

**CANDIDATE'S HANDBOOK
FOR THE
NEWPORT-MESA UNIFIED SCHOOL
DISTRICT TRUSTEE AREA 5
SPECIAL VACANCY ELECTION
JUNE 10, 2025**

**ORANGE COUNTY
REGISTRAR OF VOTERS
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THE 2025 CANDIDATE’S HANDBOOK FOR THE NEWPORT-MESA UNIFIED SCHOOL DISTRICT TRUSTEE AREA 5 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 A SUBSTITUTE FOR LEGAL COUNSEL FOR THE INDIVIDUAL, ORGANIZATION OR CANDIDATE USING IT.

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

Orange County Registrar of Voters

Mission Statement

“To provide election services for the citizens of Orange County to ensure equal access to the election process, protect the integrity of votes, and maintain a transparent, accurate and fair process.”

Vision Statement

“To ensure excellence in the administration of elections to inspire confidence and trust in the democratic process.”

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**NEWPORT-MESA UNIFIED SCHOOL DISTRICT TRUSTEE AREA 5 SPECIAL
VACANCY ELECTION CALENDAR JUNE 10, 2025**

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

**March 10, 2025
through
March 12, 2025
(E-92 – 90)**

NOTICE OF ELECTION: The Registrar of Voters must publish once in a newspaper of general circulation the Notice of Election. The notice shall contain the date of the election; the offices for which candidates may file; the qualifications for each office; when and where Declarations of Candidacy may be obtained. The Registrar of Voters shall deliver a copy of the published notice to each district secretary, who shall post it in the district office.

§§ 12112, 12113, Ed. §§ 5361, 5363

**March 10, 2025
through
March 14, 2025
(E-92 – 88)**

NOMINATION PERIOD: Declaration of Candidacy forms for all school district offices may be obtained from and must be filed with the Registrar of Voters' office from March 10, 2025 through March 14, 2025, 5:00 p.m.

§§ 10407, 10510, 10603

No person shall be considered a legally qualified candidate for any office unless that person has filed an original Declaration of Candidacy or a Statement of Write-in Candidacy with a wet signature with the elections official.

§§ 8020, 10501, 10602

**March 10, 2025
through
April 4, 2025
(E-92 – 67)**

CHALLENGING A BALLOT DESIGNATION:

Ballot Designations will be available for public examination as candidates file them. These ballot designations will be available for review at the Registrar of Voters' office on Monday through Friday, from 8:00 a.m. to 5:00 p.m. and will be posted on the Registrar of Voters' website.

§ 13107

A person may administratively challenge a Ballot Designation of a candidate for school board in writing to the Registrar of Voters by 5:00 p.m. on one of the following deadlines:

- March 14, 2025 if the candidate filed the Ballot Designation by March 13, 2025
- March 17, 2025 if the candidate filed the Ballot Designation on March 14, 2025

After the administrative challenge deadlines, the public may only challenge a Ballot Designation in court. A person may file a writ of mandate or injunction to require the Ballot Designation to be amended. The Registrar of Voters requests that a Court Order amending a Ballot Designation be issued by April 4, 2025 to ensure election material mailing deadlines are met.

§ 13314

**March 10, 2025
through
March 14, 2025
(E-92 – 88)**

SCHOOL DISTRICT CANDIDATES' STATEMENTS OF

QUALIFICATIONS: Each candidate may prepare a statement on a form provided by the Registrar of Voters' office. The statement may contain no more than 200 words, unless the governing body of the local agency has authorized the statement to contain 400 words. The statement must be filed at the same time the Declaration of Candidacy is filed. **The statement may be withdrawn, but not changed, during the nomination period and until 5:00 p.m. of the next working day after the close of the nomination period.** § 13307

**March 10, 2025
through
March 14, 2025
(E-92 – 88)**

CANDIDATES' STATEMENTS OF QUALIFICATIONS

MAY MAKE NO REFERENCE TO ANOTHER CANDIDATE:

In addition to the restrictions set forth in Section 13307, a Candidate's Statement for any office submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications, and **shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.** The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. § 13308

**March 10, 2025
through
March 14, 2025
(E-92 – 88)**

COST OF A CANDIDATE'S STATEMENT:

The Registrar of Voters will require each candidate filing a candidate's statement to pay in advance as a condition of having his/her statement included in the Voter Information Guide. The cost is calculated to recover expenses for translation into required languages, typesetting, printing and labor in the processing of candidate's statements. This amount must be paid when the candidate statement is filed. § 13307

**March 10, 2025
through
March 14, 2025
(E-92 – 88)**

CONFIDENTIALITY OF CANDIDATES' STATEMENTS:

The Candidate's Statement is confidential until after the expiration of the filing period, **March 14, 2025, 5:00 p.m.** Copies of all Candidates' Statements will be available for public inspection at the Registrar of Voters' office and on its website for 10 days prior to being submitted for printing. §§ 13311, 13313

**March 12, 2025
through
June 10, 2025
(E-90 – E)**

LATE CAMPAIGN CONTRIBUTION REPORTING PERIOD:

Contributions received of \$1,000 or more per source must be reported within 24 hours during this period. Gov't § 82036

**March 14, 2025
(E-88)**

DEADLINE TO FILE DECLARATIONS OF CANDIDACY

AND CANDIDATES' STATEMENTS: Last day to file Declarations of Candidacy and Candidates' Statements with the Registrar of Voters' office is **March 14, 2025, 5:00 p.m.** §§ 10603, 13307

**March 14, 2025
(E-88)**

CANDIDATE'S WITHDRAWAL: No candidate who has filed a Declaration of Candidacy may withdraw as a candidate after 5:00 p.m. on this date. §§ 10510, 10516, 10603, 10604

**March 15, 2025
through
March 24, 2025
(E-87 – 78)**

PUBLIC REVIEW FOR CANDIDATES' STATEMENTS

OF QUALIFICATIONS AND BALLOT DESIGNATIONS:

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

**March 17, 2025
(11:00 a.m.)
(E-85)
(Secretary of State
and Registrar of
Voters)**

RANDOMIZED ALPHABET DRAWING: On this day, the Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as the randomized alphabet, to determine the order in which candidates appear on the ballot. §§ 13111, 13112(b)(1)(C)

**April 4, 2025
(E-67)**

DEADLINE FOR COURT ORDERED CHANGES: By this date, the Registrar of Voters office requests that the Court issue a potential Order to change ballot designations, candidate statements, and measure direct and rebuttal arguments to ensure election material mailing deadlines are met. § 9163

**April 11, 2025
(E-60)**

MILITARY OR OVERSEAS VOTERS' BALLOT

APPLICATIONS: The first day the county elections official may process applications for military or overseas voters' ballots. Any applications received by the county elections official prior to this day shall be kept and processed on or after this date. If the applicant is not a resident of the county to which he or she has applied, the elections official receiving the application shall forward it immediately to the proper county. **NOTE:** A request for a Vote-By-Mail ballot from a military or overseas voter will be deemed an affidavit of registration. §§ 300(b), 321, 3101, 3102, 3103, 3105

**April 11, 2025
through
June 10, 2025
(E-60 – E)**

LIST OF VOTE-BY-MAIL VOTERS: First day data is available for purchase indicating all voters who have been issued a military or overseas Vote-By-Mail ballot. After **May 12, 2025**, all Vote-By-Mail voters who have been issued a Vote-By-Mail ballot will be available.

**April 14, 2025
through
May 27, 2025
(E-57 – 14)**

WRITE-IN CANDIDATES: First day the Statement of Write-in Candidacy is available for a write-in candidate. It must be filled with the Registrar of Voters' office by May 27, 2025, 5:00 p.m.

§§ 8600, 8601

**April 26, 2025*
(E-45)
(Date fixed by law)**

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

§ 3114*, 52 U.S.C. § 20302 (MOVE Act)

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

**May 1, 2025
(E-40)
(Date fixed by law)**

FIRST PRE-ELECTION CAMPAIGN DISCLOSURE

STATEMENTS DUE: The last day to file campaign disclosure statements for candidates and committees for the period ending April 26, 2025.

Gov't §§ 84200.5, 84200.8, 84218

**May 12, 2025
through
June 3, 2025
(E-29 – 7)**

VOTE-BY-MAIL MAILINGS: Beginning 29 days before the day of the election, the Registrar of Voters will mail to each registered voter a Vote-By-Mail ballot packet that includes a postage-paid return envelope with instructions for the use and return of the ballot.

§§ 3000.5, 4005(a)(8)(A)&(B)

**May 26, 2025
(E-15)**

LAST DAY TO REGISTER TO VOTE IN SPECIAL VACANCY

ELECTION: Last day to register to vote in the Special Vacancy Election. The Voter Registration Form shall be mailed (postmarked by this date) or delivered to the county elections official by this date and is effective upon receipt. The Voter Registration Form may also be submitted by this date to the Secretary of State, Department of Motor Vehicles or any National Voter Registration Act designated agency.

NOTE: Last day for military or overseas voters to register to vote, to request a Vote-By-Mail ballot, and to send it to the county elections official. A request for a Vote-By-Mail ballot from a military or overseas voter will be deemed an affidavit of registration. When a county elections official receives and approves an application from a military or overseas voter, the official must provide that voter with Vote-By-Mail ballots for each subsequent election in the state unless the voter fails to vote in four consecutive statewide general elections.

52 U.S.C. §§ 20301, 20501; §§ 300(b), 321, 2102, 2170, 3102

**May 27, 2025
(E-14)**

DEADLINE FOR WRITE-IN CANDIDATES TO FILE:

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

**May 27, 2025
through
June 10, 2025
(E-14 – E)**

CONDITIONAL VOTER REGISTRATION PERIOD:

During the period 14 days prior to Election Day and including Election Day, an individual can go to the office or Vote Center of his/her county elections official to conditionally register to vote and vote a provisional ballot. §§ 2170, 2171, 2172, 2173

**May 27, 2025
(E-14 – E)**

NEW CITIZEN REGISTRATION PERIOD: A new citizen is eligible to register and vote at the office of, or at another location designated by the county elections official, at any time beginning on **May 27, 2025** and ending at the close of polls on **June 10, 2025**. A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting and shall declare that he or she has established residency in California. The ballots of new citizens shall be received and canvassed at the same time and under the same procedure as Vote-By-Mail ballots. §§ 331, 3500, 3501, 3502

**May 29, 2025
(E-12)**

SECOND PRE-ELECTION CAMPAIGN DISCLOSURE

STATEMENTS DUE: The last day to file campaign disclosure statements for candidates and committees covering the period ending **May 24, 2025**. Candidates being voted upon, their controlled committees, and committees primarily formed to support or oppose a candidate or measure must file the second pre-election paper statement by guaranteed overnight mail or personal delivery, in addition to any electronic filing requirements. Gov't §§ 84200.5, 84200.8, 84218

**June 10, 2025
(E)**

ELECTION DAY: Ballots will be counted centrally at the Registrar of Voters' office. §5091(c)(2)(A)

**June 10, 2025
(E)**

VOTE-BY-MAIL VOTER BALLOTS RETURNED: Deadline for the Registrar of Voters to receive a Vote-By-Mail ballot in person is **June 10, 2025, 8:00 p.m.** A voter may deliver his/her Vote-By-Mail ballot in person to any Vote Center or Ballot Drop Box in the county by the close of the polls on Election Day. If a voter is unable to return the ballot, he/she may designate another person to return the ballot. §§ 3017, 14212

Last day a military or overseas voter who is living outside of the United States (or is called for military service within the United States after **June 4, 2025**), may return his/her ballot by facsimile transmission. To be counted, the ballot returned by facsimile transmission must be received by the elections official no later than Election Day, 8:00 p.m. and must be accompanied by an identification envelope and a signed Oath of Declaration. **§3106**

IMPORTANT: A mailed, voted ballot will count only if the identification envelope is signed, dated and postmarked no later than Election Day, June 10, 2025, and it is received no later than seven (7) days after Election Day, June 17, 2025, 8:00 p.m. **§§ 3011,3020**

**June 10, 2025
(E)**

SEMI-OFFICIAL CANVASS OF ELECTION RETURNS:

Beginning at 8:00 p.m. and continuously until completed, the Registrar of Voters shall conduct the semi-official canvass of votes and report totals to the Secretary of State at least every two hours.

§§ 15150

NOTE: It is the Registrar of Voters practice to post results more frequently than the statutory requirement. The first election results report will be posted about 8:05 p.m. after Vote Centers close. This will include votes from Vote-By-Mail ballots received before Election Day, processed, accepted for counting, and scanned. As votes from Vote Centers are securely transported by two-person teams with a Sheriff's Department escort to the Registrar of Voters' office in Santa Ana, updated results reports will be posted at 9:30 p.m. and every half-hour thereafter until all in-person ballots are included in the results.

**June 11, 2025
(E+1)**

COMMENCE OFFICIAL CANVASS OF ELECTION

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

**July 10, 2025
(E+30)**

COMPLETE CANVASS OF OFFICIAL RETURNS AND

CERTIFY RESULTS THIS DATE: No later than this date, the county elections official must complete the canvass and certify the results. **§ 15372**

**July 14, 2025
(E+34)**

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

July 31, 2025
(Dated fixed by law)
(E+51)

SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENTS

DUE: Last day to file semi-annual campaign disclosure statements
for all candidates and committees for the period through
June 30, 2025. **Gov't §§ 84200, 84218**

NOTE: Candidates for federal office should contact the Federal Election Commission to obtain information regarding campaign disclosure filing requirements and the forms on which to file.

Federal Election Commission: 1050 First Street, NE
Washington, D.C. 20463; Phone 800-424-9530; info@fec.gov

GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE

A candidate must be:

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

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

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

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

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

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

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

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

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

SPECIAL QUALIFICATIONS FOR SCHOOL BOARDS

- (a) Any person, regardless of sex, who is 18 years of age or older, a citizen of the State, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the State from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications. **Ed. § 35107**
- (b) An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. **Ed. § 35107**

In addition to the above, a candidate for a school district having trustee areas must be a resident of the trustee area for which he/she is a candidate. **Ed. § 5030(c)**

DECLARATION OF CANDIDACY

Candidates for school board member must file an original Declaration of Candidacy with a wet signature to the Registrar of Voters between March 10, 2025 and March 14, 2025.
§ 10510

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

March 10, 2025 is the first day that candidates for school board members may obtain the Declaration of Candidacy and Candidate's Statement of Qualifications forms. These forms are available at the Registrar of Voters' office, 1300 S. Grand Ave., Building C, Santa Ana.
§ 10510

Information to be completed by the candidate on the Declaration of Candidacy form includes the candidate's name, occupation (ballot) designation, residence address, mailing address, and phone number. **The Declaration of Candidacy must be filed by March 14, 2025, 5:00 p.m.**
§ 10511

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

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

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

Assembly 1316 was signed into law by Governor Brown in August of 2013 and **went into effect on January 1, 2014**. It eliminates the practice of permitting candidates to select a number to be printed alongside their name on ballot materials if a candidate with a similar name files for the same office. The bill requires the elections official to assign each such candidate a number based on the order in which the candidates filed their nomination papers. It requires that the first candidate be assigned the number "1", with each subsequent candidate with a similar name being assigned the next number in numerical sequence until each candidate with a similar name has been assigned a distinguishing number. The law also requires the elections official to conduct a drawing of the numbers assigned to the candidates in a similar manner as provided for by existing law to determine the order on the ballot for candidates with similar names.
§ 13118

Assembly Bill 57 (2019) requires that any ballot providing a translation of a candidate's name, in jurisdictions required to provide translated ballot materials pursuant to a specified provision of the federal Voting Rights Act of 1965 (VRA), to contain a phonetic transliteration of the candidate's name unless certain conditions are met and as specified:

- Permits a candidate who has a character-based name by birth, which can be verified by birth certificate or other valid identification, to use that name on the ballot instead of a phonetic transliteration.

- Permits a candidate who does not have a character-based name by birth, but who identifies by a particular character-based name and can demonstrate that the candidate has been known and identified within the public sphere by that name over the past two years, to use that name instead of a phonetic transliteration.

Candidates with a character-based name will be required to fill out a Character-Based Name Form and submit supporting documents.

Translations apply to character-based languages in Chinese and Korean.

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

A candidate may, in a dated, signed, written statement designate a person to obtain a Declaration of Candidacy form from the Registrar of Voters' office and deliver it to the candidate. Such statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and an original copy with a wet signature delivered to the Registrar of Voters' office of the county of the candidate's residence by the 88th day prior to the Special Vacancy Election, **March 14, 2025. Any person may return the completed Declaration of Candidacy.** § 8028

IMPORTANT

In the event that the Declaration of Candidacy form is being returned to the Registrar of Voters' office by a person other than the candidate, the Declaration of Candidacy form/the Oath of Office **must be notarized** prior to filing with the Registrar of Voters' office.

A California notary must be used for the document to be legally filed.

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

There is no filing fee. The last day to file as a candidate is **March 14, 2025, 5:00 p.m.**

The last day to withdraw as a candidate is **March 14, 2025, before 5:00 p.m.**

§§ 10510, 10603 (b)

BALLOT DESIGNATIONS FOR CANDIDATES
(§13107; Secretary of State Ballot Designation Regulations,
Title 2 of the California Code of Regulations (CCR), § 20710, et seq.)

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”. **CCR § 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. A Candidate shall not use the word “incumbent” if the candidate was elected to their office in an at-large election and is a candidate in a district-based election. **The word “incumbent” must be used as a noun and must stand alone.** **§ 13107(a)(2)**

- (4) The phrase “appointed incumbent” may be used if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office. **§ 13107(a)(4)**

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

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

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

(5) The names of special districts, school districts, and political subdivisions are not geographical names. For purposes of this section, all California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. **CCR § 20714(f)(3)**

(6) Punctuation shall be limited to the use of a comma (e.g., Governing Board Member, Anaheim Union High School District) and a slash (e.g., Physician/Rancher/Legislator). Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words not in the dictionary shall be counted as a separate word. **CCR § 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. **CCR § 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.** **CCR § 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. **CCR § 20714(a)(1)**

“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. **CCR § 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.

CCR § 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. **CCR § 20714(b)(1)**

A candidate who holds a professional, vocational, or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his/her “principal” professions, vocations, or occupations if (a) the candidate’s licensure status is “inactive” at the time the candidate files his/her nomination documents; or (b) the candidate’s license has been suspended or revoked by the agency issuing the license at the time the candidate files his/her nomination documents. **CCR § 20714(b)(2)**

Multiple Principal Professions, Vocations, or Occupations: A candidate may engage in multiple principal professions, vocations or occupations. However, if a candidate proposes a Ballot Designation including multiple principal professions, vocations or occupations, the proposed Ballot Designation must comply with the following provisions: (1) The three-word limitation specified in Elections Code § 13107(a)(3); (2) Each such proposed profession, vocation or occupation shall be separately considered and must independently qualify as a “principal” profession, vocation, or occupation; and (3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash (“/”).

CCR § 20714(e)(1)(2)(3)

- (8) **“Community Volunteer”** means a person who engages in an activity or performs a service for or on the behalf of, without profiting monetarily, one or more of the following: (1) A charitable, educational, or religious organization as defined by the U.S. Internal Revenue Code § 501(c)(3); (2) a governmental agency; or (3) an educational institution. The activity or service must constitute substantial involvement of the candidate’s time and effort such that the **activity or service is the sole, primary, main, or leading professional, vocational or occupational endeavor of the candidate. The words “Community Volunteer” must stand alone.**

CCR § 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.

CCR § 20716(h)(1)(2)(3)(4)

- (10) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following: (2)(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument. (3) A designation made pursuant to this subparagraph shall also contain relevant qualifiers as follows: If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words “City of”. (B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words “County of”. (C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words “City and County”. (D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included. (c) **A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.”** The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

§ 13107(c)

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. The Secretary of State’s Ballot Designation Regulations state that avocations may include, but are not limited to: Hobbies,

social activities, volunteer work (except as set forth in section 20714.5), and matters pursued as an amateur. **CCR § 20716(b)(1)**

Example: (a) If a person is a PTA President (not a paid position), and does not have a principal profession, vocation, or occupation, then that person could use "Community Volunteer" as his/her ballot designation but could not use "PTA President". "PTA President" is considered a "status (see "c: Statuses"); (b) If the person is a PTA President (not a paid position), and also has a principal profession, vocation, or occupation, he/she must use his/her principal profession, vocation, or occupation as his/her ballot designation; (c) If the person is a PTA President (not paid position) and also has a principal profession, vocation, or occupation, he/she **could not** use both the principal 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, except as set forth in section 20714.5. The Secretary of State's Ballot Designation Regulations state that 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. **CCR § 20716(b)(2)**

Example: An unpaid position on a city advisory "commission" that meets no more than once a month and only requires nominal involvement of less than two hours over the course of a month will not constitute a principal profession, vocation, or occupation, because "principal" means a substantial involvement of time and effort as opposed to involvement that is only nominal, pro forma, or titular in character.

- (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. The Secretary of State's Ballot Designation Regulations state that examples of a status include, but are not limited to: Veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, Kiwanis Club President, PTA President, husband, wife, and the like. **CCR § 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. **CCR § 20716(f)**

- (3) No degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name per Elections Code § 13106. Examples include, but are not limited to: Ph.D., M.A., B.A., B.S., and M.D. **§ 13106**

- (4) A Ballot Designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to: Acme Company President, Universal Widget Inventor, Director, Smith Foundation, UCLA Professor, and the like. **CCR § 20716(d)**
- (5) Pursuant to Elections Code § 13107(a)(2), a Ballot Designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to: Senior, emeritus, specialist*, magnate, outstanding, leading, expert, virtuous, eminent, best, exalted, prominent, famous, respected, honored, honest, dishonest, corrupt, lazy, and the like. ***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. **CCR § 20716(e)**
- (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. The Secretary of State's Ballot Designation Regulations state that impermissible designations include: Former Congressman, Ex-Senator, and Former Educator. **CCR § 20716(g)**
- (7) A Ballot Designation indicating that a candidate is a member of the **state or county central committee of a political party**, or an officer of a state or county central committee of a political party, **are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107(a)(1)**. A Member of the Central Committee may not use "Member of the Central Committee". **CCR § 20712(e)**
- (8) A ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status. **§ 13107(e)(5)**
- (9) A ballot designation which uses a word or words referring to a racial, religious or ethnic group or implies any ethnic or racial slurs or ethnically or racially derogatory language. **CCR § 20716(j)(1)**
- (10) If the candidate is a member of the clergy, the candidate may not make reference to his/her specific denomination. However, the candidate may use his/her clerical title as a ballot designation (e.g. Rabbi, Pastor, Minister, Priest, Bishop, Deacon, Monk, Nun, Imam, etc). **CCR § 20716(j)(2)**
- (11) Pursuant to section 13107(b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law. **CCR § 20716(k)**

Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:

- (1) It would mislead the voter.
- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) It abbreviates the word “retired” or places it following any word or words which it modifies.
- (4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of word “retired.”
- (5) It uses the name of any political party, whether or not it has qualified for the ballot.
- (6) It uses a word or words referring to a racial, religious, or ethnic group.
- (7) It refers to any activity prohibited by law.

§ 13107(e)

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, CCR § 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, CCR § 20711

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

CCR § 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.

CCR § 20711

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

§ 13107.3

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

In the space provided on the Ballot Designation Worksheet, you must describe why you are entitled to use the proposed ballot designation. You may attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective

office, you may 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 do not have a principal profession, vocation, or occupation. You must 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 school board members. In determining the validity of a Ballot Designation for school board members, the Registrar of Voters’ staff follows Elections Code Section 13107, the Secretary of State’s Ballot Designation Regulations, and California Code of 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(f)**

The candidate shall, within three days from the date of receipt of the notice, excluding Saturdays, Sundays, and holidays, appear before the elections official, and provide an alternate designation. **In the event the candidate fails to provide an alternate designation, no designation will appear after the candidate’s name.** **§ 13107(f)(1)**

CHALLENGING A BALLOT DESIGNATION

A person may administratively challenge a Ballot Designation of a candidate for school board in writing to the Registrar of Voters by 5:00 p.m. of one of the following deadlines:

- **March 14, 2025** if the candidate filed the Ballot Designation by March 13, 2025
- **March 17, 2025** if the candidate filed the Ballot Designation by March 14, 2025

After the administrative challenge deadlines, the public may only challenge a Ballot Designation in court. A person may file a writ of mandate or injunction to require the Ballot Designation to be amended.

NOTE: The Registrar of Voters requests that a Court Order amending a Ballot Designation be issued by April 4, 2025 to ensure election material mailing deadlines are met. **§ 13314**

No Ballot Designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, **March 14, 2025, 5:00 p.m.**, except as specifically requested by the elections official or mandated by the court to change an unacceptable designation. **§ 13107(g)**

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. A drawing will take place for each election date. **The date of the drawing for the Special Vacancy Election will be March 20, 2025, 11:00 a.m.** § 13112

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Each candidate for **nonpartisan elective office** in any local agency, including any city, county, city and county, or district, may prepare a Candidate's Statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself/herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. § 13307(a)(1)

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

All statements may be submitted on the form provided by the county elections official. The signed statement shall be filed in the office of the elections official no later than the 88th day before the election, **March 14, 2025, 5:00 p.m.** **Costs of providing statements to voters shall be paid by the candidates.** § 13307(a)(2) and (d)

The statement **may be withdrawn, but not changed**, during the period for filing the Declaration of Candidacy and until **March 17, 2025, 5:00 p.m.**, the next working day after the close of the nomination period. § 13307(a)(3)

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**

In addition to the statement prepared pursuant to §13307(a), if the elections official who is conducting the election permits electronic distribution of a candidate's statement, the governing body of a local agency may permit each candidate for nonpartisan elective office in the local agency to prepare a candidate's statement for the purpose of electronic distribution pursuant to this subdivision. **§ 13307(c)(1)**

A statement prepared pursuant to §13307(c), shall be posted on the Internet Web site of the elections official, and may be included in a voter's guide that is electronically distributed by the elections official pursuant to Section 13300.7, but shall not be included in a voter's guide that is printed and mailed to voters pursuant to §13307(b).

NOTE: A statement that is printed in the Voter Information Guide and mailed to voters pursuant to §13307(b), shall be included with the statement that is prepared and electronically distributed pursuant to §13307(c).

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

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

NOTE: All Candidate's Statements written in the third person must also include the name of the candidate at the end of the statement and must be included in the word count.

The Registrar of Voters will require each candidate filing a Candidate's Statement to pay in advance as a condition of having his/her statement included in the Voter Information Guide. The cost is calculated to recover expenses for translation into the required languages, typesetting, printing and labor in the processing of candidate's statements. Payment may be made by cash, check, money order, certified check, and credit card (MasterCard, Visa, American Express, and Discover). **§ 13307(d)**

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

The candidate must also sign a Candidate's Statement Agreement at the time the statement is filed. A copy of the signed Agreement and signed Statement will be given to the candidate. **§ 13307(a)(2)**

NOTE: Pursuant to minority language provisions of the Federal Voting Rights Act, Orange County is required to provide election materials in the Chinese, Korean, Spanish and Vietnamese languages in addition to English. The materials covered by

this Act include Candidates' Statements. Therefore, all estimated costs include translating and printing of Candidates' Statements in the Chinese, Korean, Spanish and Vietnamese languages. These materials will be provided to voters who have requested Chinese, Korean, Spanish and Vietnamese language election materials.

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

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

PUBLIC REVIEW PERIOD: For all Candidates' Statements filed on or before **March 14, 2025**, the public review period is **March 15, 2025 through March 24, 2025, 5:00 p.m** at the Registrar of Voters' office and on its website. **§§ 10516, 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. **§ 13307(a)(3)**

CHALLENGING A CANDIDATE'S STATEMENT

There is a Public Review Period – **March 15, 2025 through March 24, 2025** – during which time the public may challenge a Candidate's Statement in court. A person may file a writ of mandate or injunction to require the Candidate's Statement to be amended. **§ 13314**

NOTE: The Registrar of Voters requests that a Court Order amending a Candidate's Statement be issued by April 4, 2025 to ensure election material mailing deadlines are met. **§ 9163**

Contest ID: _____
Candidate ID : _____
Words: _____
[] 200 [] 400
June 3, 2025

Candidate's Statement of Qualifications

NAME:

AGE:
(Optional)

OCCUPATION:

INSTRUCTIONS: (Elections Code § 13307)

1. Signed and dated statement must be filed in the Registrar of Voters office at the time final nomination documents are filed. A copy will be given to the candidate.
2. This statement is printed at candidate's expense and should reflect the candidate's qualifications.

Date _____

Candidate's Signature

SEE BACK-SIDE OF THIS PAGE FOR CANDIDATE'S STATEMENT FORMATTING GUIDELINES.

CANDIDATE'S STATEMENT OF QUALIFICATIONS FORMATTING GUIDELINES

The Registrar of Voters' office has a semi-automated system for Voter Information Guide 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 xxxxxxx xx x x xxxxxxxxxxx x xxxxxx xxxxx. Xxx xxxxxx 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 xxxxxx xxx. Xx xxx xxxxxxx xxxxxxx xxxxx. X xxx xxxxx xxxxxxx xxxxx xxx
x xx xxx xxx. Xxx xxxx xxxxxxx xxxxx xxx. Xxx xxxxx xxxxxxx xxxxxxx xxxxx.

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

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

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

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

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

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

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

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

IMPORTANT

CANDIDATE'S STATEMENT OF QUALIFICATIONS FORMATTING GUIDELINES
(CONTINUED)

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



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

Use these general guidelines to assist you in the preparation of your statement. There are other requirements regarding the content of your statement that are outlined in this Candidate's Handbook. Candidates should submit their candidate's statement via email to: ballot-statement@ocvote.gov. Statements must be submitted in a Word or Text format. PDF's will not be accepted.



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.

SCHOOL DISTRICTS PRINTED CANDIDATE’S STATEMENT COST

	<u>200 Words</u>	<u>400 Words</u>
<u>UNIFIED SCHOOL DISTRICTS</u>		
Newport-Mesa Unified School District		
Trustee Area 5	\$ 748.49	\$ 1,112.17

PRINTED CANDIDATE’S STATEMENT COST INFORMATION

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

NOTE: Candidates’ Statements cost are calculated using the following assumptions: Two 200- OR 250-word statements per contest, a 36-page Voter Information Guide, and based on current registered voter counts.

A candidate may withdraw his/her Candidate’s Statement by signing and submitting a cancellation notice located at the bottom of the Candidate’s Statement Agreement or in writing to the Registrar of Voters no later than 5:00 p.m. on March 17, 2025, the next working day after the close of the nomination period. § 13307(a)

ELECTRONICALLY DISTRIBUTED CANDIDATE STATEMENT COST***



	<u>200 Words</u>	<u>400 Words</u>
School Board Offices	\$ 509.82	\$ 634.82

*****These Candidate’s Statements of Qualification will NOT be printed in the County Voter Information Guide but can be viewed ONLY on ocvote.gov.**

NOTE: Statements purchased for printing in the County Voter Information Guide includes both the printed version and electronic version of the statement.

WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT OF QUALIFICATIONS
(§9 – entire page)

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

The following are the guidelines for computing the word count:

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

Punctuation marks are not included in the word count.

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

Dictionary words.....one word

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



All proper nouns including geographical names and names of persons.....one word
Examples: County of Orange, Orange County, San Juan Capistrano, City of Brea, Gus Enright, Jane Smith.

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

Acronyms.....one word

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

Dates.....one word

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 things.....each word counts as one word
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/fax numbers.....one word

E-mail and website addresses.....one word

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

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

However, you may block-indent within the paragraph without using bullets, etc.



Keep in mind that a 200-word statement must fit into a box (the size of a quarter page) and a 400-word statement must fit into a box (the size of a half-page). Excessive block-indentation or numerous paragraphs consisting of one or two sentences each may extend the statement beyond the size of the box even though your statement may contain less than the maximum number of words. **If the statement does not fit into the box, you will be asked to edit your statement.** See “Candidate’s Statement Formatting Guidelines” for more information.

The Voter Information Guide page layout has some limitations, including space; therefore, the style of a Candidate's Statement must conform to the sample you are given.



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

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

The candidate must sign and date the statement before it is filed. **All statements are confidential until the expiration of the filing deadline.** The candidate is required to pay for the statement at the time of filing. A copy of the signed statement and the Candidate’s Statement Agreement form will be given to the candidate. **§ 13311**

The statement must be filed at the same time that the Declaration of Candidacy is filed. The statement **may be withdrawn, but not changed**, during the period for filing nomination documents and until **5:00 p.m.** of the next working day after the close of the nomination period, **March 17, 2025.** **§ 13307(a)(2)(3)**

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

§ 8600(a)

The Statement of Write-in Candidacy form shall be available from the Registrar of Voters' office on **April 14, 2025**. The statement shall be delivered to the Registrar of Voters no later than the 14th day prior to the election, **May 27, 2025, 5:00 p.m.**

§ 8601

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

§ 8604

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

<u>SPECIAL VACANCY ELECTION</u>		
TYPE OF STATEMENT	PERIOD COVERED	FILING DEADLINE
1ST PRE-ELECTION	JANUARY 1 – APRIL 26, 2025	MAY 1, 2025
2ND PRE-ELECTION*	APRIL 27 – MAY 24, 2025	MAY 29, 2025
LATE CONTRIBUTION	MARCH 12 – JUNE 10, 2025	WITHIN 24 HOURS OF RECEIPT OF \$1,000
SEMI-ANNUAL	MAY 25 – JUNE 30, 2025	JULY 31, 2025

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

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



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

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

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

Fair Political Practices Commission
1102 Q Street, Suite 3000
Sacramento, California 95811
1-866-275-3772*1; fppc.ca.gov

CAMPAIGN DISCLOSURE FILING REQUIREMENTS

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

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

Gov't § 85200

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

Gov't §§ 82013(a), 84101

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

Gov't § 84206

If you have questions concerning campaign disclosure reporting, call (714) 567-7558 for assistance or additional filing forms or contact the Fair Political Practices Commission at its website: fppc.ca.gov or call its toll free number: (866) 275-3772*1.

ELECTRONIC FILING

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

State Legislative Candidates: All candidates for legislative offices who raise or spend \$25,000 or more must file their contribution and expenditure disclosure statements electronically and on paper. Log-on instructions and approved electronic filing vendors are posted on the Political Reform Division's page on the Secretary of State's website at www.sos.ca.gov/prd/electronic-filing-info.

County Candidates and Officers: Section 1-6-30 of the Orange County Code of Ordinances, which is a section of the Orange County Campaign Reform Ordinance adopted by the Orange County Board of Supervisors in October of 2008, requires elected County candidates and officers and their committees who must file campaign disclosure statements or reports with the Orange County Registrar of Voters and who receive contributions or loans totaling more than \$25,000 to file their statements and reports electronically and on paper with the Registrar of Voters. This section applies to the following County offices and candidates for those offices: County Supervisor, Sheriff-Coroner, District Attorney-Public Administrator, Assessor, County Treasurer-Tax Collector, Clerk-Recorder, Auditor-Controller, and County Superintendent of Schools. To use this system, call (714) 567-7558 to receive your user name and password. Then, you may access the system at ocvote.gov/efile. A user's guide is available on the site.

Congressional Candidates: A congressional candidate should contact the Federal Election Commission at 1050 First Street, NE, Washington, D.C. 20463 or call toll-free (800) 424-9530 for a copy of the Federal Election Campaign Act as amended, related regulations providing the filing requirements for reporting campaign contributions, and the forms on which to file.

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

NetFile Requirements: The NetFile Campaign Admin System is a web-based service allowing anyone with internet access to use the system.

System Requirements: Because the system is web-based, any computer with Internet access will work. **Software Requirements:** You will need the following software to use the NetFile Campaign Admin System. The latest version of any of the following web browsers: Edge, Mozilla Firefox, Apple Safari, Google Chrome, and Opera.

CODE OF FAIR CAMPAIGN PRACTICES

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

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

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

STATEMENT OF ECONOMIC INTERESTS - FORM 700

Candidates for School Board must file a Statement of Economic Interests (Form 700) before or at the same time as the filing of his/her Declaration of Candidacy or no later than March 14, 2025. Gov't Code § 87201

The following candidates are required to file a Statement of Economic Interests (Form 700) during the period for filing a Declaration of Candidacy. This article is applicable to elected state officers, Judges and Commissioners of courts of the Judicial Branch of government, Members of the Public Utilities Commission, Members of the State Energy Resources Conservation and Development Commission, Members of the Fair Political Practices Commission, Members of the California Coastal Commission, Members of planning commissions, Members of the Board of Supervisors, District Attorneys, County Counsels, County Treasurers and Chief Administrative Officers of counties, Mayors, City Managers, City Attorneys, City Treasurers, and Chief Administrative Officers and Members of City Councils of cities, other public officials who manage public investments, and to candidates for any of these offices at any election. **Gov't. Code § 87200**

Every candidate for an office specified in Government Code section 87200 other than a Justice of an Appellate Court or the Supreme Court shall file no later than the final filing date of a Declaration of Candidacy, a Statement of Economic Interests (Form 700) with the county elections official, disclosing his/her investments, his/her interests in real property, and any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended.

The statement shall not be required if the candidate has filed, within 60 days prior to the filing of his/her Declaration of Candidacy, a statement for the same jurisdiction pursuant to Government Code sections 87202 or 87203. **Gov't. Code § 87201**

FILING DATE

Statement of Economic Interests (Form 700) is to be completed and returned to the Registrar of Voters' office **prior to the deadline to file a Declaration of Candidacy.** Each candidate will receive a Statement of Economic Interests form and instructions when issued the Declaration of Candidacy. Any questions regarding your Form 700, contact the following:

Orange County Registrar of Voters
1300 South Grand Avenue, Building C
Santa Ana, CA 92705
PO Box 11298
(714) 567-7558

For technical questions regarding completion of the Form 700, please contact:

Fair Political Practices Commission
1102 Q Street, Suite 3000
Sacramento, California 95811
1-866-275-3772 *1; fppc.ca.gov

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 Voter Information Guide 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 Voter Information Guide 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**

DEPARTMENT OF TRANSPORTATION POLITICAL SIGN INFORMATION

CALIFORNIA STATE TRANSPORTATION AGENCY

GAVIN NEWSOM, GOVERNOR

California Department of Transportation

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



Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

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

A completed Statement of Responsibility must be submitted to:

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

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

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

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

Enclosure

ODA-0027

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

STATE OF CALIFORNIA · DEPARTMENT OF TRANSPORTATION
**STATEMENT OF RESPONSIBILITY
FOR TEMPORARY POLITICAL SIGNS**
ODA-0027 (REV 10/2022)

Election Date: March November Other:

Candidate's Name:

Office sought or Proposition Number:

County where sign(s) will be placed:

Number of signs to be placed:

RESPONSIBLE PARTY:

Name:

Address:

Phone Number (Include Area Code):

Email (Optional):

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

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

Signature of Responsible Party

Date

Mail Statement of Responsibility to:

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

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

OBSERVATION GUIDELINES

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

- Any person who in any manner interferes with the officers holding an election or conducting a canvass, or with the voters lawfully exercising their rights of voting at an election, as to prevent the election or canvass from being fairly held and lawfully conducted, is punishable by imprisonment in the state prison for 16 months or two or three years. **§ 18502**
- The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the Vote Centers. Do not ask to use the telephone or other facilities. Do not conduct a media interview inside a Vote Center.
- Only voters engaged in receiving, preparing, or depositing their ballots and persons authorized by the precinct board to keep order and enforce the law may be permitted to be within the voting booth area before the closing of the polls. **§ 14221**
- (a) Only members of the precinct board, and persons while signing their names on the roster, shall be permitted, during the hours within which voting is in progress, to sit at the desk or table used by the precinct board.
(b) Any person may inspect the roster while voting is in progress and while votes are being counted. However, this shall not be done at a time or in a manner which will impede, interfere, or interrupt the normal process of voting. **§ 14223**
- No person on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a Vote Center or an elections official's office, a curbside voting area, or a ballot drop box:
 - (a) Circulate an initiative, referendum, recall, or nomination petition or any other Petition;
 - (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot;
 - (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240; and
 - (d) Do any electioneering. Electioneering is defined as the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot.

"Vote Center 100 Foot" signs are posted outside Vote Centers, indicating the 100 foot boundary for electioneering. As used in this section, **"100 feet of a Vote Center or an elections official's office" means a distance of 100 feet from the entrance of a Vote Center, curbside voting location, or ballot drop box.**

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

- (a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a Vote

Center without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

(b) This section shall not apply to any of the following:

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

§ 18544

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

ELECTION NIGHT RESULTS

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

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

It is the Registrar of Voters practice to post unofficial election results more frequently than statutorily required.

The first election results report will be posted about 8:05 p.m. after Vote Centers close. This will include votes from Vote-By-Mail ballots received before Election Day, processed, accepted for counting, and scanned.

As votes from Vote Centers are securely transported by two-person teams with a Sheriff's Department escort to the Registrar of Voters' office in Santa Ana, updated results reports will be posted at 9:30 p.m. and every half-hour thereafter until all in-person ballots are included in the results.

PENAL PROVISIONS

- (a) The Legislature finds and declares that the voters of California are entitled to accurate representations in materials that are directed to them in efforts to influence how they vote.
- (b) No person shall publish or cause to be published, with intent to deceive, any campaign advertisement containing a signature that the person knows to be unauthorized.
- (c) For purposes of this section, "campaign advertisement" means any communication directed to voters by means of a mass mailing as defined in Section 82041.5 of the Government Code, a paid television, radio, or newspaper advertisement, an outdoor advertisement, or any other printed matter, if the expenditures for that communication are required to be reported by Chapter 4 (commencing with Section 84100) of Title 9 of the Government Code.
- (d) For purposes of this section, an authorization to use a signature shall be oral or written.
- (e) Nothing in this section shall be construed to prohibit a person from publishing or causing to be published a reproduction of all or part of a document containing an actual or authorized signature, provided that the signature so reproduced shall not, with the intent to deceive, be incorporated into another document in a manner that falsely suggests that the person whose signature is reproduced has signed the other document.
- (f) Any knowing or willful violation of this section is a public offense punishable by imprisonment in the state prison or in a county jail, or by a fine not to exceed fifty thousand dollars (\$50,000), or by both that fine and imprisonment.
- (g) As used in this section, "signature" means either of the following:
 - (1) A handwritten or mechanical signature, or a copy thereof.
 - (2) Any representation of a person's name, including, but not limited to, a printed or typewritten representation, that serves the same purpose as a handwritten or mechanical signature.

Penal § 115.1

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

§ 18200

Any person who falsely makes or fraudulently defaces or destroys all or any part of a Nomination Paper, is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment.

§ 18201

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

§ 18202

PENAL PROVISIONS

(Continued)

Any person who files or submits for filing a Nomination Paper or Declaration of Candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. **§ 18203**

Any person who willfully suppresses all or any part of a Nomination Paper or Declaration of Candidacy either before or after filing is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. **§ 18204**

A person shall not directly or through any other person advance, pay, solicit, or receive or cause to be advanced, paid, solicited, or received any money or other valuable consideration to or for the use of any person in order to induce a person not to become or to withdraw as a candidate for public office. Violation of this section shall be punishable by imprisonment in the state prison for 16 months or two or three years. **§ 18205**

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a Candidate's Statement, prepared pursuant to Sections 11327 or 13307, with the intent to mislead the voters in connection with his/her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000). **§ 18351**

(a) A person shall not, on election day, or at any time that a voter may be casting a ballot, within the 100-foot limit specified in subdivision (b), do any of the following:

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

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

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

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

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

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

§ 18370

PENAL PROVISIONS

(Continued)

(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of an Vote-By-Mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he/she knows the Vote-By-Mail voter is voting. §

18371(a)

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

§ 18371(b)

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

§ 18371(c)

No one who holds, or who is seeking election or appointment to, any office shall, directly or indirectly, offer or arrange for any increase in compensation or salary for an employee of a state or local agency in exchange for, or a promise of, a contribution or loan to any committee controlled directly or indirectly by the person who holds, or who is seeking election or appointment to, an office. A violation of this section is punishable by imprisonment in a county jail for a period not exceeding one year, a fine not exceeding five thousand dollars (\$5,000), or by both that imprisonment and fine. **Gov't § 3205.5**

SERVICES TO CANDIDATES

MAPS

Electronic Maps (Shapefiles and PDFs) with district and precinct boundaries are available. A printed set of precinct maps is also located on our public counter. If you wish to purchase printed custom maps for a small fee, call the Map Unit at (714) 567-7610.

REGISTRATION FORMS

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

COMPUTER PRODUCTS

Registered Voter File: Candidates may purchase the registered voter file on a USB drive or for secure download. 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) 834-7116 for more information or go to ocvote.gov to make your purchase online. Click on "Data Central" and click on "Order Voter Registration Data". The Registrar of Voters office does not provide technical support.

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

Each candidate may purchase up to two copies (sets) of indexes for his/her own use or the use of his/her committee. These may be a complete set, including all precincts within the district in which the candidate is running, or a partial set, including some of the precincts in the district. Indexes sell for \$1.50 per thousand names or portion thereof. Indexes may be ordered by filling out the proper form at the Registrar of Voter's office or by writing a letter to the Registrar of Voter's office, requesting indexes for a certain district. The cost of the product is payable in advance at the time the product is requested. For further information, please call (714) 834-7116.

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

Products are usually available within 3-4 days of placing the order (depending on job scheduling). For further information, please call (714) 834-7116.

IMPORTANT TELEPHONE NUMBERS/WEBSITES

ORANGE COUNTY REGISTRAR OF VOTERS

GENERAL INFORMATION	(714) 567-7600
FAX	(714) 567-7556
WEBSITE	ocvote.gov
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) 567-7610
(Voter List, Street Index, Information on a USB drive)	(714) 834-7116
CANDIDATE FILING DIVISION (Filing Requirements for Office)	(714) 567-7600
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, 8:00 am - 5:00 pm) (Committee ID Number, Termination)	(916) 653-6224

FAIR POLITICAL PRACTICES COMMISSION

ADVICE (Mon -Thurs, 9:00 am – 11:30 am)	(866) 275-3772*1
FAX	(916) 322-0886
WEBSITE	fppc.ca.gov
ENFORCEMENT DIVISION EMAIL (File Complaint under Political Reform Act)	complaint@fppc.ca.gov (916) 322-5660

STATE FRANCHISE TAX BOARD (Mon - Fri, 7:00 am – 5:00 pm)

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 Finance Law)	(800) 424-9530
WEBSITE	fec.gov

ELECTRONIC AND PRINTED MAPS INFORMATION

Map Central

Our Interactive MappingTool provides a user friendly visual representation ofthe election results in Orange County. The tool offers various customization options toeasily explore and analyze the results of elections by contests, precincts, and voting methods in a map format.



ocvote.gov/map-central

Electronic or Printed Maps:

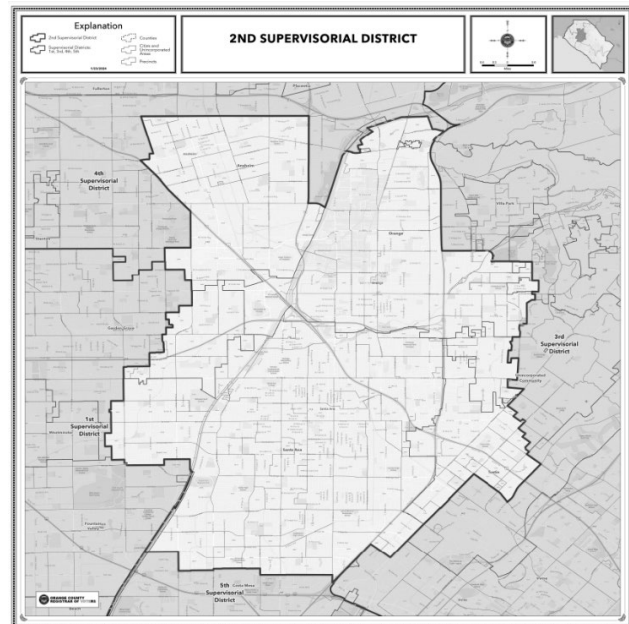
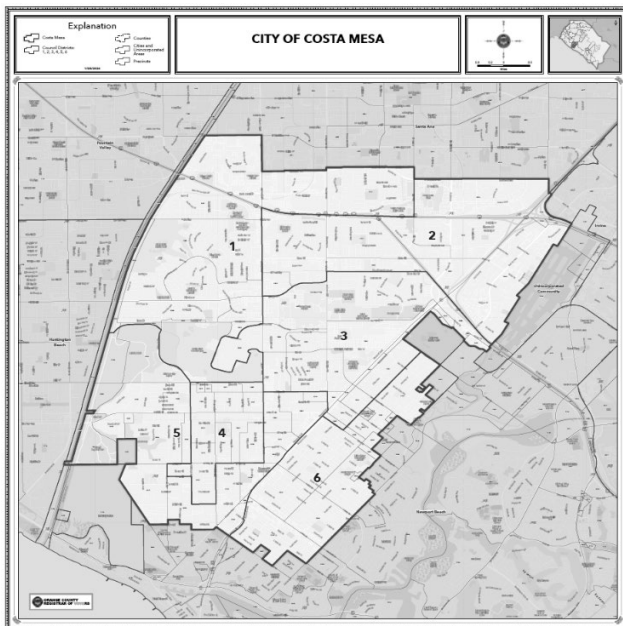
Shapefiles and PDFs with district and precinct boundaries are availablefor download

Printed maps are available for a small fee. You can order your map and complete your purchase online at **ocvote.gov/mapsand-gis**.



ocvote.gov/mapsand-gis

Printed maps can either be mailed or picked up at our office. Please allow two business days for printed map orders to be filled.



Contact Information:

For any questions, please contact the Registrar of Voters at (714) 567610, or view “Services to Candidates” page in this Handbook.