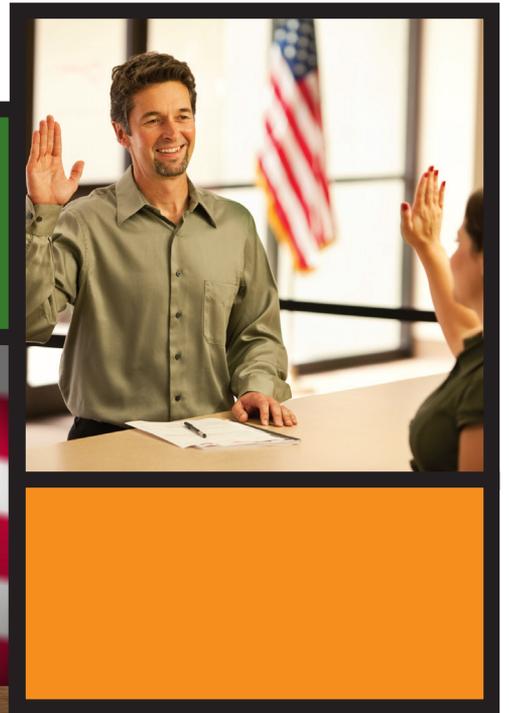
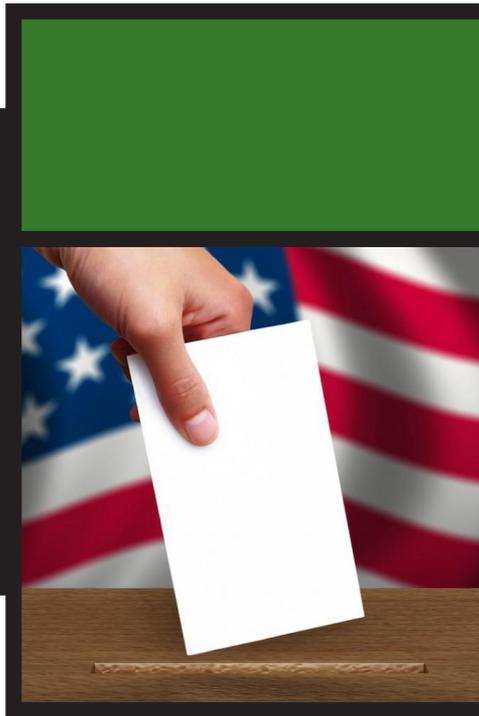


# Candidate's Handbook

## for the November 8, 2016 General Election



Orange County  
Registrar of Voters  
1300 S. Grand Avenue, Bldg. C  
Santa Ana, CA 92705  
714-567-7600



Visit [ocvote.com/candidates](http://ocvote.com/candidates) for additional candidate filing information.

**THE 2016 CANDIDATE’S HANDBOOK FOR THE GENERAL ELECTION IS INTENDED TO PROVIDE GENERAL INFORMATION FOR CANDIDATES AND COMMITTEES, AND DOES NOT HAVE THE FORCE AND EFFECT OF LAW, REGULATION OR RULE. IT IS DISTRIBUTED WITH THE UNDERSTANDING THAT THE REGISTRAR OF VOTERS OF THE COUNTY OF ORANGE IS NOT RENDERING LEGAL ADVICE. THEREFORE, THE HANDBOOK IS NOT A SUBSTITUTE FOR LEGAL COUNSEL FOR THE INDIVIDUAL, ORGANIZATION OR CANDIDATE USING IT.**

**THE REGISTRAR OF VOTERS STRONGLY RECOMMENDS THAT ANY PROSPECTIVE CANDIDATE OBTAIN LEGAL ADVICE, TO ASSIST IN COMPLYING WITH APPLICABLE CALIFORNIA LAWS, INCLUDING THE CALIFORNIA ELECTIONS CODE AND CALIFORNIA GOVERNMENT CODE.**

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**IMPORTANT**

Recently, there have been changes and improvements to the Candidate Filing process. Please read the information on the following subjects before continuing through this handbook.

1. Online Candidate Filing; and
2. Proposition 14, the Top Two Candidates Open Primary Act, passed by the voters in June of 2010.

### **ONLINE CANDIDATE FILING**

A custom online Candidate Filing feature on the Registrar of Voters' website is available at [ocvote.com](http://ocvote.com). Hover over "Voting" and then select "Online Candidate Filing" in the drop-down menu under "Candidate Info".

This portal allows candidates to start the Candidate Filing process, download many of the required documents, and return online some of the documents to the Registrar of Voters' office.

This service will benefit you, the candidate. **Candidate Filing cannot be totally completed online due to State law**, but it should make your filing process simpler and easier to understand. Benefits to the candidate include:

- The Candidate Information Form may be completed and returned;
- The candidate's qualifications to run for a specific contest can be verified;
- The Candidate's Statement of Qualifications Deposit may be paid online by credit card;
- Draft Candidates' Statements of Qualifications may be electronically submitted, allowing Registrar of Voters' staff to format the statements prior to the candidates coming to the office to sign the final documents. Formatting statements is time consuming; by submitting statements online, candidates will reduce their time spent at the Registrar of Voters' office; and
- The Ballot Designation Worksheet, Code of Fair Campaign Practices, and Campaign Finance Forms may be downloaded prior to filing them at the Registrar of Voters' office.

**PROPOSITION 14:**  
**The Top Two Candidates Open Primary Act**  
**Passed by the Voters in June of 2010**

This proposition provides for a “voter-nominated Primary Election” for each state elective office and congressional office in California. A voter may vote at the Primary Election for any candidate for congressional or state elective office without regard to the political party preference (formerly known as “party affiliation”) disclosed by either the candidate or the voter.

The top two candidates receiving the two highest vote totals for each office at a Primary Election, regardless of party preference, would then compete for the office at the ensuing General Election.

**Voter-Nominated Offices**

**For the November 8, 2016 General Election, voter-nominated offices are: Member of United States Senate, Representative in Congress, Member of the State Senate, and Member of the State Assembly.**

Under the California Constitution, political parties are not entitled to formally nominate candidates for voter-nominated offices at the Primary Election, and a candidate nominated for a voter-nominated office at the Primary Election is not the official nominee of any party for the office in question at the ensuing General Election.

**The top two vote-getters at the Primary Election advance to the General Election for the voter-nominated office, and both candidates may have specified the same party preference designation.** No party is entitled to have a candidate with its party preference designation participate in the General Election unless such candidate is one of the two highest vote-getters at the Primary Election. **A candidate may not file for a voter-nominated office during Candidate Filing for the General Election.**

A candidate for nomination or election to a voter-nominated office at the Primary or General Election must designate his or her party preference, or lack of party preference, and have that designation reflected on the Primary and General Elections’ ballots. **But, the party designation so indicated is selected solely by the candidate and is shown for the information of the voter only.** It does not constitute or imply an endorsement of the candidate by the party designated, and no candidate nominated by the qualified voters for any voter-nominated office shall be deemed to be the officially nominated candidate of any political party. The parties may have a list of candidates for voter-nominated offices, who have received the official endorsement of the party, printed in the Sample Ballot Pamphlet.

A candidate for “voter-nominated” office **must** provide his/her party preference history for the preceding 10 years when he/she files his/her Declaration of Candidacy. Voters may obtain this party preference history on the Secretary of State’s and Registrar of Voters’ websites.

**November 8, 2016 GENERAL ELECTION  
CONTESTS ON BALLOT**

**Party-Nominated/  
Partisan Offices**

United States  
President/United  
States Vice President

**Voter-Nominated  
Offices**

Member of the United  
States Senate  
  
Representative in  
Congress  
  
Member of the State  
Senate  
  
Member of the State  
Assembly

**Nonpartisan  
Offices**

Member, City Council  
  
Member, School District  
Governing Boards  
  
Director, Special District  
Board of Directors  
  
Member, Orange County  
Board of Supervisors (if  
no candidate received a  
simple majority in the  
Primary Election)

## **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

### **How does Proposition 14 affect the November 8, 2016 General Election?**

- Proposition 14 provides for a “voter-nominated Primary Election” for each state elective office and congressional office in California, in which a voter may vote for any candidate for these offices without regard to the political party preference (formerly known as “party affiliation”) disclosed by either the candidate or the voter.
- The top two candidates receiving the two highest vote totals for each “voter-nominated” office at a Primary Election, regardless of party preference, would then compete for the office at the ensuing General Election.

### **Can more than one candidate for a “voter-nominated” office with the same party preference participate in the General Election?**

- Yes, the top two candidates receiving the two highest vote totals for each “voter-nominated” office in the Primary Election will then compete for office at the ensuing General Election, regardless of party.

### **What are the “voter-nominated” offices for the November 8, 2016 General Election?**

- “Voter-nominated” offices for the November 8, 2016 General Election are:

Member of the United States Senate  
Representative in Congress  
Member of the State Senate  
Member of the State Assembly

### **Is a candidate whose name will appear on the General Election ballot considered the official nominee of any political party for that “voter-nominated” office?**

- No, a candidate for a “voter-nominated” office shall not be deemed to be the official nominee of any political party for that office.
- A candidate for a “voter-nominated” office must have his/her party preference or lack of party preference listed on the ballot. However, this is shown for the information of the voter only.
- In addition, no party is entitled to have a candidate with its party preference designation participate in a General Election unless such candidate is one of the two candidates receiving the highest or second-highest number of votes cast at the Primary Election.

**Can a candidate for a voter-nominated office change his/her party preference listed on the General Election ballot from that which was listed on the Primary Election ballot?**

- No. The selection made by the candidate for a voter-nominated office shall appear on the Primary and General Election ballots in conjunction with his/her name, and shall not be changed between the Primary and General Elections.

**Can the voter obtain information on the party preferences of candidates for “voter-nominated” offices?**

- A candidate for “voter-nominated” office **must** have his or her political party preference, or lack of party preference, indicated upon the ballot for that office.
- A candidate for “voter-nominated” office **must** provide his/her party preference history for the preceding 10 years when he/she files his/her Declaration of Candidacy. Voters may obtain this party preference history on the Secretary of State’s and Registrar of Voters’ websites.

**Will a voter be allowed to cast a vote for a qualified “write-in” candidate for a “voter-nominated” contest in the November 8, 2016 General Election?**

- A voter **may not** write-in a person’s name for a voter-nominated office at the **General Election**.

**GENERAL ELECTION CALENDAR  
NOVEMBER 8, 2016**

All section references are to the California Elections Code unless stated otherwise. "Gov't" references the California Government Code; "Ed." references the California Education Code.

**April 29, 2016  
through  
August 12, 2016  
(E-193 – 88)**

**INDEPENDENT PRESIDENTIAL ELECTOR CANDIDATES-  
NOMINATION PAPERS:** Period in which independent Presidential Elector candidates shall circulate nomination papers to obtain signatures and submit them to the county elections official for examination. **§ 8403(a)(2)**

**June 13, 2016  
(E-148)**

**GOVERNOR'S PROCLAMATION – ISSUANCE:** By this date, the Governor shall issue a proclamation calling the General Election and shall state the time of the election and the offices to be filled and transmit a copy of the proclamation to the Board of Supervisors of each county. The Secretary of State will send an informational copy of the proclamation to each county elected official **§ 12000**

**June 21, 2016  
(E-140)**

**AMENDED CANDIDATE INTENTION STATEMENT  
(LEGISLATIVE CANDIDATES):** Last day to file an amended Candidate Intention Statement (Form 501) to accept the expenditure ceiling for the General Election if the voluntary expenditure ceiling was rejected in the Primary Election, but not exceeded during that election. The filing of an amended Form 501 allows State Senator and Member of the Assembly candidates to qualify to purchase space for a 250-word candidate statement in the county sample ballot pamphlet. **Gov't §§ 85200, 85400, 85401, 85600, 85601**

**July 1, 2016  
(E-130)**

**CONSOLIDATION OF ELECTIONS – SCHOOLS:** Last day for the County Superintendent of Schools to notify governing boards in writing that a consolidated election is required to be held. Applies when there are two or more school districts of any type in the same area. **Ed. §§ 5323, 5340**

**July 6, 2016  
(E-125)**

**BOUNDARY MAP:** Last day for secretary of a district to file with the Registrar of Voters a map showing the boundaries of the district and the divisions, if any, and a statement indicating in which division a director is to be elected and whether the directors will be elected at large or by division. **§ 10522**

**July 6, 2016  
(E-125)**

**NOTICE OF ELECTIVE OFFICES:** District Secretary's transmittal form must be filed with the Registrar of Voters by this date. The notice shall bear the secretary's signature and the district seal and must contain: (a) The elective offices of the district to be filled at the next general district election; and (b) Whether the district or the candidate is to pay for the publication of a Candidate's Statement of Qualifications pursuant to Elections Code Section 13307.

**§ 10509**

**July 8, 2016  
(E-123)**

**SPECIFICATIONS OF ELECTION ORDER:** At least 123 days before the election, the governing board of the school district shall by resolution, delivered to the County Superintendent of Schools and the Registrar of Voters, indicate: (a) The date of the election; and (b) The purpose of the election.

**Ed. §§ 5320, 5322**

**July 11, 2016  
(E-120)**

**DELIVER NOTICE OF ELECTION TO THE REGISTRAR OF VOTERS:** At least 120 days prior to the date of the election, the County Superintendent of Schools shall deliver to the Registrar of Voters copies of the Order of Election and the formal Notice of Election.

**Ed. §§ 5324, 5325, 5361**

**July 11, 2016  
through  
August 10, 2016  
(E-120 – 90)**

**NOTICE OF ELECTION:** The Registrar of Voters must publish once in a newspaper of general circulation the Notice of Election. The notice shall contain the date of the election; the offices for which candidates may file; the qualifications for each office; when and where Declarations of Candidacy may be obtained; and that appointment to each elective office will be made as prescribed by Elections Code Section 10515 in the event there are no nominees or an insufficient number of nominees for such office and a petition for an election is not filed within the time period prescribed by Elections Code Section 10515.

The Registrar of Voters shall deliver a copy of the published notice to each district secretary, who shall post it in the district office.

**§§ 12112, 12113, Ed. §§ 5361, 5363**

**July 11, 2016  
through  
August 10, 2016  
(E-120 – 90)**

**GENERAL PRESS RELEASE:** Between these dates, the Registrar of Voters shall issue a general press release which shall set forth the district elective offices to be filled and a telephone number that voters may use to obtain information for the elective district office.

**§ 12112**

**July 18, 2016  
through  
August 12, 2016  
(E-113 – 88)**

**NOMINATION PERIOD:** Declaration of Candidacy forms for all school and special district offices may be obtained from and must be filed with the Registrar of Voters' office from **July 18, 2016 through August 12, 2016, 5:00 p.m.**

**§§ 10407, 10510, 10516, 10603, 10604**

No person shall be considered a legally qualified candidate for any office unless that person has filed a Declaration of Candidacy or a Statement of Write-in Candidacy with the elections official. **§§ 8020, 10501, 10602**

**EXCEPTION:** If an incumbent who is eligible for re-election fails to file a Declaration of Candidacy by **August 12, 2016**, the filing period is extended to **August 17, 2016, 5:00 p.m.** for all qualified persons other than the incumbent. **§§ 10407, 10516, 10604**

**July 18, 2016  
through  
August 12, 2016  
(E-113 – 88)**

**SCHOOL AND SPECIAL DISTRICT CANDIDATES'**

**STATEMENTS OF QUALIFICATIONS:** Each candidate may prepare a statement on a form provided by the Registrar of Voters office. The statement may contain no more than 200 words, unless the governing body of the local agency has authorized the statement to contain 400 words. The statement must be filed at the same time the Declaration of Candidacy is filed. **The statement may be withdrawn, but not changed, during the nomination period and until 5:00 p.m. of the next working day after the close of the nomination period.**

**§ 13307**

If the nomination period is extended because an incumbent eligible for re-election failed to file a Declaration of Candidacy, a candidate filing during the extended filing period may file a Candidate's Statement. Candidates for that contest who filed statements during the regular filing period and those who filed statements during the extended timeframe may withdraw their statements. The next working day after the close of the extended filing period for the office is the last day that a Candidate's Statement for the extended contest may be withdrawn. **A Candidate's Statement may not be changed.**

**§§ 10516, 10604, 13307(a)(3)**

**July 18, 2016  
through  
August 12, 2016  
(E-113 – 88)**

**CANDIDATES' STATEMENTS OF QUALIFICATIONS FOR**

**CONGRESSIONAL OFFICES:** All candidates for Congressional offices may prepare a Candidate's Statement, not to exceed 250 words. The statement must be filed no later than 5:00 p.m. on the 88<sup>th</sup> day prior to the election. All statements may be submitted on the form provided by the county elections official of each county in which the candidate wishes to have his/her statement printed. Costs of providing statements to voters shall be paid by the candidates. **Congressional candidates do not need to voluntarily agree to expenditure limits to prepare a Candidate's Statement.**

**§ 13307.5**

**NOTE:** If a Congressional candidate desires to have the **same** Candidate's Statement printed in the General Election's sample ballot pamphlet as printed in the Statewide Primary Election pamphlet, he/she must re-file the statement and pay the estimated deposit amount to do so.

**July 18, 2016  
through  
August 12, 2016  
(E-113 – 88)**

**CANDIDATES' STATEMENTS OF QUALIFICATIONS FOR**

**LEGISLATIVE OFFICES:** Pursuant to Proposition 34 adopted by the voters in November of 2000, all candidates for State elective offices as specified in Government Code section 82053 **who have voluntarily agreed to expenditure limits may prepare a Candidate's Statement. They must agree to the expenditure limits no later than June 21, 2016, 5:00 p.m.** Gov't § 85601

The statement must be filed no later than 5:00 p.m. on the 88<sup>th</sup> day prior to the election. All statements may be submitted on the form provided by the county elections official of each county in which the candidate wishes to have his/her statement printed. Costs of providing statements to voters shall be paid by the candidates. Gov't § 85601

**NOTE:** If a State Legislative candidate desires to have the **same** Candidate's Statement printed in the General Election's sample ballot pamphlet as printed in the Presidential Primary Election pamphlet, he/she must re-file the statement and pay the estimated deposit amount to do so.

**July 18, 2016  
through  
August 12, 2016  
(E-113 – 88)**

**CANDIDATES' STATEMENTS OF QUALIFICATIONS**

**MAY MAKE NO REFERENCE TO ANOTHER CANDIDATE:**

In addition to the restrictions set forth in Section 13307, a Candidate's Statement for any office 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

**July 18, 2016  
through  
August 12, 2016  
(E-113 – 88)**

**ESTIMATED COST OF A CANDIDATE'S STATEMENT:**

The Registrar of Voters will estimate the total cost of printing and handling the Candidates' Statements and will require each candidate filing a statement to pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. This amount must be paid when the Candidate's Statement is filed. If there is an underpayment, the candidate shall pay the balance of the cost incurred. **Overpayments will be refunded within 30 days of the election.** If a candidate's contest does not go on the ballot, the payment will be refunded. § 13307(c)

**July 18, 2016  
through  
August 12, 2016  
(E-113 – 88)**

**CONFIDENTIALITY OF CANDIDATES' STATEMENTS:**

The Candidate's Statement is confidential until after the expiration of the filing period, **August 12, 2016, 5:00 p.m.**, or in the event that a contest's filing period is extended, **August 17, 2016, 5:00 p.m.** Copies of all Candidates' Statements will be available for public inspection at the Registrar of Voters' office and on its website for 10 days prior to being submitted for printing. **§§ 13311, 13313**

**July 31, 2016<sup>1</sup>  
(E-100)  
(Date fixed by law)**

**SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENTS**

The last day to file semi-annual campaign disclosure statements by all elected officers, candidates, and committees for the period ending **June 30, 2016.** **Gov't §§ 84200, 84218**

**August 2, 2016  
(E-98)**

**CHANGE OF CANDIDATE'S DESIGNATION ON THE**

**BALLOT:** The last day that any candidate may request in writing a different Ballot Designation than that used at the Presidential Primary Election. The written request shall be accompanied by a Ballot Designation Worksheet and should be made to **both** the Secretary of State and the Registrar of Voters.

**Cal. Code Reg., tit. 2, § 20711(e), § 3107(e)**

**August 10, 2016  
through  
November 7, 2016  
(E-90 – 1)**

**LATE CAMPAIGN CONTRIBUTION REPORTING**

**PERIOD:** Contributions received of \$1,000 or more per source must be reported within 24 hours during this period. **Gov't § 84203**

**August 12, 2016  
(E-88)**

**LAST DAY TO REQUEST CONSOLIDATION OF**

**ELECTION WITH GENERAL ELECTION:** Resolution requesting consolidation with the General Election must be filed no later than this date. **This includes resolutions to place local measures on the General Election ballot.** **§ 10403**

**August 12, 2016  
(E-88)**

**DEADLINE FOR MEASURE DOCUMENTS TO BE**

**CONSOLIDATED WITH GENERAL ELECTION:** Last day for county, school and special districts' measure documents to be filed with the Registrar of Voters' office, including the Resolution to consolidate the election, the Text, Impartial Analysis, Fiscal Impact Statement (if applicable), Bond Project List (if applicable), and Direct Arguments. **§§ 9163, 9316, 9502**

Last day\* for city clerks to file municipal measure documents with the Registrar of Voters' office, including the Resolution to consolidate the election, the Text, Impartial Analysis, Fiscal Impact Statement (if applicable), Bond Project List (if applicable), and Direct Arguments.

\*If arguments are filed with the city clerk on **August 12, 2016**, the deadline for the city clerks to file these arguments with the Registrar of Voters' office is extended to **August 15, 2016**. **§ 9286**

Whenever any ballot arguments for or against any measure submitted to the voters for approval are authorized, these arguments may be withdrawn by their proponents at any time prior to and including the final date for filing arguments with the appropriate filing officer.

**§ 9601**

**NOTE:** There will be a **public review period** of 10 calendar days immediately following the filing deadline for submission of a measure's Text, Impartial Analysis, and Direct Arguments. County, School, and Special District measure documents will be available for review at the Registrar of Voters' office on Monday through Friday, from 8:00 a.m. to 5:00 p.m., and will be posted on the Registrar of Voters' website.

**§§ 9190, 9380, 9509**

During this timeframe, any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar-day examination period.

**§§ 9190, 9380, 9509**

The 10-calendar-day public review period for municipal measure documents will be conducted by the City Clerk.

**§ 9295**

**August 12, 2016  
(E-88)**

**DEADLINE TO FILE DECLARATIONS OF CANDIDACY**

**AND CANDIDATES' STATEMENTS:** Last day to file Declarations of Candidacy and Candidates' Statements with the Registrar of Voters' office.

**§§ 8020, 10510, 10603, 13307**

**August 12, 2016  
(E-88)**

**CANDIDATE'S WITHDRAWAL:** No candidate who has filed a Declaration of Candidacy may withdraw as a candidate after 5 p.m. on this date.

**§§ 10510, 10516, 10603, 10604**

**August 13, 2016<sup>1</sup>  
through  
August 17, 2016  
(E-87 – 83)**

**EXTENSION OF NOMINATION PERIOD IF INCUMBENT**

**FAILS TO FILE:** If an incumbent who is eligible to file for re-election fails to file his/her Declaration of Candidacy by **August 12, 2016**, there is a 5-day extension allowed for any qualified person other than the incumbent to file for the office.

**NOTE:** There is no extension of the filing period for any office where there is no incumbent eligible to be elected.

**§§ 10516, 10604**

**August 13, 2016<sup>1</sup>  
through  
August 22, 2016  
(E-87 – 78)**

**PUBLIC REVIEW FOR CANDIDATES' STATEMENTS  
OF QUALIFICATIONS AND BALLOT DESIGNATIONS:**

During this period, Candidates' Statements of Qualifications and Ballot Designations will be available for public examination. These Candidates' Statements and Ballot Designations will be available for review at the Registrar of Voters' office on Monday through Friday, from 8:00 a.m. to 5:00 p.m., and will be posted on the Registrar of Voters' website. During this timeframe, any person may file a writ of mandate or an injunction to require any or all of the material in a Candidate's Statement to be amended or deleted. For candidate names and Ballot Designations, a writ may also be filed only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with requirements. **§§ 13313, 13314**

**Note:** If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to **August 18 through August 26, 2016.** **§ 13313**

**<sup>1</sup>Per Secretary of State's Election Calendar, date falls on a weekend; it does not move forward to the next business day.**

**August 17, 2016  
(E-83)**

**PETITION TO HOLD ELECTION:** Last day, if nominees do not exceed offices to be filled, to file with the Registrar of Voters a petition requesting the election to be held. Petition must be signed by 10% of the voters or 50 voters, whichever is the smaller number, in the district or division. **§ 10515, Ed. § 5326**

**August 17, 2016  
(E-83)**

**POLITICAL PARTY ENDORSEMENTS:** Last day for a State Chair of a qualified political party to submit to the county elections official a list of all candidates for voter-nominated office who will appear on any ballot in the county in question, and who have been endorsed by the party. The county elections official shall print any such list that is timely received in the official sample ballot. **§ 13302(b)**

**August 17, 2016  
(E-83)**

**DEADLINE TO AMEND OR WITHDRAW A MEASURE:** Last day for the county elections official to receive a resolution from a legislative body requesting to withdraw or amend a measure previously submitted for placement on the ballot. **§ 9605**

**August 18, 2016  
(11:00 a.m.)  
(E-82)  
(Secretary of State  
and Registrar of  
Voters)**

**RANDOMIZED ALPHABET DRAWING:** On this day, the Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as the randomized alphabet, to determine the order in which candidates appear on the General Election ballot. The Registrar of Voters shall also conduct a drawing of the letters of the alphabet to determine the ballot order for candidates for State legislative offices when the district includes more than one county. **§§ 13111(i), 13112**

**August 18, 2016  
through  
August 26, 2016\*  
(E-82 – 74)**

**PUBLIC REVIEW FOR CANDIDATES' STATEMENTS OF  
QUALIFICATIONS AND BALLOT DESIGNATIONS IF  
NOMINATION PERIOD HAS BEEN EXTENDED:**

Public review period for Candidates' Statements of Qualifications and Ballot Designations filed during the extended filing period. These documents will be available for review at the Registrar of Voters' office on Monday through Friday, from 8:00 a.m. to 5:00 p.m., and will be posted on the Registrar of Voters' website. During this timeframe, any person may file a writ of mandate or an injunction to require any or all of the material in a Candidate's Statement to be amended or deleted. For candidate names and Ballot Designations, a writ may also be filed only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with requirements. **§§ 13313, 13314**

***\*Per § 15: Notwithstanding any other provision of law, if the last day for the performance of any act provided for or required by this code shall be a holiday, the act may be performed upon the next business day. Gov't Code § 6702 states: Saturdays are holidays only after 12:00 p.m. The express language of Elections Code section 15 refers to the "last day", meaning the whole day must be a holiday in order for the extension to apply. Since the deadline is a Saturday -- a half-day -- it is not considered a holiday. Therefore, there is no extension of time to the following Monday. The extended filing period deadline must be Friday, August 26, 2016, 5:00 p.m.***

**September 1, 2016  
(E-68)**

**CERTIFIED LIST OF CANDIDATES AND ROTATION**

**LIST:** The last day for the Secretary of State to certify and send to each county elections official a list by public office showing the name, party preference (or lack of party preference), and Ballot Designation of every person who has received the nomination as a candidate for public office and is entitled to receive votes within the county at the General Election. **§§ 8148, 8149, 13111**

**September 1, 2016  
(E-68)**

**FILLING A VACANCY ON THE BALLOT:** No vacancy on the ballot for a nonpartisan office at a General Election shall be filled except by reason of the death occurring at least 68 days before the date of the General Election. **§ 8803(a)**

Whenever a candidate has been nominated at any Primary Election after having filed a Declaration of Candidacy, the name of the candidate shall be printed upon the ballot for the ensuing General Election unless the candidate has died and that fact has been ascertained by the officer charged with the duty of printing the ballots, at least 68 days before the day of the election. **§ 8810**

**NOTE:** No vacancy on the ballot for a voter-nominated office at a General Election shall be filled. If a candidate who is entitled to appear

on the General Election ballot dies, the name of that candidate shall appear on the General Election ballot and any votes cast for that candidate shall be counted in determining the results of the election for that office. If the deceased candidate receives a majority of the votes cast for the office, he or she shall be considered elected to that office and the office shall be considered vacant at the beginning of the term for which the candidate was elected. The vacancy shall be filled in the same manner as if the candidate had died after taking office for that term.

§ 8803(b)

**September 9, 2016  
(E-60)**

**MILITARY OR OVERSEAS VOTERS' BALLOT**

**APPLICATIONS:** The first day the county elections official may process applications for military or overseas voters' 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.

**NOTE:** 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.

§§ 300(b), 321, 3101, 3102, 3103, 3105

**September 9, 2016  
through  
November 8, 2016  
(E-60 – 0)**

**LIST OF VOTE-BY-MAIL VOTERS:** First day CDs are available for purchase indicating all voters who have been issued a military or overseas vote-by-mail ballot. After **October 10, 2016**, all permanent vote-by-mail voters who have been issued a vote-by-mail ballot will be available on CD.

**September 12, 2016  
through  
October 25, 2016  
(E-57 – 14)**

**WRITE-IN CANDIDATES -- NONPARTISAN OFFICES:** First day the Statement of Write-in Candidacy is available for a write-in candidate. It must be filed with the Registrar of Voters' office by **October 25, 2016, 5:00 p.m.** **There are no write-in candidates for voter-nominated offices on the General Election ballot.**

§§ 8600, 8601

**September 24, 2016<sup>2</sup>  
(E-45)  
(Date fixed by law)**

**MILITARY OR OVERSEAS VOTERS' BALLOTS:** Last day for the county elections official to mail ballots to absent uniformed services voters and overseas voters.

§ 3114 (a) (b), 42 U.S.C. § 1973ff-1 (MOVE Act)

**September 29, 2016  
through  
October 18, 2016  
(E-40 – 21)**

**STATE AND COUNTY MAILINGS:** Between these dates, State Voter Information Guides will be mailed directly to voters by the Secretary of State and the Registrar of Voters will mail County Sample Ballot Pamphlets.

§§ 9094(a), 13300, 13303, 13304

**<sup>2</sup>§ 3114 and the federal MOVE Act require that ballots be sent to military and overseas voters not later than 45 days prior to an election. This date must be adhered to and does not move forward even though the date falls on a Saturday.**

**September 29, 2016  
(E-40)  
(Date fixed by law)**

**FIRST PRE-ELECTION CAMPAIGN DISCLOSURE**

**STATEMENTS DUE:** The last day to file campaign disclosure statements for candidates and committees covering the period of July 1, 2016 through September 24, 2016. Gov't §§ 84200.5

**October 10, 2016<sup>3</sup>  
through  
November 1, 2016  
(E-29 – 7)**

**VOTE-BY-MAIL VOTING:** Applications for vote-by-mail ballots available during this period from the Registrar of Voters' office.  
§§ 3001, 3003, 3006, 3010, 3102, 3206

**October 10, 2016<sup>3</sup>  
through  
November 8, 2016  
(E-29 – 0)**

**VOTE-BY-MAIL BALLOT APPLICATIONS FOR OUT-OF-**

**STATE EMERGENCY WORKERS:** Period within which, upon the declaration of an out-of-state emergency by the Governor and the issuance of an executive order authorizing an out-of-state emergency worker to cast a ballot outside of his or her home precinct, an out-of-state emergency worker may request and vote a vote-by-mail ballot, which must be delivered to the elections official by mail or by hand, on or before the close of polls on Election Day.  
§§ 336.7, 3021.5<sup>4</sup>

**October 24, 2016  
(E-15)**

**LAST DAY TO REGISTER TO VOTE IN GENERAL**

**ELECTION:** Last day to register to vote in the General Election. The Voter Registration Form shall be mailed (postmarked by this date) 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 Department of Motor Vehicles or any National Voter Registration Act designated agency.

**NOTE:** Last day for military or overseas voters to register to vote, to request a vote-by-mail ballot, and to send it to the county elections official. 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. When a county elections official receives and approves an application from a military or overseas voter, the official must provide that voter with vote-by-mail ballots for each subsequent election in the state unless the voter fails to vote in four consecutive statewide general elections.

52 USCA § 20301; §§ 300(b), 2102, 2107, 3102, 3206

**<sup>3</sup>Date falls on a weekend or state holiday, it does not move forward to the next business day.**

**<sup>4</sup>Senate Bill (SB) 362 adds Elections Code §§ 336.7 and 3021.5. SB 362 became effective on January 1, 2014.**

**October 25, 2016  
(E-14 - E)**

**DEADLINE FOR WRITE-IN CANDIDATES TO FILE:**

Last day for write-in candidates to file the Statement of Write-in Candidacy by 5:00 p.m. with the Registrar of Voters' office. **§ 8601**

**October 25, 2016  
(E-14 - E)**

**NEW CITIZEN REGISTRATION PERIOD:** A new citizen is eligible to register and vote at the office of, or at another location designated by the county elections official, at any time beginning on **October 25, 2016** and ending at the close of polls on **November 8, 2016**. **§§ 331, 3500**

A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting and shall declare that he or she has established residency in California. **§ 3501**

The ballots of new citizens shall be received and canvassed at the same time and under the same procedure as vote-by-mail voter ballots. **§ 3502**

**October 25, 2016  
through  
November 1, 2016  
(E-14 - 7)**

**NEW RESIDENT REGISTRATION PERIOD:** Any person who becomes a new resident after **October 24, 2016** (15 days prior to the election), may register to vote beginning on **October 25, 2016** (14 days prior to the election), and ending **November 1, 2016** (7 days prior to the election). This registration must be executed in the county elections office and the new resident shall vote a new resident's ballot in that office. A new resident is eligible to vote for only president and vice president. **§§ 332, 3400**

**October 25, 2016  
(E-10)**

**VOTE-BY-MAIL BOARDS COMMENCE TO PROCESS**

**VOTE-BY-MAIL BALLOTS:** Processing of vote-by-mail ballots may begin on the tenth business day prior to the election. Processing vote-by-mail ballots includes opening vote-by-mail ballot return envelopes, removing ballots, duplicating any damaged ballots, and preparing ballots to be machine read, but under no circumstances may a vote count be accessed or released until 8:00 p.m. on the day of the election. **§ 15101**

**October 27, 2016  
(E-12)**

**SECOND PRE-ELECTION CAMPAIGN DISCLOSURE**

**STATEMENTS DUE:** The last day to file campaign disclosure statements for candidates and committees covering the period ending **October 22, 2016**.

Candidates being voted upon, their controlled committees, and committees primarily formed to support or oppose a candidate or

measure must file the second pre-election paper statement by guaranteed overnight mail or personal delivery, in addition to any electronic filing requirements. **Gov't §§ 84200.5**

**November 2, 2016  
through  
November 7, 2016  
(E-6 – 1)**

**MILITARY OR OVERSEAS VOTER – RECALLED TO**

**MILITARY SERVICE:** A registered military or overseas voter recalled to service **after November 1, 2016, but before 5:00 p.m. on November 7, 2016**, may appear before the county elections official in the county in which the military or overseas voter is registered or, if within the state, in the county in which he or she is recalled to service and apply for a vote-by-mail ballot which may be transmitted by the voter by facsimile, email or online transmission if the elections official makes the transmission option available. **§§ 3110, 3111**

The vote-by-mail ballot may be voted in or outside the elections official's office on or before the close of the polls on Election Day, **November 8, 2016, 8:00 p.m.**, and returned in the same manner as other vote-by-mail ballots. To be counted, the ballot must be returned to the elections official's office in person, by facsimile transmission, or by an authorized person on or before the close of the polls on Election Day.

**§§ 3110, 3111**

If the military or overseas voter appears in the county in which he or she is recalled to service, rather than the county to which he or she is registered, the elections official shall coordinate with the elections official in the county in which the military or overseas voter is registered to provide the ballot containing the appropriate measures and races for the precinct in which the military or overseas voter is registered.

**§§ 3110, 3111**

**November 2, 2016  
through  
November 8, 2016  
(E-6 – 0)**

**VOTE-BY MAIL VOTING – LATE CONDITIONS**

**(EMERGENCY):** During this period, vote-by-mail ballots are available when conditions prevent voting at the polling place. Written application signed under penalty of perjury is required unless the vote-by-mail voter's ballot is voted in the office of the elections official. The voter may designate an authorized person to return the voted vote-by-mail ballot. **Emergency voted ballots may not be mailed.**

**§ 3021**

**November 8, 2016  
(E-0)**

**ELECTION DAY:** Polls will be open from 7:00 a.m. to 8:00 p.m. Ballots will be centrally counted at the Registrar of Voters' office.

**§§ 1000(d), 14212**

Voters who have moved from one address to another within the same county and who have not re-registered may vote a provisional ballot at the polling place for their current (new) address, at the office of the county elections official, or at a central location designated by the county elections official.

**§ 14311**

**November 8, 2016  
(E-0)**

**VOTE-BY-MAIL VOTER BALLOTS RETURNED:** Deadline for the Registrar of Voters to receive vote-by-mail ballot in person is **November 8, 2016, 8:00 p.m.** A voter may deliver his/her vote-by-mail ballot in person to any polling place in the county by the close of the polls on Election Day. If a vote-by-mail voter is unable to return the ballot, he/she may designate his/her spouse, child, parent, grandparent, grandchild, brother, sister, or a person residing in the same household to return the ballot. **§§ 3012, 3017, 3020, 14212**

Last day a military or overseas voter who is living outside of the United States (or is called for military service within the United States after **November 1, 2016**), may return his/her ballot by facsimile transmission. To be counted, the ballot returned by facsimile transmission must be received by the elections official no later than Election Day, 8:00 p.m. and must be accompanied by an identification envelope and a signed Oath of Declaration. **§§ 3101(e), 3106, 3110, 3111, 3118, 14212**

**IMPORTANT:** A mailed, voted ballot will count only if the identification envelope is signed, dated and postmarked no later than Election Day, November 8, 2016, and it is received no later than three (3) days after Election Day, November 11, 2016, 8:00 p.m. **§§ 3017, 3020**

**November 8, 2016  
(E-0)**

**SEMI-OFFICIAL CANVASS OF ELECTION RETURNS:** Beginning at 8:00 p.m. and continuously until completed, the Registrar of Voters shall conduct the semi-official canvass of votes and report totals to the Secretary of State at least every two hours. **§§ 15150, 15151**

**November 8, 2016  
(E-0)**

**MILITARY OR OVERSEAS VOTERS RETURNING TO COUNTY OF REGISTRATION:** Any registered military or overseas voter who has returned to his or her county of registration on or before this day, and to whom a vote-by-mail ballot has been mailed but not voted, may apply for a second vote-by-mail ballot. The elections official shall require him or her to sign an authorization to cancel the vote-by-mail ballot previously issued, and shall then issue another vote-by-mail ballot to the voter or certify to the precinct board that the voter is eligible to vote in the precinct polling place of his or her residence. **§ 3109**

An unregistered military or overseas voter who was released from service after the close of registration, **October 24, 2016**, and who has returned to his or her county of residence may apply in person to register with the county elections official and vote in the election. Documentary proof of release from service is required. On or before the day of the election, the county elections official shall deliver to the precinct board a list of military or overseas voters registered under Elections Code Section 3108.

**§§ 300(b), 321, 3108**

A military or overseas voter who returns to the county after **November 1, 2016** may appear before the county elections official and apply for registration, a vote-by-mail ballot, or both. The county elections official shall register the voter, if not registered, and shall deliver a vote-by-mail ballot which may be voted in, or outside, the county elections official's office on or before the close of the polls on Election Day and returned as are other voted vote-by-mail ballots. **§ 3110**

**November 9, 2016  
(E+1)**

**COMMENCE OFFICIAL CANVASS OF ELECTION**

**RETURNS:** The Registrar of Voters will begin the official canvass of the precinct returns. **§§ 15301, 15372**

**November 18, 2016  
(E+10)**

**PROVISIONAL BALLOTS OF EMERGENCY WORKERS:**

On or before **November 8, 2016**, if the Governor declares a State of Emergency, a provisional ballot cast by an emergency worker outside of his or her home precinct must be received by the county elections official where the voter is registered. The elections official shall transmit for processing any ballot cast no later than the close of polls on Election Day by an emergency worker in a declared state of emergency, including any materials necessary to process the ballot, to the elections official in the county where the voter is registered to vote. **§ 14313**

**November 23, 2016  
(E+15)**

**POST-ELECTION FILING FOR COUNTY OFFICE**

**CANDIDATES:** Last day to file post-filing campaign disclosure statements for all county candidates and committees for the period through **November 14, 2016**. Orange County Ordinance **§1-6-28**

**December 8, 2016  
(E+30)**

**COMPLETE CANVASS OF OFFICIAL RETURNS AND**

**CERTIFY RESULTS BY THIS DATE:** No later than this date, the county elections official must complete the canvass, certify its results, and submit it to the Board of Supervisors. **§ 15372**

This is also the suggested deadline for the Board of Supervisors to declare the winners for each office and the results of each measure under its jurisdiction. **§§ 15400, 15401**

**December 2, 2016  
(E+24)**

**DATE OF TAKING OFFICE – SCHOOL BOARD MEMBERS:**

Elected School Board Members take office on the first Friday in December after the General Election. **Ed § 5017**

**December 2, 2016  
(E+24)**

**DATE OF TAKING OFFICE – SPECIAL DISTRICT**

**DIRECTORS:** Elected Special District Directors take office on the first Friday in December after the General Election, after taking the official oath and executing such bond as may be required. **§ 10554**

**December 9, 2016  
(E+31)**

**STATEMENT OF RESULTS TO SECRETARY OF STATE:**

By this date, the county elections official shall send to the Secretary of State, in an electronic format, one complete copy of the returns for all candidates voted for at the General Election, including Representatives in Congress, State Constitutional Officers, Members of Congress, Members of the State Assembly, and for all statewide ballot measures.  
**§§ 15374, 15375**

**December 10, 2016  
(E+32)**

**CERTIFICATE OF ELECTION:** Approximately on this date, the elections official shall make and deliver to each person elected under its jurisdiction, a certificate of election signed by the elections official.  
**§ 15401**

**January 2, 2017  
(E+55)**

**DATE OF TAKING OFFICE – COUNTY OFFICERS:**  
Elected County Officers take office at noon on the first Monday after January 1<sup>st</sup> succeeding their election.  
**Gov't § 24200**

**January 31, 2017  
(Dated fixed by law)  
(E+84)**

**SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENTS**  
**DUE:** Last day to file semi-annual campaign disclosure statements for all candidates and committees for the period through **December 31, 2016.**  
**Gov't §§ 84200, 84218**

**NOTE:** Candidates for federal office should contact the Federal Election Commission at the address or toll-free telephone number below to obtain information regarding campaign disclosure filing requirements and the forms on which to file.

**Federal Election Commission  
999 E Street N.W.  
Washington, D.C. 20463  
Phone 800-424-9530; Fax 202-501-3413; info@fec.gov**

**SCHOOL DISTRICT OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED  
NOVEMBER 8, 2016**

**COMMUNITY COLLEGE DISTRICTS**

Coast	1 Member each, Trustee Areas 2, 3, 4
North Orange County	1 Member each, Trustee Areas 2, 4, 5, 7
Rancho Santiago	1 Member each, Trustee Areas 1, 3, 5, 7
South Orange County	1 Member each, Trustee Areas 1, 3, 6, 7
	1 Member, Trustee Area 4, Short Term

**NUMBER TO BE ELECTED**

**HIGH SCHOOL DISTRICTS**

Anaheim Union	1 Member each, Trustee Areas 3, 4
Fullerton Joint Union	1 Member each, Trustee Areas 2, 3
Huntington Beach Union	2 Members

**UNIFIED DISTRICTS**

Brea Olinda Unified	3 Members
Capistrano Unified	1 Member each, Trustee Areas 1, 2, 3, 5
Garden Grove Unified	1 Member each, Trustee Areas 1, 3, 5
Irvine Unified	3 Members
Laguna Beach Unified	2 Members
Los Alamitos Unified	3 Members
Newport-Mesa Unified	1 Member each, Trustee Areas 1, 3, 6
Orange Unified	1 Member each, Trustee Areas 2, 3, 6
Placentia-Yorba Linda Unified	3 Members
Saddleback Valley Unified	3 Members
Santa Ana Unified	3 Members
Tustin Unified	3 Members

**ELEMENTARY SCHOOL DISTRICTS**

Anaheim	1 Member each, Trustee Areas 1, 3
Buena Park	1 Member each, Trustee Areas 3, 4
Centralia	1 Member each, Trustee Areas 3, 4
Cypress	2 Members, Full Term
	1 Member, Short Term
Fountain Valley	2 Members
Fullerton	1 Member each, Trustee Areas 2, 5
Huntington Beach City	2 Members
La Habra City	2 Members
Lowell Joint	2 Members
Magnolia	1 Member each, Trustee Areas 3, 4
Ocean View	2 Members
Savanna	2 Members
Westminster	2 Members

**SPECIAL DISTRICT OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED  
NOVEMBER 8, 2016**

**COMMUNITY SERVICES DISTRICTS**

Capistrano Bay Community Services District	2 Directors
Emerald Bay Service District	2 Directors
Rossmoor Community Services District	3 Directors
Surfside Colony Community Services District	1 Directors
Three Arch Bay Community Services District	3 Directors

**NUMBER TO BE ELECTED**

**IRRIGATION DISTRICT**

Serrano Water District	1 Director each, Divisions 2, 3, 5
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**PARK AND RECREATION DISTRICT**

Silverado-Modjeska Recreation and Park District	2 Directors
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**SANITARY DISTRICTS**

Costa Mesa Sanitary District	2 Directors
Midway City Sanitary District	2 Directors
Sunset Beach Sanitary District	3 Directors

**STORM WATER PROTECTION DISTRICT**

Surfside Colony Storm Water Protection District	3 Trustees
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**CALIFORNIA WATER DISTRICTS**

El Toro Water District	3 Directors
Irvine Ranch Water District	2 Directors
Moulton Niguel Water District	1 Director each, Divisions 1, 5, 6, 7
Santa Margarita Water District	3 Directors

**COUNTY WATER DISTRICTS**

East Orange County Water District	2 Directors
Rossmoor/Los Alamitos Area Sewer District	3 Directors
Mesa Water District	1 Director each, Divisions 1, 2, 3
South Coast Water District	3 Directors
Trabuco Canyon Water District	2 Directors
Yorba Linda Water District	2 Directors

**INDEPENDENT WATER DISTRICT**

Orange County Water District	1 Director each, Divisions 2, 3, 4, 6
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**MUNICIPAL WATER DISTRICT**

Municipal Water District of Orange County	1 Director each, Divisions 3, 4, 6, 7
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**LIBRARY DISTRICTS**

Buena Park Library District	3 Trustees
Placentia Library District	3 Trustees

## GENERAL QUALIFICATIONS TO RUN FOR PUBLIC OFFICE

A candidate must be:

1. 18 years old by Election Day;
2. a citizen of the State;
3. a registered voter at the time Nomination Papers are issued, and, unless otherwise specifically provided, qualified to vote for the office; and
4. eligible to take the oath of office and be able to be bonded in the amounts provided for by statute.

A candidate may not have been convicted of designated crimes specified in the Constitution and laws of the State.

A person is not eligible to be elected or appointed to a county or district office unless he/she is a registered voter of the county or district in which the duties of the offices are to be exercised at the time that Nomination Papers are issued to the person or at the time of the person's appointment. **Gov't § 24001**

Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that Nomination Papers are issued to the person or at the time of the person's appointment. **§ 201**

Notwithstanding any other provision of law, a public officer who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her official duties, and a candidate for nomination or election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her activities as a candidate. **Gov't § 275.2**

Successful candidates must qualify for office by taking the oath of office and be able to be bonded in the amounts provided for by statute, by the presiding judge of the Superior Court, and/or by judges of the Superior Court. **Cal. Const., Art. XX, § 3**

A person is incapable of holding a civil office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the State. **Gov't § 1020**

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. **Gov't § 1021**

The Declaration of Candidacy form to be completed by the candidate includes a statement that, if elected, he/she will qualify for and accept the office. **§ 10511**

## **SPECIAL QUALIFICATIONS FOR SCHOOL BOARD MEMBER**

- (a) Any person, regardless of sex, who is 18 years of age or older, a citizen of the State, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the State from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications.

**Ed. § 35107**

- (b) An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

**Ed. § 35107**

In addition to the above, a candidate for a school district having trustee areas must be a resident of the trustee area for which he/she is a candidate.

**Ed. § 5030(c)**

## **APPOINTMENT OF SCHOOL BOARD MEMBERS**

If a school district or community college district election is not held because of a condition listed in Section 5326 of the Education Code, the qualified person or persons nominated shall be seated at the organizational meeting of the board, or if no person has been nominated or if an insufficient number is nominated, the governing board of the district shall appoint a qualified person or persons, as the case may be, at a meeting prior to the day fixed for the election, and such appointee or appointees shall be seated at the organizational meeting of the board as if elected at a school district or community college district election.

**Ed. § 5328**

## **APPOINTMENT OF SPECIAL DISTRICT NOMINEES**

If a district election is not held because of a condition listed in Elections Code Section 10515, the Registrar of Voters shall submit a certificate of these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to such office or offices the person or persons, if any, who have filed Declarations of Candidacy. The supervising authority shall make such appointments. If no person has filed a Declaration of Candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at the general district election for such office.

**§ 10515**

## SPECIAL QUALIFICATIONS FOR HOLDING OFFICE

### AND VOTING WITHIN SPECIAL DISTRICTS

#### COMMUNITY SERVICES DISTRICTS

- DIRECTOR - Shall be a "registered elector" (registered voter) residing within the district.  
VOTER - Shall be a registered voter in the district. **Gov't § 61040, Cal. Const. Art. II, §2**

#### IRRIGATION DISTRICTS

- DIRECTOR - Shall be a registered voter and a landowner in the district and a resident of the division represented through his or her entire term.  
VOTER - Shall be a registered voter in the district or division, if any.  
**Water Code § 21100, 21551, Cal. Const. Art. II, §2**

#### PARK AND RECREATION DISTRICTS

- DIRECTOR - Shall be a qualified registered voter in the district.  
VOTER - Shall be a registered voter in the district. **Pub. Res. § 5784, Cal. Const. Art. II, §2**

#### SANITARY DISTRICTS

- DIRECTOR - Shall be a "resident elector" (registered voter) in the district.  
VOTER - Shall be a registered voter in the district. **Health & Safety Code §§ 6464, 6561, Cal. Const. Art. II, §2**

#### STORM WATER DISTRICT

- TRUSTEE - Shall be a freeholder of the district and shall have resided in the district one year preceding election; provided that when unincorporated territory is included with incorporated territory, at least one trustee shall be an eligible freeholder of the unincorporated territory, if such there be residing in said district.  
VOTER - Shall be a registered voter in the district.  
**West's Water Code App. §13-5; Deering's Unccd. Water Code § 6176.5, Cal. Const. Art. II, §2**

#### CALIFORNIA WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.  
VOTER - Shall be a registered voter in the district or division, if any.  
**Water §§35177, 35178, 35188, 35189, 35190, 35212, 35213, Cal. Const. Art. II, §2**

#### COUNTY WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.  
VOTER - Shall be a registered voter in the district or division, if any.  
**Water §§ 30500, 30700, 30735, Cal. Const. Art. II, § 2**

#### ORANGE COUNTY INDEPENDENT WATER DISTRICT

- DIRECTOR - Shall be a resident of district.  
VOTER - Shall be a registered voter in the district or division, if any.  
**West's Water Code App. §40-11; Deering's Unccd. Water Code §§ 5683.9, 5683.11, Cal. Const. Art. II, §2**

#### MUNICIPAL WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.  
VOTER - Shall be a registered voter in the district or division, if any.  
**Gov't § 24001, Water §§ 71170, 71250, 71453, 71501, Cal. Const. Art. II, §2**

#### LIBRARY DISTRICTS

- TRUSTEE - Shall be a registered voter in the district.  
VOTER - Shall be a registered voter in the district.  
**Ed. §§ 19611, 19702, Cal. Const. Art. II, §2**

## DECLARATION OF CANDIDACY

Candidates for school board member and special district director **must** file a Declaration of Candidacy between July 18, 2016 and August 12, 2016. § 10510

There is **no** filing fee. Nomination signatures are **not** required.

**July 18, 2016** is the first day that candidates for school board members and special district directors may obtain the Declaration of Candidacy and Candidate's Statement of Qualifications forms. These forms are available at the Registrar of Voters' office, 1300 S. Grand Ave., Building C, Santa Ana. § 10510

Information to be completed by the candidate on the Declaration of Candidacy form includes the candidate's name, occupation (ballot) designation, residence address, mailing address, and phone number. **The Declaration of Candidacy must be filed by August 12, 2016, 5:00 p.m.\*** § 10511

**\*EXCEPTION:** If a Declaration of Candidacy for an incumbent elective member of a school district or director of a special district is not filed by **5:00 p.m. on August 12, 2016**, the filing period is extended until **5:00 p.m. on August 17, 2016**, for those offices in which the incumbent failed to file. During this extended period, candidates, other than the incumbent, may file a Declaration of Candidacy. This does not apply if there is no incumbent eligible to be reelected.

If a person is a candidate for a nonpartisan office, all reference to party affiliation must be omitted on all forms required to be filed. § 8002

No person shall file Nomination Papers for more than one school or community college district office, including a county board of education office, at the same election. § 10603(c)

If a candidate changes his/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; (b) Decree of any court of competent jurisdiction. § 13104

For candidates with long names, there is a possibility that the Registrar of Voters' data system may split the name. Due to the space limitations, the Registrar of Voters' office is unable to change column size, font size, etc., to accommodate long names. The candidates should keep this in mind as they designate how they want their names to appear on the ballot.



Assembly 1316 was signed into law by Governor Brown in August of 2013 and **went into effect on January 1, 2014**. It eliminates the practice of permitting candidates to select a number to be printed alongside their name on ballot materials if a candidate with a similar name files for the same office. The bill requires the elections official to assign each such candidate a number based on the order in which the candidates filed their nomination papers. It requires that the first candidate be assigned the number "1", with each subsequent candidate with a similar name being assigned the next number in numerical

sequence until each candidate with a similar name has been assigned a distinguishing number. The law also requires the elections official to conduct a drawing of the numbers assigned to the candidates in a similar manner as provided for by existing law to determine the order on the ballot for candidates with similar names. **§ 13118**

The candidate must take the Oath of Allegiance before the deputy receiving the form. (The Oath may alternatively be taken before a Notary Public.)

A candidate may, in a dated, signed, written statement designate a person to obtain a Declaration of Candidacy form from the Registrar of Voters' office and deliver it to the candidate. Such statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the Registrar of Voters' office of the county of the candidate's residence by the 88th day prior to the General Election, **August 12, 2016. Any person may return the completed Declaration of Candidacy.** **§ 8028**

**IMPORTANT** In the event that the Declaration of Candidacy form is being returned to the Registrar of Voters' office by a person other than the candidate, the Declaration of Candidacy form/the Oath of Office **must be notarized** prior to filing with the Registrar of Voters' office. **A California notary must be used for the document to be legally filed.** (See back of Declaration of Candidacy form drafted by the Secretary of State and Elections Code Section 8028)

There is no filing fee. The last day to file as a candidate is **August 12, 2016, 5:00 p.m.** The last day to withdraw as a candidate is **August 12, 2016, 5:00 p.m.**

**§§ 10510, 10603 (b)**

No candidate nominated at any primary election may withdraw as a candidate at the ensuing general election except those candidates permitted to withdraw by this part. **§ 8801**

If the filing period is extended, candidates for the extended office may withdraw from the election until **August 17, 2016, 5:00 p.m.**, the 83<sup>rd</sup> day before the election.

No vacancy on the ballot for a nonpartisan office at a General Election shall be filled except by reason of the death occurring at least 68 days before the date of the General Election. **§ 8803(a)**

Whenever a candidate has been nominated at any Primary Election after having filed a Declaration of Candidacy, the name of the candidate shall be printed upon the ballot for the ensuing General Election unless the candidate has died and that fact has been ascertained by the officer charged with the duty of printing the ballots, at least 68 days before the day of the election. **§ 8810**

No vacancy on the ballot for a voter-nominated office at a General Election shall be filled. If a candidate who is entitled to appear on the General Election ballot dies, the name of that candidate shall appear on the General Election ballot and any votes cast for that candidate shall be counted in determining the results of the election for that office. If the deceased candidate receives a majority of the votes cast for the office, he or she shall be considered elected to that office and the office shall be considered vacant at the beginning of the term for which the candidate was elected. The vacancy shall be filled in the same manner as if the candidate had died after taking office for that term. **§ 8803(b)**

## DATE OF TAKING OFFICE

Elected **President and Vice President of the United States** take office at noon on **January 20, 2017.**

**US Const., Art. 1, § 2, 20<sup>th</sup> Amendment, § 1**

Elected **Members of the United States Senate** take office at noon on **January 3, 2017.**

**US Const., Art. 1, § 2, 20<sup>th</sup> Amendment, § 1**

Elected **Representatives in Congress** take office at noon on **January 3, 2017.**

**US Const., Art. 1, § 2, 20<sup>th</sup> Amendment, § 1**

Elected **Members of the State Senate** take office on **December 5, 2016.**

**Cal. Const., Art. IV, § 2**

Elected **Members of the State Assembly** take office on **December 5, 2016.**

**Cal. Const., Art. IV, § 2**

Elected **Judges of the Superior Court** take office on **January 2, 2017.**

**Cal. Const., Art. VI, § 16**

Elected **Members of the Orange County Board of Supervisors** take office at noon on **January 2, 2017.**

**Gov't § 24200**

Elected **School Board Members and Community College Trustees** take office on **December 2, 2016.**

**Ed. § 5017**

Elected **Special District Directors**, elected or appointed, take office at noon on **December 2, 2016.**

**§ 10554**

Elected **Directors of Municipal Water Districts** take office at noon on **December 2, 2016.**

**Water § 71253**

**BALLOT DESIGNATIONS FOR CANDIDATES**  
**(§13107; Secretary of State Ballot Designation Regulations,**  
**Ca. Admin. Code Regs. Tit. 2, § 20710, et seq. – entire page)**

With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

- (1) Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the nomination documents to which he/she was elected by vote of the people, or to which he/she was appointed, in the case of a Superior Court Judge. **There is no word limit for the official title of the office.** A candidate may choose to include the name of his/her elective office with another profession, vocation, or occupation, but that Ballot Designation is limited to no more than three words. **§ 13107(a)**
  
- (2) Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as “Majority Leader of the California Senate”, “Speaker of the California State Assembly”, and “City of Long Beach Mayor Pro Tem” are not elective offices as described in Elections Code § 13107 (a)(1). Such Ballot Designations are improper, pursuant to Elections Code § 13107(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”.  
**CA Admin Code, Title 2, Division 7, § 20712(d)**
  
- (3) The word "incumbent" if the candidate is a candidate for the same office which he/she holds at the time of filing the Nomination Papers, and was elected to that office by a vote of the people. **The word “incumbent” must be used as a noun and must stand alone.** **§ 13107(a)(2)**
  
- (4) The phrase “appointed incumbent” may be used 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. **§ 13107(a)(4)**

If the candidate is a candidate for **election to another office**, but wants to use the title of his/her current appointed office, he may use the word “appointed” and the title of his/her current office. He/she may not use “appointed **incumbent**” in this case.

In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” **The words “appointed incumbent” must stand alone.**

**NOTE:** The phrase “appointed incumbent” shall not be required of a candidate who seeks reelection to an office which he/she holds and to which he/she was appointed as a nominated candidate, in lieu of an election pursuant to Education Code Sections 5326 and 5328 or Elections Code Sections 7228, 7423, 7673, 10229, or 10515.

**BALLOT DESIGNATIONS FOR CANDIDATES CONTINUED**  
(§13107; Secretary of State Ballot Designation Regulations,  
Ca. Admin. Code Regs. Tit. 2, § 20710, et seq. – entire page)



- (5) The names of special districts, school districts, and political subdivisions are not geographical names. For purposes of this section, all California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states.

**CA Admin Code, Title 2, Division 7, § 20714(f)(3)**

- (6) Punctuation shall be limited to the use of a comma (e.g., Governing Board Member, Anaheim Union High School District) and a slash (e.g., Physician/Rancher/Legislator). Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words not in the dictionary shall be counted as a separate word.

**CA Admin Code, Title 2, Division 7, § 20714(f)(2)**



- (7) **No more than three words** designating the current principal professions, vocations, or occupations of the candidate may be used as a Ballot Designation. **YOU MUST INCLUDE YOUR PRINCIPAL PROFESSION, VOCATION, OR OCCUPATION IN YOUR BALLOT DESIGNATION.** However, in the event the candidate does not have a current principal profession, vocation or occupation at the time he/she files his/her nomination documents, the candidate may use a Ballot Designation consisting of his/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 documents.

**CA Admin Code, Title 2, Division 7, § 20714(d)**

“Principal”, as that term is used in Elections Code § 13107(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. The Ballot Designation must accurately state the candidate's principal professions, vocations, or occupations and must be factually accurate and descriptive, and neither confusing nor misleading.**

**CA Admin Code, Title 2, Division 7, § 20714(b)**

“Profession” means a field of employment requiring special education or skill and requiring specific 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 (a)(3) include, but are not limited to: Attorney, physician, accountant, architect, and teacher.

**CA Admin Code, Title 2, Division 7, § 20714(a)(1)**

**BALLOT DESIGNATIONS FOR CANDIDATES CONTINUED**  
**(§13107; Secretary of State Ballot Designation Regulations,**  
**Ca. Admin. Code Regs. Tit. 2, § 20710, et seq. – entire page)**

**“Vocation”** means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his/her livelihood and spends a major portion of his/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(a)(3) include, but are not limited to: Minister, priest, mother, father, parent, homemaker, dependent care provider, carpenter, plumber, electrician, and cabinetmaker. **NOTE:** Husband and wife are not acceptable designations.

**CA Admin Code, Title 2, Division 7, § 20714(a)(2)**

**“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(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.

**CA Admin Code, Title 2, Division 7, § 20714(a)(3)**

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/her “principal” professions, vocations, or occupations if (a) the candidate has maintained his/her license current as of the date he/she filed his/her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (b) the status of the candidate’s license is active at the time he/she filed his/her nomination documents.

**CA Admin Code, Title 2, Division 7, § 20714(b)(1)**

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/her “principal” professions, vocations, or occupations if (a) the candidate’s licensure status is “inactive” at the time the candidate files his/her nomination documents; or (b) the candidate’s license has been suspended or revoked by the agency issuing the license at the time the candidate files his/her nomination documents.

**CA Admin Code, Title 2, Division 7, § 20714(b)(2)**

**Multiple Principal Professions, Vocations, or Occupations:** A candidate may engage in multiple principal professions, vocations or occupations. However, 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 three-word limitation specified in Elections Code § 13107(a)(3); (2) Each such proposed profession, vocation or occupation shall be separately considered and must independently qualify as a “principal” profession, vocation, or occupation; and (3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash (“/”).

**CA Admin Code, Title 2, Division 7, §§ 20714(e)(1)(2)(3)**

**BALLOT DESIGNATIONS FOR CANDIDATES CONTINUED**  
**(§13107; Secretary of State Ballot Designation Regulations,**  
**Ca. Admin. Code Regs. Tit. 2, § 20710, et seq. – entire page)**

- (8) **“Community Volunteer”** means a person who engages in an activity or performs a service for or on the behalf of, without profiting monetarily, one or more of the following: (1) A charitable, educational, or religious organization as defined by the U.S. Internal Revenue Code § 501(c)(3); (2) a governmental agency; or (3) an educational institution.

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. The words “Community Volunteer” must stand alone.**

**CA Admin Code, Title 2, Division 7, §§ 20714.5**

**Remember:** The candidate must use his/her principal profession, vocation, or occupation as his/her Ballot Designation. “Community Volunteer” will not be allowed if the candidate does have a principal profession, vocation, or occupation. If the volunteer work is considered an “avocation” (see below under “Unacceptable Ballot Designations), then “Community Volunteer” may not be used as the Ballot Designation.

- (9) The use of the word **“retired”** is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.

These factors will be taken into consideration:

- (a) Prior to retiring from his/her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than five 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/her last professional, vocational, or occupational position;
- (e) If the candidate requests a Ballot Designation that he/she is a retired public official, he/she 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;
- (f) The candidate has not had another more recent, principal profession, vocation, or occupation; and
- (g) The candidate’s retirement benefits are providing him/her with a principal source of income. **CA Admin Code, Title 2, Division 7, § 20716(h)(1)(2)(3)(4)**

**BALLOT DESIGNATIONS FOR CANDIDATES CONTINUED**  
**(§13107; Secretary of State Ballot Designation Regulations,**  
**Ca. Admin. Code Regs. Tit. 2, § 20710, et seq. – entire page)**

**UNACCEPTABLE BALLOT DESIGNATIONS**

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

- (a) **Avocations:** An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and is 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 under "Community Volunteer"), and matters pursued as an amateur.

**CA Admin Code, Title 2, Division 7, § 20716(b)(1)**

**Example:** (a) If a person is a PTA President (not a paid position), and does not have a principal profession, vocation, or occupation, then that person could use "Community Volunteer" as his/her Ballot Designation but could not use "PTA President". "PTA President" is considered a "status (see "(c): Statuses"); (b) If the person is a PTA President (not a paid position), and also has a principle profession, vocation, or occupation, he/she must use his/her principle profession, vocation, or occupation as his/her Ballot Designation; (c) If the person is a PTA President (not a paid position) and also has a principle profession, vocation, or occupation, he/she **could not** use both the principle profession, vocation, or occupation and "Community Volunteer" (even if the designation meets the three-word requirement) because "Community Volunteer" must stand alone.

- (b) **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. Pro forma professions, vocations and occupations may include, but are not limited to: Honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

**CA Admin Code, Title 2, Division 7, § 20716(b)(2)**

- (c) **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, mother of eleven, activist, patriot, taxpayer, concerned citizen, Kiwanis Club President, PTA President, husband, and wife.

**CA Admin Code, Title 2, Division 7, § 20716(b)(3)**

**BALLOT DESIGNATIONS FOR CANDIDATES CONTINUED**  
**(§13107; Secretary of State Ballot Designation Regulations,**  
**Ca. Admin. Code Regs. Tit. 2, § 20710, et seq. – entire page)**

**UNACCEPTABLE BALLOT DESIGNATIONS**

- (2) A Ballot Designation which abbreviates the word “retired” or places it following any word or words which it modifies. Examples of impermissible designations include, but are not limited to: Ret. Army General; Major USAF, Retired; and City Attorney, Retired. **CA Admin Code, Title 2, Division 7, § 20716(f)**
- (3) No degree shall appear on the same line on a ballot as a candidate’s name, either before or after the candidate’s name per Elections Code § 13106. Examples include, but are not limited to: Ph.D., M.A., B.A., B.S., and M.D. **§ 13106**
- (4) 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. **CA Admin Code, Title 2, Division 7, § 20716(d)**
- (5) Pursuant to Elections Code § 13107(a)(2), a 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. **CA Admin Code, Title 2, Division 7, § 20716(e)**
- \*NOTE:** If the word “specialist” is part of a person’s job classification and proof is provided, the word “specialist” may be used in the Ballot Designation.
- (6) A 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. These include, but are not limited to: Ex-, former, past, and erstwhile. Examples of impermissible designations include: Former Congressman, Ex-Senator, and Former Educator. **CA Admin Code, Title 2, Division 7, § 20716(g)**
- (7) A Ballot Designation indicating that a 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(a)(1)**. A Member of the Central Committee may use as his/her ballot designation the word “Incumbent”, but may not use “Member of the Central Committee”. **CA Admin Code, Title 2, Division 7, § 20712(e)**

- (8) A Ballot Designation which uses the name of any political party, whether or not it has qualified for recognized ballot status. **§ 13107(b)(5)**
- (9) A Ballot Designation which uses a word or words referring to a racial, religious or ethnic group or implies any ethnic or racial slurs or ethnically or racially derogatory language. **CA Admin Code, Title 2, Division 7, § 20716(j)(1)**
- (10) If the candidate is a member of the clergy, the candidate may not make reference to his/her specific denomination. However, the candidate may use his/her clerical title as a ballot designation (e.g. Rabbi, Pastor, Minister, Priest, Bishop, Deacon, Monk, Nun, Imam, etc. **CA Admin Code, Title 2, Division 7, § 20716(j)(2)**
- (11) Pursuant to Elections Code Section 13107(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. **CA Admin Code, Title 2, Division 7, § 20716(k)**

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 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. **§ 13107(a)(4)(b)**

## BALLOT DESIGNATION WORKSHEET

Each candidate who submits a Ballot Designation **shall file a Ballot Designation Worksheet** that supports the use of that Ballot Designation by the candidate.

**§ 13107.3, Admin. § 20711**

**The Ballot Designation Worksheet shall be filed with the Registrar of Voters at the same time that the candidate files his/her Declaration of Candidacy.**

**§ 13107.3, Admin. § 20711**

The Ballot Designation Worksheet is public record and shall be available for inspection and copying. **Admin. § 20711**

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

**Admin. § 20711**

**IN THE EVENT THAT A CANDIDATE FAILS TO FILE A BALLOT DESIGNATION WORKSHEET, NO DESIGNATION SHALL APPEAR UNDER THE CANDIDATE'S NAME ON THE BALLOT.** **§13107.3**

The purpose of the Ballot Designation Worksheet is for the candidate to give information to substantiate his/her Ballot Designation. **It must be completed in its entirety. Do not leave any response spaces blank.** The candidate signs this worksheet attesting that the Ballot Designation and the provided back-up information are accurate. **It is not the responsibility of the Registrar of Voters' staff to investigate if the facts indicated by the candidate are valid.** The Ballot Designation Worksheet is used as back-up for his/her Ballot Designation in the event the Ballot Designation is challenged.

In the space provided on the Ballot Designation Worksheet, you must describe why you are entitled to use the proposed ballot designation. You may attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. **DO NOT SUBMIT ORIGINALS.** These documents will not be returned to you.

If the proposed ballot designation includes the word "volunteer", indicate the title of your volunteer position and the name of any entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. **NOTE:** You may only use the ballot designation "Community Volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency, or an educational institution.

**Remember:** It is your responsibility to justify your proposed ballot designation and to provide all requested details.

**IMPORTANT**

**NOTE:** The Registrar of Voters is the filing officer for school board members and special district directors. However, there are contests on the ballot for which other individuals are the filing officers. In determining the validity of a Ballot Designation for school board members and special district directors, the Registrar of Voters' staff follows Elections Code Section 13107, the Secretary of State's Ballot Designation Regulations, and California Administrative Code Regulations. **While the Registrar of Voters may give guidance to the other filing officers, those filing officers make the final decision regarding Ballot Designations for those candidates under their jurisdiction.**

In reviewing the documents, the Registrar of Voters' staff will verify that the Ballot Designation meets the **basic restrictions set forth in this section**, such as the three-word limitation and the use of "Incumbent". If the designation is found 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 appearing on the candidate's nomination documents. **§ 13107(c)**

The candidate shall, within three days from the date of receipt of the notice, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation. **In the event the candidate fails to provide an alternate designation, no designation will appear after the candidate's name.** **§ 13107(c)(1)**

 No Ballot Designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, **August 12, 2016, 5:00 p.m.**, except as specifically requested by the elections official to change an unacceptable designation. **§ 13107(d)**

In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Elections Code Sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements. **§ 13107(f)**

Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (52 U.S.C. Sec. 10101), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length. **§ 13107(g)**

**BALLOTS DESIGNATIONS FOR PRIMARY ELECTION CANDIDATES WHO ARE NOW  
IN A RUN-OFF IN THE GENERAL ELECTION:**



The Ballot 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, August 2, 2016, requests in writing a different designation which the candidate is entitled to use at the time of the request. The written request must be accompanied by a Ballot Designation Worksheet. § 13107(e)

**CHALLENGING A BALLOT DESIGNATION**

A person may challenge a Ballot Designation of a candidate for school and special district boards in writing to the Registrar of Voters between **July 18, 2016 and August 12, 2016\***, **5:00 p.m.** After **August 12, 2016**, there is a Public Review Period -- **August 13, 2016 through August 22, 2016** – during which time the public may challenge a Ballot Designation in court. A person may file a writ of mandate or injunction to require the Ballot Designation to be amended.

**\*EXCEPTION:** If the candidate does not file his/her Ballot Designation with the Registrar of Voters until the last day of Candidate Filing, **August 12, 2016**, the public may challenge that Ballot Designation in writing to the Registrar of Voters until the next business day, **August 15, 2016, 5:00 p.m.** After that date, a challenge must be made with the court.

## BALLOT ORDER OF CANDIDATES

The ballot order of a candidate depends upon the contest for which the person is a candidate. The ballot order for a specific contest will be determined by one of two methods: (1) A random draw conducted by the Secretary of State or the County; or (2) A rotation determined pursuant to Elections Code § 13111.

The following November 8, 2016 General Election contests' ballot orders will be determined by a random draw: Member of the State Senate, Member of the State Assembly, Member of the Orange County Board of Supervisors (if applicable), Member of a City Council, Member of a School District Governing Board, and Director of a Special District Board of Directors.

The following November 8, 2016 General Election contests' ballot orders will be determined by rotation: Representative in Congress, State Constitutional Officers, Superior Court Judge (if applicable), and County Officers (if applicable).

### **RANDOMIZED ALPHABET:**

The Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet. **§ 13112**

The procedure shall be as follows: Each letter of the alphabet shall be written on a separate slip of paper, each of which will be folded and inserted into a capsule. Each capsule shall be opaque and of uniform weight, color, size, shape, and texture. The capsules shall be placed in a container, which shall be shaken vigorously in order to mix them thoroughly. The container then shall be opened and the capsules removed at random one at a time. As each is removed, it shall be opened and the letter on the slip of paper read aloud and written down. **§ 13112**

The resulting random order of letters constitutes the randomized alphabet, which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letter M and R were drawn in the randomized alphabet drawing. The drawing shall be open to the public. A drawing will take place for each election date. **The date of the drawing for the General Election will be August 18, 2016, 11:00 a.m.** **§ 13112**

If the office is to be voted upon wholly within, but not throughout, one county, such as **Member of the Orange County Board of Supervisors**, names shall appear according to the randomized alphabet. **§ 13111(f)**

If the office is that of **Member of the State Senate** or **Member of the Assembly**, the names of the candidates shall appear according to the randomized alphabet unless the district encompasses more than one county, in which case the arrangement shall be made pursuant to subdivision (i) of Elections Code Section 13111 (see below). **§ 3111(e)**

If the office is that of **Member of the State Senate** or **Member of the Assembly**, and the district includes more than one county, the elections official in each county shall conduct a drawing of the letters of the alphabet, pursuant to the same procedures specified in Elections

Code Section 13112. The results of the drawing shall be known as a county randomized ballot and shall be used only to arrange the names of the candidates when the district includes more than one county. The Secretary of State's random draw will not be used for multi-county districts. **The date of the County's drawing for the General Election will be August 18, 2016, 11:00 a.m.** § 13111(i)

**ROTATION:**

For **offices to be voted on throughout the state**, the Secretary of State shall arrange the names of the candidates according to the randomized alphabet for the First Assembly District. Thereafter, for each succeeding Assembly District, the name appearing first in the last preceding Assembly District shall be placed last, the order of the other names remaining unchanged. § 13111(c)

For the office of **Representative in Congress** or **Member of the State Board of Equalization**, the Secretary of State shall arrange the names of candidates for the office according to the randomized alphabet for that Assembly District which has the lowest number of all the Assembly Districts in which candidates are to be voted on. Thereafter, for each succeeding Assembly District in which the candidates are to be voted on, the names appearing first in the last preceding Assembly District shall be placed last, the order of the other names remaining unchanged. § 13111(d)

If the office is to be voted on throughout a single county and there are five or more Assembly Districts wholly or partly in the county, the names shall appear according to the randomized alphabet for the Assembly District which has the lowest number. Thereafter, for each succeeding Assembly District, the name appearing first for each office in the last preceding Assembly District shall be placed last, the order of the other names remaining unchanged. § 13111(h)

## CANDIDATE'S STATEMENT OF QUALIFICATIONS

Each candidate for **nonpartisan elective office** in any local agency, including any city, county, city and county, or district, may prepare a Candidate's Statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself/herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. § 13307

**The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.** § 13307

All statements may be submitted on the form provided by the county elections official. The signed statement shall be filed in the office of the elections official no later than the 88th day before the election, **August 12, 2016, 5:00 p.m.** **Costs of providing statements to voters shall be paid by the candidates.** § 13307(a)(2)

The statement **may be withdrawn, but not changed**, during the period for filing the Declaration of Candidacy and until **August 15, 2016, 5:00 p.m.**, the next working day after the close of the nomination period. § 13307(a)(3)

**NOTE:** In the event that the nomination period for a particular office is extended because an incumbent eligible to be elected did not file a Declaration of Candidacy, a Candidate's Statement for that particular office **may be withdrawn, but not changed**, during the extended nomination period and until **5:00 p.m. of August 18, 2016**, the next working day after the close of the extended nomination period. §§ 10516, 13307

**A Candidate's Statement of Qualifications may make no reference to another candidate.** In addition to the restrictions set forth in Section 13307, any Candidate's Statement of Qualifications 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

→ DON'T FORGET!

The Registrar of Voters will send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. **The statement of each candidate will be printed in type of uniform size and darkness, and with uniform spacing.** § 13307(b)

**All Candidates' Statements shall remain confidential until the expiration of the filing deadline.** § 13311

The Registrar of Voters will estimate the total cost of printing and handling of the Candidates' Statements filed pursuant to this section, and will require each candidate having a statement to pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the Sample Ballot Pamphlet. Payment may be made

by cash, check, money order, certified check, and credit card (MasterCard, Visa, American Express, and Discover). **§ 13307(c)**

The candidate must also sign a Deposit Agreement at the time the statement is filed. A copy of the signed Deposit Agreement and signed statement will be given to the candidate. **The Registrar of Voters will determine each candidate's cost and will refund any excess amount paid within 30 days of the election.** An invoice will be sent if any additional amount is required to be paid by the candidate. **§ 13307(c)**

**If a candidate's contest does not appear on the ballot due to it being a contest whose candidates may be appointed-in-lieu of election if the number of candidates nominated does not exceed the number of candidates to be elected from that district, the Candidate's Statement payment will be refunded without the candidate requesting the refund.**

In the event that a candidate pays for a statement by check and the check is returned by the bank due to insufficient funds, the candidate will have 24 hours to pay for the statement by cash, money order, certified check, or credit card (MasterCard, Visa, American Express, and Discover). If payment is not received by the deadline, the statement will not be printed in the Sample Ballot Pamphlet. **§ 13307(c)**

**NOTE:** Pursuant to minority language provisions of the Federal Voting Rights Act, Orange County is required to provide election materials in the Chinese, Korean, Vietnamese and Spanish languages in addition to English. The materials covered by this Act include Candidates' Statements. Therefore, all estimated costs include translating and printing of Candidates' Statements in the Chinese, Korean, Spanish and Vietnamese languages. These materials will be provided to voters who have requested Chinese, Korean, Spanish and Vietnamese language election materials.

Nothing in the foregoing shall be deemed to make any statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet. **§ 13307(d)**

Before the nomination period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the Candidate's Statement sent to each voter. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his/her representative at the time he/she picks up the Nomination Papers. **§ 13307(e)**

**PUBLIC REVIEW PERIOD:** For all Candidates' Statements filed on or before **August 12, 2016**, the public review period is **August 13, 2016 through August 22, 2016, 5:00 p.m.** For all Candidates' Statements filed for extended contests, the public review period is **August 18, 2014 through August 26, 2016\*** at the Registrar of Voters office and on its website. **§§ 10516, 13313**

*\*Per Elections Code section 15: Notwithstanding any other provision of law, if the last day for the performance of any act provided for or required by this code shall be a holiday, the*

*act may be performed upon the next business day.* Gov't Code Section 6700 states: *Saturdays are holidays only after 12:00 p.m.* The express language of Elections Code Section 15 refers to the "last day", meaning the whole day must be a holiday in order for the extension to apply. Since the deadline is a Saturday -- a half-day -- it is not considered a holiday. Therefore, there is no extension of time to the following Monday. **The extended filing period deadline must be Friday, August 26, 2016, 5:00 p.m.**

No Candidate's Statement may be changed by the candidate after the statement has been filed except as specifically requested by the elections official or mandated by the court to change an unacceptable Candidate's Statement. **§ 13307(a)(3)**

**CANDIDATES' STATEMENTS FOR PRIMARY ELECTION CANDIDATES WHO ARE NOW IN A RUN-OFF IN GENERAL ELECTION:**

**NONPARTISAN CANDIDATES IN RUN-OFF CONTESTS IN THE GENERAL ELECTION**

may re-submit the same Candidate's Statement as printed in the Presidential Primary Election Sample Ballot Pamphlet or present a new Candidate's Statement by **August 12, 2016, 5:00 p.m.** **The Registrar of Voters' office will not automatically print the old statement in the General Election Sample Ballot Pamphlet.** The Candidate's Statement, accompanied by full payment of the cost estimate, must be submitted to the Registrar of Voters **NO LATER THAN AUGUST 12, 2016, 5:00 P.M. FOR THE GENERAL ELECTION.** The cost estimate for the General Election Candidate's Statement will remain the same as for the Presidential Primary Election.

**LEGISLATIVE CANDIDATES** may re-submit the same Candidate's Statement as printed in the Presidential Primary Election Sample Ballot Pamphlet or present a new Candidate's Statement by **August 12, 2016, 5:00 p.m.** **The Registrar of Voters' office will not automatically print the old statement in the General Election Sample Ballot Pamphlet.** The Candidate's Statement, accompanied by full payment of the cost estimate, must be submitted to the Registrar of Voters' office **NO LATER THAN AUGUST 12, 2016, 5:00 P.M. FOR THE GENERAL ELECTION.** The cost estimate for the General Election Candidate's Statement will remain the same as for the Presidential Primary Election.

**IMPORTANT** However, legislative candidates may purchase statement space in the pamphlet only if they have agreed to voluntary expenditure limits. If a candidate rejected the voluntary expenditure ceiling in the Primary Election but did not exceed the ceiling during that election, he/she may amend the Form 501 to accept the expenditure ceiling for the General Election. **The amended Form 501 must be filed within 14 days following the Primary Election – no later than June 21, 2016, 5:00 p.m.**

Gov't §§ 85401, 85601, 13307, Proposition 34, California Form 501 Instructions

**CONGRESSIONAL CANDIDATES** may re-submit the same Candidate's Statement as printed in the Presidential Primary Election Sample Ballot Pamphlet or present a new Candidate's Statement by **August 12, 2016, 5:00 p.m.** **The Registrar of Voters' office will not automatically print the old statement in the General Election Sample Ballot Pamphlet.** The Candidate's Statement, accompanied by full payment of the cost estimate, must be submitted to the Registrar of Voters **NO LATER THAN AUGUST 12, 2016, 5:00 P.M. FOR THE GENERAL ELECTION.** The cost estimate for the General Election Candidate's Statement will remain the same as for the Presidential Primary Election.

**Congressional candidates do not need to meet the voluntary expenditure limits to file a Candidate's Statement of Qualifications.** **§ 13307**

**IMPORTANT NOTICE TO CANDIDATES IN DISTRICTS THAT ENCOMPASS MORE THAN ONE COUNTY:** If a candidate in a multi-county district would like his/her Candidate's Statement to be included in the Sample Ballot Pamphlet distributed in each county of the district, the statement **must** be filed in the office of each county's election official.

**§ 10540**

In addition, the cost of printing and handling of the Candidate's Statement in each county must be paid to each county elections official. If he/she desire a statement in the Orange County's Sample Ballot Pamphlet, he/she **MUST** submit his/her statement and payment at the Orange County Registrar of Voters' office. The fee will vary in each county depending on many factors, including the number of registered voters within that portion of the district. **It is the candidate's responsibility to contact each county to obtain the appropriate information from each county. Failure to do so may jeopardize the printing of the Candidate's Statement.**

**(California Association of Clerks & Election Officials' Candidate Statement Guidelines)**

### **CHALLENGING A CANDIDATE'S STATEMENT**

There is a Public Review Period – **August 13, 2016** through **August 22, 2016** – during which time the public may challenge a Candidate's Statement in court. A person may file a writ of mandate or injunction to require the Candidate's Statement to be amended. For extended contests the public review period is from **August 18, 2016** through **August 26, 2016.**

**§ 13314**

## CANDIDATE'S STATEMENT OF QUALIFICATIONS FORMATTING GUIDELINES

The Registrar of Voters' office has a semi-automated system for Sample Ballot Pamphlet input/layout of a Candidate's Statement of Qualifications. Due to the volume of statements and printing deadlines, it is necessary to have a standardized format for a Candidate's Statement of Qualifications. We have prepared the following guidelines to assist candidates in the preparation of their statements.

1. The following paragraph styles are acceptable with this system.

### INDENTED PARAGRAPHS:

Xxxxx xxxxx xxxxxxxxxxx xxxxx xxxxx. X xxxx xx xxxxxxxxxxx xxxxxxxxxxx  
xxxxxxxxxxxx xxxxxxx xxxxxxxxxxx xx xxx xxxxx. Xxx xxxxx xxxxxxx xxxxx xx xx  
Xxxx xxxxxxxxxxx xx x x xxxxxxxxxxx x xxxxxxx xxxxx. Xxx xxxxxxx xxxxxxx xxxxx xx xxx  
xxxxx xxx xxxxxxx. Xx xxxxx xxx.

### BLOCK PARAGRAPHS:

Xxxxx xxxxxxx xxxxx. Xxxx x xx xxxx xxxxxxxxxxx xxx. Xxxx xxx xxx xxxxxxxxxxx  
xxxx. X xxx xxxxx xxx x xx xxxx. Xxx xxx xxx xxxxxxx xxxxx xxx.

Xxx xxxxxxx xxx. Xx xxx xxxxxxx xxxxxxx xxxxx. X xxx xxxxx xxxxxxx xxxxx xxx  
x xx xxx xxx. Xxx xxxx xxxxxxxxxxx xxxxx xxx. Xxx xxxxx xxxxxxx xxxxxxx xxxxx.

**DO NOT USE ANY PARAGRAPH/FORMAT STYLE OTHER THAN THOSE LISTED ABOVE.**

2. All statements may be submitted on our template or typed and printed by automated equipment. **DO NOT PRINT ANY STATEMENT ON LINED PAPER.**

3. NOTE: Name, age and occupation at the top of the statement are not included in the word count. In addition, for voter-nominated candidates, the party preference at the top of the statement will not be included in the word count. **The words reflected in the "occupation" field must follow the Ballot Designation Guidelines listed on pages 31 through 40 of this handbook.**

4. Do not underline or **bold** WORDS. All type must be uniform darkness. § 13307(b)

5. Words may NOT be all CAPITAL letters. All text must be uniform size. § 13307(b)

6. Do not use *italics* or type styles to highlight portions of the statement. § 13307

7. Do not use different type sizes. All text must be uniform size. § 13307(b)

8. **Keep in mind that a 200 and 250-word statement must fit on one quarter of a sample ballot page and a 400-word statement must fit on a half-page of a sample ballot.** If your statement exceeds this limitation, we will be forced to adjust your format to fit in the space allowed.

**IMPORTANT**

## CANDIDATE'S STATEMENT OF QUALIFICATIONS FORMATTING GUIDELINES (CONTINUED)

9. You may block indent within a paragraph. However, you MAY NOT use bullet points, stars, asterisks, or numbers that function as bullet points to off-set the paragraphs.



Excessive block-indentation or numerous paragraphs consisting of one or two sentences each may extend the statement beyond the size of the box even though your statement may contain less than the maximum number of words. **If the statement does not fit into the box, you will be asked to edit your statement. Keep this in mind as you write and format your statement,**

Use these general guidelines to assist you in the preparation of your statement. There are other requirements regarding the content of your statement that are outlined in this Candidate's Handbook.



**CHECK YOUR STATEMENT CAREFULLY FOR ERRORS IN SPELLING, PUNCTUATION, AND GRAMMAR BEFORE FILING. WITH THE EXCEPTION OF THE FORMATTING REQUIREMENTS, YOUR STATEMENT WILL BE PRINTED EXACTLY AS SUBMITTED.**

**SCHOOLS DISTRICTS**  
**DEPOSIT AMOUNT REQUIRED FOR CANDIDATE'S STATEMENT OF QUALIFICATIONS**

	<u>200 Words</u>	<u>400 Words</u>
<b><u>COMMUNITY COLLEGE DISTRICTS</u></b>		
Coast Community College District	\$3,754	
North Orange County Community College District		
Trustee Area 2	\$ 966	
Trustee Area 4	\$ 984	
Trustee Area 5	\$ 915	
Trustee Area 7	\$1,185	
Rancho Santiago Community College District		
Trustee Area 1	\$ 744	
Trustee Area 3	\$ 734	
Trustee Area 5	\$ 801	
Trustee Area 7	\$ 855	
South Orange County Community College District	\$5,146	
<b><u>HIGH SCHOOL DISTRICTS</u></b>		
Anaheim Union High School District		
Trustee Area 3	\$ 786	
Trustee Area 4	\$ 822	
Fullerton Joint Union High School District	\$1,498	
Trustee Area 2	\$ 803	
Trustee Area 3	\$ 909	
Huntington Beach Union High School District	\$2,119	
<b><u>UNIFIED SCHOOL DISTRICTS</u></b>		
Brea Olinda Unified School District	\$ 670	
Capistrano Unified School District		
Trustee Area 1	\$ 764	
Trustee Area 2	\$ 872	
Trustee Area 3	\$ 772	
Trustee Area 5	\$ 744	
Garden Grove Unified School District	\$1,702	
Trustee Area 1	\$ 764	
Trustee Area 3	\$ 688	
Trustee Area 5	\$ 760	
Irvine Unified School District	\$1,400	
Laguna Beach Unified School District	\$ 684	\$1,055
Los Alamitos Unified School District	\$ 792	
Newport-Mesa Unified School District	\$1,469	\$2,626
Orange Unified School District	\$1,495	
Placentia-Yorba Linda Unified School District	\$1,292	
Saddleback Valley Unified School District	\$1,611	
Santa Ana Unified School District	\$1,238	
Tustin Unified School District	\$1,076	

**SCHOOLS DISTRICTS  
DEPOSIT AMOUNT REQUIRED FOR CANDIDATE'S STATEMENT OF QUALIFICATIONS  
CONTINUED**

	<u>200 Words</u>	<u>400 Words</u>
<b><u>ELEMENTARY SCHOOL DISTRICTS</u></b>		
Anaheim Elementary School District		
Trustee Area 1	\$ 758	
Trustee Area 3	\$ 706	
Buena Park School District		
Trustee Area 3	\$ 546	
Trustee Area 4	\$ 532	
Centralia School District		
Trustee Area 3	\$ 553	
Trustee Area 4	\$ 547	
Cypress School District	\$ 717	
Fountain Valley School District	\$ 808	
Fullerton School District		
Trustee Area 2	\$ 724	
Trustee Area 5	\$ 758	
Huntington Beach City School District	\$ 972	
La Habra City School District	\$ 699	
Lowell Joint School District	\$ 565	
Magnolia School District	\$ 708	
Trustee Area 3	\$ 658	
Trustee Area 4	\$ 639	
Ocean View School District	\$ 972	
Savanna School District	\$ 616	
Westminster School District	\$ 878	

**SPECIAL DISTRICTS**  
**DEPOSIT AMOUNT REQUIRED FOR CANDIDATE'S STATEMENT OF QUALIFICATIONS**

	<u>200 Words</u>	<u>400 Words</u>
<b><u>SPECIAL DISTRICTS</u></b>		
Capistrano Bay Community Services District	\$ 505	
Emerald Bay Service District	\$ 512	
Rossmoor Community Services District	\$ 569	
Surfside Colony Community Services District	\$ 507	
Three Arch Bay Community Services District	\$ 512	
Serrano Water District		
Division 2	\$ 517	
Division 3	\$ 518	
Division 5	\$ 518	
Silverado-Modjeska Recreation and Park District	\$ 516	
Costa Mesa Sanitary District	\$1,019	
Midway City Sanitary District	\$ 968	
Sunset Beach Sanitary District	\$ 512	
Surfside Colony Storm Water Protection District	\$ 507	
El Toro Water District	\$ 786	
Irvine Ranch Water District	\$2,149	
Moulton Niguel Water District		
Division 1	\$ 634	
Division 5	\$ 637	
Division 6	\$ 625	
Division 7	\$ 620	
Santa Margarita Water District	\$1,311	\$2,310
East Orange County Water District	\$ 867	
Rossmoor/Los Alamitos Area Sewer District	\$ 633	
Mesa Water District		
Division 1	\$ 586	
Division 2	\$ 600	
Division 3	\$ 602	
South Coast Water District	\$ 699	
Trabuco Canyon Water District	\$ 578	
Yorba Linda Water District	\$ 947	
Orange County Water District		
Division 2	\$1,447	
Division 3	\$1,584	
Division 4	\$1,611	
Division 6	\$1,651	
Municipal Water District of Orange County		
Division 3	\$2,001	\$3,689
Division 4	\$2,155	\$3,996
Division 6	\$2,106	\$3,900
Division 7	\$2,160	\$4,008
Buena Park Library District	\$ 823	
Placentia Library District	\$ 745	\$1,177

**SCHOOLS AND SPECIAL DISTRICTS  
DEPOSIT AMOUNT REQUIRED FOR CANDIDATE'S STATEMENT  
OF QUALIFICATIONS**

Any candidate needing information applicable to indigents should check with the Registrar of Voters' office.

**\*REMEMBER:** Only those State Legislative candidates who have voluntarily agreed to expenditures limits may prepare a Candidate's Statement, not to exceed 250 words.

**Proposition 34**

**IMPORTANT**

If the district is shared by more than one county, the deposit amount posted on the Registrar of Voters' website is only for the Orange County portion of the district. If the candidate wishes to have his/her Candidate' Statement printed in another county's Sample Ballot Pamphlet, he/she must also file his/her statement and pay the deposit in that county's elections office. It is possible that the deposit amount may not be the same as Orange County's.

**NOTE:** Candidates' Statements cost estimates are calculated using the following assumptions: Two candidates per contest, two 200 word statements per contest, a 24-page Sample Ballot Pamphlet, and a 10% increase in the Sample Ballot Pamphlet order based on registered voter counts from May 25, 2016. **Since the actual costs are based on the actual number of candidates and length of statements, the above amounts are only an estimate. If more candidates prepare statements for the same office, the actual cost per candidate will be less than the deposit amount. If only one candidate prepares a statement for an office, the actual cost of the statement will be significantly higher.**

**The actual cost of the statement may also be higher due to increases in sample ballot production costs and printing and the translation into four required languages countywide, as required by federal law. There are four additional required languages for specific, targeted precincts as required by federal law that may affect some cities.** Although the Registrar of Voters attempts to make the closest possible estimates, there are often either increases or decreases in costs for a particular contest. **Bills, if any, or refunds will be made within thirty (30) days of the election.** § 13303(c)

**If a candidate's contest does not appear on the ballot (due to being a contest whose candidates may be appointed-in-lieu of election if the number of candidates nominated does not exceed the number of candidates to be elected from that district), his/her Candidate's Statement payment will be automatically refunded without a request by the candidate to have his/her statement withdrawn.**

**A candidate may withdraw his/her Candidate's Statement by signing and submitting a cancellation notice located at the bottom of the Deposit Agreement or in writing to the Registrar of Voters no later than 5:00 p.m. on August 15, 2016, the next working day after the close of the nomination period.** § 13307(a)

**WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT  
OF QUALIFICATIONS  
(§ 9)**

Each word shall be counted as one word except as specified on this page.

The following are the guidelines for computing the word count:

The title of the office, name, district, age, and occupation lines are not included in the word count –only the text is counted. For voter-nominated offices, the party preference line is also not included in the word count.

Punctuation marks are not included in the word count.

Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation..... each symbol is counted as one word

Dictionary words.....one word

The words "a", "the", "and", and "an" are counted as individual words.



All proper nouns including geographical names .....one word  
Examples: County of Orange, Orange County, San Juan Capistrano, City of Brea

Abbreviations - UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C.....one word

Acronyms.....one word

Regularly hyphenated words appearing in any generally available standard reference dictionary published in the United States within 10 years preceding the election. Each part of all other hyphenated words shall be counted as a separate word..... one word

Dates - all digits (4/8/98).....one word

Words and digits (April 8, 1998).....two words

Whole numbers - Digits (1 or 10 or 100, etc.).....one word

Spelled out (one or ten or one hundred).....each word counts as one word

Names of persons..... one word

Example: Gus Enright(one word)

Numeric combinations (1973, 18 1/2, 1971-73, 5%).....one word

Monetary amounts (if the dollar sign is used with figures - \$1,000).....one word

Spelled out (one thousand dollars).....each word counts as one word

Telephone/fax numbers.....one word

E-mail and web site addresses.....one word

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed. The candidate should correct any misspellings before the statement is filed. **Other than formatting requirements, your statement will be printed as filed.**

The submitted statement must be typed. **No word will be printed in "ALL CAPS", bolding or underlining. Do not use bullet points, stars, asterisks, or numbers that function as bullet points to block-indent paragraphs.**



However, you may block-indent within the paragraph without using bullets, etc. **Keep in mind that a 200 and 250-word statement must fit into a box (the size of a quarter page) and a 400-word statement must fit into a box (the size of a half-page).** Excessive block-indentation or numerous paragraphs consisting of one or two sentences each may extend the statement beyond the size of the box even though your statement may contain less than the maximum number of words. **If the statement does not fit into the box, you will be asked to edit your statement.** See “Candidate’s Statement Formatting Guidelines” for more information.

The scanning equipment used by the Registrar of Voters’ office to produce a camera ready copy for Sample Ballot Pamphlet printing has some limitations; therefore, the style of a Candidate's Statement must conform to the sample you are given.



The Candidate’s Statement may make no reference to another candidate. The statement may include a description of the candidate's education and qualifications expressed by the candidate himself/herself. **§ 13308**

**THE PRECEDING INFORMATION SHALL NOT APPLY TO COUNTING WORDS FOR BALLOT DESIGNATIONS UNDER SECTION 13107**

The candidate must sign and date the statement before it is filed. **All statements are confidential until the expiration of the filing deadline.** The candidate is required to pay the estimated cost of the statement and sign a Deposit Agreement at the time the statement is filed. When the statement is filed, a copy of the signed statement and the signed Deposit Agreement will be given to the candidate. **§ 13311**

**The statement must be filed at the same time that the Declaration of Candidacy is filed.** The statement **may be withdrawn, but not changed**, during the period for filing nomination documents and until **5:00 p.m.** of the next working day after the close of the nomination period, **August 12, 2016.** **§ 13307(a)(2)**

**NOTE:** A nomination period may be extended because an incumbent, eligible to be elected, failed to file a Declaration of Candidacy. Candidates’ Statements for that particular office filed by either candidate prior to the 88<sup>th</sup> day before the election or during the extended period, may be withdrawn, but not changed, until **August 17, 2016, 5:00 p.m.** **§ 8022**

COURT OF APPEAL-4TH DIST., DIV. 3  
FILED

MAR 24 1998

Stephen M. Kelly, Clerk  
Deputy Clerk

*CERTIFIED FOR PUBLICATION*

IN THE COURT OF APPEAL OF THE STATE OF CALIFORNIA

FOURTH APPELLATE DISTRICT

DIVISION THREE

JOHN F. DEAN,

Petitioner,

v.

THE SUPERIOR COURT OF  
ORANGE COUNTY,

Respondent;

ROSALYN LEVER et al.,

Real Parties in Interest.

G023111

(Super. Ct. No. 791765)

OPINION

Original proceedings; petition for a writ of mandate to challenge an order of the Superior Court of Orange County, John C. Woolley, Judge. Writ issued.

Darryl R. Wold and Reed & Davidson for Petitioner.

No appearance for Respondent.

Mark S. Rosen for Real Party in Interest Darrell Opp.

No appearance for Real Party in Interest Rosalyn Lever.

COPY EXHIBIT D

\* \* \*

Petitioner, a candidate for local office, seeks extraordinary writ relief mandating the Registrar of Voters delete part of an opponent's candidate statement as an impermissible personal attack on petitioner. We issue relief and conclude the superior court erred in not ordering the deletion.

Darrell Opp seeks to unseat the incumbent petitioner, John Dean, as county superintendent of schools in the upcoming June 1998 election. Opp submitted a candidate statement to the Registrar of Voters which began with the following three paragraphs commenting on petitioner: "[¶] The incumbent, John Dean, is failing our schools, our children and the taxpayers. [¶] Under Dean's tenure \$250,000,000 (Two Hundred and Fifty Million!) was borrowed to gamble in the bankrupt Citron investment pool. Dean personally authorized this borrowing. He is one of the few remaining county officials who has not resigned or been removed from office for his role in this fiasco. [¶] Dean's 'leadership' over the last eight years resulted in massive increases in the size of the County bureaucracy. Elected on a platform to cut the county budget, instead his budget has increased from \$64 Million to over \$105 Million."<sup>1</sup>

Dean challenged Opp's candidate statement by seeking a writ of mandate in the superior court pursuant to Elections Code section 13313.<sup>2</sup> That section authorizes the court to mandate amendment or deletion of material in the voter's pamphlet which is "false, misleading, or inconsistent with the requirements of this chapter; . . . ."

Dean sought relief on two grounds: (1) deletion of the first three paragraphs (quoted above) "because they consist entirely of material that is not permitted to be included in a candidate's statement" and (2) deletion of four false and misleading

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<sup>1</sup> The statement continues with a recitation of Opp's background, his platform for the County Department of Education, and a list of individuals who have endorsed his candidacy.

<sup>2</sup> All further references are to the Elections Code unless otherwise noted.

sentences in the second and third paragraphs of the statement. The trial court denied the request to delete the first three paragraphs in their entirety, but did direct amendments to the second and third paragraphs.<sup>3</sup> The only issue presented here is whether the lower court erred in refusing to delete the first three paragraphs in their entirety.

Section 13307 delineates the contents of a candidate's statement for local office, as well as the procedures for inclusion of such a statement in the voter's pamphlet. In pertinent part, the statute provides: "(a)(1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations."

"[T]he interpretation and applicability of a statute is a question of law." (*City of Petaluma v. County of Sonoma* (1993) 12 Cal.App.4th 1239, 1244.) In reviewing petitioner's claim, we are guided by well settled rules of statutory interpretation. The most fundamental of these rules is that where the statute is clear, the "plain meaning" rule applies. The Legislature is presumed to have meant what it said, and the plain meaning of the language governs. (*Great Lakes Properties, Inc. v. City of El Segundo* (1977) 19 Cal.3d 152, 155.) "If the language is clear and unambiguous there

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<sup>3</sup> The court directed the second paragraph be amended to read: "During Dean's tenure \$250,000,000 (Two Hundred and Fifty Million) was borrowed to invest in the risky Citron investment pool. Dean should have prevented this borrowing. He is one of the few remaining bankruptcy-era county officials who has not resigned or been removed from office." The court directed the third paragraph amended to read: "Dean's 'leadership' over the last eight years resulted in massive increases in the size of the County Department of Education bureaucracy. Elected on a platform to cut the Department's budget, instead his budget has increased from \$64 Million to over \$105 Million."

is no need for construction, nor is it necessary to resort to indicia of the intent of the Legislature . . . .” (*Delaney v. Superior Court* (1990) 50 Cal.3d 785, 798.)

The language of section 13307 is unambiguous. “The statement may include the name, age and occupation of the candidate and a brief description . . . of the candidate’s education and qualifications . . . .” As noted by the Supreme Court in *Clark v. Burleigh* (1992) 4 Cal.4th 474, “[t]he negative implication of this specific list, of course, is that the Legislature did not intend the statutory candidate’s statement to contain any other material: *expressio unius est exclusio alterius*. (Citation omitted.)”<sup>4</sup> (*Id.*, at p. 489, emphasis in original.)

Opp argues *Clark* is distinguishable because section 13308, which governs *judicial* elections, contains specific limitations prohibiting comments on another candidate’s qualifications, character or activities. *Clark* first found the implied intent to limit the statement from the same words used in the statute we review here. The additional language specific to judicial elections demonstrates additional express intent. But express intent is unnecessary here under the maxim *expressio unius est exclusio alterius*. “The expression of some things in a statute necessarily means the exclusion of other things not expressed.” (*Gikas v. Zolin* (1993) 6 Cal.4th 841, 852, citing *Dyna-Med, Inc. v. Fair Employment & Housing Com.* (1987) 43 Cal.3d 1379, 1391, fn. 13; see also *Lake v. Reed* (1997) 16 Cal.4th 448, 466-467.) Here, the statute expressly authorizes comment’s on one’s own qualifications, to the exclusion of comments on an opponent’s qualifications.

We have received a reply from real party in interest Opp. Further proceedings would add nothing to our review. (See *Palma v. U.S. Industrial Fasteners, Inc.* (1984) 36 Cal.3d 171, 180.) The relevant law and facts are entirely clear. (*Ng v.*

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<sup>4</sup> *Clark* interpreted sections 10012 and 10012.1, the predecessors to sections 13307 and 13308. (See Stats. 1994, ch. 920, § 2.)

*Superior Court* (1992) 4 Cal.4th 29, 35.) Consequently, additional briefing and oral argument would serve no useful purpose. (*Alexander v. Superior Court* (1993) 5 Cal.4th 1218, 1222-1223.) Moreover, time is of the essence. (See Elec. Code, § 13314, subd. (a)(3).)

Let a peremptory writ of mandate issue directing the Registrar of Voters to delete the first three paragraphs of Opp's candidate statement from the voter's pamphlet and to print the Opp candidate statement in the voter's pamphlet without those three paragraphs. To prevent mootness and to prevent frustration of the relief granted, this court's decision shall be final upon filing of the opinion. (Cal. Rules of Court, rule 24(d).)

SILLS, P. J.

WE CONCUR:

WALLIN, J.

RYLAARSDAM, J.

## WRITE-IN CANDIDATES

A person's name may only be written on the ballot as a write-in candidate for a voter-nominated office at the Primary Election. **§ 8606**



A person's name may be written on the ballot as a write-in candidate for party-nominated and nonpartisan offices at the Primary Election and the General Election. **§ 8600**

Every person who desires to be a write-in candidate and have his/her name as written on the ballot of an election counted for a particular office shall file:

- (a) A Statement of Write-in Candidacy that contains the following information:
  - (1) Candidate's name;
  - (2) Candidate's complete residence address, including street and number, if any;
  - (3) A declaration stating that he/she is a write-in candidate;
  - (4) The title of the office for which he/she is running;
  - (5) The date of the election.
  - (6) For any of the offices described in Section 13.5, a statement that the candidate meets the statutory and constitutional requirements for that office as described in that section. **§ 8600(a)**
  
- (b) The requisite number of signatures on the Nomination Papers, if any, required pursuant to Sections 8062, 10220, or 10510, or in the case of a special district not subject to the Uniform District Election Law (commencing with Section 10500), the number of signatures required by the principal act of the district. **§ 8600(b)**

The Statement of Write-in Candidacy form shall be available from the Registrar of Voters' office on **September 12, 2016**. The statement shall be delivered to the Registrar of Voters no later than the 14th day prior to the election, **October 25, 2016, 5:00 p.m.** **§ 8601**

Signers of Nomination Papers for write-in candidates in a Primary Election shall be voters in the district or political subdivision in which the candidate is to be voted on. In addition, if the candidate is seeking a party nomination for an office, the signers shall also be affiliated with the party whose nomination is sought. **§ 8603**

No fee or charge shall be required of a write-in candidate. **§ 8604**

No person whose name has been written in upon a ballot for an office at the Primary Election may have his/her name placed upon the ballot as a candidate for that office for the ensuing General Election unless one of the following statements is applicable:

- (a) At that Primary Election, the write-in candidate must receive votes for a partisan office equal in number to at least 1 percent of all votes cast for the office at the last preceding General Election at which the office was filled. In the case of an office that has not appeared on the ballot since its creation, the requisite number

of votes shall equal 1 percent of the number of all votes cast for the office that had the least number of votes in the most recent General Election in the jurisdiction in which the write-in candidate is seeking office. **§ 8605(a)**

(b) He/she is an independent nominee for a partisan office. A candidate for nonpartisan office or for voter-nominated office may be nominated subsequent to, or by other means than, a Primary Election only if a candidate was not nominated or elected at the Primary Election for that office. **§§ 8300-8550**



(c) Write-in candidates for voter-nominated offices can only run in the Primary Election. A write-in candidate for a voter-nominated office from the Primary Election is eligible to have his/her name on the ballot in the General Election only if that candidate is one of the top-two vote getters at the Primary Election. **§ 8605(c)**

**CAMPAIGN DISCLOSURE FILING SCHEDULE  
(Government Code §§ 81000-91015)**

**GENERAL ELECTION**

SEMI-ANNUAL	JANUARY 1 – JUNE 30, 2016	AUGUST 1, 2016
1ST PRE-ELECTION	JULY 1 – SEPTEMBER 24, 2016	SEPTEMBER 29, 2016
2ND PRE-ELECTION	SEPTEMBER 25 - OCTOBER 22, 2016	OCTOBER 27, 2016
LATE CONTRIBUTION	AUGUST 10 - NOVEMBER 8, 2016	WITHIN 24 HOURS OF RECEIPT OF \$1,000
SEMI-ANNUAL	OCTOBER 23- DECEMBER 31, 2016	JANUARY 31, 2017

**NOTE:** If the contest is in a run-off at the General Election, candidates for Orange County Board of Supervisors must also submit a post filing by **November 23, 2016**, covering the period of **October 23, 2016** through **November 18, 2016**. The semi-annual report filed by **January 31, 2017**, will cover the period **November 19, 2016** through **December 31, 2016**.

The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1 if no previous statement has been filed.

**FAILURE TO FILE OR LATE FILING OF CAMPAIGN DISCLOSURE STATEMENTS  
COULD RESULT IN MONETARY FINES.**



**The second pre-election statements must be sent by personal or guaranteed overnight delivery. All other type of statements (first pre-election and semi-annual) may be sent by first class mail.**

Campaign statements containing 30 pages or less may be faxed provided that the transmitted copy of the campaign statement is the exact copy of the original. The original statement (with an original signature) must be sent by first-class mail, guaranteed overnight delivery, or personal delivery within 24 hours of the filing deadline. See information in the campaign reporting kit for more details.

For technical questions regarding completion of campaign disclosure forms, please contact:

Fair Political Practices Commission  
428 J Street, Suite 620  
Sacramento, California 95814  
1-866-275-3772 ext. 2; [www.fppc.ca.gov](http://www.fppc.ca.gov)

## **ALL CANDIDATES ARE REQUIRED TO FILE CAMPAIGN DISCLOSURE STATEMENTS**

For detailed information on Campaign Disclosure Statements, see Campaign Disclosure Manual 2. The manual is prepared by the Fair Political Practices Commission, and it is included in each candidate's campaign reporting kit.

Any individual who intends to be a candidate for elective office shall file a Candidate Intention Statement (Form 501) for the specific office sought. A separate Form 501 must be filed for each election, including re-election to the same office. This statement shall be signed under penalty of perjury and filed prior to the solicitation or receipt of any contribution or loan, including expenditures made from personal funds used for campaign purposes.

**Gov't § 85200**

If you plan on spending two thousand dollars (\$2,000) or more in a calendar year, you will receive a campaign reporting kit when you file for office. The kit contains all the necessary forms and instructions for filing your required Campaign Disclosure Statements. A Statement of Organization-Recipient Committee (Form 410) shall be filed with the Secretary of State's Political Reform Division within 10 days of qualifying as a committee by receiving contributions totaling \$2,000 or more in a calendar year.

**Gov't §§ 82013(a), 84101**

If you plan on spending less than two thousand dollars (\$2,000) in a calendar year, you will receive a form 470 (short form) when you file for office. Every candidate or officeholder who has filed a short form and who thereafter receives contributions or makes expenditures totaling two thousand dollars (\$2,000) or more in a calendar year, shall send written notification to the Secretary of State, the local filing officer, and each candidate contending for the same office within 48 hours of receiving or expending a total of two thousand dollars (\$2,000). The written notification shall revoke the previously filed short form statement. For additional filing obligations, refer to Manual 2 for local office candidates.

**Gov't § 84206**

If you have questions concerning campaign disclosure reporting, call (714) 567-7558 for assistance or additional filing forms or contact the Fair Political Practices Commission at its website: [www.fppc.ca.gov](http://www.fppc.ca.gov) or call its toll free number: (866) 275-3772.

## **ELECTRONIC FILING**

An electronic filing system is now available for you to file your Campaign Disclosure Statements. The system is a web-based data entry filing system. It allows candidates and campaign committees to submit disclosure reports as mandated by the California Political Reform Act. **This system is available free of charge.**

**State Legislative Candidates:** All candidates for legislative offices who raise or spend \$25,000 or more must file their contribution and expenditure disclosure statements electronically. Electronic filing information is posted on the Political Reform Division's page on the Secretary of State's website at [www.sos.ca.gov/campaign-lobbying](http://www.sos.ca.gov/campaign-lobbying).

**County Candidates and Officers:** Section 1-6-32 of the Orange County Campaign Reform Ordinance adopted by the Orange County Board of Supervisors in October of 2008, requires elected County candidates and officers and their committees who must file Campaign Disclosure Statements or reports with the Orange County Registrar of Voters and who receive contributions or loans totaling more than \$25,000 to file their statements and reports electronically and on paper with the Registrar of Voters. This section applies to the following County offices and candidates for those offices: County Supervisor, Sheriff-Coroner, District Attorney-Public Administrator, Assessor, County Treasurer-Tax Collector, Clerk-Recorder, Auditor-Controller, and County Superintendent of Schools. To use this system, call (714) 567-7558 to receive your user name and password. Then, you may access the system at [netfile.com/filer](http://netfile.com/filer). A user's guide is available on the site.

**Congressional Candidates:** A congressional candidate should contact the Federal Election Commission at 999 E Street, NW, Washington, D.C. 20463 or call toll-free (800) 424-9530 for a copy of the Federal Election Campaign Act as amended, related regulations providing the filing requirements for reporting campaign contributions, and the forms on which to file.

**Other Candidates:** While the County ordinance only requires the offices mentioned above to file electronically, the system is available to anyone required to file campaign finance disclosure documents with the Registrar of Voters' office. If you wish to electronically file your campaign finance disclosure documents, let the Registrar of Voters' office know of your desire to do so by calling (714)567-7558. You will receive your user name and password.

The minimum system requirements include: Any computer with internet access; web browser software such as Internet Explorer (6+), Mozilla Firefox (1+), Netscape (7+), etc. with JavaScript enabled; a compression utility such as WinZip or StuffIt Expander (Windows XP can open zip files without this software); and PDF reader such as Adobe Reader or Foxit Reader. Web browsers, compression utilities and PDF are available free of charge.

## CODE OF FAIR CAMPAIGN PRACTICES

At the time an individual is issued his/her Declaration of Candidacy, Nomination Papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the Code of Fair Campaign Practices and a copy of the provisions of Chapter 5 of Division 20 of the Elections Code. The elections official shall inform each candidate for public office that **subscription to the code is voluntary.** **§ 20440**

In the case of a committee making an independent expenditure as defined in section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of the provisions of Chapter 5 of Division 20 of the Elections Code to the individual filing, in accordance with Title 9, (commencing with section 81000) of the Government Code, an initial campaign statement on behalf of the committee. **§ 20440**

The Registrar of Voters shall accept at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. **§ 20442**

Every code subscribed to by a candidate for public office pursuant to Chapter 6 of Division 20 of the Elections Code is a public record open for public inspection. **§ 20443**

In no event shall a candidate for public office be required to subscribe to or endorse the code. **§ 20444**

## POLITICAL ADVERTISEMENT REQUIREMENTS

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

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. **§ 20008**

## SIMULATED BALLOT REQUIREMENTS

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 of 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:

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### 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).

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

No simulated ballot or simulated sample ballot 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.

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.

**§ 20009**

## ELECTION DAY - POLL WATCHING GUIDELINES

The election process is a public affair and anyone who wishes may observe. However, the vote of the individual citizen is secret, and no one may interfere with a voter's right to cast a secret ballot. Members of the precinct boards are sworn election officials of the County of Orange and have complete responsibility for conducting all phases of the election in their precinct. Certain standards are expected of observers:

- 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 in the state prison for 16 months or two or three years. **§ 18502**
- The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the polls. Do not ask to use the telephone or other facilities.
- Only voters engaged in receiving, preparing, or depositing their ballots and persons authorized by the precinct board to keep order and enforce the law may be permitted to be within the voting booth area before the closing of the polls. **§ 14221**
  
- (a) Only members of the precinct board, and persons while signing their names on the roster, shall be permitted, during the hours within which voting is in progress, to sit at the desk or table used by the precinct board.  
(b) Any person may inspect the roster while voting is in progress and while votes are being counted. However, this shall not be done at a time or in a manner which will impede, interfere, or interrupt the normal process of voting. **§ 14223**
- 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 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; and
  - (d) Do any electioneering. Electioneering is defined as the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot.

"Polling Place 100 Foot" signs are posted outside polling places, indicating the 100 foot boundary for electioneering. As used in this section, **"100 feet of a polling place or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.**

Any person who violates any of the provisions of this section is guilty of a misdemeanor. **§ 18370**

- (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 in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the 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/her vote;
- (2) A peace officer who is conducting official business in the course of his/her public employment or who is at the polling place to cast his/her vote;
- (3) A private guard or security personnel hired or arranged for by a city or county elections official; and
- (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.

**§ 18544**

- The Precinct Board will attempt to respond to any reasonable, lawful requests from observers. The Registrar of Voters' office has instructed Precinct Officers to ask unruly poll watchers to leave, and to ask for assistance from the local law enforcement agency, if necessary.

## **ELECTION NIGHT RESULTS**

Orange County uses a central location for tallying votes. All ballots are tabulated in the Registrar of Voters' Tally Center located at 1300 S. Grand Ave., Building C, Santa Ana.

The vote counting procedure is open to public viewing. Unofficial results are available throughout the evening of the election in the Registrar of Voters' office beginning at approximately 8:05 p.m. and continuing until all precinct ballots have been tallied. Results may also be obtained by calling the Registrar of Voters' office at (714) 567-7600 or visiting our web site at [ocvote.com](http://ocvote.com).

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



Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

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

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations  
Outdoor Advertising Program  
P.O. Box 942874, MS-36  
Sacramento, CA 94274-0001

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

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

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

Enclosure

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



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY  
POLITICAL SIGNS**

Election Date: \_\_\_\_\_ June \_\_\_\_\_ November Other: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Office sought or Proposition Number: \_\_\_\_\_

County where sign(s) will be placed: \_\_\_\_\_

Number of signs to be placed: \_\_\_\_\_

RESPONSIBLE PARTY:

Name: \_\_\_\_\_

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

Phone Number (Include Area Code) \_\_\_\_\_

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

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

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

**Mail Statement of Responsibility to:**

Division of Traffic Operations  
Outdoor Advertising Program  
P.O. Box 942874, MS-36  
Sacramento, CA 94274-0001

## PENAL PROVISIONS

- (a) The Legislature finds and declares that the voters of California are entitled to accurate representations in materials that are directed to them in efforts to influence how they vote.
- (b) No person shall publish or cause to be published, with intent to deceive, any campaign advertisement containing a signature that the person knows to be unauthorized.
- (c) For purposes of this section, "campaign advertisement" means any communication directed to voters by means of a mass mailing as defined in Section 82041.5 of the Government Code, a paid television, radio, or 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 Section 84100) of Title 9 of the Government Code.
- (d) For purposes of this section, an authorization to use a signature shall be oral or written.
- (e) Nothing in this section shall be construed to prohibit a person from publishing or causing to be published a reproduction of all or part of a document containing an actual or authorized signature, provided that the signature so reproduced shall not, with the intent to deceive, be incorporated into another document in a manner that falsely suggests that the person whose signature is reproduced has signed the other document.
- (f) Any knowing or willful violation of this section is a public offense punishable by imprisonment in the state prison or in a county jail, or by a fine not to exceed fifty thousand dollars (\$50,000), or by both that fine and imprisonment.
- (g) As used in this section, "signature" means either of the following:
  - (1) A handwritten or mechanical signature, or a copy thereof.
  - (2) Any representation of a person's name, including, but not limited to, a printed or typewritten representation, that serves the same purpose as a handwritten or mechanical signature.

**Penal § 115.1**

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 such a name to such a petition, is guilty of a felony and is punishable by imprisonment in the state prison for 16 months or two or three years. **§ 18200**

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 one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. **§ 18201**

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any Nomination Paper or Declaration of Candidacy in his/her possession, entitled to be filed under the provisions of this code. **§ 18202**

## PENAL PROVISIONS

(Continued)

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 one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. **§ 18203**

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 one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. **§ 18204**

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. **§ 18205**

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 Sections 11327 or 13307, with the intent to mislead the voters in connection with his/her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000). **§ 18351**

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 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/her ballot;
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications except as provided in Section 14240;
- (d) Do any electioneering. Electioneering is defined as the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot.

As used in this section "100 feet of a polling place 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.

**§ 18370**

(a) 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 an absentee voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he/she knows the absentee voter is voting. **§ 18371(a)**

**PENAL PROVISIONS**

(Continued)

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

**§ 18371(b)**

(c) This section shall not be construed to conflict with any provisions 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.

**§ 18371(c)**

No one who holds, or who is seeking election or appointment to, any office shall, directly or indirectly, offer or arrange for any increase in compensation or salary for an employee of a state or local agency in exchange for, or a promise of, a contribution or loan to any committee controlled directly or indirectly by the person who holds, or who is seeking election or appointment to, an office. A violation of this section is punishable by imprisonment in a county jail for a period not exceeding one year, a fine not exceeding five thousand dollars (\$5,000), or by both that imprisonment and fine.

**Gov't § 3205.5**

## SERVICES TO CANDIDATES

### **MAPS**

A set of precinct maps is located on our public counter. If you wish to purchase these maps, call the Map Unit at (714) 567-7586.

### **REGISTRATION FORMS**

For candidates and committees wishing to conduct registration drives to register voters, registration forms are available at the Registrar's office from the Voter Registration Specialist. You may obtain the quantity of registration forms you deem necessary, upon availability. You will be asked to complete a Statement of Distribution form at the time the forms are issued to you. For further information, please call (714) 567-7569.

### **COMPUTER PRODUCTS**

**Registered Voter File:** Candidates may purchase the registered voter file on CD-ROM. The file is in alphabetical sequence and can be ordered with the names of all voters in Orange County or just the voters in a particular city or district. Call (714) 567-7615 for more information or go to [ocvote.com](http://ocvote.com) to make your purchase online. Click on "Data Central" and click on "Order Voter Registration Data". The Registrar of Voters office does not provide technical support.

**INDICES (WALKING LISTS):** All candidates are entitled to purchase indexes. These are printed lists of registered voters by precinct, listed by address with the street names arranged alphabetically and street numbers in numerical order for a given street name.

Each candidate may purchase up to two copies (sets) of indexes for his/her own use or the use of his/her committee. These may be a complete set, including all precincts within the district in which the candidate is running, or a partial set, including some of the precincts in the district. Indexes sell for 50 cents per thousand names or portion thereof. Indexes may be ordered by filling out the proper form at the Registrar of Voter's office or by writing a letter to the Registrar of Voter's office, requesting indexes for a certain district. The cost of the product is payable in advance at the time the product is requested. For further information, please call (714) 567-7615.

The candidate must complete a written request form containing a signed declaration that the data purchased will be used only for election purposes.

Products are usually available within 3-4 days of placing the order (depending on job scheduling). For further information, please call (714) 567-7615.

### **VOTE-BY-MAIL BALLOT APPLICATIONS**

The Secretary of State shall prepare and distribute to appropriate elections officials a uniform application format for a vote-by-mail voter's ballot which conforms to the requirements of section 3006. All individuals, organizations and groups who distribute applications for a vote-by-mail voter's ballot shall follow this format. **§ 3007**

If you choose to distribute applications for vote-by-mail ballots, you will be asked to complete a Statement of Distribution Plans before receiving a camera-ready copy of the application. You will be given a list of the application requirements and the Elections Code sections covering penal provisions.

## IMPORTANT TELEPHONE NUMBERS/WEBSITES

### ORANGE COUNTY REGISTRAR OF VOTERS

GENERAL INFORMATION	(714) 567-7600
FAX	(714) 567-7556
WEBSITE	<a href="http://ocvote.com">ocvote.com</a>
VOTE-BY-MAIL VOTER DIVISION (Vote-by-Mail Ballot Applications, Information)	(714) 567-7560
CAMPAIGN DISCLOSURE DIVISION (Financial Disclosure Statements, Information)	(714) 567-7558
CAMPAIGN MATERIALS DIVISION (Maps, Precinct Information) (Voter List, Street Index, Information on CD)	(714) 567-7586 (714) 567-7615
CANDIDATE FILING DIVISION (Filing Requirements for Office)	(714) 567-7561
VOTER REGISTRATION DIVISION (Voter Registration Forms, Information)	(714) 567-7569

### OFFICE OF THE SECRETARY OF STATE

ELECTIONS DIVISION	(916) 657-2166
FAX (General Information, Filing for State/Federal Offices)	(916) 653-3214
WEBSITE	<a href="http://sos.ca.gov">sos.ca.gov</a>
POLITICAL REFORM DIVISION (Mon - Fri, 8-5) (Committee ID Number, Termination)	(916) 653-6224
FAX	(916) 653-5045

### FAIR POLITICAL PRACTICES COMMISSION

TECHNICAL ASSISTANCE DIVISION (Mon -Thurs, 9 – 11:30)	(866) 275-3772
FAX (Campaign Disclosure, State Contribution Limits, Conflict of Interest Disclosure)	(916) 322-0886
WEBSITE	<a href="http://fppc.ca.gov">fppc.ca.gov</a>
ENFORCEMENT DIVISION (File Complaint under Political Reform Act)	(916) 322-5660 (866) 275-3772-press 2

### STATE FRANCHISE TAX BOARD (Mon - Fri, 7-5)

AUTOMATED INFORMATION (Committee Tax Status, Tax Deductible Contributions Charitable Non-Profit Groups, General Information)	(800) 852-5711 (800) 338-0505
WEBSITE	<a href="http://ftb.ca.gov">ftb.ca.gov</a>
CA RELAY SERVICE -- TDD	(800) 822-6268

### FEDERAL ELECTION COMMISSION

(Federal Campaign Disclosure, Contributions from National Banks, National Corporations, Foreign Nationals)	(800) 424-9530
WEBSITE	<a href="http://www.fec.gov/">www.fec.gov/</a>