

# CANDIDATE GUIDE

CONSOLIDATED MUNICIPAL, SCHOOL AND  
SPECIAL DISTRICT ELECTION

NOVEMBER 7, 2017



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

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# Mark Church

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July 2017

Dear Candidates:

I congratulate you on your decision to run for public office. Your willingness to give your time and energy in service to the residents, community and San Mateo County is deserving of our appreciation and support.

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

We have developed this Candidate Guide along with two Candidate Seminars to help you understand your responsibilities and resources in the November 7, 2017 Consolidated Municipal, School and Special District Election. Each Candidate Seminar will be immediately followed by a Voter Data Seminar to be held at the same location. I highly recommend that you attend both seminars. Even if you've run for office before, these briefings will ensure your understanding of current laws, forms, reporting rules, and campaign management tips. Here's the schedule:

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

Tuesday, July 11, 2017: 10:00 a.m. at 40 Tower Road, San Mateo, California  
Tuesday, July 25, 2017: 2:00 p.m. at 40 Tower Road, San Mateo, California

### **Voter Data Seminars (choose one session)**

Tuesday, July 11, 2017: 11:30 a.m. at 40 Tower Road, San Mateo, California  
Tuesday, July 25, 2017: 3:30 p.m. at 40 Tower Road, San Mateo, California

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

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

Sincerely,

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

Mark Church

The 2017 Candidate Guide is intended to provide general information about the nomination and election of candidates and does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the Registration & Elections Division is not rendering legal advice and, therefore, the guide is not to be a substitute for legal counsel for the individual, organization or candidate using it. In case of conflict, the law, regulation or rule will apply.

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# Election Calendar

## November 7, 2017 Consolidated Municipal, School and Special District Election

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### Key to Statutory References

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

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

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

Days Prior to Election	Date	Election Calendar for November 7, 2017 Consolidated Municipal, School and Special District Election
130	Friday June 30	(School or Special District Vacancy) Last day for the governing body of a local jurisdiction to call for an election on November 7, 2017 to fill a vacancy. GC §1780; ED §5091(b)
127	Monday July 3	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 city measures into one notice if the measure was filed prior to the notice of election's publication. EC §§12101, 12111
113	Monday July 17	
125	Wednesday July 5	(Special District Vacancy) Last day for Special Districts to deliver notice of offices to be filled, decisions regarding payment of candidate statements, and a map of the District boundaries. EC §§10509, 10522
123	Friday July 7	(School District Vacancy) Last day for the school governing board to deliver a resolution (the "specifications of the election order") to the County Superintendent of Schools and the Elections Official calling for an election of governing board members. ED §5322
120	Monday July 10	(School District Vacancy) Last day for a County Superintendent of Schools to deliver a copy of the official order and formal notice of election of governing board members to the Elections Official. ED §5325(b)
120	Monday July 10	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 papers are available, deadline for filing required forms, statement regarding appointment, and related information). EC §12112; GC §6061; ED §5363
90	Wednesday August 9	

119	Tuesday July 11	First Candidate Seminar to be held at 10 a.m. at the Registration & Elections Division, 40 Tower Road, San Mateo. First Data Seminar to be held immediately following the end of the Candidate Seminar at the same location.
116	Friday July 14	(City Vacancy) For a vacancy in a city elective office, this is the last day for the city council to call a special election for November 7, 2017 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 14, given that EC §15 does not extend deadlines under the GC.) EC §§12101-02; GC §36512
113	Monday July 17	Between these dates is the candidate filing period. Nomination papers and declarations of candidacy are available during this time. A non-refundable filing fee (if applicable) and optional candidate statement are due at the time of filing. Paperwork must be received by the close of business on August 11, 2017 (candidates filing at the Registration & Elections Division have until 5:00 p.m.; city candidates should check the hours of their City Clerk's office). No candidate may withdraw declaration of candidacy after the close of business on August 11, 2017. The candidate statement may be withdrawn but not changed during this candidate filing period and until 5:00 p.m. of the next working day (August 14, 2017) after the close of the candidate filing period. EC §§10220, 10407, 10510, 10603, 13107, 13307
88	Friday August 11	
105	Tuesday July 25	Second Candidate Seminar to be held at 2 p.m. at the Registration & Elections Division, 40 Tower Road, San Mateo. Second Data Seminar to be held immediately following the end of the Candidate Seminar at the same location.
Fixed Date	Monday July 31	Last day to file semiannual campaign statements, if required, by all candidates, organizations, committees and slate mailer organizations. GC §§84200, 84218
90	Wednesday August 9	During this period, contributions of \$1,000 or more per source made by or received by a candidate or committee must be reported within 24 hours. GC §§82036, 84203
0	Tuesday November 7	
88	Friday August 11	Last day for a local entity to deliver a resolution requesting election services and consolidation from the San Mateo County Board of Supervisors for the November 7, 2017 Election. A copy of a resolution of the governing board requesting the consolidation shall be submitted to the 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, 12001

88	Friday August 11	(School District Measure) Last day for the school governing board to deliver a resolution (known as the "specifications of the election order") to the Elections Official calling for an election on a measure. ED §5322
88	Friday August 11	Last day (through the close of business) for candidates to file nomination paperwork to qualify for the ballot. City candidates should check the hours of their City Clerk's office; all other candidates have until 5:00 p.m. to complete their candidate filing with the County Elections Official. EC §§10407, 10510(a)
88	Friday August 11	Last day (through the close of business, but no later than 5:00 p.m.) for a candidate who has qualified for the ballot to withdraw their candidacy. City candidates should check the hours of their City Clerk's office, all other candidates have until 5:00 p.m. EC §§10510(a), 10603.
88	Friday August 11	10-calendar-day public review period begins August 11, 2017 at 5:00 p.m. and ends August 21, 2017 at 5:00 p.m. for all documents filed as of the filing deadline of August 11, 2017. Between these dates the Elections Official or any registered voter eligible to vote on the contest in question may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be false, misleading, or inconsistent with the Elections Code. Documents subject to this review include ordinances, arguments, impartial analyses, and candidate statements. EC §§9190, 9295, 9380, 9509, 13313
78	Monday August 21	
85	Monday August 14	Except as provided in EC §13309, today is the last day (until 5:00 p.m.) for a candidate to withdraw the candidate's statement. Candidates may withdraw, but not change their statements. EC §13307(a)(3)
85	Monday August 14	County to publish a notice regarding county, school district and special district measures, the dates for submitting primary arguments and rebuttals, the 10-calendar-day public review period, the hours of opening and closing of the polls, and the central ballot counting location. EC §§9502, 10242; GC §6061; ED §5363
83	Wednesday August 16	Last day (through the close of business) for candidates to complete their candidate filing for extended offices. Extended filing periods occur when an eligible incumbent does not file for re-election. The eligible incumbent cannot file during the extended candidate filing period. City candidates should check the hours of their City Clerk's office; all other candidates have until 5:00 p.m. to complete their candidate filing with the County Elections Official. EC §§10407, 10225, 10516, 10604

83	Wednesday August 16	Last day for an order of election calling for a ballot measure to be amended or withdrawn. A resolution of the legislative body that issued the order of election must be filed with the Elections Official by today in order to amend or withdraw a ballot measure. EC §9605
82	Thursday August 17	Randomized Alphabet Drawing is conducted today at 11:00 a.m. to determine the order in which candidate names will appear on the ballot and letters that will be assigned to each ballot measure. EC §§13111, 13112, 13116
82	Thursday August 17	Last day (until 5:00 p.m.) for a candidate whose filing period ended on the 83rd day to withdraw candidate statement. Candidates may withdraw but not change their statements. EC §13307(a)(3)
81	Friday August 18	For consolidated elections, the names of the candidates to appear on 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)
81	Friday August 18	Primary arguments in favor of and against local measures are due by 5:00 p.m. Such arguments, if already submitted, may be changed until and including today. Arguments for city measures must be filed with the City Clerk's office. Check with the City Clerk's office for deadline. EC §§9162-63, 9282-83, 9315-16, 9501-03
81	Friday August 18	Ten-calendar-day public review period begins August 18, 2017 at 5:00 p.m. and ends August 28, 2017 at 5:00 p.m. for primary arguments filed in favor of and against measures. Between these dates the Elections Official or any registered voter eligible to vote on the contest in question may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be false, misleading or inconsistent with Elections Code. For dates and times for viewing arguments for city measures, check with the City Clerk's office. EC §§9190, 9295, 9380, 9509
71	Monday August 28	Rebuttal arguments for measures where a primary argument was filed both in favor and against are due by 5:00 p.m. Such arguments may be changed until and including today. Rebuttal arguments for city measures must be filed with the City Clerk's office. Check with the City Clerk's Office for deadline. EC §§9163, 9167, 9285-86, 9316-17, 9504
71	Monday August 28	Impartial analyses for County, School and Special District measures are due on this date by 5:00 p.m. Deadlines for impartial analyses for city measures are decided by the City Clerk's Office. EC §§9160, 9280, 9313-14, 9500



71	Monday August 28	10-calendar-day public review period begins August 28, 2017 at 5:00 p.m. and ends September 7, 2017 at 5:00 p.m. for rebuttal arguments filed in favor and/or against measures and impartial analyses. Between these dates the Elections Official or any registered voter eligible to vote on the contest in question may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be false, misleading, or inconsistent with the Elections Code. For dates and times for viewing arguments for city measures, check with the City Clerk's office. EC §§9190, 9295, 9380, 9509
61	Thursday September 7	
61	Thursday September 7	Any city that requests the Board of Supervisors to permit the Elections Official to prepare the city's election materials shall supply the Elections Official with a list of its precincts, or consolidated precincts, as applicable, no later than this date. EC §10002
60	Friday September 8	Between these dates County Elections Official must send ballots and balloting material to all Military and Overseas Voters who filed ballot applications by September 23, 2017. EC §§300(b), 3105, 3114
45	Saturday September 23	
57	Monday, September 11	During these dates write-in candidates must file a statement of write-in candidacy and other required documentation with the Elections Division. EC §§8600, 8601
14	Tuesday October 24	
40	Thursday September 28	Between these dates, the County Sample Ballot & Official Voter Information Pamphlet will be mailed to each voter who is registered at least 29 days prior to the election. EC §§13303-04
21	Tuesday October 17	
40	Thursday September 28	First preelection campaign statement for candidates and committees is due for the period ending September 23, 2017. GC §§ 84200.5, 84200.8
29	Monday October 9	Between these dates, any registered voter may request a Vote by Mail Ballot. Any requests received prior to October 9, 2017 will be kept and processed during this period. EC §3001
7	Tuesday October 31	
15	Monday October 23	Voter registration closes on this date for the November 7, 2017 Consolidated Municipal, School and Special District Election. Voters must register by this date to be eligible to vote in this election. Voter registration forms postmarked on or before with this date are accepted. EC §2102

14	Tuesday October 24	Between these dates, those who become new United States citizens on or after October 24, 2017, are eligible to register and vote at any voting center. A new citizen registering during this time must provide proof of citizenship and declare that he or she has established residency in California. EC §§331, 3500, 3501
0	Tuesday November 7	
14	Tuesday October 24	Between these dates, the Elections Official shall provide conditional voter registration and provisional voting at the Elections Division at 40 Tower Road in San Mateo. EC §2170
0	Tuesday November 7	
12	Thursday October 26	Second preelection campaign statement for candidates and committees is due for the period ending October 21, 2017. GC §§84200.5, 84200.8
7	Tuesday October 31	Last day for the County Elections Official to publish a list of the polling places designated for each election precinct and post a list of precinct board members appointed for this election. EC §§12105, 12105.5, 12106
0	Tuesday November 7	<b>Election Day. Polls open at 7 a.m. and close at 8 p.m.</b> Semifinal official canvass commences upon the closing of all polls at 8 p.m. At 8:05 p.m. San Mateo County issues the first report of election results and continues to issue updates until all precincts have reported. EC §§1000, 14212, 15150, 15151
6	Monday November 13	Vote by Mail ballots postmarked on or before Election Day (or time/date stamped by a bona fide private mail delivery company on or before Election Day) and received by the County Elections Official by this date shall be counted. (NOTE: This deadline normally falls on Friday, November 10 per EC §3020. However, per GC §6701, November 10 is a holiday, and thus per EC §15, this deadline is extended to Monday, November 13. But the item still must be postmarked or time/date stamped on or before Election Day.) EC §§15, 3020
28	Tuesday December 5	Last day for County Elections Official to post an updated list of the precinct board members who actually served on Election Day. The list shall remain posted for 30 days after completion of canvass. EC §12105.5
30	Thursday December 7	Last day for County to certify election results to the jurisdictions participating in the election. EC §15372

# Candidate Filing Procedures Checklist

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	Date Issued	Date Filed
<b>1. Stage One: Initial Documents</b>		
a. Candidate Registration Form		_____
a. Residence address ( <i>verify within district</i> )	_____	_____
b. Ballot Designation Worksheet	_____	_____
a. All fields filled out (no blanks)		
c. Permission to Post on Internet Form	_____	_____
<b>2. Stage Two: Nomination Papers and/or Declaration of Candidacy (July 17 to August 11, 2017)</b>		
a. Nomination Papers (city candidates only)		_____
b. Declaration of Candidacy	_____	_____
i. Name on ballot (no titles or degrees)		
ii. Ballot Designation (if no designation, initial box)		
iii. Oath of Office		
c. FPPC Form 700 Statements of Economic Interests	_____	_____
d. Chinese Transliteration Form	_____	_____
e. Code of Fair Campaign Practices (optional)	_____	_____
<b>3. Stage Three: Candidate Statement (optional)</b>		
f. Word Limit _____		
g. Candidate Statement Submission Form	_____	_____
h. Check payable to "San Mateo County Elections"		_____
<b>4. Stage Four: Campaign Finance Filings</b>		
a. Form 501 Candidate Intention Statement	_____	_____
b. Form 470 Officeholder and Candidate Campaign Statement or Form 410 Statement of Organization	_____	_____

# Offices to be Elected at the November 7, 2017 Consolidated Municipal, School and Special District Election

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	<b>Positions</b>	<b>Seats available</b>
<b>School Districts</b>		
Burlingame School District	Governing Board	3 seats
Portola Valley Elementary School District	Governing Board	3 seats
San Carlos Elementary School District	Governing Board	3 seats
San Mateo-Foster City School District	Governing Board	3 seats
<b>Special Districts</b>		
East Palo Alto Sanitary District	Board of Directors	2 seats
Highlands Recreation District	Board of Directors	2 seats full term, 1 seat short term
Woodside Fire Protection District	Board of Directors	1 seat full term, 1 seat short term
<b>Municipalities</b>		
City of Brisbane	Council	3 seats
City of Burlingame	Council	3 seats
City of San Bruno	Council	2 seats
	Mayor	1 seat
City of San Mateo	Council	3 seats

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

# Qualifications by Offices

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## **Generally:**

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

*EC §201*

## **Specifically:**

### **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*

### **Special District Board Member**

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

*EC §201*

### **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 was 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)*

Please contact your City Clerk for more information.

# Holding Two Offices

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

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

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

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

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

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

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

# Nomination Papers

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**(July 17, 2017 – August 11, 2017)**

We strongly encourage candidates to file their nomination papers ahead of the deadline to file all required documents in a timely manner.

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

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

*EC §8067*

## **Who can circulate Nomination Papers?**

Any person 18 years of age or older may circulate nomination papers.

*EC §§102, 8451*

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

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

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

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

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

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

*EC §104*

# Nomination Papers (continued)

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## **Who is a Qualified Signer to a Petition or Paper?**

Only a person who is a registered qualified voter at the time he/she signs the nomination paper is entitled to sign it. A signer shall, at the time of signing the petition or paper, personally affix his or her signature, printed name and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained.

*EC §100*

Candidates may also sign their own papers, and the signature will be given the same effect as that of any other qualified signer.

*EC §106*

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

Signatures for nomination papers shall not be obtained within 100 feet of a polling place, satellite location or Elections Official's office.

*EC §18370*

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

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

*EC §8069*

## **Registering Voters at Time of Nomination Papers**

Candidates may register voters at the same time as the voter signs the candidate's nomination paper. For purposes of verifying signatures on a petition or paper, a properly executed affidavit of registration shall be deemed effective for verification purposes if both (a) the affidavit is signed on the same date or a date prior to the signing of the petition, and (b) the affidavit is received by the Elections Official on or before the date on which the petition is filed.

*EC §2102(b)*

## **Validation of Signatures**

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

*EC §8081*

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

*EC §8102*



## Nomination Papers (continued)

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The following guidelines will be used when validating signatures on nomination papers. A signature can be challenged for any of the following reasons. If the signer:

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

Official Filing Form

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County Elections Official

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

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

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

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County Elections Official

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

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

(Secretary of State Use Only)

## Nomination Paper

(Elections Code §§100, 104, 8041, 8062, 8068, 8069, 8140; Code of Civil Procedure §2015.5)

I, the undersigned signer for \_\_\_\_\_, for nomination/election to  
Name of Candidate

the office of \_\_\_\_\_, to be voted for at the **Consolidated Municipal, School and Special District Election** to be held on **November 7, 2017**, 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:

<b>PRECINCT</b> <small>(To be entered by Elections Official)</small>	<b>NAME</b>	<b>RESIDENCE</b>	<b>VERIFICATION</b> <small>(To be entered by Elections Official)</small>
	Print 1 ..... Sign	Residence Address ONLY ..... City or Town	
	Print 2 ..... Sign	Residence Address ONLY ..... City or Town	
	Print 3 ..... Sign	Residence Address ONLY ..... City or Town	
	Print 4 ..... Sign	Residence Address ONLY ..... City or Town	
	Print 5 ..... Sign	Residence Address ONLY ..... City or Town	

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

PRECINCT (To be entered by Elections Official)	NAME	RESIDENCE	VERIFICATION (To be entered by Elections Official)
	Print 6 ..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 7 ..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 8 ..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 9 ..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 10 ..... Sign .....	Residence Address ONLY ..... City or Town .....	

## AFFIDAVIT OF CIRCULATOR

(To be completed in circulator's own hand)

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

1. That I am 18 years of age or older.
2. That my residence address, including street and number, is \_\_\_\_\_.  
 (If no street or number exists, a designation of my residence adequate to readily ascertain its location is \_\_\_\_\_.)
3. That the signatures on this section of the nomination paper were obtained between \_\_\_\_\_, 20\_\_\_\_, and \_\_\_\_\_, 20\_\_\_\_; that I circulated the petition and I  
Month and Day Month and Day  
 witnessed the signatures on this section of the nomination paper being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

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

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

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

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

<p><b>TO BE ENTERED BY ELECTIONS OFFICIAL AFTER VERIFICATION</b></p> <p>Number of Valid Signatures on this Section: _____</p> <p>Date: _____</p> <p>Deputy: _____</p>
---

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

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(July 17, 2017 – August 11, 2017)

## Legally Qualified Candidate

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

*EC §138*

## School & Special District Candidate

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

*ED §35107; EC §201*

## Completing the Declaration of Candidacy

No candidate's name shall be printed on the ballot unless a Declaration of Candidacy and nomination papers are delivered for filing with the County Elections Official. The candidate shall execute the Declaration of Candidacy in the office of the County Elections Official unless the candidate has signed and dated a written statement designating a person to receive a Declaration of Candidacy form from the County Elections Official for the candidate or, upon request of a candidate, the County Elections Official shall provide the candidate with a Declaration of Candidacy and nomination papers. Such statement must include language explaining that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the County Elections Official of the county of the candidate's residence by 5:00 p.m., August 11, 2017.

*EC §§8020, 8028 and 8040*

## 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. **The declaration cannot be changed after the nomination process is complete.**

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

*EC §13106*

If the candidate has changed his or her name within one year prior to the election, the new name will not appear on the ballot unless the change was made by either of the following: (a) Marriage, (b) Decree of any court of competent jurisdiction.

*EC §13104*

# Ballot Designation

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(July 17, 2017 – August 11, 2017)

## Ballot Designation

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

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

- (a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:
- (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.
  - (2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.
  - (3) No more than three words designating either, the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
  - (4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of [the Elections Code].

## Ballot Designation (continued)

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- (b) Neither the Secretary of State nor any other Elections Official shall accept a designation of which any of the following would be true:
- (1) It would mislead the voter.
  - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
  - (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
  - (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
  - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
  - (6) It uses a word or words referring to a racial, religious, or ethnic group.
  - (7) It refers to any activity prohibited by law.
- (c) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the Elections Official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.
- (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the Elections Official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).
  - (2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.
- (d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the Elections Official as specified in subdivision (c) or as provided in subdivision (e). The Elections Official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
- (e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (f) In all cases, the words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Sections 13207 and 13211, the Elections Official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

## Ballot Designation (continued)

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- (g) Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C. Sec. 1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

### **Ballot Designation Worksheet Required**

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

*EC §13107.3*

### **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 Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

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

*EC §13107.5(a)*

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

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

Official Filing Form

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County Elections Official

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

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

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

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County Elections Official

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

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

(Secretary of State Use Only)

## Declaration of Candidacy

(Elections Code §§200, 8002.5, 8020, 8040, 8121, 8140, 13105)

I hereby declare myself a candidate for nomination/election to the office of \_\_\_\_\_, to be voted for at the **Consolidated Municipal, School and Special District Election** to be held on **November 7, 2017**, and declare the following to be true:

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

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

<p>_____</p> <p>Print Your Name for Use on the Ballot</p> <p>_____</p> <p>Print Designation Requested</p> <p>A ballot designation is optional. If one is requested a completed BALLOT DESIGNATION worksheet must be submitted. If no ballot designation is requested, write in the word "NONE" and initial in the box. (Elections Code §§ 13107, 13107.3.)</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Candidate initials if preferring no designation:</p> </div>
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NOTE: The Secretary of State (SOS) will publish one of the addresses below in the certified list of candidates and on the SOS website. Please check the appropriate box to indicate which address you wish to be used for this purpose. If no box is checked, the first address listed below will be published. If a business telephone, residence telephone, FAX number, e-mail address, or website are provided, that information will also be published.

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

City State Zip Code

**Residence**  
(Required) \_\_\_\_\_

City State Zip Code

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

City State Zip Code

Telephone: ( ) ( )

Area Code Business Area Code Residence

FAX and E-mail: ( )

Area Code FAX E-mail

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

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



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, or for being an official interested in contracts, or becoming a vendor or purchaser at sales, or purchasing scrips or other evidences of indebtedness, in which the official has a financial interest.

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

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

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

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

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

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

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

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

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

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## Oath of Office

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

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

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

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

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

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

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

## Other Forms

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

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

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

*EC §13107.3*

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

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

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

*EC §20400*

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

*EC §§20440 – 20444*

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

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

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

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

## Other Forms (continued)

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Candidate names are listed in English along with a Chinese transliteration in the Chinese version of the Sample Ballot and Official Ballot. Each candidate must complete a Chinese Transliteration form designating one of three options with respect to how his/her name appears on the Chinese version of the Sample Ballot and Official Ballot. The three options are as follows:

- (1) provide his/her own Chinese transliteration of his/her name;
- (2) use our certified translator provided and performed by the County of San Mateo; or
- (3) choose to have his/her name printed only in English.

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

All candidates are required to file a statement disclosing personal investments and his or her interest in real property. Forms must be filed by the final date for filing the Declaration of Candidacy (August 11, 2017).

*GC §§87100, 87200, 87302.3*

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

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

*GC §6254.21*

# Extended Filing and Withdrawal of Candidacy

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

(August 11, 2017 – August 16, 2017)

If an eligible incumbent does not file Nomination Papers by Friday, August 11, 2017 at 5:00 p.m., the filing period is extended for that office for five calendar days until Wednesday, August 16, 2017 at 5:00 p.m., for any person other than the incumbent. This section is not applicable where there is no incumbent eligible to be elected.

*EC §§10225, 10407, 10516, 10604*

## **Withdrawal of Candidacy**

No candidate shall withdraw his or her Declaration of Candidacy after 5:00 p.m. on the 88th day prior to the election (August 11, 2017). If the filing period is extended, as explained above, a candidate may withdraw his or her Declaration of Candidacy until 5:00 p.m. on the 83rd day before the election (August 16, 2017).

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

# Candidate Statement Guidelines

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Elections Code §13307 lists the following requirements regarding the candidate statement:

- (a)
  - (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the Elections Official. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
  - (2) The statement authorized by this subdivision shall be filed in Elections Official when the candidate's nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the Elections Official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. If a runoff election or general election occurs within 88 days of the primary or first election, the statement shall be filed with the Elections Official by the third day following the governing body's declaration of the results from the primary or first election.
  - (3) Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.
- (b)
  - (1) The Elections Official shall send to each voter a county voter information guide that contains the written statements of each candidate that is prepared pursuant to subdivision (a). The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.
  - (2) The Elections Official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation who is one of the following:
    - (A) A certified and registered interpreter on the Judicial Council Master List.
    - (B) An interpreter categorized as "certified" or "professionally qualified" by the Administrative Office of the United States Courts.
    - (C) From an institution accredited by a regional or national accrediting agency recognized by the United States Secretary of Education.
    - (D) A current voting member in good standing of the American Translators Association.
    - (E) A current member in good standing of the American Association of Language Specialists.
- (c)
  - (1) In addition to the statement prepared pursuant to subdivision (a), if the Elections Official who is conducting the election permits electronic distribution of a candidate's statement, the governing body of a local agency may permit each candidate for nonpartisan elective office in the local agency to prepare a candidate's statement for the purpose of electronic distribution pursuant to this subdivision.
  - (2) A statement prepared pursuant to this subdivision shall be posted on the Internet website of the Elections Official, and may be included in a voter's pamphlet that is electronically distributed by the Elections Official pursuant to Section 13300.7, but shall not be included in a voter's pamphlet that is printed and mailed to voters pursuant to subdivision (b).

## Candidate Statement Guidelines (continued)

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- (3) A statement that is printed in the voter's pamphlet and mailed to voters pursuant to subdivision (b) shall be included with the statement that is prepared and electronically distributed pursuant to this subdivision.
- (4) A statement that is prepared and electronically distributed pursuant to this subdivision shall be displayed in type of uniform size and darkness, and with uniform spacing.
- (5) The Elections Official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation who is one of the persons listed in paragraph (2) of subdivision (b).
- (d) The local agency may estimate the total cost of printing, handling, translating, mailing, and electronically distributing candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the county voter information guide or electronically distributed. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the local agency is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the local agency may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the local agency that, or the Elections Official who, collected the estimated cost shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.
- (e) This section shall not be deemed to make any statement, or the authors of any statement, free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing electronic distribution pursuant to this section or contained in the county voter information guide.
- (f) Before the nominating period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter and, if authorized pursuant to subdivision (c), for the electronically distributed candidate's statement. This decision shall not be revoked or modified after the seventh day before the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, mailing, and electronic distribution shall be provided to each candidate or his or her representative, at the time he or she picks up the nomination papers.
- (g) For purposes of this section and Section 13310, the board of supervisors is the governing body of judicial elections.

# Candidate Statement Guidelines (continued)

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## Guidelines for All Candidates

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

## Format and Non-Conformity

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

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

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

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

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

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

# Candidate Statement Guidelines (continued)

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## Word Counting

Pursuant to the interpretation of Section 9 of the Elections Code by the Registration & Elections Division, 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 considered as one word. Examples are: *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 considered 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 considered one word (*100*; *3*; *525,600*). Any number which is spelled, such as “one,” shall be considered as a separate word or words. *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.
- Internet website addresses and email addresses will be counted as one word.
- In an itemized list, headers such as “A.)” or “1)” will be counted as one word. Bullet points will not be counted as a separate word.
- Name, age, and occupation located in the header of a candidate statement only are not counted towards the word count.
- If the text exceeds the word limit, the author will be asked to rewrite the text to bring the total number of words within the required word limit. If the author refuses to alter the text in this manner, any words after the total number of permitted words, as determined by the Elections Office, shall be omitted.

Note that these rules do not apply to ballot designations.

## Withdrawal

Any candidate may withdraw his/her candidate statement, either in person or by a signed statement of withdrawal, no later than 5:00 p.m. of the next business day following the close of the nomination period – August 14, 2017.

*EC §13307(a)(3)*



# Candidate Statement Guidelines (continued)

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## **Confidentiality**

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

*EC §13311*

## **Public Examination of Candidate Statements**

Statements are available for public examination in the County Elections Official's office during the 10-calendar-day review period (commencing at 5:00 p.m. August 11, 2017, or at 5:00 p.m. August 16, 2017 for extended races) prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held, or the County Elections Official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which amendments or deletions to the statement are sought. (City candidates' statements are reviewed at the City Clerk's Office. Please check the City Clerk's office for review dates and times.)

*EC §13313*

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

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

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

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

The Sample Ballot & Official Voter Information Pamphlet mailing period for this election is September 28, 2017 through October 17, 2017.

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

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

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

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

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

## Candidate Statement Guidelines (continued)

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

1. **Determine** the total number of pages ordered for ALL booklets in the election.
2. **Calculate** the cost of one page by dividing the total printing and mailing cost by total number of pages ordered:

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

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

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

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

**Example:**  $\$600.82 \times 2 \text{ pages} = \$1,201.64$  Total cost  
(all statements, e.g. Council, Clerk)

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

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

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

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

7. In our **Example**, the printing cost for each of the five candidates was \$240.33, and John Doe's total cost was \$425.33. However, if only one candidate chooses to file a candidate statement, the cost will increase as they will have to pay for the whole page instead of splitting it with others.

# Fictitious Samples of Candidate Statements

Below are fictitious samples of 200-word statements as they would appear in the 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 Sample Ballot).

## CANDIDATES FOR THE OFFICE OF CITY COUNCIL

<p><b>Name:</b> Cesar Candidate  <b>Occupation:</b> Businessman/Community Volunteer</p> <p><b>Education and Qualifications:</b> I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.</p> <p>I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs.</p> <p>Please support me. Ccandidate@email.com or www.cesarcandidate.com /s/</p>	<p><b>Name:</b> Jane Campaigner <b>Age:</b> 41  <b>Occupation:</b> Structural Welder</p> <p><b>Education and Qualifications:</b> I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be.</p> <p>If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me. Jcampaigner@email.com /s/</p>
<p><b>Name:</b> Fred T. Citizen <b>Age:</b> 38  <b>Occupation:</b> Systems Analyst</p> <p><b>Education and Qualifications:</b> I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me. You may find more information about my campaign at www.vote4fred.com /s/</p>	<p><b>Name:</b> Margaret "Peg" Voter <b>Age:</b> 57  <b>Occupation:</b> Real Estate Agent/Mother</p> <p><b>Education and Qualifications:</b> I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention.</p> <p>I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Call me anytime (650.555.5555). Please support me. /s/</p>

**COUNTY COUNCIL OF SAN MATEO COUNTY**

LWV Central San Mateo County

LWV North San Mateo County



Fall 2017

Dear Candidate:

The League of Women Voters has a long history of providing voters with nonpartisan and easily accessible information at election time. In that tradition, we invite you to participate in Voter's Edge California, the League's comprehensive online guide, for the November 7, 2017 election. VEC is a partnership between the League of Women Voters of California Education Fund and MapLight.

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

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

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

Sincerely,

Kathee Tyson, San Mateo County Coordinator

Voter's Edge California

e-mail: [ca-sm@votersedge.org](mailto:ca-sm@votersedge.org)

650 728-3850

# Campaign Disclosure Information

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

**CANDIDATES RECEIVING OR SPENDING OVER \$2,000  
MUST FILE FORMS 501 + 410 + 460**

**CANDIDATES RECEIVING OR SPENDING UNDER \$2,000  
MUST FILE FORMS 501 + 470**

## **Form 501 — Candidate Intention**

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

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

Form 410 is used when organizing a campaign committee and must be filed within 10 days of receiving \$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's Political Reform Division and a copy with the County Clerk.

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

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

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

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

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

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

This form is used by candidates who do not have a controlled committee and do not anticipate receiving contributions or making expenditures totaling \$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.

## Campaign Disclosure Information (continued)

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### **Form 470 Supplement**

A candidate who has filed Form 470 in connection with an election and subsequently receives contributions or makes expenditures totaling \$2,000 or more is required to file notification within 48 hours. Form 470 Supplement may be used, and must be sent by telegram, guaranteed overnight service, personal delivery or fax to the Secretary of State, the local filing officer, and to each of his or her opponents seeking the same office.

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

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

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

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

### **Campaign Statements**

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

# Basic Campaign Filing Guidelines for Candidates

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

→

**Form 501 – Candidate Intention**  
**Who:** All State and Local Candidates  
**When:** Before raising or spending any money, including personal funds.  
**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:** Local Filing Office



**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 and organizations 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 in final 16 days before Election Day)  
**With:** Original & copy to Secretary of State, one copy to 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.*
- *If 410 filed before June 30, then 460 due July 31.*

**With:** Original & one copy to Local Filing Officer

**After the Election**

After the election, a successful candidate has the option of **maintaining** his/her committee and campaign bank account, or **terminating** the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Hold funds for use in a future election.

To redesignate a committee, see the FPPC Manual for information on re-designating a committee. An officeholder who wishes to terminate a committee must submit both Form 410 and Form 460.

**Form 410**  
**Who:** Committees formed via Form 410. Committee must have a "zero balance."  
**When:** At the discretion of the treasurer. Committees do not expire.  
**With:** Original and copy to Secretary of State, copy to Local Filing Officer.

**Form 460**  
**Who:** Committees formed via Form 410. Committee must have a "zero balance."  
**When:** At the discretion of the treasurer. Committees do not expire.  
**With:** Original and copy to Local Filing Officer

# Filing Calendar

## Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for Local Office Being Voted on November 7, 2017

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Jul 31, 2017</b> <i>Semi-Annual</i>	* – 06/30/17	460	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> </ul>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	08/09/17 – 11/7/17	497	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to another candidate or measure being voted upon November 7, 2017.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
<b>Sept 28, 2017</b> <i>1<sup>st</sup> Pre-Election</i>	07/01/17 – 09/23/17	460 or 470	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
<b>Oct 26, 2017</b> <i>2<sup>nd</sup> Pre-Election</i>	09/24/17 – 10/21/17	460	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> <li>File by personal delivery, guaranteed overnight service or online, if available.</li> </ul>
<b>Jan 31, 2018</b> <i>Semi-Annual</i>	10/22/17 – 12/31/17	460	<ul style="list-style-type: none"> <li>All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2017.</li> </ul>

- Local Ordinance: Always check on whether additional local rules apply.
- 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.
- Deadline Extensions: Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- Method of Delivery: All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report 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 or spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised or spent.
- Form 470: Candidates who do not have an open committee and do not raise or spend \$2,000 or more may file Form 470 on or before September 28, 2016. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- Public Documents: All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Click on Learn, then Campaign Rules.
- 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 at [www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html](http://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html) for additional information.
- Independent Expenditures: Committees making independent expenditures to support or oppose candidates or ballot measures also file:
  - 462: A verification form must be e-mailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
  - 496: This form is due within 24 hours when made in a 90-day period of the election. Refer to the candidate or ballot measure election filing schedule.



# Filing Calendar (continued)

## Fair Political Practices Commission Filing Schedule for Committees Primarily Formed to Support/Oppose Local Measures Being Voted on November 7, 2017

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>July 31, 2017</b> <i>Semi-Annual</i>	<b>*-06/30/17</b>	460	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> </ul>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	<b>08/09/17 – 11/07/17</b>	497	<ul style="list-style-type: none"> <li>File if contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more is made in the aggregate to a candidate or <i>another</i> measure being voted upon November 7, 2017.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, email, guaranteed overnight service, fax or online.</li> </ul>
<b>Sept 28, 2017</b> <i>1<sup>st</sup> Pre-Election</i>	<b>07/01/17 – 09/23/17</b>	460	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> </ul>
<b>Oct 26, 2017</b> <i>2<sup>nd</sup> Pre-Election</i>	<b>09/24/17 – 10/21/17</b>	460	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> <li>File by personal delivery, guaranteed overnight service or online, if available.</li> </ul>
<b>Jan 31, 2018</b> <i>Semi-Annual</i>	<b>10/22/17 – 12/31/17</b>	460	<ul style="list-style-type: none"> <li>All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2017.</li> </ul>

### Additional Reports

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

- 460 - Ballot Measure Quarterly Report: Quarterly campaign reports are required prior to the semi-annual period in which pre-election reports must be filed by a primarily formed ballot measure committee.
  - 511 - Paid Spokesperson Report: 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).
- 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.
  - Deadline Extensions: Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
  - Method of Delivery: All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
  - Local Ordinance: Always check on whether additional local rules apply.
  - Public Documents: All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Click on Learn, then Campaign Rules.
  - Other Committee Expenditures: Contact the FPPC if the committee makes independent expenditures/contributions to candidates and/or other measures. Additional reports may be required.



# Fast Facts/Getting Started

For candidates spending \$2,000 or more

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## **CAMPAIGN RULES PAGE:**

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

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

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

## **FORMS TO START:**

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

## **ID NUMBER:**

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

## **FILING SCHEDULES & DEADLINES:**

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

## **MOST COMMON CAMPAIGN REPORTS:**

- Form 460
- Form 497

## **MANUALS:**

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

## **CANDIDATE/TREASURER VIDEO:**

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

## **TRAINING OPPORTUNITIES:**

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

## **QUESTIONS?**

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

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

EAED 05/17

# Selected State Laws Governing Campaign Practices

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

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

### **Candidate Statement and Qualifications**

Candidates are advised not to mislead voters in relation to a candidate's statement.

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

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

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

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

NOTICE TO VOTERS  
(Required by Law)

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

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

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

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

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

"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.

*EC §304*

# Selected State Laws Governing Campaign Practices (continued)

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## **Mass Mailing**

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

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

*GC §84305*

## **Political Advertising**

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

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

*EC §20008*

## **Libel and Slander**

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

*EC §20500*

## **Persons Liable**

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

*EC §20501*

# Selected State Laws Governing Campaign Practices (continued)

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## **Electioneering on Election Day**

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

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

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

*EC §18370*

## **Compelling Another in Voting**

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

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

*EC §18540*

## Selected State Laws Governing Campaign Practices (continued)

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### **Solicitation Dissuading Persons from Voting**

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

*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 Section 14240, is punishable by imprisonment in the county jail for not more than 12 months or in the state prison.
- (b) Every person who conspires to violate subdivision (a) is guilty of a felony.

*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 Sections 3017 and 3021 or persons assisting a voter pursuant to Section 14282.

*EC §18403*

# San Mateo County Ordinances Affecting Campaign Contributions

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## Chapter 2.03 – Campaign Contributions

### 2.03.010-Definitions

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

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

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

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

# Important Reminders about Campaign Management

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**Be Informed:** Study FPPC Campaign Disclosure Manuals:  
Manual 2: Information for Local Candidates

**Before Raising or Spending any Money:** File Form 501. Then open a campaign bank account. Once \$2,000 is raised or spent, get an identification number by filing Form 410.

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

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

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

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

**Report Late Contributions:** If \$1,000 or more is received from one contributor during the last 90 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.

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

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

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

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



# Voter File Data

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

## 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 five elections

## Products and Prices

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

## Maps

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

## Permissible Uses and Limitations

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

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

## Voter File Data (continued)

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



# Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

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

Fall 2017

Dear Candidates:

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

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

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

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

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

Sincerely,

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

Mark Church



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

Dear Candidate or Committee Member:

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

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

A temporary political sign meets the following criteria:

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

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

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

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

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

**Department of Transportation, District 4**

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

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**OUTDOOR ADVERTISING (ODA) DISPLAY PERMIT APPLICATION**  
 ODA-0002 (REV 01/2017)

<b>PERSONAL INFORMATION NOTICE</b> Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (IPA) (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.	<b>DO NOT WRITE IN SHADED AREAS</b>				
	DISTRICT	COUNTY	ROUTE	POST MILE	PERMIT NUMBER
	ROAD / STREET / ADDRESS				
	CSR NUMBER	APPLICATION NUMBER			
PERMIT ISSUE DATE		PERMIT EXPIRATION DATE			

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

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

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

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

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

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

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

CHARGE ACCOUNT NUMBER	TOTAL FEES CHARGED	AUTHORIZED SIGNATURE
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**SECTION 2 - DISPLAY TYPE (CHECK THE APPROPRIATE BOX(ES))**

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

**SECTION 3 - APPLICANT**

PERMIT APPLICANT (Please print or type name of firm or individual desiring permit)		ODA LICENSED? <input type="checkbox"/> YES <input type="checkbox"/> NO	LICENSE NUMBER
STREET ADDRESS (CANNOT be a Post Office Box)	CITY	STATE	ZIP CODE
MAILING ADDRESS, IF DIFFERENT (Street Address or P.O. Box)	CITY	STATE	ZIP CODE

**SECTION 4 - PROPERTY**

PROPERTY OWNER (Person in control of property upon which display is situated)		ASSESSOR'S PARCEL NO.	ZONING
STREET ADDRESS / P.O. BOX	CITY	STATE	ZIP CODE
			BUSINESS PHONE NO.

**SECTION 5 - DISPLAY LOCATION INFORMATION**

COUNTY NAME	CITY NAME (If incorporated)	(circle) STATE ROUTE NUMBER OR ROAD/STREET NAME
		ON THE (circle) SIDE OF
FEET/MILES (circle)	NAME OF NEAREST CROSSROAD, OVER/UNDERPASS	

IDENTIFY A BUSINESS ACTIVITY BY THE NAME THAT IS WITHIN 1,000 FEET OF THE DISPLAY LOCATION	STREET ADDRESS OF THE BUSINESS ACTIVITY
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**SECTION 6 - DISPLAY CONFIGURATION**

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

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

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

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

**SECTION 7 - REQUIRED DOCUMENTS**

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

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

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

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

**SECTION 8 - SIGNATURE**

NAME (Please print)	SIGNATURE OF APPLICANT OR AUTHORIZED AGENT	BUSINESS PHONE NO.	DATE
ADDRESS	CITY	STATE	ZIP CODE

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

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



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

JANUARY 2017

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

# City Clerks within San Mateo County

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

<p>Atherton Ms. Theresa DellaSanta 91 Ashfield Road Atherton, CA 94027 650.752.0529 <a href="mailto:tdellasanta@ci.atherton.ca.us">tdellasanta@ci.atherton.ca.us</a></p>	<p>Belmont Honorable Terri Cook One Twin Pines Lane, Suite 375 Belmont, CA 94002 650.595.7413 <a href="mailto:tcook@belmont.gov">tcook@belmont.gov</a></p>	<p>Brisbane Ms. Ingrid Padilla 50 Park Place Brisbane, CA 94005 415.508.2113 <a href="mailto:cityclerk@ci.brisbane.ca.us">cityclerk@ci.brisbane.ca.us</a></p>
<p>Burlingame Ms. Meaghan Hassel-Shearer 501 Primrose Road Burlingame, CA 94010 650.558.7203 <a href="mailto:mhasselshearer@burlingame.org">mhasselshearer@burlingame.org</a></p>	<p>Colma Ms. Caitlin Corley 1198 El Camino Real Colma, CA 94014 650.997.8311 <a href="mailto:caitlin.corley@colma.ca.gov">caitlin.corley@colma.ca.gov</a></p>	<p>Daly City Honorable Annette Hipona 333 90th Street Daly City, CA 94015 650.991.8078 <a href="mailto:ahipona@dalcycity.org">ahipona@dalcycity.org</a></p>
<p>East Palo Alto Ms. Terrie Gillen, Deputy 2415 University Avenue East Palo Alto, CA 94303 650.853.3127 <a href="mailto:tgillen@cityofepa.org">tgillen@cityofepa.org</a></p>	<p>Foster City Ms. Doris Palmer 610 Foster City Boulevard Foster City, CA 94404 650.286.3250 <a href="mailto:dpalmer@fostercity.org">dpalmer@fostercity.org</a></p>	<p>Half Moon Bay Ms. Jessica Blair 501 Main Street Half Moon Bay, CA 94019 650.726.8271 <a href="mailto:jblair@hmbcity.com">jblair@hmbcity.com</a></p>
<p>Hillsborough Ms. Miyuki Yokoyama 1600 Floribunda Avenue Hillsborough, CA 94010 650.375.7412 <a href="mailto:myokoyama@hillsborough.net">myokoyama@hillsborough.net</a></p>	<p>Menlo Park Ms. Jelena Harada, Deputy 701 Laurel Street Menlo Park, CA 94025 650.330.6620 <a href="mailto:jvharada@menlopark.org">jvharada@menlopark.org</a></p>	<p>Millbrae Ms. Angela Louis 621 Magnolia Avenue Millbrae, CA 94030 650.259.2333 <a href="mailto:alouis@ci.millbrae.ca.us">alouis@ci.millbrae.ca.us</a></p>
<p>Pacifica Ms. Kathy O'Connell 170 Santa Maria Avenue Pacifica, CA 94044 650.738.7307 <a href="mailto:o'connellk@ci.pacifica.ca.us">o'connellk@ci.pacifica.ca.us</a></p>	<p>Portola Valley Ms. Sharon Hanlon 765 Portola Road Portola Valley, CA 94028 650.851.1700 <a href="mailto:shanlon@portolavalley.net">shanlon@portolavalley.net</a></p>	<p>Redwood City Ms. Pam Aguilar 1017 Middlefield Road Redwood City, CA 94063 650.780.7220 <a href="mailto:paguilar@redwoodcity.org">paguilar@redwoodcity.org</a></p>
<p>San Bruno Honorable Carol Bonner 567 El Camino Real San Bruno, CA 94066 650.616.7058 <a href="mailto:cbonner@sanbruno.ca.gov">cbonner@sanbruno.ca.gov</a></p>	<p>San Carlos Ms. Crystal Mui 600 Elm Street San Carlos, CA 94070 650.802.4219 <a href="mailto:cmui@cityofsancarlos.org">cmui@cityofsancarlos.org</a></p>	<p>San Mateo Ms. Patrice Olds 330 West 20th Avenue San Mateo, CA 94403 650.522.7042 <a href="mailto:polds@cityofsanmateo.org">polds@cityofsanmateo.org</a></p>
<p>South San Francisco Honorable Krista Martinelli 400 Grand Avenue P.O. Box 711 South San Francisco, CA 94083 650.877.8518 <a href="mailto:krista.martinelli@ssf.net">krista.martinelli@ssf.net</a></p>	<p>Woodside Ms. Dora Wong 2955 Woodside Road P.O. Box 620005 Woodside, CA 94062 650.851.6790 <a href="mailto:dwong@woodsidetown.org">dwong@woodsidetown.org</a></p>	

# Voter Registration Information

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## Registration Deadline for this Election

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

Voters may register online by visiting our website at [www.shapethefuture.org](http://www.shapethefuture.org) or the Secretary of State's at [registertovote.ca.gov](http://registertovote.ca.gov).

For the November 7, 2017 election, **voters must be registered at their current residential address on or before Monday, October 23, 2017**. Voters who miss this deadline may come to the Registrations & Elections Division at 40 Tower Road, San Mateo, to complete a Voter Registration Form and be issued a Conditional Voter Registration (CVR) provisional ballot.  
*EC §2170*

## For Your Information

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

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

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

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

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

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

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

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

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

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



# Vote by Mail Information

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State law specifies a uniformity in the format and content of an application form for a Vote by Mail ballot (EC §§3006, 3007, 3007.5). To ensure compliance with current law, it is recommended that any Vote by Mail ballot application intended for mass reproduction be approved by the Registration & Elections Division prior to its distribution. For further Vote by Mail information, you may contact Laura Courtox at 650.312.5399 or [lcourtox@smcare.org](mailto:lcourtox@smcare.org).

- Any individual, group, or organization distributing applications for Vote by Mail ballots must use the format for this application which has been approved by the Secretary of State.  
*EC §§3006, 3007, 3007.5 & 18402*
- Only voter's name, residence address, and date of birth are permitted to be preprinted as well as the name and date of the election for which the application is being made.  
*EC §3006*
- The portion of the application which asks the address to which the voter wishes the Vote by Mail ballot to be mailed must, if different from the voter's residence address, be completed by the voter. This mailing address may not be the address of any political party, candidate, or political campaign headquarters.
- The application shall provide the voters with information concerning the process for establishing permanent Vote by Mail voter status.  
*EC §3006*
- An application containing preprinted information must contain a conspicuously placed notice stating: **"You have the legal right to mail or deliver this application directly to the local Elections Official of the county where you reside."**
- Only the voter may sign the application.
- If applications are distributed through the mail, they must be non-forwardable.  
*EC §3008*
- Bar-coded voter identification numbers on applications must meet approval of the Registration & Elections Division prior to distribution. To avoid possible problems with affidavit numbers, candidates and committees are advised to obtain voter information directly from the Registration & Elections Division.
- Applications for Vote by Mail ballots must be made in writing and be received by the Registration & Elections Division through Tuesday, October 31, 2017 (until the 7<sup>th</sup> day before the election). (Note: We can process Vote by Mail applications from voters prior to Monday, October 9, 2017, 29 days prior to Election Day).
- Online Vote by Mail applications are also available at [www.shapethefuture.org/votingoptions/votebymail](http://www.shapethefuture.org/votingoptions/votebymail). A person **may not** submit a Vote by Mail ballot application electronically for another registered voter.  
*EC §§3007.7, 3008*
- Candidates and committees may receive applications for Vote by Mail ballots. Applications must be submitted to the Registration & Elections Division within 72 hours of receipt or by October 31, 2017, whichever is sooner.  
*EC §3008*

## Vote by Mail Information (continued)

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### **Vote by Mail Ballots**

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

- (1) the Voting Center at 555 County Center, First Floor, Redwood City;
- (2) the Voting Center at 840 West Orange Avenue, South San Francisco;
- (3) any City Hall in San Mateo County (during normal business hours); or
- (4) any polling place on Election Day within San Mateo County (7 a.m. to 8 p.m.)

A Vote by Mail voter who is unable to return the ballot may designate any person to return the ballot to the Elections Official who issued the ballot, to the precinct board at a polling place or vote center within the state, or to a vote by mail ballot dropoff location within the state.

*EC §3017*

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

*EC §18371*

### **The “Go Green! Get your voter pamphlet online!” Program Option**

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

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

### **Postmark + 3**

Vote by Mail ballots postmarked (or time/date stamped by a bona fide private mail delivery company) on or before Election Day and received by the County Elections Official no later than three days after Election Day shall be counted. If the E+3 deadline falls on a holiday, it will be extended to the next business day.

*EC §§15, 3020*

# Election Day

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## **Election Day Observing**

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

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

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

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

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

*EC §14202*

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

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

*EC §14294*

## Election Day (continued)

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

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

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

### **Maintenance of Street Index**

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

*EC §14298*

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

The Semi-Official Canvass will commence immediately upon the close of the polls at 8:00 p.m., November 7, 2017. (*EC §15150*) Votes are extracted and cumulated at the secure, central counting location within the Registration & Elections Division at 40 Tower Road, San Mateo, CA 94402.

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

- (1) Vote by Mail ballots only
- (2) All mail ballot precinct results
- (3) Voting Center results
- (4) Live precinct results (Every 30 minutes on the half hour)

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

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

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

## Election Day (continued)

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### **Final Official Canvass**

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

During the Official Canvass, any interested person may choose to observe the Registration & Elections Division procedures. To observe this process, please feel free to contact 650.312.5222 or visit the office during normal business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m.

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

### **Election Certification**

Official results must be certified no later than 30 calendar days following the election (December 7, 2017). A certified "Statement of the Vote" will be available on the Registration & Elections Division website at [www.shapethefuture.org](http://www.shapethefuture.org).