

# Candidate's Handbook

## November 7, 2017



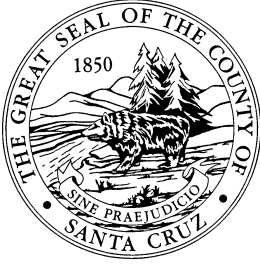
Photo by Jeff Varenkamp

# Special Districts Election

## Uniform District Election Law



Prepared by:  
Santa Cruz County Clerk/Elections Department  
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Santa Cruz, CA 95060  
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January 2017



# County of Santa Cruz

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**Gail L. Pellerin, County Clerk**  
**Tricia Webber, Assistant County Clerk**

Welcome to the November 7, 2017 electoral process! Regardless of who wins, it is hoped that this is a positive experience for you.

The County Clerk/Elections Department is dedicated to helping all qualified candidates get their names printed on the ballot and to ensuring that the election is fair and accurate.

For the uninitiated, the process can be confusing, with resulting errors and misunderstandings. Although this handbook is a guide for candidates, it is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. Candidates and others using this handbook must bear full responsibility to make their own determinations as to all legal standards and duties.

The best advice I can give to all candidates is FILE EARLY. The filing deadlines are rigid and if one waits until the last moment to file a document containing errors or omissions, one's right to appear on the ballot may be lost. Most errors can be corrected given adequate time.

We hope you find this Candidate's Handbook useful. We have also added many services and resources to our website at [www.votescount.com](http://www.votescount.com)

Each day we will update "Candidate Watch" on our website listing who has filed for which offices. You can also find this manual on our website, as well as other tools to assist you in conducting your campaign.

Should you have any suggestions for improving the manual or website, or have identified corrections to be made, please call me, County Clerk Gail Pellerin at 831-454-2419 or e-mail me at [gail.pellerin@santacruzcounty.us](mailto:gail.pellerin@santacruzcounty.us)

Good luck, and may the best person win.

Sincerely,

Gail L. Pellerin  
County Clerk

*The materials contained in this handbook represent the research and opinions of the staff at the Santa Cruz County Clerk/Elections Department. The contents of this handbook and any legal interpretations contained herein are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk. Please call 831-454-2060 if you have any questions or comments or visit our website at [www.votescount.com](http://www.votescount.com) Thank you.*



# Table of Contents

<b>Elections Department Contact Information</b> .....	<b>1</b>
<b>FPPC and SOS Contact Information</b> .....	<b>2</b>
<b>Who to Call for Election Violations or Fraud</b> .....	<b>4</b>
<b>Website: <a href="http://www.votescount.com">www.votescount.com</a></b> .....	<b>5</b>
<b>Candidate Checklist</b> .....	<b>6</b>
<b>Candidate Filing Documents</b> .....	<b>7</b>
<b>November 7, 2017 Election Calendar</b> .....	<b>9</b>
<b>Offices on the November 2017 Ballot</b> .....	<b>17</b>
Special Districts .....	17
<b>Residence and Domicile</b> .....	<b>18</b>
<b>Incompatibility of Offices</b> .....	<b>21</b>
<b>Name &amp; Ballot Designation</b> .....	<b>22</b>
Ballot Designation - Legislative Requirements .....	22
Unacceptable Designations .....	23
Rejected Ballot Designations .....	24
<b>Secretary of State - Ballot Designation Regulations</b> .....	<b>26</b>
<b>Write-In Candidacy</b> .....	<b>37</b>
<b>Candidate Statement of Qualifications</b> .....	<b>38</b>
<b>Candidate’s Statement – Filing Information</b> .....	<b>39</b>
<b>Candidate’s Statement – Content, Size &amp; Format</b> .....	<b>40</b>
<b>The Printed Candidate’s Statement</b> .....	<b>42</b>
<b>Cost of Printing Candidate’s Statement</b> .....	<b>43</b>
Cost of Candidate Statements .....	44
<b>How to Count Words</b> .....	<b>45</b>
<b>Campaign Practices</b> .....	<b>46</b>
Mass Mailing .....	47
Slate Mailers .....	47
Nominations.....	49
Campaign Literature .....	50
Use of Seal in Campaign Literature (Elections Code §18304) .....	50
Code of Fair Campaign Practices .....	50
Misrepresentation by Candidates .....	50

Deceptive Online Activities .....	51
Political Advertising .....	52
Simulated Ballots .....	52
Pictures in Campaign Mail .....	53
Corruption of the Voting Process .....	54
Vandalism at Polling Places.....	54
Corruption of Voters.....	55
Intimidation of Voters.....	56
Polling Place Information.....	58
Political Signs .....	59
<b>Form 700: Disclosure of Economic Interests .....</b>	<b>61</b>
Who Must File.....	61
What Must be Disclosed .....	61
When and Where to File.....	61
<b>Electioneering .....</b>	<b>62</b>
<b>Election Night Results .....</b>	<b>64</b>
<b>FAQs .....</b>	<b>65</b>

# Elections Department Contact Information

**County Clerk Gail L. Pellerin**

701 Ocean St., Room 210

Santa Cruz, CA 95060

831-454-2060

FAX: 831-454-2445

WEB Page: [www.votescount.com](http://www.votescount.com)

Please feel free to contact us at the Elections Department should you have any questions, comments, or concerns. Direct telephone numbers, with voice mail availability, are listed under each person's name.

County Clerk	Gail Pellerin <a href="mailto:gail.pellerin@santacruzcounty.us">gail.pellerin@santacruzcounty.us</a> 831-454-2419
Assistant County Clerk	Tricia Webber <a href="mailto:tricia.webber@santacruzcounty.us">tricia.webber@santacruzcounty.us</a> 831-454-2409
Candidate Filings; Campaign Reporting; Conflict of Interest Reports Central Committees/County Councils	Mari Segura <a href="mailto:mari.segura@santacruzcounty.us">mari.segura@santacruzcounty.us</a> 831-454-2408
Election Data for Sale; Precinct Boundaries & Consolidations; Street Index Maintenance Computer Programming; Initiatives & Petitions	Emma Gordon <a href="mailto:emma.gordon@santacruzcounty.us">emma.gordon@santacruzcounty.us</a> 831-454-2415
Vote-by-Mail Ballot Coordinator; Statistical Reports; Permanent Vote-by-Mail; Vote-by-Mail Ballot Application Distribution; Overseas & Military Voters; Voter File Purge	John Beck <a href="mailto:john.beck@santacruzcounty.us">john.beck@santacruzcounty.us</a> 831-454-2405
Poll workers recruitment and training; Training manuals	Lynn Stipes <a href="mailto:lynn.stipes@santacruzcounty.us">lynn.stipes@santacruzcounty.us</a> 831-454-2416
Department Information Services Manager Website Manager Ballot Counting	Martin Peaden <a href="mailto:martin.peaden@santacruzcounty.us">martin.peaden@santacruzcounty.us</a> 831-454-3456
Operations Center Manager Polling place recruitment; Compliance with ADA & Title 24; polling place mitigations Voting system maintenance	Jim Davies <a href="mailto:james.davies@santacruzcounty.us">james.davies@santacruzcounty.us</a> 831-420-3595
Voter Registration & Outreach Help America Vote Act	Helen Ruiz-Thomas <a href="mailto:helen.ruiz-thomas@santacruzcounty.us">helen.ruiz-thomas@santacruzcounty.us</a> 831-454-3389
Accounting	Daisy Williams <a href="mailto:daisy.williams@santacruzcounty.us">daisy.williams@santacruzcounty.us</a> 831-454-2418

# FPPC and SOS Contact Information

## **Fair Political Practices Commission**

P.O. Box 807 (95812-0807)  
428 J Street, Suite 620  
Sacramento, CA 95814  
916-322-5660 / FAX: 916-322-0886  
Toll Free: 1-866-275-3772 (1-866-ASK-FPPC)

Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

The Fair Political Practices Commission (FPPC) was created by the Political Reform Act of 1974, a ballot initiative passed by California voters as Proposition 9.

The FPPC educates the public and public officials on the requirements of the Act. It provides written and oral advice to public agencies and officials; conducts seminars and training sessions; develops forms, manuals and instructions; and receives and files statements of economic interests from many state and local officials.

The FPPC investigates alleged violations of the Political Reform Act, imposes penalties when appropriate, and assists state and local agencies in developing and enforcing conflict-of-interest codes.

The FPPC regulates:

- campaign financing and spending;
- financial conflicts of interest;
- lobbyist registration and reporting;
- post-governmental employment;
- mass mailings at public expense; and
- gifts and honoraria.

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## **Secretary of State Alex Padilla**

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814

Website: [www.sos.ca.gov](http://www.sos.ca.gov)

### **Political Reform Division**

916-653-6224

E-Mail: [PoliticalReform@sos.ca.gov](mailto:PoliticalReform@sos.ca.gov)

The Secretary of State's Political Reform Division administers provisions of California's Political Reform Act of 1974 that requires the disclosure of financial activities related to political campaigns and lobbying.

Specific activities of the Political Reform Division include:

- Register and issue identification numbers for all state and local campaign committees that raise funds in connection with elections (non-federal) throughout California.
- Receive notices from all state and local candidates of their intentions to raise campaign funds and establish separate bank accounts for these funds.
- Receive campaign disclosure statements (itemizing contributions received and expenditures made) filed by individuals and committees raising or spending campaign funds to support or oppose state candidates or ballot measures. (Local campaign committees file their itemized disclosure statements with local filing officers. For California federal campaigns, the Political Reform Division receives copies of itemized

disclosure statements filed with the [Federal Election Commission](#) in Washington, D.C.)

- Provide technical assistance regarding campaign disclosure provisions of the Political Reform Act to state and local candidates and elected officials, treasurers of campaign committees, and the general public.
- Review campaign documents to ensure compliance with reporting requirements.
- Provide public access to all campaign disclosure documents.
- Publish campaign financing reports that summarize and analyze the extensive information contained in campaign documents filed with the Political Reform Division.
- Determine if campaign documents have been filed on time and impose and collect fines for late filings.

Responsible for:

- certifying the official lists of candidates;
- determining which types of voting systems are acceptable for use in California;
- advising candidates and local elections officials on the qualifications and requirements for running for office, providing guidance on choosing acceptable candidate ballot designations, and determining the order of the candidates on the ballot;
- tracking and certifying ballot initiatives;
- coordinating the tabulation of the votes from each county on election night;
- producing the official Statements of Vote after each election;
- printing registration forms, encouraging registration and voter turnout, and producing several voter information publications;
- investigating voter fraud



# Who to Call for Election Violations or Fraud

In response to the many inquiries we receive regarding possible election violations or fraud, we have the following list of resources regarding whom to contact for the various types of violations.

The Santa Cruz County Clerk/Elections Department is **NOT** an enforcement agency and is therefore unable to investigate any violations. When our office receives reports of violations, we refer them to the agencies listed below:

- False or misleading campaign materials (No agency enforcement. These issues are dealt with in court)
- Violations of the Political Reform Act (Title 9 of the California Government Code at Sections 81000 through 91014), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests: contact the Fair Political Practices Commission at [www.fppc.ca.gov](http://www.fppc.ca.gov), 866-275-3772
- Election fraud: contact your local district attorney, 454-2400, or the California Secretary of State at [www.sos.ca.gov](http://www.sos.ca.gov), 916-657-2166
- Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act: contact your local district attorney, 454-2400, or the California State Attorney General at [www.oag.ca.us](http://www.oag.ca.us), 800-952-5225
- Federal campaigns, Congress, U.S. Senate, President of the United States, etc.: contact the Federal Election Commission at [www.fec.gov](http://www.fec.gov), 800-424-9530
- Open meeting laws (Brown Act): contact your local district attorney, 454-2400, or the California State Attorney General at [www.oag.ca.us](http://www.oag.ca.us), 800-952-5225
- Local ordinances: contact your local city attorney or district attorney, 454-2400
- Vandalism or requirements concerning campaign signs: contact local city attorney or district attorney, 454-2400

See prior pages for additional agency contact information. See below for information on contacting the county District Attorney.

## **Santa Cruz County District Attorney's Office**

701 Ocean St., Room 200

Santa Cruz, CA 95060

831-454-2400 | FAX: 831-454-2227 | TDD: 831-454-2123

[dao@co.santa-cruz.ca.us](mailto:dao@co.santa-cruz.ca.us)

[datinternet.co.santa-cruz.ca.us/](http://datinternet.co.santa-cruz.ca.us/)

or

275 Main St., Suite 202

Watsonville, CA 95076

831-454-2400 | FAX: 831-454-2227 | TDD: 831-454-2123

## Website: [www.votescount.com](http://www.votescount.com)

The Santa Cruz County Election Department's website contains valuable information to assist candidates and voters.

### Some highlights are:

- **Candidate Watch** – a daily update of who has filed.
- **Contact Candidate** – for those candidates who have authorized our department to do so, we will post contact information for candidates with links to websites and e-mail for easy voter and media access.
- **Candidate's Statements of Qualifications** – once they are made public, we will post the Candidate's Statement of Qualifications for those candidates who have filed one.
- **Voter Information Guide** – contains information on local measures and candidates on the ballot.
- **November 7, 2017 Candidate's Handbook** – if one copy is not enough, you can find all of the valuable information contained in this handbook online.
- **Important Voter Information** – polling place lookup, sample ballot lookup, information on early voting, weekend voting, voting by mail, provisional voting, overseas voting, and voting at the polls.
- **Campaign Forms from the FPPC**
- **Application for a vote-by-mail ballot for voters to download and mail or FAX in.** Campaigns conducting vote-by-mail drives are required to obtain the uniform application from our office.
- **Voter Registration Forms** – voters can go online and complete a voter registration form that will be printed with the information and mailed to the voter for a signature to then be returned to the county elections official.

### **Other items on the web:**

- **District maps**
- **Lists of Elected Officials**
- **Information on Political Parties**
- **Election Guidebooks** – "Information for Jurisdictions Consolidating Elections"; "How to Place a Measure on the Ballot"; "Voting Guide for Senior Citizens and Persons with Disabilities"; "How to Do a County Initiative"; "Guide to Writing Arguments, Rebuttals, and Analyses"; "Guide to Registering Voters"; "Guide to Recall for County, School District, Special District and Local Judicial Offices"; "How to Fill a Vacancy"; and more.
- **Poll Worker Applications and Information**
- **Results from Past Elections**
- **Voter Registration and Turnout History**

# Candidate Checklist

Listed below is a description of the various mandatory and optional forms to be filed for candidates running for school or special districts in the November 7, 2017 Election. It is the obligation of the candidate, incumbents and challengers, to ensure that filing requirements and deadlines have been met. All candidates are urged to file the required documents as early as possible to avoid a last minute rush, confusion or misunderstanding. Additionally, it is recommended that the candidate file all documents personally.

Candidates for city council seats must contact their respective City Clerk for candidate filing requirements.

<b>DOCUMENT</b>	<b>APPLIES TO</b>	<b>FILING PERIOD</b>	<b>FILED</b>
Declaration of Candidacy	All Candidates – incumbents and challengers	July 17 – Aug. 11 (E-113 to E-88)	
Candidate’s Statement of Qualifications – see Pink Section for more information	Optional for all candidates	Must be filed & paid for with Dec. of Candidacy	
Nomination Document extension	Anyone other than the incumbent who did not file	Aug. 12 – Aug. 16 (E-87 to E-83)	
Campaign Disclosure Statements	All candidates & nominees	See filing schedule Green Section	
Code of Fair Campaign Practices	Optional for all candidates	File with Dec. of Candidacy	
Statement of Economic Interests (Form 700)	All candidates running for offices specified in Gov. Code § 87200	File with Dec. of Candidacy	

# Candidate Filing Documents

<p><b>Document</b></p>	<p><b>Declaration of Candidacy</b></p> <p>The Declaration of Candidacy is the official nomination document, wherein the candidate indicates how his/her name and ballot designation is to appear on the ballot. Additionally, the candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw.</p> <p>The Oath of Office on the Declaration of Candidacy form must be taken and signed by the candidate before a person authorized to administer oaths. The elections officials and notaries public are so authorized.</p> <p>The candidate is required to execute the Declaration of Candidacy in the office of the elections official, unless a written statement is signed and dated by the candidate designating a person to receive the Declaration of Candidacy form from the elections official and deliver it to the candidate. The written statement from the candidate shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the elections official in the county of the candidate's residence by the 88<sup>th</sup> day prior to the primary election.</p> <p style="text-align: right;">Elections Code §8020, 8028, 8101, 8105</p>
<p><b>Who files</b></p>	<p>All Candidates running for special district</p>
<p><b>Deadline</b></p>	<ul style="list-style-type: none"> <li>• August 11, 2017</li> <li>• Extended to 5 p.m., August 16 if the incumbent does not file.</li> </ul>
<p><b>Document</b></p>	<p><b>Candidate's Statement of Qualifications</b></p> <p>Candidates for offices on the ballot in November 2017 may purchase space for a 200-word candidate statement to be printed in the County Voter Information Guide mailed to all voters in the county. Candidates on the ballot in November must file and pay for their statement at the time of filing unless the district has agreed to pay for the statement.</p> <p>The statement may be withdrawn by 5 p.m. on the day following the filing deadline. See pink section in this handbook.</p> <p style="text-align: right;">Elections Code §13307</p>
<p><b>Who files</b></p>	<p>Optional for special district candidates.</p>
<p><b>Deadline</b></p>	<ul style="list-style-type: none"> <li>• August 11 at 5 p.m.</li> <li>• Extended to 5 p.m., August 16 if the incumbent does not file</li> </ul>

<b>Document</b>	<p><b>Candidate Intention, Bank Account, &amp; Campaign Disclosure Forms</b></p> <p>Periodic statements disclosing contributions made to and expenditures made by the candidate or committee. Must be filed at least once and possibly several times during an election cycle if more than \$2,000 is being raised or spent including personal funds.</p> <p style="text-align: right;">Government Code §84200, 84218</p>
<b>Who files</b>	State and Local candidates subject to the provisions of the California Political Reform Act must file either a short form or a long form depending on how much money will be raised or spent. Candidates for US Senate and Congress are subject to federal disclosure requirements governed by the Federal Election Commission.
<b>Deadline</b>	<ul style="list-style-type: none"> <li>• See filing schedule in green section of this handbook.</li> </ul>

<b>Document</b>	<p><b>Code of Fair Campaign Practices</b></p> <p>May be voluntarily subscribed to by candidates for public office.</p> <p style="text-align: right;">Elections Code §20400-20444</p>
<b>Who files</b>	Optional for all candidates
<b>Deadline</b>	May be filed at any time prior to Election Day. The Elections official shall retain them for public inspection until 30 days after the election.

<b>Document</b>	<p><b>Statement of Economic Interests (Form 700)</b></p> <p>Candidates elected to serve on special district boards must disclose their interests in real property and income within the past 12 months in a Form 700 to be filed with their Declaration of Candidacy. Candidates appointed to an office must file 30 days after assuming office.</p> <p>The statement is not required if the candidate has filed such a statement within the past 60 days for the same jurisdiction.</p> <p style="text-align: right;">Gov. Code §87200, 87201, 87500</p>
<b>Who files</b>	All candidates
<b>Deadline</b>	File with Declaration of Candidacy for all candidates unless appointed.

# November 7, 2017 Election Calendar

All code sections are the Elections Code, unless otherwise noted.

Following the filing period dates, the number of days prior to or after the election is provided (E = Election day, followed by the number of days prior to (-) or after (+) election day.)

If there is an asterisk by the date, the deadline falls on a weekend or holiday and, in most cases, has been moved to the next business day.

For a calendar of deadlines for presidential candidates, please contact the Secretary of State or go online to [www.sos.ca.gov](http://www.sos.ca.gov)

For a calendar of deadlines for city candidates, please contact the City Clerk.

<p><b>June 30 (E-130)</b></p>	<p><b>Boundary Changes</b> Last day for districts holding their elections in November to make boundary changes to be filed with the County Clerk by June 30.  §12262</p>
<p><b>July 4</b></p>	<p><b>County Holiday</b> Office Closed</p>
<p><b>July 5 (E-125)</b></p>	<p><b>Special Districts Deliver Notice of Election to County Clerk</b> Last day for district secretaries to deliver a Notice of Election to the Elections Department listing the elective offices to be filled, who will pay for any candidate's statement of qualifications, and any measure to be voted on in November. A map of the district must accompany the Notice. Special districts should include in the notice how a tie vote will be resolved.  §10509, 10522, 10524, 10551, 15651</p>
<p><b>July 10 to Aug. 9 (E-120 to E-90)</b></p>	<p><b>Notice of Election</b> Between these dates the County Clerk will publish a Notice of Election containing the date of the election, the offices to be filled, qualifications for candidacy required by the principal act, where nomination papers are available, deadline for filing Declarations of Candidacy, and a notice that appointment will be made in lieu of election in accordance with state law.  §12112, 10515; Ed. Code §5324, 5325  Notice of central counting place may be combined with this notice.  §12109  The county elections official will forward copies of all published notices to each special district.  §12113</p>

<p><b>July 17 – Aug. 11 (E-113 to E-88)</b></p>	<p><b>Candidate Nomination Period</b> Candidates for special district boards obtain and file their Declarations of Candidacy along with their Candidate’s Statement of Qualifications if they choose to submit one. Statements shall remain confidential until the expiration of the filing deadline. Forms are obtained from and filed with the county Elections Department.</p> <p style="text-align: right;">§10510, 13307, 13311</p>
<p><b>July 31 (E-99)</b></p>	<p><b>Semiannual Campaign Statement</b> Last day to file semiannual campaign statements, if required, by all candidates and committees for period ending 6/30/2017.</p> <p style="text-align: right;">Govt. Code §84200</p>
<p><b>Aug. 9 – Nov. 7 (E-90 to E)</b></p>	<p><b>24-hour Contribution Reports</b> During the 90 days immediately preceding an election and including Election Day, the following contributions that total in the aggregate of \$1,000 or more must be reported within 24 hours to the county elections official.</p> <p>File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</p> <p style="text-align: right;">Gov. Code §84203, 84220, 85204</p>
<p><b>Aug. 11 (E-88)</b></p>	<p><b>Last Day to Submit Resolutions of Consolidation</b> Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the county Elections Department. <b>Earlier filing dates are encouraged in order to meet printing schedules.</b></p> <p style="text-align: right;">§10401, 10402, 10404</p>
<p><b>Aug. 11 (E-88)</b></p>	<p><b>Notification of Mail Ballot Precinct</b> Last day for the county elections official to determine that there are 250 or fewer persons registered to vote in any precinct. The county elections official may then mail to each voter a vote-by-mail ballot along with a statement that there will be no polling place for the general election.</p> <p style="text-align: right;">§3005</p>
<p><b>Aug. 12 – Aug. 16 (E-87 to E-83)</b></p>	<p><b>Candidate filing extension</b> If the incumbent does not file by 5 p.m. on August 11, there is a 5-day filing extension for anyone other than the incumbent to file for office. The extension does not apply when there is no incumbent to be elected. This occurs when there is a vacant seat or a termed out incumbent.</p> <p style="text-align: right;">§10516</p>

<p><b>Aug. 16 (E-83)</b></p>	<p><b>Insufficient Number of Nominees</b>  <u>Special Districts:</u> If by 5 p.m. on this day, no one has filed candidacy papers or an insufficient number of persons has filed candidacy papers to fill an office or offices, and a petition signed by 10% or 50 voters (whichever is the smaller number) has not been submitted, the elections official shall certify this fact to the Board of Supervisors. A person who has filed a Declaration of Candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the Monday before the first Friday in December. If no one filed, another qualified person shall be appointed by the Board of Supervisors on or before November 7, 2017 and shall take office and serve as if elected.</p> <p style="text-align: right;">§10515</p>
<p><b>Aug. 17, 11 a.m. (E-82)</b></p>	<p><b>Randomized Alphabet Drawing</b>  Secretary of State shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the general election ballot.</p> <p style="text-align: right;">§13112</p>
<p><b>Sept. 4 (E-64)</b></p>	<p><b>County Holiday – Office Closed</b></p>
<p><b>Sept. 8 (E-60)</b></p>	<p><b>Military or Overseas Vote-by-Mail Ballot Applications</b>  First day the county elections official may process applications for military or overseas voter ballots. Any applications received by the county elections official prior to this day shall be kept and processed on or after this date. If the applicant is not a resident of the county to which he or she has applied, the elections official receiving the application shall forward it immediately to the proper county.</p> <p>A request for a vote-by-mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent vote-by-mail status.</p> <p style="text-align: right;">§300(b), 321, 3102, 3105</p>
<p><b>Sept. 11 – Oct. 24 (E-57 to E-14)</b></p>	<p><b>Statement of Write-in Candidacy and Nomination Papers – Nonpartisan Offices</b>  During this period write-in candidates must file their Statement of Write-in Candidacy and Nomination Papers with the county elections official for nonpartisan offices.</p> <p style="text-align: right;">§8600, 8601</p>
<p><b>Sept. 14 (E-54)</b></p>	<p><b>54-Day Walking Lists Prepared</b>  The County Elections Official will prepare the 54-day voter index that is available for purchase upon written application at a cost of 50 cents per 1,000 names.</p> <p style="text-align: right;">§2184</p>



<p><b>Sept. 29 – Oct. 18</b> <b>(E-40 to E-21)</b></p>	<p><b>Voter Information Guide Mailing</b> Between these dates the county elections official shall mail a Voter Information Guide and Sample Ballot with a polling place notice to each registered voter. §9094, 13303, 13304</p>
<p><b>Sept. 28</b> <b>Date fixed by law</b></p>	<p><b>First Pre-Election Statement</b> Last day to file campaign statements for candidates and committees covering the period ending Sept. 23, 2017 (E-45). Gov. Code §84200.5</p>
<p><b>Oct. 9</b> <b>(E-29)</b></p>	<p><b>County Holiday – Office Closed</b></p>
<p><b>Oct. 9*</b> <b>(E-29)</b></p>	<p><b>Establish Precinct Boards and Polling Places</b> Last day for the county Elections Department to appoint board members and polling places and provide a copy to each county central committee and make a copy available to the public. §12286, 12318</p>
<p><b>Oct. 9*</b> <b>(E-29)</b></p>	<p><b>Last Day to Register to Vote to Ensure Receipt of Sample Ballot</b> Voter registration cards received by this date (postmark <b>NOT ACCEPTABLE</b>) will be added to the rolls and the voters will receive a Sample Ballot booklet prepared by the county elections official. The voters who submit cards after this date will <b>NOT</b> receive a County Voter Information Guide and Sample Ballot, only a notice verifying their registration and advising them of their polling place. §9094, 13303</p>
<p><b>Oct. 9* - Oct. 31</b> <b>(E-29 to E-7)</b></p>	<p><b>Vote-by-Mail Ballot Application Period</b> Between these dates, voters may apply for a vote-by-mail ballot from the Elections Department. Under certain conditions voters may obtain a vote-by-mail ballot after October 31. §3001, 3003</p>
<p><b>Oct. 9* – Nov. 7</b> <b>(E-29 to E)</b></p>	<p><b>Early Voting at Elections Department</b> Beginning 29 days before the election, the Santa Cruz County Elections Department will operate as a polling place providing voters with ballots, assisting voters, and serving as a ballot drop location. Office will be open during regular business hours and on Election Day from 7am to 8pm.</p>
<p><b>Oct. 9*</b> <b>(E-29)</b></p>	<p><b>29-Day Walking Lists Prepared</b> The County Elections Official will prepare the 29-day voter index available for purchase within a week after this date upon written application at a cost of 50 cents per 1,000 names. §2184</p>

<p><b>Oct. 23 (E-15)</b></p>	<p><b>15-day Voter Registration</b></p> <p>Last day to register to vote in the general election. The Voter Registration Form shall be mailed (postmarked by this date), received online by midnight, or delivered to the county elections official by this date and is effective upon receipt. The Voter Registration Form may also be submitted by this date to the Secretary of State, Department of Motor Vehicles, or any National Voter Registration Act designated agency.</p> <p style="text-align: right;">52 U.S.C. § 20301; §300(b), 321, 2102, 3102</p> <p>Last day for military or overseas voters to register to vote.</p> <p>A request for a vote-by-mail ballot from a military or overseas voter, if postmarked on or before this date, will be deemed an affidavit of registration and an application for permanent vote-by-mail status. When a county elections official receives and approves a registration application from a military or overseas voter, the official must provide that voter with a vote-by-mail ballot for each subsequent election for federal office in the state unless the voter fails to vote in four consecutive statewide general elections.</p> <p style="text-align: right;">§2102</p>
<p><b>Oct. 26 (E-12)</b></p>	<p><b>Second Pre-Election Statement</b></p> <p>The last day to file campaign statements for candidates and committees for the period ending October 21.</p> <p style="text-align: right;">Gov. Code §84200.5</p>
<p><b>Oct. 28* (E-10)</b></p>	<p><b>Notice of Central Counting Place</b></p> <p>Last day for county elections official to publish the notice that the general election ballots will be counted at a specified public place. The notice shall be published one time in a newspaper of general circulation in the county and may have already been published with the Notice of Election.</p> <p style="text-align: right;">§12109</p>
<p><b>No later than Oct. 31 (E-7)</b></p>	<p><b>Publish Polling Places and Precinct Board Members</b></p> <p>Not less than one week before the election, the elections official shall publish the list of polling places and precinct board members.</p> <p style="text-align: right;">§12105-12108, Gov. Code §6061</p>
<p><b>Nov. 1 – Nov. 7 (E-6 to E)</b></p>	<p><b>Vote-by-Mail Ballots – Late Conditions</b></p> <p>Voters unable to go to the polls because of illness or disability or because they will be absent from their precinct on Election Day, may come to the Elections Department and receive a vote-by-mail ballot over the counter. Voters may designate in writing a representative to bring the vote-by-mail ballot to them. The voter may return the ballot to the Elections Department or polling place in the county either personally or through the authorized representative.</p> <p style="text-align: right;">§3021</p>
<p><b>Nov. 7 (E)</b></p>	<p><b>Election Day</b></p> <p>Polls open at 7 a.m. and close at 8 p.m.</p> <p style="text-align: right;">§1000, 14212</p>

<p><b>Nov. 9 – Nov. 27 (E+2 to E+20)</b></p>	<p><b>Official Canvass</b> The official canvass of precinct returns is to be completed during this time.</p> <p style="text-align: right;">§15372</p>
<p><b>Nov. 10 (E+3)</b></p>	<p><b>Vote-by-Mail Ballots Returned Via Post Office - Deadline</b> Vote-by-mail ballots that are postmarked on or before Election Day or are time stamped or date stamped by a bona fide private mail delivery company on or before Election Day, and received by the county elections official shall be considered received on time.</p> <p>If the ballot has no postmark, a postmark with no date, or an illegible postmark, the vote by mail ballot identification envelope must be signed and dated by the voter pursuant to Section 3011 on or before Election Day in order to be considered received on time.</p> <p style="text-align: right;">§3017, 3020</p>
<p><b>Nov. 14 (E+7)</b></p>	<p><b>Board of Supervisors to Appoint Candidates In-Lieu of Election</b> Candidates who filed a Declaration of Candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the first Monday before the first Friday in December. This is the last regularly scheduled board meeting before this statutory deadline.</p> <p style="text-align: right;">§10515</p>
<p><b>Nov. 23 – Nov. 24 (E+16 to E+17)</b></p>	<p><b>County Holiday – Office Closed</b></p>
<p><b>Dec. 1 (E+24)</b></p>	<p><b>Assuming Office</b> <b>Special Districts:</b> Candidates declared elected or appointed (i.e. as provided in §10515) take office this date at noon after having taken the oath or posted any bond required by the principal act.</p> <p style="text-align: right;">§10554</p>
<p><b>Nov. 27 (E+20)</b></p>	<p><b>Statement of Vote to Board of Supervisors – Certificates of Election Prepared</b> The elections official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors.</p> <p>The Board of Supervisors shall declare the nominees or winners for each office and the results of each measure under its jurisdiction. The county elections official shall make and deliver to each person elected a certificate of election.</p> <p style="text-align: right;">§10551</p>

<p><b>5 days after canvass</b></p>	<p><b>Recount May Be Requested</b></p> <p>Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the Elections official and specifying that candidates and/or measures are to be recounted.</p> <p>The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day’s recount, deposit such sum as the official requires to cover costs (approximately \$1800 per day).</p> <p>“Completion of the canvass” shall be presumed to be the time when the elections official signs the certified Statement of Vote.</p> <p style="text-align: right;">§15620 – 15634</p>
<p><b>Varies between 10 days to 6 months following the certification of the vote</b></p>	<p><b>Contesting Election</b></p> <p>Any elector of a county, city, or of any political subdivision of either may contest any election held therein, for any of the following grounds:</p> <ol style="list-style-type: none"> <li>a) That the precinct board or any member thereof was guilty of malconduct.</li> <li>b) That the person who has been declared elected to an office was not, at the time of the election, eligible to that office.</li> <li>c) That the defendant has given to any elector or member of a precinct board any bribe or reward, or has offered any bribe or reward for the purpose of procuring his election, or has committed any other offense against the elective franchise defined in Division 18 (commencing with Section 18000).</li> <li>d) That illegal votes were cast.</li> <li>e) That eligible voters who attempted to vote in accordance with the laws of the state were denied their right to vote.</li> <li>f) That the precinct board in conducting the election or in canvassing the returns, made errors sufficient to change the result of the election as to any person who has been declared elected.</li> <li>g) That there was an error in the vote-counting programs or summation of ballot counts.</li> </ol> <p style="text-align: right;">§16100</p> <p>The contestant shall verify the statement of contest, as provided by Section 446 of the Code of Civil Procedure, and shall file it within the following times after the declaration of the result of the election by the body canvassing the returns thereof:</p> <ol style="list-style-type: none"> <li>a) In cases other than cases of a tie, where the contest is brought on any of the grounds mentioned in subdivision (c) of Section 16100, six months.</li> <li>b) In all cases of tie, 20 days.</li> <li>c) In cases involving presidential electors, 10 days.</li> <li>d) In all other cases, 30 days.</li> </ol> <p style="text-align: right;">§16401</p>

<p><b>Period Following Election</b></p>	<p><b>Document Retention</b></p> <p>Nomination documents and signatures in-lieu of filing fee petitions (if applicable) shall be held during the term of office for which they were filed and for four years after the expiration of the term. They may be destroyed as soon as practicable thereafter provided no legal action or proceeding is pending.</p> <p>Since the November 2017 election is conducted under the Uniform District Election Law, precinct supplies and voted ballots must be preserved for 6 months following the election. If no legal action is pending at the time, the documents may be destroyed or recycled. Unused ballots may be destroyed or recycled after the November 2017 election.</p> <p>Initiative, referendum and recall petitions must be preserved for eight months following certification of the election for which the petition qualified or eight months after final examination of the petition by the clerk. If no legal action or proceeding is then pending, the petitions may be destroyed as soon as practicable.</p> <p style="text-align: right;">Elections Code Division 17, commencing with §17000</p>
<p><b>Jan. 31, 2018</b></p>	<p><b>Semiannual Campaign Statement</b></p> <p>Last day to file semiannual campaign statements, if required, by all candidates and committees.</p> <p style="text-align: right;">Gov. Code §84200, 84218</p>

# Offices on the November 2016 Ballot

Candidates to be elected from the following jurisdictions:

<b>Special Districts</b>			
<b>District</b>	<b>Incumbent</b>	<b>How elected</b>	<b>Qualifications</b>
Alba Park, Recreation and Parkway	Maggi Ghaffari Cindy Fairhurst-Thorpe Steven Young	At large by registered voters of the district	Registered voter of the district or elected or appointed by 12/31/2001 and was a registered voter of the state who owns property in the district. (Public Resources Code §5784, 5784.1)
Opal Cliffs Recreation	Michael Carlton Ted Donnelly		
Salsipuedes Sanitary	Robert D. Roberts Miguel Cisneros	At large by registered voters of the district	Registered voter of the district. (Health & Safety Code §6464)
Place De Mer GHAD	Christopher G. Nicholson Thomas J. Armes Kris Morris	At large by property owners	Owner of real property in district. (Public Resources Code §26567, 26583)
Depot Hill GHAD	Joan Corsiglia John Hart Thomas Parker		

# Residence and Domicile

In order to qualify for most offices, a candidate must be a registered voter of the district or division thereof. The following code sections will assist in determining residence.

## **Elections Code §349. Residence and Domicile**

“Residence” for voting purposes means a person’s domicile. The domicile of a person is that place in which his or her habitation is fixed, wherein the person has the intention of remaining, and to which, whenever he or she is absent, the person has the intention of returning. At a given time, a person may have only one domicile. The residence of a person is that place in which the person’s habitation is fixed for some period of time, but wherein he or she does not have the intention of remaining. At a given time, a person may have more than one residence. (Added by Stats. 1994)

## **Elections Code §2020. Term of domicile**

The term of domicile is computed by including the day on which the person's domicile commenced and by excluding the day of the election. (Added by Stats. 1994)

## **Elections Code §2021. Person away for temporary purposes**

- (a) A person who leaves his or her home to go into another state or precinct in this state for temporary purposes merely, with the intention of returning, does not lose his or her domicile.
- (b) A person does not gain a domicile in any precinct into which he or she comes for temporary purposes merely, without the intention of making that precinct his or her home. (Added by Stats. 1994)

## **Elections Code §2022. Move to another state**

If a person moves to another state with the intention of making it his or her domicile, the voter loses his or her domicile in this state. (Added by Stats. 1994)

## **Elections Code §2023. Move to another state**

If a person moves to another state as a place of permanent residence, with the intention of remaining there for an indefinite time, he or she loses his or her domicile in this state, notwithstanding that he or she intends to return at some future time. (Added by Stats. 1994)

## **Elections Code §2024. Intention and fact of removal**

The mere intention to acquire a new domicile, without the fact of removal avails nothing, neither does the fact of removal without the intention. (Added by Stats. 1994)

## **Elections Code §2025. Employment in the service of the United States; Navigation; Institution**

A person does not gain or lose a domicile solely by reason of his or her presence or absence from a place while employed in the service of the United States or of this state, nor while engaged in navigation, nor while a student of any institution of learning, nor while kept in an almshouse, asylum or prison. This section shall not be construed to prevent a student at an institution of learning from qualifying as an elector in the locality where he or she domiciles while attending that institution, when in fact the student has abandoned his or her former domicile. (Added by Stats. 1994)

**Elections Code §2026. Domicile of Legislative Member or Congressional Representative**

The domicile of a Member of the Legislature or a Representative in the Congress of the United States shall be conclusively presumed to be at the residence address indicated on that person's currently filed affidavit of registration. (Added by Stats. 1994)

**Elections Code §2027. Domicile of family; residence in trailer**

The place where a person's family is domiciled is his or her domicile unless it is a place for temporary establishment for his or her family or for transient objects. Residence in a trailer or vehicle or at any public camp or camping ground may constitute a domicile for voting purposes if the registrant complies with the other requirements of this article. (Added by Stats. 1994)

**Elections Code §2028. Place of family and business**

If a person has a family fixed in one place, and he or she does business in another, the former is his or her place of domicile, but any person having a family, who has taken up an abode with the intention of remaining and whose family does not so reside with him or her, is a domiciliary where he or she has so taken up the abode. (Added by Stats. 1994)

**Elections Code §2029. Domicile of spouse**

The domicile of one spouse shall not be presumed to be that of the other, but shall be determined independently in accordance with this article. (Added by Stats. 1994)

**Elections Code §2030. Marriage to a person employed in the service of the United States**

A domiciliary of this state who marries a person employed temporarily in this state in the service of the United States government, may elect to retain his or her domicile for the purpose of qualifying as an elector only, except that his or her domicile in this state shall terminate if the domiciliary qualifies as an elector in any other state or any territory. (Added by Stats. 1994)

**Elections Code §2031. Homeowner's property tax exemption; renter's tax credit; driver's license**

If a person has more than one residence and that person maintains a homeowner's property tax exemption on the dwelling of one of the residences pursuant to Section 218 of the Revenue and Taxation Code, there shall be a rebuttable presumption that the residence subject to the homeowner's property tax exemption is that person's domicile. However, this presumption shall not apply in the event any other residence is listed as the person's current residence address on any driver's license, identification card or vehicle registration issued to that person by, and on file with, the Department of Motor Vehicles.

If a person has more than one residence and that person claims a renter's tax credit for one of the residences pursuant to Section 17053.5 of the Revenue and Taxation Code, there shall be a rebuttable presumption that the residence subject to the renter's tax credit is that person's domicile. However, this presumption shall not apply in the event any other residence is listed as the person's current residence address on any driver's license, identification card, or vehicle registration issued to that person by, and on file with, the Department of Motor Vehicles. This section shall not be applicable to state or federal elected officials. (Added by Stats. 1994)



### **Elections Code §2032. More than one residence**

Except as provided in this article, if a person has more than one residence and that person has not physically resided at any one of the residences within the immediate preceding year, there shall be a rebuttable presumption that those residences in which he or she has not so resided within the immediate preceding year are merely residences as defined in subdivision (c) of Section 349 and not his or her domicile. (Added by Stats. 1994)

### **Elections Code §2033. Change of house number**

Whenever the house number or the mailing address of a voter has been changed and the voter's domicile is the same, the public agency authorizing the change shall notify the county elections official in writing of the change and the county elections official shall make the change on the voter's affidavit of registration and a new affidavit shall not be required. (Added by Stats. 1994)

### **Elections Code §2034. Domicile in more than one precinct**

A person domiciled in a house or apartment lying in more than one precinct shall be registered as domiciled in the precinct designated by the county elections official on the basis of the street address or other precinct the county elections official considers appropriate unless the person requests, either by letter or in person at the office of the county elections official, that he or she wishes to be domiciled for registration purposes in another precinct in which his or her house or apartment lies. In order to fulfill the requirements of this section, the letter of request shall include the name, signature, and residence address of the requester. (Added by Stats. 1994)

### **Elections Code §2035. Voter residence change 14 days prior to an election**

A person duly registered as a voter in any precinct in California who removes therefrom within 14 days prior to an election shall, for the purpose of that election, be entitled to vote in the precinct from which the person so removed until the close of the polls on the date of that election. (Amended by Stats. 2000)

## **Court Cases**

### **Voter Registration and Establishment of Domicile. Walters v. Weed (1988) AKA "UCSC Student Voting Case." 45 Cal.3<sup>rd</sup>.1**

In this California Supreme Court decision, the court held that voters who have moved, but have not established a new domicile, may vote in the precinct of their former domicile even though they have no intention of returning to live there.

### **Homeless Person's Right to Register to Vote. Collier v. Menzel (1985). AKA "Fig Tree Case." 176 Cal. App.3d 24**

In this Court of Appeal decision, the court held that a homeless person may register at a location deemed by the voter to be a dwelling place or place of habitation for that voter. A mailing address needs to be provided in order for the voter to receive election materials.

# Incompatibility of Offices

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously ***if the offices have overlapping and conflicting public duties.***

The courts have defined this concept 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.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. high school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. water district director and a city council member;
5. county board of supervisors member and community college board member;
6. water district director and a school district trustee having territory in common;
7. deputy sheriff and county supervisor; and
8. county planning commissioner and county water district director.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at (916) 324-5437 or visit their website, [www.oag.ca.gov](http://www.oag.ca.gov). For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at [www.fppc.ca.gov](http://www.fppc.ca.gov), or phone toll free 1-866-275-3772.

# Name & Ballot Designation

## Name on Ballot

The candidate states on the Declaration of Candidacy how his/her name should appear on the ballot. This should be recognizable as the name under which the candidate is registered, though the two need not be identical. (Example: A candidate registered as “Jonathan William Smith” may use such variations as “John W. Smith,” “John Smith,” or “J. William (Bud) Smith.”)

If a candidate changes his or her name within one year of any election, the new name shall not appear upon the ballot unless the change was made by either of the following: (a) Marriage; or (b) Decree of any court of competent jurisdiction. (Elections Code §13104)

**The ballot layout system used in Santa Cruz County accommodates up to a total of 39 characters (letters, spaces, punctuation) to fit in the space provided for a ballot designation. Therefore, candidates are encouraged to comply with that length. If the ballot designation selected by the candidate does not fit within the space provided, it will be abbreviated or the font size will be reduced in order to fit.**

## Ballot Designation - Legislative Requirements

The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the principal profession, vocation, or occupation of the candidate.

Elections Code Section 13107, 13107.3 (Statutes of 2010) and 13107.5 governs the ballot designation that a candidate may use. All candidates (except candidates for Justice of the State Supreme Court or Court of Appeal) may choose a ballot designation to appear immediately under their name on the ballot. Each candidate who submits a ballot designation shall file, in addition to the nomination documents filed pursuant to §8020, a ballot designation worksheet that supports the use of that ballot designation by the candidate. The Ballot Designation Worksheet is obtained from the Elections Department.

- 1) **Elective Office:** 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 a vote of the people, or to which he or she was appointed, in the case of a superior court judge.
- 2) **Incumbent:** 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) **3-word Profession/Occupation/Vocation:** No more than three words designating either the current principal professions, vocations, or occupations of the candidate. If there is no current position, the candidate may use 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. If more than one profession, vocation or occupation is listed, it shall be separated by a slash (“/”).

- 4) **Appointed Incumbent:** The phrase “appointed incumbent” may be used if:
- a) the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for the election to the same office, or,
  - b) 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.

**Community Volunteer ballot designation.** Pursuant to Elections Code §13107.5.

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

## **Titles or Degrees Prohibited**

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. (Elections Code §13106)

## **Unacceptable Designations**

Pursuant to Elections Code §13107(b), neither the Secretary of State nor any other election 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.

## **Rejected Ballot Designations**

If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

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).

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. EC §13107(c)(2)

## **Ballot Designation May Not be Changed After Filing**

No ballot designation given by a candidate shall be changed by the candidate after the final date for filing nomination papers, except as specifically requested by the election official. EC §13107(d)

## **Ballot Designation in Both Primary and General Elections**

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.

EC §13107(e)

## **Format of Ballot Designation**

The ballot system used in Santa Cruz County has the following space limits (letters, spaces, punctuation) for names and ballot designations:

- Names = 39 characters
- Ballot Designations = 39 characters

Candidates are encouraged to comply with the ballot spacing limits. On the paper ballot, names are printed in 8-point uppercase bold and ballot designations are printed in 8 point uppercase and lowercase regular font. (EC §13107(f)). Touchscreen ballots are displayed in a larger font and the system allows voters to increase the font size if needed.

If the designation selected is so long that it would conflict with the space requirements of Elections Code §13207 and 13211, the election official shall use a type size for the designation for each candidate for the same office sufficiently smaller to meet these requirements.

Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C.A. 1971), as amended, to appear on the ballot in addition to the English version, it shall be as short as possible, as consistent as is practicable with Section 13107, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

## **No Ballot Designation**

A candidate who does not want a ballot designation should indicate this in the space provided for ballot designation on the Declaration of Candidacy, or the space may be left blank. If no designation is given, it will be assumed that none is desired.

## **Ballot Designation Worksheet**

A ballot designation worksheet must be completed at the time of filing. EC § 13107.3 states:

(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.

(Amended by Stats. 2009, Ch. 547, Sec. 3. Effective January 1, 2010.)

# Secretary of State - Ballot Designation Regulations

The following are regulations proposed by the Secretary of State and approved by the Office of Administrative Law that went into effect in January 1998. The regulations apply only to state and federal candidates. In order to be consistent with the state regulations, however, the Santa Cruz County Elections Department will apply these same regulations to candidates running for county, special district and school district offices.

## **Chapter 7. Ballot Designations**

### **§20710. General Provisions.**

- (a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.
- (b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code §13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
- (c) Candidates are not required to use a ballot designation pursuant to Elections Code §13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.
- (d) Pursuant to Elections Code §13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.
- (e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.
- (f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### **§20711. Ballot Designation Worksheet.**

- a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code §13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
- (b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.
- (c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates

in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

- (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
  - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code §13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
  - (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code §13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
  - (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:
    - (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
    - (ii) The dates during which the candidate held such position;
    - (iii) A description of the work he or she performs in the position;
    - (iv) The name of the candidate's business or employer;
    - (v) The name and telephone number of a person or persons who could verify such information; and
    - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
  - (D) If the candidate submits a ballot designation pursuant to Elections Code §13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of



the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

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

Note: Authority cited: Section 12172.5, Government Code  
Reference: Sections 13107, 13107.3, Elections Code

**§20712. Proposed Ballot Designations Submitted Pursuant to Elections Code, Section 13107 Subdivision (a)(1).**

Proposed ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(1).

(d) Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," "City of Orange Mayor Pro Tem," and the like, are not elective offices described in Elections Code §13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code §13107, subdivision (a)(1). They may, however, subject to the three-word limit, be considered under the provisions of §13107(a)(3). Examples of acceptable ballot designations under this section include, but are not limited to, "Assembly Minority Leader," "California Assembly Speaker," and "Mayor Pro Tem."

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code §13107, subdivision (a)(1).

Note: Authority: Section 12172.5, Government Code  
Reference: Section 13107, Elections Code

**§20713. Proposed Ballot Designations Submitted Pursuant to Elections Code §13107, Subdivision (a)(2).**

Proposed ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code §13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code §13107, subdivision (a)(2).

(b) The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code §13107, subdivision (a)(2), shall be entitled

to use the ballot designation "Incumbent."

(c) The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority Cited: Section 12172.5, Government Code  
Reference: Section 13107, Elections Code

**§20714. Proposed Ballot Designations Submitted Pursuant to Elections Code §13107, Subdivision (a)(3).**

Proposed ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code §13107, subdivision (a)(3), are defined as follows:

(1) "Profession" means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code §13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code §13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code §13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code §13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code §13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code §13107 and the regulations in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code §13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code §13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language, which was published in the United States at any time within the 10 calendar years immediately preceding the election for

which the words are counted.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as that term is used in Elections Code §13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of . . .," "County of . . .," or "City and County of . . ." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento. Examples of designations containing a special district or political subdivision that are not geographical names include "Butte County Rural Fire District Captain," "Huntington Beach Unified School District President," and "South Bay Irrigation District Director."

(4) An acronym shall be counted as one word.

(g) A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so pursuant to Elections Code section 13107(a)(3), but that ballot designation shall be limited to no more than three words. Examples of acceptable designations under this section include "State Senator/Rancher," "California Assemblywoman/Attorney," "County Supervisor/Teacher," and "State Controller/Businessman." Examples of unacceptable designations under this section include "Assemblyman, 57th District/Educator," "California State Senator/Architect," "Placer County Supervisor/Business Owner," and "Member, Board of Equalization/Banker."

Note: Authority Cited: Section 12172.5, Government Code  
Reference: Sections 9, 13107, Elections Code

#### **§20714.5. "Community Volunteer."**

(a) "Community Volunteer" means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

- (1) A charitable, educational, or religious organization as defined by the United States Internal Revenue Code section 501(c)(3);
- (2) A governmental agency; or
- (3) An educational institution.

(b) The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate within the meaning of subdivisions (a) and (b) of section 20714 of this Chapter.

Note: Authority Cited: Section 12172.5, Government Code; Section 13107.5(b), Elections Code  
Reference: Section 13107 and 13107.5, Elections Code; Section 501 (c)(3), United States Internal Revenue Code Elections Code

#### **§20715. Proposed Ballot Designations Submitted Pursuant to Elections Code §13107, Subdivision (a)(4).**

(a) Pursuant to Elections Code §13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase "appointed incumbent" if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

(b) Pursuant to Elections Code §13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code §13107, subdivision (a)(4).

Note: Authority cited: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

**§20716. Unacceptable Ballot Designations.**

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with Elections Code §13107, subdivision (a); is prohibited pursuant to Elections Code §13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code §13107, subdivision (a)(3):

(1) Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work (except as set forth in Section 20714.5 of this Chapter), and matters pursued as an amateur.

(2) Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated, except as set forth in Section 20714.5 of this Chapter. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code §13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification

information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

(e) Pursuant to Elections Code §13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "senior," "emeritus," "specialist," "magnate," "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code §13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code §13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h)(1) Subject to the provisions of Elections Code §13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.

(2) In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

(A) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;

(B) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;

(C) The candidate has reached at least the age of 55 years;

(D) The candidate voluntarily left his or her last professional, vocational or occupational position; and,

(E) The candidate's retirement benefits are providing him or her with a principal source of income.

(3) If a candidate is requesting a ballot designation that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word "retired" in his or her ballot designation.

(4) A candidate may not use the word "retired" in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.

(i) Pursuant to Elections Code §13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code §13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code §13107, subdivision (b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority cited: Section 12172.5, Government Code.

Reference: Section 13107, Elections Code

#### **§20717. Requests for Supporting Documentation.**

In addition to the Ballot Designation Worksheet required to be filed with the Secretary of State pursuant to Elections Code §13107.3 and § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials in and the rendering of a final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code §13107 and this Chapter.

Note: Authority cited: Section 12172.5, Government Code

Reference: Section 13107, 13107.3, Elections Code

#### **§20718. Communication of Decisions Regarding Ballot Designations.**

(a) If a candidate's proposed ballot designation has been rejected, an official copy of the decision of the Secretary of State will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the

elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit a copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission or e-mail to the facsimile number or e-mail address listed on the candidate's Ballot Designation Worksheet.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

**§20719. Service of Legal Process Regarding Ballot Designations.**

a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

(d) The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Elections Code § 15375, except for a candidate for judge of the superior court.

Note: Authority cited: Section 12172.5, Government Code

Reference: Section 13107, 13314, Elections Code





# Write-In Candidacy

**Filing Period: November Election: Sept. 11 – Oct. 24 (E-57 to E-14)**

## **Write-In Procedure (Elections Code § 8600 – 8605)**

Persons who did not file a Declaration of Candidacy and fulfill their nomination requirements to place their name on the ballot may run for office as a write-in candidate. Write-in votes will be counted and certified in the Statement of Vote only for **qualified write-in candidates** who file the required forms with the Elections Department no later than 14 days prior to Election Day.

Voters may write-in any person they wish for any office regardless of whether the person has qualified or not. However, the votes will only be tabulated for qualified write-in candidates.

To qualify as a write-in candidate, a person must file with the County Clerk/Elections Department the following documents:

- A **“Statement of Write-in Candidacy”** which shall contain the candidate's name, residence address, a declaration stating that he or she is a write-in candidate, the title of the office for which he or she is running and the date of the election.

Write-in candidates are subject to the same requirements as other candidates with regard to disclosure of economic interests and campaign disclosure. (Gov. Code §82007; Elections Code §305)

The Elections Department will provide polling places with a list of **qualified write-in candidates**.

## **Offices Omitted From Ballot**

Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot.

# Candidate Statement of Qualifications

## Do Not Refer to Another Candidate in Your Statement (Elections Code § 13308)

In addition to the restrictions set forth in Section 13307, any candidate's statement submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed, posted on the Internet website, or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section.

## There are two types of Candidate Statements available in Santa Cruz County

1. **Printed and electronic** - Candidates can pay to have statement printed in the County Voter Information Guide and posted on the website, or
2. **Electronic only** – Candidates can pay a reduced fee to have the statement posted on the county Elections website only.

## Overview

- Each candidate for nonpartisan elective office in any local agency, including any city, county, or district may prepare a Candidate's Statement of Qualifications.
- All candidates eligible to file a statement must file a "Candidate's Statement Agreement" along with their statement.
- The Candidate's Statement is designed to acquaint voters with the candidate's qualifications for the office he or she is seeking.
- If the candidate opts for a printed statement, it will be included in the Voter Information Guide produced by the Santa Cruz County Elections Department and mailed to all registered voters in the district eligible to vote for that particular candidate. The statement will also be posted on our website.
- If the candidate opts for an electronic statement only, it will be posted on our website but it will not be printed in the County Voter Information Guide.
- Election materials will only be mailed to those voters who are on the voter rolls 29 days before the election. The voters who submit voter registration cards after this date but by the 15-day registration deadline, will **NOT** receive a County Voter Information Guide, only a notice advising the late registrant where to vote and that he/she will not receive the Guide. (§ 9094, 13303)
- Statements must be printed in English. (§7)

# Candidate's Statement – Filing Information

<b>Period for Filing:</b>	<b>July 17 – August 11 by 5pm.</b> The statement must be paid for and filed with the Declaration of Candidacy.  §13307(a)(2)
<b>Extended Period:</b>	If the Nomination filing period is extended, then all persons, other than the incumbent, have until <b>Aug. 16 by 5pm.</b> in which to file their Candidate's Statement along with their Declaration of Candidacy.
<b>Where:</b>	County Clerk/Elections Department, 701 Ocean Street, Room 210, Santa Cruz, CA 95060-4076, 831-454-2060. Regular office hours are 8 a.m. to 5 p.m., Monday through Friday.
<b>Contents:</b>	The statement contains the candidate's: <ul style="list-style-type: none"> <li>• name</li> <li>• age (optional)</li> <li>• occupation (optional), and</li> <li>• a brief description of no more than 200 words (unless 400 has been authorized by the governing board) of the candidate's education and qualifications expressed by the candidate.</li> </ul> §13307(a)(1)
<b>Restrictions:</b>	The candidate's statement shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations.  §13307(a)(1)
<b>Confidentiality:</b>	Statements remain confidential until 5 p.m. on the last day to file.  §13311
<b>Withdrawal:</b>	Statements may not be changed but may be withdrawn no later than <b>5pm on Aug. 14.</b> If there is an extended filing time, no later than <b>5pm on Aug. 17.</b>  §13307(a)(3)
<b>Payment:</b>	Cost for distributing a candidate's statement in the printed County Voter Information Guide and/or electronically shall be paid at the time of filing the statement with the Declaration of Candidacy. Checks are made payable to the County Clerk.  §13307(c)

# Candidate's Statement – Content, Size & Format

## Content

- Be accurate. Proof your statement! **Documents will be printed as submitted.** Spelling, punctuation, and grammatical errors will **not** be corrected by the Elections Department.
- Please **type** your candidate statement. **DO NOT USE ALL CAPS.** Statements will be rejected if they are typed in all capital letters or if the statement is not readable.
- In addition to filing a hard copy, Santa Cruz County requires candidates to submit their statements in a readable electronic format, otherwise the candidate will be charged an extra \$100. If there is a discrepancy between the content of the hard copy and the content in the electronic format, **the hard copy content will prevail.**
- Candidates for nonpartisan offices shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations. (§13307(a)(1))
- No statement shall contain any false, slanderous or libelous statements. (§13307(e))
- In addition to the restrictions set forth in Section 13307, any candidate's statement submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. (§13308)
- The heading includes the candidate's name and office sought, followed by a line for the candidate's occupation and age (if provided). These are standardized headings and are included in the quarter page space provided. The words, however, do not count toward the number of words allowed for the statement.
- Subheadings and deviations from the standardized heading will not be accepted.
- 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 extends beyond one line, words appearing on the second line will be counted toward the 200/250-word maximum.

## Size

- Candidates for Superior Court Judge, County Offices, County Supervisor, Special Districts and School Districts are limited to **200 words**.
- Candidates for U. S. Representative, State Senate and State Assembly are limited to **250 words**.
- See guidelines on “How to Count Words” on page 45.
- The printed candidate’s statement must fit inside a quarter page square of the Voter Information Guide measuring 3.75” wide by 4.5” tall. All 200 or 250-word candidate statements must fit in the quarter page space provided. If the statement does not fit as filed, paragraphs will be run together in order to make the statement fit. If the jurisdiction authorizes candidates to file 400-word statements, they will be printed on a half page, vertical column, and the candidate will be charged double. Please see sample on page 42
- This office will format the statement, the candidate does not need to attempt any formatting to meet the above specifications.

## Format


- All text will be formatted flush left – no indents will be allowed.
- Statements are printed in the Voter Information Guide in type of uniform size, darkness and spacing. Santa Cruz County uses 9 point ClearViewADA font.
- **Bolding**, CAPITALIZING, underlining, bullets and centering text are not permitted. If the statement contains any bolding, capitalizing (other than abbreviations or acronyms), underlining, and centering of text, the text will be converted to normal text without these attributes.
- Limited use of *italics* is permitted.

# The Printed Candidate's Statement

Below is a sample of a 200-word Candidate's Statement of Qualifications, as it will appear in the Voter Information Guide.

<p><b>Chris Candidate</b>  <b>County Supervisor, 6th District</b>  <b>Occupation: Teacher</b> <span style="float: right;"><b>Age: 42</b></span></p> <p>I can bring to the office a diversity of viewpoints and experience. Born and raised in the Monterey Bay Area, with my family still farming, I can appreciate the concerns of the environmentalist. On the other hand, having been in business since my undergraduate days at UCSC, and with my experience in the rental and real estate fields, I appreciate the practical housing requirements of our community.</p> <p>My credentials include: Graduate of local high schools; UCSC graduate with a B.S. and MBA; US Air Force sergeant; Married and parent of 2; and Homeowner</p> <p>In addition, I have either serve or am serving in the following clubs and organizations: Rotary; Chamber of Commerce; Sierra Club; PTA; Arts Council; Rock the Vote, and the League of Women Voters.</p> <p>If elected to this office, I will do my best to serve as a leader and role model for our community and children. Vote for Chris Candidate <a href="http://www.vote4Chris.com">www.vote4Chris.com</a> 831-555-1212</p>	<p>The Spanish translation would appear here for candidates who request and purchase a Spanish translation of their Candidate's Statement.</p> <p>Or, this space would be used for other candidates running for the same office.</p> <p>Candidate statements will appear in the same order as the candidates' names appear on the ballot.</p>
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# The Online Candidate's Statement



**You are here:** [Home](#) » [Past Elections](#) » [November 8, 2016 Presidential General Election](#) » [Contests Closed Going to Election](#) » [Patterson Statement](#)

<ul style="list-style-type: none"> <li><a href="#">Voter Registration Information</a></li> <li><a href="#">Poll Worker Information</a></li> <li><a href="#">Am I Registered to Vote?</a></li> <li><a href="#">Find your districts and incumbents</a></li> <li><a href="#">Multilingual services program</a></li> <li><a href="#">Public officials roster</a></li> <li><a href="#">Election guidebooks</a></li> <li><a href="#">Military/overseas voters</a></li> <li><a href="#">Election links</a></li> <li><a href="#">Past Elections</a></li> <li><a href="#">County maps</a></li> <li><a href="#">Contact Us</a></li> <li><a href="#">Media</a></li> </ul>	<p><b>Russ Patterson</b>  <b>For Scotts Valley Fire Protection District Director</b>  <b>Occupation: Emergency Management Consultant</b> <span style="float: right;"><b>Age: 60</b></span></p> <p>To begin with, the Scotts Valley Fire Protection District is an outstanding organization. As with all respectable public agencies, it starts from the bottom up. The District employs professional, highly qualified, and well-trained line personnel. In addition, the District's management staff are extremely competent and are well respected by "the troops." Lastly, the current Board has done an admirable job with assisting the Chief guide the District.</p> <p>Because of my public safety background, I have recently been encouraged by people in the community to seek a seat on the Fire District's Board to ensure that the District continues on its path of excellence.</p> <p>My qualifications include being a retired captain from the Campbell Police Department, where I served as the City's Emergency Manager. Currently, I am an Emergency Management Consultant who specializes in writing emergency plans for government agencies and in the training of public safety employees. My experience has allowed me to acquire a significant amount of knowledge of fire service operations, from line response to organizational management and strategic planning.</p> <p>I would appreciate your vote and I look forward to serving the District.</p>
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# Cost of Printing Candidate's Statement

## Candidate Statements must be submitted in an electronic format, or pay \$100 extra!!

The Elections Department encourages candidates to submit their statements on a memory disk or send via e-mail to [gail.pellerin@santacruzcounty.us](mailto:gail.pellerin@santacruzcounty.us)

- ONE signed hard copy must be filed by the deadline. Hard copy content will prevail.
- Format all text flush left and execute and save italics within the file.
- Santa Cruz County requires candidates to submit their statements in a readable electronic format, otherwise the candidate will be charged an extra \$100.

**Payment:** The statement may be paid for by check made payable to the County Clerk or cash if the candidate is using personal funds and will not be reimbursed through their campaign committee. The fee shall be paid at the time candidates file their Declarations of Candidacy if the candidate wants to have the county print and/or post the statement.

If the Candidate's Statement is withdrawn by 5pm on August 14, 2017 (or by August 17, 2017, if there is an extension) the fee will be refunded in full.

**Printing in Spanish:** Santa Cruz County is **not** required to print statements in Spanish; therefore, any candidate wanting their statement to be distributed in Spanish in addition to English will be required to pay double the amount listed.

Statements must be printed in English. (§7)

A facsimile copy of the ballot with the ballot measures and ballot instructions printed in Spanish will be available at each polling place on Election Day and upon request by voters at no additional expense to the candidate. Materials will also be available in Chinese and Tagalog at select polling places. (§14201(a)(1))

### Overlapping Districts

**Important notice to candidates in districts that encompass more than one county.** Procedures, requirements, fees, formats and public examination periods for candidates' statements may vary between counties. It is the candidate's responsibility to contact each county (in which he or she wishes to have a statement printed) within the district to obtain the appropriate information from each county. Failure to do so may jeopardize the printing of the candidate's statement. Candidates' statements shall be filed in each county by the candidate.

Candidates' statements submitted in accordance with §13307 shall be filed with the county elections official, who will include the statement in the County Voter Information Guide. (§10540)



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

**Cost Formula:** The cost of the November 2017 Candidate's Statement is based on a quarter page for 200-word statements or half page for 250-word statements. For a 200-word statement, the cost includes a flat fee of \$125 for preparing the statement for print, plus \$50 for the online version, plus \$.10 per voter in the district for printing and \$.10 per voter in the district for postage.

**Candidates who do not submit their statement in a readable electronic format will pay \$100 extra.**

**Public Examination:** Candidates' statements are available for public examination in the county election official's office for a period of 10 calendar days immediately following the filing deadline for submission of those documents. During this period any voter of the jurisdiction in which the election is to be held, or the county election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which amendments or deletions to the statement are sought. (§13313)

<b>Cost of Candidate Statements</b>			
<b>District</b>	<b>Voters (as of 1/17)</b>	<b>Cost of Printed &amp; Online Statement (200 words)</b>	<b>Cost of Online only (200 words)</b>
Alba Park and Recreation	73 registered voters	\$182.30	\$50
Opal Cliffs Recreation	597 registered voters	\$234.70	\$50
Salsipuedes Sanitary	823 registered voters	\$257.30	\$50
Place De Mer GHAD	18 property owners	\$176.80	\$50
Depot Hill GHAD	52 property owners	\$180.20	\$50

# How to Count Words

Elections Code §9 shall not apply to counting words for ballot designations.

## Each word is counted as one word except:

**Punctuation:** Punctuation is not counted.

**Required Titles:** Words used in the title of arguments, rebuttals, and analyses, such as "Argument in Favor of Measure A" are not counted. All words used in the 75-word ballot question are counted except for the letter designating the measure. Words used in the heading of a candidate's statement, including the office title, candidate's name, occupation and age are not counted.

**Proper Nouns & Geographical names:** All proper nouns, including geographical names, shall be counted as one word. For example, "Pajaro Valley Unified School District" shall be counted as one word.

**Abbreviations:** Each abbreviation for a word, phrase, or expression shall be counted as one word.

**Hyphenations:** Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

**Dates:** Dates shall be counted as one word regardless of how they are written (1/1/2015 or January 1, 2015).

**Numbers:** Any number consisting of a digit or digits shall be considered as one word. Any number that is spelled, shall be considered as a separate word. "100" shall be counted as one word, whereas "one hundred" shall be counted as two words.

**Phone & Internet:** Web site addresses and telephone numbers shall be counted as one word.

**Percent Signs (%), Number Signs (#), etc.:** It is department policy to count numbers consisting of a digit or digits used with a dollar sign (\$), cent sign (¢), percentage sign (%), or number sign (#) as one word.

# Campaign Practices

## Use of Public Resources - (Gov. Code §8314 a)

It is unlawful for any elected state or local officer, including any state or local appointee, employee, or consultant, to use or permit others to use public resources for a campaign activity, or personal or other purposes which are not authorized by law.

(b) For purposes of this section:

(1) "Personal purpose" means those activities the purpose of which is for personal enjoyment, private gain or advantage, or an outside endeavor not related to state business. "Personal purpose" does not include the incidental and minimal use of public resources, such as equipment or office space, for personal purposes, including an occasional telephone call.

(2) "Campaign activity" means an activity constituting a contribution as defined in Section 82015 or an expenditure as defined in Section 82025. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes, including the referral of unsolicited political mail, telephone calls, and visitors to private political entities.

(3) "Public resources" means any property or asset owned by the state or any local agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and state-compensated time.

(4) "Use" means a use of public resources which is substantial enough to result in a gain or advantage to the user or a loss to the state or any local agency for which a monetary value may be estimated.

(c) (1) Any person who intentionally or negligently violates this section is liable for a civil penalty not to exceed one thousand dollars (\$1,000) for each day on which a violation occurs, plus three times the value of the unlawful use of public resources. The penalty shall be assessed and recovered in a civil action brought in the name of the people of the State of California by the Attorney General or by any district attorney or any city attorney of a city having a population in excess of 750,000. If two or more persons are responsible for any violation, they shall be jointly and severally liable for the penalty.

(2) If the action is brought by the Attorney General, the moneys recovered shall be paid into the General Fund. If the action is brought by a district attorney, the moneys recovered shall be paid to the treasurer of the county in which the judgment was entered. If the action is brought by a city attorney, the moneys recovered shall be paid to the treasurer of that city.

(3) No civil action alleging a violation of this section may be commenced more than four years after the date the alleged violation occurred.

(d) Nothing in this section shall prohibit the use of public resources for providing information to the public about the possible effects of any bond issue or other ballot measure on state activities, operations, or policies, provided that (1) the informational activities are otherwise authorized by the constitution or laws of this state, and (2) the information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

(e) The incidental and minimal use of public resources by an elected state or local officer, including any state or local appointee, employee, or consultant, pursuant to this section shall not be subject to prosecution under Section 424 of the Penal Code.

## **Mass Mailing**

### **Mass mailing; requirements (Gov. Code §84305)**

Each candidate filing a Declaration of Candidacy is to be apprised of Government Code §84305, which is produced here for your information:

- 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 such mailing in no less than 6-point type which shall be in a color or print which contrasts with the background 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).

### **Mass mailing definition (Gov. Code §82041.5)**

"Mass Mailing" means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail that is sent in response to an unsolicited request, letter or other inquiry.

### **Mass mailing by incumbents (Gov. Code §89001)**

No newsletter or other mass mailing shall be sent at public expense.

## **Slate Mailers**

### **Slate mailer definition (Gov. Code §82048.3)**

"Slate Mailer" means a mass mailing that supports or opposes a total of four or more candidates or ballot measures.

### **Slate mailer organization (Gov. Code §82048.4)**

- a) "Slate mailer organization" means, except as provided in subdivision (b), any person who, directly or indirectly, does all of the following:
  - 1) Is involved in the production of one or more slate mailers and exercises control over the selection of the candidates and measures to be supported or opposed in slate mailers.
  - 2) Receives or is promised payments totaling \$500 or more in a calendar year for the production of one or more slate mailers.
- b) Notwithstanding subdivision (a), a slate mailer organization shall not include any of the following:
  - 1) A candidate or officeholder or a candidate's or officeholder's controlled committee.
  - 2) An official committee of any political party.
  - 3) A legislative caucus committee.
  - 4) A committee primarily formed to support or oppose a candidate, officeholder, or ballot measure.
- c) The production and distribution of slate mailers by a slate mailer organization shall not be considered making contributions or expenditures for purposes of subdivision (b) or (c) of §82013.

If a slate mailer organization makes contributions or expenditures other than by producing or distributing slate mailers, and it reports those contributions and expenditures pursuant to §84218 and 84219, no additional campaign reports shall be required of the slate mailer organization pursuant to §84200 or 84200.5.

### **Slate mailer requirements (Gov. Code §84305.5)**

- a) No slate mailer organization or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:
- 1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of slate mail in no less than 8-point Roman type which shall be in 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 street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measures is a matter of public record with the Secretary of State's Political Reform Division.
  - 2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point Roman, boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

#### **NOTICE TO VOTERS**

**THIS DOCUMENT WAS PREPARED BY** (insert name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), **NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION.** Appearance in this mailer does not necessarily imply endorsement of others appearing in this mailer, nor does it imply endorsement of, or opposition to, any issues set forth in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an \*.

- 3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.
- 4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by an \*. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by \*. The \* required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position advocated to which the \* designation applies except that in no case shall the \* be required to be larger than 10-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.
- 5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to

represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point roman type which shall be in a color or print that contrasts with the background so as to be easily legible. The designation shall not be required in the case of candidates for nonpartisan office.

- b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of Section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the \* designation. The payment shall also be deemed to constitute authorization to appear in the mailer.

(See the Information Manual issued by the Fair Political Practices Commission for campaign disclosure reporting requirements in connection with slate mailers.)

## **Nominations**

### **Fictitious name to nomination petition (Elections Code §18200)**

Every person who subscribes to any nomination petition a fictitious name, or who intentionally subscribes thereto the name of another, or who causes another to subscribe a fictitious name to a nomination petition, is guilty of a felony and is punishable by imprisonment in the state prison for 16 months or two or three years.

### **Defacing or destroying a nomination paper (Elections Code §18201)**

Any person who falsely makes or fraudulently defaces or destroys all or any part of a nomination paper, is punishable by a fine not exceeding \$1,000 or by imprisonment in the state prison for 16 months or two or three years or by both the fine and imprisonment.

### **Deliberate failure to file nomination paper (Elections Code §18202)**

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and the proper place any nomination paper or declaration of candidacy in his or her possession that is entitled to be filed under the provisions of this code.

### **False declaration of candidacy (Elections Code §18203)**

Any person who files or submits for filing a nomination paper or declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding \$1,000 or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment.

### **Suppression of nomination paper (Elections Code §18204)**

Any person who willfully suppresses all or any part of a nomination paper or declaration of candidacy either before or after filing is punishable by a fine not exceeding \$1,000 or by imprisonment in the state prison for 16 months or two or three years or by both the fine and imprisonment.

### **Paying candidates to withdraw (Elections Code §18205)**

A person shall not directly or through any other person advance, pay, solicit, or receive or cause to be advanced, paid, solicited, or received any money or other valuable consideration to or for the

use of any person in order to induce a person not to become or to withdraw as a candidate for public office. Violation of this section shall be punishable by imprisonment in the state prison for 16 months or two or three years.

## **Campaign Literature**

### **Use of Seal in Campaign Literature (Elections Code §18304)**

(a) Any person who uses or allows to be used any reproduction or facsimile of the seal of the county or the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.

(b) For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.

(c) For purposes of this section, the term "local government agency" means a school district, special or other district, or any other board, commission, or agency of local jurisdiction.

## **Code of Fair Campaign Practices**

Chapter 855, Statutes of 1982, established a Code of Fair Campaign Practices that could be voluntarily subscribed to by candidates for public office.

The County Clerk is required to provide each individual who files nomination papers or other papers evidencing intentions to become a candidate for public office with a copy of the provisions of the Chapter and a form on which to subscribe to the code.

**Subscription to the code is voluntary.** Completed forms are to be filed with the County Clerk and shall be retained for public inspection until 30 days after the election. (Elections Code §20400 - 20444)

## **Misrepresentation by Candidates**

### **Misleading of voters; incumbency; public officer (Elections Code §18350)**

(a) A person is guilty of a misdemeanor who, with intent to mislead the voters in connection with his or her campaign for nomination or election to a public office, or in connection with the campaign of another person for nomination or election to a public office, does either of the following acts:

(1) Assumes, pretends, or implies, by his or her statements, conduct, or campaign materials, that he or she is the incumbent of a public office when that is not the case.

(2) Assumes, pretends, or implies, by his or her statements, conduct, or campaign materials, that he or she is or has been acting in the capacity of a public officer when that is not the case.

(b) A violation of this section may be enjoined in a civil action brought by a candidate for the public office involved.

(Amended by Stats. 2015, Ch. 105, Sec. 1. Effective January 1, 2016.)

## **False statements in candidate statement; fine (Elections Code §18351)**

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 §11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed \$1,000.

## **Representation requirements (Elections Code §20007)**

No candidate or committee in his or her behalf shall represent in connection with an election campaign either orally or in campaign material, that the candidate has the support of a committee or organization that includes as part of its name the name or any variation upon the name of a qualified political party with which the candidate is not affiliated, together with the words "county committee," "central committee," "county," or any other term that might tend to mislead the voters into believing that the candidate has the support of that party's county central committee or state central committee, when that is not the case.

This section shall not be construed to prevent a candidate or committee from representing that the candidate has the support of a committee or group of voters affiliated with another political party, which committee or group is identified by the name of that party, where the name of the committee or group also includes the name of the candidate.

Any member of a central committee or state central committee may commence an action in the superior court to enjoin misrepresentation by a candidate or committee in his or her behalf, in the manner prohibited by this section, to the effect that the candidate has the support of the state or county central committee involved.

## **Deceptive Online Activities**

### **"Political cyberfraud" defined (Elections Code §18320)**

(a) This act shall be known and may be cited as the "California Political Cyberfraud Abatement Act."

(b) It is unlawful for a person, with intent to mislead, deceive, or defraud, to commit an act of political cyberfraud.

(c) As used in this section:

(1) "Political cyberfraud" means a knowing and willful act concerning a political Web site that is committed with the intent to deny a person access to a political Web site, deny a person the opportunity to register a domain name for a political Web site, or cause a person reasonably to believe that a political Web site has been posted by a person other than the person who posted the Web site, and would cause a reasonable person, after reading the Web site, to believe the site actually represents the views of the proponent or opponent of a ballot measure. Political cyberfraud includes, but is not limited to, any of the following acts:

(A) Intentionally diverting or redirecting access to a political Web site to another person's Web site by the use of a similar domain name, meta-tags, or other electronic measures.

(B) Intentionally preventing or denying exit from a political Web site by the use of frames, hyperlinks, mousetrapping, popup screens, or other electronic measures.

(C) Registering a domain name that is similar to another domain name for a political Web site.

(D) Intentionally preventing the use of a domain name for a political Web site by registering and holding the domain name or by reselling it to another with the intent of preventing its use, or both.

(2) "Domain name" means any alphanumeric designation that is registered with or assigned by any



domain name registrar, domain name registry, or other domain registration authority as part of an electronic address on the Internet.

(3) "Political Web site" means a Web site that urges or appears to urge the support or opposition of a ballot measure.

## **Political Advertising**

### **Political advertisement requirements (Elections Code §20008)**

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 of lettering of the advertisement or in 10-point Roman type, whichever is larger, the words "Paid Political Advertisement." Such 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.

### **False or forged campaign materials (Penal Code §115.2)**

No person shall publish or cause to be published, with actual knowledge, and intent to deceive, any campaign advertisement containing false or fraudulent depictions, or false or fraudulent representations, of official public documents or purported official public documents.

For purposes of this section, "campaign advertisement" means any communication directed to voters by means of a mass mailing as defined in §82041.5 of the Government Code, a paid newspaper advertisement, an outdoor advertisement, or any other printed matter, if the expenditures for that communication are required to be reported by Chapter 4 (commencing with § 84100) of Title 9 of the Government Code.

Any violation of this section is a misdemeanor punishable by imprisonment in the county jail, or by a fine not to exceed \$50,000, or both.

## **Simulated Ballots**

### **Printing of Simulated Sample Ballots (Elections Code §18301)**

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot which does not contain the statement required by Section 20009 or which uses an official seal or insignia in violation thereof, is guilty of a misdemeanor.

### **Simulated ballot requirements (Elections Code §20009)**

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 any such 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.
- c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

## **Pictures in Campaign Mail**

### **No Pictures of Candidates in Campaign Material (Elections Code §20010)**

(a) Except as provided in subdivision (b), no person, firm, association, corporation, campaign committee, or organization may, with actual malice, produce, distribute, publish, or broadcast campaign material that contains (1) a picture or photograph of a person or persons into which the image of a candidate for public office is superimposed or (2) a picture or photograph of a candidate for public office into which the image of another person or persons is superimposed. "Campaign material" includes, but is not limited to, any printed matter, advertisement in a newspaper or other periodical, television commercial, or computer image. For purposes of this section, "actual malice" means the knowledge that the image of a person has been superimposed on a picture or photograph to create a false representation, or a reckless disregard of whether or not the image of a person has been superimposed on a picture or photograph to create a false representation.

(b) A person, firm, association, corporation, campaign committee, or organization may produce, distribute, publish, or broadcast campaign material that contains a picture or photograph prohibited by subdivision (a) only if each picture or photograph in the campaign material includes the following statement in the same point size type as the largest point size type used elsewhere in the campaign material: "This picture is not an accurate representation of fact." The statement shall be immediately adjacent to each picture or photograph prohibited by subdivision (a).

(c) (1) Any registered voter may seek a temporary restraining order and an injunction prohibiting the publication, distribution, or broadcasting of any campaign material in violation of this section. Upon filing a petition under this section, the plaintiff may obtain a temporary restraining order in accordance with Section 527 of the Code of Civil Procedure.

(2) A candidate for public office whose likeness appears in a picture or photograph prohibited by subdivision (a) may bring a civil action against any person, firm, association, corporation, campaign

committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a). The court may award damages in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney's fees and costs.

(d) (1) This act shall not apply to a holder of a license granted pursuant to the federal Communications Act of 1934 (47 U.S.C. Sec. 151 et seq.) in the performance of the functions for which the license is granted.

(2) This act shall not apply to the publisher or an employee of a newspaper, magazine, or other periodical that is published on a regular basis for any material published in that newspaper, magazine, or other periodical. For purposes of this subdivision, a "newspaper, magazine, or other periodical that is published on a regular basis" shall not include any newspaper, magazine, or other periodical that has as its primary purpose the publication of campaign advertising or communication, as defined by Section 304.

## **Corruption of the Voting Process**

### **Fraud in Connection with Vote Cast (Elections Code §18500)**

Any person who commits fraud or attempts to commit fraud, and any person who aids or abets fraud or attempts to aid or abet fraud, in connection with any vote cast, to be cast, or attempted to be cast, is guilty of a felony, punishable by imprisonment for 16 months or two or three years.

### **Public Official who Knowingly Allows Fraud Shall Forever be Disqualified From Holding Office (Elections Code §18501)**

Any public official who knowingly violates any of the provisions of this chapter, and thereby aids in any way the illegal casting or attempting to cast a vote, or who connives to nullify any of the provisions of this chapter in order that fraud may be perpetrated, shall forever be disqualified from holding office in this state and upon conviction shall be sentenced to a state prison for 16 months or two or three years.

### **Interference with Election Officers (Elections Code §18502)**

Any person who in any manner interferes with the officers holding an election or conducting a canvass, or with the voters lawfully exercising their rights of voting at an election, as to prevent the election or canvass from being fairly held and lawfully conducted, is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

## **Vandalism at Polling Places**

### **Vandalism (Elections Code §18380)**

No person, during any election, shall do any of the following:

(1) Remove or destroy any of the supplies or other conveniences placed in the voting booths or compartments for the purpose of enabling the voter to prepare his or her ballot.

(2) Remove, tear down, or deface the cards printed for the instruction of voters.

(3) Remove, tear, mark or otherwise deface any voter 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.

(4) Remove, tear down, or deface the signs identifying the location of a polling place or identifying areas within 100 feet of a polling place.

(b) Any person who violates any of the provisions of this section is guilty of a misdemeanor.

## **Corruption of Voters**

### **Fine for Solicitation Requesting Voter Disclosure of His or Her Ballot (Elections Code §18403)**

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 that 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.

### **Promise of Employment (Elections Code §18520)**

A person shall not directly or through another person give, offer, or promise any office, place, or employment, or promise to procure or endeavor to procure any office, place, or employment to or for any voter, or to or for any other person, in order to induce that voter at any election to:

- a) Refrain from voting.
- b) Vote for any particular person.
- c) Refrain from voting for any particular person.

A violation of any of the provisions of this section shall be punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

### **Consideration for Voting (Elections Code §18521)**

A person shall not directly or through any other person receive, agree, or contract for, before, during or after an election, any money, gift, loan, or other valuable consideration, office, place, or employment for himself or any other person because he or any other person:

- a) Voted, agreed to vote, refrained from voting, or agreed to refrain from voting for any particular person or measure.
- b) Remained away from the polls.
- c) Refrained or agreed to refrain from voting.
- d) Induced any other person to:
  - 1) Remain away from the polls.
  - 2) Refrain from voting.
  - 3) Vote or refrain from voting for any particular person or measure.

Any person violating this section is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

### **Consideration for Voting (Elections Code §18522)**

Neither a person nor a controlled committee shall directly or through any other person or controlled committee pay, lend, or contribute, or offer or promise to pay, lend, or contribute, any money or other valuable consideration to or for any voter or to or for any other person to:

- a) Induce any voter to:
  - 1) Refrain from voting at any election.
  - 2) Vote or refrain from voting at an election for any particular person or measure.
  - 3) Remain away from the polls at an election.
- b) Reward any voter for having:
  - 1) Refrained from voting.
  - 2) Voted for any particular person or measure.
  - 3) Refrained from voting for any particular person or measure.
  - 4) Remained away from the polls at an election.

Any person or candidate violating this section is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

### **Bribery at Election (Elections Code §18523)**

A person shall not directly or through any other person advance or pay, or cause to be paid, any money or other valuable thing to or for the use of any other person, with the intent that it, or any part thereof, shall be used in bribery at any election, or knowingly pay or cause to be paid any money or other valuable thing to any person in discharge or repayment of any money, wholly or in part, expended in bribery at any election.

Any person violating this section is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

### **Payment for Securing Vote (Elections Code §18524)**

A person shall not directly or through any other person advance or pay, or cause to be paid, any money or other valuable thing to or for the use of any other person, with the intent that it, or any part thereof, will be used for boarding, lodging, or maintaining a person at any place or domicile in any election precinct, ward, or district, with intent to secure the vote of that person or to induce that person to vote for any particular person or measure.

Any person violating this section is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

### **Federal Law: 42 U.S.C. §1973i(c). Incentives for registering to vote**

Makes it unlawful in an election in which a federal candidate is on the ballot, to knowingly and willfully pay, offer to pay, or accept payment for registering to vote or for voting. Violations are punishable by imprisonment for up to five years.

### **Intimidation of Voters**

#### **Compelling Another in Voting (Elections Code §18540)**

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

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

### **Solicitation Dissuading Persons From Voting (Elections Code §18541)**

- a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place:
  - 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, videotape, or otherwise record a voter entering or exiting a polling place.
- b) Any person who violates this section is punishable by imprisonment in the 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.

### **Pay Envelopes May Not Contain Political Material (Elections Code §18542)**

Every employer, whether a corporation or natural person, or any other person who employs, is guilty of a misdemeanor if, in paying his or her employees the salary or wages due them, encloses their pay in pay envelopes upon which or in which there is written or printed the name of any candidate or any political mottoes, devices, or arguments containing threats, express or implied, intended or calculated to influence the political opinions or actions of the employees.

### **Challenge Without Probable Cause (Elections Code §18543)**

- 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.

### **Fine for Person in Possession of Firearm or Unauthorized Uniformed Personnel (Elections Code §18544)**

- a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official 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 that fine and imprisonment.

- b) This section shall not apply to any of the following:
- 1) An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.
  - 2) A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.
  - 3) A private guard or security personnel hired or arranged for by a city or county elections official.
  - 4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

### **Fine for Hiring of Person in Possession of Firearm or Uniformed Personnel (Elections Code §18545)**

Any person who hires or arranges for any other person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, to be stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate elections official 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 that fine and imprisonment. This section shall not apply to the owner or manager of the facility or property in which the polling place is located if the private guard or security personnel is not hired or arranged solely for the day on which the election is held.

### **Definition of Elections Official and Immediate Vicinity (Elections Code §18546)**

As used in this article:

- a) "Elections official" means the county elections official, registrar of voters, or city clerk.
- b) "Immediate vicinity" means the area within a distance of 100 feet from the room or rooms in which the voters are signing the roster and casting ballots.

## **Polling Place Information**

### **Campaign Literature Containing Polling Place (Elections Code §18302)**

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to the mailing or distribution.

## **Political Signs**

### **Outdoor Political Advertising – State Law**

Section 5405.3 of the State Outdoor Advertising Act (Business & Professions Code) authorizes the placing of "temporary political signs" separate and apart from the normal outdoor advertising controls. No political sign may be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

Temporary political signs are those that meet the following criteria:

- Encourages a particular vote in a scheduled election;
- Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after the election;
- Is no larger than 32 square feet;
- Has had a "Statement of Responsibility" filed with the State Department of Transportation, Division of Traffic Operations, Outdoor Advertising Program, P.O. Box 942874, MS-36, Sacramento, CA 94274-0001, certifying a person who will be responsible for removing the signs. Forms are available at the Santa Cruz County Elections Department.

The law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election.

Penal Code Sections 556, 556.1 and 556.3 provide that it is a misdemeanor for any person to place a sign to advertise on public or private property (without consent); and that it shall be considered a public nuisance.

Pursuant to a County Counsel opinion dated April 18, 1994, utility poles are the property of the private utility company and the posting of political signs on them may be prosecuted as a misdemeanor. Furthermore, the Public Utility Commission may impose a fine for such unauthorized posting.

### **Outdoor Political Advertising -- Santa Cruz County Code**

Santa Cruz County Code, Section 13.10.583 states that temporary or political signs shall not be placed so as to constitute a traffic hazard. On January 12, 1993, the Board of Supervisors approved the following Public Works criteria for removal of signs as they might affect roadside safety:

Signs may be removed by authorized Public Works staff if they:

1. Block the sight distance on county roads at intersections of county roads, private roads or driveways.
2. Restrict the use of the highway or otherwise clearly cause problems for the traveling public.
3. Obscure fire hydrants, traffic signs, traffic signals or other traffic control devices.
4. Are attached to or distract the attention of drivers from any traffic control device.
5. Interfere with normal maintenance efforts.
6. Are identified as other traffic hazards by the Director of Public Works consistent with the content of this policy.

Action to remove signs under categories 1 through 4 above, generally requires immediate



attention. For those matters covered under categories 5 and 6, Public Works staff will make reasonable effort to contact the responsible party, to relocate or remove the signs within 24 hours.

Pursuant to Section 1480.5 of the Streets and Highways Code, the Director of Public Works may immediately remove an encroachment that constitutes a traffic hazard or an encroachment that is an advertising sign or device of any description. In keeping with the provisions of Section 1480.5(d) any such sign removed by the Public Works Department that is of more than nominal value shall be held at a County maintenance yard for a reasonable period of time to allow the owner of the sign to retrieve it. The return of the sign may be conditioned upon payment of an amount sufficient to reimburse the Public Works Department for the expense of removal.

### **Outdoor Political Advertising - City Ordinances**

Each city in Santa Cruz County has rules and regulations regarding outdoor political advertising. Contact the city clerk in Santa Cruz (420-5030), Capitola (475-7300), Scotts Valley (440-5602) or Watsonville (768-3040) for more information.

### **Removal of Political Signs**

If the political signs are not removed within 10 days after the election, an enforcement action could be pursued in accordance with the enforcement provisions of Chapter 13.10 of the Santa Cruz County Code (County Counsel opinion dated April 18, 1994)

# Form 700: Disclosure of Economic Interests

## Who Must File

State law (the Political Reform Act of 1974) requires candidates for special districts to disclose their interests in real property and income within the past 12 months in a Statement of Economic Interests (Form 700) to be filed with the Declaration of Candidacy and candidates appointed to an office file within 30 days after assuming office. (Gov. Code §87200, et. seq.)

**Exception:** This statement is not required of a candidate who has filed a statement for the same jurisdiction as an officeholder within sixty (60) days prior to assuming office or filing the Declaration of Candidacy. (Gov. Code §87201, 87202)

Persons elected to special districts who must file a Statement of Economic Interests with their Declaration of Candidacy will be required to file a second statement for their annual statement due on April 1, 2018.

## What Must be Disclosed

Under state law, persons filing an economic interests statement as candidates are required to disclose investments and interests in real property and income within the past 12 months. (Gov. Code §87201, 87203)

## When and Where to File

Candidates who must file may obtain forms and instructions from the Santa Cruz County Elections Department. The Form 700 must be filed with the Elections Department with their Declaration of Candidacy. **If the statement is filed after the deadline, candidates may be penalized up to \$10 per day up to a maximum of \$100.**

Late filing penalties can be reduced or waived under certain circumstances. Santa Cruz County filers should obtain a copy of the "Late Filing Policy" from the County Elections Department. (Gov. Code §87201, 87500)

## Statements Are a Public Record

Statements of Economic Interests are a public record. They may be inspected by anyone and copies may be purchased from the filing officer for 10 cents per page. (Gov. Code §81008)

# Electioneering

## **100 Feet Rule**

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 voters' 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 of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

(EC §18370)

## **Electioneering During Vote-by-mail Voting**

Pursuant to Elections Code §18371 no candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote-by-mail voter, or do any electioneering while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote-by-mail voter is voting.

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

This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

## **Poll Watchers**

Poll watchers are allowed at the polling place as long as they obey the law and election procedures. Persons observing the polls may:

- Inspect the Roster of Voters. Any such inspection, however, must be done without impeding, interfering or interrupting the normal process of voting and counting.
- Inspect the Public's Alpha Index updated regularly by the precinct workers. The index may not be removed from the polling place.
- Observe all activities at the polling place, including activities after the polls close, providing they do not interfere with the normal processing of voters.

## **Exit Polling**

The Secretary of State and Attorney General have reviewed the Electioneering provisions and have determined that these provisions do not apply to the Press and Media conducting "Exit Polls." However, no one may interfere with the conduct of the election. Therefore, news media have been advised to remain at least 25 feet from the entrance to the polls. The media may take pictures or run a television camera inside the polling place providing they respect the voters' privacy and do not interfere with voting. They may not speak to voters regarding how they are voting within 25 feet of the entrance to the polling place.

# Election Night Results

## Where

Ballots are counted at the Elections Department:

701 Ocean St., Room 210  
Santa Cruz, CA

## Contacts

Gail L. Pellerin, County Clerk  
Tricia Webber, Assistant County Clerk

## Vote by Mail Results

Released around 8:30 p.m. on Tuesday, November 7.

## Results on the Internet

Results will be posted online at [www.votescount.com](http://www.votescount.com)

First report from precincts is expected at approximately 10:30 p.m. election night. Next report will be released at around midnight. Final report for the night with semi-official results will be posted once ballot counting is done around 2 a.m.

## Results by Phone:

Telephones will be staffed until all the ballots are counted election night for callers to phone in and obtain results.

**Call 831-454-2060**

Election results by contest are simple to provide over the phone. However, if you are interested in obtaining more specific voting result information, we encourage you to be present at the Elections Department.

## Election night results are not final

Once the last ballot is counted, an Election Night Summary Vote Report will be available from the Elections Department. It will also be posted on our website. Ballots will be added to the election night count during the canvass. Vote totals will change as more qualified ballots are added to the count. Winners cannot be declared until all votes in the jurisdiction are certified.

## Precinct-by-precinct numbers

In addition to posting precinct results at each voting precinct, a report showing votes by precinct based on ballots counted Election Night will be posted on our website Wednesday, November 8.

## Final Results

The official canvass of ballots will begin no later than Thursday, November 9. The law gives us 30 days to complete the canvass and certify the final vote totals. Please call to verify when the final count will occur.

# FAQs

Candidates running for public office must satisfy many requirements set forth in law and regulation. Over the years, certain aspects of the nomination process have been identified as areas where prospective candidates seem to encounter problems. In order to assist candidates in avoiding these “pitfalls” the following questions and answers have been prepared.

## **Is your office open during the lunch hour?**

Yes. Office hours are 8 a.m. to 5 p.m., Monday through Friday, excluding holidays, and we do remain open between the hours of noon to 1 p.m. On Election Day we are open from 6:00 a.m. until the last ballot is counted.

## **What if I change my mind about being a candidate after filing a Declaration of Candidacy?**

Candidates may withdraw their Declaration of Candidacy prior to the final date for filing. According to Elections Code §10510, "No candidate shall withdraw his or her declaration of candidacy after 5 p.m. on the 88th day prior to the general election."

## **May a second party pick up my Declaration of Candidacy for me?**

All forms must be either picked up in person by the candidate or a letter of specific authorization, signed by the candidate, must be presented by the candidate's representative.

## **May a second party file my Declaration of Candidacy or mail it to you?**

Election law does not specifically prohibit another person filing a Declaration of Candidacy for a candidate. However, candidates are urged to file in person. The reasons are twofold:

The oath or affirmation must be administered by a member of the Elections Department or a notary. It is easier for a candidate to file the Declaration of Candidacy in person and have the oath administered at the time the candidate files; and

The signature of the candidate, as well as other data, is required on the Declaration of Candidacy. If through an oversight the candidate's papers are incomplete, the problem can be easily rectified when a candidate files in person.