; Cal. Const. Art. V, §11; GC §12503*

Term: 4 years, commencing January 7, 2019

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

A registered voter qualified to vote for that office at the time that Nomination Papers are issued. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Not have served two terms in the office sought since November 6, 1990.

*EC §§20, 201; Cal. Const. Art. V, §11*

Term: 4 years, commencing January 7, 2019

### **Insurance Commissioner**

A 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. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury or conspiracy to commit any of those crimes. Not have served two four-year terms as Insurance Commissioner.

*EC §§20, 201; IC §12901; IC §12900(a)*

Term: 4 years, commencing January 7, 2019

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

A registered voter qualified to vote for that office at the time that Nomination Papers are issued. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Not have served two terms as a member of the State Board of Equalization since November 6, 1990.

*EC §§20, 201; Cal. Const. Art. XIII, §17*

Term: 4 years, commencing January 7, 2019

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

A United States citizen, a California resident, and a registered voter qualified to vote for that office at the time that Nomination Papers are issued. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Not have served three terms in the State Assembly since November 6, 1990 if he or she was elected to the Assembly before June 2012. Serve no more than 12 years in the Senate, the Assembly, or both, in any combination of terms if he or she was first elected after June 2012 and has not previously served in the State Senate or Assembly.

*EC §§20, 201; Cal. Const. Art. IV, §2 (a)(4), (c)*

Term: 2 years, commencing December 3, 2018



# Qualifications by Offices (continued)

---

## (2) Non-Partisan Offices

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

A registered voter qualified to vote for that office at the time Nomination Papers are issued. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Not have served two terms as State Superintendent of Public Instruction since November 6, 1990.

*EC §20, 201; Cal. Const. Art. IX, §2*

Term: 4 years, commencing January 7, 2019

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

A registered voter of the county or district in which the duties of the office are to be exercised at the time that Nomination Papers are issued to the person or at the time of the person's appointment. A registered voter of the district which he or she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents and shall reside in the district during his or her incumbency. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Supervisors shall not be eligible for election to nor serve more than three consecutive terms in office.

*San Mateo County Charter Article II, §202; GC §§24001, 24200, 25041; EC §§20, 201*

Term: 4 years, commencing January 7, 2019

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

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

*San Mateo County Charter Article IV, §402; GC §§24001, 24002.5, 24200; EC §§20, 201*

Term: 4 years, commencing January 7, 2019

### **County Controller**

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. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Also, a candidate must meet at least one of the following requirements:

- (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; or

## Qualifications by Offices (continued)

---

- (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; or
- (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; or
- (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.

*San Mateo County Charter Article IV, §403; GC §§24001, 24200, 26945; EC §§20, 201*

Term: 4 years, commencing January 7, 2019

### **Coroner**

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

*San Mateo County Charter Article IV, §404; GC §24001; EC §§20, 201*

Term: 4 years, commencing January 7, 2019

### **District Attorney**

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. A candidate must have been admitted to practice in the Supreme Court of the State. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

*San Mateo County Charter Article IV, §406; GC §§24001, 24002, 24200; EC §§20, 201*

Term: 4 years, commencing January 7, 2019

### **Sheriff**

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. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Also, a candidate must meet at least one of the following requirements at the time of the final filing date for the election:

- (a) The person has an active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training; or
- (b) The person has 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; or

## Qualifications by Offices (continued)

---

- (c) The person has 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; or
- (d) The person has 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; or
- (e) The person has 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.

*San Mateo County Charter Article IV, §407; GC §24001, 24004.3, 24200; EC §§20, 201*  
Term: 4 years, commencing January 7, 2019

### **Treasurer-Tax Collector**

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. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Also, a candidate must meet at least one of the following requirements:

- (a) The person has served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices; or
- (b) The person possesses a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance; or
- (c) The person possesses a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant; or
- (d) The person possesses a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance; or
- (e) The person possesses a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

*San Mateo County Charter Article IV, §409; GC §§24001, 24200, 27000.7; EC §§20, 201*  
Term: 4 years, commencing January 7, 2019

## Qualifications by Offices (continued)

---

### **County Superintendent of Schools**

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. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. No person shall be elected or appointed to the office who does not possess the appropriate valid credential for the classification of the county in which they hold office. However, if the county changes from one class to another because of an increase in the average daily attendance in the public schools, the incumbent shall not be prohibited from continuing in office and shall be eligible for reelection to the same office regardless of whether he/she possesses a valid credential otherwise required in a county of that class.

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.

*ED §§1205-08; GC §24001; EC §§20, 201*

Term: 4 years, commencing January 7, 2019

### **Superior Court Judges**

A registered voter qualified to vote for that office at the time that Nomination Papers are issued. 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.

*EC §201; Cal. Const. Art. VI, §15*

Term: 6 years, commencing January 7, 2019

# Holding Two Offices

---

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

This doctrine of incompatible offices precludes public officials from holding two different public offices simultaneously if the offices have overlapping and conflicting public duties. Courts have summarized the doctrine as follows: “[o]ne individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.” (*Eldridge v. Sierra View Local Hosp. Dist.* (1990) 224 Cal.App.3d 311, 319 (citing *Mott v. Horstmann* (1950) 36 Cal.2d 388).)

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

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

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

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

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

# Filing Fees

---

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

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

*EC §8103*

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

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

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

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

*EC §8104*

## **Non-Refundable Filing Fees Must be Paid When Nomination Forms Are Obtained**

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

*EC §8105*

# Signatures in Lieu of Filing Fee

---

**December 14, 2017 – February 7, 2018 (New)**

## **Important: New Law Regarding Signatures in Lieu of Filing Fee**

Assembly Bill 469 was approved by Governor Jerry Brown on October 15, 2017. The bill amends Election Code Section 8106 to:

- (1) Move the Signatures in Lieu of Filing Fee Period 15 days earlier
- (2) Reduce the number of signatures required for Signature-in-Lieu-of-Filing-Fee Petitions for state and local offices

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

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

*EC §8106(a), (b)(1)-(2).*

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

*EC §8061, 8068*

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

*EC §8068*

## Signatures in Lieu of Filing Fee (continued)

The following page shows the filing fees and value of signatures for voter-nominated and non-partisan offices:

### Voter-Nominated Offices

Office	Salary	Filing fee	Signatures	Value
U.S. Senator	\$174,000.00	\$3,480.00 (2%)	7,000	\$0.497143
U.S. Representative	\$174,000.00	\$1,740.00 (1%)	2,000	\$0.870000
Governor	\$195,806.00	\$3,916.12 (2%)	7,000	\$0.559446
Lieutenant Governor	\$146,854.00	\$2,937.08 (2%)	7,000	\$0.419583
Secretary of State	\$146,854.00	\$2,937.08 (2%)	7,000	\$0.419583
Attorney General	\$170,080	\$3,401.60 (2%)	7,000	\$0.485943
Treasurer	\$156,643.00	\$3,132.86 (2%)	7,000	\$0.447551
Controller	\$156,643.00	\$3,132.86 (2%)	7,000	\$0.447551
Insurance Commissioner	\$156,643.00	\$3,132.86 (2%)	7,000	\$0.447551
State Board of Equalization	\$146,854	\$1,468.54 (1%)	4,406	\$0.333305
Member of State Assembly	\$107,242	\$1,072.42 (1%)	1,000	\$1.072420

### Non-Partisan Offices

Office	Salary	Filing fee	Signatures	Value
State Superintendent of Public Instruction	\$170,080.00	\$3,401.60 (2%)	7,000	\$0.485943
Superior Court Judge	\$200,042.00	\$2,000.42 (1%)	6,002	\$0.333333
Board of Supervisors	\$136,489.60	\$1,364.90 (1%)	4,095	\$0.333333
Assessor-County Clerk-Recorder	\$204,880.00	\$2,048.80 (1%)	6,147	\$0.333333
County Controller	\$216,798.40	\$2,167.98 (1%)	6,504	\$0.333333
Coroner	\$153,046.40	\$1,530.46 (1%)	4,592	\$0.333333
District Attorney	\$314,537.60	\$3,145.38 (1%)	9,437	\$0.333333
Sheriff	\$245,232.00	\$2,452.32 (1%)	7,357	\$0.333333
County Superintendent of Schools	\$235,428.00	\$2,354.28 (1%)	7,063	\$0.333333
Tax Collector-Treasurer	\$185,744.00	\$1,857.44 (1%)	5,573	\$0.333333

EC §§8104(b), 8106(a)



# Guidelines for Gathering Signatures

---

## **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 more time to decrease your filing fee.
- (2) For Nomination Papers – you may need to obtain additional signatures based on the number that are disqualified during the examination of your papers.

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

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

*EC §§102, 106*

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

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

- (1) The printed name of the circulator.
- (2) The residence address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
- (3) The dates between which all the signatures to the petition or paper were obtained.

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

- (1) That the circulator circulated that section and witnessed the appended signatures being written.
- (2) That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.
- (3) That the circulator is 18 years of age or older.

(c) The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature.

*EC §104*

# Guidelines for Gathering Signatures (continued)

---

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

Any registered voter may sign a Petition or Paper for any candidate for whom he or she is eligible to vote. Each voter shall at the time of signing the Petition or Paper **personally affix** his or her signature, printed name and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. All signers of the same section of a petition must be registered in one county. Different sections must be used in each county where the petitions are circulated and filed with the County Clerk in the affected county.

*EC §100, 8068, 8106*

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

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

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

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

*EC §8061*

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

*EC §8063*

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

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

*EC §8069*

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

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

*EC §18370*

# Guidelines for Gathering Signatures (continued)

---

## **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 or Paper, and (b) the affidavit is received by the Elections Official on or before the date on which the Petition or Paper is filed.

*EC §2102(b)*

## **Validation of Signatures**

The County Elections Official shall verify the signatures of the signers on the Signatures in Lieu of Filing Fee Petition or Nomination Paper with the registration affidavits on file in the office of the County Elections Official. The County Elections Official shall mark "not sufficient" any signature that does not appear in the same handwriting as appears on the affidavit of registration in his or her office, or that is accompanied by a declaration of party preference that is not in accordance with the declaration of party preference in the affidavit of registration. The County Elections Official may cease to verify signatures once the minimum requisite number of signatures has been verified.

*EC §8081*

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

*EC §8102*

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

The following guidelines will be used when validating signatures on Signatures-in-Lieu-of Filing-Fee Petitions and Nomination Papers. A signature can be challenged 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;
- omits his or her residential address;
- uses a mail drop number for residence address;
- provides an address that is different from the voter's residential address on the affidavit of registration on the voter's record;
- prints his or her name for the signature, unless registered as such;
- lists and signs his or her name using spouse's name, such as "Mrs. John Jones";
- uses ditto marks for an address previously listed.

# Declaration of Intention – *Judicial Candidates Only*

---

## **January 29, 2018 – February 7, 2018**

Except in the case of a judicial office filled in accordance with subdivision (d) of Section 16 of Article VI of the California Constitution, every candidate for a judicial office is required to file a Declaration of Intention between January 29 and February 7, 2018 with the County Elections Official of the county in which his or her Nomination Papers are required to be filed.

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

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

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

*EC §8023*

**The filing fees for candidates required to file Declarations of Intention shall be paid at the time the declarations are filed with the County Elections Official.** If a payment is by Signatures in Lieu, the candidate must file the required number of in-lieu signatures by February 7, 2018.

*EC §§8023, 8104, 8105*

## **February 8, 2018 – February 12, 2018 Extension Filing Period**

If the incumbent of a judicial office fails to file a Declaration of Intention by the end of February 7, 2018, persons other than the incumbent may file Declaration of Intention no later than February 12, 2018, the first day for filing Nomination Papers.

*EC §8023(b)*

# Nomination Papers

---

## February 12, 2018 – March 9, 2018

No candidate's name shall be printed on the ballot to be used at the direct primary unless the following nomination documents are delivered for filing to the County Elections Official between February 12 and March 9, 2018:

- (1) Declaration of Candidacy pursuant to Election Code Section 8040.
- (2) Nomination Papers signed by signers pursuant to Election Code Section 8041.  
*EC §8020*

The filing fees for all candidates shall be paid at the time the candidates obtain their nomination forms from the County Elections Official.  
*EC §8105(a)*

Pursuant to Election Code Section 8062, the number of nomination signatures required for elective offices in the June 5, 2018 Statewide Direct Primary Election are as follows:

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

# Nomination Papers (continued)

---

## **Signers of Nomination Papers**

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

*EC §8067*

For instructions on obtaining signatures, where they can be obtained and how can circulate Nomination Papers, please refer to the “Guidelines for Gathering Signatures” section in this Candidate Guide.

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

Official Filing Form

**Mark Church**  
 \_\_\_\_\_  
 County Elections Official

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

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

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

\_\_\_\_\_

County Elections Official

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

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

(Secretary of State Use Only)

## Nomination Paper

For use in **PRIMARY ELECTIONS** for  
 Voter-Nominated and Nonpartisan Offices  
 (Elections Code §§ 100, 104, 8041, 8062, 8068, 8069, 8140; Code of Civil Procedure § 2015.5)

I, the undersigned signer for \_\_\_\_\_, for nomination/election to the  
 office of \_\_\_\_\_, to be voted for at the **Statewide Direct  
 Primary Election** to be held on **June 5, 2018**, hereby assert as follows:

I am a resident of \_\_\_\_\_ County and am registered to vote at the  
 address shown on this paper. I am not at this time a signer of any other Nomination Paper of any  
 other candidate for the above-named office.

My residence is correctly set forth after my signature hereto:

PRECINCT (To be entered by Elections Official)	NAME	RESIDENCE	VERIFICATION (To be entered by Elections Official)
	Print 1..... 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 .....	

**Please Complete Affidavit of Circulator on Reverse Side**

PRECINCT (To be entered by Elections Official)	NAME	RESIDENCE	VERIFICATION (To be entered by Elections Official)
	Print 6..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 7..... Sign .....	Residence Address ONLY ..... City or Town .....	
	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) all of the following:  
Print Name

1. That I am 18 years of age or older.
2. That my residence address, including street and number, is

\_\_\_\_\_  
 .  
 (If no street or number exists, a designation of my residence adequate to readily ascertain its location is \_\_\_\_\_.)

3. That the signatures on this section of the Nomination Paper were obtained between \_\_\_\_\_, 20\_\_\_\_, and \_\_\_\_\_, 20\_\_\_\_; that I circulated the petition and  
Month and Day Month and Day

I witnessed the signatures on this section of the Nomination Paper being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

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

\_\_\_\_\_ Date Circulator's Signature

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

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

(TO BE ENTERED BY ELECTIONS OFFICIAL AFTER VERIFICATION)

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

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

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

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



# Declaration of Candidacy

---

**February 12, 2018 – March 9, 2018**

Elections Code Section 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.

Elections Code Section 13.5 states:

- (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).
- (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 therefor:
  - (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.

# Declaration of Candidacy (continued)

---

**February 12, 2018 – March 9, 2018**

- (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, provided that the board of supervisors has adopted the provisions of that section pursuant to Section 27000.6 of the Government 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 9, 2018.

*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 offices are required to obtain and file all nomination documents with the City Clerk, respective to the office they seek.

## **Candidate Party Preference History**

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

*EC §8121(b)*

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

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

*EC §§8002.5, 13105*

# Ballot Designation

---

## **Name on Ballot**

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

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

*EC §13106*

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

*EC §13104*

## **Ballot Designation**

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

The ballot designation that a candidate may use is governed by Elections Code Section 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.
  - (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.

## Ballot Designation (continued)

---

- (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.
- (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.

# Ballot Designation (continued)

---

- (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.

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

The California Secretary of State has adopted regulations (Chapter 7 of Division 7 of Title 2 of the California Code of Regulations) relating to ballot designations for certain offices. The San Mateo County Elections Official has opted to refer to those regulations to provide guidance in addressing issues which arise relating to ballot designations for local offices; however, the San Mateo County Elections Official retains full discretion to interpret the regulations and to make decisions based on other considerations. The regulations are available online at [www.oal.ca.gov/publications/ccr](http://www.oal.ca.gov/publications/ccr) or at [www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations](http://www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations).

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

Official Filing Form

**Mark Church**  
County Elections Official

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

Filed in County of San Mateo

**Mark Church**  
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 §§ 20, 200, 8002.5, 8020, 8040, 8121, 8140, 13105)

I hereby declare myself a candidate for nomination/election to the office of \_\_\_\_\_,  
to be voted for at the **Statewide Direct Primary Election** to be held on **June 5, 2018**, 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>Print Your Name for Use on the Ballot</p> <p>_____</p> <p>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 checked, the first address listed below will be published. If a business telephone, residence telephone, FAX number, e-mail address, or website are provided, that information will also be published.**

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

City State Zip Code

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

City State Zip Code

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

City State Zip Code

Telephone: ( ) ( )  
Area Code Business Area Code Residence

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): \_\_\_\_\_.

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

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

**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 2008 through the date of signing this document\* is as follows:

Party Registration	County	Timeframe by Year (e.g., 2008-2009)
_____	_____	2008 – _____
_____	_____	_____
_____	_____	_____

\*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

---

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 (in the form prescribed by the Secretary of State) 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.

*EC §13107.3*

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

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

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

*EC §20400*

At the time an individual is issued his or her Declaration of Candidacy, Nomination Papers, or any other paper evidencing an intention to be a candidate for public office, the Elections Official shall give the individual a blank form of the code and a copy of Chapter 5, Division 20, of the Elections Code. The Elections Official shall inform each candidate for public office that subscription to the code is **voluntary**. The Elections Official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. Every code subscribed to by a candidate for public office pursuant to the Code of Fair Campaign Practices is a public record open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code.

*EC §§20440 – 20444*



## Other Forms (continued)

---

### **Chinese Name 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 within 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.justice.gov/crt/about-language-minority-voting-rights](http://www.justice.gov/crt/about-language-minority-voting-rights).

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 our 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 Interests (Required)**

All state and local candidates are required to file a statement disclosing personal investments and his or her interest in real property. Forms must be filed by the final date for filing the Declaration of Candidacy (March 9, 2018).

*GC §§87100, 87200, 87302.3*

## Other Forms (continued)

---

### **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;
  - (14) State Administrative Law Judges;
  - (15) Federal Judges and Federal Defenders;
  - (16) Members of the United States Congress and Appointees of the President.

*GC §6254.21*

# Extended Filing and Withdrawal of Candidacy

---

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

### **March 10, 2018 – March 14, 2018**

If an eligible incumbent does not file Nomination Documents by Friday, March 9, 2018 at 5 p.m., the filing period is extended for that office for five calendar days until Wednesday March 14, 2018 at 5 p.m., for any person other than the incumbent. This section is not applicable where there is no incumbent eligible to be elected.

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

### **Withdrawal of Candidacy**

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

*EC §§8800*

# Candidate Statement Guidelines

---

Elections Code Section 13307 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 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) (1) The Elections Official shall send to each voter a county voter information guide that contains the written statements of each candidate that is prepared pursuant to subdivision (a). The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.
  - (2) 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 who is one of the following:
    - (A) A certified and registered interpreter on the Judicial Council Master List.
    - (B) An interpreter categorized as "certified" or "professionally qualified" by the Administrative Office of the United States Courts.
    - (C) From an institution accredited by a regional or national accrediting agency recognized by the United States Secretary of Education.
    - (D) A current voting member in good standing of the American Translators Association.
    - (E) A current member in good standing of the American Association of Language Specialists.
- (c) (1) In addition to the statement prepared pursuant to subdivision (a), if the Elections Official who is conducting the election permits electronic distribution of a candidate's statement, the governing body of a local agency may permit each candidate for nonpartisan elective office in the local agency to prepare a candidate's statement for the purpose of electronic distribution pursuant to this subdivision.
  - (2) A statement prepared pursuant to this subdivision shall be posted on the internet website of the Elections Official, and may be included in a voter's pamphlet that is electronically distributed by the Elections Official pursuant to Section 13300.7, but shall not be included in a voter's pamphlet that is printed and mailed to voters pursuant to subdivision (b).

## Candidate Statement Guidelines (continued)

---

- (3) A statement that is printed in the voter's pamphlet and mailed to voters pursuant to subdivision (b) shall be included with the statement that is prepared and electronically distributed pursuant to this subdivision.
- (4) A statement that is prepared and electronically distributed pursuant to this subdivision shall be displayed in type of uniform size and darkness, and with uniform spacing.
- (5) 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 who is one of the persons listed in paragraph (2) of subdivision (b).
- (d) The local agency may estimate the total cost of printing, handling, translating, mailing, and electronically distributing 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 county voter information guide or electronically distributed. 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 that, 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.
- (e) This section shall not be deemed to make any statement, or the authors of any statement, free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing electronic distribution pursuant to this section or contained in the county voter information guide.
- (f) 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 and, if authorized pursuant to subdivision (c), for the electronically distributed candidate's statement. This decision shall not be revoked or modified after the seventh day before the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, mailing, and electronic distribution shall be provided to each candidate or his or her representative, at the time he or she picks up the Nomination Papers.
- (g) For purposes of this section and Section 13310, the board of supervisors is the governing body of judicial elections.

# Candidate Statement Guidelines (continued)

---

## 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 be withdrawn but not changed after filing.**

## Format and Non-Conformity

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

- Type the statement exactly as you wish it to appear. Attach printed copy to the form provided to you.
- In addition to hard copy, please provide the statement on a flash drive, CD or by email (myue@smcare.org) in plain text format or attachment of a word document, 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.

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 all applicable laws and regulations.

# Candidate Statement Guidelines (continued)

---

## Word Counting

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

- Punctuation is **not** counted. This refers to the following symbols: *, . : ; ! ? ( ) [ ] ' ”*
- Symbols such as \$, #, \*, and % are **not** counted as separate words.
- All proper nouns, including geographical names, shall be counted as one word. Examples include: *City and County of San Francisco, San Mateo County Charter, or John Charles Fremont.*
- Each abbreviation or acronym for a word, phrase or expression shall be counted as one word, such as *Feb.* (February), *Wed.* (Wednesday), *NASA*, *e.g.*, *i.e.*, *J.D.*, *PhD.* and *K-8*.
- Hyphenated words that appear in any generally available standard reference dictionary published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word. The Chief Elections Officer retains discretion to determine whether a word is included in a standard reference dictionary for these purposes.
- Dates shall be counted as one word, whether purely numeric (*06/14/1846*) or otherwise (*July 4, 1776; September Eighth, Nineteen Sixty-Six*).
- Any number consisting of a digit or digits shall be counted as one word (*100; 3; 525,600*). Any number which is spelled shall be considered as a separate word or words. Thus, for example, “*One*” will be counted as one word, while “*One Hundred*” will be counted as two words and “*Five Hundred Thousand*” as three words.
- Telephone numbers will be counted as one word.
- Website addresses and email addresses will be counted as one word.
- In an itemized list, headers such as “A.)” or “1)” will be counted as one word. Bullet points will not be counted as a separate word.
- Name, age and occupation located in the **header of a candidate statement only** are **not** counted towards the word count.
- If the text exceeds the word limit, the author will be asked to rewrite the text to bring the total number of words within the required word limit. If the author refuses to alter the text in this manner, any words after the total number of permitted words, as determined by the Elections Office, shall be omitted.

*NOTE* that these rules do **not** apply to ballot designations.

# Candidate Statement Guidelines (continued)

---

## **Withdrawal**

Any candidate may withdraw his or her candidate statement, either in person or by a signed statement of withdrawal, no later than 5 p.m. of March 12, 2018 (the next business day following the close of the nomination period) or no later than 5 p.m. of March 15, 2018 for extended offices. **Candidates may withdraw but may NOT change his or her statement.**

*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 Elections Official's office during the 10-calendar-day review period (commencing at 5 p.m. March 9, 2018, or at 5 p.m. March 14, 2018 for extended races) prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held, or the County Elections Official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. 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. (City candidates' statements are reviewed at the City Clerk's Office.)

*EC §13313*

## **Sample Ballot & Official Voter Information Pamphlet Sign-Off Process**

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

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

A 24-hour turnaround time is required to meet printing deadlines. Any delay in signing-off jeopardizes the printing schedule.

The Sample Ballot & Official Voter Information Pamphlet mailing period for this election is April 26, 2018 through May 15, 2018.

## **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 costs:

- (1) Printing
- (2) Postage
- (3) Translation of statement into Chinese and Spanish

The Registration & Elections Division does its best to provide the most accurate estimated fee, but final costs can vary according to the number of submitted statements appearing on one page, the number of pages required for a particular office, as well as the number of different pamphlets in which your statement will appear.

An example of how the candidate statement fee is calculated is provided on the following page.



# Candidate Statement Guidelines (continued)

---

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 page by dividing the total printing and mailing cost by total number of pages ordered, rounding up to the nearest cent (\$0.01):

**Example:**  $\$161,730.23 / 9,464,120 \text{ pages} = \$0.02 \text{ printing cost per page.}$

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

**Example:**  $30,041 \text{ voters} \times \$0.02 = \$600.82 \text{ cost per page (round up)}$

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

**Example:**  $\$600.82 \times 2 \text{ pages} = \$1,201.64 \text{ total cost for statement pages}$

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

**Example:** Two pages containing five total statements =  $\$1,201.64 / 5 = \$240.33 \text{ per statement.}$

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 four candidates was \$240.33, and John Doe's total cost was \$425.33 ( $\$240.33 + \$100 + \$85$ ). 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.

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



# LEAGUE OF WOMEN VOTERS® OF CALIFORNIA

December 2017

Dear Candidate:

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

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

In 2016 Voter's Edge California reached over 1.8 million voters, partnered with 78 media and community organizations across the state, and determined that 92% of users surveyed found the site extremely or very helpful.

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

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

Don't miss this opportunity to share your message with voters! To see examples of candidate profiles check this link: <http://bit.ly/SanMateoHarborDistrict2016>.

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

Sincerely,

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

Membership & Technology Manager  
League of Women Voters of California  
(916) 442-7215  
[ssstone@lwvc.org](mailto:ssstone@lwvc.org)



# Campaign Disclosure Information

---

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: 1102 Q Street, Suite 3000, Sacramento, CA 95811; phone 916.322.5660 (toll-free 1-866-ASK-FPPC) or visit FPPC's Candidate Toolkit at [www.fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html](http://www.fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html).

## Electronic Filing

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

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

## Selected FPPC Campaign Disclosure Forms

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

### Form 501 — Candidate Intention Statement

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

### Form 410 — Statement of Organization

Form 410 is used when organizing a campaign committee and must be filed within 10 days of receiving \$2,000 in contributions. The form includes a space to indicate the campaign's bank account information. File the original and one copy with the Secretary of State. County and city committees also file a copy with the County Elections Official or the City Clerk.

### Form 460 — Consolidated Campaign Statement Form

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

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

# Campaign Disclosure Information (continued)

---

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

This form is used by candidates who do not have a controlled committee and do not anticipate receiving contributions or making expenditures totaling \$2,000 or more in a calendar year. If a Form 470 is filed on or before the filing deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election, so long as total receipts/expenditures remain less than \$2,000.

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

## **Form 470 Supplement**

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

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

Any committee that makes independent expenditures totaling in the aggregate of \$1,000 or more to support or oppose a single candidate or single ballot measure during the 90 days immediately prior to the election in which the candidate or measure is being voted must file a report within 24 hours of the expenditure.

State committees file Form 496 electronically with the Secretary of State. No paper copies are required, and no copies are required to be filed with other filing officers. Local candidates file Form 496 with the County Elections Officials or the City Clerk by fax, guaranteed overnight delivery or personal delivery. Regular mail may not be used. A local ordinance also may require this form to be filed electronically.

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

Any committee that makes or receives contribution(s) totaling in the aggregate of \$1,000 or more from a single source during the 90 days immediately prior to the election in which the candidate or measure is to be voted must file a report within 24 hours of the time the contribution was made or received.

State committees file this form electronically with the Secretary of State. Local committee file Form 497 with the County Elections Official or the City Clerk by fax, guaranteed overnight delivery service or personal delivery. Some jurisdictions require electronic submissions. Check with your local elections office.

## **Campaign Statements**

All candidates with qualified committees are required to file semi-annual campaign statements no later than July 31 and January 31. In addition, all committees that have made or received contributions of \$2,000 or more or made expenditures of \$2,000 or more in connection with an election and during the periods specified in the chart to follow must file campaign statements on the required dates.

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

# Basic Campaign Filing Guidelines for Candidates

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

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

→  
**Form 470 – Campaign Statement Short Form**  
**Who:** Candidates who do not plan to raise or spend \$2,000 or more for their campaign, and do not have an open committee.  
**When:** Any time, but no later than the date the first pre-election statement is due. Statement covers entire calendar year.  
**With:** State and judicial candidates file original and one copy with Secretary of State and one copy with Local Filing Officer. Local candidates file an original and one copy with Local Filing Officer.

→  
**Form 470 Supplement**  
**Who:** Candidates who filed form 470 but subsequently raised or spent \$2,000 or more for their campaign.  
**When:** Within 48 hours of raising or spending \$2,000.  
**With:** Secretary of State, Local Filing Officer, every other candidate seeking the same office.  
**MUST ALSO FILE FORM 410**

→  
**Form 410 – Statement of Organization**  
**Who:** State and local candidates who raise \$2,000 or more.  
**When:** Anytime, but required to be filed within 10 days of reaching \$2,000 in contributions (or within 24 hours if \$2,000 level is reached in final 16 days before Election Day).  
**With:** File the original and one copy with Secretary of State. County and city committees also file a copy with the Local Filing Officer.

→  
**Form 460 – Campaign Statement**  
**Who:** All campaign committees formed via filing of a Form 410.  
**When:** Two pre-election statements due before election, and semi-annual statements thereafter until committee is terminated.  

- *Exception for officeholders earning under \$200/yr. from the office and having inactive committees. (GC §84200).*

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

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

# Filing Calendar

## Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for *Local* Office Being Voted on June 5, 2018

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Jan 31, 2018</b> <i>Semi-Annual</i>	* – 12/31/17	460 or 470	<ul style="list-style-type: none"> <li>• <b>460:</b> All committees must file Form 460.</li> <li>• <b>470:</b> If a candidate raised or spent less than \$2,000 during 2017, file Form 470 (see below).</li> </ul>
<b>Within 24 Hours</b> Contribution Reports	3/7/18 – 6/5/18	497	<ul style="list-style-type: none"> <li>• File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>• File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or measure being voted upon June 5, 2018.</li> <li>• The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>• File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
<b>Apr 26, 2018</b> <i>1<sup>st</sup> Pre-Election</i>	1/1/18 – 4/21/18	460 or 470	<ul style="list-style-type: none"> <li>• Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
<b>May 24, 2018</b> <i>2<sup>nd</sup> Pre-Election</i>	4/22/18 – 5/19/18	460	<ul style="list-style-type: none"> <li>• All committees must file Form 460.</li> <li>• File by personal delivery, guaranteed overnight service or online, if available.</li> </ul>
<b>Jul 31, 2018</b> <i>Semi-Annual</i>	5/20/18 – 6/30/18	460	<ul style="list-style-type: none"> <li>• All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2018.</li> </ul>

### Additional Notes:

- **\*Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470 (2017):** Non-incumbent candidates who raised or spent less than \$2,000 during 2017 and did not have an open committee must file Form 470 by January 31, 2018.
- **Form 470 (2018):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2018 and do not have an open committee may file Form 470 on or before April 26, 2018. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See Campaign Disclosure Manual 2 for additional information.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Click on Learn, then Campaign Rules.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - 462: This form must be e-mailed to the FPPC within 10 days.
  - 496: This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- A video on basic information for candidates and committees can be found at <http://www.fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html>.

# Filing Calendar (continued)

## Fair Political Practices Commission Filing Schedule for *State Candidate Controlled Committees Listed on the June 5, 2018 Ballot*

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Jan 31, 2018</b> <i>Semi-Annual</i>	* – 12/31/17	460	<ul style="list-style-type: none"> <li>All committees must file this report.</li> </ul>
<b>Within 10 Business Days</b> <i>\$5,000 Report</i>	<b>Ongoing – file any time other than 90-day election cycle</b>	497	<p><b>Only e-filers file this report:</b></p> <ul style="list-style-type: none"> <li>File if a contribution of \$5,000 or more is received from a single source.</li> <li>No paper copy is required.</li> </ul>
<b>Within 24 Hours</b> <i>Election Cycle Reports</i>	<b>3/7/18 – 6/5/18</b>	497	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made in connection with a candidate or ballot measure being voted on the June 5 ballot, or made to a political party committee.</li> <li>The recipient of an in-kind contribution must file a Form 497 within 48 hours from the time the in-kind or non-monetary contribution is received.</li> <li>E-file only – no paper copy is required.</li> </ul>
<b>Apr 26, 2018</b> <i>1<sup>st</sup> Pre-Election</i>	<b>1/1/18 – 4/21/18</b>	460	<ul style="list-style-type: none"> <li>All committees must file this report.</li> </ul>
<b>May 24, 2018</b> <i>2<sup>nd</sup> Pre-Election</i>	<b>4/22/18 – 5/19/18</b>	460	<ul style="list-style-type: none"> <li>All committees must file this report.</li> <li>Paper copies must be filed by personal delivery or guaranteed overnight service only.</li> </ul>
<b>Jul 31, 2018</b> <i>Semi-Annual</i>	<b>5/20/18 – 6/30/18</b>	460	<ul style="list-style-type: none"> <li>All committees must file this report.</li> </ul>

### Additional Reports

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

- **Payments Related to a State Ballot Measure (E-Filers only):** File Form 496 (24-hour Independent Expenditure Report) or Form 497 (24-hour Contribution Report) within 10 business days of making payments totaling \$5,000 or more in connection with a single state ballot measure. No paper copy is required.
- **Form 511:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (i.e., nurse, doctor, firefighter). E-Filers also file online.
- **Form E-530:** File within 48 hours of making a payment of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate being voted upon in the election but does not expressly advocate the election or defeat of the candidate. No paper copy is required.

### Additional Notes:

- **\*Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **E-File:** A state committee that has received contributions or made expenditures totaling \$25,000 or more.
- **Form 460:** All state committees, including e-filers, must also file paper reports.
- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Forms 496 and 497:** All reports filed online only.
- **Where to File:** State committees file reports with the Secretary of State. Only candidate controlled committees that are not e-filers file paper copies with the Elections Official at the candidate's county of domicile.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour Independent Expenditure Reports (Form 496) or to a 24-hour Contribution Report (Form 497) that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week.
- **Penalties:** Failure to file a statement on time subjects a committee to a fine of \$10 per day on both the paper and the e-filed version (e.g., \$20 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of \$5,000 per violation.



# Filing Calendar (continued)

---

- **State Contribution Limits:** Refer to the contribution limits chart on the FPPC website: <http://www.fppc.ca.gov/learn/campaign-rules/state-contribution-limits.html>
- **Public Documents:** All statements are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Click on Learn, then Campaign Rules.
- **Multiple Committees:** All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the June 5, 2018 ballot who maintains an Assembly officeholder committee must file pre-election reports for both committees even if the Assembly committee has not received or made payments.
- Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days.
  - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.



# Fast Facts/Getting Started

For candidates spending \$2,000 or more

---

## **CAMPAIGN RULES PAGE:**

Bookmark the Campaign Rules page to find resources and answers to campaign-related questions throughout your campaign. All links noted below can be reached through the Campaign Rules page. FPPC Home Page > Learn > Campaign Rules

## **TWO IMPORTANT RULES TO REMEMBER:**

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

## **FORMS TO START:**

- Form 501 – Candidate Intention Statement
- Form 410 – Statement of Organization (No bank account yet? Enter “Pending” where asked.)
- Form 700 – Statement of Economic Interests

## **ID NUMBER:**

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

## **FILING SCHEDULES & DEADLINES:**

Determine what campaign reports are due, and when they're due, by reviewing your filing schedule.

## **MOST COMMON CAMPAIGN REPORTS:**

- Form 460
- Form 497

## **MANUALS:**

- Disclosure Manual 1 – State Candidates
- Disclosure Manual 2 – Local Candidates and Judges

## **CANDIDATE/TREASURER VIDEO:**

Watch the Candidate/Treasurer video and print slides to read while you watch.

## **TRAINING OPPORTUNITIES:**

In addition to the video above, you may learn more by registering for webinars and workshops. FPPC Home Page > Learn > Campaign Rules > Training & Outreach > Candidate, Treasurer, or Committee?

## **QUESTIONS?**

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

*This fact sheet is informational only, and contains only highlights of selected provisions of the law. It does not carry the weight of the law. EAED 05/17*

# County Contribution Limits

---

## San Mateo County Ordinance Code

### Chapter 2.03 – Campaign Contributions

#### 2.03.010 – Definitions

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

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

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

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

# California State Contribution Limits

Effective January 1, 2017 – December 31, 2018

Candidates seeking a state office and committees that make contributions to state candidates are subject to contribution limits from a single source. (GC §§85301-85303.) Contributions from affiliated entities are aggregated for purposes of the limits. (2 C.C.R. §18215.1.) The chart below shows the current limits per contributor for state offices. The primary, general, special, and special run-off elections are considered separate elections. Contribution limits to candidates apply to each election. Contribution limits to officeholder and other committees apply on a calendar year basis. For additional information, please visit <http://www.fppc.ca.gov/learn/campaign-rules/state-contribution-limits.html>.

## Contribution Limits to State Candidates Per Election

Candidate or Officeholder	Contributor Sources		
	Person (individual, business entity, committee/PAC)	Small Contributor Committee (see definition on page 2)	Political Party
Senate and Assembly	\$4,400	\$8,800	No Limit
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner, and Board of Equalization	\$7,300	\$14,600	No Limit
Governor	\$29,200	\$29,200	No Limit

## Contributions to Other State Committees Per Calendar Year

Committee	Contributor Sources
	Person (individual, business entity, committee/PAC)
Committee (Not Political Party) that Contributes to State Candidates (PAC)	\$7,300
Political Party Account for State Candidates	\$36,500
Small Contributor Committee	\$200
Committee Account NOT for State Candidates (Ballot Measure, PAC, Political Party)	No Limit*

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

## Contributions to State Officeholder Committees Per Calendar Year

Committee	Contributor Sources	
	Any Source (Person, Small Contributor Committee or Political Party)	Aggregate from All Sources
Senate and Assembly	\$3,600	\$60,600
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner, and Board of Equalization	\$6,000	\$121,100
Governor	\$24,200	\$242,300

# California State Contribution Limits (Continued)

Effective January 1, 2017 – December 31, 2018

---

*The contribution limits are effective for elections held between January 1, 2017 and December 31, 2018. (2 C.C.R. § (“Regulation”) 18545.) These limits do not apply to contributions made to elections in previous years. Such contributions are subject to the limits in place for that year - see previous charts.*

## **Legal Defense Funds**

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

## **Recall Elections**

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

## **Ballot Measure Committees**

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

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

A state candidate or state officeholder may not contribute more than \$4,400 to a committee controlled by another state candidate or state officeholder (including a state or local election committee, legal defense fund, officeholder account, or ballot measure committee).

This limit applies on a per election basis and includes, in the aggregate, contributions made from the candidate’s or officeholder’s personal funds and from campaign funds. (GC §85305; Regulation 18535.) This limit does not apply to a committee controlled by a state candidate to oppose his or her recall.

## **Communications Identifying State Candidates**

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

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

contribution from any single source of more than \$36,500 in a calendar year if the communication is made at the behest of the candidate featured in the communication. (GC §85310.)

## **Officeholder Committees**

Officeholder contributions must be cumulated (in full) with any other contributions from the same contributor(s) for any other future elective state office for which the officeholder maintains a controlled committee during the term of office in which the contribution is received.

Contributions to candidates for future elections and to their officeholder account are cumulated for purposes of contribution limits. (Regulation 18531.62.)

## **Contributions from State Lobbyists**

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

## **Local Elections**

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

## **Definitions**

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

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

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

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

# Voluntary Expenditure Ceilings for State Candidates

Effective January 1, 2017 – December 31, 2018

---

Proposition 34 established voluntary spending limits for candidates running for statewide offices, the state Senate and the state Assembly. Candidates, who accept the spending limits, are allowed to purchase space for a 250-word Candidate Statement in either the State Voter Information Guide (State Offices) or in the County Voter Information Guide (State Legislative Offices).

To accept the spending limits, candidates running for statewide office or state Senate or state Assembly, must file a Candidate Statement of Intention (Form 501) with the Secretary of State indicating whether they intend to abide by the spending limits prior to submitting a Candidate Statement.

## Voluntary Expenditure Ceilings for State Candidates

Office	Primary/Special Election	General/Special Runoff Election
Member of the State Assembly	\$584,000	\$1,021,000
State Senator	\$875,000	\$1,313,000
Board of Equalization	\$1,459,000	\$2,188,000
Lt. Governor, Attorney General, Insurance Commissioner, Controller, Secretary of State, Supt. of Public Instruction, Treasurer	\$5,835,000	\$8,753,000
Governor	\$8,753,000	\$14,588,000

# Selected State Laws Governing Campaign Practices

---

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

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

### **Candidate Statement and Qualifications**

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement with the intent to mislead the voters in connection with his or her campaign for nomination or election to a non-partisan office is punishable by a fine not to exceed \$1,000.

*EC §18351*

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

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

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

NOTICE TO VOTERS  
(Required by Law)

This is not an official ballot or an official sample ballot prepared by the County Elections Official or the Secretary of State.

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

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

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

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

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

# Selected State Laws Governing Campaign Practices

(continued)

---

## **Mass Mailing**

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

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



# Selected State Laws Governing Campaign Practices

(continued)

---

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

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

*GC §84305*

## **Political Advertising**

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

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.

*EC §20008*

## **Libel and Slander**

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

*EC §20500*

## **Persons Liable**

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

*EC §20501*

# Selected State Laws Governing Campaign Practices

(continued)

---

## **Electioneering on Election Day**

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

- (a) Circulate an initiative, referendum, recall or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (c) Place a sign relating to voter's qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering, as defined by Section 319.5.

"100 feet of a polling place, a satellite location under Section 3018, or an Elections Official's office" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

*EC §18370*

## **Compelling Another in Voting**

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

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

*EC §18540*

# Selected State Laws Governing Campaign Practices

(continued)

---

## **Solicitation Dissuading Persons from Voting**

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

*EC §18541*

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

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

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

*EC §18543*

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

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

*EC §18403*



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

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

Spring 2018

Dear Candidate:

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

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

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

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

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

Sincerely,

Mark Church

40 Tower Road, San Mateo, CA 94402  
P 650.312.5222 F 650.312.5348 **email** registrar@smcare.org **web** www.shapethefuture.org

**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

PERSONAL INFORMATION NOTICE	DO NOT WRITE IN SHADED AREAS				
Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (IPA) (Civil Code Sections 1798, 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 1798.24 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. Direct any inquiries on information maintenance to your IPA Officer.	DISTRICT	COUNTY	ROUTE	POST MILE	
	ROAD / STREET / ADDRESS				PERMIT NUMBER
	CSR NUMBER		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, Office of ODA MS-36, 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.

<b>APPLICATION</b> (non-refundable) ..... <input type="checkbox"/> \$300	<b>PERMIT FEES:</b>
PENALTY (required if display was placed prior to obtaining permit) ..... <input type="checkbox"/> \$100	2017 - 2018..... <input type="checkbox"/> \$180     The Department operates on a 5-year billing cycle: 2014-2018.
PRELIMINARY REVIEW REQUEST (If approved, \$100 will be applied towards the application fee per CA Code of Regulations Section 5486) ..... <input type="checkbox"/> \$200	2017**..... <input type="checkbox"/> \$80     **Companies that have more than 10 permitted displays 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      PRIVATE DIRECTIONAL DISPLAY      PUBLIC DIRECTIONAL DISPLAY

**SECTION 3 - APPLICANT**

PERMIT APPLICANT (Please print or type name of firm or individual desiring permit)		ODA LICENSED? <input type="checkbox"/> YES <input type="checkbox"/> 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) ON THE _____ SIDE OF	STATE ROUTE NUMBER OR ROAD/STREET NAME
FEET/MILES (circle)	NAME OF NEAREST CROSSROAD, OVER/UNDERPASS		

IDENTIFY A BUSINESS ACTIVITY BY THE 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 separate applications.

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

PANEL: HEIGHT	LENGTH	DISPLAY NUMBER (optional)
UPRIGHTS: NUMBER	SIZE	MATERIAL <input type="checkbox"/> METAL <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER
ILLUMINATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	INDICATE FACING	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

**CHECK ONE**  An imprint is placed at the location.  
 An imprint will be placed by: \_\_\_\_\_ (Date)  
 Display is in place (upgrade)

An imprint is a flag, or some type of marker, at the exact location of the desired display.

**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.

**For outdoor advertising information, contact the Office of Outdoor Advertising at (916) 654-6473.**



**Department of Transportation**  
Division of Traffic Operations  
Outdoor Advertising Branch MS-36  
P.O. Box 942874  
Sacramento, CA 94274-0001

JANUARY 2017

**ADA Notice** For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

# City Clerks within San Mateo County

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

<p>Atherton Ms. Theresa DellaSanta 91 Ashfield Road Atherton, CA 94027 650.752.0529 <a href="mailto:tdellasanta@ci.atherton.ca.us">tdellasanta@ci.atherton.ca.us</a></p>	<p>Belmont Honorable Terri Cook One Twin Pines Lane, Suite 375 Belmont, CA 94002 650.595.7413 <a href="mailto:tcook@belmont.gov">tcook@belmont.gov</a></p>	<p>Brisbane Ms. Ingrid Padilla 50 Park Place Brisbane, CA 94005 415.508.2113 <a href="mailto:cityclerk@ci.brisbane.ca.us">cityclerk@ci.brisbane.ca.us</a></p>
<p>Burlingame Ms. Meaghan Hassel-Shearer 501 Primrose Road Burlingame, CA 94010 650.558.7203 <a href="mailto:mhasselshearer@burlingame.org">mhasselshearer@burlingame.org</a></p>	<p>Colma Ms. Caitlin Corley 1198 El Camino Real Colma, CA 94014 650.997.8311 <a href="mailto:caitlin.corley@colma.ca.gov">caitlin.corley@colma.ca.gov</a></p>	<p>Daly City Honorable Annette Hipona 333 90th Street Daly City, CA 94015 650.991.8078 <a href="mailto:ahipona@dalycity.org">ahipona@dalycity.org</a></p>
<p>East Palo Alto Ms. Maria Buell, Deputy 2415 University Avenue East Palo Alto, CA 94303 650.853.3127 <a href="mailto:mbuell@cityofepa.org">mbuell@cityofepa.org</a></p>	<p>Foster City Ms. Priscilla Tam 610 Foster City Boulevard Foster City, CA 94404 650.286.3250 <a href="mailto:clerk@fostercity.org">clerk@fostercity.org</a></p>	<p>Half Moon Bay Ms. Jessica Blair 501 Main Street Half Moon Bay, CA 94019 650.726.8271 <a href="mailto:jblair@hmbcity.com">jblair@hmbcity.com</a></p>
<p>Hillsborough Ms. Miyuki Yokoyama 1600 Floribunda Avenue Hillsborough, CA 94010 650.375.7412 <a href="mailto:myokoyama@hillsborough.net">myokoyama@hillsborough.net</a></p>	<p>Menlo Park Mr. Clay J. Curtin, Interim 701 Laurel Street Menlo Park, CA 94025 650.330.6615 <a href="mailto:cjcurtin@menlopark.org">cjcurtin@menlopark.org</a></p>	<p>Millbrae Ms. Angela Louis 621 Magnolia Avenue Millbrae, CA 94030 650.259.2333 <a href="mailto:alouis@ci.millbrae.ca.us">alouis@ci.millbrae.ca.us</a></p>
<p>Pacifica Ms. Kathy O'Connell 170 Santa Maria Avenue Pacifica, CA 94044 650.738.7307 <a href="mailto:o'connellk@ci.pacifica.ca.us">o'connellk@ci.pacifica.ca.us</a></p>	<p>Portola Valley Ms. Sharon Hanlon 765 Portola Road Portola Valley, CA 94028 650.851.1700 <a href="mailto:shanlon@portolavalley.net">shanlon@portolavalley.net</a></p>	<p>Redwood City Ms. Pam Aguilar 1017 Middlefield Road Redwood City, CA 94063 650.780.7220 <a href="mailto:paguilar@redwoodcity.org">paguilar@redwoodcity.org</a></p>
<p>San Bruno Ms. Carol Bonner 567 El Camino Real San Bruno, CA 94066 650.616.7058 <a href="mailto:cbonner@sanbruno.ca.gov">cbonner@sanbruno.ca.gov</a></p>	<p>San Carlos Ms. Crystal Mui 600 Elm Street San Carlos, CA 94070 650.802.4219 <a href="mailto:cmui@cityofsancarlos.org">cmui@cityofsancarlos.org</a></p>	<p>San Mateo Ms. Patrice Olds 330 West 20th Avenue San Mateo, CA 94403 650.522.7042 <a href="mailto:polds@cityofsanmateo.org">polds@cityofsanmateo.org</a></p>
<p>South San Francisco Honorable Krista Martinelli 400 Grand Avenue P.O. Box 711 South San Francisco, CA 94083 650.877.8518 <a href="mailto:krista.martinelli@ssf.net">krista.martinelli@ssf.net</a></p>	<p>Woodside Ms. Dora Wong 2955 Woodside Road P.O. Box 620005 Woodside, CA 94062 650.851.6790 <a href="mailto:dwong@woodsidesidetown.org">dwong@woodsidesidetown.org</a></p>	



# Voter File Data

---

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 unless otherwise specified

## Products and Prices

- Electronic file: \$125
- On CD-ROM: Add \$1 for copying; add \$2 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 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.

## Voter File Data (continued)

---

- Sending communications, including but not limited to, mailings, incidental to the circulation or support of, or opposition to any recall, initiative or referendum petition.
- Sending of newsletters or bulletins by any elected public official, political party or candidate for public office.
- Conducting any survey of voters in connection with any election campaign.
- Conducting any survey of opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purposes.
- Conducting an audit of voter registration list for the purpose of detecting voter registration fraud.
- Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure.
- Any official use by any local, state or federal governmental agency.

# Voter Registration Information

---

## Registration Deadline for This Election

To vote in any election, a citizen must be properly registered **15 days** prior to the election date. San Mateo County Registration & Elections Division encourages all voters to be properly registered well before that 15-day deadline to ensure enough time for our office to complete postal delivery of correct and complete election materials prior to an election.

For the June 5, 2018 election, voters must be registered at their current residential address on or before **Monday, May 21, 2018**.

*EC §2102*

## Conditional Voter Registration (CVR)

Voters who miss the May 21, 2018 deadline may come to the Registrations & Elections Division at 40 Tower Road, San Mateo or any operating Vote Centers in the county to complete a Voter Registration and be issued a Conditional Voter Registration (CVR) provisional ballot on or before Election Day.

*EC §2170*

## Important Information Regarding Voter Registration

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

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

*EC §2101*

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

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

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

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

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

## Voter Registration Information (continued)

---

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, 選擇 3。

# California Voter's Choice Act (*New*)

---

## **Overview**

San Mateo County has been selected by the State Legislature as one of 14 pilot counties statewide authorized to conduct All-Mailed Ballot/Vote Center with Ballot Drop-off Locations elections under Senate Bill 450, the California Voter's Choice Act. On September 12, 2017, the San Mateo Board of Supervisors authorized the Chief Elections Officer to proceed with the implementation of the Act and conduct the June 5, 2018 Statewide Direct Primary Election as the first election held under the California Voter's Choice Act.

## **Purpose**

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

## **Voting Options**

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

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

### **Vote by Mail**

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

### **Drop off Your Voted Ballot**

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

### **Vote in Person**

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

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

Vote Centers will be located throughout San Mateo County.

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

*EC §4005*

# Important Vote by Mail Information

---

Vote by Mail ballots returned by mail must be postmarked on or before Election Day and received by the Registration & Elections Division no later than three days after Election Day in order to be counted.

*EC §3020*

A Vote by Mail voter who is unable to return the ballot may designate any person to return the ballot to the Elections Official who issued the ballot, to the precinct board at a polling place or Vote Center within the state, or to a Vote by Mail Ballot Drop-off Location within the state that is provided pursuant to Election Code Section 3025 or 4005. The ballot must, however, be received by the Elections Official who issued the ballot, the precinct board, or the Vote by Mail Ballot Drop-off Location before the close of the polls on Election Day. The designated person needs to sign on the voter's Vote by Mail return envelope and write their relationship to the voter.

If a Vote by Mail ballot is returned to a precinct board at a polling place or Vote Center, or to a Vote by Mail Ballot Drop-off Location, that is located in a county that is not the county of the Elections Official who issued the ballot, the Elections Official for the county in which the Vote by Mail ballot is returned shall forward the ballot to the Elections Official who issued the ballot no later than eight days after receipt.

*EC §3017*

A Vote by Mail ballot may be delivered to the voter, his or her spouse, child, parent, grandparent, grandchild, or sibling, or a person residing in the same household as the Vote by Mail voter, except that in no case shall the ballot be delivered to an individual under 16 years of age. The County Elections Official shall deliver the Vote by Mail ballot to the Vote by Mail voter's spouse, child, parent, grandparent, grandchild, or sibling, or a person residing in the same household as the voter only if that person signs a statement attested to under penalty of perjury that provides the name of the voter and his or her relationship to the applicant, and affirms that he or she is 16 years of age or older, and is authorized by the voter to deliver the Vote by Mail ballot.

*EC §3009*

A voter's signature on the Vote by Mail return envelope must match the voter's signature appearing on the affidavit of registration records in order for the ballot to be counted.

*EC §3019*

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

*EC §18371*

# Election Day

---

**All Vote Centers are open from 7 a.m. to 8 p.m.**

## **Election Day Observing**

The Registration & Elections Division has procedures in place for election observers at the Voter Centers. It is important that activities at the Voter Centers 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 Election Officer, and may direct their questions about procedures to the Lead Election Officer, or in the absence of the Lead Election Officer, to other Election Officers who are in charge.
- Observers may not go near a voting booth while occupied and may not approach voters during the voting process. Observers may talk to voters outside the Vote Center, beyond the “no-electioneering zone.”
- Observers may not directly challenge a voter. Election law provides that only the Election Officer holds the right to challenge a particular vote.
- Observers may not interfere in any way with the voting process.

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

The semi-official canvass will commence immediately upon the close of the polls at 8 p.m., June 5, 2018. Votes are extracted and cumulated at the secure, central counting location within the Registration & Elections Division at 40 Tower Road, San Mateo, CA 94402.  
(EC §15150)

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

- **8:05 p.m.:** Vote by Mail Ballots Only
- **9 p.m.:** All Vote Center Electronic Voting Results (Updated every 30 minutes until completion)

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)

---

## **Final Official Canvass**

The purpose of the Official Canvass is to thoroughly audit, account for and validate every ballot and vote cast in the election, so that the Elections Official may derive and certify the final vote counts. This process tests the accuracy and validity of partial vote counts derived in the Semi-Official Canvass, and goes beyond those preliminary processes to validate and count additional Vote by Mail ballots, provisional ballots and write-in votes, and to account for unused and damaged paper ballots.  
*EC §15300-15360*

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

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

## **Election Certification**

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