

CANDIDATE GUIDE



NOVEMBER 5, 2024

PRESIDENTIAL GENERAL ELECTION



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

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

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

Summer to Fall 2024

Dear Candidate:

I commend you for your decision to seek public office. The success of our democratic system relies on citizen involvement as voters and candidates. Running for office is a commitment of your time and energy to your community, and this invaluable contribution deserves respect and support.

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

We have developed this Candidate Guide and we will hold two online Candidate Seminars to provide resources and help you understand your responsibilities in the November 5, 2024 Presidential General Election. I highly recommend that you attend one of these online seminars. Even if you have run for office before, these briefings will ensure your understanding of current laws, forms, reporting rules and campaign management tips.

Candidate Seminars (choose one session)

10 a.m., Wednesday, June 26, 2024

10 a.m., Wednesday, July 24, 2024

In addition to the seminars, our website (www.smcacre.gov) has an abundance of useful information, including an election calendar, information on how to request voter file data, an electronic copy of this Candidate Guide, the specific requirements and steps for including voter registration and/or Vote by Mail information in your campaign materials, Vote Center lookups and voting options for voters.

I feel privileged and honored to serve as your Chief Elections Officer. My office is ready to support you. Please send your questions regarding candidate filing to candidateservices@smcacre.gov.

Sincerely,

Mark Church

The 2024 Candidate Guide is intended to provide general information about the nomination and election of candidates. It does not have the force and effect of law, regulation or rule.

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

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Electronic Candidate Filing Option

We are continuing to offer an electronic filing option in addition to in-person filing.

Receiving Candidate Filing Documents Electronically

1. Candidates need to provide our office with a written request to receive candidate filing documents electronically by using the County's Candidate Registration Form. The Candidate Registration Form can be downloaded from our website (www.smcacre.gov) or be requested by phone or email.
2. Upon receiving the written request and establishing the candidate's eligibility, the San Mateo County Registration & Elections Division will email all candidate filing forms to the candidate in fillable PDF format.
3. **EXCEPTION: Under EC § 8028, the Declaration of Candidacy form must be completed in our office or picked up by a designee with written authorization from the candidate.**

Completing Candidate Filing Documents

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

Returning Candidate Filing Forms

IMPORTANT: Candidates MUST print all the completed filing forms, sign each form and mail or drop off their completed hard copy documents with original (wet) signatures to the San Mateo County Registration & Elections Division by the close of the Candidate Filing Period on August 9, 2024, or August 14, 2024 for extended offices.

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

Election Calendar

November 5, 2024 Presidential General 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 San Mateo County Registration & Elections Division reserves the right to update this calendar as necessary.

Days Prior to Election	Date	Election Calendar for November 5, 2024 Presidential General Election Action Taken
148	Monday June 10, 2024	<u>Proclamation of the Governor</u> 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
139	Wednesday June 19, 2024	<u>Statewide Measure Deadline</u> Last day for a statewide initiative measure, constitutional amendment, bond measure or other legislative measure to qualify for the Statewide General Election ballot on November 5, 2024. EC §9040; Cal. Const. Art. II §8(c)
130	Friday June 28, 2024	<u>School or Special District Vacancy</u> Last day for the governing body of a local jurisdiction to call an election on November 5, 2024 to fill a vacancy to be on the ballot. GC §1780(e)(2); ED §5091(b)
127	Monday July 1, 2024	<u>City Notice of Election</u> Between these dates, a city shall publish its Notice of Election, stating the offices to be filled and time of election. The City Elections Official shall consolidate the Notice of Election and the Notice of Measure into one notice if any city measure was placed on the ballot prior to the Notice of Election's publication. EC §§12101, 12111
113	Monday July 15, 2024	
125	Wednesday July 3, 2024	<u>Special District Offices</u> Last day for special districts governed by the Uniform District Election Law to notify County Elections Official of offices to be filled, specifying which offices, if any, are for the balance of an unexpired term, decisions regarding payment of candidate statements, and a map showing the boundaries of the district and the boundaries of the divisions of the district, if any, within that county and a statement indicating in which divisions a director is to be elected and whether any elective officer is to be elected at large. EC §§10509, 10522

132	Wednesday June 26, 2024	<u>First Candidate Seminar</u> First Candidate Seminar will be held at 10 a.m. on this day.
123	Friday July 5, 2024	<u>School District Offices</u> Last day for a school governing board to deliver a resolution (the “specifications of the election order”) to the County Superintendent of Schools and the County Elections Official calling for an election of governing board members. ED §5322
120	Monday July 8, 2024	<u>School District Notice of Election</u> Last day for the County Superintendent of Schools to deliver a copy of the formal Notice of Election of governing board members to the County Elections Official. ED §5325(b)
120 90	Monday July 8, 2024 Wednesday August 7, 2024	<u>County Notice of Election and Notice of Measure Arguments</u> Between these dates, the County Elections Official shall publish the Notice of Election (date of election, identification of offices to be filled, statement of required qualifications, where Nomination Documents are available, deadline for filing required forms, statement regarding appointment and the hours of opening and closing the polls). The notice of central counting place may be combined with this notice. The County Elections Official will publish a notice regarding County, School District and Special District measures of the dates for submitting Primary Arguments and Rebuttals and the 10-calendar-day public examination period. The Elections Official shall also issue a press release indicating offices to be filled and a telephone contact number for related information. EC §§9163, 9502, 10242, 12109, 12112; GC §6061; ED §5363
114	Sunday July 14, 2024	<u>City Vacancy</u> For a vacancy in a city elective office, this is the last day for the city council to call for a special election for November 5, 2024 to fill the vacancy. The city shall immediately publish the Notice of Election. (NOTE: Because the deadline E-114 falls on a Sunday, the safest option is for the city to take this action by E-116, Friday, July 12, 2024). EC §12101(b); GC §36512
113 88	Monday July 15, 2024 Friday August 9, 2024	<u>Candidate Filing Period</u> Between these dates is the Candidate Filing Period. Nomination Documents (Declaration of Candidacy and Nomination Papers) are available during this time. Paperwork must be filed by the close of business on August 9, 2024. City candidates shall file paperwork with their City Clerk’s office and should check the business hours of their City Clerk’s office; all other candidates shall file with the County Elections Official by 5 p.m. on August 9, 2024. No candidate who has filed a Declaration of Candidacy may withdraw as a candidate, except city, school and special district candidates are permitted to withdraw candidacy no later than August 9, 2024. EC §§8020, 8061, 8105, 8800, 10220, 10224, 10407(a), 10510, 10603, 13107

113	Monday July 15, 2024	<u>Candidate Statement Filing Period (Optional)</u> Between these dates, county, city, school and special districts, Superior Court, United States House of Representatives, State Senate and Assembly candidates may publish a candidate statement in the County Sample Ballot & Official Voter Information Pamphlet. State Senate and Assembly candidates may do so only if they have agreed to accept the voluntary expenditure limits on their Candidate Intention Statement (Form 501). A candidate statement shall be filed when the candidate's Nomination Papers are returned for filing no later than August 9, 2024. If it is for an election for which Nomination Papers are not required to be filed, a statement shall be filed no later than August 9, 2024. City candidates shall file their candidate statements with their City Clerk's office and should check the business hours of their City Clerk's office; all other candidates shall file with the County Elections Official by 5 p.m. on August 9, 2024. The candidate statement may be withdrawn, but not changed during this period and until 5 p.m. of the next working day (Monday, August 12, 2024) after the close of the Candidate Filing Period. United States Senate candidates may publish a candidate statement in the State Voter Information Guide. EC §§13307, 13307.5; GC §85601(c)
88	Friday August 9, 2024	
104	Wednesday July 24, 2024	<u>Second Candidate Seminar</u> Second Candidate Seminar will be held at 10 a.m. on this day.
Fixed Date	Wednesday July 31, 2024	<u>FPPC Semiannual Filings</u> Except as provided in GC §84200 paragraphs (1), (2) and (3), elected officials, candidates, committees, and slate mailer organizations shall file semiannual statements no later than this date for the period ending June 30, 2024. GC §§82013, 84200, 84218
98	Tuesday July 30, 2024	<u>Change of Ballot Designation for Runoff Candidates</u> Last day that any candidate may request in writing a different ballot designation than was used at the primary election. The written request shall be accompanied by a Ballot Designation Worksheet. EC §13107(h)
90 0	Wednesday August 7, 2024 Tuesday November 5, 2024	<u>Contribution 24-Hour Reporting Period</u> During this period, a contribution, including a loan, that totals in the aggregate \$1,000 or more per source made to or received by a candidate or committee must be reported within 24 hours. GC §§82036, 84203
88	Friday August 9, 2024	<u>School District Measures</u> Last day for a school governing board to deliver a resolution (the "specifications of the election order") to the County Elections Official calling for an election on a measure. ED §5322

88	Friday August 9, 2024	<u>Election Consolidation Deadline</u> Last day for a local entity to deliver a resolution requesting election services and consolidation from the County Board of Supervisors for the November 5, 2024 Election. A copy of the resolution of the governing board requesting the consolidation shall be submitted to the County Elections Official. A copy of the exact form of the question, proposition, or office to appear on the ballot must also be submitted. EC §§1405, 10002, 10403(a)-(b)
88	Friday August 9, 2024	<u>Candidate Filing Period Closes</u> Last day for candidates to submit Nomination Documents (Declaration of Candidacy and Nomination Papers) and Candidate Statement (optional). City candidates shall file paperwork with their City Clerk's office and should check the business hours of their City Clerk's office; all other candidates shall file with the County Elections Official by 5 p.m. on this date. EC §§10220, 10224, 10407(a), 10510, 10603, 13107, 13307, 13307.5; GC §85601(c)
88 78	Friday August 9, 2024 Monday August 19, 2024	<u>Candidate/Measure Document Public Examination Period</u> The 10-calendar-day public examination period begins August 9, 2024 at 5 p.m. and ends August 19, 2024 at 5 p.m. for all documents filed as of the filing deadline of August 9, 2024. Between these dates, the Elections Official or any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found, by clear and convincing evidence, to be false, misleading or inconsistent with the Elections Code, where issuance of the writ or injunction will not substantially interfere with the printing or distribution of election materials as provided by law. EC §§9190, 9295, 9380, 9509, 13313
87 83	Saturday August 10, 2024 Wednesday August 14, 2024	<u>Extended Candidate Filing Period</u> Between these dates is the <i>Extended</i> Candidate Filing Period. If an eligible incumbent does not file Nomination Documents (Declaration of Candidacy and Nomination Papers) by August 9, 2024 at 5 p.m., the filing period is extended for that office for five calendar days until August 14, 2024 at 5 p.m., for any person other than the incumbent. City candidates shall file paperwork with their City Clerk's office and should check the business hours of their City Clerk's office; all other candidates shall file with the County Elections Official by 5 p.m. on August 14, 2024. This section is not applicable where there is no incumbent eligible to be elected. EC §§10225, 10407(b), 10516, 10604
83	Wednesday August 14, 2024	<u>County Notice of Measures</u> The County Elections Official will publish a notice regarding County, School District and Special District measures.
85	Monday August 12, 2024	<u>Candidate Statement Withdrawal Deadline</u> Except as provided in EC §13309, this date is the last day (until 5 p.m.) for a candidate to withdraw the candidate's statement. Candidates may withdraw, but not change their statements. EC §13307(a)(3)

84	Tuesday August 13, 2024	<u>Primary Arguments Due</u> Primary Arguments in favor of and against local measures are due by 5 p.m. on this date. Such arguments, if already submitted, may be changed until and including this day. Proponents/opponents of the measure shall provide a list of supporters/opponents for printing on the official ballot to the Elections Official when submitting primary arguments supporting/opposing the measure. The list of supporters/opponents must be taken from the signer or the text of the argument in favor/in opposition of the measure. Arguments in favor of and against city measures must be filed with the City Clerk's office. Contact the City Clerk's office for deadline as cities may set different filing due date for Primary Arguments. EC §§9162-63, 9170, 9282-83, 9286, 9315-16, 9501-03
84 74	Tuesday August 13, 2024 Friday August 23, 2024	<u>Primary Arguments Public Examination Period</u> The 10-calendar-day examination review period begins August 13, 2024 at 5 p.m. and ends August 23, 2024 at 5 p.m. for Primary Arguments filed in favor of and against local measures. Between these dates, the Elections Official or any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be false, misleading or inconsistent with the Elections Code. Arguments in favor of and against city measures are reviewed at the City Clerk's office. Contact the City Clerk's office for deadline. EC §§9190, 9295, 9380, 9509
83	Wednesday August 14, 2024	<u>Extended Candidate Filing Period Closes</u> Extended Candidate Filing Period closes at 5 p.m. on this date. Extended filing periods occur when an eligible incumbent does not file for re-election; the extension only applies to non-incumbent candidates for such an office. City candidates shall file paperwork with their City Clerk's office and should check the business hours of their City Clerk's office; all other candidates shall file with the County Elections Official by 5 p.m. on this date. EC §§10225, 10407(b), 10516, 10604
83	Wednesday August 14, 2024	<u>Measure Amendment/Withdrawal Deadline</u> Last day for an order of election calling for a ballot measure to be amended or withdrawn. A resolution of the legislative body that issued the order of election must be filed with the Elections Official by this date in order to amend or withdraw a ballot measure. EC §9605
83	Wednesday August 14, 2024	<u>Judicial Write-in Candidate Petition Deadline</u> For the office of superior court judge where only the incumbent filed paperwork during the Primary Election, this date is the last day to file a petition indicating that a write-in campaign will be conducted for the office at the general election, signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures. If such a petition is filed by this date, the name of the incumbent shall be placed on the general election ballot if it has not appeared on the direct primary election ballot. EC §8203

83	Wednesday August 14, 2024	<u>Political Party Endorsements Deadline</u> Last day for any qualified political party to submit to the County Elections Official a list of all candidates for voter-nominated offices who will appear on any ballot in the County, and who have been endorsed by the party. The County Elections Official shall print any such list that is timely received in the County Sample Ballot & Official Voter Information Pamphlet. EC §13302(b)
83 73	Wednesday August 14, 2024 Saturday August 24, 2024	<u>Candidate Documents Public Examination Period for Extended Offices</u> The 10-calendar-day public examination period begins August 14, 2024 at 5 p.m. and ends August 24, 2024 at 5 p.m. for all documents filed by the extended filing deadline August 14, 2024 . Between these dates, the Elections Official or any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found, by clear and convincing evidence, to be false, misleading or inconsistent with the Elections Code, where issuance of the writ of injunction will not substantially interfere with the printing or distribution of election materials as provided by law. EC §§9190, 9295, 9380, 9509, 13313
82	Thursday August 15, 2024	<u>Randomized Alphabet Drawings</u> Randomized Alphabet Drawings are conducted by both the Secretary of State and County Elections Official on this date at 11 a.m. to determine the order in which candidate names will appear on the ballot and the letters that will be assigned to each ballot measure. EC §§13111-13, 13116
82	Thursday August 15, 2024	<u>Candidate Statement Withdrawal Deadline for Extended Offices</u> Last day for candidates for offices with extended filing deadline of August 14, 2024 to withdraw their candidate statement. The statement may be withdrawn, but not changed, until 5 p.m. EC §13307(a)(3)
81	Friday August 16, 2024	<u>Consolidated Election Candidate Names</u> For consolidated elections, the names of the candidates to appear upon the ballot where district, city or other political subdivision offices are to be filled shall be filed with the Elections Official by this date. EC §10403(c)
78	Monday August 19, 2024	<u>Candidate/Measure Documents Public Examination Period Closes</u> The 10-calendar-day public examination period ends at 5 p.m. for all documents filed by August 9, 2024. A writ of mandate or injunction request shall be filed no later than this date on documents filed by the Candidate Filing Period deadline of August 9, 2024. EC §§9190, 9295, 9380, 9509, 13313

77	Tuesday August 20, 2024	<u>Rebuttal Arguments Due</u> Rebuttal Arguments for measures where a Primary Argument was filed both in favor and against are due on this date by 5 p.m. Such Rebuttal Arguments may be changed until and including this date. Rebuttal Arguments for city measures must be filed with the City Clerk's office. Contact the City Clerk's office for deadline as cities may set different filing due date for Rebuttal Arguments. EC §§9163, 9167, 9285-86, 9316-17, 9502, 9504
77	Tuesday August 20, 2024	<u>Impartial Analyses Due</u> Impartial Analyses for measures are due on this date by 5 p.m. Impartial Analyses for city measures must be filed with the City Clerk's office. Contact the City Clerk's office for deadline as cities may set different filing due date for Impartial Analyses. EC §§9160, 9280, 9313-14, 9500
77 67	Tuesday August 20, 2024 Friday August 30, 2024	<u>Rebuttal Arguments/Impartial Analyses Public Examination Period</u> The 10-calendar-day public examination period begins August 20, 2024 at 5 p.m. and ends August 30, 2024 at 5 p.m. for Rebuttal Arguments filed in favor or against local measures and for Impartial Analyses. Between these dates, the Elections Official or any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be false, misleading or inconsistent with the Elections Code. Rebuttal Arguments and Impartial Analyses for city measures are reviewed at the City Clerk's office. Contact the City Clerk's office for deadline. EC §§9190, 9295, 9380, 9509
74	Friday August 23, 2024	<u>Primary Arguments Public Examination Period Closes</u> The 10-calendar-day public examination period ends at 5 p.m. on this day for all Primary Arguments filed in favor of and against local measures. A writ of mandate or injunction request shall be filed no later than this date on documents filed by the deadline of August 13, 2024. EC §§9190, 9295, 9380, 9509
73	Saturday August 24, 2024	<u>Candidate Documents Public Examination Period for Extended Offices Closes</u> The 10-calendar-day public examination period ends at 5 p.m. for all documents filed by August 14, 2024. A writ of mandate or injunction request shall be filed no later than this date on documents filed by the extended candidate filing period deadline of August 14, 2024. EC §§9190, 9295, 9380, 9509, 13313
67	Friday August 30, 2024	<u>Rebuttal Arguments/Impartial Analyses Public Examination Period Closes</u> The 10-calendar-day public examination period ends on this date at 5 p.m. for all Rebuttal Arguments filed in favor of and/or against local measures and Impartial Analyses. A writ of mandate or injunction request shall be filed no later than this date on documents filed by August 20, 2024 . EC §§9190, 9295, 9380, 9509

61	Thursday September 5, 2024	<u>City Election Materials</u> Any city that requests the County Board of Supervisors to permit the County Elections Official to prepare the city's election materials shall supply the County Elections Official with a list of its precincts, or consolidated precincts, as applicable, no later than this date. EC §10002
60 45	Friday September 6, 2024 Saturday September 21, 2024	<u>Sending Vote by Mail Ballots to Military and Overseas Voters</u> Between these dates, the County Elections Official must send ballots and balloting materials to all Military and Overseas Voters who filed ballot applications by September 21, 2024. EC §§300(b), 3105, 3114
57 14	Monday September 9, 2024 Tuesday October 22, 2024	<u>Write-in Candidate Filing Period</u> Between these dates is the Candidate Filing Period for write-in candidates. Write-in candidates must file a statement of write-in candidacy and other required documentation with the County Elections Official. City candidates must file their paperwork with their City Clerk's office and should check the business hours of their City Clerk's office. EC §§8600-06
45	Saturday September 21, 2024	<u>Deadline for Sending Vote by Mail Ballots to Military and Overseas Voters</u> County Elections Official must send ballots and balloting material to all Military and Overseas Voters who filed ballot applications by this date. EC §§300(b), 3105, 3114
40 10	Thursday September 26, 2024 Saturday October 26, 2024	<u>Mailing of State Voter Information Guides</u> No later than this date, the Secretary of State shall begin mailing State Voter Information Guides to voters who are registered at least 29 days prior to the election. The County Elections Official will mail a State Voter Information Guide to any person upon request. EC §9094
40	Thursday September 26, 2024	<u>First Pre-Election Statement Due</u> First pre-election campaign committee statement for candidates and committees is due for the period ending September 21, 2024 (which is 45 days before the election). GC §§84200.5, 84200.8(a)
29	Monday October 7, 2024	<u>Mailing of Vote by Mail Ballots</u> No later than this date, the County Elections Official shall begin mailing Vote by Mail ballots to all registered voters in the county. EC §4005(a)(8)(A)
29	Monday October 7, 2024	<u>Processing of Vote by Mail Ballots</u> Processing of Vote by Mail ballots may begin on this date. Processing Vote by Mail ballots includes opening Vote by Mail ballot return envelopes, removing ballots, duplicating any damaged ballots and preparing the ballots to be machine-read, or machine reading them, including processing write-in votes so that they can be tallied by the machine, but under no circumstances may a vote count be accessed or released until 8 p.m. on Election Day. EC §15101

29	Monday October 7, 2024	<u>Early Vote Centers</u> Early voting period starts on this day, with three Vote Centers opening in San Mateo, Redwood City and South San Francisco.
28	Tuesday October 8, 2024	<u>Ballot Dropoff Locations</u> Between these dates, at least one ballot dropoff location shall be provided for every 15,000 registered voters within the jurisdiction where the election is held, as determined on August 9, 2024 (i.e., 88 days before Election Day). All ballot dropoff locations shall be open at least during regular business hours. At least one ballot dropoff location shall be an accessible, secured, exterior drop box that is available for a minimum of 12 hours per day including regular business hours. EC§ 4005(a)(1)
0	Tuesday November 5, 2024	
21	Tuesday October 15, 2024	<u>Mailing of County Sample Ballot & Official Voter Information Pamphlets</u> By this date, the County Elections Official shall mail the County Sample Ballot & Official Voter Information Pamphlet to each voter who is registered at least 29 days prior to the election. EC §§13303
15	Monday October 21, 2024	<u>Voter Registration Deadline</u> Voter registration closes on this date for the November 5, 2024 Presidential General Election. Voters must register by this date to be eligible to vote non-provisionally in this election. Voter registration forms postmarked prior to or on this date are accepted. EC §2102
14	Tuesday October 22, 2024	<u>Write-in Candidate Filing Period Closes</u> The Candidate Filing Period for write-in candidates ends on this date at 5 p.m. All candidates must submit all required documents by this date in order to be a qualified write-in candidate. City candidates must file their paperwork with their City Clerk's office EC §§8600-06
14	Tuesday October 22, 2024	<u>New United States Citizen</u> Between these dates, individuals who become new United States citizens on or after October 22, 2024, are eligible to register and vote at any Vote Center. A new citizen registering during this time must provide proof of citizenship prior to voting and declare that he or she has established residency in California. EC §§331, 3500-01
0	Tuesday November 5, 2024	
14	Tuesday October 22, 2024	<u>Conditional Voter Registration</u> Between these dates, the Elections Official shall provide Conditional Voter Registration and provisional voting for voters who missed the October 21, 2024 registration deadline at any Vote Center. EC §§2170-71
0	Tuesday November 5, 2024	
12	Thursday October 24, 2024	<u>Second Pre-Election Statement Due</u> Second pre-election campaign committee statement for candidates and committees is due for the period ending October 19, 2024 (which is 17 days before the election). GC §§84200.5, 84200.8(b)

10	Saturday October 26, 2024	<u>11-Day Vote Centers</u> Between these dates, for a minimum of eight hours per day, at least one Vote Center is provided for every 50,000 registered voters within the jurisdiction where the election is held, as determined on August 9, 2024 (i.e., 88 days before Election Day). Any voter registered in the county may visit any Vote Center in order to receive voter services or vote. EC §4005(a)(2), (a)(4)(A)
4	Friday November 1, 2024	
7	Tuesday October 29, 2024	<u>List of Vote Centers</u> By this date (one week before Election Day), the County Elections Official shall publish a list of the polling places (Vote Centers) designated for each election precinct for the election. EC §12105
7	Tuesday October 29, 2024	<u>Deadline to Request Mailing of Replacement Vote by Mail Ballots</u> Voters interested in having replacement Vote by Mail ballots be mailed to them should make the request by this date to ensure the ballots arrive on or before Election Day.
7	Tuesday October 29, 2024	<u>Deadline to Request Language Ballots or Facsimile Copies of Language Ballots</u> Last day for voters to request the County Elections Official to send a Vote by Mail ballot in Spanish, Chinese or Filipino, or a facsimile copy of the ballot printed in Korean, Burmese, Japanese or Hindi. EC §4005(a)(8)(B)(i)(III)
7	Tuesday October 29, 2024	<u>Deadline to Request Ballots for Voters with Disabilities</u> Last day for voters to request the County Elections Official to send or deliver a ballot that voters with disabilities can read and mark privately and independently pursuant to the federal Help America Vote Act of 2002 (52 U.S.C. Sec. 20901 et seq.). EC §4005(a)(8)(B)(i)(IV)
3	Saturday November 2, 2024	<u>4-Day Vote Centers</u> Between these dates, for a minimum of eight hours per day (7 a.m. to 8 p.m. on Election Day), at least one Vote Center is provided for every 10,000 registered voters within the jurisdiction where the election is held, as determined on August 9, 2024 (i.e., 88 days before Election Day). Any voter registered in the county may visit any Vote Center in order to receive voter services or vote. EC §4005(a)(2), (a)(3)(A)
0	Tuesday November 5, 2024	
0	Tuesday November 5, 2024	<u>Election Day</u> All Vote Centers open from 7 a.m. to 8 p.m. Semifinal official canvass commences upon the closing of all polls at 8 p.m. EC §§1000, 4005, 14212, 15150-51

Days Following Election	Date	Action Taken
7	Tuesday November 12, 2024	<u>Ballot Return Deadline</u> Vote by Mail ballots postmarked on or before Election Day must be received by the County Elections Official by this date in order to be counted. EC §3020(b)
30	Thursday December 5, 2024	<u>County Election Certification</u> Last day for County Elections Official to certify election results to the jurisdictions participating in the election. EC §15372
38	Friday December 13, 2024	<u>State Election Certification</u> Last day for Secretary of State to prepare, certify, and file a statement of the vote from the compiled elections returns. The Secretary of State issues to each elected candidate a certificate of election. EC §§15501, 15504

Key Filing Dates and Filing Forms

Candidate Filing Period

July 15, 2024 – August 9, 2024

Candidates must file their required filing documents, including Nomination Paper, Declaration of Candidacy, Candidate Statement (optional) and other filing documents between these dates. Candidates must obtain and file these documents at the San Mateo County Registration & Elections Division. City candidates should obtain and file documents at their City Clerk's Office.

Extended Candidate Filing Period

August 10, 2024 – August 14, 2024

If an eligible incumbent does not file nomination documents by 5 p.m. on August 9, 2024, the filing period is extended for that office for five calendar days until 5 p.m. on August 14, 2024, for any person other than the incumbent. This section is not applicable where there is no incumbent eligible to be elected.

Write-In Candidate Filing Period

September 9, 2024 – October 22, 2024

Write-in candidates must obtain paperwork to file Write-In Nomination Papers, the Statements of Write-In Candidacy and other required filing documents between these dates. Write-in candidates are NOT allowed to choose a ballot designation or file a candidate statement.

Key Filing Forms

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

Office to be Elected at the November 5, 2024 Presidential General Election

Federal Offices
U.S President/Vice President
U.S Senator
U.S. Representative, 15th District
U.S. Representative, 16th District

State Offices
State Senator, 11th District
State Senator, 13th District
State Assembly, 19th District
State Assembly, 21st District
State Assembly, 23rd District

County Offices
Board of Supervisors, 4th District

School District Office	Seats Up
Bayshore Elementary School District, Governing Board (Full Term)	2
Bayshore Elementary School District, Governing Board (Short Term)	2
Belmont-Redwood Shores School District, Governing Board, Trustee Area 2	1
Belmont-Redwood Shores School District, Governing Board, Trustee Area 4	1
Brisbane School District, Governing Board	2
Burlingame School District, Governing Board, Trustee Area 2	1
Burlingame School District, Governing Board, Trustee Area 3	1
Burlingame School District, Governing Board, Trustee Area 5	1
Cabrillo Unified School District, Governing Board, Trustee Area B	1
Cabrillo Unified School District, Governing Board, Trustee Area D	1
Hillsborough City School District, Governing Board	2
Jefferson Elementary School District, Governing Board	2
Jefferson Union High School District, Governing Board	2
La Honda-Pescadero Unified School District, Governing Board	3
Las Lomitas Elementary School District, Governing Board (Full Term)	2
Las Lomitas Elementary School District, Governing Board (Short Term)	1
Menlo Park City School District, Governing Board	2
Millbrae Elementary School District, Governing Board (Full Term)	2
Millbrae Elementary School District, Governing Board (Short Term)	1
Pacifica School District, Governing Board	2
Portola Valley Elementary School District, Governing Board	3
Ravenswood City School District, Governing Board	2
Redwood City School District, Governing Board, Trustee Area 1	1
Redwood City School District, Governing Board, Trustee Area 3	1
Redwood City School District, Governing Board, Trustee Area 4	1

Office to be Elected at the November 5, 2024 Presidential General Election (continued)

School District Office (continued)	Seats Up
San Bruno Park School District, Governing Board, Trustee Area 1	1
San Bruno Park School District, Governing Board, Trustee Area 4	1
San Carlos School District, Governing Board	2
County Board of Education, Trustee Area 4	1
County Board of Education, Trustee Area 5	1
County Board of Education, Trustee Area 6	1
County Board of Education, Trustee Area 7	1
San Mateo County Community College District, Governing Board, Trustee Area 1	1
San Mateo County Community College District, Governing Board, Trustee Area 3	1
San Mateo County Community College District, Governing Board, Trustee Area 5	1
San Mateo Union High School District, Governing Board, Trustee Area 2	1
San Mateo Union High School District, Governing Board, Trustee Area 4	1
San Mateo-Foster City School District, Governing Board, Trustee Area 3	1
San Mateo-Foster City School District, Governing Board, Trustee Area 4	1
San Mateo-Foster City School District, Governing Board, Trustee Area 5	1
Sequoia Union High School District, Governing Board, Trustee Area B	1
Sequoia Union High School District, Governing Board, Trustee Area C	1
Sequoia Union High School District, Governing Board, Trustee Area E	1
South San Francisco Unified School District, Governing Board, Trustee Area A	1
South San Francisco Unified School District, Governing Board, Trustee Area B	1
Woodside Elementary School District, Governing Board	2

Special District Offices	Seats Up
Bayshore Sanitary District, Board of Directors	3
Broadmoor Police Protection District, Board of Commissioners	1
Coastside County Water District, Board of Directors, Zone 1	1
Coastside County Water District, Board of Directors, Zone 3	1
Coastside County Water District, Board of Directors, Zone 4	1
Coastside Fire Protection District, Board of Directors, District A	1
Coastside Fire Protection District, Board of Directors, District B	1
Colma Fire Protection District, Board of Directors	2
East Palo Alto Sanitary District, Board of Directors	3
Granada Community Services District, Board of Directors	2
Highlands Recreation District, Board of Directors (Full Term)	2
Highlands Recreation District, Board of Directors (Short Term)	1
Ladera Recreation District, Board of Directors	2
Menlo Park Fire Protection District, Board of Directors	2
Mid-Peninsula Water District, Board of Directors, Division 1	1
Mid-Peninsula Water District, Board of Directors, Division 2	1
Midpeninsula Regional Open Space District, Board of Directors, Ward 7	1

Office to be Elected at the November 5, 2024 Presidential General Election (continued)

Special District Offices (continued)	Seats Up
Montara Water and Sanitary District, Board of Directors, Division 2 (Full Term)	1
Montara Water and Sanitary District, Board of Directors, Division 4 (Full Term)	1
Montara Water and Sanitary District, Board of Directors (Short Term)	1
North Coast County Water District, Board of Directors, Zone C	1
North Coast County Water District, Board of Directors, Zone D	1
Peninsula Health Care District, Board of Directors	2
San Mateo County Harbor District, Board of Commissioners, District 1	1
San Mateo County Harbor District, Board of Commissioners, District 4	1
San Mateo County Harbor District, Board of Commissioners, District 5	1
Sequoia Healthcare District, Board of Directors, Zone B	1
Sequoia Healthcare District, Board of Directors, Zone D	1
West Bay Sanitary District, Board of Directors	3
Westborough Water District, Board of Directors, Zone 1	1
Westborough Water District, Board of Directors, Zone 3	1
Westborough Water District, Board of Directors, Zone 5	1
Woodside Fire Protection District, Board of Directors	2

City Offices	Seats Up
Town of Atherton, City Council	2
City of Belmont, Mayor	1
City of Belmont, City Council, District 2	1
City of Belmont, City Council, District 4	1
City of Brisbane, City Council	3
City of Burlingame, City Council, District 1 (Short Term)	1
City of Burlingame, City Council, District 2 (Full Term)	1
City of Burlingame, City Council, District 4 (Full Term)	1
Town of Colma, City Council	3
City of Daly City, City Council (Full Term)	2
City of Daly City, City Council (Short Term)	1
City of Daly City, City Clerk	1
City of Daly City, City Treasurer	1
City of East Palo Alto, City Council	3
City of Foster City, City Council	3
City of Half Moon Bay, City Council, District 2	1
City of Half Moon Bay, City Council, District 3	1
Town of Hillsborough, City Council	3
City of Menlo Park, City Council, District 3	1
City of Menlo Park, City Council, District 5	1
City of Millbrae, City Council, District 1	1
City of Millbrae, City Council, District 3	1

Office to be Elected at the November 5, 2024 Presidential General Election (continued)

City Offices (continued)	Seats Up
City of Millbrae, City Council, District 5	1
City of Pacifica, City Council, District 1	1
City of Pacifica, City Council, District 4	1
Town of Portola Valley, Town Council	2
City of Redwood City, City Council, District 1	1
City of Redwood City, City Council, District 3	1
City of Redwood City, City Council, District 4	1
City of Redwood City, City Council, District 7	1
City of San Bruno, Mayor	1
City of San Bruno, City Council, District 2	1
City of San Bruno, City Council, District 3	1
City of San Carlos, City Council	2
City of San Carlos, City Treasurer	1
City of San Mateo, City Council, District 2	1
City of San Mateo, City Council, District 4	1
City of South San Francisco, City Council, District 2	1
City of South San Francisco, City Council, District 4	1
Town of Woodside, Town Council, District 1	1
Town of Woodside, Town Council, District 4	1
Town of Woodside, Town Council, District 5	1

Advisory Councils	Seats up
Midcoast Community Council, Councilmembers	3
Pescadero Municipal Advisory Council	16

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

Qualifications by Offices

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

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

EC §201

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

EC §20

Qualifications for Each Office:

School District Governing Board Member

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

ED §35107

County Board of Education Governing Member

Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools, any member of his staff, or any employee of a school district that is within the jurisdiction of the county board of education. Each member of the board shall be an elector of the trustee area which he represents and shall be elected by the electors of the trustee area. In San Mateo County, trustees shall be elected at large (countywide).

ED §§1000, 1006

Notwithstanding any other provision of law, except as provided in subdivision (d), no person shall file nomination papers for more than one school district or community college district governing board office, including a county board of education office, at the same election.

EC §10603(c)

Special District Board Member

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

EC §201

Qualifications by Offices (continued)

City Offices

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

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

Holding Two Offices

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

This doctrine of incompatible offices precludes public officials from holding two different public offices simultaneously if the offices have overlapping and conflicting public duties. Courts have summarized the doctrine as follows: “one individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.” *Eldridge v. Sierra View Local Hosp. Dist.* (1990) 224 Cal.App.3d 311, 319. When two public offices are incompatible, a public officer shall be deemed to have forfeited the first office upon acceding to the second. GC §1099(b). This provision is enforceable pursuant to Section 803 of the Code of Civil Procedure. *Id.*

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.

Potential candidates are encouraged to do their own research or seek legal counsel to resolve any questions regarding whether two offices are incompatible. A number of legal opinions issued by the Office of the California Attorney General offer additional guidance in determining whether or not certain offices are incompatible. Here are five examples of offices that the Attorney General’s Office has deemed to be incompatible:

- (1) the offices of city councilman and school district board member where the city and the school district have territory in common (65 Ops. Cal. Atty. Gen. 606 (1982));
- (2) the positions of fire chief of a county fire protection district and member of the board of supervisors of the same county (66 Ops. Cal. Atty. Gen. 176 (1983));
- (3) the offices of trustee of a high school district and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district (79 Ops. Cal. Atty. Gen. 284 (1996));
- (4) a water district director and a city council member where water district sets rates that indirectly affect rates charged to city (85 Ops. Cal. Atty. Gen. 199, 200 (2002)); and
- (5) a water district director and a school district trustee having territory in common (73 Ops. Cal. Atty. Gen. 268 (1990)).

Nomination Papers and Signature Gathering Guidelines

Nomination Papers Must be Filed Between July 15, 2024 – August 9, 2024

Nomination Papers are required for city candidates and some special district candidates. Candidates should contact their jurisdictions for the required number of nomination signatures. Most special district candidates obtain and file their Nomination Paper with the San Mateo County Registration & Elections Division, though some special district candidates file with the clerk of the special district itself; candidates are thus advised to contact the special district clerk or the San Mateo County Registration & Elections Division for further information. City candidates must file their paperwork with their City Clerk's office.

With a prudent regard for strict deadlines and eligibility requirements for signers, we strongly encourage candidates to proceed without delay in gathering signatures and submitting them with the required 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 necessary signatures to compensate for any that are disqualified during the examination of your papers.

Who is a Qualified Signer to a Paper?

Any registered voter may sign a Paper for any candidate for whom they are eligible to vote. All voters shall at the time of signing the Paper **personally affix** their signature, printed name and place of residence, including the street and number of the place of residence, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained.

EC §§100

Voters May Sign Only One Paper Per Open Position

No signer shall, at the time of signing a certificate, have their 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

Who can circulate Nomination Papers?

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

EC §§102, 106

Papers Must Include Declaration of Circulator

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

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

Nomination Papers and Signature Gathering Guidelines (continued)

- (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 the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of the circulator's name. The circulator shall state the date and the place of execution on the declaration immediately preceding the circulator's signature.

EC §104

Maximum Number of Signers

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

Circulating within 100 Feet of Polling Place

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

EC §18370

Registering Voters at Time of Signing Signatures in Lieu of Filing Fee Petitions and Nomination Papers

Candidates may register voters at the same time as the voter signs the candidate's Signatures in Lieu of Filing Fee Petition and/or Nomination Paper. For purposes of verifying signatures on a Petition or Paper, a properly executed affidavit of registration shall be deemed effective for verification purposes if both (1) the affidavit is signed on the same date or a date before the signing of the Petition or Nomination Paper, and (2) the affidavit is received by the County Elections Official on or before the date on which the Petition or Nomination Paper is filed.

EC §2102(b)

Validation of Signatures

The County Elections Official shall verify the signatures of the signers on the Signatures in Lieu of Filing Fee Petition or Nomination Paper with the registration affidavits on file in the office of the County Elections Official. The County Elections Official shall mark "not sufficient" any signature that does not appear in the same handwriting as appears on the affidavit of registration in their office. 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

Nomination Papers and Signature Gathering Guidelines

(continued)

The signer of any Petition or Nomination Paper must be a registered voter residing at their address of registration at the time of signing any Petition or Nomination 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 if the signer:

- is not registered to vote;
- provides a signature that does not compare to the signature on the voter's affidavit of registration;
- does not reside in the appropriate district or political subdivision;
- uses a P.O. Box number for residence;
- omits their 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 their name for the signature, unless registered as such;
- lists and signs their name using spouse's name, such as "Mrs. John Jones";
- uses ditto marks for an address previously listed.

EC §100, 105, 8068

The following pages show a sample Nomination Paper, available from the San Mateo County Registration & Elections Division and City Clerks' Offices



California Secretary of State
NOMINATION PAPER
Voter-Nominated Office

March 5, 2024, Presidential Primary Election (Elections Code §§ 100, 104, 8041, 8062, 8068, 8069, 8140; Code of Civil Procedure § 2015.5)

For County
Elections and
Secretary of
State Officials
USE ONLY

!

Official Filing Form

Filed in County of: _____

County Elections Official

By: _____
Date Issued: _____

County Elections Official

By: _____
Date Received: _____

Secretary of State Official

Candidate
Name, Office,
and Signer's
County of
Residence

1

I, the undersigned signer for _____, for nomination to the
Name of Candidate

office of _____, to be voted for at the **Presidential Primary Election** to be held on **March 5, 2024**, 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 (As Registered - No P.O. BOX)	VERIFICATION (to be entered by Elections Official)
	Print: 1	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 2	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 3	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 4	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 5	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 6	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 7	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 8	Residence Address ONLY:	
	Signature:	City or Town:	

Please Complete Affidavit of Circulator on Reverse Side

PRECINCT (to be entered by Elections Official)	NAME	RESIDENCE (As Registered - No P.O. BOX)	VERIFICATION (to be entered by Elections Official)
	Print: 9	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 10	Residence Address ONLY:	
	Signature:	City or Town:	

**Affidavit of
Circulator**
(to be
completed in
circulator's own
hand)

2

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

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____, _____, 20____; that I circulated this section and 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.

Dated this _____ day of _____, 20____

X

Signature of Circulator

**Notary Public
or
Other Officer**

3

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Notary Public Seal)

Signature of Notary Public
(or other officer) _____

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 the person's possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)

Declaration of Candidacy

Filing Period: July 15, 2024 – August 9, 2024

A person shall not be considered a legally qualified candidate for an office, for party nomination for a partisan office or for nomination to participate in the general election for a voter-nominated office, under the laws of this state unless that person has filed a Declaration of Candidacy or Statement of Write-in Candidacy with the proper official for the particular election or primary, or is entitled to have their name placed on a general election ballot by reason of having been nominated at a primary election, or having been selected to fill a vacancy on the general election ballot as provided in Elections Code Section 8807, or having been selected as an independent candidate pursuant to Elections Code Section 8304.
EC §13(a)

Where to File and Authorization for Document Pick Up

No candidate's name shall be printed on the ballot unless a Declaration of Candidacy and Nomination Papers are delivered for filing with the County Elections Official.

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

The candidate is to execute the Declaration of Candidacy in the office of the County Elections Official unless the candidate has signed and dated a written statement designating another person to receive a Declaration of Candidacy form from the County Elections Official for the candidate or, upon request of a candidate, the County Elections Official shall provide the candidate with a Declaration of Candidacy and Nomination Papers. Such statement shall include language explaining that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the County Elections Official by 5 p.m., August 9, 2024 or by 5 p.m., August 14, 2024 for any extended filing period (i.e., where Nomination Papers of an incumbent are not filed by 5 p.m. August 9, 2024).
EC §§ 8028, 8040, 8041, 10220, 10224, 10407, 10510, 10603, 13107, 13307

If a candidate will not be within the State of California during the entire nomination period and is unable to appear before a notary public appointed by the Secretary of State or other California official to complete their declaration of candidacy, the candidate may appear before a notary public in another state to complete the declaration of candidacy. The candidate shall attach to their declaration of candidacy a notarial certificate from the out-of-state notary that complies with the law of the notary's state.
EC § 8040(c)

Name on Ballot

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

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office.
EC §13106

If the candidate has changed their name within one year prior to the election, the new name will not appear on the ballot unless the change was made by marriage or by decree of any court of competent jurisdiction.
EC §13104

Ballot Designation

Ballot Designation

Candidates have the option of using a ballot designation. The ballot designation that a candidate may use is governed by Elections Code Section 13107, which provides requirements as follows:

- (a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:
 - (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which they were elected by vote of the people.
 - (2) The word “incumbent” if the candidate is a candidate for the same office which they hold at the time of filing the nomination papers and were elected to that office by a vote of the people.
 - (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
 - (4) The phrase “appointed incumbent” if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office. In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” However, the phrase “appointed incumbent” shall not be required of a candidate who seeks reelection to an office which they hold and to which they were appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.
- (b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:
 - (A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.
 - (B) The word “incumbent” if the candidate is a candidate for the same office that they hold at the time of filing the nomination papers.
 - (C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

Ballot Designation (continued)

- (2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state or by the United States, the designation shall appear as one of the following:
 - (A) Words designating the actual job title, as defined by statute, charter or other governing instrument.
 - (B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:
 - (A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."
 - (B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."
 - (C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."
 - (D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.
- (c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of their principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

Ballot Designation (continued)

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

Ballot Designation (continued)

- (j) If a foreign language translation of a candidate's designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

Support Your Ballot Designation using Ballot Designation Worksheet

- (a) A candidate who submits a ballot designation pursuant to subdivision (a) of Election Code 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 their Declaration of Candidacy.
- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

EC §13107.3; Cal. Reg. Title 2, Division 7, §§20710-20719

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

A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Election Code 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 their principal profession, vocation, or occupation.
- (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
- (3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

EC §13107.5(a); Cal. Reg. Title 2, Division 7, §20714.5

Secretary of State's Regulations on Ballot Designation

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

The following pages show a sample Declaration of Candidacy form, available from the San Mateo County Registration & Elections Division and City Clerks' Offices.



California Secretary of State
DECLARATION OF CANDIDACY
Voter-Nominated Office

March 5, 2024, Presidential Primary Election (Elections Code §§ 20, 200, 8002.5, 8020, 8040, 8121, 8140, 13105)

For County
Elections and
Secretary of
State Officials
USE ONLY

!

Official Filing Form

Filed in County of: _____

County Elections Official

By: _____
Date Issued: _____

County Elections Official

By: _____
Date Received: _____

Secretary of State Official

Candidate
Name, Office,
and Political
Party
Preference

1

I hereby declare myself a candidate for the nomination/election to the office of _____,
to be voted for at the **Presidential Primary Election** to be held on **March 5, 2024**, and declare the following to be true:

My name is _____
First Middle/Initial (optional) Last

Voter-nominated office only: I hereby certify 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: _____

Ballot
Information
Name and ballot
designation to
appear on the
ballot

2

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

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

Print Your Name for Use on the Ballot

Print Ballot Designation Requested

_____. I acknowledge the Secretary of State will only provide an emailed electronic version and a hard copy version of the Notice to Candidates (which include ballot designations) via United States Postal Service on December 23, 2023, and **will not** notify me of any ballot designation changes published after December 23, 2023. (To receive an electronic version of the Notice to Candidates on December 23, 2023, please provide an email address in **Section 3** of this form. For updates to the Notice to Candidates after December 23, 2023, please visit our website: <https://www.sos.ca.gov/elections/upcoming-elections/presidential-primary-election-march-5-2024>.)

_____. I have a character-based name I would like to use instead of a phonetic transliteration. (You must complete Character-Based Name Form.)

Candidate
initials box if
NO ballot
designation
is preferred.

IMPORTANT NOTE: The Secretary of State (SOS) will publish one of the addresses below in the Notice to Candidates, Official Contact List of Candidates, and on the SOS website.

- ! **ONLY CHECK ONE BOX.** Please check the appropriate box to indicate which address you wish to be used for publishing purposes.
- ! If **NO BOX IS CHECKED**, the first address listed and provided below will be published.
- ! If a day telephone number, website, or email address is provided, that information will also be published.
- ! If an evening telephone number is provided, and is different from day telephone number, it will not be published and it is for **SOS use only**.

Addresses,
Telephone,
Website and
Email

3

Publish ☐ → Mailing Address: _____ Apt. or Unit # _____
City/State/Zip Code: _____

Publish ☐ → Residence Address (Required): _____ Apt. or Unit # _____
City/State/Zip Code: _____

Publish ☐ → Business Address: _____ Apt. or Unit # _____
City/State/Zip Code: _____

Telephone (Day): _____
Telephone (Evening): _____
Website: _____
Email: _____

IMPORTANT: Reverse Side of Page Must Be Completed

Qualifications

4

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.

X

Signature of Candidate

Voter-Nominated Office Only
Political Party History

5

(1) I hereby certify that my complete voter registration and party affiliation/preference history from 2013 through the date of signing this document* is as follows:

Party Preference	County	Timeframe (by year, e.g. 2013-2014)
		2013 -
		-
		-
		-

*Only 10 years of party affiliation/preference history will be provided on the SOS website, even if additional information is provided.

(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____

X

Signature of Candidate

Oath of Office

6

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.

X

Signature of Candidate

Notary Public
or
Other Officer

7

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Notary Public Seal)

Signature of Notary Public
(or other officer) _____

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 the person's possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)

Other Forms

The entire set of official forms relating to becoming a candidate and operating an election campaign is provided to candidates by the San Mateo County Registration & Elections Division at the time of the candidate's filing appointment. City candidates should obtain the appropriate forms from their City Clerk.

Code of Fair Campaign Practices (*Voluntary and Not Applicable for Federal Candidates*)

The California 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 California 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 their Declaration of Candidacy, Nomination Papers, or any other paper evidencing an intention to be a candidate for public office, the Elections Official shall give the individual a blank form of the Code of Fair Campaign Practices and a copy of Chapter 5, Division 20, of the Elections Code, which can also be obtained at https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=ELEC&division=20.&title=&part=&chapter=5.&article=1.

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)

Character-Based Name Form

In San Mateo County, all election information that is provided in English about voter registration, elections and voting, including information provided in Vote Centers and the voting booths, must also be provided in Chinese, Filipino and Spanish to allow effective participation in the electoral process and all voting-related activities.

Voting Rights Act, 52 U.S.C §10503

Further, California law provides that, if a candidate has a character-based name by birth, that can be verified by birth certificate or other valid identification, the candidate may use that name on the ballot instead of a phonetic transliteration. A candidate who does not have a character-based name by birth, but who identifies by a particular character-based name and can demonstrate to the local elections official that the candidate has been known and identified within the public sphere by that name over the past two years, may use that name instead of a phonetic transliteration.
EC §13211.7(b)

Candidates should provide their character-based names on the Character-Based Name Form, along with supporting documents. Candidates without character-based names will automatically be given a phonetic transliteration of their names in Chinese.

Candidate Statement of Qualifications Form

Candidates should use this form as a cover when submitting a candidate statement. For Candidate Statement guidelines, please see page 42.

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

The County Elections Official posts a Candidate Roster on www.smcacre.gov to reflect which candidates have filed papers for each office on the ballot. The roster identifies: the candidate's name as it will appear on the ballot; the ballot designation; whether a candidate statement has been filed; and optional personal contact information, including:

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

Prior to posting any personal information, the County Elections Official must receive written consent from candidates through the Permission to Post Personal Information on San Mateo County's Website Form. Candidates use this form to grant or deny permission for the County Elections Official to post their personal information online. The roster is updated at the end of each business day at approximately 5 p.m. Candidates can update their contact information by filing a new form up until Election Day.

Form 700 – Statement of Economic Interests (Not Applicable for Federal Candidates)

All **state and local candidates** are required to file a statement disclosing personal investments and their interest in real property. Forms must be filed by the close of the Candidate Filing Period of August 9, 2024 or August 14, 2024 for extended offices.

GC §§87100, 87200, 87302.3

Extended Filing and Withdrawal of Candidacy

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

August 10, 2024 – August 14, 2024

If an eligible incumbent does not file nomination documents by Friday, August 9, 2024, at 5 p.m., the filing period is extended for that office for five calendar days until Wednesday, August 14, 2024, 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 shall withdraw his or her Declaration of Candidacy after 5 p.m. on August 9, 2024. If the filing period is extended, as explained above, a candidate may withdraw his or her declaration of Candidacy by 5 p.m. on August 14, 2024.

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

Candidate Statement Guidelines

Who Can File a Candidate Statement?

All county, city, school and special district, Superior Court, United States House of Representatives, State Senate and Assembly candidates may publish a candidate statement in the **County** Sample Ballot & Official Voter Information Pamphlet. (County Central Committee candidates are not allowed to publish a candidate statement, and United States Senate candidates may publish a candidate statement in the **State** Voter Information Guide.)

State Senate and Assembly candidates must accept the state voluntary spending limits and confirm their acceptance on FPPC Form 501 before being allowed to publish a candidate statement.

Voluntary Expenditure Ceilings for State Candidates (Effective January 1, 2023 - December 31, 2024)

Office	General Election
State Senator	\$1,636,000
Member of State Assembly	\$1,273,000

Candidate Statement of Qualifications Form

If a candidate chooses to publish a candidate statement in the County Sample Ballot & Official Voter Information Pamphlet, the candidate must fill out a Candidate Statement of Qualifications Form and file it with their statement. The candidate has the option of providing their occupation and age on this form. The occupation can be the same or different from the candidate's chosen Ballot Designation. The length of the occupation cannot exceed 40 characters, including spaces.

Candidate Statement Word Limit

Local candidates: 200 or 400 words (Decided by the governing body of the jurisdiction.)

United States House of Representatives and State Legislature candidates: 250 words

EC §§13307(a)(1), 13307.5; GC § 85601

Candidate Statement Content

A candidate statement may include the name, age, and occupation of the candidate and a brief description of the candidate's education and qualifications expressed by the candidate.

For **nonpartisan** elective office candidates, candidate statements shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

EC §13307(a)(1)

In addition to the restrictions set forth in Elections Code Section 13307, a candidate statement shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way reference other candidates for that office or another candidate's qualifications, character, or activities.

EC §13308

Candidate Statement Guidelines (continued)

When and Where to File Candidate Statement

A candidate statement shall be filed in the office of the Elections Official when the candidate's Nomination Papers are returned for filing. If it is for an election for which Nomination Papers are not required to be filed, a statement shall be filed in the office of the Elections Official no later than 5 p.m. on August 9, 2024, which is the 88th day before the election. City candidates should file their candidate statement with their City Clerk's office.

EC §13307(a)(2)

Unless instructed otherwise by their special district clerk, it is strongly recommended that the candidate statement be filed personally by the candidate. If the statement is filed by someone other than the candidate, that person should have the authority to make corrections or deletions to the statement in the event that errors or an excess number of words are detected prior to filing the statement.

Withdrawal and Change of Candidate Statement

Any candidate may withdraw their candidate statement, either in person or by a signed statement of withdrawal, no later than 5 p.m., on August 12, 2024 (the next business day following the close of the nomination period) or no later than 5 p.m., on August 15, 2024 for extended offices. However, once filed, a candidate statement may not be changed.

EC §13307(a)(3)

Confidentiality of Candidate Statement before End of Filing Period

Notwithstanding the California Public Records Act, candidate statements shall remain confidential until expiration of the filing deadline.

EC §13311

Public Examination of Candidate Statements

Statements are available for public examination in the office of the Elections Official during the 10-calendar-day examination period (commencing at 5 p.m. August 9, 2024, or at 5 p.m. August 14, 2024 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. (City candidates' statements are reviewed at the City Clerk's Office.)

EC §13313

Format of Candidate Statement

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

- Type the statement exactly as you wish it to appear. Attach a completed copy to the Candidate Statement of Qualifications.
- In addition to a hard copy, please provide the statement on a flash drive or by email to candidateservices@smcacre.gov in plain text format or attached as a Word document.
- One signed hard copy must be filed by the deadline. If there are any discrepancies between the hard copy and the electronic copy, the hard copy will prevail.
- Do not use formats that are underlined, **bolded**, *italicized* or ALL CAPITALIZED.
- Do not use any unusual spacing, punctuation, indentations, bullets or an outline format.
- Check your statement for errors in spelling, punctuation and grammar. Remember, statements cannot be changed once they are filed, and the County Elections Official is not responsible for correcting these errors.
- Do not go over the word count limit. Use the word count guidelines on the following page when counting words.

Candidate Statement Guidelines (continued)

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

Candidate Statement Heading in Sample Ballot & Official Voter Information Pamphlet

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

Final Review and Sign-Off of Candidate Statement

Final copies of how candidate statements will appear in the Sample Ballot & Official Voter Information Pamphlet will be emailed to each candidate for review and "sign-off" approval. Changes will only be made if the content of the finalized version (not the format or layout) differs from the hard copy submitted or if an error in the content was made on the part of the Registration & Elections Division.

The same "sign-off" process is used for the Chinese, Filipino and Spanish translations of candidate statements. Statements are translated by certified translators and then proofed against the original English hard copy. Changes will only be made to the Chinese, Filipino and Spanish versions of a candidate's statement if the finalized version differs from the hard copy or if an error was made on the part of the translators. We will not make changes if it is a matter of translation preference.

A 24-hour turnaround time is required to meet printing deadlines. Any delay in signing-off jeopardizes the printing and mailing schedule. No reply prior to the close of the 24-hour review period will be taken to mean the statement is approved as emailed to the candidate.

Candidate Statement Guidelines (continued)

Word Count Guidelines

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

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

EC §9

Candidate Statement Guidelines (continued)

Candidate Statement Costs and Payment

Candidates shall bear the cost of printing, mailing and translating their statements in the Sample Ballot & Official Voter Information Pamphlets unless their jurisdictions agree to pay for the candidates.

All candidates (except those whose statements are paid by jurisdictions) must pay an estimated fee at the time of filing their candidate statements. City candidates should pay the City directly, while other candidates pay the County. Once actual final costs are calculated after the election, **candidates will be either refunded or requested to pay the difference between their deposit and the final cost.**
EC §13307(d)

The Registration & Elections Division does its best to provide the most accurate estimated fee, but **the final cost can vary, oftentimes significantly, from the cost estimate**, mainly due to the number of submitted statements appearing on one page, among other factors. For example, for an office that requires a 200-word statement, if two candidates choose to publish statements, the cost will double as opposed to four candidates choosing to publish the statement.

Indigency Waiver

If a candidate alleges to be indigent and unable to pay in advance the fee for printing a candidate statement, the candidate shall submit a statement of financial worth to the jurisdiction in which they are seeking an office. The jurisdiction will determine whether the candidate qualifies as indigent; if the candidate does so qualify, he or she may submit a candidate statement without payment of the fee in advance. The jurisdiction will provide the statement of financial worth form, which may include questions relating to the candidate's employer, income, real estate holdings, tangible personal property and financial obligations. The candidate shall certify the content of the statement as to its truth and correctness under penalty of perjury. The candidate shall also sign a release form of the candidate's most recent federal income tax report.

Payment of the deferred fee after the conclusion of the election is required. If it is determined that the candidate is not indigent, the candidate shall, within three (3) days of the notification, excluding Saturdays, Sundays and state holidays, withdraw the statement or pay the requisite fee. If the candidate fails to respond within the time prescribed, the statement will not be printed.

An Example of How Candidate Statement Estimated Fee is Calculated

Candidate statement fees are based on the printing, mailing and translating costs of the Sample Ballot & Official Voter Information Pamphlets.

The following is a step-by-step example of how the estimated fee is calculated:

1. Estimate the total number of pages ordered for ALL booklets in the election.
2. Estimate the total printing and mailing costs for ALL booklets in the election.
3. Divide the estimated total printing and mailing costs by the estimated total number of pages ordered to calculate the estimated cost per page per booklet.

Example: $\$280,000.00 / 7,000,000 \text{ pages} = \$0.04 \text{ cost per page per booklet}$

4. Multiply each jurisdiction's total booklet order (the total number of registered voters) by the estimated cost per page per booklet to get the estimated cost of printing and mailing per page for the jurisdiction.

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

Candidate Statement Guidelines (continued)

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

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

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

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

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

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

****All costs mentioned here are examples and subject to change****

Fictitious Samples of Candidate Statements

Below are fictitious samples of 200-word statements as they would appear in the County Sample Ballot & Official Voter Information Pamphlet. Statements will appear in the same order as the candidates' names appear on the ballot, except for offices elected throughout the county (which are rotated on the ballot by Supervisorial district, but not rotated in the County Sample Ballot & Official Voter Information Pamphlet).

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



Dear Candidate:

We write to invite you to participate in [VOTE411](#), an online voter guide produced by the League of Women Voters. VOTE411 is the “one-stop shop” for election information and provides California voters with simple, accessible tools to help them navigate the voting process. VOTE411 provides personalized candidate information, voter registration details, polling place locations and other helpful election information for all voters nationwide.

On VOTE411, you can reach thousands of voters with a direct, unfiltered message - **at no charge**. You populate your profile by answering some questions that highlight your candidacy.

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 VOTE411. If you do not receive an invitation within three weeks after the close of filing, feel free to send an inquiry through join.cavote411.org.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Sharon Stone".

Sharon Stone
Membership & Technology Manager
League of Women Voters of California Education Fund
(916) 442-7215
ssstone@cavote411.org



A project of the League of Women Voters of California Education Fund

500 Capital Mall, Suite 2350 #5001, Sacramento CA 95814 | (916)442-7215 | info@cavote411.org

Campaign Disclosure Information

California's Political Reform Act of 1974 (GC §§ 81000-91014) requires candidates to file periodic campaign statements which disclose contributions received and expenditures made. The Act is administered and enforced by California's Fair Political Practices Commission (FPPC).

We encourage all candidates to visit FPPC's Candidate Toolkit at www.fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html.

Contact FPPC for Help: <https://www.fppc.ca.gov/advice.html>

- FPPC Advice Line: 1 (866) ASK-FPPC (275-3772)
9:00 a.m. - 11:30 a.m., Monday through Thursday
- FPPC Advice Email: advice@fppc.ca.gov

Electronic Filing

The San Mateo County Registration & Elections Division provides a web-based data entry filing system, called NetFile, for local candidates to electronically file campaign finance disclosure forms. NetFile offers a 30-minute one-on-one phone training session for all campaign committees. For more information, please visit netfile.com/Content/CampaignTraining.

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

Selected FPPC Campaign Disclosure Forms

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

Form 501 — Candidate Intention Statement

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

Form 410 — Statement of Organization

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

Form 460 — Recipient Committee Campaign Statement

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

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

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

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

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

State committees file Form 496 electronically with the Secretary of State. No paper copies are required and no copies are required to be filed with other filing officers. Local candidates file Form 496 with the County Elections Officials or the City Clerk by fax, guaranteed overnight delivery, personal delivery or email. Regular mail may not be used. A local ordinance also may require this form to be filed electronically. Candidates and committees involved in San Mateo County elections *may* (but are not required to) file their Campaign Finance Disclosure Statements electronically with the Registration & Elections Division using the County's electronic filing system NetFile.

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

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

State committees file this form electronically with the Secretary of State. Local committees file Form 497 with the County Elections Official or the City Clerk by fax, guaranteed overnight delivery service, personal delivery or email. Some jurisdictions require electronic submissions. Check with your local elections office. Candidates and committees involved in San Mateo County elections *may* (but are not required to) file their Campaign Finance Disclosure Statements electronically with the Registration & Elections Division using the County's electronic filing system NetFile.

For all FPPC forms and complete instructions, visit the FPPC website
www.fppc.ca.gov/forms.html

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).

→

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 file 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>Form 470 Filers: 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>Form 460 Filers: Must continue to file semi-annually until the committee terminates.</p>	<p>Form 470 Filers: No further reporting obligations as long as less than \$2,000 was raised or spent during the calendar year.</p> <p>Form 460 Filers: 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>A committee may terminate only if it:</p> <ul style="list-style-type: none"> Has ceased receiving contributions or making expenditures; Has no remaining funds; Has filed all required campaign statements disclosing all reportable transactions, including the disposition of leftover funds; and Has eliminated all debts and loans, or has no intention or ability to discharge debts and loan. 	<p>How to terminate: A committee must file a Form 410 and a final Form 460 or form 450.</p> <p>Where to File: Form 410: All committees file the original and a copy with Secretary of State. A local committee must also file a copy with Local Filing Officer. Form 460/450: State committees file with Secretary of State and local committees file with the Local Filing Officer.</p>

Campaign Statement Filing Calendar

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

Deadline	Period	Form	Notes
July 31, 2024 <i>Semi-Annual</i>	* - 6/30/24	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 24 Hours <i>Election Cycle Reports</i>	8/7/24 - 11/5/24	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with another candidate or measure being voted on the November 5, 2024, ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service or fax. The committee may also file online, if available.
Sept 26, 2024 <i>1st Pre-Election</i>	7/1/24 – 9/21/24	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 24, 2024 <i>2nd Pre-Election</i>	9/22/24 – 10/19/24	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 -12/31/24	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2024.

Additional Notes:

- ***Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first-class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470 (2024):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more, later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
 - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See Campaign Disclosure Manual 2 for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the Campaign Rules page. Or, visit fppc.ca.gov/ Learn > Campaign Rules

Campaign Statement Filing Calendar (continued)

State Candidates and their Controlled Committees Listed on the November 5, 2024 Ballot

Deadline	Period	Form	Notes
July 31, 2024 <i>Semi-Annual</i>	* - 6/30/24	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 10 Business Days <i>\$5,000 Report</i>	Ongoing – <i>file any time other than the 90-day election cycle</i>	497	Only E-filers file this report: <ul style="list-style-type: none"> File if a contribution of \$5,000 or more is received from a single source. No paper copy is required. File within 10 business days of receipt of contribution.
Within 24 Hours <i>Election Cycle Reports</i>	8/7/24 - 11/5/24	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with another candidate or measure being voted on the November 5, 2024, ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sept 26, 2024 <i>1st Pre-Election</i>	7/1/24 – 9/21/24	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 24, 2024 <i>2nd Pre-Election</i>	9/22/24 -10/19/24	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24-12/31/24	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2024.

Additional Reports

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

- **Payments Related to a State Ballot Measure (E-filers only):** File Form 496 (24-Hour/10-Day Independent Expenditure Report) or Form 497 (24-Hour/10-Day 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 (e.g., nurse, doctor, firefighter). **E-filers must also file a paper copy.*****
- **Form E-530:** File within 48 hours of making a payment, or a promise of a payment, of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate listed on the ballot but does not expressly advocate the election or defeat of the candidate. No paper copy is required.

Campaign Statement Filing Calendar (continued)

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.
- *****Paper Filings:** All paper filings *may* be filed by first-class mail or by email with a verified digital signature unless otherwise noted. Persons required to file a report or statement by paper with the Secretary of State's Office *may* instead file by email (digitalfiling@sos.ca.gov) with a verified digital signature or other digital means as prescribed by the Secretary of State's Office. Please visit the Secretary of State's website for more information on how to file with a digital signature. Refer to the filing with a digital signature fact sheet for assistance in creating your digital ID.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Where to File:** State committees file statements with the Secretary of State. Candidate controlled committees that are not e-filers file paper copies with the elections' official at the candidate's county of domicile.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **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 copies.***
- **Form 470 (2024):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Forms 496 and Form 497:** All reports filed online only.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
 - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days.
- **Multiple Committees:** All committees controlled by a state candidate listed on the November ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the November 5, 2024, ballot maintains an Assembly officeholder committee must file pre-election statements for both committees even if the Assembly committee has not received or made payments.
- **State Contribution Limits:** Refer to the contribution limits chart on the FPPC website.
- **Penalties:** Late statements and reports are subject to a fine of \$10 per day on both paper and the e-filed version (i.e., \$20 per day for a late Form 460). Failure to file a statement or report could result in an enforcement penalty of \$5,000 per violation.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See Campaign Disclosure Manual 1 for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the Campaign Rules page. Or, visit www.fppc.ca.gov > Learn > Campaign Rules.

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

California State Contribution Limits

(Effective January 1, 2023 – December 31, 2024)

Candidates seeking a state office and committees that make contributions to state candidates are subject to contribution limits from a single source. Effective January 1, 2021 a state campaign contribution limit will by default apply to city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates. (GC §§85301 - 85303.) Contributions from affiliated entities are aggregated for purposes of the limits. (Regulation 18215.1.) The chart below shows the current limits per contributor for state offices and city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates. The primary, general, special and special run-off elections are considered separate elections. Contribution limits to candidates apply to each election. Contribution limits to officeholder and other committees apply on a calendar year basis. Contact your city or county about contribution limits for local offices. The state campaign contribution limit will by default apply to city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates.

Contribution Limits to State and Local* Candidates Per Election

Candidate or Officeholder	Contributor Sources		
	Person (individual, business entity, committee/PAC)	Small Contributor Committee (see definition on page 2)	Political Party
City and County Candidates subject to Section 85301 (d)	\$5,500	\$5,500	\$5,500
Senate and Assembly	\$5,500	\$10,900	No Limit
CalPERS/CalSTRS	\$5,500	\$10,900	No Limit
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner and Board of Equalization	\$9,100	\$18,200	No Limit
Governor	\$36,400	\$36,400	No Limit

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

Contributions to Other State Committees Per Calendar Year

Committee	Contributor Sources
	Person (individual, business entity, committee/PAC)
Committee (Not Political Party) that Contributes to State Candidates (PAC)	\$9,100
Political Party Account for State Candidates	\$45,500
Small Contributor Committee	\$200
Committee Account NOT for State Candidates (Ballot Measure, PAC, Political Party)	No Limit*

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

Contributions to State Officeholder Committees Per Calendar Year

Committee	Contributor Sources	
	Any Source (Person, Small Contributor Committee or Political Party)	Aggregate From All Sources
Senate and Assembly	\$4,500	\$75,500
CalPERS/CalSTRS	\$4,500	\$75,500
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner and Board of Equalization	\$7,500	\$151,000
Governor	\$30,200	\$301,900

California State Contribution Limits (Continued)

(Effective January 1, 2023 – December 31, 2024)

The contribution limits are effective for elections held between January 1, 2023 and December 31, 2024. (Regulation 18545.) These limits do not apply to contributions made to elections in previous years. Such contributions are subject to the limits in place for that year; see previous charts.

Legal Defense Funds

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

Recall Elections

A state officeholder and city or county officeholder subject to Section 85301 (d) who is the subject of a recall may set up a separate committee to oppose the qualification of the recall measure and, if the recall petition qualifies, the recall election. Neither contribution limits nor voluntary expenditure ceilings apply to the committee to oppose the recall that is controlled by the officeholder who is the target of the recall attempt. Candidates running to replace an officeholder who is the target of a recall are subject to the contribution limits and the expenditure limits applicable to the election for that office. (GC §85315; Regulation 18531.5.)

Ballot Measure Committees

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

Contributions from State Candidates and Candidates subject to Section 85301 (d)

A state candidate or candidate for elective city or county office subject to Section 85301 (d) may not contribute more than \$5,500 to a committee controlled by another state candidate or candidate for elective city or county office subject to Government Code Section 85301 (d) (This limit applies on a per election basis and includes, in the aggregate, contributions made from the candidate's personal funds and from campaign funds. (GC §85305; Regulation 18535.) This limit does not apply to a committee controlled by a state candidate or a committee controlled by a candidate for elective city or county office subject to Section 85301 (d) to oppose their recall or their contributions made to a legal defense fund established by a candidate for elective state office or candidate for elective city or county office subject to Government Code Section 85301(d). It also does not apply to contributions made by a candidate for elective state office or a candidate for elective city or county office subject to Government Code Section 85301 (d) to a ballot measure committee controlled by another state candidate or candidate for elective city or county office subject to Government Code Section 85301 (d). Please note there are certain rules applicable to use of funds held by state officeholder committees. (See Regulation 18531.62.)

Communications Identifying State Candidates

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

1. Clearly identifies a state candidate; but
2. Does not expressly advocate the election or defeat of the candidate; and
3. Is disseminated, broadcast or otherwise published within 45 days of an election, may not receive a contribution from any single source of more than \$45,500 in a calendar year if the communication is made at the behest of the candidate featured in the communication. (GC §85310.)

Officeholder Committees

Officeholder contributions must be cumulated (in full) with any other contributions from the same contributor(s) for any other future elective state office or elective city or county office subject to Government Code Section 85301 (d) for which the officeholder maintains a controlled committee during the term of office in which the contribution is received. Contributions to candidates for future elections and to their officeholder account are cumulated for purposes of contribution limits. (Regulation 18531.62.)

Contributions from State Lobbyists

A state lobbyist may not contribute to a state officeholder's or candidate's committee if the lobbyist is registered to lobby the agency of the elected officer or the agency to which the candidate is seeking election. The lobbyist also may not contribute to a local committee controlled by any such state candidate. (GC §85702; Regulation 18572.) In addition, effective January 1, 2015, lobbyists and lobbying firms may no longer take advantage of the \$500 or less home/office fundraiser exception that is available to other individuals and entities. (GC §82015(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. A State campaign contribution limit will by default apply to city and county candidates when the city or county does not have laws addressing a contribution limit on such candidates.

Definitions

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

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

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

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

Campaign Contributions Under Levin Act (Government Code Section 84308)

The Levin Act, set forth in Government Code Section 84308, regulates political contributions—which include contributions to candidates and committees in federal, state or local elections—received by officers, defined as “any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency and any candidate for elective office in an agency.” The Levin Act provides, in relevant part:

- While a proceeding involving a license, permit, or other entitlement for use is pending, and for 12 months following the date a final decision is rendered in the proceeding, an officer of an agency shall not accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party or a party's agent or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100 of Chapter 7 [of the Government Code]). This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution on the officer's own behalf, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.
- Prior to rendering any decision in a proceeding involving a license, permit, or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. An officer of an agency shall not make, participate in making, or in any way attempt to use the officer's official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100 of Chapter 7 [of the Government Code]).
- If an officer receives a contribution which would otherwise require disqualification under this section, and returns the contribution within 30 days from the time the officer knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, the officer shall be permitted to participate in the proceeding.
 - (A) Subject to subparagraph (B), if an officer accepts, solicits, or directs a contribution of more than two hundred fifty dollars (\$250) during the 12 months after the date a final decision is rendered in the proceeding in violation of subdivision (b), the officer may cure the violation by returning the contribution, or the portion of the contribution in excess of two hundred fifty dollars (\$250), within 14 days of accepting, soliciting, or directing the contribution, whichever comes latest.
 - (B) An officer may cure a violation as specified in subparagraph (A) only if the officer did not knowingly and willfully accept, solicit, or direct the prohibited contribution.
 - (C) An officer's controlled committee, or the officer if no controlled committee exists, shall maintain records of curing any violation pursuant to this paragraph.

Campaign Contributions Under Levin Act (Government Code Section 84308) (continued)

- A party to a proceeding before an agency involving a license, permit or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party or the party's agent.
- A party, or agent to a party, to a proceeding involving a license, permit, or other entitlement for use pending before any agency or a participant, or agent to a participant, in the proceeding shall not make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for 12 months following the date a final decision is rendered by the agency in the proceeding.
- When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in this section.
- This section shall not be construed to imply that any contribution subject to being reported under this title shall not be so reported.

GC §84308.

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 their campaign for nomination or election to a non-partisan office is punishable by a fine not to exceed \$1,000. *EC §18351*

Use of a Simulated Ballot

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

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

NOTICE TO VOTERS
(Required by Law)

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

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

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

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

Campaign Advertising or Communication Defined

Elections Code Section 304 states: "Campaign advertising or communication' means a communication authorized by a candidate or a candidate's controlled committee, as defined in Section 82016 of the Government Code, or by a committee making independent expenditures, as defined in Section 82031 of the Government Code, or by a committee formed primarily to support or oppose a ballot measure, as defined in Section 82047.5 of the Government Code, for the purpose of advocating the election or defeat of a qualified candidate or ballot measure through any broadcasting station, 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

Government Code Section 84305, which sets forth the requirements of mass mailings, provides:

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

Selected State Laws Governing Campaign Practices

(continued)

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

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

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

GC §84305

Political Advertising

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

The term “paid political advertisement” shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

EC §20008

Libel and Slander

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

EC §20500

Persons Liable

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

EC §20501

Selected State Laws Governing Campaign Practices

(continued)

Electioneering

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

EC §319.5

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

Selected State Laws Governing Campaign Practices

(continued)

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

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

(d) Any person who violates any of the provisions of this section is guilty of a misdemeanor.
EC §18370

Voter Coercion and Intimidation

- (a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.
- (b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.
- (c) For purposes of this section, "voting at any election" includes, but is not limited to, voting in person at a polling place or at the office of the elections official, including satellite locations pursuant to Section 3018, and voting by mail and returning a voted ballot pursuant to subdivision (a) of Section 3017.

EC §18540

Solicitation Dissuading Persons from Voting

- (a) A person shall not, with the intent of dissuading another person from voting, within the 100 foot limit specified in subdivision (b), do any of the following:
 - (1) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
 - (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.
 - (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
 - (4) Obstruct ingress, egress or parking.

Selected State Laws Governing Campaign Practices

(continued)

(b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:

- (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office or a satellite location specified in Section 3018.
- (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

(c) A person shall not, with the intent of dissuading another person from voting, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

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

(d) A violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in state prison. Any person who conspires to violate this section is guilty of a felony.

EC §18541

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

Challenging a Vote Without Probable Cause

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

(b) Every person who conspires to violate (a) above is guilty of a felony.

EC §18543

Fine for Solicitation Requesting Voter Disclosure of his or her Ballot

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

EC §18403



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

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

Summer to Fall 2024

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@smcacre.gov web www.smcacre.gov

California Department of Transportation

DIVISION OF TRAFFIC OPERATIONS
P.O. BOX 942873, MS-36 | SACRAMENTO, CA 94273-0001
(916) 654-6473 | TTY 711
www.dot.ca.gov/programs/traffic-operations/oda



Dear Candidate or Committee Member:

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

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942873, MS-36
Sacramento, CA 94273-0001

Temporary Political Signs shall not be placed within the right-of-way of any highway, or within 660 feet of the edge of and visible from the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

Enclosure

ODA-0027

"Provide a safe and reliable transportation network that serves all people and respects the environment"

**STATEMENT OF RESPONSIBILITY
FOR TEMPORARY POLITICAL SIGNS**

ODA-0027 (NEW 10/2022)

Election Date: _____ March _____ November _____ Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code): _____

Email (Optional): _____

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

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

Signature of Responsible Party

Date

Mail Statement of Responsibility to:

Department of Transportation
Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942873, MS-36
Sacramento, CA 94273-0001
Email: ODA@dot.ca.gov

City Clerks in San Mateo County

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

<p>Atherton Mr. Anthony Suber 80 Fair Oaks Lane Atherton, CA 94027 650.752.0529 asuber@ci.atherton.ca.us</p>	<p>Belmont Ms. Jozi Plut One Twin Pines Lane, Suite 340 Belmont, CA 94002 650.595.7408 jplut@belmont.gov</p>	<p>Brisbane Ms. Ingrid Padilla 50 Park Place Brisbane, CA 94005 415.508.2113 ipadilla@brisbaneca.org</p>
<p>Burlingame Ms. Meaghan Hassel-Shearer 501 Primrose Road Burlingame, CA 94010 650.558.7203 mhasselshearer@burlingame.org</p>	<p>Colma (Interim) Ms. Abigail Dometita 1198 El Camino Real Colma, CA 94014 650.997.8303 adometita@colma.ca.gov</p>	<p>Daly City Honorable Annette Hipona 333 90th Street Daly City, CA 94015 650.991.8078 ahipona@dalycity.org</p>
<p>East Palo Alto Mr. James Colin 2415 University Avenue East Palo Alto, CA 94303 650.853.3118 jcolin@cityofepa.org</p>	<p>Foster City Ms. Priscilla Schaus 610 Foster City Boulevard Foster City, CA 94404 650.286.3250 pschaus@fostercity.org</p>	<p>Half Moon Bay Ms. Jessica Blair 501 Main Street Half Moon Bay, CA 94019 650.726.8271 jblair@hmbcity.com</p>
<p>Hillsborough Ms. Lisa Natusch 1600 Floribunda Avenue Hillsborough, CA 94010 650.375.7412 lnatusch@hillsborough.net</p>	<p>Menlo Park Ms. Judi Herren 701 Laurel Street Menlo Park, CA 94025 650.330.6621 jaherren@menlopark.gov</p>	<p>Millbrae Ms. Elaine Tran 621 Magnolia Avenue Millbrae, CA 94030 650.259.2414 etran@ci.millbrae.ca.us</p>
<p>Pacifica Ms. Sarah Coffey 540 Crespi Drive Pacifica, CA 94044 650.738.7307 coffeys@ci.pacifica.ca.us</p>	<p>Portola Valley (Interim) Mr. Diego Ramirez 765 Portola Road Portola Valley, CA 94028 650.851.1700 dramirez@portolavalley.net</p>	<p>Redwood City Ms. Yessica Castro 1017 Middlefield Road Redwood City, CA 94063 650.780.7220 ycastro@redwoodcity.org</p>
<p>San Bruno Ms. Lupita Huerta 567 El Camino Real San Bruno, CA 94066 650.616.7070 luhuerta@sanbruno.ca.gov</p>	<p>San Carlos Ms. Crystal Mui 600 Elm Street San Carlos, CA 94070 650.802.4219 cmui@cityofsancarlos.org</p>	<p>San Mateo Mr. Martin McTaggart 330 West 20th Avenue San Mateo, CA 94403 650.522.7040 mmctaggart@cityofsanmateo.org</p>
<p>South San Francisco Honorable Rosa Govea Acosta 400 Grand Avenue P.O. Box 711 South San Francisco, CA 94083 650.877.8518 rosa.acosta@ssf.net</p>	<p>Woodside Ms. Jennifer Li 2955 Woodside Road P.O. Box 620005 Woodside, CA 94062 650.851.6790 jli@woodsidetown.org</p>	

Voter File Data

The Registration & Elections Division voter registration database information is available to qualified purchasers, subject to submission and approval of the required application form and payment of the required fee. Inquiries and applications should be directed to Hillary O'Connor at 650.312.5294 or data@smcacre.gov.

What is Available

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

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

Products and Prices

- Electronic file: \$125
- Walking list: \$0.50 per 1,000 voter names; add \$0.10 per page for photocopy or print
- Daily Vote by Mail file: Free; updated daily after October 7, 2024

Maps

Digital maps are available in PDF format on www.smcacre.gov, CD or via FTP download. File size prohibits email transmission.

Permissible Uses and Limitations

Pursuant to Elections Code Section 2194, the data files we provide shall be used solely for election, political, scholarly, journalistic or governmental purposes. Permissible uses of information obtained from San Mateo County shall include, but shall not be limited to, the following:

- Using registration information for purposes of communicating with voters in connection with any election.

Voter File Data (continued)

- Sending communications, including, but not limited to, mailings which campaign for or against any candidate or ballot measure in any election.
- Sending communications, including but not limited to, mailings by or on behalf of any political party; provided however, that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments and related matters.
- Sending communications, including but not limited to, mailings, incidental to the circulation or support of or opposition to any recall, initiative or referendum petition.
- Sending of newsletters or bulletins by any elected public official, political party or candidate for public office.
- Conducting any survey of voters in connection with any election campaign.
- Conducting any survey of opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purposes.
- Conducting an audit of voter registration list for the purpose of detecting voter registration fraud.
- Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure.
- Any official use by any local, state or federal governmental agency.

Voter Registration Information

Registration Deadline

Voter registration closes on October 21, 2024 for the November 5, 2024 Presidential General Election. Voters must register by this date to be eligible to vote non-provisionally in this election. Voter registration forms postmarked prior to or on this date are accepted.

EC §2102

Conditional Voter Registration (CVR)

Otherwise qualified electors who miss the October 21, 2024 registration deadline may come to the Registrations & Elections Division at 40 Tower Road, San Mateo or any operating Vote Centers in the County to complete their Voter Registration and be issued a Conditional Voter Registration (CVR) provisional ballot on or before Election Day.

EC §2170

Important Information Regarding Voter Registration

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

- A United States citizen and a California resident.
- At least 18 years of age by Election Day. (Pre-registration for 16- and 17-year-olds.)
- Not imprisoned for the conviction of a felony. ("Imprisoned" means currently serving a state or federal prison term. "Conviction" does not include a juvenile adjudication made pursuant to Section 203 of the Welfare and Institutions Code.)

EC §2101

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

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

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

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

Register online: registertovote.ca.gov

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 in multiple languages are available for distribution (at no cost) at the Registration & Elections Division.

The California Secretary of State provides a detailed guide for launching Voter Registration Drives on their website: <https://www.sos.ca.gov/elections/publications-and-resources/guide-vr-drives>.

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

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

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

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

Toll Free Multilingual Phone Line: 888-SMC-VOTE(762-8683)

California Voter's Choice Act

Overview

San Mateo County's November 5, 2024 Presidential General Election will be conducted under the California Voter's Choice Act (the "CVCA"). The CVCA was enacted to increase voter participation, enlist public engagement, and expand voting options for all voters. The CVCA fundamentally changed the manner in which elections are conducted by establishing a Mailed Ballot/Vote Center election model, utilizing Vote Centers and Ballot Drop Boxes strategically placed throughout the County.

Voting Options

Under the CVCA, 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 four methods:

Vote by Mail

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

Drop off Your Voted Ballot at a Ballot Drop Box Location

Voters can vote and return their ballot by depositing it into a secure Ballot Drop Box. Ballot Drop 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. Voters can go to any Vote Center in San Mateo County to:

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

Vote Centers will be located throughout San Mateo County:

- Three Vote Centers will be open 29 days before the election
- An additional six Vote Centers will be open 10 days before the election and an additional 36 Vote Centers will be open three days before the election for at least 8 hours daily.
- All Vote Centers will be open on Election Day from 7 a.m. to 8 p.m.

Remote Accessible Vote by Mail (RAVBM) System

Voters can access and mark a ballot in a screen-readable format from their own computer. Internet access and a printer are also required. Ballots must be printed and returned by mail, deposited in a Drop Box or dropped off at a Vote Center.

EC §4005

Election Day

Vote Centers are open from 7 a.m. to 8 p.m. on Election Day.

Election Day Observing

The Registration & Elections Division has procedures in place for election observers at the Vote Centers. It is important that activities at the Vote Centers are organized, operationally smooth and hassle-free for both the voters and the Vote Center Representatives.

- Observers are welcome to watch all proceedings at the polls, including Vote Center Representatives while opening up the polls, citizens preparing to vote, and, more commonly, to observe the closing activities.
- Observers have the right to raise questions to the Vote Center Representatives, and may direct their questions about procedures to the Lead Vote Center Representative, or in the absence of the Lead, to other Vote Center Representatives who are in charge.
- Observers may not go near a voting booth while occupied and may not approach voters during the voting process. Observers may talk to voters outside the Vote Center, beyond the “no-electioneering zone.”
- Observers may not directly challenge a voter. Election law provides that only the Elections Official, and/or Vote Center Representative holds the right to challenge a particular vote.
- Observers may not interfere in any way with the voting process.

Election Night Results: Semi-Official and Official Canvass

The semi-official canvass will commence immediately upon the close of the polls at 8 p.m. on November 5, 2024. Votes are cumulated at the secure, central counting location within the Registration & Elections Division at 40 Tower Road, San Mateo, CA 94402.

EC §15150

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

- **8:10 p.m.:** Vote by Mail Ballots Only
- **9 p.m.:** All Vote Center Votes (*Updated every 1 hour*)

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

- View the results as they are posted on our website at www.smcacre.gov.
- Subscribe to emailed reports, via subscription form posted on www.smcacre.gov one week prior to the election

Official Canvass and Election Certification

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 40 Tower Road, San Mateo, CA 94402 during normal business hours, Monday through Friday, from 8 a.m. to 5 p.m.

A press release detailing the Official Canvass will be available on the Registration & Elections Division's website: www.smcacre.gov.

Election Certification

Official results must be certified no later than 30 calendar days following an election. A certified "Statement of the Vote" will be available on the Elections website at www.smcacre.gov and for purchase or viewing at the Registration & Elections Division, located at 40 Tower Road in San Mateo.

EC §15372