

The background of the entire page is a stylized, semi-transparent American flag. The stars and stripes are visible but faded, allowing the text to stand out clearly.

**CANDIDATE'S HANDBOOK
FOR THE
NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
SPECIAL VACANCY ELECTION
FEBRUARY 9, 2016**

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**THE FEBRUARY 9, 2016 CANDIDATE'S
HANDBOOK FOR THE NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT SPECIAL
VACANCY 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 TO BE 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 ELECTION CODE, THE
CALIFORNIA EDUCATION CODE, AND THE
CALIFORNIA GOVERNMENT CODE.**

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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;
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.

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 which each candidate must file states that the candidate meets the statutory and constitutional qualifications for the office (including, but not limited to, citizenship and residency) and that the candidate will accept the nomination and not withdraw if nominated. **§ 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.

(b)(1) 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.

(b)(2) For any individual who is an employee of a school district and an elected or appointed member of that school district's governing board prior to January 1, 1992, this subdivision shall apply when he or she is reelected or reappointed, on or after January 1, 1992, as a member of the school district's governing board.

(c) Notwithstanding any other provision of law, the governing board of a school district may adopt or the residents of the school district may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a member of the governing board of the school district may serve on the governing board of the school district. Any proposal to limit the number of terms a member of the governing board of the school district may serve on the governing board of the school district shall apply prospectively only and shall not become operative unless it is submitted to the electors of the school district at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.

(d)(1) An initiative measure proposed pursuant to subdivision (c) shall be subject to the procedures set forth in Chapter 4 (commencing with Section 9300) of Division 9 of the Elections Code.

(d)(2) A proposal submitted to the electors by the governing board pursuant to subdivision (c) shall be subject to the procedures set forth in Chapter 6 (commencing with Section 9500) of Division 9 of the Elections Code.

(e) A member of the governing board of a school district shall abstain from voting on personnel matters that uniquely affect a relative of the member but may vote on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. For purposes of this section, "relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree.

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

DECLARATION OF CANDIDACY PROCEDURES

Candidates for governing board member must file a Declaration of Candidacy between October 19, 2015 and November 13, 2015, 5:00 p.m.

There is no Filing Fee. Nomination signatures are not required.

DECLARATION OF CANDIDACY

October 19, 2015 is the first day that candidates for governing board member may obtain the Declaration of Candidacy and Candidate's Statement of Qualifications forms. Forms are available at the Registrar of Voters' office, 1300 S. Grand Ave., Building C, Santa Ana.

Information to be completed by the candidate on the Declaration of Candidacy form includes the candidate's name, occupational (ballot) designation, residence and business addresses, and phone number. **The Declaration of Candidacy must be filed by November 13, 2015, 5:00 p.m.** § 10511

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

There is no Filing Fee. The last day to file as a candidate is **November 13, 2015, 5:00 p.m.** § 10510

The last day to withdraw as a candidate is **November 13, 2015, 5:00 p.m.** §§ 10510, 10603

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

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 Special Election, **November 13, 2015. Any person may return the completed Declaration of Candidacy.** § 8028

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/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)** § 8028

CANDIDATE'S NAME

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; or (b) Decree of any court of competent jurisdiction. **§ 13104**

For candidates with long names, there is a possibility that the Registrar of Voters' system may split the name. Due to space limitations of the ballot, the Registrar of Voters' office is unable to change column size, font size, etc., to accommodate long names. A candidate should keep this in mind as he/she designates on his/her Declaration of Candidacy how he/she wants his/her name to appear on the ballot.

Assembly Bill 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.

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)(1)**
- (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, or, in the case of a Superior Court Judge, was appointed to that office. **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.**

However, 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

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

Code sections 5326 and 5328 or Elections Code sections 7228, 7423, 7673, 10229, or 10515.

- (5) **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. The names of special districts, school districts, and political subdivisions are not geographical names.**

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

- (6) Punctuation shall be limited to the use of a comma. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

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. 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)(1)

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)**

(8) **“Community Volunteer”** means a person who engages in an activity or performs

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

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)

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

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

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)

- (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 title 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)

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

- (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 which uses the name of any political party, whether or not it has qualified for recognized ballot status. **§ 13107(b)(5)**
- (8) 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)**
- (9) 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)**

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 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(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. Code § 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. Code § 20711

The Ballot Designation Worksheet is public record and shall be available for inspection and copying.

Admin. Code § 20711

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

Admin. Code § 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 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.

NOTE: The Registrar of Voters is the filing officer for governing board members. In determining the validity of a Ballot Designation for governing board members, the Registrar of Voters' staff follows Elections Code section 13107, the Secretary of State's Ballot Designation Regulations, and California Administrative Code Regulations.

In reviewing the nomination 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 to 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)**

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 (42 U.S.C. Sec. 1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length. **§ 13107(g)**

CHALLENGING A BALLOT DESIGNATION

A person may challenge a Ballot Designation in writing to the Registrar of Voters between **October 19, 2015** and **November 13, 2015*, 5:00 p.m.** After **November 13, 2015**, there is a Public Review Period – **November 14, 2015 through November 23, 2015** – 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, **November 13, 2015**, the public may challenge that Ballot Designation in writing to the Registrar of Voters until the next business day, **November 16, 2015, 5:00 p.m.** After that date, a challenge must be made with the court.

No Ballot Designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, **November 13, 2015, 5:00 p.m.**, except as specifically requested by the elections official to change an unacceptable designation or mandated by the court to make a change.

§ 13107(d)

BALLOT ORDER OF CANDIDATES

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. **The date of the drawing for the special election will be November 19, 2015, 11:00 a.m.** § 13112

WRITE-IN CANDIDATES

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 name of the office for which he/she is running; and
 - (5) The date of the election;

The statement of write-in candidacy form shall be available from the Registrar of Voters' office on **December 14, 2015**. The statement shall be delivered to the Registrar of Voters no later than the 14th day prior to the election, **January 26, 2016, 5:00 p.m.** § 8601

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

CANDIDATE'S STATEMENT OF QUALIFICATIONS
(§ 13307)

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.

The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The candidate must sign the statement before it is filed in the office of the Registrar of Voters when his/her Declaration of Candidacy is filed. The statement shall be filed in the office of the elections official no later than the **88th day** before the election, **November 13, 2015**. The statement **may be withdrawn, but not changed**, during the period for filing nomination papers and until **5:00 p.m.** of the next working day after the close of the nomination period.

Costs of providing statements to voters shall be paid by the candidates.

All candidates' statements shall remain confidential until the expiration of the filing deadline. § 13311

IMPORTANT: 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

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.**

NOTE: Pursuant to minority language provisions of the federal Voting Rights Act of 1965, 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.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

**(§ 13307)
(Continued)**

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.

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.

PUBLIC REVIEW PERIOD: For all Candidates' Statements of Qualifications filed on or before **November 13, 2015**, the public review period is **November 14, 2015 through November 23, 2015, 5:00 p.m** **§ 13313**

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. **§ 13107(a)(3)**

**DEPOSIT AMOUNT REQUIRED FOR SCHOOL DISTRICT
CANDIDATE'S STATEMENT OF QUALIFICATIONS**

School District

200 words

North Orange County Community College District,
Trustee Area 3

\$1,029.00

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 voter's pamphlet. Payment may be made by cash, check, money order, certified check, or credit card (MasterCard, Visa, American Express, and Discover). 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 the cost for each candidate 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.

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 in cash, check, money order, certified check, or credit card (MasterCard, Visa, American Express, or Discover). If the payment is not received by the deadline, the statement will not be printed in the voter's pamphlet.

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 voter registration prior to the printing of the sample ballots based on registered voter counts from October 15, 2015. **Since the actual costs are based on the actual number of candidates and length of statements, the following must be considered 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. 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.** § 13307(c)

IMPORTANT: A candidate may withdraw his/her Candidate's Statement of Qualifications by signing and submitting a cancellation notice at the bottom of the Deposit Agreement or in writing to the Registrar of Voters no later than 5:00 p.m. of the next working day after the close of the nomination period.

§ 13307(a)

CHALLENGING A CANDIDATE'S STATEMENT

There is a Public Review period – **November 14, 2015 through November 23, 2015, 5:00 p.m.** – during which time the public or candidates 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. § 13314

***EXCEPTION:** If the candidate does not file his/her Candidate's Statement with the Registrar of Voters until the last day of Candidate Filing, **November 13, 2015**, the public may challenge that Candidate's Statement in writing to the Registrar of Voters until the next business day, **November 16, 2015, 5:00 p.m.** After that date, a challenge must be made with the court.

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 xxxxxx xxxxx. Xxx xxxxxxx xxxxxxx xxxxx xx
xxx xxxxx xxx xxxxxx. 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. **The words reflected in the "occupation" field must follow the Ballot Designation Guidelines listed on pages 8 through 15 of this handbook.**

4. Do not underline or **bold** WORDS. § 13307(b)

5. Words may NOT be all CAPITAL letters. § 13307(b)

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

7. Do not use different type sizes. § 13307(b)

8. A 200-word statement must fit on one quarter of a Sample Ballot Pamphlet page. If your statement exceeds this limitation, we will be forced to adjust your format to fit in the space allowed.

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. **NOTE:** 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.**

10. All statements are printed in the Sample Ballot Pamphlet with the following titles which are not included in the word count:

**NAME OF DISTRICT
TITLE OF OFFICE**

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.

**WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT
(§ 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.

Punctuation is not counted.

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", "an" are counted as individual words.

Geographical names – limited to cities, counties and states.....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.....one word

Each part of all other hyphenated words shall be counted as a separate 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 and things.....each word counts as one word

Gus Enright (two words); L.A. Basketball Team (three words)

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 and fax numbers.....one word

Email and website address.....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", bolded or underlined. Do not use bullet points or numbers as bullet points. However, you may block-indent within the paragraph without using bullets, etc. See “Candidate’s Statement Formatting Guidelines” for more information. The scanning equipment used by the Registrar of Voters’ office to produce camera ready copy for sample ballot printing has some limitations; therefore, the style of a candidate's statement must conform to the sample you will be given.

The statement may include a description of the candidate's education and qualifications expressed by the candidate himself/herself. It must not make any reference to another candidate.

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.

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.

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

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SPECIAL VACANCY ELECTION**

<u>STATEMENT</u>	<u>PERIOD COVERED</u>	<u>DUE DATE</u>
1ST PRE-ELECTION	7/1/15 – 12/26/15	12/31/15
LATE CONTRIBUTIONS & INDEPENDENT EXPENDITURES OF \$1,000 OR MORE	11/11/15 – 2/9/16	WITHIN 24 HOURS OF RECEIPT
2ND PRE-ELECTION	12/27/15 – 1/23/16	1/28/16
SEMI-ANNUAL	1/24/16 – 6/30/16	7/31/16*

* If the date falls on a Sunday, use the next business day.

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 required original (a copy containing an original signature of the committee treasurer) and the required copies are sent by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline. See information in campaign reporting kit for more details.

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

For detailed information on Campaign Disclosure Statements, see the 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 future 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 Code § 85200**

If you plan on spending one thousand dollars (\$1,000) 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 \$1,000 or more in a calendar year. **Gov't Code §§ 82013(a), 84101**

If you plan on spending less than one thousand dollars (\$1,000) 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 one thousand dollars (\$1,000) 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 one thousand dollars (\$1,000). 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 Code § 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 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.**

The County Ordinance only requires County offices to file electronically:

Member, Orange County Board of Supervisors
Assessor
Auditor-Controller
Clerk-Recorder
District Attorney-Public Administrator
Sheriff-Coroner
Treasurer-Tax Collector
County Superintendent of Schools

However, 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 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.

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:

NOTICE TO VOTERS (Required by law)

This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.

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

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

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:

- Poll watchers may not interfere in any way with the conduct of the election or with the vote count following the close of the polls. Any person who interferes with the election or with a voter 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.
- The area between the official table and the voting booths is for voters only and may not be used as an observer post. **§ 14221**
- Poll watchers may not sit at the official table or handle any of the official voting equipment, supplies, or ballots. **§ 14223**

ELECTION DAY - POLL WATCHING GUIDELINES

- Poll watchers may not wear candidate badges, discuss candidates, how a voter voted, or bring any campaign material into the polling place. This constitutes electioneering and is illegal. Electioneering may not be conducted within 100 feet of a polling place. The term "100 feet of a polling place" means a distance of 100 feet from the room or rooms in which voters are signing the Roster-Index and casting ballots. The blue "POLLING PLACE 100' " signs which are posted outside, indicate the 100 foot boundary for electioneering. Violation of this section is a misdemeanor.
§ 18370
- No one may be within 100 feet of a polling place while wearing a firearm or a peace officer or security guard uniform except: (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; (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's 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 at the Registrar of Voters' Tally Center, 1300 S. Grand Ave., Bldg. C, Santa Ana.

The vote counting procedure is open to the public. 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 website at ocvote.com.

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 Code § 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

**PENAL PROVISIONS
(Continued)**

or declaration of candidacy in his/her possession, entitled to be filed under the provisions of this code. **§ 18202**

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.

As used in this section "100 feet of a polling place or an elections officials 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**

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.

PENAL PROVISIONS
(Continued)

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

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

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 our 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 of Voters' 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 to make a purchase online. Click on "Data Central" under the "Research" column on a menu at the bottom of the page; then click on "Data" at the top of the page 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 Voters' office or by writing a letter to the Registrar of Voters' 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 fill out 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	ocvote.com
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)	(714) 567-7586
(Voter List, Street Index, Information on CD)	(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	(916) 653-3214
(General Information, Filing for State/Federal Offices)	
WEBSITE	sos.ca.gov
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	(916) 322-0886
(Campaign Disclosure, State Contribution Limits, Conflict of Interest Disclosure)	
WEBSITE	fppc.ca.gov
ENFORCEMENT DIVISION (File Complaint under Political Reform Act)	(916) 322-5660 (866) 275-3772-press 1

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	ftb.ca.gov
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	www.fec.gov/

The background of the entire page is a stylized, semi-transparent American flag. The stars are white on a blue field, and the stripes are red and white. The flag is oriented vertically, with the stars on the left side.

**CANDIDATE'S HANDBOOK
FOR THE
NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
SPECIAL VACANCY ELECTION
FEBRUARY 9, 2016**

**ORANGE COUNTY
REGISTRAR OF VOTERS
1300 S. GRAND AVENUE. BLDG. C
SANTA ANA, CA 92705
(714) 567-7600
ocvote.com**

**THE FEBRUARY 9, 2016 CANDIDATE'S
HANDBOOK FOR THE NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT SPECIAL
VACANCY 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 TO BE 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 ELECTION CODE, THE
CALIFORNIA EDUCATION CODE, AND THE
CALIFORNIA GOVERNMENT CODE.**

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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;
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.

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 which each candidate must file states that the candidate meets the statutory and constitutional qualifications for the office (including, but not limited to, citizenship and residency) and that the candidate will accept the nomination and not withdraw if nominated. **§ 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.

(b)(1) 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.

(b)(2) For any individual who is an employee of a school district and an elected or appointed member of that school district's governing board prior to January 1, 1992, this subdivision shall apply when he or she is reelected or reappointed, on or after January 1, 1992, as a member of the school district's governing board.

(c) Notwithstanding any other provision of law, the governing board of a school district may adopt or the residents of the school district may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a member of the governing board of the school district may serve on the governing board of the school district. Any proposal to limit the number of terms a member of the governing board of the school district may serve on the governing board of the school district shall apply prospectively only and shall not become operative unless it is submitted to the electors of the school district at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.

(d)(1) An initiative measure proposed pursuant to subdivision (c) shall be subject to the procedures set forth in Chapter 4 (commencing with Section 9300) of Division 9 of the Elections Code.

(d)(2) A proposal submitted to the electors by the governing board pursuant to subdivision (c) shall be subject to the procedures set forth in Chapter 6 (commencing with Section 9500) of Division 9 of the Elections Code.

(e) A member of the governing board of a school district shall abstain from voting on personnel matters that uniquely affect a relative of the member but may vote on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. For purposes of this section, "relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree.

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

DECLARATION OF CANDIDACY PROCEDURES

Candidates for governing board member must file a Declaration of Candidacy between October 19, 2015 and November 13, 2015, 5:00 p.m.

There is no Filing Fee. Nomination signatures are not required.

DECLARATION OF CANDIDACY

October 19, 2015 is the first day that candidates for governing board member may obtain the Declaration of Candidacy and Candidate's Statement of Qualifications forms. Forms are available at the Registrar of Voters' office, 1300 S. Grand Ave., Building C, Santa Ana.

Information to be completed by the candidate on the Declaration of Candidacy form includes the candidate's name, occupational (ballot) designation, residence and business addresses, and phone number. **The Declaration of Candidacy must be filed by November 13, 2015, 5:00 p.m.** § 10511

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

There is no Filing Fee. The last day to file as a candidate is **November 13, 2015, 5:00 p.m.** § 10510

The last day to withdraw as a candidate is **November 13, 2015, 5:00 p.m.** §§ 10510, 10603

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

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 Special Election, **November 13, 2015. Any person may return the completed Declaration of Candidacy.** § 8028

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/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)** § 8028

CANDIDATE'S NAME

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; or (b) Decree of any court of competent jurisdiction. **§ 13104**

For candidates with long names, there is a possibility that the Registrar of Voters' system may split the name. Due to space limitations of the ballot, the Registrar of Voters' office is unable to change column size, font size, etc., to accommodate long names. A candidate should keep this in mind as he/she designates on his/her Declaration of Candidacy how he/she wants his/her name to appear on the ballot.

Assembly Bill 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.

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)(1)**
- (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, or, in the case of a Superior Court Judge, was appointed to that office. **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.**

However, 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

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

Code sections 5326 and 5328 or Elections Code sections 7228, 7423, 7673, 10229, or 10515.

- (5) **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. The names of special districts, school districts, and political subdivisions are not geographical names.**

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

- (6) Punctuation shall be limited to the use of a comma. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

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. 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)(1)

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)**

(8) **“Community Volunteer”** means a person who engages in an activity or performs

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

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)

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

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

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)

- (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 title 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)

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

- (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 which uses the name of any political party, whether or not it has qualified for recognized ballot status. **§ 13107(b)(5)**
- (8) 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)**
- (9) 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)**

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 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(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. Code § 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. Code § 20711

The Ballot Designation Worksheet is public record and shall be available for inspection and copying.

Admin. Code § 20711

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

Admin. Code § 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 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.

NOTE: The Registrar of Voters is the filing officer for governing board members. In determining the validity of a Ballot Designation for governing board members, the Registrar of Voters' staff follows Elections Code section 13107, the Secretary of State's Ballot Designation Regulations, and California Administrative Code Regulations.

In reviewing the nomination 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 to 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)**

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 (42 U.S.C. Sec. 1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length. **§ 13107(g)**

CHALLENGING A BALLOT DESIGNATION

A person may challenge a Ballot Designation in writing to the Registrar of Voters between **October 19, 2015** and **November 13, 2015*, 5:00 p.m.** After **November 13, 2015**, there is a Public Review Period – **November 14, 2015 through November 23, 2015** – 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, **November 13, 2015**, the public may challenge that Ballot Designation in writing to the Registrar of Voters until the next business day, **November 16, 2015, 5:00 p.m.** After that date, a challenge must be made with the court.

No Ballot Designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, **November 13, 2015, 5:00 p.m.**, except as specifically requested by the elections official to change an unacceptable designation or mandated by the court to make a change.

§ 13107(d)

BALLOT ORDER OF CANDIDATES

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. **The date of the drawing for the special election will be November 19, 2015, 11:00 a.m.** § 13112

WRITE-IN CANDIDATES

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 name of the office for which he/she is running; and
 - (5) The date of the election;

The statement of write-in candidacy form shall be available from the Registrar of Voters' office on **December 14, 2015**. The statement shall be delivered to the Registrar of Voters no later than the 14th day prior to the election, **January 26, 2016, 5:00 p.m.** § 8601

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

CANDIDATE'S STATEMENT OF QUALIFICATIONS
(§ 13307)

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.

The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The candidate must sign the statement before it is filed in the office of the Registrar of Voters when his/her Declaration of Candidacy is filed. The statement shall be filed in the office of the elections official no later than the **88th day** before the election, **November 13, 2015**. The statement **may be withdrawn, but not changed**, during the period for filing nomination papers and until **5:00 p.m.** of the next working day after the close of the nomination period.

Costs of providing statements to voters shall be paid by the candidates.

All candidates' statements shall remain confidential until the expiration of the filing deadline. § 13311

IMPORTANT: 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

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.**

NOTE: Pursuant to minority language provisions of the federal Voting Rights Act of 1965, 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.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

**(§ 13307)
(Continued)**

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.

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.

PUBLIC REVIEW PERIOD: For all Candidates' Statements of Qualifications filed on or before **November 13, 2015**, the public review period is **November 14, 2015 through November 23, 2015, 5:00 p.m** **§ 13313**

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. **§ 13107(a)(3)**

**DEPOSIT AMOUNT REQUIRED FOR SCHOOL DISTRICT
CANDIDATE'S STATEMENT OF QUALIFICATIONS**

School District

200 words

North Orange County Community College District,
Trustee Area 3

\$1,029.00

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 voter's pamphlet. Payment may be made by cash, check, money order, certified check, or credit card (MasterCard, Visa, American Express, and Discover). 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 the cost for each candidate 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.

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 in cash, check, money order, certified check, or credit card (MasterCard, Visa, American Express, or Discover). If the payment is not received by the deadline, the statement will not be printed in the voter's pamphlet.

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 voter registration prior to the printing of the sample ballots based on registered voter counts from October 15, 2015. **Since the actual costs are based on the actual number of candidates and length of statements, the following must be considered 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. 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.** § 13307(c)

IMPORTANT: A candidate may withdraw his/her Candidate's Statement of Qualifications by signing and submitting a cancellation notice at the bottom of the Deposit Agreement or in writing to the Registrar of Voters no later than 5:00 p.m. of the next working day after the close of the nomination period.

§ 13307(a)

CHALLENGING A CANDIDATE'S STATEMENT

There is a Public Review period – **November 14, 2015 through November 23, 2015, 5:00 p.m.** – during which time the public or candidates 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. § 13314

***EXCEPTION:** If the candidate does not file his/her Candidate's Statement with the Registrar of Voters until the last day of Candidate Filing, **November 13, 2015**, the public may challenge that Candidate's Statement in writing to the Registrar of Voters until the next business day, **November 16, 2015, 5:00 p.m.** After that date, a challenge must be made with the court.

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 xxxxxx xxxxx. Xxx xxxxxx xxxxxx xxxxx xx
xxx xxxxx xxx xxxxxx. Xx xxxxx xxx.

BLOCK PARAGRAPHS:

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

Xxx xxxxxx xxx. Xx xxx xxxxxxx xxxxxxx xxxxx. X xxx xxxxx xxxxxx xxxxx xxx
x xx xxx xxx. Xxx xxx xxxxxxx xxxxx xxx. Xxx xxxxx xxxxxx xxxxxx 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. **The words reflected in the "occupation" field must follow the Ballot Designation Guidelines listed on pages 8 through 15 of this handbook.**

4. Do not underline or **bold** WORDS. § 13307(b)

5. Words may NOT be all CAPITAL letters. § 13307(b)

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

7. Do not use different type sizes. § 13307(b)

8. A 200-word statement must fit on one quarter of a Sample Ballot Pamphlet page. If your statement exceeds this limitation, we will be forced to adjust your format to fit in the space allowed.

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. **NOTE:** 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.**

10. All statements are printed in the Sample Ballot Pamphlet with the following titles which are not included in the word count:

**NAME OF DISTRICT
TITLE OF OFFICE**

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.

**WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT
(§ 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.

Punctuation is not counted.

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", "an" are counted as individual words.

Geographical names – limited to cities, counties and states.....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.....one word

Each part of all other hyphenated words shall be counted as a separate 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 and things.....each word counts as one word

Gus Enright (two words); L.A. Basketball Team (three words)

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 and fax numbers.....one word

Email and website address.....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", bolded or underlined. Do not use bullet points or numbers as bullet points. However, you may block-indent within the paragraph without using bullets, etc. See “Candidate’s Statement Formatting Guidelines” for more information. The scanning equipment used by the Registrar of Voters’ office to produce camera ready copy for sample ballot printing has some limitations; therefore, the style of a candidate's statement must conform to the sample you will be given.

The statement may include a description of the candidate's education and qualifications expressed by the candidate himself/herself. It must not make any reference to another candidate.

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.

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.

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

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SPECIAL VACANCY ELECTION**

<u>STATEMENT</u>	<u>PERIOD COVERED</u>	<u>DUE DATE</u>
1ST PRE-ELECTION	7/1/15 – 12/26/15	12/31/15
LATE CONTRIBUTIONS & INDEPENDENT EXPENDITURES OF \$1,000 OR MORE	11/11/15 – 2/9/16	WITHIN 24 HOURS OF RECEIPT
2ND PRE-ELECTION	12/27/15 – 1/23/16	1/28/16
SEMI-ANNUAL	1/24/16 – 6/30/16	7/31/16*

* If the date falls on a Sunday, use the next business day.

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 required original (a copy containing an original signature of the committee treasurer) and the required copies are sent by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline. See information in campaign reporting kit for more details.

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

For detailed information on Campaign Disclosure Statements, see the 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 future 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 Code § 85200

If you plan on spending one thousand dollars (\$1,000) 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 \$1,000 or more in a calendar year.

Gov't Code §§ 82013(a), 84101

If you plan on spending less than one thousand dollars (\$1,000) 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 one thousand dollars (\$1,000) 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 one thousand dollars (\$1,000). 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 Code § 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 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.**

The County Ordinance only requires County offices to file electronically:

Member, Orange County Board of Supervisors
Assessor
Auditor-Controller
Clerk-Recorder
District Attorney-Public Administrator
Sheriff-Coroner
Treasurer-Tax Collector
County Superintendent of Schools

However, 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 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.

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:

NOTICE TO VOTERS (Required by law)

This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.

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

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

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:

- Poll watchers may not interfere in any way with the conduct of the election or with the vote count following the close of the polls. Any person who interferes with the election or with a voter 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.
- The area between the official table and the voting booths is for voters only and may not be used as an observer post. **§ 14221**
- Poll watchers may not sit at the official table or handle any of the official voting equipment, supplies, or ballots. **§ 14223**

ELECTION DAY - POLL WATCHING GUIDELINES

- Poll watchers may not wear candidate badges, discuss candidates, how a voter voted, or bring any campaign material into the polling place. This constitutes electioneering and is illegal. Electioneering may not be conducted within 100 feet of a polling place. The term "100 feet of a polling place" means a distance of 100 feet from the room or rooms in which voters are signing the Roster-Index and casting ballots. The blue "POLLING PLACE 100' " signs which are posted outside, indicate the 100 foot boundary for electioneering. Violation of this section is a misdemeanor. **§ 18370**
- No one may be within 100 feet of a polling place while wearing a firearm or a peace officer or security guard uniform except: (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; (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's 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 at the Registrar of Voters' Tally Center, 1300 S. Grand Ave., Bldg. C, Santa Ana.

The vote counting procedure is open to the public. 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 website at ocvote.com.

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 Code § 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

**PENAL PROVISIONS
(Continued)**

or declaration of candidacy in his/her possession, entitled to be filed under the provisions of this code. **§ 18202**

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.

As used in this section "100 feet of a polling place or an elections officials 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**

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.

PENAL PROVISIONS
(Continued)

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

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

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 our 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 of Voters' 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 to make a purchase online. Click on "Data Central" under the "Research" column on a menu at the bottom of the page; then click on "Data" at the top of the page 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 Voters' office or by writing a letter to the Registrar of Voters' 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 fill out 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	ocvote.com
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)	(714) 567-7586
(Voter List, Street Index, Information on CD)	(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	(916) 653-3214
(General Information, Filing for State/Federal Offices)	
WEBSITE	sos.ca.gov
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	(916) 322-0886
(Campaign Disclosure, State Contribution Limits, Conflict of Interest Disclosure)	
WEBSITE	fppc.ca.gov
ENFORCEMENT DIVISION (File Complaint under Political Reform Act)	(916) 322-5660 (866) 275-3772-press 1

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	ftb.ca.gov
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	www.fec.gov/