

Candidate Guide



Presidential General Election
November 8, 2016



Office of Mark Church
Chief Elections Officer & Assessor-County Clerk-Recorder

San Mateo County Registration & Elections Division

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July 2016

Dear Candidate:

I congratulate you on your decision to run for public office. Your willingness to give your time and energy to your community deserves respect and support. By participating in an informative and meaningful campaign, you can improve the quality of civic discourse and the quality of life of those you wish to serve.

As a candidate for office, you are responsible for abiding by the federal, state and local laws governing your candidacy, campaigning and financial reporting. The process can be daunting, even for the most seasoned candidates.

We have developed this Candidate Guide along with a Candidate Seminar and a Voter Data Seminar to help you understand your responsibilities and resources as a candidate in the November 8, 2016 Presidential General Election.

I highly recommend that you attend both seminars. Even if you have run for office before, it is important that you be briefed on current laws, reporting schedules, required forms and campaign management guidelines. All seminars will be held in July 2016 at the Registration and Elections Division at 40 Tower Road in San Mateo. Below are the seminar dates:

Candidate Seminar (Choose one session):

Wednesday, July 13, 2016: 2 p.m.
Thursday, July 21, 2016: 10 a.m.

Voter Data Seminars (Choose one session):

Wednesday, July 13, 2016: 3:30 p.m.
Thursday, July 21, 2016: 11:30 a.m.

In addition to the seminars, our website provides information which will be useful to you as a candidate. The following information can be found on our website: voter file data request form, requirements for including voter registration and Vote by Mail information in your campaign materials, polling place lookups, voting option information for voters, a digital version of this Candidate Guide, and more. Please explore our website at www.shapethefuture.org.

I also encourage you to participate in the *Voter's Edge Project* administered by the League of Women Voters. It is a nonpartisan, comprehensive voter education resource.

Lastly, I want to let you know that I feel privileged to perform the honorable service of supporting you as the County's Chief Elections Officer. My office is ready to assist you during your candidate filing process. Please feel welcome to direct your questions and requests to our Candidate Filing Officer, Michael Lui, at **650.312.5238** or mlui@smcgov.org.

Sincerely,

A handwritten signature in blue ink that reads "Mark Church".

Mark Church

This 2016 Presidential General Election Candidate Guide is intended to provide general information about the nomination and election of candidates. It does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the Registration & Elections Division is not rendering legal advice and, therefore, the guide is not intended to be a substitute for legal counsel for the individual, organization or candidate using it. In case of conflict, the law, regulation or rule will apply. The Registration & Elections Division also reserves the right to correct any errors in these materials.

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Elections Calendar – November 8, 2016

NOTE: The information below is as accurate as possible, but not every requirement or exception is listed. In the event of a conflict, the date set by statute supersedes dates listed below. The Elections Division reserves the right to update this calendar as necessary.

Days Prior to Election	Date	Election Calendar for November 8, 2016 Presidential General Election
148	June 13	By this date, the Governor shall issue a proclamation calling the General Election and shall state the time of the election and the offices to be filled and transmit a copy of the proclamation to the board of supervisors of each county. The Secretary of State will send an informational copy of the proclamation to each County Elections Official. EC §12000
140	June 21	Last day to file an amended Candidate Intention Statement (Form 501) to accept the expenditure ceiling for the General Election if the voluntary expenditure ceiling is rejected in the primary election, but not exceeded during that election. The filing of an amended Form 501 allows State Senate and Assembly candidates to qualify to purchase space for a 250-word candidate statement in the Sample Ballot & Official Voter Information Pamphlet. GC §§85200, 85400, 85401, 85600, 85601
131	June 30	Last day for an initiative measure, statewide constitutional amendment, bond measure or other legislative measure to qualify for the Ballot. EC §9040; Cal. Const. Art. II §8(c)
130	July 1	(School or Special District Vacancy) Last day for the governing body of a local jurisdiction to call for an election to fill a vacancy to be on the Ballot. GC §1780; ED §5091(b)
127	July 4	Between these dates, a city may publish its Notice of Election, stating the offices to be filled and time of election. The City Elections Official shall consolidate the Notice of Election and the Notice of City Measures into one notice if the measure was filed prior to the Notice of Election's publication. EC §§12101, 12111
113	July 18	
125	July 6	Last day for Special Districts to deliver notice of offices to be filled, decisions regarding payment of candidate statements, and a map of the District boundaries. EC §§10509, 10522
123	July 8	(School District Vacancy) Last day for the school governing board to deliver a resolution (the "specifications of the election order") to the County Superintendent and Elections Officer calling for an election of governing board members. ED §5322

120	July 11	(School District Vacancy) Last day for the County Superintendent to deliver an official order and formal Notice of Election of governing board members to the Elections Official. ED §5325(b)
120	July 11	Between these dates, the County shall publish the Notice of Election (date of election, identification of offices to be filled, statement of required qualifications, where nomination papers are available, deadline for filing required forms, statement regarding appointment, and related information). EC §12112; GC §6061; ED §5363
90	August 10	
118	July 13	First Candidate Seminar to be held at 2 p.m. at the Elections Division, 40 Tower Road, San Mateo.
118	July 13	First Data Seminar to be held at 3:30 p.m. at the Elections Division, 40 Tower Road, San Mateo.
116	July 15	(City Vacancy) For a vacancy in a city elective office, this is the last day for the city council to call a special election for November 8 to fill the vacancy. (Technically the last day falls on Sunday, July 17; Friday, July 15 is the last business day.) The City shall immediately publish the Notice of Election. EC § 12101-02; GC §36512
113	July 18	Between these dates is the candidate filing period. Nomination papers and declarations of candidacy are available during this time. A non-refundable filing fee (if applicable) and optional candidate statement are due at the time of filing. The candidate statement may be withdrawn but not changed during this period (until 5 p.m. on August 15, 2016). Paperwork must be in by 5 p.m. on August 12, 2016. No candidate may withdraw declaration of candidacy after 5 p.m. on August 12, 2016. In-lieu-filing-fee petitions should be filed by July 28, 2016. EC §§8020, 8028, 8040-8041, 8061, 8100, 8105-8106, 10220, 10407, 10510, 10603, 13107, 13307
88	August 12	
113	July 18	Period in which United States House of Representatives, State Senate and Assembly candidates, who will appear on the November ballot, may purchase space for a 250-word candidate statement in the official sample ballot. GC §85601(c); EC §13307.5
88	August 12	
110	July 21	Second Candidate Seminar to be held at 10 a.m. at the Elections Division, 40 Tower Road, San Mateo.
110	July 21	Second Data Seminar to be held at 11:30 a.m. at the Elections Division, 40 Tower Road, San Mateo.
102	July 29	By this date each County must send the report of registration, reflecting the total number of voters as of July 7, 2016, to the Secretary of State. EC §2187
99	August 1	Last day to file semiannual campaign statements, if required, by all candidates, organizations, committees and slate mailer organizations. (Note: The July 31, 2016, deadline falls on a Sunday and is therefore extended to Monday, August 1, 2016, by GC §6707.) GC §§84200, 84218

98	August 2	Last day that candidates may request in writing a different ballot designation than that used at the primary election. The written request shall be accompanied by a ballot designation worksheet. For United States House of Representatives, State Senate and Assembly candidates, this request should be made to both the Secretary of State and the County Elections Official. EC §13107(e)
88	August 12	Last day for a local entity to request election services and consolidation from the San Mateo County Board of Supervisors for the November 8th election by filing with the Board of Supervisors and submitting a copy to the Elections Officer a resolution of its governing board requesting the consolidation. A copy of the exact form of the question, proposition, or office to appear on the ballot must be submitted. EC §§1405, 10002, 10403, 12001
88	August 12	(School District Measure) Last day for the school governing board to deliver a resolution (the "specifications of the election order") to the Elections Officer calling for an election on a measure. ED §5322
88	August 12	Last day to submit nomination documents (declaration of candidacy and nomination papers) to Elections Official - due by 5 p.m. EC §§8020(b), 10510(a)
88	August 12	Last day for a candidate who has qualified for the ballot to withdraw their candidacy (until 5 p.m.). EC §§10510(a), 10603
88	August 12	10-Calendar day public review period begins August 12 and ends August 22 at 5 p.m. for all documents filed as of the filing deadline of August 10. Between these dates any registered voter or the Elections Officer may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or false.
78	August 22	Documents subject to this review include resolutions, ordinances, declarations and candidate statements. EC §§9190, 9295, 9380, 9509, 13313
85	August 15	Except as provided in EC §13309, 5 p.m. today is the last day for a candidate to withdraw the candidate's statement. Candidates may withdraw, but not change their statements. EC §13307(a)(3)
85	August 15	County to publish a notice regarding County, School District & Special District measures, the dates for submitting primary arguments and rebuttals, the 10 day public examination period and the central ballot counting location. EC §§9502, 10242; GC §6061; ED §5363
83	August 17	Last day for any qualified political party to submit to the County Elections Official a list of all candidates for voter-nominated office who will appear on any ballot in the county in question, and who have been endorsed by the party. The County Elections Official shall print any such list that is timely received in the sample ballot. EC § 13302(b)

83	August 17	Candidate Filing Period closes at the close of business for extended offices. Extended filing periods occur when a non-term limited incumbent does not file for re-election. The extension only applies to non-incumbent candidates for such an office. EC §§8022, 8024, 10407
83	August 17	Last day for an order of election calling for a ballot measure to be amended or withdrawn. A resolution of the legislative body that issued the order of election must be filed with the Elections Official by today in order to amend or withdrawal a ballot measure. EC §9605
82	August 18	Randomized Alphabet Drawing is conducted to determine the order in which candidate names will appear on the ballot and letters that will be assigned to each ballot measure. EC §§13111, 13112, 13116
82	August 18	Last day for a candidate whose filing period ended on the 83rd day to withdraw candidate statement. The statement may be withdrawn, but not changed, until 5 p.m. EC §13307(a)(3)
81	August 19	For consolidated elections, the names of the candidates to appear on the ballot where district, city or other political subdivision offices are to be filled, shall be filed with the Elections Official by this date. EC §10403(c)
81	August 19	Primary Arguments in favor of and against local measures are due by 5 p.m. EC §§9162-9163, 9282-9283, 9286, 9315-9316, 9501-02
81	August 19	10-Calendar day review period begins August 19 at 5 p.m. and ends August 29 at 5 p.m. for Primary Arguments filed in favor of and against measures. Between these dates any registered voter or the Elections Officer may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or false.
71	August 29	EC §§9190, 9295, 9380, 9509
71	August 29	Rebuttal Arguments for measures where a primary argument was filed both in favor and against are due. Impartial Analysis for city measures are also due. EC §§9163, 9167, 9285-86, 9316-17, 9504
71	August 29	10-Calendar day review period begins August 29 at 5 p.m. and ends September 8 at 5 p.m. for Rebuttal Arguments filed in favor and/or against measures and for Impartial Analyses. Between these dates any registered voter or the Elections Official may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted if found to be misleading or false.
61	September 8	EC§ 9190, 9295, 9380, 9509
61	September 8	Any city that requests the Board of Supervisors to permit the Elections Official to prepare the city's election materials shall supply the Elections Official with a list of its precincts, or consolidated precincts, as applicable, no later than this date. EC §10002
57	September 12	During this time write-in candidates must file a statement of write-in candidacy and other required documentation with the Elections Division.
14	October 25	EC §§8600, 8601

50	September 19	By this date each County must send the report of registration, reflecting the total number of voters as of September 9, 2016, to the Secretary of State. EC §2187
40 21	September 29 October 18	Between these dates, the County Sample Ballot and Official Voter Information Pamphlet and the State Voter Information Guide will begin mailing to each voter who is registered at least 29 days prior to the election. EC §§13303-13304, 13306
40	September 29	Last day to file campaign statements for candidates and committees for the period ending September 24, 2016. GC §§ 84200.5, 84200.8
21	October 18	Last Day for County to mail Sample Ballot and Official Voter Information Pamphlets to voters registered at least 29 days before the election. EC §13303
29 7	October 10 November 1	Between these dates, any registered voter may request a Vote by Mail Ballot. Any requests received prior to October 10, 2016 will be kept until this period and then processed. EC §3001
16 1	October 23 November 7	Contributions made by or received by a candidate or committee of \$1,000 or more per source must be reported within 24 hours during this period. GC §84203
15	October 24	Voter Registration closes on this date for the November Presidential General Election. Voters must register by this date to be eligible to vote in this election. Postmarked voter registration forms with this date are accepted. EC §§2102, 2107
14 7	October 25 November 1	New California residents who established California residency on or after October 25, 2016, can register to vote during this time to receive a "New Resident's" ballot containing options to vote only for the office of President and Vice President at the Elections Office. EC §§332, 3400
14 0	October 25 November 8	Between these dates, those who become new United States citizens on or after October 25, 2016, are eligible to register and vote at the Elections Division. A new citizen registering during this time must provide proof of citizenship and declare that he or she has established residency in California. EC §§331, 3500, 3501
12	October 27	Last day to file campaign statements for candidates and committees for the period ending October 22, 2016. Candidates being voted upon, their controlled committees, and committees primarily formed to support or oppose a candidate or measure must file the second pre-election statement by guaranteed overnight mail or personal delivery. GC §§84200.5, 84200.8
10	October 29	On or before this date, a notice shall be published by the County Elections Official at least once in a newspaper of general circulation within the district specifying the public place to be used as the central tally center for counting the ballots. EC §12109

7	November 1	By this date each County must send the report of registration, reflecting the total number of voters as of October 24, 2016, to the Secretary of State. EC §2187
7	November 1	By this date, the County shall publish a notice listing the polling places for this election and precinct board members appointed for this election by October 24, 2016. EC §§12105, 12105.5, 12106
0	November 8	Election Day. Polls open at 7 a.m. and close at 8 p.m. Semifinal official canvass commences upon the closing of all polls at 8 p.m. At 8:05 p.m. San Mateo County issues the first report of election results and continues to issue updates until all precincts have reported. EC §§1000, 1001, 14212, 15150, 15151
28	December 6	Last day for County Elections Official to post an updated list of the precinct board members who actually served on Election Day. The list will remain posted for 30 days after completion of canvass EC §12105.5
30	December 8	Last day for County to certify election results to the jurisdictions participating in the election. EC §15372

Footnotes

- EC: California Elections Code
- ED: California Education Code
- GC: California Government Code

All above California Codes may be referenced online at: www.leginfo.ca.gov/calaw.html

Offices to be Elected

Current incumbents or appointed incumbents are listed. Officeholders with an asterisk (*) are not eligible to run due to the term limits for that office.

Federal

Office	District	Incumbent	Political Party
President/Vice President	N/A	Barack Obama* / Joe Biden	Democratic
U.S. Senator in Congress	N/A	Barbara Boxer	Democratic
U.S. Representative in Congress	14	Jackie Speier	Democratic
	18	Anna G. Eshoo	Democratic

State

Office	District	Incumbent	Political Party
State Senator	11	Mark Leno*	Democratic
	13	Jerry Hill	Democratic
State Assemblymember	19	Phil Ting	Democratic
	22	Kevin Mullin	Democratic
	24	Richard Gordon*	Democratic

County

Office	District	Incumbent
Board of Supervisors, Member	5	Adrienne Tissier*

Regional

Office	District	Seats	Incumbent
Midcoast Community Council, Board of Directors	N/A	4	Dan Haggerty Lisa Ketcham, Laura J. Stein Erin Deinzer
Pescadero Municipal Advisory Council, Member	At Large	1	Donald McDermott
	1	1	Nic Erridge

School Districts

Office	Seats	Incumbent
San Mateo County Board of Education, Trustee Area 4	1	Rod Hsiao
San Mateo County Board of Education, Trustee Area 5	1	Jim Cannon
San Mateo County Board of Education, Trustee Area 6	1	Ted Lempert
San Mateo County Board of Education, Trustee Area 7	1	Joe Ross
Bayshore Elementary School District, Governing Board Member	2	Theresa Faapuaa Edith C. Renderos
Brisbane School District, Governing Board Member	2	Dawn Cutler Robert "Bob" Dettmer
Cabrillo Unified School District, Governing Board Member	2	Michael John Ahern Kate Livingston
Jefferson Union High School District, Governing Board Member	3	Jeanne Matyslak Kalimah Salahuddin Andrew Lie
La Honda-Pescadero Unified School District, Governing Board Member	3	Peter K. Bohacek Robert "Bob" McCahon Humberto Perez
Las Lomas Elementary School District, Governing Board Member	2	Diane Honda William Steinmetz
Menlo Park City School District, Governing Board Member	2	Jeff Child Maria Hilton
Pacifica School District, Governing Board Member	2	Andrea Fould Matthew Levie
Ravenswood City School District, Governing Board Member	2	Marco A. Chavez Shanfa Wilson
South San Francisco Unified School District, Governing Board Member	3	Judy Bush John Baker Daina Lujan

Municipalities

Office	Seats	Incumbent(s)
Town of Atherton, Councilmember	2	Elizabeth Lewis Cary E. Wiest
Town of Colma, Councilmember	3	Diana Colvin Raquel "Rae" Gonzalez Joseph A. Silva
City of Daly City, Councilmember	2	David J. Canepa Gonzalo "Sal" Torres
City of Daly City, City Clerk	1	Annette Hipona
City of Daly City, Treasurer	1	Daneca Halvorson
City of East Palo Alto, Councilmember	3	Larry J. Moody Lisa Carlos Romero Yarbrough- Gauthier
City of Half Moon Bay, Councilmember	2	Marina M. Fraser John Mullar
Town of Hillsborough, Councilmember	3	Jess E. Benton Shawn Christianson Al Royse
City of Menlo Park, Councilmember	2	Catherine Carlton Ray Mueller
City of Pacifica, Councilmember	2	Karen Errin Mary Ann Nihart

Special Districts

Office	Seats	Incumbent(s)
Coastside Fire Protection District, Board of Directors	2	JB Cockrell Bruce MacKimmie
Granada Community Services District, Board of Directors	2	Jim Blanchard Matthew Clark
Midpeninsula Regional Open Space District, Board of Directors, Ward 7	1	Cecily Harris
Montara Water and Sanitary District, Board of Directors	2	Scott Boyd Kathryn Slater-Carter
North Coast County Water District, Board of Directors	2	Jack Burgett Joshua A. Cosgrove
Peninsula Health Care District, Board of Directors	2	Cameron Emmott Rick Navarro
San Mateo County Harbor District, Harbor Commissioner	4	Sabrina Brennan Tom Mattusch Pietro Parravano Virginia Chang Kiraly
Sequoia Healthcare District, Board of Directors	2	Kim Griffin Kathleen Kane

Please note that this list is subject to change after publication of this guide.

Qualifications by Office

Partisan and Nonpartisan Offices Have Been Redefined

Under the current primary system, offices that were formerly categorized as "partisan" have been redefined into two sub-categories: (1) "party-nominated" (i.e., only party-affiliated voters may vote the primary ballot for that office); and (2) "voter-nominated" (i.e., any voter may vote the primary ballot for that office). We'll explain more about this primary system in coming pages.

General Qualifications

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

Voter-Nominated Offices:

- **United States Senator in Congress:** Every candidate shall be at least 30 years of age, a U.S. citizen for nine years, and a resident of California on January 3, 2017, the date he or she would be sworn into office if elected. There are no district residency requirements for Members of Congress. (*U.S. Const., Art. I, §3 and 20th Amend., §1 and EC §201*)
Term: Six years, commencing January 3, 2017
- **United States Representative in Congress, Districts 14 and 18:** Every candidate shall be at least 25 years of age, a U.S. Citizen for seven years, and a resident of California on January 3, 2017, the date he or she would be sworn into office if elected. There are no district residency requirements for Members of Congress. (*U.S. Const., Art. I, §2; and 20th Amend., §1 and EC §201*)
Term: Two years, commencing January 3, 2017
- **State Senator, District 11 and 13:** Every candidate shall be a U.S. citizen, be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person (*EC §201*). They cannot have been convicted of a felony involving: accepting or giving, or offering to give, any bribe; the embezzlement of public money; extortion or theft of public money; or perjury or conspiracy to commit any of those crimes (*EC §20*). Candidates can serve no more than 12 years in the State Senate, the Assembly, or both, in any combination of terms during his or her lifetime if he or she was first elected to the Legislature after June 2012 and has not previously served in the State Senate or Assembly, not have served two terms in the State Senate since November 6, 1990, if he or she was elected to the State Senate before June 2012, and not have served three terms in the Assembly since November 6, 1990, he or she was elected to the Assembly before June 2012. (*Cal. Const., Art. IV, §2(a)(4)*)
Term: Four years, commencing December 5, 2016 (*Cal. Const., Art. IV, §2(a)(1)*)

- **Member of the State Assembly, Districts 19, 22 and 24:** Every candidate shall be a U.S. citizen, a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person (*EC §201*). They cannot have been convicted of a felony involving: accepting or giving, or offering to give, any bribe; the embezzlement of public money; extortion or theft of public money; perjury; or conspiracy to commit any of those crimes (*EC §20*). Candidates can serve no more than 12 years in the State Senate, the Assembly, or both, in any combination of terms during his or her lifetime if he or she was first elected to the Legislature after June 2012 and has not previously served in the State Senate or Assembly, not have served two terms in the State Senate since November 6, 1990, if he or she was elected to the State Senate before June 2012, not have served three terms in the Assembly since November 6, 1990, if he or she was elected to the Assembly before June 2012. (*Cal. Const., Art. IV, §2(a)(4)*)
Term: 2 years, commencing December 5, 2016 (*Cal. Const., Art. IV, §2(a)(2)*)

Non-Partisan Offices:

- **Member, Board of Supervisors:** Every candidate shall be a citizen of the United States and a registered voter of the district which he or she represents for at least 30 days immediately preceding the deadline for filing nomination documents and shall reside in the district during his or her incumbency. Supervisors shall not be eligible for election to nor serve more than three consecutive terms in office. (*San Mateo County Charter, Article II, §202; GC §24001; GC §24200; EC §201*) Additional Requirement: Supervisors are elected by district. Candidates for the office of Supervisor shall be electors in the district they seek to represent. For more information, see San Mateo County Charter, Section 202.
<http://countycounsel.smcgov.org/documents/san-mateo-county-charter>
Term: Four years, commencing January 2, 2017
- **School District Governing Board Members:** Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications. An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. For more information, see ED §35107.
- **Special District Board Member:** Every candidate shall be a resident and qualified elector of the district. See various codes containing enabling legislation for district creation. Find all 29 California Codes at:
<http://leginfo.legislature.ca.gov/faces/codes.xhtml>
- **City Offices:** A person is not eligible to hold office as councilmember, city clerk or city treasurer unless he or she is at the time of assuming the office an elector of the city, and was a registered voter of the city at the time nomination papers are issued to the candidate as provided for in GC §36502.
Please contact your City Clerk for more information.

Restrictions on Holding Two Offices

The 1999 San Mateo County Grand Jury recommended that all candidates be made aware that individuals cannot hold incompatible offices. If a candidate is elected to an office that is incompatible with the first office, the first office becomes vacant upon the taking of the second office.

This doctrine of incompatible offices precludes public officials from holding two different public offices simultaneously if the offices have overlapping and conflicting public duties. Courts have summarized the doctrine as follows:

“One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.” (*Eldridge v. Sierra View Local Hosp. Dist.* (1990); see also *Mott v. Horstmann* (1950) 36 Cal.2d 388)

California Government Code Section 1099 provides detailed guidance on incompatible offices and specifies the defining characteristics:

Offices are incompatible when any of the following circumstances are present, unless simultaneous holding of the particular offices is compelled or expressly authorized by law:

- (1) Either of the offices may audit, overrule, remove members of, dismiss employees of or exercise supervisory powers over the other office or body.
- (2) Based on the powers and jurisdictions of the offices, there is a possibility of a significant clash of duties or loyalties between the offices.
- (3) Public policy considerations make it improper for one person to hold both offices.

The Office of the California Attorney General offers additional guidance in determining whether or not certain offices are incompatible, with five examples of offices deemed to be incompatible:

- (1) Offices of city council member and school district board member where the city and the school district have territory in common;
- (2) The positions of fire chief of a county fire protection district and member of the board of supervisors of the same county;
- (3) The offices of governing board member of a high school district and governing board member of an elementary school district which is wholly within the geographic boundaries of the high school district;
- (4) Water district director and a city council member; and
- (5) Water district director and a school district trustee having territory in common.

Top-Two Candidates Primary System

Introduction

On June 8, 2010, California voters approved Proposition 14, creating a Top-Two Candidates Open Primary System. Under the rules of previous primary systems, a political party's primary election ballot for partisan offices could only be voted by voters who had registered their affiliation with that political party or that political party could choose to allow voters who had registered with no political party affiliation ("no party preference") to vote that party's primary election ballot.

The Top-Two Candidates Open Primary System further expands voter access to partisan primary ballots by allowing any voter, regardless of the voter's registered political preference, to vote for the primary election candidates of any political party for any partisan office, except for the offices of U.S. President/Vice President and for members of political parties' County Central Committees.

Partisan Offices Redefined as "Party-Nominated" or "Voter-Nominated"

Under the new primary system, offices that were formerly categorized as "partisan" have been redefined into two sub-categories: (1) "party-nominated" (i.e., only party-affiliated voters may vote the primary ballot for that office); and (2) "voter-nominated" (i.e., any voter may vote the primary ballot for that office).

Party-nominated offices include the U.S. President/Vice President and members of a party's County Central Committee. Voter-nominated offices include the U.S. Senate and U.S. House of Representatives, and California's state constitutional (executive) and legislative offices (Senate and Assembly).

In the Primary Election, all the candidates for all of the voter-nominated offices were listed on every ballot, regardless of the voter's registered party preference. Candidates for party-nominated offices were listed only on ballots that were available only to voters who had registered that party preference.

The candidates who will advance to the ballot for the November 2016 Presidential General Election will include: (1) for each party-nominated office, the winning candidate from each party; and (2) for each voter-nominated office, the two candidates who received the most votes for each office, regardless of the candidate's party affiliation.

Declaration of Candidacy

A candidate may choose whether or not to indicate on the Declaration the candidate's party preference, or lack of party preference, as disclosed upon the candidate's most recent statement of voter registration. If the candidate indicates this information on the Declaration, it shall appear with the candidate's name on both the Primary and General Election ballots and the candidate is prohibited from changing the designation between elections.

(EC §§8002.5, 13105)

A candidate designating a party preference for a voter-nominated office shall not be deemed to be the official nominee of the party designated as preferred by the candidate. The party preference is shown for the information of the voters only. *(EC §8002.5)*

Candidate's Party Preference History

Under the Top-Two Candidate Open Primary Act (Proposition 14 on June 2010 ballot), the Secretary of State is required to provide the political party preference history for the preceding 10 years for candidates for voter-nominated offices. A candidate is responsible for indicating party preference history on the Declaration of Candidacy. *(EC §8121(b))*

Certified List of Candidates and Rotation List

By September 1, 2016, the Secretary of State will have prepared and sent to the County Elections Official a certified list of candidates arranged according to the randomized alphabet drawn on August 18, 2016. This list will show the name of every person eligible to receive votes within the county at the Presidential General Election, their addresses, their ballot designations, the offices for which each person is a candidate, and, if the office is partisan, the party each person represents. With respect to candidates for voter-nominated offices, the party preference designation indicated on his/her Declaration of Candidacy shall be listed. *(EC §§8120, 8122, 8123, 8124, 8125, 8149)*

Write-in Candidates

In the General Election, no write-in candidates are permitted for voter-nominated offices and no such write-in votes shall be counted. *(EC §8606)*

Write-in candidates are permitted for local offices including offices for school districts, special districts, and city offices. Between September 12 and October 25, write-in candidates must file a statement of write-in candidacy and other required documentation with the Registration & Elections Division. Write-in candidates for city offices file required documentation with the City Clerk and should to contact their office for additional information. *(EC §§8600, 8601)*.

Write-in candidates are also permitted for Superior Court Judge offices and must file the required documentation with the Registration & Elections Division by August 17. *(EC §8203)*

District/City-Specific Candidate Filing Procedures

Overall Procedure

Candidates begin the candidate filing process by obtaining and completing a candidate registration form in our office. This form asks candidates to designate their first, middle, and last names and allows the Elections Officer to verify a candidate's qualifications to run for a particular office. While their qualifications are being verified, candidates will be provided this candidate guide, a Permission to Post form and a Ballot Designation Worksheet.

The Permission to Post form allows candidates to provide contact information to accompany their name on our Roster of Candidates (a public list of all the candidates running for office). Candidates may provide residence and mailing addresses, day and evening phone numbers, an email and a website for voters to access and use. Candidates will also be provided a Ballot Designation Worksheet to take home and study. The form allows a candidate to understand what is an acceptable designation to provide on their Declaration of Candidacy form.

Depending on the contest, candidates may be required to obtain nomination signatures (see detailed information below). If required, candidates will be provided Nomination Papers upon which candidates may obtain a certain number of signatures from active voters in their district. Candidates may need to make copies.

All candidates must complete a Declaration of Candidacy form, declaring themselves candidates for an office. On this form, candidates will provide how they would like their name to appear on the ballot, what ballot designation they wish to use and take an oath as a candidate for the office. Candidates will also be issued a Chinese Transliteration Form, where they can choose how they would like their names to appear on the Chinese ballot. Candidates may either provide a Chinese name, permit our certified translators to transliterate their English names into Chinese characters, or choose to simply have their English names on the Chinese ballot.

Candidates have the option of submitting a 200 – 400 word candidate statement to include in the Voter Information Pamphlet. To file, the candidate must submit a required Candidate Statement of Qualifications form along with a check for the candidate statement cost estimate.

Lastly, some candidates are required to file FPPC Form 700: Statement of Economic Interests, disclosing their income, investments and assets. All candidates are encouraged to file FPPC Form 501 and the Code of Fair Campaign Practices form, which are campaigning related documents that clarify the office for which a candidate is running and that he or she will campaign in an ethical manner.

All candidate filing documents must be filed by August 12.

The following pages detail the specific requirements for the five types of local offices.

1. Candidates for the San Mateo County Harbor District

The following includes information from the District's Principle Act, the Harbors and Navigation Code:

Maximum Signers of Nomination Papers

A candidate for Harbor Commissioner shall be a registered voter of the proposed or existing district and shall qualify for election by securing a nomination paper proposing his or her candidacy for the office of Harbor Commissioner signed by not less than 25 but not more than 50 qualified electors of the district. (*Harbors and Navigation Code (HNC) §6053*)

When and Where Forms Are Available

Any qualified voter in the proposed or existing district may sign as many nomination papers as there are commissioners to be elected.

At the first and any subsequent election for commissioners, all candidates shall file their nomination papers with the County Elections Official of the county, not more than 113 and no less than 88 days before the day of election. (*HNC §6054*)

All forms required for nomination and election to all federal, state, judicial and county offices shall be furnished by the County Elections Official. At the time of issuing these forms the County Elections Official shall:

- 1) Type on the forms the name of the candidate and the office for which he or she is a candidate,
- 2) Imprint a stamp on the form which reads "Official Filing Form," and
- 3) Affix his or her signature on the form.

The forms shall be distributed to all candidates applying for them. The County Elections Official shall not require a candidate to sign, file, or sign and file a declaration of candidacy as a condition of receiving nomination papers. (*EC §§8020, 8041, and 8101*)

No Election and Office Appointment

If on the 60th day prior to a general district election only one person has been nominated for each of the offices to be filled at that election or no person has been nominated for any such office or offices, and a petition signed by five percent of the voters requesting that the election be held has not been presented to the district board, an election shall not be held. (*HNC §6054.1*)

If, pursuant to Section 6054.1, no election is held, the board of supervisors of the county in which the district is situated shall appoint those nominated for the offices or shall, if no person has been nominated, appoint any qualified person to the office. Any person thus appointed shall qualify, take office and serve as if elected at a general district election. (*HNC §6054.2*)

2. Candidates for the Midpeninsula Regional Open Space District

The following includes information from the Public Resources Code:

The government of each district shall be vested in a board of five or seven directors, one from each of the wards or subdistricts, together with the other officers mentioned in this article. *(Public Resources Code (PRC) §5527)*

Directors shall be residents and electors of the wards or subdistricts from which they are nominated. Directors who are elected at any election which is held after October 1, 1965, shall be elected by ward or subdistrict and the qualified electors in any ward or subdistrict may only vote at a district election at which a director is to be elected to represent such ward or subdistrict and may only vote for one of the persons who is nominated for such office. *(PRC §5527)*

The election shall be held in all respects as if there were only one election and only one ticket or ballot shall be used. Nomination papers shall be circulated throughout the ward. A nomination paper containing the name of the candidate to be nominated, with such other information as is required by this article, shall be signed by at least 50 voters residing within the ward. *(PRC §5531)*

Additionally:

- (a) Except as otherwise provided in this section and Section 5531, Chapter 1 (commencing with Section 8000) of Part 1 of Division 7 of the Elections Code shall substantially govern the manner of appointment of circulators, the form of nomination documents and the securing of signatures to the nomination documents, the filing of the candidate's nomination documents, the payment of filing fees and all other things necessary to get the name of the candidate upon the ballot.
- (b) Circulators may obtain signatures to the nomination paper of any candidate at any time not more than 113 days nor less than 88 days prior to the election, and all nomination documents shall be filed with the secretary of the district not more than 113 days nor less than 88 days before the day of election and shall be examined by him or her.
- (c) The election shall be consolidated with the general election as to territory that is the same, and the secretary of the district shall certify the names of all candidates to be placed upon the ballot to the County Elections Official or officials within the territory affected by the consolidation at least 67 days prior to the date of the election.
- (d) Upon the filing of a sufficient nomination paper and declaration of candidacy by any candidate, the name of the candidate shall go upon the ballot at the ensuing general election. Upon receipt of the returns of the canvass by the respective boards of supervisors, the directors of the district shall meet and determine results of the election and declare the candidate or candidates elected.
- (e) Notwithstanding any other provision of this section, if by 5 p.m. on the 83rd day prior to the day fixed for the ensuing general election, only one person has been nominated for any elective office to be filled at that election, or no one has been nominated for the office and if a petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district, or division if elected by division, requesting that the election of directors be held has not been

presented to the board of directors, the board of directors shall submit a certificate of these facts to the County Elections Official or officials and the board of directors, at a regular or special meeting held prior to the last Monday before the last Friday in November in which the election is held, shall appoint to the office or offices the person or persons, if any, who have been nominated. The board of directors shall make the appointments. If no person has been nominated for any office, the board of directors shall appoint any person to the office who is qualified at the first regular or special meeting after the date upon which the election would have been held. The board of directors may permit the candidates running unopposed to have their names appear on the ballot, at the board's option. The person appointed shall qualify and take office and serve exactly as if elected for the office.

- (f) The secretary of the district shall issue certificates of election, signed by him or her and duly authenticated, immediately following the determination of the result of the election or the appointment by the directors of the district.
- (g) The oath of office shall be taken, subscribed, and filed with the secretary of the district within 30 days after the officer has notice of his or her election or appointment or before the expiration of 15 days before the commencement of his or her term of office. No other filing is required. (*PRC §5532*)

3. Candidates for School and Special District Offices

Candidates for school and special district offices are not required to circulate nomination papers but are required to file a Declaration of Candidacy form. Declaration of Candidacy forms for all district offices shall be obtained from the Elections Division. Candidates are encouraged to schedule appointments to obtain forms, but may also drop-in during regular business hours.

The forms will be made available on July 18 and must be filed no later than 5 p.m. on August 12. No candidate may withdraw his or her Declaration of Candidacy form after 5 p.m. on August 12.

Notwithstanding any other provision of law, a person shall not file nomination papers for more than one district office or term of office for the same district at the same election. (*EC §§10510 and 10511*)

4. Candidates for City Offices

City Nomination Forms

Candidates may be nominated for any elective city office by the filing of nomination papers with the City Clerk. Each candidate shall be proposed by not less than 20 nor more than 30 voters in a city of 1,000 registered voters or more, and not less than five nor more than 10 voters in a city of less than 1,000 registered voters. Each nomination paper shall be accompanied by a verified statement of the candidate that he or she will accept the nomination, and will also accept the office in the event of his election. A filing fee as determined by the city council and set by ordinance may be imposed to be paid upon the filing of the nomination papers. (*EC §§10220 – 10223, and 10228*)

All forms required for nomination and election to all city offices shall be furnished by the City Elections Official. At the time of issuing these forms the City Elections Official shall:

- 1) Type on the forms the name of the candidate and the office for which he or she is a candidate,
- 2) Imprint a stamp on the form which reads "Official Filing Form", and
- 3) Affix his or her signature on the form.
(EC §§10220-10228)

Preparing to File Your Candidacy Papers

Candidate Filing requirements are unique to the office you are seeking. The following pages, beginning with a checklist, will detail several filing scenarios, sample forms and guidelines for gathering signatures.

The Candidate Filing Officer (County Elections Official or City Clerk) is available to guide you through every step of the process.

Candidate Filing Procedures Checklist

Please note: This can be used as a helpful checklist, but may not be fully inclusive of every requirement for every office.

	Date Issued	Date Filed
<u>1. Stage One: Initial Documents</u>		
a. Candidate Registration Form		_____
i. Residence address (<i>verify within district</i>)		
b. Candidate Guide	_____	
c. Permission to Post on Internet Form	_____	_____
d. Ballot Designation Worksheet	_____	_____
i. All fields filled out (no blanks)		
e. Candidate Statement Submission Form	_____	_____
<u>2. Stage Two: Nomination Papers and/or Declaration of Candidacy</u>		
a. Nomination Papers (if applicable)	_____	_____
i. Fulfilled the required number of signatures?		_____
ii. Record of Petitions Filed		
b. Declaration of Candidacy	_____	_____
i. Name on ballot (no titles or degrees)		
ii. Ballot Designation		
iii. Oath of Office taken		
a. FPPC Form 700	_____	_____
c. Chinese Transliteration Form	_____	_____
d. Code of Fair Campaign Practices (optional)	_____	_____
<u>3. Stage Three: Candidate Statement (optional)</u>		
a. Word Limit _____		
b. Check payable to "San Mateo County Elections"		_____
<u>4. Stage Four: Campaign Finance Filings</u>		
a. Form 501	_____	_____
b. Form 470 or 410	_____	_____

Guidelines for Gathering Signatures

With a prudent regard for strict deadlines and eligibility requirements for signers, candidates are strongly encouraged to proceed without delay in gathering signatures and submitting them on the required Nomination Paper Forms to the elections official. By filing in advance of the deadline, you will allow yourself time to gather additional signatures in the event that signatures submitted are disqualified during the examination of your papers, leaving you with less than the required signatures.

Who can circulate nomination papers?

Each person who is circulating nomination papers must be a registered voter of the jurisdiction in which the candidate is seeking nomination. A circulator may serve only within the jurisdiction and county in which he or she resides. For offices that extend into another county, the circulator may only obtain signatures of registered voters residing in the circulator's county of residence. Therefore, a circulator in San Mateo County may not obtain signatures from voters who reside in Santa Clara County.

A candidate for any office may serve as a circulator of the candidate's own nomination papers, and may do so throughout the jurisdiction regardless of county of residence. Candidates may also sign their own papers, and the signature will be given the same effect as that of any other qualified signer. (*EC §§106, 8065, 8066*)

Petitions and Papers must include the declaration of circulator

- 1) Wherever any petition or paper is submitted to the elections official, each section of the petition or paper shall have attached to it a declaration signed by the circulator of the petition or paper, setting forth, in the circulator's own hand, the following:
 - a. The printed name of the circulator.
 - b. The residence address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
 - c. The dates between which all the signatures to the petition or paper were obtained.
- 2) Each declaration submitted pursuant to this section shall also set forth the following:
 - a. That the circulator circulated that section and witnessed the appended signatures being written.
 - b. That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.
- 3) The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature. (*EC §104*)

Who is a qualified signer to a Nomination Paper?

Only a person who is a registered qualified voter at the time he or she signs the Nomination Paper is entitled to sign it. Each voter shall at the time of signing the petition or paper personally affix his or her signature, printed name and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. All signers of the same section of a petition must be registered in one county. Different sections must be used in each county where the petitions are circulated and filed with the county clerk in the affected county. (EC §100)

Circulating Within 100 Feet of Polling Place

Signatures for nomination papers shall not be obtained within 100 feet of a polling place, satellite location or election official's office. (EC §18370)

Voters May Sign Only One Paper per Open Position

No signer shall, at the time of signing a certificate, have his or her name signed to any other nomination paper for any other candidate for the same office or, in case there are several places to be filled in the same office, signed to more nomination papers for candidates for that office than there are places to be filled. (EC §8069)

Registering Voters When Signing Nomination Papers

Candidates may register voters at the same time as the voter signs the candidate's Nomination Paper. For purposes of verifying signatures on a petition or paper, a properly executed affidavit of registration shall be deemed effective for verification purposes if both (a) the affidavit is signed on the same date or a date prior the signing of the petition, and (b) the affidavit is received by the elections official on or before the date on which the petition is filed. *(EC §2102(b))*

Validation of Signatures

The County Elections Official shall verify the signatures of the signers on the petition or paper with the registration affidavits on file in the office of the County Elections Official. The County Elections Official shall mark "not sufficient" on any signature that does not appear in the same handwriting as appears on the affidavit of registration in his or her office or that is accompanied by a declaration of party preference that is not in accordance with the declaration of party preference in the affidavit of registration. The official may cease to verify signatures once the minimum requisite number of signatures has been verified. *(EC §8081)*

No defect in any nomination document presented shall prevent the filing of another nomination document within the period allowed for presenting the nomination document. *(EC §8102)*

The signer/sponsor must be a registered voter residing at his or her address of registration at the time of signing any petition or paper.

The following guidelines will be used when validating signatures on nomination papers. A signature can be challenged for any of the following reasons, if the signer:

- Is not registered to vote.
- Provides a signature that does not compare to the one on the voter's affidavit of registration.
- Does not reside in the appropriate district.
- Uses a P.O. Box number for residence.
- Omits his or her residential address.
- Uses a mail drop number for residence address.
- Provides an address that is different from the voter's residential address on the affidavit of registration on the voter's record.
- Prints his or her name for the signature, unless registered as such.
- Lists and signs her name using spouse's name, such as "Mrs. John Jones".
- Uses ditto marks for an address previously listed.

Nomination Papers

July 18, 2016 – August 12, 2016

Pursuant to Elections Code §8020(a): “No candidate’s name shall be printed on the ballot to be used at the direct primary unless the following nomination documents are delivered for filing to the County Elections Official: [. . .] (2) Nomination papers signed by signers pursuant to Section 8041.”

Candidates for office requiring a filing fee must pay their filing fee prior to the issuance of nomination papers.

Nomination requirements for this election are outlined below:

Non-Partisan Offices:

Offices	Sponsors (Signers)
Councilmember, Clerk, Treasurer Municipality	10-30 (File with City Clerk)
Governing Board Member and Board of Director, District	No Signatures Required
Midpeninsula Regional Open Space District	50 (File with District)
San Mateo County Harbor District	25-50 (File with Elections Division)

Signers (Sponsors) of Nomination Papers

No more signers shall be secured for any candidate than the maximum number required. If, however, through miscalculation or otherwise, more signers are secured than the maximum number, the officer with whom the nomination papers are filed shall, with the written consent of the candidate, withdraw the excess number. (*EC §8067*)

For instructions on obtaining signatures, including where they can be obtained and how to circulate nomination papers, please refer to the “Guidelines for Gathering Signatures” section in this Candidate Guide.

The following pages show a sample Nomination Paper that is available from the Registration & Elections Division.

Official Filing Form

County Elections Official

By: _____

Date Issued: _____

Filed in County of _____

County Elections Official

By: _____

Date Issued: _____

(Secretary of State Use Only)

Nomination Paper

(Elections Code §§100, 104, 8041, 8062, 8068, 8069, 8140; Code of Civil Procedure §2015.5)

I, the undersigned signer for _____, for nomination/election to the
Name of Candidate
 office of _____, to be voted for at the **Presidential General Election** to be
 held on **November 8, 2016**, hereby assert as follows:

I am a resident of _____ County and am registered to vote 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.

My residence is correctly set forth after my signature hereto:

PRECINCT <small>(To be entered by Elections Official)</small>	NAME	RESIDENCE	VERIFICATION <small>(To be entered by Elections Official)</small>
	Print 1..... Sign	Residence Address ONLY City or Town	
	Print 2..... Sign	Residence Address ONLY City or Town	
	Print 3..... Sign	Residence Address ONLY City or Town	
	Print 4..... Sign	Residence Address ONLY City or Town	
	Print 5..... Sign	Residence Address ONLY City or Town	

Please complete Affidavit of Circulator on reverse side

PRECINCT (To be entered by Elections Official)	NAME	RESIDENCE	VERIFICATION (To be entered by Elections Official)
	Print 6..... Sign	Residence Address ONLY City or Town	
	Print 7..... Sign	Residence Address ONLY City or Town	
	Print 8..... Sign	Residence Address ONLY City or Town	
	Print 9..... Sign	Residence Address ONLY City or Town	
	Print 10..... Sign	Residence Address ONLY City or Town	

AFFIDAVIT OF CIRCULATOR

(To be completed in circulator's own hand)

I, _____, solemnly swear (or affirm) all of the following:
Print Name

1. That I am 18 years of age or older.
2. That my residence address, including street and number, is _____. (If no street or number exists, a designation of my residence adequate to readily ascertain its location is _____.)
3. That the signatures on this section of the nomination paper were obtained between _____, 20____,
Month and Day
and _____, 20____; that I circulated this section and I witnessed the signatures on this section of the
Month and Day
nomination paper being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

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

_____ Date _____ Circulator's Signature

Examined and certified by me this _____ day of _____, 20____.

_____ County Elections Official

(TO BE ENTERED BY ELECTIONS OFFICIAL AFTER VERIFICATION)

Number of Valid Signatures on this Section: _____

Date: _____

By: _____

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper in his or her possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code §18202.)

Declaration of Candidacy

July 18, 2016 – August 12, 2016

Elections Code Section 13 states:

- (a) A person shall not be considered a legally qualified candidate for an office, for party nomination for a partisan office, or for nomination to participate in the general election for a voter-nominated office, under the laws of this state unless that person has filed a declaration of candidacy or statement of write-in candidacy with the proper official for the particular election or primary, or is entitled to have his or her name placed on a general election ballot by reason of having been nominated at a primary election, or having been selected to fill a vacancy on the general election ballot as provided in Section 8807 or having been selected as an independent candidate pursuant to Section 8304.
- (b) Nothing in this section shall be construed as preventing or prohibiting any qualified voter of this state from casting a ballot for a person by writing the name of that person on the ballot, or from having that ballot counted or tabulated, nor shall this section be construed as preventing or prohibiting a person from standing or campaigning for an elective office by means of a "write-in" campaign. However, nothing in this section shall be construed as an exception to the requirements of Section 15341 or to permit a person to be a write-in candidate contrary to Sections 8600 and 8606.
- (c) It is the intent of the Legislature, in enacting this section, to enable the Federal Communications Commission to determine who is a "legally qualified candidate" in this state for the purposes of administering Section 315 of Title 47 of the United States Code.

No candidate's name shall be printed on the ballot unless a Declaration of Candidacy and nomination papers are delivered for filing with the County Elections Official. The candidate is to execute the Declaration of Candidacy in the office of the County Elections Official unless the candidate has signed and dated a written statement designating a person to receive a Declaration of Candidacy form from the County Elections Official for the candidate or, upon request of a candidate, the County Elections Official shall provide the candidate with a Declaration of Candidacy and nomination papers. Such statement shall include language explaining that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the County Elections Official of the county of the candidate's residence by 5 p.m. on August 12, 2016. (*EC §§8020, 8028, 8040-8041 and 8060*)

Declaration of Candidacy forms for all district offices shall be obtained from and filed with the office of the County Elections Official. Candidates seeking elective city office are required to obtain and file all nomination documents with the City Clerk, respective to the office they seek.

Candidate's Party Preference History:

Under the Top-Two Candidate Open Primary Act, the Secretary of State is required to provide the political party preference history for the preceding 10 years for candidates for voter-nominated offices. A candidate is responsible for providing his/her party preference history on his/her Declaration of Candidacy. (*EC §8121(b)*)

For voter-nominated offices, a candidate may indicate party preference, or lack of party preference, as disclosed upon the candidate's most recent registration affidavit, upon the Declaration of Candidacy. *If a candidate indicates party preference on the Declaration of Candidacy, it shall appear on the ballots for the Primary and General Elections in conjunction*

with the candidate's name. This designated party preference on the ballot shall not be changed between the Primary and General Elections. A candidate for voter-nominated office may also choose not to have the party preference disclosed upon his or her most recent affidavit of registration indicating upon the ballot. (EC §§8002.5,13105)

The following pages show a sample Declaration of Candidacy form, available from the Registration & Elections Division.

Official Filing Form

County Elections Official

By: _____

Date Issued: _____

Filed in County of _____

County Elections Official

By: _____

Date Issued: _____

(Secretary of State Use Only)

Declaration of Candidacy

(Elections Code §§20, 200, 8002.5, 8020, 8040, 8121, 8140, 13105)

I hereby declare myself a candidate for nomination/election to the office of _____, to be voted for at the **Presidential General Election** to be held on **November 8, 2016**, and declare the following to be true:

My name is _____.

I request my name and ballot designation to appear on the ballot as follows:

<p>_____</p> <p style="text-align: center;">Print Your Name for Use on the Ballot</p> <p>_____</p> <p style="text-align: center;">Print Ballot Designation Requested</p> <p><small>A ballot designation is optional. If one is requested, a completed BALLOT DESIGNATION WORKSHEET must be submitted. If no ballot designation is requested, write in the word "NONE" and initial in the box. (Elections Code §§13107, 13107.3.)</small></p>	<p>Candidate initials if preferring no designation:</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------

NOTE: The Secretary of State (SOS) will publish one of the addresses below in the certified list of candidates and on the SOS website. Please check the appropriate box to indicate which address you wish to be used for these purposes. If no box is checked, the first address listed below will be published. If a business telephone, residence telephone, FAX number, e-mail address, or website is provided, that information will also be published.

Mailing Address: _____

City State Zip Code

Residence Address: _____
(Required)

City State Zip Code

Business Address: _____

Telephone: _____

City ()	State ()	Zip Code ()
Area Code Business	Area Code Residence	Area Fax

E-mail and Website: _____

E-mail Website

I meet the statutory and constitutional qualifications for this office (including, but not limited to, citizenship and residency). I am at present an incumbent of the following public office (if any): _____.

I have not been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

If nominated/elected, I will accept the nomination/election and not withdraw.

Signature of Candidate

Important: reverse side of page must be completed

A candidate for voter-nominated office shall also complete all of the following:

1. I hereby certify that:

- (a) At the time of presentation of this declaration, as shown by my current affidavit of registration, I have disclosed the following political party preference, if any: _____.
- (b) My complete voter registration and party affiliation/preference history from 2006 through the date of signing this document* is as follows:

Party Registration	County	Timeframe By Year (e.g., 2006-2007)
_____	_____	2006 - _____
_____	_____	_____
_____	_____	_____

* Please note that only 10 years of party affiliation/preference history will be provided on the Secretary of State's website. Any information provided regarding affiliation/preference history prior to 2006 will not be included.

2. Pursuant to Section 8002.5 of the Elections Code, select one of the following:

_____ Party Preference: _____ (insert the name of the qualified political party as disclosed upon your affidavit of registration).

_____ Party Preference: None (if you have declined to disclose a preference for a qualified political party upon your affidavit of registration).

Dated this _____ day of _____, 20____ Signature of Candidate _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

Signature _____

Examined and certified by me this _____ day of _____, 20____.

County Elections Official _____

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in his or her possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code §18202.)

Oath of Office

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.

Signature of Candidate _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

Signature _____

Examined and certified by me this _____ day of _____, 20____.

County Elections Official _____

Ballot Designation

Name on Ballot

The candidate's name as it is provided by the candidate on the Declaration of Candidacy is the way it will appear on the ballot. **The Declaration cannot be changed after the nomination process is complete.**

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. (EC §13106)

If the candidate has changed his or her name within one year prior to the election, the new name will not appear on the ballot unless the change was made by marriage or by judicial decree. (EC §13104)

Ballot Designations

Candidates have the option of using a ballot designation. The ballot designation is the word or group of words (usually not more than three), which will appear on the ballot under the candidate's name, designating the current principal profession(s), vocation(s) or occupation(s) of the candidate.

Permissible ballot designations are governed by Elections Code §13107:

- 1) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:
 - a. Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.
 - b. The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.
 - c. No more than three words designating either, the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
 - d. The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the

office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229 or 10515 of this code [Elections Code].

- 2) Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:
 - 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 or words which it modifies.
 - d. It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
 - e. It uses the name of any political party, whether or not it has qualified for the ballot.
 - f. It uses a word or words referring to a racial, religious or ethnic group.
 - g. It refers to any activity prohibited by law.
- 3) If, upon checking the nomination documents and the ballot designation worksheet described in Elections Code §13107.3, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.
 - a. The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone and provide a designation that complies with subdivision (a).
 - b. In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

- (4) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Elections Code §17100.
- (5) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (6) In all cases, the words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.
- (7) Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C. §1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

Ballot Designation Worksheet

Elections Code Section 13107.3 provides:

- (a) A candidate who submits a ballot designation pursuant to subdivision (a) of Elections Code §13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate in a format prescribed by the Secretary of State.
- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her Declaration of Candidacy.
- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

Use of the term "Community Volunteer" as a Ballot Designation

Pursuant to Elections Code §13107.5(a):

A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section and subject to the following conditions:

- (1) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
- (2) A candidate is not engaged concurrently in another principal profession, vocation or occupation.
- (3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation designation.

Use of the Secretary of State's Ballot Designation Regulations

The California Secretary of State has adopted regulations (specifically, Chapter 7 of Division 2 of Title 2 of the California Code of Regulations) relating to ballot designations for certain offices. The San Mateo County Elections Official has opted to refer to those regulations to provide guidance in addressing issues which arise relating to ballot designations for local offices. Find them online at www.oal.ca.gov/CCR.htm. The San Mateo County Elections Official retains full discretion to interpret these regulations and to make decisions based on other considerations.

Ballot Names for Judicial Candidates

If a petition indicating that a write-in campaign will be conducted for the office at the general election, signed by 100 registered voters qualified to vote with respect to the office, is filed with the elections official not less than 83 days before the general election (August 17, 2016), the name of the incumbent shall be placed on the general election ballot if it has not appeared on the primary election ballot.

If, in conformity with this section, the name of the incumbent does not appear either on the primary election ballot or general election ballot, the elections official, on the day of the general election, shall declare the incumbent reelected. Certificates of election specified in Elections Code §§15401 or 15504 shall not be issued to a person reelected pursuant to this section before the day of the general election. (*EC §8203, 8600-8604*)

Other Forms

The entire set of official forms on how to become a candidate and operate an election campaign will be provided by the San Mateo County Registration & Elections Division at the time of your candidate filing appointment. Candidates for elective city offices must obtain the appropriate forms from their city clerks.

Ballot Designation Worksheet (Required)

As a supplement to the ballot designation indicated on a candidate's Declaration of Candidacy, a Ballot Designation Worksheet is required of all candidates. The Ballot Designation Worksheet provides verification and supporting information as to the validity of the candidate's proposed designation as well as alternate designations to be used in the event the elections official finds the proposed designation to be invalid.

Code of Fair Campaign Practices (Optional)

The Legislature declares that the purpose of Chapter 5, Division 20 of the California Elections Code is to encourage every candidate for public office to subscribe to the Code of Fair Campaign Practices. It is the ultimate intent of the Legislature that every candidate for public office who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty and fair play. This ensures that after vigorously contested but fairly conducted campaigns, citizens may exercise their constitutional right to vote, free from influence of dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions. (*EC §20400*)

At the time an individual is issued his or her Declaration of Candidacy, nomination papers or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code. (*EC §§20440 – 20444*)

Chinese Transliteration Form (Required)

As of July 2002 in San Mateo County, all election information that is provided in English about voter registration, elections and voting, including information provided in polling places and the voting booths, must be provided in Chinese and Spanish to the extent needed to allow effective participation of all individuals in the electoral process and all voting related activities. (*§203 of the Voting Rights Act, 42 U.S.C. §1973aa-1a*)

The Voting Rights Act applies to all elections conducted in San Mateo County, which includes cities, special districts and school districts. This is a federal mandate that is not funded; therefore the election costs will be shared by the jurisdictions holding elections and the candidates submitting candidate statements. As a result of these requirements, costs for printing and handling of candidate statements have increased. Further information can be found through the Department of Justice website at www.justice.gov/crt/about-language-minority-voting-rights.

Candidate names are listed in English along with a Chinese transliteration in the Chinese version of the Sample Ballot and the Official Ballot. Each candidate must complete a Chinese Transliteration Form, designating one of these three options for the appearance of the candidate's name on the Chinese version of the ballots:

- (1) the candidate provides the transliteration;
- (2) the County Elections Official obtains the transliteration from a certified translator (as described in EC §13307); or
- (3) the name is printed in English only.

Form 700 – Statement of Economic Interest (Required)

All candidates are required to file a statement disclosing personal investments and interests in real property. Forms must be filed by the final date for filing the Declaration of Candidacy (August 12, 2016). (*GC §87100, 87200, 87302.3*)

Permission to Post Personal Information Form (Required)

- No state or local agency shall post the home address or telephone number of any elected or appointed official on the Internet without first obtaining the written permission of that individual.
- No person shall knowingly post the home address or telephone number of any elected or appointed official, or of the official's residing spouse or child on the internet knowing that person is an elected or appointed official and intending to cause imminent great bodily harm that is likely to occur or threatening to cause imminent great bodily harm to that individual. A violation of this subdivision is a misdemeanor. A violation of this subdivision that leads to the bodily injury of the official, or his or her residing spouse or child, is a misdemeanor or a felony.
- For purposes of this section “**elected or appointed official**” **includes, but is not limited to**, all of the following: (1) State Constitutional Officers; (2) Members of the Legislature; (3) Judges and Court Commissioners; (4) District Attorneys; (5) Public Defenders; (6) Members of a City Council; (7) Members of a Board of Supervisors; (8) Appointees of the Governor; (9) Appointees of the Legislature; (10) Mayors; (11) City Attorneys; (12) Police Chiefs and Sheriffs; (13) A Public Safety Official as defined in GC §6254.24. (*GC §6254.2*)

Extended Filing and Withdrawal of Candidacy

Extension of the Filing Period if an Eligible Incumbent Does Not File and/or Qualify (August 12, 2016 – August 17, 2016)

If an eligible incumbent does not file nomination papers by Friday, August 12 at 5 p.m., the filing period is extended for that office for five calendar days until Wednesday August 17 at 5 p.m., for any person other than the incumbent. This section does not apply where there is no incumbent eligible to be elected. (*EC §§10225, 10407, 10516, 10604*)

Withdrawal of Candidacy

No candidate shall withdraw his or her Declaration of Candidacy after 5 p.m. on the 88th day prior to the election (August 12). If the filing period is extended, as explained above, a candidate may withdraw his or her Declaration of Candidacy until 5 p.m. on the 83rd day before the election (August 17).

(*EC §§10224, 10225(b), 10510, 10516(b), 10603(b), 10604(b)*)

Candidate Statement Guidelines

Section 13307 of the Elections Code lists the following requirements regarding the candidate statement:

- (a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
 - (2) The statement authorized by this subdivision shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. If a runoff election or general election occurs within 88 days of the primary or first election, the statement shall be filed with the elections official by the third day following the governing body's declaration of the results from the primary or first election.
 - (3) Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.
- (b) (1) The elections official shall send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate shall be printed in type of uniform size and darkness and with uniform spacing.
 - (2) The elections official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation who is one of the following:
 - (A) A certified and registered interpreter on the Judicial Council Master List.
 - (B) An interpreter categorized as "certified" or "professionally qualified" by the Administrative Office of the United States Courts.
 - (C) From an institution accredited by a regional or national accrediting agency recognized by the United States Secretary of Education.
 - (D) A current voting member in good standing of the American Translators Association.
 - (E) A current member in good standing of the American Association of Language Specialists.

- (c) The local agency may estimate the total cost of printing, handling, translating and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the local agency is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the local agency may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the local agency which, or the elections official who, collected the estimated cost shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.
- (d) Nothing in this section shall be deemed to make any statement, or the authors thereof, free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet.
- (e) Before the nominating period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his or her representative at the time he or she picks up the nomination papers.
- (f) For purposes of this section and Section 13310, the board of supervisors shall be deemed the governing body of judicial elections.

ADVISORY

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

Preparation of the Candidate Statement

In order to ensure uniformity of all candidates' statements, each candidate **must** prepare the statement according to the following guidelines:

Format and Non-Conformity:

- Type the statement exactly as you wish it to appear. Attach printed copy to the form provided to you.
- In addition to hard copy, please provide the statement on flash drive, CD or by email (mlui@smcare.org and copy sobrien@smcare.org) in MS Word format, if possible.
- One signed hard copy must be filed by the deadline. If there are any discrepancies between the hard copy and the electronic copy, the hard copy will prevail.
- Do not use formats that are underlined, **bolded**, *italicized* or ALL CAPITALIZED.
- Do not use any unusual spacing, punctuation, indentations, bullets or an outline format.
- Check your statement for errors in spelling, punctuation and grammar. Remember, statements cannot be changed once they are filed and the County Elections Official is not responsible for correcting these errors.
- Confine the statement to the applicable word number limit.
- Do not include any party affiliation (applies to nonpartisan offices).
- Do not include membership or activity in partisan political organizations (applies to nonpartisan offices).

All statements will be formatted to fit within a quarter-page space. If a statement is found to be non-compliant in format, the elections official will make the necessary changes to create compliance.

If a statement is not in conformance with the formatting guidelines provided (i.e., typed in all caps, underscoring, unusual spacing, outline form or capitalization of some words for emphasis purposes), the elections official will instruct the printer to ignore any special emphasis placed on words or phrases and to typeset the statements utilizing a uniform format.

The statement's heading includes the candidate's name (required), age (optional) and occupation (optional). All statements will be formatted to begin with the words: "**Education and Qualifications**" followed by the text provided by the candidate. These words, as well as the heading, are standardized and included in the space provided. The words "**Education and Qualifications**" do not count toward the number of words allowed for the statement.

The “**Occupation**” field in the candidate’s statement is NOT governed by the laws and regulations pertaining to the ballot designation that appears underneath the candidate’s name on the ballot. Therefore, it may be different from the candidate’s ballot designation. However, if its length exceeds one line, the candidate may be asked to modify words. In addition, the statement of “Occupation” must otherwise conform to applicable laws and regulations and should not be misleading or indicate any activity prohibited by law.

Word Counting Guidelines:

Pursuant to the Secretary of State’s guidelines and Section 9 of the Elections Code, words in the candidate statement will be counted as follows:

- Punctuation is not counted.
- Each word shall be counted as one word except as specified in this section.
- All proper nouns, including geographical names, shall be considered as one word; for example, “City and County of San Francisco” shall be counted as one word.
- Each abbreviation for a word, phrase, or expression shall be counted as one word.
- Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- Dates shall be counted as one word.
- Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as “one,” shall be considered as a separate word or words. “One” shall be counted as one word whereas “one hundred” shall be counted as two words. “100” shall be counted as one word.
- Telephone numbers shall be counted as one word.
- Internet website addresses shall be counted as one word.
- Name, age and occupation located in the header are not counted.
- If the text exceeds the word limit, the author will be asked to rewrite the text in order to bring the total number of words within the required word limit.
- Note that these rules do not apply to ballot designations discussed above.

Withdrawal of Statement

Any candidate may withdraw his or her candidate statement, either in person or by a signed statement of withdrawal, **no later than 5 p.m. of the next business day following the end of the nomination period.** (EC §13307(a)(3))

Confidentiality of the Statement

Notwithstanding the California Public Records Act, the candidate statements filed pursuant to Elections Code Section 13307 shall remain confidential until expiration of the filing deadline. (EC §13311)

Public Examination of Statements

Statements are available for public examination in the county election official's office during the 10-day calendar review period (commencing at 5 p.m. August 12; August 17 for extended races) prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held or the county election official may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Judicial venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which amendments or deletions are sought. (EC §13313)

Fee Calculation (with example)

Candidate statement costs are based on the actual printing cost of the Sample Ballot & Official Voter Information Pamphlets. The estimated fee collected for the candidate's statement of qualifications is based upon the following three shared costs:

- (1) printing;
- (2) postage; and
- (3) handling charges for making statements available to all registered voters in the jurisdiction.

Each candidate will be charged separately for the cost of translating the statement into Chinese and Spanish. Estimates and shared costs are based upon formatting a printed page in the Sample Ballot & Official Voter Information Pamphlet to include either three 200-word candidate statements or two 400-word candidate statements. Translation fees are set by certified translators; the rates for the November 8, 2016 Presidential General Election are not yet determined.

The Registration & Elections Division strives to provide the most accurate estimated fee during the nomination period, but this estimate can vary according to the number of statements submitted, the number of pages required for a particular office, as well as the number of different pamphlets, in which the statement will appear. At the time of filing, fees are based on the most current voter registration data.

An example of how the Candidate Statement fee is calculated is provided on the following page.

Sample Calculation: Candidate Statement Fees

1. Determine the total number of pages ordered for ALL booklets in the election.
2. Calculate the cost of one page by dividing the total cost by total number of pages.

Divide the total print cost by the total number of pages ordered to calculate the cost per page.

Example: $\$280,000.00 / 7,000,000 \text{ pages} = \$0.04 \text{ printing cost per page.}$

3. Multiply each jurisdiction's total booklet order (registered voters) by the cost of one page.

Example: $30,041 \times \$0.04 = \$1,201.64 \text{ cost per page}$

4. Multiply the cost per page by the number of pages needed for all statements for the jurisdiction.

Example: $\$1,201.64 \times 2 \text{ pages} = \$2,403.28 \text{ Total cost}$
(all statements, e.g. Council, Clerk)

5. Divide this cost (total for statement pages) by total number of statements appearing.

Example: $\text{Two pages containing five total statements} = \$2,403.28 / 5 =$
 $\$480.66 \text{ per statement.}$

6. Add the individual costs of translating candidates' statements in Spanish and Chinese.

Example: John Doe's statement into Spanish - \$100
John Doe's statement into Chinese - \$85

In this example, the printing cost for each of the five candidates was \$480.66 and John Doe's total cost was \$665.66. However, if only one candidate chooses to file a candidate statement, the cost will increase as that one person will have to pay for the whole page instead of splitting it with others.

Improving Access to Spanish and Chinese Translated Pamphlets

We continue to survey voters and work with community groups to better target these voters who need translated voting materials.



Candidate Statement of Qualifications

(Elections Code §13307)

- Word Count Limit:
- 200 words
 - 250 words
 - 400 words

In the appropriate number of words, please type a brief description of your education and qualifications for the office. Statements must be prepared in paragraph format. **Statements submitted via email are encouraged**, but a printed copy must be attached to this form.

As a candidate for _____
(Name of Office Sought)

in the November 8, 2016 Presidential General Election, I submit the following statement of qualifications:

Candidate Statement of Qualifications	
Name:	_____
Occupation:	_____ <i>(optional)</i>
Age:	_____ <i>(optional)</i>
Statement of Qualifications: Statement must be attached to this form	

Signature of Candidate

Date

If the information provided on the form above differs from the information listed on the statement attached to this form, the information listed above will have precedence.

Estimated Cost

The cost of the statement is the responsibility of the Candidate.

The estimated fee to be collected from the candidate is \$_____.

This estimated fee (based on three 200 word statements per page or two 400 word statements) is to be paid when you submit your candidate statement. Actual statement costs vary based upon the number submitted for each jurisdiction.

Candidate Options

I do not elect to file a statement as permitted by EC §13307.

Signature of Candidate

Date

I am indigent and unable to pay for my prorated costs in advance.

Attached is a financial statement pursuant to Elections Code §13309 and a release authorizing you to obtain a copy of my most recent federal income tax form. I certify under penalty of perjury under the laws of the State of California that the financial statement is true and correct.

Signature of Candidate

Date

Fictitious Sample Statements

These are **200-word** statements as they would appear in the Voter Information portion of the Sample Ballot and Official Voter Information Pamphlet. Placement matches the order of names on the ballot, except for offices elected countywide (these rotate on the official ballot-- not on the Sample Ballot-- by Supervisorial district).

Candidates for the Office of City Council	
<p>Name: Joseph W. Candidate Occupation: Businessman/Community Volunteer Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me. Jcandidate@email.com or www.joecandidate.com /s/</p>	<p>Name: Jane Campaigner Age: 41 Occupation: Educator Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me. Jcampaigner@email.com /s/</p>
<p>Name: Fred Businessman Age: 38 Occupation: Health Director Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me. You may find more information about my campaign at www.fredbusinessman.com /s/</p>	<p>Name: Margaret "Peg" Voter Age: 45 Occupation: Real Estate Agent/Mother Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Call me anytime (650.555.5555). Please support me. /s/</p>

League of Women Voters “Voter’s Edge” Program



LWV North & Central San Mateo County
LWV South San Mateo County



Dear Candidate:

The League of Women Voters has a long history of providing voters with nonpartisan and easily accessible information at election time through its website, *Smart Voter*. In that tradition, we invite you to participate in *Voter’s Edge California* (VEC), the new version of its online voter guide. The League of Women Voters of California Education Fund has partnered with MapLight to launch this new site featuring a personalized ballot containing comprehensive, nonpartisan, plain language election information through an intuitive, modern interface.

All candidates in San Mateo County are invited to participate in *Voter’s Edge California*. Participation is absolutely free to both candidates and the public, leveling the playing field for all candidates. VEC allows you to submit material about your candidacy to the voters, including a biography, endorsements, positions on issues, policy papers, a photo, and a link to your own website. VEC also provides information about ballot measures, polling place locations, events, and links to online news articles and to other web sites. Using VEC will help you reach the vast number of voters who use the Internet to aid in their decision-making at election time.

You may view the site at www.votersedge.org/ca. Candidates will be contacted around the first of March for the June primary and around the first of September for the general election; candidates may begin entering information following that. An email or letter confirming the date along with complete instructions for accessing the secure candidate input area will be sent to you shortly after we receive the certified list of candidates. Please feel free to contact me if you have questions.

We look forward to working with you to make *Voter’s Edge California* a success for you and for the voters in San Mateo County. Feedback from candidates and the public in past elections has been enthusiastic. Don’t miss this opportunity to get your message out!

Sincerely,

Kathee Tyson, League of Women Voters Voter’s Edge California Project
League of Women Voters
katheetyson@yahoo.com
650 728-3850

Campaign Management: FPPC

Campaign Finance Filing is a Fair Political Practices Commission (FPPC) requirement to ensure transparency for candidates and public office holders. Below is advice and information regarding financial disclosure and campaigning activities.

Inform yourself and your staff:

Study the FPPC's two Campaign Disclosure Manuals: (1) State Candidates, and their Controlled and Primarily Formed Committees; and (2) Local Candidates, Superior Court Judges and their Controlled and Primarily Formed Committees.

Before raising or spending any money, file the necessary papers and create a bank account:

File Form 501 (Candidate Intention Statement). Then open a campaign bank account. Once \$2,000 is raised or spent, get an identification number by filing Form 410 (Statement of Organization).

Calendar all important deadlines and file your reports on time:

Know the due dates for campaign statements and file them on time.

Keep good records:

Maintain details on contributions and expenditures of \$25 or more. Refer to record keeping guidelines in your campaign disclosure manual.

\$100 or more in cash is a red line for contributions or expenditures:

Never accept or spend \$100 or more in cash.

Personal funds for campaign expenses should pass through the campaign bank account:

All personal funds of the candidate must first be deposited in the campaign bank account, except for filing fee/ballot statement fee.

24-hour deadline for reporting large contributions in final 90 days:

During the last 90 days before the election, a 24-hour deadline applies to reporting each contribution of \$1,000 or more from one contributor, even if the contribution is from your personal funds. Use the Form 497 24-hour Contribution Report.

All contributors should be itemized:

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

All purchases of goods or services by an agent or campaign consultant should be itemized:

Itemize expenditures of \$500 or more made by the agent or consultant.

All mailings should identify the candidate/committee:

Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name or both your name and the name of the committee.

Personal use of campaign funds is prohibited:

Use campaign funds only for political, legislative or governmental purposes.

Campaign Management: Finances & Disclosure Reports

For Statewide and Legislative Offices: Voluntary Limits

Proposition 34/Government Code 85601, approved by voters on the November 2000 ballot, revised voluntary campaign finance laws for candidates running for statewide office and for the state legislature. It specified new contribution and spending limits and reporting requirements, and increased penalties for violations. The changes generally did not affect contribution limits for local offices. (See the Legislative Analyst's summary for in the ballot pamphlet at <http://vig.cdn.sos.ca.gov/2000/general/pdf/34.pdf>.)

Candidates who choose to accept the spending limits are allowed to purchase space for a 250-word candidate statement in either the state's Voter Information Guide or in the county's Sample Ballot & Official Voter Information Pamphlet.

To accept the spending limits, a candidate must file with the Secretary of State's Political Reform Division a Candidate Intention Statement (Form 501), indicating the intent to abide by the spending limits prior to submitting a candidate statement.

Proposition 34's Spending Limits

Office Sought	Primary Election	General Election
State Senate	\$846,000	\$1,269,000
Member of the State Assembly	\$564,000	\$987,000

Proposition 34's Disclosure Requirements

- **24-hour Reporting:** State candidates and state ballot measure committees must report within 24 hours of receipt all contributions of \$1,000 or more and independent expenditures of \$1,000 or more made during the 90-day period before an election.
- **Issue Advocacy Disclosure:** New electronic reporting requirements for anyone spending \$50,000 or more for a communication that: (1) is disseminated within 45 days of an election; and (2) clearly identifies a state candidate, but does not expressly advocate the election or defeat of that candidate.
- **Ballot Measure Advertisements:** The ad must disclose spokespersons paid \$5,000 or more to appear in the ad. In addition, as already required under the earlier Proposition 208, the ad must identify the top-two of any donors that have given \$50,000 or more.

Proposition 34’s Contribution Limits (calculated per election)

Office Sought	From Individual	From Small Contributor Committee *	From Political Party
State Senate	\$4,200	\$8,500	No Limit
Member of the State Assembly	\$4,200	\$8,500	No Limit

* Committee must have existed for at least six months, receive contributions of no more than \$200 from 100 or more persons and make contributions to five or more candidates.

- **Contributions to PACs:** \$6,000 per calendar year.
- **Candidate Contributions:** A candidate’s contributions to his or her own campaign are not limited, except a candidate may have no more than \$100,000 in personal loans to his or her own campaign outstanding at any time.
- **Lobbyist Contributions:** Prohibited if the lobbyist is registered to lobby the state candidates or officeholder’s agency.
- **Contributions to Political Parties:** Limited to \$34,000 per calendar year for the purpose of making contributions for the support or defeat of candidates for state office. Contributions may not be “earmarked” for a particular candidate. No limit on contributions for “get out the vote” activities.
- **Contributions from Political Parties to Candidates:** No limit. In addition, moneys spent by a political party on membership communications do not count as contributions or expenditures.
- **Legal Defense Fund:** No limit on contributions to separate account used solely to fund legal costs incurred in proceedings arising directly out of an election campaign or the performance of the officeholder’s duties.

Proposition 34's Other Contribution Requirements

- **Unidentified contributors:** A committee must return, within 60 days, any contribution of \$100 or more if the committee does not have the contributor's name, address, occupation and employer on file. A committee that receives a contribution in violation of the Act's prohibition on money laundering must pay the amount of the contribution to the General Fund.
- **Separate funds for general and primary elections:** State candidates may raise funds for the general election before the date of the primary. Candidates must set aside funds raised for the general election to be used in that election.
- **Return of contributions after primary election loss or withdrawal from general election:** A candidate who loses in the primary or withdraws from the general must refund general election funds to contributors on a *pro rata* basis, less any expenses associated with the raising and administration of general election or special general election contribution. (GC §85318)
- **Post-election contributions:** State candidates may accept contributions after an election only to the extent the candidate has debts outstanding from that election and the contribution does not exceed applicable contribution limits. (GC §85318)
- **Surplus Funds:** The definition of when funds become "surplus" is the same as current law. Repayment of contributions from surplus funds need not be *pro rata*. Surplus funds contributed to a political party committee may not be used to support or oppose candidates, but may be used for partisan voter registration, get-out-the-vote activities and slate mailers. For permissible uses of surplus funds, see GC §89519.

For All Other Offices

California's Political Reform Act of 1974 (GC §§81000-9101) requires periodic campaign statements which disclose contributions received and expenditures made. The Act is administered and enforced by California's Fair Political Practices Commission. You may contact the Commission's Technical Assistance Division at: 428 J Street, Suite 620, Sacramento, CA 95814; phone 916.322.5660 (Toll Free 1-866-ASK-FPPC); or visit their website at www.fppc.ca.gov.

Form 501 — Candidate Intention Statement

Form 501 must be filed before you solicit or receive any contributions or spend any personal funds on behalf of your candidacy. File with the election official who will receive your original campaign disclosure statements.

Form 410 — Statement of Organization

Form 410 is used when organizing a campaign committee and must be filed within 10 days of receiving \$2,000 in contributions. The form includes a space to indicate the campaign's bank account information. File the original and one copy with the Secretary of State's Political Reform Division and a copy with the election official. (Note: Form 502 is no longer required.)

Form 460 — Consolidated Campaign Disclosure Form

Form 460 is a Recipient Committee Campaign Statement, for use by a candidate or officeholder who has a controlled committee, or who has raised, spent, will raise or spend \$2,000 or more during a calendar year in connection with an election to office, or holding office.

Form 465 — Supplemental Independent Expenditure Report

Form 465 reports independent expenditures totaling \$1,000 or more in a calendar year to support or oppose a single candidate, a single measure or the qualification of a single measure. Filers of Form 465 include: officeholders, candidates, recipient committees, major donor committees and independent expenditure committees. (Note: Proposition 34 prohibits independent expenditures and contributions to another committee for the purpose of supporting or opposing another candidate.)

An “independent expenditure” is an expenditure made in connection with a communication (e.g., a billboard, advertisement, mailing) that expressly advocates the nomination, election or defeat of a clearly identified candidate, or the qualification, passage or defeat of a clearly identified measure, or, taken as a whole and in context, unambiguously urges a particular result in an election but which is not made to, or at the behest of, the affected candidate or committee.

Form 470 — Officeholder/Candidate Campaign Statement-Short Form

Form 470 is used by candidates who do not have a controlled committee and do not anticipate receiving contributions or making expenditures totaling \$2,000 or more in a calendar year. If a Form 470 is filed on or before the filing deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election, so long as total receipts/expenditures remain less than \$2,000.

Form 470 — Supplement

A candidate who has filed Form 470 in connection with an election and subsequently receives contributions or makes expenditures totaling \$2,000 or more is required to file notification within 48 hours. Form 470 Supplement may be used, and must be sent by telegram, guaranteed overnight service, personal delivery or fax to the Secretary of State, the local filing officer and to each of his or her opponents seeking the same office.

Form 496 — 24-hour Independent Expenditure Report

Any committee that makes *independent expenditures* totaling \$1,000 or more to support or oppose a single candidate or single ballot measure during the 16 days immediately prior to the election in which the candidate or measure is being voted must file this report within 24 hours of the expenditure.

Form 497 — 24-hour Contribution Report

Any committee that makes or receives a *contribution* totaling \$1,000 or more from a single source during the 90 days immediately prior to the election in which the candidate or measure is to be voted must file this report within 24 hours of the time the contribution was made or received.

**CANDIDATES RECEIVING OR SPENDING OVER \$2,000
MUST FILE FORMS 501 + 410 + 460**

**CANDIDATES RECEIVING OR SPENDING UNDER \$2,000
MUST FILE FORMS 501 + 470**

Campaign Statements

All candidates with qualified committees are required to file semi-annual campaign statements no later than August 1, 2016 and January 31, 2017. In addition, all committees that have made or received contributions of \$2,000 or more or made expenditures of \$2,000 or more in connection with an election and during the periods specified in the chart to follow must file campaign statements on the required dates.

NetFile: Online Campaign Finance Filing System

San Mateo County has partnered with NetFile, an industry leader in paperless e-filing systems, to allow candidates and committees to electronically file their campaign disclosure forms.

State law requires candidates and persons supporting or opposing ballot measures to create a campaign committee and file campaign finance disclosure forms with the County and the State. Candidates and committees have the option to file their required campaign disclosure forms online. Once submitted, these documents will be immediately posted, in redacted form, on NetFile Inc., <https://netfile.com/Filer/>, which can also be accessed on the Registration & Elections Division website, www.shapethefuture.org, for public viewing.

Candidates may file their FPPC forms in person, via mail, or instantly online via NetFile. It is important to note that once a candidate or committee electronically files, they may not revert back to paper filings in order to ensure continuity in filing records.

Basic Campaign Filing Guidelines for Candidates

Please review the full instruction for each form and state regulations on the Fair Political Practices Commission website (www.fppc.ca.gov).

→
Form 501 – Candidate Intention Statement
Who: All State and Local Candidates.
When: Before raising or spending any money, including personal funds.
With: Local Filing Officer.

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→
Form 470 – Campaign Statement Short Form
Who: Candidates who do not plan to raise or spend \$2,000 or more for their campaign, and do not have an open committee.
When: Any time, but no later than the date the first pre-election statement is due. Statement covers entire calendar year.
With: Local Filing Office.

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→
Form 470 Officeholder/Candidate Campaign Statement-Short Form
Who: Candidates who filed form 470 but subsequently raised or spent \$2,000 or more for their campaign.
When: Within 48 hours of raising or spending \$2,000.
With: Secretary of State, Local Filing Officer, every other candidate seeking the same office.

→
Form 410 – Statement of Organization
Who: Candidates and organizations who raise \$2,000 or more.
When: Anytime, but required to be filed within 10 days of reaching \$2,000 in contributions (or within 24 hours if \$2,000 level is reached in final 16 days before Election Day).
With: Original and copy to Secretary of State, one copy to Local Filing Officer.

→
Form 460 – Consolidated Campaign Disclosure Form
Who: All campaign committees formed via filing of a Form 410.
When: Two pre-election statements due before election, and semi-annual statements thereafter until committee is terminated.

- *Exception for officeholders earning under \$200/yr. from the office and having inactive committees. (Govt. Code Sec. 84200)*
- *If 410 filed before December 31, 2016, then 460 due January 31, 2017.*

With: Original & one copy to Local Filing Officer.

→
After the Election
 After the election, a successful candidate has the option of maintaining the committee and campaign bank account, or terminating the committee and closing the bank account.
 An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Hold funds for use in a future election.

 To redesignate a committee, see the FPPC Manual for information.
 An officeholder who wishes to terminate a committee must file both a Form 410 and a Form 460.

→
Form 410
Who: Committees formed via Form 410. Committee must have a “zero balance.”
When: At the discretion of the treasurer. Committees do not expire.
With: Original and copy to Secretary of State, one copy to Local Filing Officer.

→
Form 460
Who: Committees formed via Form 410. Committee must have a “zero balance.”
When: At the discretion of the treasurer. Committees do not expire.
With: Original and copy to Local Filing Officer.

Filing Schedule

FPPC Filing Schedule for Candidates and Controlled Committees for Local Office Being Voted on November 8, 2016

Deadline	Period	Form	Notes
Aug. 1, 2016 <i>Semi-Annual</i>	* – 6/30/16	460 470	<ul style="list-style-type: none"> Form 460: All committees must file Form 460. Form 470: If a candidate has raised or spent less than \$2,000 during 2016, file Form 470. The July 31 deadline falls on Sunday, so the deadline is extended to the next business day.
Within 24 Hours <i>Contribution Reports</i>	8/10/16 – 11/8/16	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made in connection with <i>another</i> candidate or ballot measure being voted on the November 8 ballot or to a political party committee. 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, e-mail, guaranteed overnight service, fax or online, if available.
Sept. 29, 2016 <i>Pre-Election</i>	7/1/16 – 9/24/16	460 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct. 27, 2016 <i>Pre-Election</i>	9/25/16 – 10/22/16	460	<ul style="list-style-type: none"> All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jan. 31, 2017 <i>Semi-Annual</i>	10/23/16 – 12/31/16	460	<ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016.

- **Local Ordinance:** Always check on whether additional local rules apply.
- ***Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official State holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

**FPPC Filing Schedule for State Candidate Controlled Committees Listed on the
November 8, 2016 Ballot**

Deadline	Period	Form	Notes
Aug. 1, 2016 <i>Semi-Annual</i>	* – 6/30/16	460	<ul style="list-style-type: none"> All committees must file this report. The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 10 Business Days <i>\$5,000 Report</i>	Ongoing – file any time other than 90-day election cycle	497	<p>Only e-filers file this report:</p> <ul style="list-style-type: none"> File if a contribution of \$5,000 or more is received from a single source. No paper copy is required.
Within 24 Hours <i>Election Cycle Reports</i>	8/10/16 – 11/8/16	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made in connection with a candidate or ballot measure being voted on the November 8 ballot or made to a political party committee. The recipient of an in-kind contribution must file a Form 497 within 48 hours from the time the in-kind or non-monetary contribution is received. E-file only – no paper copy is required.
Sept. 29, 2016 <i>Pre-Election</i>	7/1/16 – 9/24/16	460	<ul style="list-style-type: none"> All committees must file this report.
Oct. 27, 2016 <i>Pre-Election</i>	9/25/16 – 10/22/16	460	<ul style="list-style-type: none"> All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jan. 31, 2017 <i>Semi-Annual</i>	10/23/16 – 12/31/16	460	<ul style="list-style-type: none"> All committees must file this report.
Additional Reports			<ul style="list-style-type: none"> E-filers only: Payments of \$5,000 or more in connection with a state ballot measure will require filing the 496/497 within 10 business days. Form 511: File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement; or 2) A payment of any amount to an individual portraying a member of a licensed occupation (i.e., nurse, doctor, firefighter). E-filers also file online. Form E-530: Committees that make a payment of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate being voted upon in the election but does not expressly advocate the election or defeat of the candidate file within 48 hours. No paper copy is required.

Campaign Practices

Campaign practices are governed by state law and local ordinances. Always check with the Fair Political Practices Commission and your local jurisdiction if you have questions about campaign procedures and activities. You will find a directory of city clerks on the last page of this Guide.

SELECTED STATE LAWS

We have excerpted portions of the Elections Code (Divisions 18 and 20) and the Government Code (Title 9, Political Reform Act) and associated regulations. For a complete understanding, we urge you to read relevant provisions in their entirety.

Candidate Statement and Qualifications (*EC §18351*)

Candidates are advised not to mislead voters in relation to the candidate's statement: "Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a non-partisan office is punishable by a fine not to exceed one thousand dollars (\$1,000)."

Simulated Ballot (*EC §20009*)

When publishing a "simulated ballot" in connection with an election:

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

NOTICE TO VOTERS
(Required by Law)

This is not an official ballot or an official sample ballot prepared by the County Elections Official or the Secretary of State.

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

Nothing in this section shall be construed to require 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.

Definition of Campaign Advertising or Communication (*EC §304*)

"Campaign advertising or communication" means a communication authorized by a candidate or a candidate's controlled committee, [...] or by a committee making independent expenditures, [...] or by a committee formed primarily to support or oppose a ballot measure, [...] for the purpose of advocating the election or defeat of a qualified candidate or ballot measure through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type of general, public, political advertising."

Mass Mailings

A mass mailing is defined as “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.” (GC §82041.5) The rules for their use are stated in GC §84305:

- (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization’s address is a matter of public record with the Secretary of State.
- (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- (c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

Political Advertising (EC §20008)

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type 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.

Libel and Slander (EC §20500, 20501, Civil Code §§43 et seq.)

Civil Code statutes relating to libel and slander (Division 1, Part 2, commencing with Section 43), are applicable to any campaign advertising or communication. (EC §20500) In some circumstances, the candidate or committee sponsor may be held liable for prohibited conduct by the associated committee under EC §20501:

- (a) A candidate or state measure proponent is liable for any slander or libel committed by a committee that is controlled by that candidate or state measure proponent as defined by GC §82016 if the candidate or state measure proponent willfully and knowingly directs or permits the libel or slander.
- (b) A person who is a sponsor of a sponsored committee, as defined by GC §82048.7 is liable for any slander or libel committed by the sponsored committee if the sponsor willfully and knowingly directs or permits the libel or slander.

Electioneering within 100 feet of official election activities on Election Day (EC §18370)

No person, on Election Day or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

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

As used in this section, "100 feet of a polling place or an election official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots (EC §18540). Any person who violates any of the provisions of this section is guilty of a misdemeanor.

Corruption of voting and intimidation of voters (EC §18540)

Coercion or intimidation, to induce or compel any person to vote or refrain from voting is a felony:

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

Dissuasive activities within 100 feet of a polling place (EC §18541)

Activities committed within 100 feet of a polling place, with the intent of dissuading a person from voting are criminal acts:

- (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; or (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.

NOTE: For purposes of *EC §18541(a)(3)*, the photographing, videotaping, or recording of a voter must be in order to dissuade the person from voting. This does not apply to situations where newspaper photographers are photographing a polling place for journalistic purposes.

Unwarranted challenges to a voter’s right to vote is a criminal act (EC §18543):

(a) Every person who knowingly challenges a person’s right to vote without probable cause or on fraudulent or spurious grounds, or who engages in mass, indiscriminate and groundless challenging of voters solely for the purpose of preventing voters from voting or to delay the process of voting, or who fraudulently advises any person that he or she is not eligible to vote or is not registered to vote when in fact that person is eligible or is registered or who violates Section 14240, is punishable by imprisonment in the county jail for not more than 12 months or in the state prison.

(b) Every person who conspires to violate subdivision (a) is guilty of a felony.

Unauthorized receipt or examination of a voter’s voted ballot is a criminal act (EC §18403):

Any person other than an elections official or a member of the precinct board who receives a voted ballot from a voter or who examines or solicits the voter to show his or her voted ballot is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or in a county jail not exceeding one year or by both the fine and imprisonment. This section shall not apply to persons returning a vote by mail ballot pursuant to Sections 3017 and 3021 or persons assisting a voter pursuant to Section 14282.

SAN MATEO COUNTY ORDINANCES

Find full text of the Ordinance Code on County Counsel’s website:

<http://countycounsel.smcgov.org/>

Definition of campaign contributions

§2.03.010 (*Ord. 4324, 08/15/06*)

(a) The definitions and other provisions of the applicable provisions of the California Political Reform Act of 1974 (Government Code sections 81000 et seq.) and any amendments thereto and the regulations of the Fair Political Practices Commission shall govern the interpretation and application of this section to the extent practicable.

(b) “County office” means the office of member of the Board of Supervisors, Assessor-County Clerk-Recorder, Controller, District Attorney, Sheriff, Coroner and Treasurer-Tax Collector.

Contribution limits

(§2.03.020 (Ord. 4324, 08/15/06))

- (a) No person or entity shall make to any candidate for County office or the candidate's controlled committee and no candidate or the candidate's controlled committee shall accept from any person or entity a contribution or contributions totaling more than one thousand dollars (\$1,000) for each election in which the candidate is attempting to be on the ballot or is a write-in candidate.
- (b) The provisions of this section do not apply to a candidate's contributions of his or her personal funds to his or her own campaign.

CITY ORDINANCES

Consult your city clerk or city attorney to determine whether any local laws apply to your campaign.

A convenient online index of city ordinances is maintained by California's Fair Political Practices Commission: www.fppc.ca.gov/the-law/local-ordinances.html.

Voter Data Files & Precinct Maps

Our database of voter registration information is available to qualified purchasers, subject to submission and approval of the required application form and payment of the required fee. (EC §§2180-2194.1)

County Contact Person: Please direct inquiries and applications to Hillary O'Connor. Call her at 650.312.5294 or send an email to hoconnor@smcgov.org.

Eligible Purchasers: Our voter data files are available to any member of the state or federal legislature, or any candidate who is to be voted for in the county, in a city therein, or in a political subdivision of either, or upon written demand of his or her campaign committee, of any committee for or against any proposed ballot measure, or of any committee for or against any referendum or initiative measure for which legal publication has been made. (EC §2184) Information is also available on written request to a chair or vice chair of a party state central committee or of the chair of a party county central committee. (EC §2185)

Scope of Data: We offer two types of database files:

- **Voter Registration Information Data File.** This contains information on all active status voters, encompassing either the entire county or limited to specified cities, districts or precincts:

- Voter name
- Residence and mailing address
- Precinct number and portion
- Birth date and place
- Phone number (voter-provided)
- Registration date
- Vote by Mail status
- Party affiliation
- Email address (voter-provided)
- Date last voted, if any
- Voting history (last five countywide elections)

- **Election-Specific Vote by Mail Data File.** Current database of voters who received Vote by Mail (VBM) ballots for a specific election, encompassing either the entire county or limited to specified cities, districts or precincts:

- Voter name
- Mailing address
- Phone number (voter-provided)
- Voting precinct
- Date VBM Ballot mailed to voter
- Date VBM Ballot returned by voter
- Method of ballot return

Formats and Prices: We offer the files in various formats, priced accordingly:

- Electronic file options (\$125): (1) online (FTP) download; or
(2) CD-ROM (add \$2 for mailing).
- Printed Walking List: \$0.50 per 1,000 voter names.
- Photocopies: \$0.10 per page.

Permissible Uses and Limitations of Voter Data:

The data files we provide shall be used solely for electoral, political, scholarly, journalistic or governmental purposes. Permissible uses shall include, but shall not be limited to, the following:

- Using registration information for purposes of communicating with voters in connection with any election.
- Sending communications, including, but not limited to, mailings which campaign for or against any candidate or ballot measure in any election.
- Sending communications, including but not limited to, mailings by or on behalf of any political party; provided however, that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments and related matters.
- Sending communications, including but not limited to, mailings, incidental to the circulation or support of, or opposition to any recall, initiative or referendum petition.
- Sending newsletters or bulletins by any elected public official, political party or candidate for public office.
- Conducting any survey of voters in connection with any election campaign.
- Conducting any survey of opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purposes.
- Conducting an audit of the voter registration list for the purpose of detecting voter registration fraud.
- Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure.
- Any official use by any local, state or federal governmental agency.

Precinct Maps:

Digital precinct maps are obtainable in PDF format by various methods:

- Download them from our website at www.shapethefuture.org/resources/precinctmaps/.
- Request them on CD-ROM.
- Bulk download via our FTP web portal.
- Email transmittal is not available, due to the large file size.



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402-4035
phone 650.312.5222 **fax** 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

Fall 2016

Dear Candidates:

Every campaign season, our office receives a number of complaint calls from property owners seeking relief from the uninvited placement of campaign signs on their private property. This letter serves as a reminder to you of California Penal Code section 556.1, which requires the property owner's prior consent for such advertising activity:

“It is a misdemeanor for any person to place or maintain or cause to be placed or maintained upon any property in which he has no estate or right of possession any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advertising, or which advertises or brings to notice any person, article of merchandise, business or profession, or anything that is to be or has been sold, bartered, or given away, without the consent of the owner, lessee, or person in lawful possession of such property before such sign, picture, transparency, advertisement, or mechanical device is placed upon the property.”

Also, I am enclosing copies of advisory letters from the California Department of Transportation, describing current regulations on the subject. For your convenience, you will also find a directory of San Mateo County's city clerks whom you may contact about specific city ordinances.

I request that you review these materials and that you share this information with anyone who is posting materials on your behalf.

Thank you in advance for your attention to this important matter.

Sincerely,

A handwritten signature in blue ink that reads "Mark Church".

Mark Church

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING BRANCH

Dear Candidate or Committee Member:

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

Section 5405.3 of the State *Outdoor Advertising Act* (California Business & Professions Code §§5200) exempts the placing of temporary political signs from normal outdoor advertising display requirements.

A temporary political sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed 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.
- D. Has had a Statement of Responsibility filed with the department certifying a person who will be responsible for removing the sign (attached).

A completed Statement of Responsibility must be submitted to the appropriate district office according to the county location of the temporary political sign(s).

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

State law directs the Department of Transportation to remove unauthorized temporary political signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the Outdoor Advertising Office.

Department of Transportation, District 4

Division of Traffic Operations
Bay Area Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001
(916) 654-6230
(916) 654-4463 FAX

OUTDOOR ADVERTISING (ODA) DISPLAY PERMIT APPLICATION

ODA-0002 (REV. 01/2016)

PERSONAL INFORMATION NOTICE: Pursuant to the Federal Privacy Act (PL. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 5, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by an identifying particular. ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 445-1233, TTY 711 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.	DO NOT WRITE IN SHADED AREAS				
	DISTRICT	COUNTY	ROUTE	POSTMILE	PERMIT NUMBER
	ROAD / STREET / ADDRESS				
	COR NUMBER	DATE GRANTED	APPLICATION NUMBER		
PERMIT ISSUE DATE			PERMIT EXPIRATION DATE		

COMPLETE ALL SECTIONS. ISSUANCE OF A PERMIT WILL BE DELAYED UNLESS ALL ITEMS ARE FILLED IN AND THE PROPER FEES REMITTED. IF APPROVED, A COPY WILL BE RETURNED FOR YOUR RECORDS. www.dot.ca.gov/oda

MAIL TO: DEPARTMENT OF TRANSPORTATION, Division of Traffic Operations, Office of ODA MS-36, P.O. Box 942874, Sacramento, CA 94274-0001

SECTION 1 - FEES (NO CASH ACCEPTED BY MAIL)

MAKE CHECK PAYABLE TO: DEPARTMENT OF TRANSPORTATION, OR PROVIDE THE INFORMATION BELOW TO APPLICABLE CREDIT CARD.

APPLICATION (non refundable).....>..... <input type="checkbox"/> \$300 PENALTY (required if display was placed prior to obtaining permit)..... <input type="checkbox"/> \$100 PRELIMINARY REVIEW REQUEST (If approved, \$100 will be applied towards the application fee per CA Code of Regulations Section 5486) <input type="checkbox"/> \$200	PERMIT FEES: 2016-2018 <input type="checkbox"/> \$260 The Department operates on a 5 year billing cycle: 2014-2018. 2016 ** <input type="checkbox"/> \$80 **Companies that have more than 10 permitted displays may pay on an annual basis.
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TOTAL FEES PAID (Application + Permit Fees) : \$ _____

METHOD OF PAYMENT: CHECK NUMBER _____ VISA MASTERCARD AMERICAN EXPRESS DISCOVER Expiration Date: _____

CHARGE ACCOUNT NUMBER	TOTAL FEES CHARGED	AUTHORIZED SIGNATURE
-----------------------	--------------------	----------------------

SECTION 2 - DISPLAY TYPE (CHECK THE APPROPRIATE BOX(ES))

STATIC DISPLAY TRI-VISION/MESSAGE CENTER DISPLAY PRIVATE DIRECTIONAL DISPLAY PUBLIC DIRECTIONAL DISPLAY

SECTION 3 - APPLICANT

PERMIT APPLICANT (Please print or type name of firm or individual desiring permit)		ODA LICENSED? <input type="checkbox"/> YES <input type="checkbox"/> NO	LICENSE NUMBER
STREET ADDRESS (CANNOT be a Post Office Box)	CITY	STATE	ZIP CODE
MAILING ADDRESS, IF DIFFERENT (Street Address or P.O. Box)	CITY	STATE	ZIP CODE

SECTION 4 - PROPERTY

PROPERTY OWNER (Person in control of property upon which display is situated)	ASSESSOR'S PARCEL NO.	ZONING
STREET ADDRESS / P.O. BOX	CITY	STATE
		ZIP CODE
		BUSINESS PHONE NO.

SECTION 5 - DISPLAY LOCATION INFORMATION

COUNTY NAME	CITY NAME (if incorporated)	(circle) STATE ROUTE NUMBER OR ROAD / STREET NAME
FEET / MILES (Circle)	NAME OF NEAREST CROSSROAD, OVER / UNDERPASS	
N S E W		ON THE N S E W SIDE OF
IDENTIFY A BUSINESS ACTIVITY BY NAME THAT IS WITHIN 1,000 FEET OF THE DISPLAY LOCATION		STREET ADDRESS OF THE BUSINESS ACTIVITY

SECTION 6 - DISPLAY CONFIGURATION

NOTE: V - Shaped structures are separate displays and require two applications

COPY ONE SIDE BOTH SIDES 1/2 OF A V-SHAPED DISPLAY

HEIGHT	LENGTH	DISPLAY ID NUMBER (optional)
PANEL: NUMBER	SIZE	MATERIAL
UPRIGHTS: <input type="checkbox"/> METAL <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER		
ILLUMINATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	INDICATE FACING N S E W	DISTANCE FROM BOTTOM PANEL TO GROUND

MESSAGE CENTER: ELECTRONIC BOARD L.E.D. TRI-VISION

SECTION 7 - REQUIRED DOCUMENTS

Applications submitted without ALL of the following documents will be returned:

- Building Permit (City or County written permission)
- Detailed plot map of the proposed display location
- Evidence of Property Owner's Consent
- Assessor's Parcel Map
- Assessor's Property Ownership Information

CHECK ONE

- An Imprint is placed at the location
- An Imprint will be placed by: _____ (Date)
- Display is in place (upgrade)

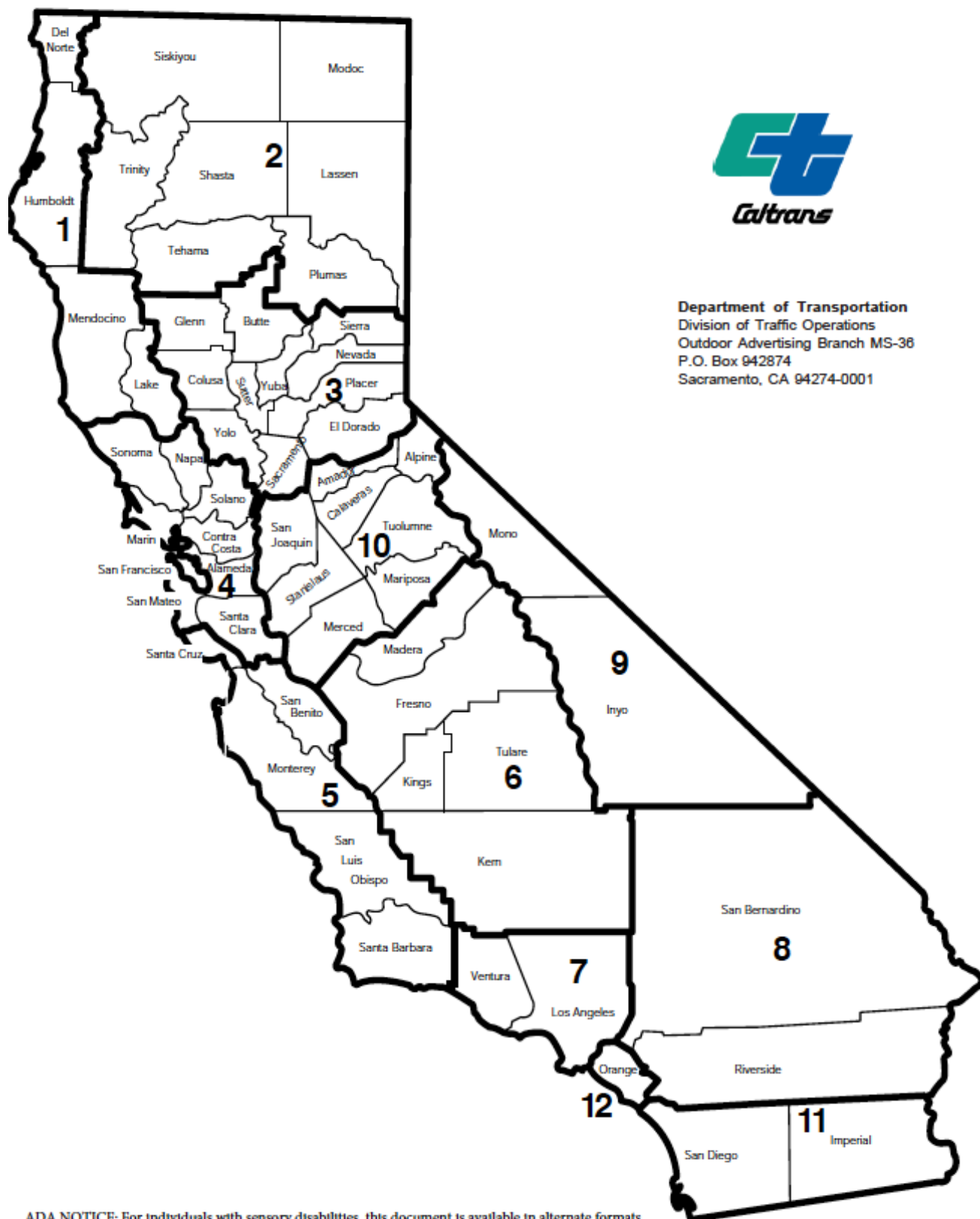
An Imprint is a flag or some type of marker, at the exact location of the desired display.

SECTION 8 - SIGNATURE

NAME (Please print)	SIGNATURE OF APPLICANT OR AUTHORIZED AGENT	BUSINESS PHONE NO.	DATE
ADDRESS	CITY	STATE	ZIP CODE

The applicant hereby agrees to place and maintain the advertising display described above in accordance with the provisions of the Outdoor Advertising Act, State Regulations, and local zoning ordinances. The applicant certifies that the statements made in this application are true, and understands that an incorrect statement of fact may be grounds for permit denial or for permit revocation. For Outdoor Advertising information, please contact the Office of Outdoor Advertising at (916) 864-8473

OUTDOOR ADVERTISING DISPLAY PERMIT APPLICATION



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

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Voter Registration Information

Important Information on:

- **WHO** is eligible to register.
- **WHEN** to register for the upcoming election.
- **WHERE** forms are available.
- **HOW** to register voters.

WHO is eligible?

To be eligible to register to vote in California, a person must be:

- A citizen of the United States and a resident of California.
- At least 18 years of age by Election Day.
- Not in prison or on parole for the conviction of a felony.

WHEN can a citizen register for an upcoming election?

To vote in any election, a citizen must be properly registered **15 days prior** to the election date. We encourage all voters to be properly registered well before that 15-day deadline to ensure enough time for our office to complete postal delivery of correct and complete election materials prior to the election.

For the November 8, 2016 election, voters must be registered at their current residential address on or before Monday, October 24, 2016.

In order to remain eligible to vote, voters must re-register following these life events:

- Change of residential address.
- Change of name (first, middle or last name).
- Change of signature.
- Change of political party affiliation.

WHERE can you register?

Paper registration forms (postage-paid) are available at these locations:

- U.S. Post Offices.
- Public libraries and colleges.
- Any City Hall.
- Any Department of Motor Vehicles office.
- San Mateo County Elections Division (40 Tower Rd., San Mateo 94402).
- San Mateo County Assessor's Office (555 County Center, Redwood City 94063).

Interactive online forms are available at the Secretary of State's website, accessible through the link on our website at www.shapethefuture.org.

HOW to register voters

If you wish to launch a voter registration drive during the upcoming election season, please call 650.312.5222. We will provide you with forms for distribution at no cost. You may use the following translated phrases to connect potential voters to information and assistance in Spanish and Chinese:

Nuestra oficina está equipada para proveer ayuda en español. Para más información favor llamar al 650.312.5222, y oprima 2.

如果您需要協助，請致電聖馬刁縣登記註冊與選務處 650.312.5222，選 3。

Vote by Mail Information

County Contact Person: Anthony Suber, at 650.312.5291 or asuber@smcgov.org.

Application form must meet uniformity standards:

To ensure compliance with current law, it is recommended that any Vote by Mail (VBM) application intended for mass reproduction be approved by the County Elections Official prior to its distribution. State law specifies uniformity in the format and content of an application form for a VBM ballot. (*EC §§3006, 3007, 3007.5*):

- Any individual, group, or organization distributing applications for VBM ballots must use the format of the application form approved by the Secretary of State. (*EC §§3006, 3007, 3007.5, 18402*)
- Only the voter's name, residence address and date of birth may be preprinted, as well as the name and date of the election for which the application is being made. (*EC §3006*)
- The portion of the application which asks the address to which the voter wishes the VBM ballot to be mailed must, if different from the voter's residence address, be completed by the voter. This mailing address may not be the address of any political party, candidate or political campaign headquarters.
- The application shall provide the voter with information concerning the process for establishing permanent VBM voter status. (*EC §3006*)
- An application containing preprinted information must contain a conspicuously placed notice stating: **"You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside."**
- Only the voter may sign the application.
- If applications are distributed through the mail, they must be nonforwardable. (*EC §3008*)
- Bar-coded voter identification numbers on applications must meet approval of the County Elections Official prior to distribution. To avoid possible problems with affidavit numbers, candidates and committees are advised to obtain voter information directly from the Registration & Elections Division.

Transmittal of Completed Applications:

- Applications for VBM ballots must be made in writing and be received by the County Elections Official before 5 p.m. on Tuesday, November 1, 2016 (7th day before the election). Note: Applications may not be accepted by the elections official prior to Monday, October 10, 2016 (29 days prior).
- Online VBM applications are also available at the county's web: www.shapethefuture.org.
- A person **may not** submit a VBM ballot application electronically for another registered voter. (*EC §§3007.7, 3008*)

- Candidates and committees **may** receive VBM applications. They must submit them to the County Elections Official within 72 hours of receipt or by November 1, whichever is sooner. (*EC §3008*)

No Interference with Marking the Ballot:

No person shall solicit the vote of a Vote by Mail voter or do any electioneering while in the residence of or immediate presence of the voter during the time the Vote by Mail voter is voting. Violations may result in criminal penalties. (*EC §18371*)

Returning the Voted Mail Ballot:

WHERE: Voted ballots must be personally mailed or returned by the voter to the San Mateo County Registration & Elections Division at 40 Tower Road, San Mateo 94402 or may be personally returned by the voter to any of the following locations:

- (1) The Division's satellite location at Assessor's Office, 555 County Center, First Floor, Redwood City 94063.
- (2) Any City Hall within San Mateo County (during normal business hours).
- (3) Any active polling place on Election Day within San Mateo County.

WHEN: The deadlines are strict. Ballots must be either:

- (1) Physically received by the Registration & Elections Division (main office or satellite office) by 8 p.m. on Election Day, November 8, 2016.
- (2) Be postmarked on or before November 8, 2016 and received by November 14, 2016.

HOW: The voted ballot must be sealed inside the return envelope and the voter must write in the information requested on the sealing flap and sign his/her name. The sealed envelope may be delivered by the voter's spouse, child, parent, grandparent, grandchild, brother, sister or a person residing in the same household, as so noted on the outside of the envelope. (*EC §3017*)

Go Green! Voter Pamphlet Program

Our Go Green! Program Option:

This program saves cost and protects the environment.

A registered voter may enroll to receive electronic delivery of the voter's Sample Ballot & Official Voter Information Pamphlet instead of receiving the traditional paper version by postal delivery. Multiple voters in the same household can agree to receive only one pamphlet to share among them.

After signing up, the voter will no longer receive the pamphlet by mail for all future elections unless the voter opts out of the program, which can be done at any time. There are two ways to sign up:

- Sign up online (www.shapethefuture.org). Look for the link on the home page:

“Go Green! Get your voter pamphlet online!”

- Mail in the form provided in the Voter Information Pamphlet.

When signing up, the voter may provide a valid email address that we will use to send an email containing a web link to the electronic, printable version of the voter's assigned ballot and pamphlet.

The voter is not required to provide an email address. The voter's email address will be used solely for this program and will not be included in the database of voter information that is sold, as allowed by state law, to campaigns and other qualified buyers. However, if the voter chooses to provide the email address when registering to vote, the address will be included in the database files offered for purchase.

Election Day Activities

Election Observers

The Registration & Elections Division has procedures in place for election observers at the polling places. It is important that such activities are organized, operationally smooth and hassle-free for both the voters and the election officers on duty there.

- Observers are welcome to watch all proceedings at the polls, including watching while election officers open up the polls, voters prepare to vote and the election officers' close the polls.
- Observers have the right to raise questions about procedures to election officers.
- Observers may not go near a voting booth while it is occupied and may not approach voters during the voting process. Observers may talk to voters outside the polling place, beyond the 100-foot "no-electioneering zone."
- Observers may not directly challenge a voter. Election law provides that only the election officer holds the right to challenge a particular vote.
- Observers may not interfere in any way with the voting process.

Polling Place Street Index of Voters: Posting and Updating

Elections law specifies procedures for the posting of the street index of voters at each polling place. These lists assist candidates and campaign workers who seek information on voters and voting activity. Candidates and members of their campaign team should be aware of the following procedures and should not interfere with election officers or ask them to handle additional tasks on behalf of the campaign.

- **Two copies of the street index are posted:** EC §14202 provides: "(a) Before opening the polls, the precinct board shall post in separate, convenient places at or near the polling place, and of easy access to the voters, not less than two of the copies of the index to the affidavits of registration for that precinct. (b) In any county in which tabulating equipment is used to produce the index of registration, the copies of the index posted pursuant to this section shall be by street addresses in numerical order, unless otherwise provided by Section 2192."
- **Updates are posted at least hourly to reflect voter activity:** EC §14294 provides: "At all elections, a member of the precinct board shall mark, on one of the copies of the index posted at or near the polling place, the name of each person who has voted, by drawing a line through the name of the voter, with a pen or indelible pencil. The board member shall mark off the names at least once each hour, to and including 6 p.m. In all counties not using the index roster, the board member shall draw a line under the last name signed in the roster at 6 p.m. or at the time of discontinuation of this procedure, whichever occurs last."

- **Which voting activity is updated on the index:** Please make it clear to all campaign workers that the election officers have been directed to line through only the names of voters who voted in the polling place at that precinct on a precinct ballot. They shall not track Vote by Mail voters, voters in other precincts or anything other than the duties prescribed in the Elections Code, Guide for Election Officers, Election Officer Digest and/or the in-house training classes. Therefore, they will not comply with campaign workers' requests to line through the names of voters who:
 - May have dropped off a Vote by Mail ballot on Election Day.
 - Have "Ballot Returned by Mail" noted on the Roster-Index.
 - Appear on a list provided by the campaigners.
- **Only election officers shall maintain and mark the indexes; violation is misdemeanor:** EC 14298 provides: "(a) The precinct board shall maintain the copies of the index posted during the whole time of voting. These copies shall not be marked in any manner except by a member of the precinct board acting pursuant to Section 14294. (b) A member of the precinct board shall post a notice on each index which reads as follows: 'This index shall not be marked in any manner except by a member of the precinct board acting pursuant to Section 14294. Any person who removes, tears, marks, or otherwise defaces this index with the intent to falsify or prevent others from readily ascertaining the name, address, or political affiliation of any voter, or the fact that a voter has or has not voted, is guilty of a misdemeanor.'"

Election Night Vote Count: The Semifinal Official Canvass (EC §§15150-15290)

- **Extracting votes and reporting results:** The semifinal official canvass will commence immediately upon the close of the polls at 8 p.m., November 8, 2016 within the secure, central counting location at the Registration & Elections Division building at 40 Tower Road in San Mateo 94402. Generally, the votes are extracted and vote counts are released to the public in the following order:
 - (1) Vote by Mail ballots only (at about 8 p.m.);
 - (2) Results from all mail ballot precincts;
 - (3) Results from Voting Centers; and
 - (4) Live precinct results (every 30 minutes on the half hour, beginning about 8:30 p.m.).

Upon completion of the election night vote count on, we publish a **Precinct Turnout Report**.
- **Two ways to access vote reports:**
 - View real-time results as they are posted online at www.shapethefuture.org; and
 - Available beginning one week prior to Election Day, subscribe to receive emailed reports, using the form posted at www.shapethefuture.org.

Official Canvass & Certification of the Vote

Final Vote Results: The Official Canvass *(EC §§15300-15376)*

The statutory specifications for the performance of the official canvass require the elections staff to thoroughly audit, account for and validate every single ballot and vote cast in the election, so that the elections official may derive and certify the accuracy and integrity of final vote counts. This process tests the accuracy and validity of the results of the semifinal official canvass, and goes beyond those preliminary processes to validate and count additional Vote by Mail ballots, provisional ballots and write-in votes and to account for unused and damaged paper ballots.

We will issue a press release detailing each stage of the official canvass and these will be posted online at www.shapethefuture.org.

Any interested person may choose to observe our canvass procedures on-site. To make arrangements to do so, please to call our office at 650.312.5222, or visit us during normal business hours, Monday – Friday, from 8 a.m. to 5 p.m.

Statement of the Vote & Certification of the Election

No later than 30 calendar days following an election, the County Elections Official must prepare and certify the “Statement of the Vote” and present it to the County Board of Supervisors and all jurisdictions who participated in the election.

The Statement will be available online at www.shapethefuture.org and copies may be purchased.

City Clerks Directory

Each city/town may have its own ordinances regarding posting political signs and conducting campaign activities. The San Mateo County Registration & Elections Division strongly recommends that you consult with the City/Town Clerk to determine rules and regulations that you must follow.

<p>Town of Atherton Ms. Theresa DellaSanta 91 Ashfield Road Atherton, CA 94027 650.752.0529 tdellasanta@ci.atherton.ca.us</p>	<p>City of Belmont Honorable Terri Cook One Twin Pines Lane, Suite 375 Belmont, CA 94002 650.595.7413 tcook@belmont.gov</p>	<p>City of Brisbane Ms. Sheri Spediacci 50 Park Place Brisbane, CA 94005 415.508.2113 sheris@ci.brisbane.ca.us</p>
<p>City of Burlingame Ms. Meaghan Hassel-Shearer 501 Primrose Road Burlingame, CA 94010 650.558.7203 mhasselshearer@burlingame.org</p>	<p>Town of Colma Ms. Caitlin Corley 1198 El Camino Real Colma, CA 94014 650.997.8311 caitlin.corley@colma.ca.gov</p>	<p>City of Daly City Honorable Annette Hipona 333 90th Street Daly City, CA 94015 650.991.8078 cityclerk@dalycity.org</p>
<p>City of East Palo Alto Ms. Terrie Gillen 2415 University Avenue East Palo Alto, CA 94303 650.853.3127 tgillen@cityofepa.org</p>	<p>City of Foster City Ms. Doris Palmer 610 Foster City Boulevard Foster City, CA 94404 650.286.3250 dpalmer@fostercity.org</p>	<p>City of Half Moon Bay Ms. Jessica Blair, Interim 501 Main Street Half Moon Bay, CA 94019 650.726.8271 ssmith@hmbcity.com</p>
<p>Town of Hillsborough Ms. Miyuki Yokoyama 1600 Floribunda Avenue Hillsborough, CA 94010 650.375.7412 myokoyama@hillsborough.net</p>	<p>City of Menlo Park Ms. Pam Aguilar 701 Laurel Street Menlo Park, CA 94025 650.330.6620 piaguilar@menlopark.org</p>	<p>City of Millbrae Ms. Angela Louis 621 Magnolia Avenue Millbrae, CA 94030 650.259.2334 alouis@ci.millbrae.ca.us</p>
<p>City of Pacifica Ms. Kathy O'Connell 170 Santa Maria Avenue Pacifica, CA 94044 650.738.7307 o'connellk@ci.pacifica.ca.us</p>	<p>Town of Portola Valley Ms. Sharon Hanlon 765 Portola Road Portola Valley, CA 94028 650.851.1700 shanlon@portolavalley.net</p>	<p>City of Redwood City Ms. Silvia Vonderlinden 1017 Middlefield Road Redwood City, CA 94063 650.780.7222 svonderlinden@redwoodcity.org</p>
<p>City of San Bruno Honorable Carol Bonner 567 El Camino Real San Bruno, CA 94066 650.616.7058 cbonner@sanbruno.ca.gov</p>	<p>City of San Carlos Ms. Crystal Mui 600 Elm Street San Carlos, CA 94070 650.802.4219 cmui@cityofsancarlos.org</p>	<p>City of San Mateo Ms. Patrice Olds 330 West 20th Avenue San Mateo, CA 94403 650.522.7042 polds@cityofsanmateo.org</p>
<p>City of South San Francisco Honorable Krista Martinelli 400 Grand Avenue P.O. Box 711 South San Francisco, CA 94083 650.877.8518 krista.martinelli@ssf.net</p>	<p>Town of Woodside Ms. Dora Wong 2955 Woodside Road P.O. Box 620005 Woodside, CA 94062 650.851.6790 dwong@woodsidetown.org</p>	