

Candidate Handbook and Resource Guide Arcadia Unified School District



Board of Education Election April 18, 2017



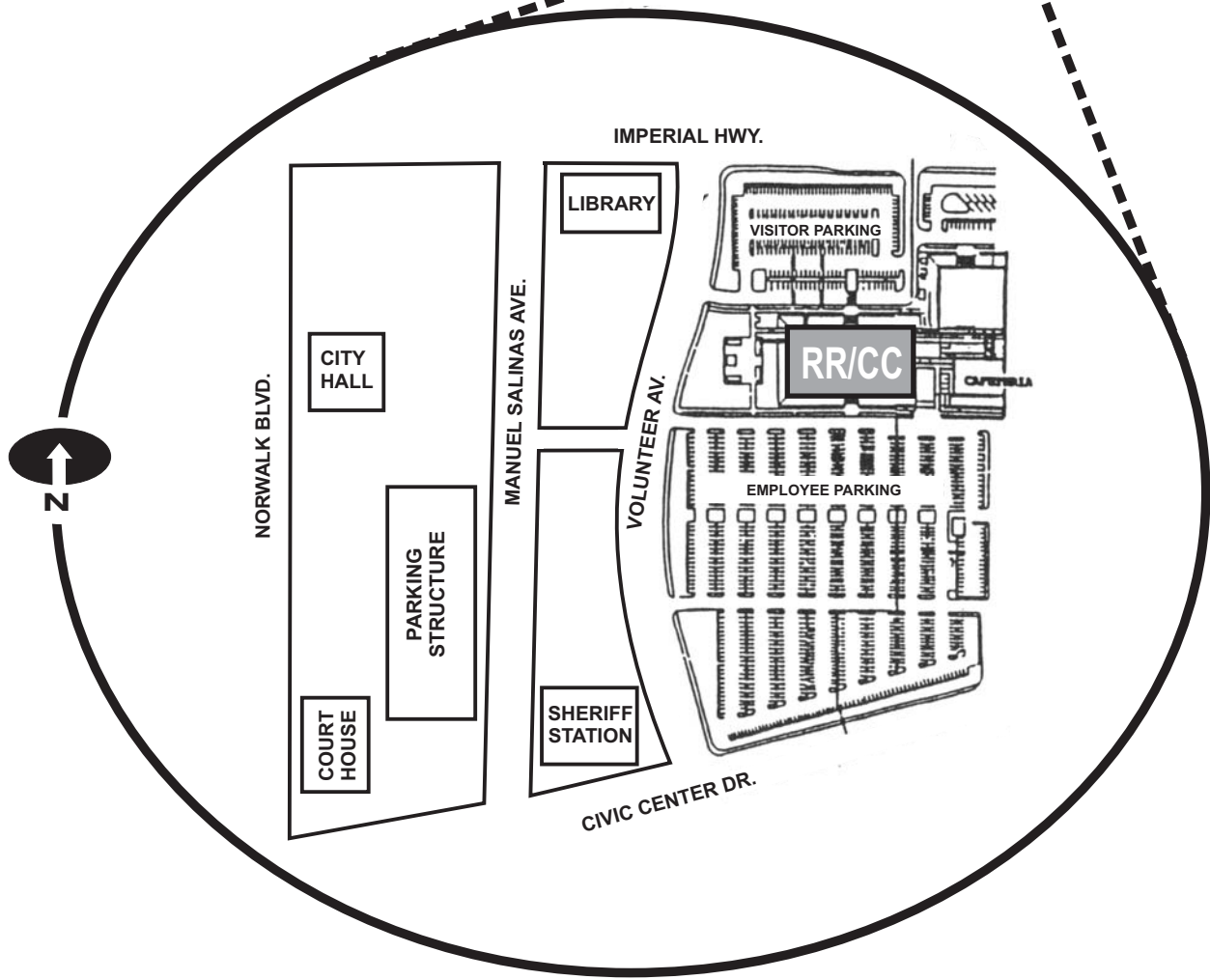
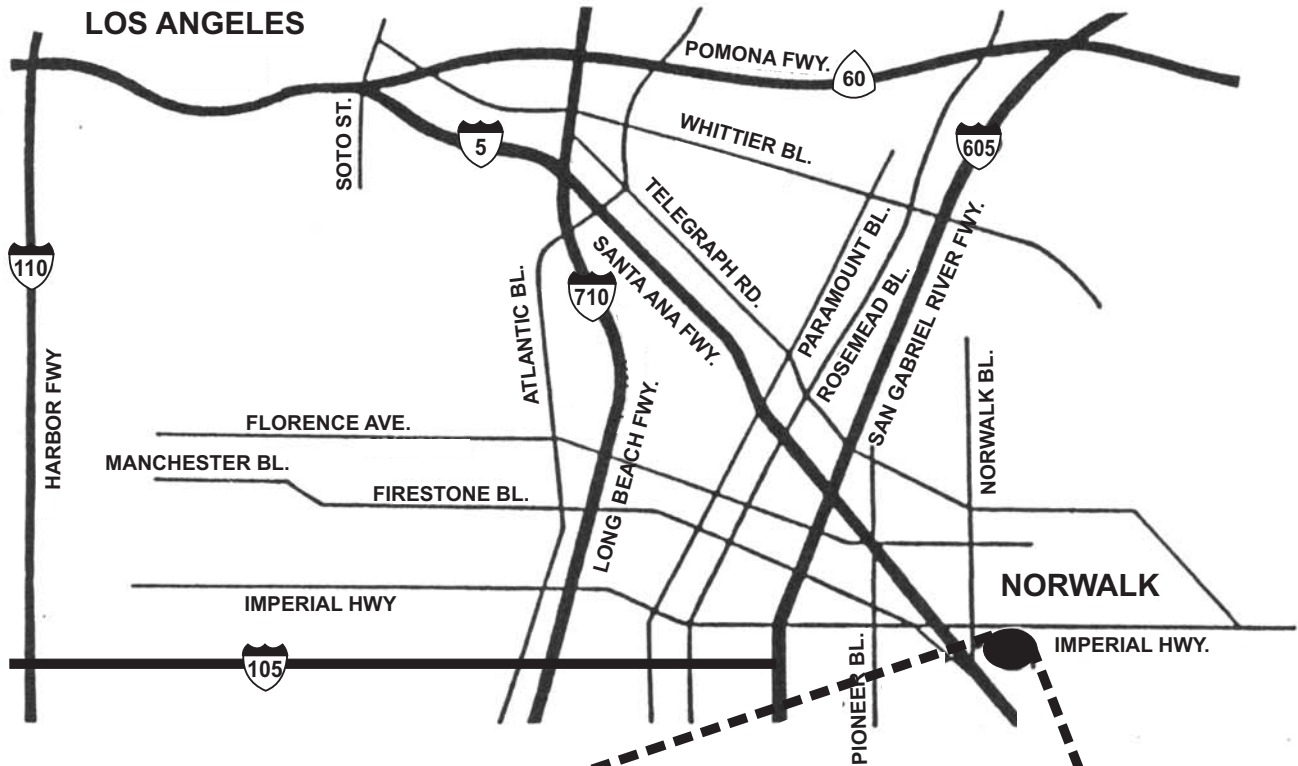
DEAN C. LOGAN
Registrar-Recorder/County Clerk



Los Angeles County Registrar-Recorder/County Clerk

Prepared by
The Election Coordination Unit
www.lavote.net

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY., NORWALK, CA 90650





Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

TO: Candidates, Campaign Managers and other Interested Parties

FROM: Dean C. Logan, Registrar-Recorder/County Clerk

SUBJECT: **CANDIDATE HANDBOOK AND RESOURCE GUIDE**
April 18, 2017 Arcadia Unified School District Board of Education Election

This Candidate Handbook and Resource Guide has been prepared to assist candidates filing for offices in the April 18, 2017 Arcadia Unified School District Board of Education Election. The handbook provides a general overview of major events and valuable information related to critical deadlines for the candidate filing process, guidelines for candidate statements, and campaign finance disclosure filing requirements.

We hope that you will find the current handbook format to be both informative and useful. Please review the information provided in this handbook carefully. Section 1 includes general candidate filing information and Section 2 includes election and campaign information. Online access to this handbook is available on our website, www.lavote.net. Daily listings of candidates filing for elective offices will also be posted to the website for public access.

Voters participating in the April 18th election will be using the INKAVOTE PLUS Voting System consisting of a voting device for marking ballot choices and a Precinct Ballot Reader (PBR) which checks for voting errors and provides an opportunity for voters to correct their ballot or request a replacement. There is also an Audio Ballot Booth available at each polling place to assist voters with specific needs to cast their votes privately and independently.

Our office staff is committed to providing the best possible service to you, your campaign staff and the voters of Los Angeles County. If you have questions or comments regarding items you would like to suggest for future candidate handbooks, please write a letter, send an e-mail to DLogan@rrcc.lacounty.gov or call me at (562) 462-2716.

For additional information regarding the election, including election results or the INKAVOTE PLUS Voting System, consult our website or call 1-800-815-2666 Option 4.

NOTICE

This Candidate Handbook and Resource Guide has been prepared to assist you in filing documents relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

Candidates and others using this Candidate Handbook and Resource Guide must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

SECTION 1



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CALENDAR OF EVENTS

ARCADIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION ELECTION

APRIL 18, 2017

IMPORTANT NOTICE

All documents are to be filed with and duties performed by the Registrar-Recorder/County Clerk unless otherwise specified.

DATES	EVENTS
<p>(2016) DEC. 12 (M) DEC. 27* (Tu) E-127 E-112*</p>	<p>NOTICE OF ELECTION — PUBLICATION</p> <p>Between these dates the notice of election shall be published once in a newspaper of general circulation in the district. A copy of the notice shall be delivered to the school district's superintendent for posting.</p> <p>(E. C. § 12101 and Govt. Code § 6061)</p> <p>A general press release will also be issued providing information on the elective offices and the telephone number to call regarding candidate nomination procedures.</p>
<p>DEC. 19 (M) E-120</p>	<p>BOARD RESOLUTION (FOR CANDIDATE STATEMENTS)</p> <p>Not later than this date the district board shall by resolution determine the word limitation for candidate statements (200 or 400 words), and whether advance payment is required.</p> <p>(E. C. § 13307(e))</p>
<p>DEC. 27* (Tu) E-112*</p>	<p>REQUEST SECRETARY OF STATE TO CONDUCT RANDOMIZED ALPHABET DRAWING</p> <p>Recommended last day to notify the Secretary of State of the date of the election and the close of candidate filing period, and request that a randomized alphabet drawing be held.</p> <p>(E. C. § 13113)</p>

*Date adjusted due to weekend and holiday.

DATES**EVENTS**

<p>(2016) DEC. 27* (Tu) E-112*</p>	<p>(2017) JAN. 20 (F) 5:00 P.M. E-88</p>	<p>NOMINATION PERIOD — FILING NOMINATION DOCUMENTS First and last day for candidates to file nomination documents with the Registrar-Recorder/County Clerk (12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013). (E. C. § 10220)</p> <p>CANDIDATE STATEMENTS During this period, candidates may file a candidate statement not to exceed the word limitation prescribed by the district board (200 or 400 words) for inclusion with the Official Sample Ballot Booklet. The statement shall be filed with the Registrar-Recorder/County Clerk not later than the last day to file nomination documents. (E. C. § 13307(a)(1)(2))</p>
<p>JAN. 20 (F) 5:00 P.M. E-88</p>		<p>NOMINATION PERIOD — DEADLINE DATE Last day for prospective candidates to file nomination documents with the Registrar-Recorder/County Clerk. Fax not acceptable. (E. C. § 10220)</p> <p>CANDIDATE WITHDRAWAL No candidate who has filed nomination documents may withdraw as a candidate after this date. (E. C. § 10224)</p> <p>APPOINTMENT IN-LIEU OF ELECTION — PUBLICATION If the number of persons nominated does not exceed the number of offices to be filled, and if there are no other offices or measures on the ballot, the Board of Education shall be notified that it may:</p> <ol style="list-style-type: none"> 1) Appoint to the office the person who has been nominated. 2) Appoint to the office any eligible elector if no one has been nominated. 3) Hold the election if either no one or only one person has been nominated. A notice of these facts shall be published once in a newspaper in the district. After publication, the Board of Education may make the appointment the fifth day following the date of posting or direct the election to be held. <p>(E. C. § 10229(a) and Govt. Code § 6061)</p>

*Date adjusted due to weekend and holiday.

DATES	EVENTS
JAN. 21** (Sa) E-87** JAN. 25 (W) 5:00 P.M. E-83	EXTENSION OF NOMINATION PERIOD If nomination documents for an incumbent are not filed by 5:00 p.m. on Friday, January 20 , the nomination period shall be extended until Wednesday, January 25, 5:00 p.m. , for persons other than the incumbent. (E. C. § 10225)
JAN. 21** (Sa) E-87** JAN. 30 (M) E-78	PUBLIC EXAMINATION PERIOD — CANDIDATE STATEMENTS, CANDIDATE NAMES, AND BALLOT DESIGNATIONS During this period, candidate statements, candidate names, and ballot designations shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. Any person may challenge the aforementioned candidate information by filing a petition for writ of mandate no later than January 30 . (E. C. § 13313) NOTE: If the nomination period is extended, the examination period shall be adjusted to Thursday, January 26 through Monday, February 6* .
JAN. 26 (Th) E-82	RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine order of candidate names on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13113)
FEB. 21* (Tu) E-56* APR. 4 (Tu) E-14	STATEMENT OF WRITE - IN CANDIDACY A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsors' signatures, stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)

*Date adjusted due to weekend and/or holiday.

**January 21 (Saturday) and January 22 (Sunday) office will be closed.

DATES		EVENTS
MAR. 9 (Th) E-40	MAR. 28 (Tu) E-21	MAILING OF OFFICIAL SAMPLE BALLOT BOOKLETS An Official Sample Ballot Booklet shall be mailed to each voter in the jurisdiction during this period. (E. C. § 13303)
MAR. 20 (M) E-29		POLL WORKERS AND POLLING PLACES — APPOINTMENT Last day to appoint poll workers and designate polling places. A notice of appointment shall be mailed to each poll worker appointed. (E. C. §§ 12286, 12307 and 12319) MAILING OF VOTE BY MAIL BALLOTS First day the elections official delivers Vote By Mail ballots in compliance with E.C. 3001. (E. C. §§ 3010 and 3206)
MAR. 20 (M) E-29	APR. 11 (Tu) E-7	VOTE BY MAIL — FIRST AND LAST DAY TO APPLY Between these dates (both dates inclusive) applications may be filed. Applications received prior to the 29th day preceding the election will be kept and processed during this period. (E. C. §§ 3001 and 3003)
APR. 3 (M) E-15		REGISTRATION CLOSES Last day to transfer or register to vote in the election. (E. C. §§ 2102 and 2107)
APR. 4 (Tu) E-14	APR. 18 (Tu) 8:00 P.M. ELECTION DAY	NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE 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 the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E.C. § 3500)

DATES	EVENTS
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<p>APR. 4 (Tu) E-14</p>	<p>STATEMENT OF WRITE-IN CANDIDACY DEADLINE Last day for a prospective write-in candidate to file his/her Statement of Write-In Candidacy with the Registrar- Recorder/County Clerk stating that he/she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)</p> <p>BILINGUAL PRECINCT BOARD MEMBER LIST Last day to prepare list of appointed bilingual precinct board members. (E. C. § 12303)</p> <p>PROCESSING OF VOTE BY MAIL BALLOTS The processing of vote by mail ballots may commence on the 10th business day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101(b))</p>
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<p>APR. 8 (Sa) E-10</p>	<p>CENTRAL TALLY LOCATION — PUBLICATION On or before this date a notice specifying the public place to be used as the Central Tally location for counting the ballots shall be published once in a newspaper of general circulation within the district. (E. C. § 12109 and Govt. § 6061)</p>
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<p>APR. 11 (Tu) E-7</p>	<p>POLLING PLACES — PUBLICATION On or before this date a list of polling places for each precinct shall be published once in a newspaper of general circulation within the district. (E. C. §§ 12105, 12106 and Govt. Code § 6061)</p>
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<p>APR. 12 (W) E-6</p>	<p>APR. 18 (Tu) ELECTION DAY</p>	<p>EMERGENCY VOTE BY MAIL Between these dates, any voter may apply for a Vote By Mail Ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick-up and return the ballot. (E. C. §§ 3021 and 3110)</p>
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DATES

EVENTS

APR. 18 (Tu)
8:00 P.M.
ELECTION DAY

ELECTION DAY

Polls open at 7:00 A. M., close at 8:00 P. M.
(Arcadia City Charter § 1402 and E. C. § 14212)

VOTE BY MAIL BALLOTS RETURNED — 8:00 P.M.

Last day for Vote By Mail Ballots to be received or turned in personally by the voter at any polling place in the district. A designated family member may return the voted ballot under specified conditions.

(E. C. §§ 3017 and 3020)

Any vote by mail ballot cast under this division shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2.

(E. C. § 3020(b) Section 1 and 2)

SEALING OF UNUSED BALLOTS

At 8:00 p.m., immediately after polls close, commence defacing or sealing all unused ballots and file an affidavit of the number of ballots defaced or sealed.

(E. C. §§ 14403 and 14404)

APR. 20 (Th)
E+2

CANVASS OF ELECTION RETURNS

The canvass of returns shall commence no later than the first Thursday following the election.

(E. C. § 15301)

DATES

EVENTS

MAY 18 (Th)

E+30

COMPLETION OF OFFICIAL CANVASS

The Official Canvass of returns shall be completed within 30 days of the election.

(E. C. § 15372)

NOTE: On **Friday, April 28, 2017 (E+10)** the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **Tuesday, May 2, 2017** the Board of Supervisors is tentatively scheduled to declare the election results official.

(E. C. § 15400)

JULY 11 (Tu)

E+84

TAKING OF OFFICE — BOARD OF EDUCATION MEMBERS

Newly elected or appointed Board of Education members take office on or before the **2nd Tuesday in July** after the election.

(Arcadia City Charter Art. XIV § 1403)

NOTE: When one member of the governing board is to be elected, the candidate receiving the highest number of votes shall be elected. When two or more members are to be elected, the candidates receiving the highest number of votes shall be elected.

(E. C. § 10600)

CHAPTER 2

Offices to Be Filled, Candidate
Qualifications and Office
Information



QUALIFICATIONS AND OFFICE INFORMATION

QUALIFICATIONS	OFFICES TO BE FILLED	NOMINATING SIGNATURES MIN. MAX.	SALARY
<p style="text-align: center;">A registered voter of the District</p> <p style="text-align: center;">(Arcadia City Charter Art. XIV §1400)</p>	<p>BOARD OF EDUCATION MEMBER</p> <p>Two</p> <p>INCUMBENTS:</p> <p>Fenton Eng Janet Chew</p>	<p>20 30 (E. C. § 10220)</p>	<p>Varies</p>
<p>OFFICE TERM: Four Years</p>	<p>TERM BEGINS: On or before the 2nd Tuesday in July following the election. (July 11, 2017) (Arcadia City Charter Art. XIV §§ 1401 and 1403)</p>		
<p>PARTY AFFILIATION – NO PARTY AFFILIATION REQUIRED (E. C. § 334)</p> <p>FILING FEE – NONE REQUIRED</p> <p>PLACEMENT OF NAME ON BALLOT – The Secretary of State holds a public drawing to determine order of candidate names on ballot by randomly drawing each letter of the alphabet. No rotation of names on ballot. (E. C. §§ 13112 and 13113)</p> <p>Votes Required to Elect Candidates – Highest Number of Votes Cast</p>			

CHAPTER 3

Filling Procedures



**GENERAL INFORMATION AND
FILING PROCEDURES FOR CANDIDATES**

GENERAL INFORMATION – All candidates must be registered voters at time nomination documents are issued and otherwise qualified to vote for the office for which he or she is filing. **(E.C. § 201)**

State law requires that all nomination documents contain the candidate’s name and the elective office title to which he or she is seeking nomination or election, and be signed by the elections official at the time of issuance. Oral and written instructions regarding procedures to be followed in completing the nomination process are given to candidates or authorized agents when the forms are issued.

Only official documents issued by the Registrar-Recorder/County Clerk may be used. The forms are available between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays, at the **public counter** in the **Election Information Section** as listed below.

WRITTEN AUTHORIZATION FROM CANDIDATE — NOMINATION DOCUMENTS WILL NOT BE ISSUED TO OR ACCEPTED FROM AN UNAUTHORIZED PERSON. The authorization must be signed by the candidate.

Nomination documents must be **mailed or delivered** to the following addresses:

MAIL	DELIVER
Registrar-Recorder/County Clerk Election Planning Section Second Floor, Room 2015 12400 Imperial Highway Norwalk, CA 90650 (Indicate on envelope Nomination Documents Enclosed)	Registrar-Recorder/County Clerk Election Information Section Second Floor, Room 2013 12400 Imperial Highway Norwalk, CA 90650 (Business Hours: 8:00 am to 5:00 pm)

The Registrar-Recorder/County Clerk **cannot** legally accept any Candidate Nomination Documents sent via U.S. Mail or personal delivery, **WHICH ARE RECEIVED BY THIS OFFICE AFTER 5:00 P.M. on Friday, January 20, 2017.**

NOTE: FAX NOT ACCPTABLE.

GENERAL INFORMATION (Continued)

NOMINATION FILING PERIOD

DEC. 27* (Tu) through JAN. 20 (F) 5:00 P.M.	E - 112* - 88	NOMINATION PERIOD FOR ALL CANDIDATES First and last day for candidates to file Affidavit of Nominee and Oath or Affirmation of Allegiance, and Nominating Petitions. Fax not acceptable.
JAN. 21** (Sa) through JAN 25 (W) 5:00 P.M.	E - 87** - 83	NOMINATION EXTENSION PERIOD (If incumbent does not file)
FEB. 21* (Tu) through APR. 4 (Tu) 5:00 P.M.	E - 56* - 14	FIRST AND LAST DAY TO FILE STATEMENT OF WRITE-IN CANDIDACY

****January 21 (Saturday) and January 22 (Sunday) office will be closed.**

***Date adjusted due to weekend and/or holiday.**

EXTENSION OF NOMINATION PERIOD – If an incumbent for any office fails to file nomination documents by the deadline date, **Friday, January 20, 2017**, the nomination period is extended for five (5) days. During this period, any qualified person, **other than the incumbent**, may file nomination documents for the office.

NOTE: The extension does not apply where there is no incumbent to be elected.

CANDIDATE WITHDRAWAL – Withdrawal of candidacy is permitted up to and including the deadline date to file an Affidavit of Nominee and Oath or Affirmation of Allegiance for that office.

(E. C. § 10603(b))

NAME TO APPEAR ON THE BALLOT

The **ballot name** may be designated as follows:

- First, middle and last names.
- Initials only and last name.
- A nickname may be included but must be in parentheses () or quotation marks “ ”.
- A short version of the first name, such as “Bill for William,” “Dick for Richard” or “Kathy for Kathleen.”

NO TITLES OR DEGREES ARE ALLOWED IN THE BALLOT NAME. (E.C. § 13106)

WITHIN ONE YEAR OF ANY ELECTION, A CHANGE IN LEGAL NAME SHALL NOT APPEAR ON THE BALLOT UNLESS THE CHANGE WAS MADE BY MARRIAGE OR BY DECREE OF COURT. (E.C. § 13104)

TRANSLITERATION OF CANDIDATE NAMES – Candidates may request that their names be transliterated in those languages that do not use Roman characters as instructed by the Department of Justice. These languages include Chinese, Japanese and Korean. If applicable, candidates must complete a Transliteration Form and file it with their nomination documents by the specified deadline (88 days prior to the election). Candidates may review the transliteration of names and submit changes to the elections official no later than the last day of the review period, which is normally 60 days prior to the election but subject to change. To schedule a review of your transliterated name, you may call (562) 462-2730 or (562) 462-2832. Refer to Multilingual Voting Services Chapter in Section 2 of this Resource Guide for additional information.

NOTE: On **January 26, 2017** the Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet.

BALLOT DESIGNATION PROVISIONS

SELECTING YOUR BALLOT DESIGNATION – The **ballot designation** describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate’s name.

Ballot designations:

- Can be no more than three words.
- Must appear on the Affidavit of Nominee and Oath or Affirmation of Allegiance at the time it is filed.
- Become public record once the information is filed on the Affidavit of Nominee and Oath of Affirmation of Allegiance. Ballot designations **cannot be changed after the final date to file nomination documents**.

The listing of a designation on the ballot is OPTIONAL. Only one of the following categories is allowed:

- 1) **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

Example A: Governing Board Member

Example B: Board member, XYZ School District

- 2) **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

- 3) **Appointed Incumbent:** The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office and is seeking election to that office. The word **Appointed** may also be used with the office title.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

Exception: Candidates appointed to office in lieu of an election **do not** have to use the word **Appointed**.

BALLOT DESIGNATION PROVISIONS (Continued)

- 4) **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

- 5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:
- a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
 - b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
 - c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.
- 6) **No Occupation Desired:** If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to § 13107(f) of the California Elections Code. **Restrictions:** The rules governing ballot designations can be the subject of confusion. The California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section, 2nd Floor, Room 2013.

BALLOT DESIGNATION WORKSHEET – A Ballot Designation Worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/ County Clerk at the same time as the Affidavit of Nominee and Oath or Affirmation of Allegiance. If a candidate fails to file a Ballot Designation Worksheet, no designation will appear on the ballot.

(E.C. § 13107.3)

REJECTION OF BALLOT DESIGNATION – If the designation is in violation of any of the restrictions set forth in California Elections Code, the candidate will be notified by certified mail with a return receipt addressed to mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.

(E.C. § 13107(c))

BALLOT DESIGNATION PROVISIONS (Continued)

UNACCEPTABLE DESIGNATIONS – Pursuant to Elections Code §13107(b), the election official shall not accept a ballot designation if:

- a. It would mislead the voter.
- b. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous or eminent.
- c. It abbreviates the word “retired” or places it following any word(s) that it modifies.
- d. It includes a word or prefix, such as “former” or “ex”, which means a prior status. The only exception is the use of the word “retired.”
- e. It includes the name of any political party, whether or not it has qualified for the ballot.
- f. It includes a word(s) referring to a racial, religious or ethnic group.
- g. It refers to any activity that is prohibited by law.

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

- a. Is it true?
- b. Is it accurate?
- c. Does it mislead?
- d. Is it generic? (This means “IBM” is unacceptable, “Computer Company” is acceptable.)
- e. Is it neutral? (This means not for or against)
- f. Is it how this person makes a living?

Candidates may review their own ballot designation, as well as that of other candidates, in this office during working hours, Monday through Friday from **January 21*** through **January 30** or if the nomination period is extended, **the dates will be adjusted appropriately.**

If you have any questions regarding nomination procedures, please call the Election Planning Section at (562) 462-2317.

***January 21 (Saturday) and January 22 (Sunday) office will be closed.**


CANDIDATE NOMINATION PROCESS

AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS

Candidates who will have their Candidate Nomination Documents picked up and/or filed **via an Agent** must complete the AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS form.

Below is a **generic sample** of the Authorization Form.

1. Print candidate's (your) name.
2. Print the elective office title.
3. Print the agent's name and phone number.
4. Check the box for each applicable form.
5. Complete the middle section of the form as you would like your name to appear on the ballot, along with the other information requested.
6. Complete **INFORMATION FOR PUBLICATION** box.
7. Sign and date the form before giving it to your Agent.



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION
(562) 462-2317

**AUTHORIZATION TO PICK-UP AND/OR FILE
CANDIDATE NOMINATION DOCUMENTS**

I, _____, candidate for the office
CANDIDATE'S NAME -- PLEASE PRINT

of _____ hereby authorize
OFFICE TITLE

AGENT'S NAME _____ AGENT'S PHONE NUMBER _____

to receive and/or file the following nomination documents: Please check applicable forms ()

<input type="checkbox"/> Signature in Lieu of Filing Fee Petitions	<input type="checkbox"/> Declaration of Candidacy
<input type="checkbox"/> Candidate Statement	<input type="checkbox"/> Ballot Designation Worksheet
<input type="checkbox"/> Nominating Petitions	<input type="checkbox"/> Other: _____ (Specify)
<input type="checkbox"/> Declaration of Intention	

I am aware that the Nomination documents must be properly executed and delivered to the County of Los Angeles Registrar-Recorder/County Clerk's Office no later than 5:00 p.m. on the last day to file such documents.

I request that my name be placed upon the ballot as follows: (Please print)

<small>FIRST NAME</small>	<small>MIDDLE NAME OR INITIAL</small>	<small>LAST NAME</small>
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My residence address is:

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

My telephone numbers are: (_____) _____ (_____) _____
DAYTIME EVENING

(_____) _____
FAX

My internet addresses are: WEBSITE _____ E-MAIL _____

I would like the following information to be used for purposes of listings prepared and issued to the news media and/or the public. (If none given, the above information will be listed.)

INFORMATION FOR PUBLICATION

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAYTIME PHONE: (_____) _____ EVENING PHONE: (_____) _____

FAX: (_____) _____

WEBSITE: _____ E-MAIL: _____

CANDIDATE SIGNATURE _____ DATE _____

R1024 3/10/05

CANDIDATE NOMINATION PROCESS (Continued)

You are planning on filing as a candidate for elective office and want to know **“HOW DO I GET STARTED?”** There are seven (7) easy steps to the candidate nomination process:

STEP 1 – CANDIDATE REGISTRATION (Applying For Nomination Documents)

Candidates or authorized Agents are required to fill out a Candidate Registration and Qualification (CRQ) form providing the following information:

1. Name as you wish it to appear on ballot.
2. Full name as registered to vote.
3. Residence address.
4. Telephone/Fax numbers.
5. E-mail and/or web site address.
6. Address and telephone number for publication/ media/internet.
7. Elective office title for which you are applying.
8. Signature and date.

FOR OFFICE USE	
<input type="checkbox"/> SIL _____ <input type="checkbox"/> DOI _____ <input type="checkbox"/> NOM _____ <input type="checkbox"/> WRITE-IN _____ <input type="checkbox"/> PROVISIONAL FOR REASON OF: _____ AGENT: _____	
LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK CANDIDATE REGISTRATION & QUALIFICATION FORM	
NAME TO APPEAR ON BALLOT AS (Please Print in ALL CAPITAL LETTERS)	
FIRST	MIDDLE NAME OR INITIAL (and/or Nickname)
LAST NAME	
NAME AS REGISTERED (if different from ballot name)	
DATE OF BIRTH	
RESIDENCE STREET ADDRESS	
CITY NAME	ZIP CODE
COUNTY Los Angeles <input type="checkbox"/> OTHER _____	
TELEPHONE NUMBERS BUSINESS:	RESIDENCE: FAX:
ADDRESS AND TELEPHONE NUMBER FOR PUBLICATION PURPOSES (INTERNET, NEWS MEDIA) (if none given, above residence address and telephone numbers will be used)	
STREET ADDRESS	
CITY NAME	ZIP CODE
TELEPHONE NO.	
WEBSITE: EMAIL:	
OFFICE TITLE (include District, Division or Office No.)	
Initial if FULL TERM	
Initial if UNEXPIRED TERM	
PARTY PREFERENCE (if Applicable)	
ARE YOU AN INCUMBENT?	YES NO IF "YES", CHECK ONE ELECTED APPOINTED APPOINTMENT DATE
"I am aware of the qualifications for office and understand this is not an official filing document."	
SIGNATURE OF CANDIDATE OR AGENT DATE	
FOR OFFICE USE	
FILING FEE/SIGNATURE IN-LIEU INFO	PRECINCT NUMBER
FILING FEE \$	RESIDENCE CHECKED <input type="checkbox"/>
DATE FILED NO. SIGNATURES @ \$ EACH	RE-REG (NEW ADDRESS) <input type="checkbox"/>
BALANCE \$	DISTRICT CHECKED <input type="checkbox"/>
CASHIER'S INITIALS RECEIPT NO.	PARTY CHECKED <input type="checkbox"/>
COMMENTS:	ECMS OPER INITIALS & DATE
INSTRUCTOR <input type="checkbox"/> SIL <input type="checkbox"/> DOI <input type="checkbox"/> NOM	
INITIALS & DATE	
REVIEWER / TIME	
ELECTION INFORMATION COPY (FORM) Rev 03-22-11	

The Candidate Registration and Qualification form is used for preparing nomination documents. It is important that the information be accurate. This information will be printed on listings and distributed to the news media and the general public. **CANDIDATE QUALIFICATIONS ARE VERIFIED AT THE TIME OF FILING NOMINATION DOCUMENTS.**

CANDIDATE NOMINATION PROCESS (Continued)


STEP 2 – ISSUING NOMINATION DOCUMENTS

An **Application for Nomination Documents** is prepared from information provided on the Candidate Registration and Qualification (CRQ) form.

This application must be signed by candidate or an authorized agent acknowledging awareness of:

1. Qualifications for office.
2. Campaign statement filing requirements.
3. Last day to file nomination papers.
4. Receipt of candidate handbook.

The candidate or agent must verify that the candidate information, including name to appear on ballot, office title, addresses, telephone/fax numbers, e-mail and web site is printed correctly on all forms.

COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK APPLICATION FOR NOMINATION DOCUMENTS						
	I am aware of the following:		PETITION SIGNERS REQUIRED			
	<input type="checkbox"/> 1. Qualifications for Candidacy for office. <input type="checkbox"/> 2. Requirements for filing Campaign Statements. <input type="checkbox"/> 3. Election Candidate Handbook was received. <input type="checkbox"/> 4. Last day to file Nomination Papers.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">SIGNATURE</td> <td style="width: 50%; text-align: center;">NOMINATION</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	SIGNATURE	NOMINATION	
SIGNATURE	NOMINATION					
Which is _____ 5:00 P.M.						
FULL TERM <small>(PLEASE INITIAL)</small>	UNEXPIRED TERM <small>(PLEASE INITIAL)</small>					
(CANDIDATE OR AUTHORIZED REPRESENTATIVE)						
FILED BY _____		DATE FILED _____				
NAME TO APPEAR ON BALLOT						
OFFICE AND DISTRICT			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">FILING NUMBER</td> </tr> <tr> <td style="text-align: center;">ELECTION NUMBER</td> </tr> <tr> <td style="text-align: center;">CONTEST NUMBER</td> </tr> </table>	FILING NUMBER	ELECTION NUMBER	CONTEST NUMBER
FILING NUMBER						
ELECTION NUMBER						
CONTEST NUMBER						
PARTY (IF APPLICABLE)		ISSUE DATE				
OCCUPATION						
RESIDENCE ADDRESS STREET ADDRESS CITY NAME			ZIP CODE			
TELEPHONE NUMBERS	EVENING	DAYTIME	EXTENSION			
	FAX		E-MAIL			
	WEB SITE					
PUBLICATION ADDRESS STREET ADDRESS CITY NAME			ZIP CODE			
	SIGNATURE IN LIEU	DECLARATION OF INTENTION	NOMINATION PAPERS			
DATE ISSUED						
DATE FILED						
			PUBLICATION PHONE			
			INCUMBENT <small>(Elected/Appointed)</small>			
CANDIDATE NAME FIELDS						
FIRST	MIDDLE	NICKNAME				
LAST	SUFFIX					
SHORT NAME						
		CRD#	EI #			

THE CANDIDATE HANDBOOK AND RESOURCE GUIDE, A CAMPAIGN FINANCIAL DISCLOSURE PACKET AND NOMINATION DOCUMENTS ARE ISSUED AT THIS TIME.



CANDIDATE NOMINATION PROCESS (Continued)

STEP 3 – COMPLETING NOMINATION DOCUMENTS

**AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE
(Subscribed and sworn before a notary public or elections official)**

The Affidavit of Nominee is a one-sided form used to declare your candidacy, provide your ballot designation, and take the loyalty oath. This form contains the candidate's name as it will appear on the ballot, based on data from the CRQ. Once filed, this form is public information.

1. Fill in your name and designation (occupation) to appear on ballot. Refer to Name to Appear on the Ballot and Ballot Designation Provisions in this Chapter.
2. Fill in your residence, business and mailing addresses.
3. Daytime and evening telephone numbers (fax numbers, e-mail and web site address information is optional).
4. Print name in space provided, in "Oath of Office".
5. Fill in place of execution and date.
6. Sign name under penalty of perjury that information is true and correct.

 OFFICIAL FILING FORM REGISTRAR-RECORDER-COUNTY CLERK LOS ANGELES COUNTY By: _____ Elections Deputy Date Issued: _____	AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE (Elections Code Section 10226)	 OFFICIAL FILING FORM REGISTRAR-RECORDER-COUNTY CLERK LOS ANGELES COUNTY By: _____ Elections Deputy Date Received: _____			
<p>I, hereby declare myself a candidate for nomination to the office of ARCADIA UNIFIED SCHOOL DISTRICT Member, Board of Education</p>					
<p>To be voted for at the Election to be held on _____ I hereby request that my name and ballot designation appear on the ballot as follows:</p>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;">NAME AS IT WILL APPEAR ON BALLOT</td> <td rowspan="2" style="width: 20%; vertical-align: top; font-size: small;"> Note: If no Ballot Designation is desired, candidate must initial below: </td> </tr> <tr> <td style="border-bottom: 1px solid black;">BALLOT DESIGNATION REQUESTED</td> </tr> </table> <p style="font-size: x-small;">Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples.</p> <p style="font-size: x-small;">NOTE: A Ballot Designation is optional. If no Ballot Designation is requested, write in the word "NONE" and place initials in box on the right.</p>		NAME AS IT WILL APPEAR ON BALLOT	Note: If no Ballot Designation is desired, candidate must initial below:	BALLOT DESIGNATION REQUESTED	_____ _____
NAME AS IT WILL APPEAR ON BALLOT	Note: If no Ballot Designation is desired, candidate must initial below:				
BALLOT DESIGNATION REQUESTED					
<p>I declare that the foregoing Ballot Designation is true and in conformance with Section 13107 of the Elections Code.</p>					
Residence Address: _____ City _____ State _____ Zip Code _____					
Business Address: _____ City _____ State _____ Zip Code _____					
Mailing Address: _____ City _____ State _____ Zip Code _____					
E-Mail: _____ Web site: _____					
Fax No. () _____ Phone Nos. () _____ Daytime () _____ Evening _____					
<p style="font-size: x-small;">"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."</p> <p style="font-size: x-small;">I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> Executed by me in _____, California, on this _____ day of _____ in the year _____.					
_____ Signature of Candidate					

A candidate may request the county elections official to provide the candidate with the Affidavit of Nominee and Oath of Affirmation of Allegiance. The county elections official shall not require

CANDIDATE NOMINATION PROCESS (Continued)

a candidate to sign, file, or sign and file an Affidavit of Nominee and Oath Affirmation of Allegiance as a condition of receiving nomination papers.

STEP 4 – BALLOT DESIGNATION WORKSHEET

If a candidate submits a ballot designation, the “Ballot Designation Worksheet” shall be filed with the elections official at the time the candidate files his or her Affidavit of Nominee and Oath of Affirmation of Allegiance. If the candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate’s name on the ballot.

Ballot Designation Worksheet

Pursuant to California Elections Code Section 13107.3 and Section 20711 of the California Code of Regulations, this entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write N/A in the space provided. Otherwise the information **MUST** be provided. Upon filing, this worksheet will be a public record.

Candidate Information

Candidate Name: _____

Office: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Attorney Information

Attorney Name (or other person authorized to act in your behalf): _____

Address: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Proposed Ballot Designation: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a “/”]
- (b) The full title of the public office you currently occupy and to which you were elected
- (c) “Appointed [full title of public office]” if you currently serve by appointment in an elective public office and are seeking election to a different office
- (d) “Incumbent” if you were elected (or, if you are a Superior Court Judge, appointed) to your current public office and seek election to a new term
- (e) “Appointed Incumbent” if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

If your proposed ballot designation includes the word “volunteer,” indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the

Rev 7/24/14 1

CANDIDATE NOMINATION PROCESS (Continued)

STEP 5 – NOMINATION PAPER

A prospective candidate must submit nomination papers containing no less than **20 and no more than 30 signatures**.

SIGNER QUALIFICATIONS

Must be a registered voter and resident of election area at the time of signing.

EACH SIGNER must print and sign own name

And include **residence address**.

- Married women must sign name as registered to vote.
- P.O. Box numbers or mailing addresses are not acceptable.

Exception: A signer who is unable to personally affix his/her own name and/or address on the petition may be assisted by another person. The voter must however, affix his/her own mark/signature on the petition. Two witnesses to signature (or mark) are required and such witnesses must also sign their names.

CIRCULATOR QUALIFICATIONS

As of January 1, 2014, must be 18 years of age or older.

NOTE: Circulators are not required to be a registered voter or to be affiliated with the same party as the candidate.

Any candidate for any office may obtain signatures and sign his/her own nominating petitions.

Only one circulator is allowed to circulate a petition section.

Circulator completes “Affidavit of Circulator” **in own handwriting. DO NOT TYPE.** The Circulator must:

- Fill in appropriate information in blank spaces.
- Fill in **dates signatures were obtained**.
- Fill in execution **date** and **place of signing**.
- Sign name**.

OFFICIAL FILING FORM		OFFICIAL FILING FORM	
REGISTRAR-RECORDER-COUNTY CLERK LOS ANGELES COUNTY		REGISTRAR-RECORDER-COUNTY CLERK LOS ANGELES COUNTY	
By: _____ Election Deputy		By: _____ Election Deputy	
Date Issued: _____		Date Received: _____	

Nomination Paper
(Elections Code Sections 10222 & 10223)

I, the undersigned signer for _____, candidate
for the nomination to the office of
ARCADIA UNIFIED SCHOOL DISTRICT
Member, Board of Education

to be voted for at the Election to be held on _____ hereby asserts as follows:

I am a registered voter of the election area in Los Angeles County and a resident at the address shown on this paper.
I am not at this time a signer of any other nomination paper of any other candidate for the above-named office, or in case there are several places to be filled in the above-named office, I have not signed more nomination papers than there are places to be filled in the above-named office. My residence is correctly set forth after my signature hereto:
Signer must personally affix his/her own printed name, signature and residence address.

NAME (AS REGISTERED)	RESIDENCE ADDRESS (ONLY) WITH CITY & ZIP	COUNTY USE
EXAMPLE Name: <u>MARY SMITH</u> Age: <u>Mary Smith</u>	<u>100 N. Main St.</u> <u>P. O. 90012</u>	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

AP-608

Signer must personally affix his/her own printed name, signature and residence address.

NAME (AS REGISTERED)	RESIDENCE ADDRESS (ONLY) WITH CITY & ZIP	COUNTY USE
EXAMPLE Name: <u>MARY SMITH</u> Age: <u>Mary Smith</u>	<u>100 N. Main St.</u> <u>P. O. 90012</u>	
11		
12		
13		
14		
15		

(Only one (1) registered voter may circulate a municipal nomination paper, Elections Code Sections 104, 10222)

AFFIDAVIT OF CIRCULATOR
(Affidavit must be completed in circulator's own handwriting)

I, _____, declare that I am a registered voter of the district or political subdivision in which the candidate is to be voted on. I have been appointed to serve as a circulator to secure signatures in the County of Los Angeles to this nomination paper

of _____ as a candidate for the nomination

for the office of ARCADIA UNIFIED SCHOOL BOARD OF EDUCATION

I circulated this petition section and I witnessed each of the appended signatures being written. To the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be. My residence address is _____

All signatures to this document were obtained between _____ Month and Day, _____ Year and _____ Month and Day, _____ Year

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

Executed on _____ Date _____ at _____ Place of Signing _____

Signature of Circulator

AP-608

CANDIDATE NOMINATION PROCESS (Continued)

STEP 6 – FILING NOMINATION DOCUMENTS

Listed below are mandatory and optional documents to be filed for candidacy. It is the responsibility of the candidate to ensure that filing requirements and deadlines are met.

All candidates are urged to file documents as early as possible to avoid a last minute rush.



DOCUMENTS	APPLIES TO	FOR FURTHER INFORMATION CONTACT
Affidavit of Nominee and Oath or Affirmation of Allegiance	All Candidates	Election Planning Section (562) 462-2317
Nomination Papers	All Candidates	Election Planning Section (562) 462-2317
Ballot Designation Worksheet	All Candidates	Election Information Section (562) 466-1310
Candidate Statement Form	Optional for Candidates	Election Planning Section (562) 462-2317
Transliteration Form	All Candidates	Multilingual Translation Unit (562) 462-2730 (562) 462-2832
Candidate Campaign Statement Forms	All Candidates	Campaign Finance Section (562) 462-2339

NOTE: FAX NOT ACCEPTABLE.

CHAPTER 4

Candidate Statements



ESTIMATED COST OF CANDIDATE STATEMENTS

APPROXIMATE REGISTRATION (AS OF 09/28/16)	ESTIMATED COST	WHO PAYS?
29,344	\$1,100 For English only – 1 page	Candidate Pays In Advance
	\$2, 200 For English & Spanish – 2 pages	

WORD LIMIT ALLOWED IS 200 WORDS

California law permits local nonpartisan candidates to file a candidate statement to be printed and mailed to voters in the Official Sample Ballot Booklet. Filing of a candidate statement is not mandatory, but is permitted if the candidate desires to file and pay the appropriate fee. A local agency may opt to pay for the cost of the statement.

FORM AND STYLE

The candidate's statement should be prepared on a form provided by this office and filed with the Declaration of Candidacy or Affidavit of Nominee and Oath or Affirmation of Allegiance form.

Statements must be neatly typed using upper and lower case letters. Use block paragraphs and single space format. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. Words to be printed in **boldface** type, underscored and/or CAPITALIZED are to be clearly indicated. However, the number of letters/words that can be in **boldface**, underscored or CAPITALIZED shall not exceed 25 words per 200 word statement.

All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.

ADMINISTRATIVE GUIDELINES

FILING – Candidate statements shall be filed with this office no later than 5:00 p.m. on the last day of the candidate filing period.

WITHDRAWAL/CHANGES – Statements may be withdrawn (in writing), but not changed, during the period for filing candidate papers and until 5:00 p.m. of the next business day after the close of the candidate filing period.

CANDIDATE STATEMENTS (Continued)

DEPOSIT OF ESTIMATED FEE – A deposit of the estimated payment is required at the time the candidate statement is filed. All checks are to be made payable to appropriate district.

The estimated candidate statement cost is based on printing, handling, translating and mailing of the candidate statement in the sample ballot. It is an **estimated** cost only and may increase or decrease substantially.

NOTE: If a statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed statement may extend to two (2) pages. In such cases, the actual cost for the statement may double and the additional cost will be billed to the candidate after the election.

ACCESS/PUBLIC EXAMINATION PERIOD

Candidate statements are confidential until the filing period ends on **Friday, January 20, 2017** at **5:00 P.M.** The public examination period is from **Saturday, January 21, 2017** (Saturday and Sunday, office will be closed) through **Monday, January 30, 2017**. A fee may be charged to any person wishing to obtain a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the text/language to be amended or deleted. If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to **Thursday, January 26, 2017** through **Monday, February 6, 2017***.
(E.C. § 13311)

MULTILINGUAL TRANSLATIONS

Multilingual translations of candidate statements for voter information booklets may be provided in Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese for qualifying jurisdictions in accordance with National Voting Rights Act provisions and Department of Justice specifications. These booklets are sent only to voters who have requested translated material. Additional booklets are provided at the polling places on Election Day.

*Date adjusted due to weekend and/or holiday.

FORMS AND CONTENT REQUIREMENT (Continued)

INDIGENT CANDIDATES – If a candidate alleges to be indigent and is unable to pay the advance fee for submitting a candidate statement, the candidate shall submit an Affidavit of Financial Worth to the local agency to be used in determining the candidate’s indigence eligibility. The affidavit shall be submitted by the candidate with his/her candidate statement by the specified deadline. The candidate shall certify under penalty of perjury the truth and correctness of the content of the affidavit. A determination shall be made whether or not the candidate is indigent and the local agency will notify the candidate of its findings. If a determination is made that the candidate is indigent, the local agency shall print and mail the statement without payment of the advance fee. The candidate will be billed the actual pro rata share of the cost following the election. If a determination is made that the candidate is **not** indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and State holidays.

AFFIDAVIT OF FINANCIAL WORTH

4506 Request for Copy of Tax Return
 Form 4506 (Rev. January 2006) OMB No. 1545-0029

Department of the Treasury Internal Revenue Service

Do not sign this form unless all applicable parts have been completed. Read the instructions on page 2. Request may be rejected if the form is incomplete, illegible, or any required part was blank at the time of signature.

TIP: You may be able to get your tax return or return information from other sources. If you had your tax return completed by a paid preparer, they should be able to provide you a copy of the return. The IRS can provide a Tax Return Transcript for many returns free of charge. The transcript provides most of the line entries from the tax return and usually contains the information that a third party (such as a mortgage company) requires. See new Form 4506-T, Request for Transcript of Tax Return, to order a transcript or you can call 1-800-829-1040 to order a transcript.

1a Name shown on tax return. If a joint return, enter the name shown first.
 1b First social security number on tax return or employer identification number (see instructions)

2a If a joint return, enter spouse's name shown on tax return.
 2b Second social security number if joint tax return

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code

4 Address, (including apt., room, or suite no.), city, state, and ZIP code shown on the last return filed if different from line 3

5 If the tax return is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax return.

CAUTION: Lines 6 and 7 must be completed if the third party requires you to complete Form 4506. Do not sign Form 4506 if the third party requests that you sign Form 4506 and lines 6 and 7 are blank.

6 Tax return requested (Form 1040, 1120, 941, etc.) and all attachments as originally submitted to the IRS, including Form(s) W-2, schedules, or amended returns. Copies of Forms 1040, 1042A, and 1042EZ are generally available for 7 years from filing (before they are destroyed by law. Other returns may be available for a longer period of time. Enter only one return number. If you need more than one type of return, you must complete another Form 4506.

Notes: If the copies must be certified for court or administrative proceedings, check here

7 Year or period requested. Enter the ending date of the year or period, using the mm/yy/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506.

8 Fee. There is a \$39 fee for each return requested. Full payment must be included with your request or it will be rejected. Make your check or money order payable to "United States Treasury." Enter your SSN or EIN and "Form 4506 request" on your check or money order.

a Cost for each return \$ 39.00
 b Number of returns requested on line 7
 c Total cost. Multiply line 8a by line 8b

9 If we cannot find the tax return, we will refund the fee. If the refund should go to the third party listed on line 5, check here

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax return requested. If the request applies to a joint return, either husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506 on behalf of the taxpayer.

Signature (see instructions) Date Telephone number of taxpayer on line 1a or 2a

Sign Here Title (if line 1a above is a corporation, partnership, estate, or trust) Date

Spouse's signature Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 41721E Form 4506 (Rev. 1-2006)

STATEMENTS MUST BE FILED NO LATER THAN 5:00 P.M. ON THE LAST DAY OF THE NOMINATION PERIOD.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

The California Elections Code and case law prohibit **CANDIDATES** from making any reference to another candidate or to another candidate's qualification, character or activities. If the **COUNTY ELECTIONS OFFICIAL** discovers improper content in a candidate statement, the **COUNTY ELECTIONS OFFICIAL** will notify the candidate and give the individual an opportunity to correct the improper language in the candidate statement. If the candidate refuses to correct the improper language, the **COUNTY ELECTIONS OFFICIAL**, as well as any other voter, may bring legal action against the candidate to correct the statement. The prevailing party may also be entitled to obtain attorney's fees for bringing the action.

The **COUNTY ELECTIONS OFFICIAL** will not accept language in a candidate statement that in any way makes reference to other candidates or to another candidate's qualifications, character, or activities pursuant to California Elections Code Section 13308. For these candidates, the **COUNTY ELECTIONS OFFICIAL** will remove the improper language from the statement and not allow it to be printed. The candidate will be notified of the improper language and its removal from the statement.

All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in *Dean v. Superior Court*, (1998 4th Dist.) 62 Cal. App.4th 638. However, this list is not exhaustive and candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with the law. A copy of the above described Elections Code Sections and the *Dean* decision are available from our office at no cost.

WORD COUNTING GUIDELINES
(Elections Code Chapter 1, General Provisions, Section 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.
3. **PROPER NOUNS**, such as geographical names, and names of persons or things, as one (1) word.

EXAMPLE: Gus Enwright = 1 word
"City of Los Angeles" = 1 word
"Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

EXAMPLE: UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.

EXAMPLE: Attorney-at-law

6. **DATES...** are counted as one (1) word.

EXAMPLE: 3 July 21, 1983 18 June, 1987 3/18 7/21/89

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: \$1,000.00

MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: \$4 million

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

EXAMPLE: 1-800-815-2666 1-562-462-2317

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

EXAMPLE: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty.info>

CHAPTER 5

Write-In Candidates



GENERAL INFORMATION FOR WRITE-IN CANDIDATES

(Election Code §§ 8600 and 8601)

A person who has not followed the usual procedure for placing his or her name on the ballot for the election may still be elected to office as a write-in candidate.

You may file the required forms to run for office as a write-in candidate no later than 14 days prior to Election Day.

A write-in candidate **is not required** to pay a filing fee.

NOMINATION PAPERS – The required number of signers to a write-in candidate's nomination paper for the respective office is **20** nominating signatures.

FILING DEADLINE

**FEB. 21* (Tu) E - 56* - 14 FIRST AND LAST DAY TO FILE STATEMENT
through OF WRITE-IN CANDIDACY
APR. 4 (Tu)
5:00 P.M.**

Write-in candidacy forms must be filed with the Registrar-Recorder/County Clerk **NO LATER THAN 5:00 P.M. ON THE 14th DAY** prior to the election.

All candidates are urged to file the following documents as early as possible.

STATEMENT OF WRITE-IN CANDIDACY – Refer to General Information for Nomination of Candidates in Chapter 3 of Section 1 of this handbook.

CANDIDATE CAMPAIGN STATEMENT FORMS – If you have any questions regarding the completion of this form, contact the Campaign Finance Section at (562) 462-2339.

*Date adjusted due to weekend and/or holiday.

ELECTION RESULTS FOR WRITE-IN CANDIDATES

Write-in election results are not determined until the canvass is completed. California election law allows a prescribed number of days for the conduct of the official canvass. During the official canvass, write-in ballots must be individually reviewed to determine if the write-in vote is for a qualified/unqualified write-in candidate and whether a voter has overvoted. All aspects of the canvass shall be open to the public. **Write-in votes are counted and certified in an election only if qualified candidates have filed the required nomination documents with the elections official.**

OFFICES OMITTED FROM BALLOT – Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. When school and UDEL contests are involved, if the number of persons qualifying for the ballot does not exceed the number of offices to be filled, the election is cancelled and eligible candidates are appointed in lieu of the election. California law however, provides that for such offices a petition indicating that a write-in campaign will be conducted must have been filed with the elections official to require the office(s) be placed on the ballot by means of a petition drive. (E. C. §§ 8203 and 10515; Ed. Code § 5326)

NAME DOES NOT APPEAR ON BALLOT – If the candidate's name does not appear on the ballot, the candidate is not entitled to a candidate statement in the Official Sample Ballot Booklet. (E. C. § 302)

WRITE-IN CANDIDATES TO BE ELECTED

A write-in candidate running for a school district governing board member office must receive more votes than any other candidate running for that office. When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes equal to the number of offices to be filled are elected. (E. C. § 10551)

SECTION 2



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CHAPTER 1

FINANCIAL REPORTING



**CAMPAIGN FILING REQUIREMENTS FOR CANDIDATES AND CONTROLLED COMMITTEES PARTICIPATING IN THE APRIL 18, 2017
ARCADIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION ELECTION**

All candidates/committees are required by the Political Reform Act to file a campaign statement by the first filing deadline listed below **regardless of activity**. All statements filed should reflect the cover period after the closing date of the last statement or January 1 if no previous statement has been submitted. **Monetary penalties may be assessed for late filing of campaign statements. Failure to file required statements will be referred to the Fair Political Practices Commission.**

FILING DEADLINES

2017 FILING REQUIREMENTS

MAR. 9, 2017

(Statements for this deadline cover the period January 1 – March 4, 2017)

FIRST CAMPAIGN STATEMENT

Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election should file a Form 460.

Candidates who do not raise over two thousand dollars (\$2,000) should file a Form 470.

All statements must be received by personal delivery or first class mail.

***Note: If this is your first time filing a Form 460, please be sure to begin your report with January 1. ***

(Gov. Code §§ 81007 and 84200.8)

APR. 6, 2017

(Statements for this deadline cover the period March 5 – April 1, 2017)

SECOND CAMPAIGN STATEMENT

Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election file a Form 460.

All statements must be filed by personal delivery or guaranteed overnight service.

(Gov. Code § 84200.8)

**WITHIN 24
HOURS
between
JAN. 18 (Wed)
and
APR. 18 (Mon)**

JUL. 31, 2017

**LATE CONTRIBUTION and/or LATE INDEPENDENT EXPENDITURE
REPORTS**

Each candidate or committee that makes or receives a late contribution (including a loan) of one thousand dollars (\$1,000) or more **or** makes an independent expenditure of one thousand dollars (\$1,000) or more after January 18, 2017 and before the election on April 18, 2017 must file a Contribution Report Form 497 or Independent Expenditure Report Form 496 **within 24 hours.** The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report **within 48 hours** from the time the contribution is received. **File by personal delivery, guaranteed overnight service or fax. Regular mail may not be used.**

(Gov. Code §§ 84203 and 84204)

SEMI-ANNUAL CAMPAIGN STATEMENT

Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election file a Form 460.

All statements must be received by personal delivery or first class mail.
(Gov. Code §§ 81007 and 84200)

CAMPAIGN DISCLOSURE FORMS

FORM 700 - STATEMENT OF ECONOMIC INTERESTS

Candidates must file **no later than 5:00 pm, January 20, 2017**.
(Gov. Code § 873002.3(a))

FORM 501 - CANDIDATE INTENTION STATEMENT

Candidates who **intend** to receive contributions from others for their campaign must file a Candidate Intention Statement, Form 501. (Gov. Code § 85200)

FORM 470 - OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT (SHORT FORM)

Candidates who **anticipate** receiving less than two thousand dollars (\$2,000) in contributions and spend less than two thousand dollars (\$2,000) during the entire calendar year, exclusive of the cost of a candidate statement if paid from personal funds, may reduce their filing obligation by filing this form by **March 9, 2017**. No further statements need be filed for this election **unless** the two thousand dollars (\$2,000) threshold is reached. (Gov. Code § 84206)

FORM 470S - OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT (SUPPLEMENT)

Candidates who have filed a Form 470 Short Form and **thereafter** receive contributions or make expenditures totaling two thousand dollars (\$2,000) or more are required to file this form with whom original campaign statements are filed and with each candidate contending for the same office. The notice must be sent **within 48 hours** of receiving or expending the two thousand dollars (\$2,000). (Gov. Code § 84206)

FORM 410 - STATEMENT OF ORGANIZATION

Recipient committees, including any group, individual, or candidate, that receive two thousand dollars (\$2,000) or more in contributions during a calendar year must file with the Secretary of State and our office, within 10 days of receiving the contributions.

(Gov. Code § 84101)

FORM 410 - STATEMENT OF TERMINATION

Candidates and their committees are required to file semi-annual statements every six months **until** all campaign activity ceases, all campaign money is spent, and Form 410 (see part 5) is filed. (Gov. Code § 84214)

FORM 460 - RECIPIENT COMMITTEE CAMPAIGN STATEMENT

A candidate or officeholder who has a controlled committee, or who has raised or spent, or will raise or spend two thousand dollars (\$2,000) or more during a calendar year in connection with the election AND/OR if two thousand dollars (\$2,000) or more will be raised or spent during the calendar year at the behest of the officeholder or candidate, is required to file this form. **(Gov. Code §§ 84200-84216.5)**

WHERE TO FILE

Candidates and committees file original campaign statements with:

Los Angeles County Registrar-Recorder/County Clerk
Campaign Finance Section
12400 Imperial Hwy., Room 2003
Norwalk, California 90650
Phone: (562) 462-2339
Fax: (562) 651-2548

Detailed instructions for complying with the Political Reform Act are in each candidate's **Campaign Finance Packet**.

REVIEW OF REPORTING REQUIREMENTS
Campaign Disclosure Filing Requirements for ALL
Candidates and Committees

PLEASE READ CAREFULLY....

The Political Reform Act imposes certain duties and obligations on candidates, officeholders, committee treasurers and others participating in the political process. For example:

- Detailed records must be maintained for all financial activity, and contributions received for political purposes must not be commingled with personal funds.
- Campaign statements must be filed at specified times disclosing contributions received, expenditures made, and other financial information. In some cases, candidates can avoid filing long form campaign statements by submitting a “Candidate and Officeholder Campaign Statement Short Form (Form 470).”
- Campaign statements must be hand delivered or postmarked as first-class mail by the legal filing deadline date established by law. **NOTE: The second pre-election statement** must be filed in person or guaranteed overnight delivery. Mail which is not received by the filing officer shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of the deposit, and the name and address of the addressee.
- The Political Reform Act provides a formula for assessing late fines of original campaign statements filed in our office. The fine is \$10 per day, starting the day after the filing deadline, until the statement is filed; however, no liability may exceed the cumulative amount of reported contributions, expenditures, of the Form 460 or \$100, whichever is greater.

Failure to submit a required statement is a misdemeanor. Persons who fail to submit required statements are referred to the Fair Political Practices Commission.

DEFEATED CANDIDATES

Defeated candidates must file campaign disclosure reports until the campaign committee has been terminated by filing Form 410 (see part 5).

It is recommended that campaign disclosure statements be mailed by certified mail or by purchasing a certificate of mailing. This will eliminate any question regarding receipt of your statement.

Unsigned forms are incomplete and are not considered filed until they are signed.

Chapter 2

CAMPAIGNING



GENERAL CAMPAIGN INFORMATION

- PART 1 - **LEGISLATIVE INTENT**
Chapter 976, 1977 Legislation.
- PART 2 - **MASS MAILINGS**
Government Code §§ 82041.5, 84305 and 89001.
- PART 3 - **TRUTH IN ENDORSEMENTS LAW**
Elections Code §§ 20000 – 20010.
- PART 4 - **PRINTING OF SIMULATED SAMPLE BALLOTS**
Elections Code § 18301.
- PART 5 - **DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION**
Elections Code § 18302.
- PART 6 - **ELECTIONEERING/INTIMIDATION OF VOTERS/POSSESSION OF FIREARMS AT POLLING PLACE**
Elections Code §§ 18370, 18371, 18540, 18541, 18544, 18545 and 18546.
- PART 7 - **SOLICITATION OF FUNDS**
Elections Code §§ 20202 and 20203.
- PART 8 - **OUTDOOR ADVERTISING – POLITICAL SIGNS**
Business and Professions Code § 5405.3.
- PART 9 - **U.S. POSTAL SERVICE – POLITICAL MAILINGS**
- PART 10 - **INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS DISTRIBUTING APPLICATIONS FOR VOTE BY MAIL BALLOTS**
- PART 11 - **FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES**

PART 1

LEGISLATIVE INTENT

Pursuant to Chapter 976, 1977 Statutes, the Legislature finds and declares:

- (a) That a need exists for adequate identification of the source of campaign Appeals directed at the voters in order to assist them in making rational decisions at the polls.
- (b) That by requiring such identification of campaign literature, the public is better able to evaluate the source of campaign material, may be more adequately informed, and can better distinguish between truth and falsity.
- (c) That by requiring identification, anonymous attacks, which cannot adequately be responded to in the heat of a campaign, will be discouraged.
- (d) That by requiring identification, a candidate who believes he or she has been libeled may more readily seek redress in a civil action for damages.
- (e) That limiting identification requirements to pejorative campaign material is inadequate because subtle attacks on candidates or measures can be framed which appear to be supportive but, in fact, are pejorative.
- (f) That a distinction needs to be made between campaign materials of small size that usually carry little more than a "Vote for _____" message, such as is often the case with buttons, matchbooks, pens, and the like, on the one hand, and campaign materials which carry more complex messages, on the other. In the case of the former, because of their characteristically small size and limited content, it would be an undue burden to require that identification as to source be included.

PART 2

MASS MAILINGS

Definition.

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

Gov. Code § 82041.5

Manner of sending mass mailings.

- (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of such mailing in no less than 6-point type. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

GENERAL CAMPAIGN INFORMATION (Continued)

- (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- (c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision. **Gov. Code § 84305**

Newsletter or mass mailing.

No newsletter or other mass mailing shall be sent at public expense. **Gov. Code § 89001**

PART 3

TRUTH IN ENDORSEMENTS LAW

Legislature's findings.

The Legislature hereby finds the following to be true:

- (1) The major political parties have become an integral part of the American governmental system requiring regulation as to their structure, governing bodies, and functions by state government in the public interest.
- (2) The Legislature has found it necessary and appropriate in the regulation of political parties to create and provide for the convening of state conventions, state central committees, and county central committees for parties qualified by law to participate in the direct primary election, by statute.
- (3) Over the several years preceding the adoption of this section organizations of electors using as a part of their names the name of a political party qualified to participate in the direct primary election have endorsed candidates for nomination of that party for partisan office in the direct primary election and have publicized and promulgated such endorsements in a manner which has resulted in considerable public doubt and confusion as to whether such endorsements are those of a private group of citizens or of an official governing body of a political party.
- (4) The voting public is entitled to protection by law from deception in political campaigns in the same manner and for the same reasons that it is entitled to protection from deception by advertisers of commercial products.

E. C. § 20001

Restraining order or injunction.

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, broadcasting, or telecasting of any matter in violation of this chapter, 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. **E. C. § 20006**

GENERAL CAMPAIGN INFORMATION (Continued)

Representation requirements.

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

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

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

E. C. § 20007

Political advertisement requirements.

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

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

E. C. § 20008

Simulated ballot requirements.

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

<p>"NOTICE TO VOTERS" (Required by Law)</p> <p>"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State."</p> <p>"This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof)."</p>
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GENERAL CAMPAIGN INFORMATION (Continued)

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

- (b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.
- (c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. **E. C. § 20009**

No pictures of candidates in campaign material.

- (a) Except as provided in subdivision (b) no person, firm, association, corporation, campaign committee, or organization may, with actual malice, produce, distribute, publish, or broadcast campaign material that contains (1) a picture or photograph of a person or persons into which the image of a candidate for public office is superimposed or (2) a picture or photograph of a candidate for public office into which the image of another person or persons is superimposed. "Campaign material" includes, but is not limited to, any printed matter, advertisement in a newspaper or other periodical, television commercial, or computer image. For purposes of this section, "actual malice" means the knowledge that the image of a person has been superimposed on a picture or photograph to create a false representation, or a reckless disregard of whether or not the image of a person has been superimposed on a picture or photograph to create a false representation.
- (b) A person, firm, association, corporation, campaign committee, or organization may produce, distribute, publish, or broadcast campaign material that contains a picture or photograph prohibited by subdivision (a) only if each picture or photograph in the campaign material includes the following statement in the same point size type as the largest point size type used elsewhere in the campaign material: "This picture is not an accurate representation of fact." The statement shall be immediately adjacent to each picture or photograph prohibited by subdivision (a).

GENERAL CAMPAIGN INFORMATION (Continued)

- (c) (1) Any registered voter may seek a temporary restraining order and an injunction prohibiting the publication, distribution, or broadcasting of any campaign material in violation of this section. Upon filing a petition under this section, the plaintiff may obtain a temporary restraining order in accordance with Section 527 of the Code of Civil Procedure.
- (2) A candidate for public office whose likeness appears in a picture or photograph prohibited by subdivision (a) may bring a civil action against any person, firm, association, corporation, campaign committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a). The court may award damages in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney's fees and costs.
- (d) (1) This act shall not apply to a holder of a license granted pursuant to the Federal Communications Act of 1934 (47 U.S.C. § 151 et seq.) in the performance of the functions for which the license is granted.
- (2) This act shall not apply to the publisher or an employee of a newspaper, magazine, or other periodical that is published on a regular basis for any material published in that newspaper, magazine, or other periodical. For purposes of this subdivision, a "newspaper, magazine, or other periodical that is published on a regular basis" shall not include any newspaper, magazine, or other periodical that has as its primary purpose the publication of campaign advertising or communication, as defined by Section 304.

E. C. § 20010

PART 4

PRINTING OF SIMULATED SAMPLE BALLOTS

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

E. C. § 18301

PART 5

DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION

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

E. C. § 18302

PART 6

**ELECTIONEERING/INTIMIDATION OF VOTERS/
POSSESSION OF FIREARMS AT POLLING PLACE**

Legislature's findings.

The Legislature finds and declares that no person, other than the voter and the election official, should have access to, or possession of, the ballot except as permitted by the Federal Voting Rights Act of 1965, as amended.

Electioneering within 100 feet of a polling place.

No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an elections official's office:

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

As used in this section, "100 feet of a polling place or an elections official's office" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

E. C. § 18370

Electioneering during Vote By Mail voting.

- (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 a Vote By Mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the Vote By Mail voter is voting.
- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any provision of the Federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

E. C. § 18371

Compelling another in voting.

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

E. C. § 18540

Solicitation dissuading persons from voting.

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

E. C. § 18541

Fine for person in possession of firearm or unauthorized uniformed personnel.

- (a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by

GENERAL CAMPAIGN INFORMATION (Continued)

imprisonment pursuant to subdivision (h) of section 1170 of the Penal Code for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

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

(1) An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.

(2) A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.

(3) A private guard or security personnel hired or arranged for by a city or county elections official.

(4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

E. C. § 18544

Fine for hiring of person in possession of firearm or uniformed personnel.

Any person who hires or arranges for any other person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, to be stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of section 1170 of Penal Code for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to the owner or manager of the facility or property in which the polling place is located if the private guard or security personnel is not hired or arranged solely for the day on which the election is held.

E. C. § 18545

Definitions.

As used in this article:

(a) "Elections official" means the county elections official, registrar of voters, or city clerk.

(b) "Immediate vicinity" means the area within a distance of 100 feet from the room or rooms in which the voters are signing the roster and casting ballots.

E. C. § 18546

PART 7

SOLICITATION OF FUNDS

Authorization to use candidate or committee name.

It is unlawful for any person who solicits funds for the purpose of supporting or promoting any candidates or committees to include in any part of its name the name of that candidate or committee unless that person shall have previously obtained the authorization of the candidate or committee or the candidate's or committee's designated agent to use the candidate's or committee's name in the name of that person.

Authorization by a candidate or committee shall not be construed as rendering the person soliciting funds a controlled committee as defined by Section 82016 of the Government Code. **E. C. § 20202**

Notice of "not authorized by candidate" to be included in fundraising communication

Any person who solicits or receives contributions on behalf of any candidate or committee for the purported and exclusive use of that committee or the candidate's election campaign and who is not authorized by the candidate or committee or the candidate's or committee's designated agent to do so, shall include a notice in any fundraising communication, whether through any broadcasting station, newspaper, magazine, printed literature, direct mailing, or any other type of general public advertising, or through telephone or individual oral fundraising appeal, clearly and conspicuously stating that the person is not authorized by the candidate or committee and that the candidate or committee is not responsible for the actions of that person.

E. C. § 20203

PART 8

**OUTDOOR ADVERTISING – POLITICAL SIGNS
(INCLUDING PLACARDS AND POSTERS)**

Outdoor Temporary Political Signs.

Nothing in this chapter, including, but not limited to, § 5405, shall prohibit the placing of temporary political signs, unless a federal agency determines that such placement would violate federal regulations. However, no such sign shall be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

A temporary political sign is a sign which:

- (a) Encourages a particular vote in a scheduled election.
- (b) Is placed not 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.

GENERAL CAMPAIGN INFORMATION (Continued)

- (d) Has had a statement of responsibility filed with the department certifying a person who will be responsible for removing the temporary political sign and who will reimburse the department for any cost incurred to remove it.
B. & P. Code § 5405.3

The State agency responsible for administering outdoor advertising laws including those for political signs is:

STATE OFFICE

DEPARTMENT OF TRANSPORTATION
TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM
P.O. BOX 942874, MS-36
SACRAMENTO, CA 94274-0001
TDD 1-800-735-2929
PHONE (916) 654-6413
FAX (916) 651-9359

DISTRICT OFFICE

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM
100 S. MAIN STREET, MS-9
LOS ANGELES, CA 90012
PHONE (213) 897-6123
FAX (213) 897-7197

A Statement of Responsibility must be submitted to the appropriate Department of Transportation district office according to the county location of the temporary political sign(s). The forms may be obtained by contacting a department listed above or from the:

**REGISTRAR-RECORDER/COUNTY CLERK
CAMPAIGN FINANCE DISCLOSURE SECTION ROOM 2003
12400 IMPERIAL HIGHWAY
NORWALK, CALIFORNIA 90650
Telephone (562) 462-2339**

Placement of Signs in Unincorporated Areas

The Outdoor Advertising Act prohibits placement of any temporary political signs on interstate highways, public or primary highways, and streets in unincorporated areas of the state, including Los Angeles County. This includes telephone poles, street signs, utility poles, street medians, sidewalks, bus stop benches and bus shelters located on the above highways and streets. (Please see B & P Code § 5215 and § 5220 for definitions of various highways.) The County Code provisions also prohibit the placement of temporary political signs on private property in the unincorporated areas without the consent of the owner or occupant.

Note: In some instances, **city ordinances** also regulate the placement and removal of temporary political signs. Please check with the city clerk or police department of a city before placing such signs within its boundaries.

**PART 9
U.S. POSTAL SERVICE – POLITICAL MAILINGS**

The U.S. Postal Service can provide assistance for mailing requirements to political candidates and committees. Business Mail Entry Units will explain addressing, sorting, fees and postage. Additionally, they will also review a mailing piece to ensure mailability.

To avoid delays and other delivery problems in your campaign mailings, call the U.S. Postal Service:

ZIP CODE AREAS SERVED	LOCATION OF OFFICE	OFFICE TELEPHONE NUMBER
900XX 902XX - 908XX	LOS ANGELES CITY	(323) 586-2605
910XX – 935XX	SIERRA COASTAL DIST.	(661) 775-6663
917XX – 918XX 926XX – 928	SANTA ANA DIST.	(714) 662-6447

PART 10

**INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS
DISTRIBUTING APPLICATIONS FOR VOTE BY MAIL BALLOTS**

VOTE BY MAIL BALLOT APPLICATION

Before you do anything else, contact your local elections official.

The local elections official can assist you in your Vote By Mail voter drive. He or she can provide information to ensure that your application format is correct, as well as other important details. Failure to make early contact with the elections official could result in delays or problems which might interfere with your intended goal of enabling people to Vote By Mail.

If you need assistance or have any further questions concerning use of the Vote By Mail voter application form, please call the Vote By Mail Voting Section at 1-800-815-2666 Option 2.

Non-conforming vote by mail application.

Any individual, group, or organization that knowingly distributes any application for a vote by mail ballot that does not conform to Chapter 1 (commencing with Section 3000) of Division 3 is guilty of a misdemeanor. **E. C. § 18402**

Important Vote By Mail ballot application information

Some of the important points you need to be aware of in your effort to distribute applications for Vote By Mail ballots include:

- (1) In order to ensure accuracy, the voter should fill out all the information on the application himself or herself. The law does, however, permit the following information to be preprinted on the application form prior to distribution to the voter:
 - (a) The voter's name and residence address as they appear on the voter's affidavit of registration.
 - (b) The name and date of the election for which the Vote By Mail ballot is being requested.
 - (c) The deadline date by which the application must be received by the elections official.
- (2) There is a separate section of the form for the voter to indicate a "mailing address" if he or she receives mail at an address other than his or her residence address. This section of the form may **only** be completed by the voter (**mailing address information may not be printed by the person, group or organization distributing the applications**).
- (3) The voter must personally affix his or her signature.
- (4) The mailing address to which a Vote By Mail ballot is requested to be sent may not be the address of any political party, political campaign headquarters, or a candidate's residence. This provision, of course, does not apply to the candidate or the candidate's immediate family members or housemates who requests that a Vote By Mail ballot be mailed to the candidate's residence address.
- (5) Any application containing preprinted information shall contain the following statement (verbatim):

You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.

This statement must be conspicuously printed on the application form.

- (6) The name, address and telephone number of any organization, individual or group which authorizes the distribution of applications shall be printed on the application.
- (7) Any individual, organization or group that distributes applications for Vote By Mail voter ballots and receives completed application forms back from voters shall deliver the forms to the appropriate elections official **within 72 hours** of receiving the completed forms. **Note that Elections Code § 18576 makes it a misdemeanor to delay the proper return of a Vote By Mail voter application.**

GENERAL CAMPAIGN INFORMATION (Continued)

- (8) Any application for a Vote By Mail voter's ballot which is sent by a group or organization to a voter shall be sent by non-forwardable mail.
- (9) Any individual, group or organization that knowingly distributes any application for a Vote By Mail ballot that does not conform to Chapter 1 (commencing with Section 3000) of division 3 is guilty of a misdemeanor. **E. C. § 18402**
- (10) Voters who use the Vote By Mail ballot applications provided by individuals, groups and organizations must attest to the truth and correctness of the contents of the application and sign the application under penalty of perjury.
- (11) The Vote By Mail ballot application must contain information about California's permanent Vote By Mail voter provision. **E. C. § 3006**

GENERAL CAMPAIGN INFORMATION (Continued)

Vote By Mail Ballot Application Format

All individuals, groups and organizations distributing Vote By Mail ballot applications must use the standard format approved by the Secretary of State. **E. C. § 3007**

APPLICATION FOR A VOTE BY MAIL BALLOT

To request a Vote By Mail ballot, complete the information on this form. This Application Form must be received by the Elections official no later than seven days prior to an election.

FOR OFFICIAL USE ONLY

NOTICE – You have the legal right to mail this form to:

Registrar-Recorder/County Clerk
Vote By Mail Voters Section
P. O. Box 30450,
Los Angeles, CA 90030-0450

Or deliver to:

12400 Imperial Hwy.
Norwalk, CA 90650
3rd Floor Room 3002
8am – 5pm
(562) 466-1323

Returning this application to anyone else may cause a delay that could interfere with your right or ability to vote

Any Voter wishing to become a Permanent Vote By Mail voter may call our office at: (562) 466-1323 for further information or visit our website at lavote.net.

The format used on this application **MUST** be used by **ALL** individuals, organizations, and groups that distribute Vote By Mail ballot applications. Failure to conform to this format may result in criminal prosecution. Election Code Sections 3007 & 18402

To request translated election material in one of the Los Angeles County's eligible languages, call 1-800-481-VOTE.

1. **PRINT NAME:** _____ 2. **DATE OF BIRTH:** _____

First Name _____ Middle Name or Initial _____ Last Name _____

3. **RESIDENCE ADDRESS** (please print):
 Number and Street - as registered (P.O. Box, Rural Route, etc. not acceptable) _____ (Designate N.S.E.W. if used)

City _____ County _____ Zip Code _____

4. **TELEPHONE NUMBER:** (_____) _____ (_____) _____
 (Optional) Daytime Evening

5. **MAILING ADDRESS FOR BALLOT, IF DIFFERENT FROM ABOVE. (PLEASE PRINT)**
NOTE: ORGANIZATIONS DISTRIBUTING THIS FORM MAY NOT PREPRINT MAILING ADDRESS INFORMATION.

Number and Street/P.O. Box (Designate N.S.E.W. if used) _____
 City _____ U.S. State or Foreign Country _____ Zip Code _____

6. THIS APPLICATION FORM WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT

I have not applied for, nor do I intend to apply for, a Vote By Mail ballot from any other jurisdiction for this election. I certify under penalty of perjury under the laws of the State of California that the name, residence address and information I have provided on this application are true and correct.

_____ SIGNATURE _____ Date _____

WARNING: Perjury is punishable by imprisonment in state prison for two, three or four years. (Section 126 of the California Penal Code)

7. **THIS FORM IS PROVIDED BY:** _____
IMPORTANT: ORGANIZATIONS PROVIDING THIS FORM MUST ENTER THEIR NAME, ADDRESS AND TELEPHONE NUMBER

AVAPP5/2004

NOTE: The Postal Service will not process Vote By Mail voter applications prepared by a committee which contains a postage pre-paid permit if it is addressed to the Registrar-Recorder/County Clerk's Office even though the committee uses their own permit number.

If the applications are addressed directly from a computer file of registered voters, please include the voter identification number (9 digits) with the names and street addresses of the voters.

If bar coding or OCR font of the voter identification number is used, submit samples to this office for testing.

PENALTIES FOR FRAUDULENT VOTE BY MAIL VOTING

Voting more than once.

It is a crime to vote more than once in any election. **E. C. § 18560**

Interfering with the Vote By Mail voting process.

It is a misdemeanor to willfully interfere with the prompt delivery to the elections official of a completed application for a Vote By Mail ballot. **E. C. § 18576**

A third party may not (without the voter's authorization) retain a completed application for a Vote By Mail ballot for more than 72 hours (excluding weekends and holidays) or beyond the deadline for applying, whichever is earlier. **E. C. § 18576**

No one can deny a voter the right to return his or her application for a Vote By Mail ballot to the elections official. **E. C. § 18576**

It is a crime to interfere with the prompt return of a voted Vote By Mail ballot or to vote or attempt to vote a fraudulent Vote By Mail ballot. **E. C. §§ 18577 and 18578**

It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time he or she is voting a Vote By Mail ballot. **E. C. § 18371**

Vote By Mail ballot return envelopes are signed under penalty of perjury, a violation of which can result in a prison term. **Penal Code § 126**

Other penalties.

It is a crime to interfere with anyone's right to vote. **E. C. § 18502**

It is a crime to pay, or offer to pay, a person any amount of money or to give them anything of value in exchange their vote for a particular person or issue. Similarly, it is against the law to pay someone to not vote. **E. C. §§ 18521, 18522 and 18524**

It is a crime to violate the secrecy of the ballot, or otherwise tamper with ballots or the voting system. **E. C. §§ 18564 and 18565**

PART 11

FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES

Federal law prohibits foreign nationals from making contributions or expenditures in connection with any U.S. election (federal, state, or local), either directly or through another person. This prohibition applies to foreign-owned corporations and associations, as well as to foreign governments, political parties and certain individuals and partnerships. Additionally, U.S. candidates for federal, state and local offices are prohibited from accepting contributions from these sources.

The ban on political contributions and expenditures by foreign nationals was first enacted in 1966 as part of the amendments to the Foreign Agents Registration Act (FARA), an “internal security” statute. The goal of the FARA was to minimize foreign intervention in U.S. elections by establishing a series of limitations on foreign nationals. These included registration requirements for the agents of foreign principals and general prohibition on political contributions by foreign nationals. In 1974, the prohibition was incorporated into the Federal Campaign Act which gave the Federal Election Commission (FEC) jurisdiction over its enforcement and interpretation.

If you have any questions on this matter, please call the FEC in Washington, D.C. at 800 424-9530 or (202) 694-1120.



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

Fee Schedule As of 10/2011

Item	Fee
Boundary Maps - District Congressional, Senate, Assembly & Supervisorial	\$ 0.03 Per Map Plus \$0.75 Handling Fee Per Request.
Certified Copy - Affidavit Or Transcript	\$1.50 For Copy Of Own Registration. \$6.75 Per Copy For All Others. (Public And Authorized)
**Campaign Statement Copies	\$0.10 Per Page. **\$5.00 retrieval fee per request.
Certification Of Election Documents (Except Affidavits Of Registration)	\$1.75 Per Certified Copy.
Precinct Map on Plotter Paper (11" X 17") Precinct Map on Standard Paper (11" X 17") Precinct Maps on CD or GIS Shape File Precinct Maps on DVD Precinct/District Maps on 35 mm Microfilm	\$11.00 Per Page. (Handling Fee Included In Cost) \$4.67 \$16.00 \$18.00 \$246.00
Shipping and Handling Fee for CD or DVD	\$6.00
Precincting GIS Maps (3' X 3') (Customized Wall Map w/ color)	\$30.00 Each
Precincting GIS Maps (3' X 3') (Customized Wall Map w/o color)	\$13.00 Each
Customized District Map With Acetate Overlay Map That Allows Distinction From Original Background Map.	\$48.00 Each
Polling Place Maps	\$17.00 Small (11" X 17") Each Page. \$26.00 Large – Each Page Varies In Size.
Photocopies (Miscellaneous)	\$0.46 Per Copy.

**Fee Schedule (Continued)
As of 10/2011**

Item	Fee
Returned Checks	\$33.00 Each
Search – Records or Files	\$5.00 for each record or file searched.
Statement Of Votes Cast (SVC)	\$0.37 Per Page. (Handling Fee Included In Cost)
Telefaxing	\$0.04 Per Page Plus \$0.75 Handling Fee.
*Compact Disc (CD) Text File Los Angeles County Voter Files	\$146.00 Per File.
*Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	(Excluding Los Angeles County Voter Files) \$54.00 Per File \$39.00 For Each Additional File
*Index To Voter (Street Index)	Candidates/Committees: \$0.50 Per Thousand Names. General Public for Political Purposes Only: \$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Voted Index	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Precinct Rosters (Combined Index-Roster)	\$5.50 Per Roster Or \$0.22 Per Page. (Handling Fee Included In Cost)
*Absent Voter Report	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Applicant Is Required To Execute Contract With The Registrar-Recorder/County Clerk	
** Revised 7/22/16	

CHAPTER 3

MULTILINGUAL VOTING SERVICES



MULTILINGUAL VOTING SERVICES

BACKGROUND

Public Law 109-246 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English, Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese-speaking voters. In January 2000, the Department of Justice further directed this office to **transliterate** the names of candidates in those languages that do not use Roman Characters. (*Transliteration* is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) These languages include Chinese, Hindi, Japanese, Khmer, Korean and Thai.



TRANSLATION OF ELECTION MATERIALS

A language is considered to be covered by the Voting Rights Act (VRA) and thus mandatory for translation of election materials if 1) more than 5% of the citizens of voting age are members of a single language minority and are limited English proficient (LEP) or 2) more than 10,000 of the citizens of voting age are members of a single language minority and are limited English proficient.

Although the VRA has established a 5% threshold for languages to be covered, Los Angeles County has set a 3% standard as established by the State Elections Code (§14201.) to provide minority language materials in every election. If the number of eligible voters for a specific language is higher or equal to the 3% criteria, that language qualifies for translation. Languages that fall under the 3% criteria do not qualify for translation. This criteria not only identifies the election district/city areas throughout the county with a cost-effective method of meeting the VRA requirements, but also helps minimize printing/translation costs for election jurisdictions. The **nine** minority languages that are required by federal mandates in Los Angeles County are **Chinese, Hindi, Japanese, Khmer, Korean, Spanish, Tagalog/Filipino, Thai** and **Vietnamese**.

IMPLICATIONS TO CANDIDATE COST

The County will automatically provide *translated sample ballot booklets* to voters who request it two weeks before the election and after they received the English sample ballot booklet. However, as noted in the *Candidate Statements* (see Chapter 4) there is a cost for a Spanish translated candidate statement which appears in the English sample ballot booklet. This translation is optional and the candidate needs to make a request for this service and pay for it when he/she files candidate statements with the county elections official.

TRANSLATION OF CANDIDATE STATEMENTS

Candidates are encouraged to keep the translation process in mind when developing their statements, and use unmistakable and straightforward vocabulary. The use of jargon, colloquialisms, slang, or other expressions is strongly discouraged, as these are difficult to translate appropriately into other languages and their meaning may often be misinterpreted or lost.

It is not the policy of this Department to accept translated statements from candidates. This is to ensure that translated materials are culturally and linguistically appropriate. Certified subject matter experts and linguists, who have extensive experience translating election materials, translate these statements and other documents.

TRANSLITERATION OF CANDIDATE NAMES

For certain languages, this department will transliterate your name. Candidate names will be transliterated to Chinese, Hindi, Japanese, Khmer, Korean and Thai. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the translated sample ballot print deadline. Various minority community groups and news media assist this office by reviewing submitted transliterations to insure uniform name recognition within the community. Once transliterations are considered final, no further changes or submission of transliteration requests will be accepted after the review period. **There will be no exceptions.**

All candidates will be required to file a transliteration form (see next page) together with their nomination documents. Transliteration forms must be submitted no later than the last day to file nomination documents.

TRANSLITERATION REVIEW PERIOD

Candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official only during the established review period. Timeframe: **E-62 through E-60** (subject to change). To review your transliterated name and obtain the schedule for the established review period, you may call (562) 462-2730.

MULTILINGUAL VOTER SERVICES

In compliance with federal law and local ordinance, we provide services to voters who require assistance in Chinese, Hindi, Japanese, Khmer, Korean, Spanish, Tagalog/Filipino, Thai and Vietnamese.

Multilingual Voter Services (Continued)

The ML Voter Services Program includes services such as:

- ◆ ML Assistance Hotline (1-800) 481-8683
- ◆ Mailing of translated election materials to voters before every election, upon request
- ◆ ML assistance at targeted polling places

Translated copies of the “ML Voter Services” brochure are available at the RR/CC Election Information counter, 2nd Floor, Room 2013. For further assistance please contact the Ballot Management Section at (562) 462-2832.



DEAN C. LOGAN
Registrar-Recorder/County Clerk

TRANSLITERATION FORM

I, _____, candidate for nomination to the
_____ office of

to be voted for at the
_____ agree as indicated below:

CHECK ONE:

- I will accept transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk in Chinese, Hindi, Japanese, Khmer, Korean and Thai.

OR

- I am submitting an attachment of the transliteration(s) for the language(s) below. I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk for any language not submitted.

Languages Name Transliteration

- Chinese:
 Hindi:
 Japanese:
 Khmer:
 Korean:
 Thai:

GENDER:

- Male Female

I am aware of the deadline to submit transliterations and review period. I understand that I may request changes to transliterations during the review period and that transliterations are considered final upon expiration of the deadline. I further understand that there will not be an extension of the review period.

Candidate's Signature

Date

CHAPTER 4

ELECTION DAY



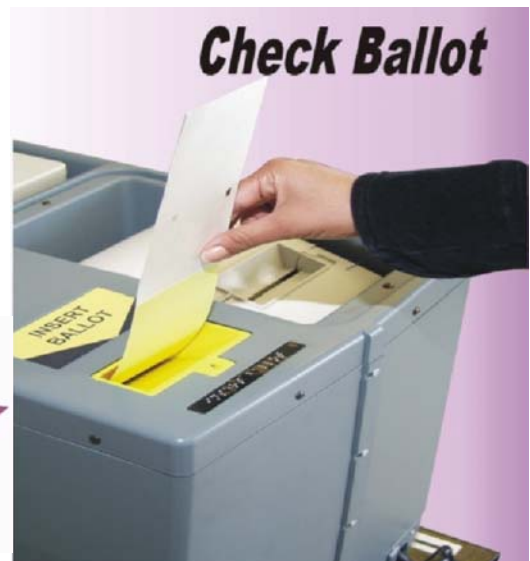
ELECTION DAY

ENHANCED VOTING SYSTEM – INKAVOTE PLUS

Voters will be using the InkaVote Plus voting system at all voting precincts on Election Day. InkaVote Plus enhances the existing InkaVote optical scan system to comply with federal Help America Vote Act (HAVA) requirements. The enhanced system allows disabled voters, including those who are blind and visually impaired, to cast a ballot privately and independently using an audio headset. Additionally, the InkaVote Plus system will provide all voters with the opportunity to have their ballots reviewed for errors prior to casting their votes.



After using the inking device provided to mark the InkaVote ballot, the voter will insert the ballot into the ballot reader slot. The ballot reader machine will alert the voter if a mistake occurred - for example, if a voter "overvoted" in any one contest for more candidates than allowed. The voter may then receive a replacement ballot to correct the error.



CHAPTER 5

RECOUNTS



RECOUNTS

REQUESTING A RECOUNT

A recount is conducted by the elections official for the purpose of verifying the number of votes counted for any office or measure in an election. California Elections Code Division 15, Chapter 9, Sections 15620 through 15634 govern voter requested recounts.

Who May Request a Recount?

Any voter of the state may file a request. **(E.C. § 15620)**

Timing of Recount Request

The request must be filed within five (5) calendar days after the completion of the official canvass. The canvass is complete when the elections official signs the Certification of the Election Results. **(E.C. § 15620)**

Format of Request

The request must:

- be submitted in writing. **(E.C. § 15620)**
- specify the contest to be recounted. **(E.C. § 15620)**
- state on behalf of which candidate, slate of electors, or position on a measure (affirmative or negative) it is filed. **(E.C. § 15620)**

The request may specify:

- the order in which precincts shall be counted. **(E.C. § 15622)**
- the method of counting to be used (computer, manual or both). **(E.C. § 15627)**
- in which county/counties the recount is sought for statewide contests. **(E.C. § 15621)**
- any other relevant material to be examined. **(E.C. § 15630)**

Requesting a Recount (Continued)

Place of Filing

- With the county elections official responsible for conducting the election, if the contest is not voted upon statewide. **(E.C. § 15620)**
- With the county elections official of any or all of the affected counties if the election is conducted in more than one county. **(E.C. § 15620)**
- With the Secretary of State if the contest is voted upon statewide. **(E.C. § 15621)**
- With the City Clerk if it is a city election (or if the city has not consolidated with the county). **(E.C. § 15620)**

Notice of Recount

A notice stating the date and place of the recount will be posted by the elections official at least one day prior to the recount and the following persons will be notified in person or by telegram:

- All candidates for the office being recounted.
- Proponents of any initiative or referendum or persons filing ballot arguments for or against any initiative, referendum or measure to be recounted.
- The Secretary of State if the recount is for candidates for any state or federal office, delegates to a national convention, or any state measure. **(E.C. § 15628)**

Process of Recount

- The recount is open to the public. **(E.C. § 15629)**
- A recount shall start no later than seven calendar days following the receipt of the request and shall be continued daily except for Saturdays, Sundays, and holidays, for not less than six hours each day until completed. **(E.C. § 15626)**
- A manual recount must be conducted under the supervision of the elections official by recount boards, consisting of four voters of the county, appointed by the elections official. **(E.C. § 15625)**

Requesting a Recount (Continued)

Result of Recount

- The results of a recount are declared null and void unless every vote in which the contest appeared is recounted. **(E.C. § 15632)**
- Upon completion of a recount, if a different candidate, slate of electors, or position on a measure receives a plurality of votes, the results of the official canvass will be changed and the election results re-certified. **(E.C. § 15632)**
- A copy of the results of any recount conducted shall be posted conspicuously in the office of the elections official. **(E.C. § 15633)**

Cost and Payment

- The elections official shall determine the amount of **deposit** necessary to cover costs of the recount for each day. **(E.C. § 15624)**
- The voter filing the request for recount must deposit, before the recount commences and at the beginning of each day following, such sums as required by the elections official to cover the cost of the recount for that day. **(E.C. § 15624)**
- If upon completion of the recount the results are reversed, the deposit shall be returned. **(E.C. § 15624)**

2017

JANUARY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
5	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						