



Candidate Guide

November 6, 2018 General Election

Alameda County Registrar of Voters' Office

1225 Fallon Street, Rm. G-1, Oakland, CA 94612

TEL (510) 272-6960 - FAX (510) 272-6982





Tim Dupuis
Registrar of Voters

REGISTRAR OF VOTERS

Alameda County • California

Cynthia Cornejo
Deputy Registrar of Voters

Dear Candidate:

Congratulations on your decision to run for office. This guide was prepared to assist candidates, committees, and the media in preparing for the upcoming election. This handbook does not contain all information concerning elections, but rather is a summary of major provisions related to candidates running for office. Please be advised that the statutes cited in this guide are for general reference and may not be exclusive authority for the information provided.

The Registrar of Voters staff has attempted to make this guide as informative as possible and will make every effort to answer your questions. However, the law precludes the Registrar of Voters office from answering legal questions. This guide is not intended to be a substitute for legal advice. Candidates are strongly encouraged to consult private legal counsel when legal questions arise.

The Candidate Services Department will be available to assist you throughout your candidate filing process. If you have any questions, please **call:** (510) 272-6960 or **e-mail:**

Candidate.Services@acgov.org

The Registrar of Voters office wishes you the best of luck in your endeavors.

IMPORTANT TELEPHONE NUMBERS

ALAMEDA COUNTY REGISTRAR OF VOTERS

REGISTRAR OF VOTERS	TIM DUPUIS	510-272-6933
DEPUTY REGISTRAR	CYNTHIA CORNEJO	510-272-6933
CANDIDATE INFORMATION	CANDIDATE SERVICES	510-272-6960
CAMPAIGN DISCLOSURE FILING	CANDIDATE SERVICES	510-272-6960
CAMPAIGN DISCLOSURE STATEMENTS	CANDIDATE SERVICES	510-272-6960
REPORT PURCHASING	CANDIDATE SERVICES	510-272-6960
VOTER REGISTRATION	VOTER SERVICES	510-272-6973
VOTE BY MAIL	VOTER SERVICES	510-272-6973
POLL WORKER RECRUITMENT	RECRUITING	510-272-6971
POLLING PLACES	ELECTION SERVICES	510-383-1717
FAX		510-272-6982

CITY CLERKS

ALAMEDA	LARA WEISIGER	510-747-4800
ALBANY	ANNE HSU	510-528-5710
BERKELEY	MARK NUMAINVILLE	510-981-6900
DUBLIN	CAROLINE SOTO	925-833-6650
EMERYVILLE	SHERI HARTZ	510-450-7800
FREMONT	SUSAN GAUTHIER	510-284-4060
HAYWARD	MIRIAM LENS	510-583-4400
LIVERMORE	SARAH BUNTING	925-960-4200
NEWARK	SHEILA HARRINGTON	510-578-4278
OAKLAND	LATONDA SIMMONS	510-238-3612
PIEDMONT	JOHN TULLOCH	510-420-3040
PLEASANTON	KAREN DIAZ	925-931-5027
SAN LEANDRO	TAMIKA GREENWOOD	510-577-3366
UNION CITY	ANNA BROWN	510-675-5448

STATE OFFICES

FAIR POLITICAL PRACTICES COMMISSION	916-322-5660
SECRETARY OF STATE – ELECTIONS	916-657-2166
SECRETARY OF STATE – POLITICAL REFORM	916-653-6224

HOW TO USE THIS GUIDE

Candidates running for office should read the following two sections of the guide carefully as they relate to the office for which they intend to run. Please read each of the following sections carefully:

- QUALIFICATIONS FOR OFFICE & FILING REQUIREMENTS
- CAMPAIGN DISCLOSURE REQUIREMENTS

Candidates running for **federal** or **state offices**, also, should read carefully about the following section:

- TOP TWO CANDIDATES OPEN PRIMARY ACT

It is very important for candidates to read and understand the qualifications for office, filing requirements, campaign disclosure requirements and their deadlines.

The remainder of the guide contains other important and useful information regarding elections.

NOTICE: THE SUMMARY OF QUALIFICATIONS AND REQUIREMENTS IS FOR GENERAL INFORMATION ONLY AND DOES NOT HAVE THE EFFECT OF LAW, REGULATION, OR RULE. IN CASE OF CONFLICT, THE LAW, REGULATION OR RULE WILL APPLY. THE STATUTES CITED ARE FOR GENERAL REFERENCE BUT MAY NOT BE THE EXCLUSIVE AUTHORITY FOR THE INFORMATION PROVIDED. LAW PRECLUDES THE REGISTRAR OF VOTERS FROM GIVING LEGAL ADVICE. CANDIDATES MUST CONSULT PRIVATE LEGAL COUNSEL WHEN LEGAL QUESTIONS ARISE.

TOP TWO CANDIDATES

OPEN PRIMARY ACT

Top Two Candidates Open Primary Act

On June 8, 2010, California voters approved Proposition 14, which created the “Top-Two Open Primary Act.”

Before the “Top-Two Open Primary Act,” candidates running for partisan office appeared only on their own party’s ballot. The top vote-getter from each qualified political party and any candidates who qualified using the independent nomination process would then move on to the general election.

Now, under the “Top-Two Open Primary Act,” all candidates running, regardless of their party preference, will appear on a single combined ballot, and voters can vote for any candidate from any political party. The “Top-Two Open Primary Act” would not affect the election of President or County Central Committees, which are still party-specific contests.

The “Top-Two Open Primary Act” requires that only the two candidates for voter-nominated offices who receive the highest and second-highest number of votes cast at the primary shall appear on the ballot as candidates at the ensuing general election.(EC8141.5)

The “Top-Two Primary Act” changes the way elections are conducted for all statewide offices including:

Governor	Controller	State Senator
Lt. Governor	Insurance Commissioner	State Assembly
United States Senator	Board of Equalization	State Treasurer
Secretary of State	U.S. Representative	Attorney General

Non-partisan offices such as judges, schools, special districts, municipalities and the Superintendent of Public Instruction would remain open to all eligible voters

Quick facts about the “Top-Two Primary Act.”

What does this mean for the Voter?

It changes the way candidates are elected in a primary election.

How does this affect write-in candidates?

You may write in a qualified write-in candidate’s name on the ballot in a Primary Election contest.

In the General Election, you may only write-in a qualified candidates name in a Party-Nominated contest. Write-in votes are not allowed in a voter-nominated general election.

3 Types of Candidate Contests

CONTESTS	OFFICES	WHO CAN VOTE	PARTY APPEARANCE ON BALLOT	WHO ADVANCES TO THE NOVEMBER GENERAL ELECTION
<p><u>Party-Nominated</u> (formerly known as <i>Partisan</i>)</p> <p>Party-nominated offices are contests in which the nominee is selected by the political party</p>	<p>U.S. President County Central Committees</p>	<p>Only voters registered with the same party preference as the candidate.</p> <p>(Except parties who allow non-partisans to cross-over and join their primary).</p>	<p>Candidates' party preferences ALWAYS appear on the ballot</p>	<p>Presidential contest only, the top vote-getters in each party moves on to the general election.</p>
<p><u>Voter-Nominated</u></p> <p>Are contests in which the nominee is selected by the voter</p>	<p>Governor Lt. Governor Secretary of State State Treasurer State Controller State Insurance Commissioner State Board of Equalization Attorney General State Senator State Assembly U.S. Senator U.S. Representative</p>	<p>All voters regardless of party preference can vote for any candidate.</p> <p>This replaces party ballots in primary elections with a single combined ballot listing all candidates</p>	<p>Candidates have the option of having their party preference appear on the ballot</p>	<p>The top-two vote-getters regardless of party preference moves on to the general election.</p>
<p><u>Non-partisan</u></p> <p>An office in which no political party nominates a candidate</p>	<p>Superintendent of Public Instruction Superior Court Judges County Offices Municipal Offices School Districts Special Districts</p>	<p>All voters can vote for these candidates</p>	<p>Candidates' party preferences NEVER appear on the ballot</p>	<p>In majority vote contests, candidates that receive a majority of the votes win outright in the Primary.</p> <p>If no candidate receives a majority of the vote, then the top-two vote-getters move on to the general election.</p>

**LIST OF OFFICES UP
FOR THE
NOVEMBER 6, 2018
GENERAL ELECTION**

ALAMEDA COUNTY REGISTRAR OF VOTERS

Offices Up For

November 6, 2018 – General Election

Updated 7/2018

IMPORTANT DATES	
<p align="center">Nomination Period July 16, 2018 –August 10, 2018</p>	<ul style="list-style-type: none"> • During this period, all candidates must file nomination documents and their declarations of candidacy for office. • Candidates running for City Offices file with the City Clerk’s Office. Candidates need to check with their City Clerks for filing dates and requirements.

SCHOOL DISTRICT OFFICES	SEAT	FILING OFFICE
Chabot – Las Positas Community College District	Trustee Areas 2, 3, 4, 6	Registrar of Voters
Ohlone Community College District	2 Trustees, Area 1 2 Trustees, Area 2 1 Trustee, Area 2 –Short Term (2yr)	
Peralta Community College District	Trustee Areas 3, 5, 7	
San Joaquin Delta Community College District	Trustee Areas 3, 4, 7	
Alameda Unified School District	2 Governing Board Members	
Castro Valley Unified School District	2 Governing Board Members	
Dublin Unified School District	2 Governing Board Members – Areas 2, 5	
Emery Unified School District	3 Governing Board Members	
Fremont Unified School District	2 Governing Board Members	
Hayward Unified School District	2 Governing Board Members	
Livermore Valley Joint Unified School District	3 Governing Board Members	
Mountain House Elementary	2 Governing Board Members	
New Haven Unified School District	2 Governing Board Members	
Newark Unified School District	2 Governing Board Members	
Pleasanton Unified School District	2 Governing Board Members	
San Leandro Unified School District	Governing Board Members Areas 2, 4, 6	
San Lorenzo Unified School District	2 Governing Board Members	
Sunol Glen Unified School District	2 Governing Board Members	

SPECIAL DISTRICT OFFICES	SEAT	FILING OFFICE
Alameda- Contra Costa Transit	District Directors - Wards 3, 4, 5 At-Large	Registrar of Voters
Alameda County Water District	2 District Directors	
Bay Area Rapid Transit District	District Directors – Wards 4, 6	
Byron Bethany Irrigation District	District Director – District 3	
Castro Valley Sanitary District	2 District Directors	

***DISCLAIMER:** Information on this list is current as of the date it was posted. Changes may occur before or after the nomination period.*

SPECIAL DISTRICT OFFICES	SEAT	FILING OFFICE
City of Alameda Healthcare District	3 District Directors 1 District Director – Short Term (2yr)	
Dublin-San Ramon Services District	2 District Directors	
East Bay Municipal Utility District	District Directors – Wards 3, 4, 7	
East Bay Regional Park District	District Directors – Wards 3, 5	
Eden Township Healthcare District	3 District Directors	
Fairview Fire Protection District	2 District Directors	
Hayward Area Recreation and Park District	2 District Directors	
Livermore Area Recreation and Park District	3 District Directors	
Oro Loma Sanitary District	3 District Directors	
Washington Township Healthcare District	3 District Directors	

CITY OFFICES	SEAT	FILING OFFICE
Alameda	1 Mayor 2 Council Members	City Clerk
Albany	2 Council Members 3 Members of the Board of Education	
Berkeley	Council Districts 1, 4, 7, 8 1 City Auditor 5 Rent Board Members 3 Members of the Board of Education	
Dublin	1 Mayor 2 Council Members	
Emeryville	2 Council Members	
Fremont	Council Districts 2, 3-Full Term, District 1 - Short Term	
Hayward	1 Mayor 2 Council Members	
Livermore	1 Mayor 2 Council Members	
Newark	1 Mayor 2 Council Members	
Oakland	1 Mayor Council Districts, 2, 4, 6 1 City Auditor School Directors, Districts 2, 4, 6	
Piedmont	3 Council Members 2 Members of the Board of Education	
Pleasanton	1 Mayor 2 Council Members	
San Leandro	1 Mayor Council Districts 1, 3, 5	
Union City	3 Council Members	

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**ABBREVIATED
ELECTION CALENDAR**

ABBREVIATED ELECTION CALENDAR

NOVEMBER 6, 2018

General Election

July 16, 2018 (E-113) to August 10, 2018 (E-88)	Nomination Period for All Candidates
	During this period, all candidates must file their declarations of candidacy for office and circulate their nomination papers (if applicable). (EC §§ 10407 & 10510)
	Candidate Statements
	During this period, candidates for local nonpartisan offices may file a candidate statement not to exceed the word limitation of 200 words for inclusion within the sample ballot. The statement shall be filed no later than the last day to file nomination documents. (EC §§ 13307 & EC 10540)
August 10, 2018 (E-88)	Nomination Period Deadline
	Last day for all candidates to file nomination documents for examination and certification.
	Candidate Statement Deadline
	Last day for candidates to file a statement of qualification. (EC §13307, GV §85601)
August 11, 2018 (E-87) to August 15, 2018 (E-83)	Nomination Period Extension If Incumbent Fails to File
	If nomination documents for an eligible incumbent are not filed by 5 p.m. on August 10, 2018 , a five-day extension is allowed for any person, other than the incumbent, to file for the office during the extended period. (EC §8024, §10516)
August 11, 2018 (E-87) to August 20, 2018 (E-78)	Public Examination Period Candidate Statements/Candidates' Names and Ballot Designations
	During this period, candidate statements, candidates' names, and ballot designations shall be open to public examination. Any person may view, file a writ of mandate or an injunction to require any or all the material/data to be amended or deleted. (EC §13313)
August 16, 2018 (E-82)	Randomized Alphabet Drawings
	Secretary of State draws random alphabet to determine the order of the candidate's names that will appear on the official ballot. The Registrar of Voters office conducts random alphabet drawing for multi-county State Legislative districts. (EC §13111, §13112)

September 10, 2018 (E-57) to October 23, 2018 (E-14)	Write-In Candidacy Period
October 8, 2018 (E-29)	<p>During this period, Write-In Candidates must file their Statement of Candidacy, nomination papers, and Declaration of Write-In Candidacy. (EC §8600, §8601)</p> <p>First Day of Mailing Vote by Mail Ballots First Day of Early Voting at the Registrar of Voters office</p> <p>(EC §3001, §3302, §3003)</p>
October 22, 2018 (E-15)	<p>Last Day to Register to Vote for the November 8, 2016 Election</p> <p>(EC §2102, §2107)</p>
October 23, 2018 (E-14)	Write-In Candidacy Deadline
October 30, 2018 (E-7)	<p>Last day for write-in candidates to file required write-in candidacy documents</p> <p>Last day to apply for a Vote by Mail ballot</p>
November 6, 2018	**ELECTION DAY**
November 7, 2018	<p>Polls open from 7:00 a.m. to 8:00 p.m.</p> <p>Official Canvass of election begins</p>
December 6, 2018	<p>Last Day for the Registrar of Voters office to certify election results</p>

***When a deadline falls on a holiday or weekend, it is extended to the following business day.**

**QUALIFICATIONS AND REQUIREMENTS
FOR OFFICE**

QUALIFICATIONS AND REQUIREMENTS FOR COMMUNITY COLLEGE DISTRICT

OFFICE: DISTRICT TRUSTEE	Chabot – Las Positas Community College District Trustee Areas 2, 4, 6, Ohlone Community College District Trustee Areas 1 & 2 Peralta Community College District Trustee Areas 3, 5, 7 San Joaquin Delta Community College District Trustee Areas 3, 4, 7
ELECTION	General Election of even-numbered years
TERM OF OFFICE	4 Years
TERM BEGINS	TBD
QUALIFICATIONS	<p>A. Be a U.S. citizen. Cal. Const., art. V, §§ 2¹ & 9</p> <p>B. Be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. § 201²</p> <p>C. Not 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. § 20</p>
FORMS	<ul style="list-style-type: none"> • Candidate Preliminary Form (Mandatory): Candidate must complete this form to provide basic information for the Registrar of Voters • Code of Fair Campaign Practices (Optional): By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. • Permission to Post Information on Internet (Optional): A candidate may provide contact information for the Registrar of Voters to post on their website. • Candidate’s Statement (Optional): A candidate may prepare a brief description of his/her background and qualifications to be printed in the State’s Voter Information Pamphlet. The candidate must contact the Secretary of State’s office for more information on how to file a Candidate Statement and what the fee is. • Ballot Designation Worksheet (Mandatory if Ballot Designation is desired): It is optional for the candidate to have a Ballot Designation on the ballot, but if the candidate wants to have a Ballot Designation, he/she must complete this form. • FPPC – Campaign Disclosure Forms: A candidate may need to file these forms depending on the office that they are running for and on how much money a candidate will spend or raise on campaigning. For more information, refer to section “Campaign Reporting Requirements” in the Candidate Guide or visit: www.fppc.ca.gov • Declaration of Candidacy (Mandatory): The Declaration of Candidacy is the document on which the candidate indicates how he/she wants his/her name to appear on the ballot and what Ballot Designation he/she desires if any. It also contains the Oath of Office. • Form 700 – Statement of Economic Interest (Mandatory): Form 700 is a document on which the candidate must disclose his/her assets and income. <p>*Special Requirements:</p> <ul style="list-style-type: none"> ▪ Chabot – Las Positas CCD – Form 700 Required ▪ Ohlone CCD – None ▪ Peralta CCD - Form 700 Required ▪ San Joaquin Delta CCD – Form 700 Required

QUALIFICATIONS AND REQUIREMENTS FOR UNIFIED SCHOOL DISTRICT

OFFICE: GOVERNING BOARD MEMBERS	Alameda USD, Castro Valley USD, Dublin USD, Emery USD, Fremont USD, Hayward USD, Livermore Valley Joint USD, Mountain House Elementary School District, New Haven USD, Newark USD, Pleasanton USD, San Leandro USD, San Lorenzo USD, Sunol Glen USD
ELECTION	General Election of even-numbered years
TERM OF OFFICE	4 Years
TERM BEGINS	TBD
QUALIFICATIONS	<p>A. Be a U.S. citizen. Cal. Const., art. V, §§ 2¹ & 9</p> <p>B. Be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. § 201²</p> <p>C. Not 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. § 20</p>
FORMS	<ul style="list-style-type: none"> • Candidate Preliminary Form (Mandatory): Candidate must complete this form to provide basic information for the Registrar of Voters • Code of Fair Campaign Practices (Optional): By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. • Permission to Post Information on Internet (Optional): A candidate may provide contact information for the Registrar of Voters to post on their website. • Candidate’s Statement (Optional): A candidate may prepare a brief description of his/her background and qualifications to be printed in the State’s Voter Information Pamphlet. The candidate must contact the Secretary of State’s office for more information on how to file a Candidate Statement and what the fee is. • Ballot Designation Worksheet (Mandatory if Ballot Designation is desired): It is optional for the candidate to have a Ballot Designation on the ballot, but if the candidate wants to have a Ballot Designation, he/she must complete this form. • FPPC – Campaign Disclosure Forms: A candidate may need to file these forms depending on the office that they are running for and on how much money a candidate will spend or raise on campaigning. For more information, refer to section “Campaign Reporting Requirements” in the Candidate Guide or visit: www.fppc.ca.gov • Declaration of Candidacy (Mandatory): The Declaration of Candidacy is the document on which the candidate indicates how he/she wants his/her name to appear on the ballot and what Ballot Designation he/she desires if any. It also contains the Oath of Office. • Form 700 – Statement of Economic Interest (Mandatory): Form 700 is a document on which the candidate must disclose his/her assets and income. • Nomination Signatures (Mandatory): Nomination signatures must be obtained to become a candidate. <p>*Special Requirements:</p> <ul style="list-style-type: none"> • Alameda USD – None • Castro Valley USD – Form 700 Required • Dublin USD – Form 700 Required • Fremont USD – Form 700 Required • Hayward USD – Form 700 Required • Livermore Valley Joint USD - None • Mountain House Elementary – TBD • Newark USD – Form 700 Required • New Haven USD – TBD • Pleasanton USD – Form 700 Required • San Leandro – Form 700 Required, 20 Nomination Signatures • San Lorenzo USD – Form 700 Required • Sunol Glen USD – Form 700 Required

QUALIFICATIONS AND REQUIREMENTS FOR SPECIAL DISTRICT

OFFICE: DISTRICT DIRECTORS	AC Transit District, Alameda County Water District, BART District, Byron Bethany Irrigation District, Castro Valley Sanitary District, City of Alameda Healthcare District, Dublin-San Ramon Services District, East Bay Municipal Utility District, East Bay Regional Park District, Eden Township Healthcare District, Fairview Fire Protection District, Hayward Area Recreation and Park District, Livermore Area Recreation and Park District, Oro Loma Sanitary District, Washington Township Healthcare District
ELECTION	General Election of even-numbered years
TERM OF OFFICE	4 Years
TERM BEGINS	TBD
QUALIFICATIONS	<p>A. Be a U.S. citizen. Cal. Const., art. V, §§ 2¹ & 9</p> <p>B. Be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person. § 201²</p> <p>C. Not 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. § 20</p>
FORMS	<ul style="list-style-type: none">• Candidate Preliminary Form (Mandatory): Candidate must complete this form to provide basic information for the Registrar of Voters• Code of Fair Campaign Practices (Optional): By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play.• Permission to Post Information on Internet (Optional): A candidate may provide contact information for the Registrar of Voters to post on their website.• Candidate’s Statement (Optional): A candidate may prepare a brief description of his/her background and qualifications to be printed in the State’s Voter Information Pamphlet. The candidate must contact the Secretary of State’s office for more information on how to file a Candidate Statement and what the fee is.• Ballot Designation Worksheet (Mandatory if Ballot Designation is desired): It is optional for the candidate to have a Ballot Designation on the ballot, but if the candidate wants to have a Ballot Designation, he/she must complete this form.• FPPC – Campaign Disclosure Forms: A candidate may need to file these forms depending on the office that they are running for and on how much money a candidate will spend or raise on campaigning. For more information, refer to section “Campaign Reporting Requirements” in the Candidate Guide or visit: www.fppc.ca.gov• Declaration of Candidacy (Mandatory): The Declaration of Candidacy is the document on which the candidate indicates how he/she wants his/her name to appear on the ballot and what Ballot Designation he/she desires if any. It also contains the Oath of Office.• Form 700 – Statement of Economic Interest (Mandatory): Form 700 is a document on which the candidate must disclose his/her assets and income.• Nomination Signatures (Mandatory): Nomination signatures must be obtained to become a candidate. <p>*Special Requirements:</p> <ul style="list-style-type: none">▪ AC Transit – Nomination Signatures Required – 50▪ Alameda County Water District – Form 700 Required▪ BART – Form 700 Required▪ Byron Bethany Irrigation District – Form 700 Required▪ Castro Valley Sanitary District - None▪ City of Alameda Health Care District – Form 700 Required▪ Dublin – San Ramon Services – Form 700 Required▪ EBMUD – Form 700 Required, Nomination Signatures Required - 10▪ East Bay Regional Park – Nomination Signatures Required – 50▪ Eden Township Healthcare – Form 700 Required▪ Fairview Fire Protection – TBD▪ Hayward Area & Recreation Park District – None▪ Livermore Area & Recreation Park District – None▪ Oro Loma Sanitary District – None▪ Washington Township Healthcare – Form 700 Required

BALLOT DESIGNATION

BALLOT DESIGNATION

The ballot designation is the word, or group of not more than three (3) words*, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. *Incumbents may use the title of their office even if it is longer than three words.

The ballot designation that a candidate may use is governed by Elections Code Section 13107, which states the following:

- (a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:
 - (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by the vote of the people, or to which he or she was appointed, in the case of a superior, municipal, or justice court judge.
 - (2) 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 or municipal court judge, was appointed to that office.
 - (3) No more than three words designating 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.
 - (4) 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 Sections 7228, 7423, 7673, 10229 or 10515 of the Elections Code.

- (b) Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:
- (1) It would mislead the voter.
 - (2) It would suggest an evaluation of a candidate, such as outstanding, leading expert, virtuous, or eminent.
 - (3) It abbreviates the word "retired" or places it following any word or words, which it modifies.
 - (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
 - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - (6) It uses a word or words referring to a racial, religious, or ethnic group.
 - (7) It refers to any activity prohibited by law.
- (c) If upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions outlined in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.
- (1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.
 - (2) In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.
- (d) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (e) In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of CA Election Code Sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements."

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)

Guidelines

The following are guidelines to assist candidates in selecting appropriate ballot designations. The guidelines were issued by the Secretary of State's office and incorporate past Secretary of State and court interpretations on acceptable and unacceptable designations.

Acceptable Designations

1. A principal profession, vocation, or occupation is the primary job, or work one does which is the means of livelihood or production of income, as opposed to a hobby or avocation. Some persons may work at more than one profession, vocation, or occupation. Exceptions may apply for person's retired or unemployed by choice or by circumstance. **No designation that connotes a status is acceptable.** Examples of unacceptable status claims include "taxpayer," "citizen," "patriot," "renter," and "presidential appointee."
2. A candidate may use either his or her current principal profession, vocation, occupation, regardless of the amount of time in which the candidate has engaged in such or, in the alternative, any principal profession, vocation or occupation in which the candidate was engaged over the course of the previous calendar year even though it may no longer be one in which the candidate is currently engaged. In choosing between the alternatives, the candidate must ask himself or herself: "What is my primary job right now?" and "What was my primary job last year?" Either job, if otherwise proper, based on the statutory criteria, may be used as a ballot designation. For purposes of this section, the "calendar year immediately preceding the filing of nomination papers" is defined as that year beginning January 1 immediately preceding the year in which nomination papers for the office are allowed to be filed.

Organization names must be replaced with generic references. For example, "President, Computer Company" would be acceptable; "President, Apple Computer" would not be allowed. Similarly, based on previous court interpretation, a designation such as "Director, ABC Club" would not be permissible, whereas, "Administrator, Environmental Club" would be. Ballot designations are not intended to advertise a specific product, corporation or organization; they are intended to reveal what a candidate does, not for whom the work or service is performed.

Multiple designations are **usually** acceptable, provided that the three-word limitation is met.

The word "retired" may be allowed, but it must precede the word(s), which it modifies and may not be abbreviated. "Retired Policeman" is acceptable, but "Policeman, Retired" is not.

Retired is defined as having given up one's work, business, career, etc. especially because of advanced age. **Generally**, a retired status **may** be allowed if the candidate can demonstrate retirement. The following are examples of evidence supporting retired status:

- a. Served in the position being requested to be listed as retired from for more than five years;
- b. Is collecting or eligible to collect retirement benefits/pension (i.e., is vested);
- c. Is 55 or more years old;
- d. Left the position voluntarily after serving a minimum of 5 years;

- e. If requesting the use of a retired public office designation, was not recalled from or did not fail to win that office or surrender it to run for another office in a previous election campaign;
- f. Has not had another more recent occupation;
- g. Retirement benefits are providing a principal source of income.

Because the Elections Code specifically forbids the use of a prior profession, vocation or occupation, unless the candidate is retired there from, the election official **may** require candidates to provide substantiating evidence or documentation in support of the requested designation.

Unacceptable Designations

A political party, central committee designation, is not a principal profession, vocation, or occupation as prescribed in this statute, nor is it an elective county or state office.

Ballot designations suggesting an evaluation of a candidate such as “Best,” “Exalted,” “Prominent,” “Advocate,” “Activist,” “Reformer,” “pro-” and “Anti-” anything conveying a philosophy, or words connoting a status are unacceptable designations. Statements of philosophy belong in campaign ads and literature, not as ballot designations.

Commercial or proper names such as “IBM President,” “Director, Health Services,” or “Sierra Club Secretary,” are impermissible. Generic descriptions of specific jobs should be substituted; for example, “Computer Corporation President,” “State Agency Director,” or “Nonprofit Organization Secretary.”

Certain requested designations may connote a status, which also suggests an evaluation; for example, “Patriot” or “Presidential Appointee.” These are unacceptable designations.

Use of the Word “Volunteer”

On occasion, a ballot designation of “Community Volunteer” or “School Volunteer” is requested. Although there are many dedicated individuals who give freely of their talents, time and efforts, the word “volunteer” generally is not an acceptable designation. However, there are exceptions. If an individual consistently (over an extended period) volunteers services to the extent that it is the equivalent of full-time employment, then it may be possible to use the word.

Ballot Designation Worksheet

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

Candidate Information

Candidate Name: _____

Office: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

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

Attorney Information

Gender (optional, for translation use only): _____

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

Address: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

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

Proposed Ballot Designation: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation:

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

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

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details. For your reference, attached are Elections Code sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) section 20711. You may also wish to consult Elections Code section 13107.5 ("community volunteer") and 2 CCR sections 20712 - 20719 (found at www.sos.ca.gov).

Justification for use of proposed ballot designation: _____

Current or Most Recent Job Title: _____ Start/End Dates: _____

Employer Name or Business: _____

Person(s) who can verify this information:

Name(s) _____ Phone Number: _____

E-Mail: _____

Name(s) _____ Phone Number: _____

E-Mail: _____

Before signing below, answer the following questions.

Does your proposed ballot designation:

- 1) Use only a portion of the title of your current elected office? Yes No
- 2) Use only the word "current" for an elective office (other than Superior Court Judge) to which you were elected? Yes No
- 3) Use more than three total titles for your principal professions, vocations or occupations? Yes No
- 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? Yes No
- 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes No
- 6) Abbreviate the word "retired"? Yes No
- 7) Place the word "retired" after the words it modifies? Example: Accountant, retired Yes No
- 8) Use any word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation? Yes No
- 9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher Yes No
- 10) Use the name of a political party or political body? Yes No
- 11) Refer to a racial, religious, or ethnic group? Yes No
- 12) Refer to any activity prohibit by law? Yes No

If the answer to any of these questions is "Yes," your proposed ballot designation is likely to be rejected.

Candidate's Signature _____ Date _____

For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

13107.

(a) 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:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people.

(2) 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.

(3) 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.

(4) The phrase “appointed incumbent” if the candidate holds an 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 election 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 7223, 7443, 7443, 10029, or 10515 of this code.

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word “incumbent” if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.

(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.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words “City of.”

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words “County of.”

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) 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.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:

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

(f) If, upon checking the nomination document and the ballot designation worksheet described in Section 13107.3, the elections 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.

(1) 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) or (b).

(2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.

(g) A designation given by a candidate shall not 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 (f) or as provided in subdivision (h). 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 Section 17100.

(h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

For your reference, Elections Code section 13107.3 is reproduced below:

13107.3

- (a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 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.

For your reference, Elections Code section 13107.5 is reproduced below:

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.
- (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, 2 CCR 20711 is reproduced below:

20711. Ballot Designation Worksheet.


- (a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
- (b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.
- (c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:
 - (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
- (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
- (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
- (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:
- (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
 - (ii) The dates during which the candidate held that position;
 - (iii) A description of the work he or she performs in the position;
 - (iv) The name of the candidate's business or employer;
 - (v) The name and telephone number of a person or persons who could verify such information; and
 - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
- (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.
- (e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

EXAMPLE OF WHERE A BALLOT DESIGNATION WILL APPEAR ON THE BALLOT

Registrar of Voters
Unified School District

Vote for no more than two

 JOHN SMITH Incumbent	←	■
MARY JANE Teacher	←	■
BOB JONES Parent	←	■
GEORGE WASHINGTON Higher-Education Consultant	←	■
ELIZABETH WOODS Retired Educator/Parent	←	■
SARA LEE School Board Member	←	■
	←	■
	←	■

PLACEMENT OF NAMES ON THE BALLOT

The order in which candidates' names shall be placed on the ballot is specified in Elections Code Sections 13111 and 13112. Election Code Section 13109 specifies the order of offices on the ballot.

RANDOMIZED ALPHABET DRAWING

Secretary of State Random Alphabet Drawing

At 11:00 a.m. on the 82nd day before the election, the Secretary of State's Office pulls each letter of the alphabet at random according to the procedure specified in Elections Code Section 13112 and compiles a randomized alphabet. The randomized alphabet is used in the same manner as the conventional alphabet in determining the order of all candidates' names. It is used statewide for the placement of names on the ballot, except as otherwise specified.

Alameda County Registrar of Voters Random Alphabet Drawing

The Registrar of Voters office conducts their random alphabet drawing for multi-county offices.

City Clerk's Random Alphabet Drawing

The City Clerk's of Albany and Oakland conduct their random alphabet drawing for their city offices, under their city charter.

ROTATION OF NAMES ON THE BALLOT

Candidates for Statewide Offices

Candidates for offices voted on throughout the state are placed on the ballot in the random order in the First State Assembly District. In the next district, the candidates listed first move to the bottom of the list and all other candidates move up one position. This rotation continues through all 80 State Assembly Districts.

Candidates for Congress or State Board of Equalization

Candidates are placed on the ballot in the random order in the lowest numbered State Assembly District within the Congressional or State Board of Equalization District.

The candidates' names are rotated in the same way as described above but only by the State Assembly Districts within the Congressional or State Board of Equalization District.

Candidates for Countywide Offices

Candidates for countywide offices such as Sheriff and District Attorney are placed on the ballot in the random order in the lowest State Assembly District within the county (District 14 in Alameda County). Their names are rotated by State Assembly District within the county.

Candidates for All Other Offices

Candidates for all other offices are not rotated.

CANDIDATE STATEMENT

CANDIDATE STATEMENT

Each candidate for nonpartisan elective offices, State Legislative, and House of Representative offices may submit an optional candidate's statement at the time he/she files nomination papers. The purpose of the candidate's statement is to acquaint voters with the candidate's qualifications for the office he or she is seeking. The candidate's statement is incorporated into the Voter Information Pamphlet, usually at the candidate's expense, and is mailed to all registered voters eligible to vote for that particular candidate.

*Proposition 34	Under the provisions of Proposition 34 adopted by the voters in November of 2000, all candidates must agree to abide by voluntary spending limits. By accepting these voluntary spending limits, they will be afforded the opportunity to purchase space in the county ballot pamphlet.
Offices that Cross Multi-County Lines	If a candidate is running for office where the district extends into another county and the candidate wishes to have their candidate statement printed in that county, it is the candidate's responsibility to coordinate with that county for payment and publication of their candidate statement.
Time Period for Filing	The filing period for the candidate's statement is July 16, 2018, through August 10, 2018 at 5 p.m. If an incumbent for any office does not file, the filing period for that particular office will be extended to August 15, 2018, at 5 p.m. CANDIDATE STATEMENTS MUST BE FILED WITH THE DECLARATION OF CANDIDACY <i>A candidate must sign a statement if he/she chooses <u>not</u> to file a statement.</i>
Where	Registrar of Voters Office 1225 Fallon Street, Room G-1 Oakland, CA 94612
Requirement	The candidate statement must be filed electronically
Restrictions	The candidate statement cannot refer to opponents in any manner. If a candidate does refer to anything other than his or her qualifications, he or she could be subject to legal action. The candidate's statement may not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
Withdrawal	The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next business day after the close of the nomination period. A candidate must sign a statement if he/she chooses to withdraw their statement. A new statement cannot be filed to replace a withdrawn statement.

Permission	If you use someone's name in your statement, you must file with your statement, a letter from them stating that they are permitting you to use their name in this manner. Letters must be signed and dated.
Endorsements	If your statement contains endorsements, you must file written authorization letter(s) from the person(s) or organization(s) endorsing you at the time you file your statement. Letters must be signed and dated.
Confidentiality of Statements	Candidate statement shall remain confidential until the close of the nomination period for the office sought. (EC §1311)
Public Examination	After the close of the nomination period, anyone may examine candidate statements. During a 10-calendar-day period commencing the day after the close of the nomination period, any voter of the jurisdiction in which the election is being held or the county elections official may seek a writ of mandate or an injunction requiring any or all of the material in a candidate's statement to be amended to delete. (EC §13313-13314)

CONTENTS FOR A NON-PARTISAN OFFICE

The statement contains the candidate's name and a description of his or her education and qualifications. The age and occupation of the candidate is optional. The statement may be no more than **200 words** unless the local jurisdiction has authorized an increase of up to 400 words. See word count standards at the end of this section.

PREPARATION AND FORMAT OF CANDIDATE'S STATEMENT

Candidate statements are printed in block format in the sample ballot. To ensure uniformity; please use the following guidelines when preparing your candidate's statement.

Do **not** use:

- Bullets
- Stars
- Italics
- Tables
- All capital letters
- Highlights
- Boldface type
- Extra exclamation points
- Underlines
- Handwriting

COST

Candidates are responsible for the costs of translating, typesetting, printing, and distribution of their statements. The cost of the statements will be estimated before the beginning of the filing period. Candidates for Alameda County offices are required to make the payment at the time the statement is filed. Due to the many unknown factors involved in printing and distribution of the candidate's statement, it is difficult to determine the actual cost until after the election.

If payment exceeds actual costs, the excess will be refunded to the candidate within 30 days from the date the district receives a billing for election services. If payment is less than actual costs, the candidate will be billed and be required to pay the additional costs.

ADVANCE PAYMENT

Candidates for County offices and State legislative and House of Representative offices are required to pay for their candidates' statements in advance. In addition, governing bodies of schools, special districts, and cities may require payment in advance. When payment in advance is required, the Registrar of Voters will provide a receipt for payment received at the time of acceptance of nomination papers and the candidate's statement.

PAYMENT DUE AFTER ELECTION

If a school, district or city does not require advance payment for a candidate statement, each candidate will be billed after the election for his or her share of translating, typesetting, printing and mailing. The vendors will bill the district. The district, in turn, will bill the candidate who submitted the statement. The candidate is to pay the district.

INDIGENT CANDIDATES

If a candidate claims to be indigent and unable to pay for the candidate's statement in advance, he or she must submit proof of indigence to the Registrar of Voters at the time that the statement is filed. Proof includes a statement of financial worth and the candidate's most recent Federal income tax returns. The statement of financial worth includes candidate's employer, income, real estate holdings, tangible personal property and financial obligations. The candidate must certify the statement as true and correct under penalty of perjury, under the laws of the State of California.

If the Registrar of Voters determines that the candidate is indigent, his or her statement will be printed and mailed without advance payment. If the Registrar of Voters determines that the candidate is not indigent, he or she must pay the required fee or withdraw the statement within three days of notification. The Registrar of Voters is not obligated to print and mail the statement if payment is not received. As with all other nomination documents, the statement of financial worth and accompanying documents are public record.

SPANISH, CHINESE, TAGALOG AND VIETNAMESE TRANSLATIONS OF THE CANDIDATE'S STATEMENT

The Federal Voting Rights Act requires the Registrar of Voters to translate election information material into Spanish or Chinese throughout the county. The cost of translation, typesetting, printing and mailing the candidates' statements in the Spanish and Chinese languages is included in the cost of the statement.

CANDIDATE STATEMENT FILING RULES/AGREEMENTRULES GOVERNING FILING OF CANDIDATE STATEMENT
(EC 13307, 13307.5, 13312, 18351)**General Information:**

The law permits Nonpartisan and *State Legislative, House of Representative Candidates to file a Candidate Statement to be printed in the Voter Information Pamphlet that will be mailed to voters. Filing a Candidate Statement is not mandatory, but is permissive if the candidate desires to file. ***Only State Legislative candidates who have filed FPCC form 501 and have accepted the voluntary spending limitations outlined within Proposition 34 may file a statement.**

Format:

The Candidate Statement must be typed in upper and lower case. All statements will be printed in a standardized font type and size, in a block paragraph format (*see back of form for an example*). An outline format will not be accepted. The California Elections Code intends uniformity of appearance of the candidate's statement. This avoids favored composition or printing of one candidate's statement over another. The statement will be printed in accordance with the requirements of the California Elections Code. The following **WILL NOT** be permitted: handwriting, all capital letters, bullet points, special characters, extra exclamation points, highlights, *italicize*, **bold**, underlined, or **bold and underlined**.

Content:

The Candidate Statement includes the name and a brief description of the candidate's education and qualifications in no more than **200 words** (Non-Partisan office) or **250 words** (State Legislative, House of Representative office). It may include the age and occupation of the candidate. The occupation listed on the Candidate Statement is not mandated to be the same occupation listed as your ballot designation on the Declaration of Candidacy. The occupation on the statement is not limited to the laws that apply to your ballot designation. Statements shall **not**, in any way, make reference to other candidates for office or to another candidate's qualifications, character, or activities. The Candidate Statement may **not** include any party affiliation of the candidate, **nor** include membership or activity in partisan political organizations.

When and Where to File Statement:

It is a requirement to file an electronic copy of the candidate statement in one of the following ways: on a USB, CD, by e-mail or online. Please see the back of this form for further instructions on how to e-mail or submit online. Candidates' or representatives are still required to come to our office for the word count verification and to make payment for the statement. The Candidate Statement must be filed in the Alameda County Registrar of Voters office **no later than 5 p.m. on Friday, August 12, 2016**. The Candidate Statement may be withdrawn, but not changed, **no later than 5 p.m. on the next working day after the candidate statement deadline date**.

Offices that Cross Multiple County Lines:

It is the responsibility of the candidate to file his/her Candidate Statement with each corresponding county and pay the full respective county fee.

Cost:

The local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statement pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965, as amended. Each candidate filing a statement may be required to pay the local agency in advance or after the election, his or her estimated pro rata share as a condition of having his or her statement included in the Voter Information Pamphlet. In the event of underpayment, the Election Official will require the candidate to pay the balance of the cost incurred. In the event of overpayment, the Election Official shall prorate the excess amount.

Translations of Statements:

The Alameda County Registrar of Voters office is required to translate materials that will appear in the Voter Information Pamphlet in Chinese, Spanish, Tagalog and Vietnamese.

Proof/Review of Statement:

Statements will be typeset exactly as submitted; candidates are therefore advised to carefully check their statements for errors in spelling, punctuation and grammar. The Registrar of Voters makes corrections only to the format of the statement. The Registrar of Voters office will send a proof of the Candidate Statement (as it will appear in the Voter Information Pamphlet) to the candidate *via* e-mail or fax to review before printing it in the Voter Information Pamphlet. It is the responsibility of the candidate to proof/review their Candidate Statement and to notify the Registrar of Voters office for any errors. If the Registrar of Voters office does **not** receive any notification from the candidate, the Candidate Statement will be printed as is.

Candidate Statement Cost: _____ **Check Payable To:** *Alameda County Registrar of Voters* **Word Limit:** _____
 District

ACKNOWLEDGMENT OF RULES AND REGULATIONS

I have read and acknowledged the rules and regulations of submitting a Candidate Statement.

Signature: _____ **Date:** _____

DECLINE TO FILE A CANDIDATE STATEMENT	I decline to file a Candidate Statement: Signature: _____ Date: _____
WITHDRAWAL OF CANDIDATE STATEMENT	<p>*Note: A Candidate may withdraw their Candidate Statement by signing and submitting this withdrawal notice to the Registrar of Voters no later than 5 p.m. on the next working day after the candidate statement deadline date.</p> <p>I hereby withdraw my Candidate Statement. I request the Alameda County Registrar of Voters to refund the deposit amount paid in advance.</p> <p>Signature: _____ Date: _____</p>
UNOPPOSED WITHDRAWAL	If you are run unopposed, the Registrar of Voters Office will automatically VOID your check and will mail it back to you.
E-MAIL CANDIDATE STATEMENT	<p>If preferred, you can e-mail your Candidate Statement to: Candidate.Services@acgov.org</p> <ul style="list-style-type: none"> • The candidate statement must be submitted in MS WORD • Must be submitted in the standard block paragraph format (see below for reference)
ONLINE SUBMISSION	<p>To submit your Candidate Statement online, please follow the steps below:</p> <ol style="list-style-type: none"> 1. Provide e-mail address to the Registrar of Voters office, your e-mail address will be your user ID, a password will be e-mailed to you. 2. Log on to My Candidate Profile www.acgov.org/rov - Candidate Information - My Candidate Profile 3. Click on Candidate Statement <p>You can make changes up until the day you officially file your Candidate Statement to the Registrar of Voters office with your payment.</p>
REQUIRED E-MAIL ADDRESS	<p>This e-mail address will be used for the ROV to send candidate statement proofs and other materials for you to review.</p> <p>E:Mail: _____</p>

**Occupation listed on the Candidate Statement form may be different than the proposed Ballot Designation listed on the official ballot.*

STANDARD FORMAT FOR CANDIDATE STATEMENT

Name:
Occupation:
Age: (optional)
My education and qualifications are:
 [begin text here]

EXAMPLE OF HOW THE CANDIDATE STATEMENT WILL APPEAR IN THE VOTER INFORMATION PAMPHLET

BOB SMITH
Occupation: Businessman
Age: 55
My education and qualifications are: I am asking for your help, your support, your endorsement and most important your vote on November 4, 2008. My knowledge and experience in business and my involvement as a member of the shared decision making process in the District qualify me to provide responsive leadership on the School Board. I will insure that student achievement remains our highest priority by working collaboratively with parents, teachers and staff. I will work hard to ensure that our school district continues to improve test scores and that every dollar benefits our children's education. Please vote for Bob Smith to be your next responsive representative on the Unified School District Board of Trustees.

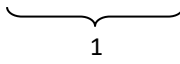

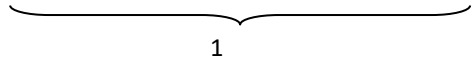
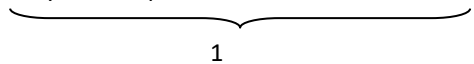
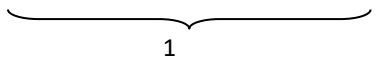
WORD COUNT STANDARDS

Pursuant to Elections Code Section 9

Punctuation	not counted
Single Character (l, a, \$, &)	one
Dictionary Words	one
Abbreviation/Acronyms (E.B.R.P.D or EBRPD)	one
Proper nouns, geographical names of cities and counties	one
Streets, bridges	one for each word
Names of areas, such as Bay Area, East Bay, South Bay, etc.	one word
Names of school districts and special districts defined by political boundaries on map	one
All other proper names	one for each word
Telephone numbers, e-mail and web site addresses	one
Whole Numbers; Digits (1 or 100, etc.) Spelled out (one hundred)	one one for each word
Dates: All digits (4/5/99) Words and digits (April 5, 1999)	one two
Words hyphenated in any generally available dictionary	one
Hyphenated words not hyphenated in dictionary	one for each part

***see back page for examples**

WORD COUNT STANDARDS: EXAMPLES

San Francisco Bay Area	San Francisco Bay Area 	1 word
Main Street	Main Street 	1 word
Alameda Contra Costa Transit, Ward 1	Alameda Contra Costa Transit, Ward 1 	1 word
Bay Area Rapid Transit District, Ward 1	Bay Area Rapid Transit District, Ward 1 	1 word
Albany Unified School District	Albany Unified School District 	1 word

**CAMPAIGN DISCLOSURE
REQUIREMENTS**

CAMPAIGN REPORTING REQUIREMENTS

WHO MUST FILE?

The Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The Act requires that campaign disclosure reports provide the public with the identity of contributors and amounts they give; and the amount officeholders, candidates, and committees spend.

The following candidates and committees **must** file campaign statements and should use the manual prepared by the Fair Political Practices Commission and provided by the Registrar of Voters as a guide for their filing obligations.

- Candidates for state and local elective office
- State and local elected officeholders
- Committees controlled by state and local officeholders and candidates
- Jointly controlled (slate) committees.

Filing Obligations

All state and local elected officeholders, candidates for state and local elective offices, and their controlled committees are required to file campaign statements at specified intervals that disclose:

- Contributions received (including monetary and non-monetary contributions, loans received, and enforceable promises received).
- Expenditures made (including loans made)
- Unpaid bills.
- Any miscellaneous increases to cash, such as bank interest.

Detailed itemization is required for:

- Contributions received from a single source totaling, in the aggregate, \$100 or more in a calendar year.
- Expenditures of \$100 or more.
- Accrued expenses of \$100 or more.
- Miscellaneous increases to cash of \$100 or more.

There is an exception for officeholders or candidates who receive less than \$2,000 in contributions and spend less than \$2,000 during an entire calendar year. All officeholders and candidates must, however, keep detailed records of receipts and expenditures of \$25 or more.

Failure to file appropriate statements and reports in compliance with the Political Reform Act can result in substantial criminal, civil, and administrative penalties. Also, failure to file within the prescribed deadlines can lead to late filing penalties of \$10 for each day the statement is late. The law does not allow for extensions of the due dates for the filing of campaign statements.

Questions regarding filing obligations should be addressed to the Fair Political Practices Commission (FPPC) at (916)-322-5660 or www.fppc.ca.gov.

SUMMARY OF FORMS

FORM 400: Statement of Organization (Slate Mailer Organization)

FORM 401: Slate Mailer Organization Campaign Statement

FORM 402: Statement of Termination (Slate Mailer Organization)

FORM 410: Statement of Organization

FORM 425: Semi-Annual Statement of No Activity – Recipient Committees who have not received any contributions and have made no expenditures during a six-month period covered by a semi-annual statement.

FORM 450: Recipient Committee Campaign Disclosure Statement – Short Form

FORM 460: California Long Form – The three former “long form” campaign reports (Forms 419, 420, 490) have been combined into one form for use by all candidates and committees. An amendment box is provided to identify amended filings. Form 405 is not needed to amend Form 460.

Form 460 is used by state and local recipient committees that have filed a Form 410 and have raised or spent \$2,000 or more, including personal funds, in a calendar year.

FORM 461: Major Donor and Independent Expenditure Committee Campaign Statement

FORM 465: Supplemental Independent Expenditure Report. Officeholders, candidates or committees who make independent expenditures totaling \$500 or more in a calendar year to support or oppose a single candidate, a single ballot measure, or the qualification of a single ballot measure file this form.

FORM 470: Candidate and Officeholder Campaign Statement – Short Form. Candidates and officeholders who spend less than \$2,000 for the calendar year file the Form 470. If Form 470 is filed with the declaration of candidacy, or on or before the first pre-election filing deadline, no additional campaign statement needs to be filed in connection with the election so long as total receipts and expenditures remain less than \$2,000.

FORM 495: Supplemental Pre-election Campaign Statement. Officeholders, candidates or committees who make contributions totaling \$5,000 or more in a calendar year file a Form 495.

FORM 496: Late Independent Expenditure Report. The Form 496 is filed by committees that make independent expenditures whose combined total is \$1,000 or more to support or oppose a single candidate for elective office, or a single ballot measure. File the Form 496 within 24-hours of making the expenditure during the 90 days immediately preceding the election.

FORM 497: Late Contribution Report. The Form 497 is filed by state and local committees making or receiving contribution(s) whose combined total is \$1,000 or more in the 90 days before an election, committees reporting contributions of \$5,000 or more in connection with a state ballot measure, and state candidates as well as state ballot measure committees that receive \$5,000 or more at any time other than a 90-day election cycle.

FORM 498: Slate Mailer Late Payment Report

FORM 501: Candidate Intention Notice. Any candidate for state or local office in California must file this form before soliciting or receiving campaign contributions (including loans and use of personal funds).

FORM 511: Paid Spokesperson Report

FORM 900: Public Employee's Retirement Board – Candidate Campaign Statement

PRD – 1: Request Waiver of Liability

****WHERE TO FILE CAMPAIGN STATEMENTS BY CANDIDATES, OFFICEHOLDERS, AND CAMPAIGN COMMITTEES AT THE LOCAL LEVEL:**

CANDIDATE INTENTION AND BANK ACCOUNT STATEMENTS

All candidates for an elective city or county office are required to file the Candidate Intention Statement – Form 501 with their respective local filing officer who receives the originals of their campaign statements.

The Campaign Bank Account Statement – Form 502 has been deleted by the Fair Political Practices Commission and is no longer used. Instead, the campaign bank account information has been transferred to the committee registration statement (Statement of Organization – Form 410) and must now be reported on the filer's Statement of Organization – Form 410.

STATEMENT OF ORGANIZATION (RECIPIENT COMMITTEES)

A Statement of Organization (Form 410) must be filed by all recipient committees that raise \$2,000 or more in a calendar year to influence California's local elections. The original and one copy of the Statement must be filed with the Political Reform Division. A copy must be filed with the local filing officer who will receive the committee's original campaign financial disclosure statement(s).

TERMINATION FORM

A Recipient Committee Statement of Organization (Form 410) must be filed by committees to terminate their ongoing filing obligations. The original Statement of Organization must be filed with the Political Reform Division. A copy of the Statement of Organization must be filed with each filing officer who received a copy of the committee's last campaign statement.

CAMPAIGN STATEMENTS (CITY LEVEL)

Elected city officials, candidates for city office, their controlled committees, and committees primarily formed to support or oppose such candidates, officers or ballot measures being voted upon within one city, and city general purpose committees must file the original and one copy with the City Clerk or Register of Voters.

CAMPAIGN STATEMENTS (COUNTY LEVEL)

Elected county officials, Superior Court Judges, candidates for such offices, their controlled committees, and committees primarily formed to support or oppose such candidates, officers or ballot measures being voted upon within a single county, and county general purpose committees must file the original and one copy with the County Clerk or County Registrar of Voters and two copies with the filer's county of domicile. *

CAMPAIGN STATEMENTS (MULTI-COUNTY LEVEL)

Elected officials in jurisdictions other than legislative, Board of Equalization, or appellate court districts which contain parts of two or more counties, candidates for such offices, officers or ballot measures being voted upon within a single county, their controlled committees, and committees primarily formed to support or oppose such candidates, officers or ballot measures being voted upon in multi-county elections must file the original and one copy with the clerk of the county with the largest number of registered voters in the jurisdiction and two copies with the county of domicile.*

*A committee is domiciled at the address listed on its campaign statement. If the committee is domiciled outside of California, then Los Angeles shall be considered the county of domicile. If your county of domicile is one of the filing officers with whom you are already filing your statement, these two additional copies are not necessary.

Additional Notes:

- ◆ There is no provision in the law for an extension of the filing deadline. Late statements are subject to a **\$10** per day late fine.
- ◆ State committees making contributions/independent expenditures in connection with a local election held on November 6, 2018, should contact the FPPC for reporting requirements.
- ◆ Local jurisdictions may impose additional filing requirements.
- ◆ All statements are public documents.
- ◆ New disclosure requirements are in effect for state and local candidates and committees. For more information, obtain the 2007 Addendum to Campaign Disclosure Manuals or visit the FPPC website at www.fppc.ca.gov.

**Information obtained from the Secretary of States' Web Site. Any questions or comments regarding the content, please contact the Secretary of State's Office, Political Reform Division.

PROPOSITION 34 DISCLOSURE REQUIREMENTS AND RESTRICTIONS APPLICABLE TO LOCAL CANDIDATES AND COMMITTEES

Proposition 34 was approved by the voters in the November 7, 2000 General Election and went into effect January 1, 2001. Proposition 34 amends California's Political Reform Act to impose mandatory contribution and voluntary expenditure limits on candidates for elective state offices. Some of the provisions added by Proposition 34 also affect local candidates and committees.

To implement Proposition 34, it will be necessary for the Fair Political Practices Commission to adopt regulations and develop revised disclosure forms. In the meantime, the following guidelines may be helpful for local candidates and committees.

PROHIBITION AND RESTRICTIONS

- ❖ Contributor occupation and employer. As in years past, committees must continue to disclose the occupation and employer of any individual who contributes \$100 or more during a calendar year. Under Proposition 34, however, if occupation/employer information is not obtained, the contribution must be returned within 60 days. (Gov. Code section 85700)
- ❖ Independent expenditures by candidate-controlled committees. Candidates are prohibited from using their campaign funds to make independent expenditures to support/oppose other candidates or ballot measures. (Gov. Code section 85501)
- ❖ Receipt of laundered campaign funds. If a committee receives contributions through an intermediary and the required information about the true source of the funds is not properly disclosed, the committee must pay the funds to the State General Fund. (Gov. Code section 85701)

NEW DISCLOSURE REQUIREMENTS

- ❖ Contributions by a spouse or minor children. Spouses may make separate contributions. A contribution made by a child under 18 is presumed to be a contribution from his or her parent or guardian. (Gov. Code section 85308)
- ❖ Late independent expenditures. A committee that makes independent expenditures supporting or opposing a candidate or ballot measure during the last 16 days before an election must disclose contributions received since the committee's last report as well as the independent expenditures made. (Gov. Code section 84204) FPPC Form 496 will be revised to implement the new requirement.
- ❖ Paid spokesperson. An individual who has been paid or promised \$5,000 or more for an appearance in a printed or broadcast advertisement supporting or opposing the qualification, passage, or defeat of a state or local ballot measure must file a report disclosing that fact. A new form will be developed by the FPPC to implement this disclosure requirement. Also, the advertisement must include a statement indicating that the individual has been paid. (Gov. Code section 84511)
- ❖ Slate mailer organizations. A slate mailer sent by a slate mailer organization (as defined by the Act) that purports to but does not represent a particular political party's support of or opposition to a candidate or ballot measure must state that the position represented is not the official position of the political party in question. (Gov. Code section 84305.6)

OTHER

- ❖ Communications to members, employers, or shareholders. Communications supporting or opposing candidates or ballot measures that are made by an organization to its member, employees, shareholders, or their family members are not contributions or independent expenditures. (Gov. Code section 85312) Disclosure of these payments cannot be required. (Section 85700; Emergency Regulation 18573)
- ❖ Advertisements. New disclosure requirements for advertisements were enacted by Proposition 208 in November 1996 and were enjoined by the Federal District Court. Due to the passage of Proposition 34, most of these provisions are once again in effect. (Gov. Code sections 84501-84509, except section 84503, which continues to be enjoined)
- ❖ Administrative penalties. The maximum administrative penalty for violations of the Act increased from \$2,000 to \$5,000. (Gov. Code section 83116)

The text of Proposition 34 and other important information is available on the Commission's website (www.fppc.ca.gov) or call the FPPC toll-free advice line at 1-866-ASK FPPC (1-866-275-3772).

The following information was provided by the Fair Political Practices Commission.

California Fair Political Practices Commission

California State Contribution Limits

(Effective January 1, 2017 - December 31, 2018)

Candidates seeking a state office and committees that make contributions to state candidates are subject to contribution limits from a single source. (Sections 85301 - 85303.) Contributions from affiliated entities are aggregated for purposes of the limits. (Regulation 18215.1.) The chart below shows the current limits per contributor for state offices. The primary, general, special, and special run-off elections are considered separate elections. Contribution limits to candidates apply to each election. Contribution limits to officeholder and other committees apply on a calendar year basis. Contact your city or county about contribution limits for local offices.

Contribution Limits to State Candidates Per Election

Candidate or Officeholder	Contributor Sources		
	Person (individual, business entity, committee/PAC)	Small Contributor Committee (see definition on page 2)	Political Party
Senate and Assembly	\$4,400	\$8,800	No Limit
CalPERS/CalSTRS	\$4,400	\$8,800	No Limit
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner, and Board of Equalization	\$7,300	\$14,600	No Limit
Governor	\$29,200	\$29,200	No Limit

Contributions to Other State Committees Per Calendar Year

Committee	Contributor Sources
	Person (individual, business entity, committee/PAC)
Committee (Not Political Party) that Contributes to State Candidates (PAC)	\$7,300
Political Party Account for State Candidates	\$36,500
Small Contributor Committee	\$200
Committee Account NOT for State Candidates (Ballot Measure, PAC, Political Party)	No Limit*

*State committees (including political parties and PACs) may receive contributions in excess of the limits identified above as long as the contributions are NOT used for state candidate contributions. (Regulation 18534.)

Contributions to State Officeholder Committees Per Calendar Year

Committee	Contributor Sources	
	Any Source (Person, Small Contributor Committee or Political Party)	Aggregate From All Sources
Senate and Assembly	\$3,600	\$60,600
CalPERS/CalSTRS	\$3,600	\$60,600
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner, and Board of Equalization	\$6,000	\$121,100
Governor	\$24,200	\$242,300

California Fair Political Practices Commission

California State Contribution Limits

(Effective January 1, 2017 - December 31, 2018)

The contribution limits are effective for elections held between January 1, 2017 and December 31, 2018. (Regulation 18545.) These limits do not apply to contributions made to elections in previous years. Such contributions are subject to the limits in place for that year - see previous charts.

Legal Defense Funds

Contributions raised for a legal defense fund are not subject to contribution limits or the voluntary expenditure ceiling. However, a candidate or officeholder may raise, in total, no more than is reasonably necessary to cover attorney's fees and other legal costs related to the proceeding for which the fund is created. (Section 85304; Regulation 18530.4.)

Recall Elections

A state officeholder who is the subject of a recall may set up a separate committee to oppose the qualification of the recall measure and, if the recall petition qualifies, the recall election. Neither contribution limits nor voluntary expenditure ceilings apply to the committee to oppose the recall that is controlled by the officeholder who is the target of the recall attempt. Candidates running to replace an officeholder who is the target of a recall are subject to the contribution limits and the expenditure limits applicable to the election for that office. (Section 85315; Regulation 18531.5.)

Ballot Measure Committees

Contributions to ballot measure committees controlled by a candidate for elective state office are not limited.

Contributions from State Candidates and Officeholders

A state candidate or state officeholder may not contribute more than \$4,400 to a committee controlled by another state candidate or state officeholder (including a state or local election committee, legal defense fund, officeholder account, or ballot measure committee). This limit applies on a per election basis and includes, in the aggregate, contributions made from the candidate's or officeholder's personal funds and from campaign funds. (Section 85305; Regulation 18535.) This limit does not apply to a committee controlled by a state candidate to oppose his or her recall.

Communications Identifying State Candidates

Any committee that makes a payment or a promise of payment totaling \$50,000 or more for a communication that:

1. Clearly identifies a state candidate; but
2. Does not expressly advocate the election or defeat of the candidate; and
3. Is disseminated, broadcast, or otherwise published within 45 days of an election, may not receive a

contribution from any single source of more than \$36,500 in a calendar year if the communication is made at the behest of the candidate featured in the communication. (Section 85310.)

Officeholder Committees

Officeholder contributions must be cumulated (in full) with any other contributions from the same contributor(s) for any other future elective state office for which the officeholder maintains a controlled committee during the term of office in which the contribution is received. Contributions to candidates for future elections and to their officeholder account are cumulated for purposes of contribution limits. (Regulation 18531.62.)

Contributions from State Lobbyists

A state lobbyist may not contribute to a state officeholder's or candidate's committee if the lobbyist is registered to lobby the agency of the elected officer or the agency to which the candidate is seeking election. The lobbyist also may not contribute to a local committee controlled by any such state candidate. (Section 85702; Regulation 18572.) In addition, effective January 1, 2015, lobbyists and lobbying firms may no longer take advantage of the \$500 or less home/office fundraiser exception that is available to other individuals and entities. (Section 82015(f).)

Local Elections

Many cities and counties have local contribution limits and other election rules. "Local Campaign Ordinances" are listed on the FPPC's website. Check with your city or county about contribution limits for local elections.

Definitions

Person: An individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, limited liability company, association, committee, and any other organization or group of persons acting in concert. (Section 82047.)

Small Contributor Committee: Any committee that meets all of the following criteria:

- (a) The committee has been in existence for at least six months.
- (b) The committee receives contributions from 100 or more persons.
- (c) No one person has contributed to the committee more than \$200 per calendar year.
- (d) The committee makes contributions to five or more candidates. (Section 85203; Regulation 18503.)

Political Party Committee: The state central committee or county central committee of an organization that meets the requirements for recognition as a political party under Elections Code Section 5100. (Section 85205.)

Chapter 1.07 - CAMPAIGN REFORM

Sections:

1.07.010 - Name.

This chapter shall be known and may be cited as the "Alameda County Campaign Reform Ordinance."

(Ord. No. 2010-67, § 1, 12-7-10)

1.07.020 - Definitions.

The definitions and other applicable provisions of the California Political Reform Act of 1974 Government Code § 81000 et seq. and any amendments thereto and the regulations of the fair political practices commission shall govern the interpretation and application of this chapter to the extent practicable.

"County office" means every office of the government of the county of Alameda that is filled by county-wide or district election.

"Elective county officer" means any person holding a county office as defined herein.

(Ord. No. 2010-67, § 1, 12-7-10)

1.07.030 - Limitation of campaign contributions to candidates in county elections.

- A. No person or entity shall make to any candidate for or elective county officer in a county office filled by district election, nor to any controlled committee of a candidate for or elective county officer in a county office filled by district election, a contribution or contributions totaling more than twenty thousand dollars (\$20,000.00) for each election. No controlled committee of such a candidate or elective county officer shall accept from any person or entity a contribution or contributions totaling more than twenty thousand dollars (\$20,000.00) for each election.
- B. No person or entity shall make to any candidate for or elective county officer in a county office filled by county-wide election, nor to any controlled committee of a candidate for or elective county officer in a county office filled by county-wide election, a contribution or contributions totaling more than forty thousand dollars (\$40,000.00) for each election. No controlled committee of such a candidate or elective county officer shall accept from any person or entity a contribution or contributions totaling more than forty thousand dollars (\$40,000.00) for each election.
- C. The board of supervisors shall by ordinance adjust the contribution limitations contained in subsections A and B of this section in January of odd-numbered years to reflect any cumulative increase or decrease in the Consumer Price Index of California as announced by the United States Department of Labor since the last adjustment. Such adjustments shall be rounded off to the nearest hundred dollars for the limitations on contributions.
- D. The provisions of this chapter do not apply to a candidate's own contributions of his or her personal funds to his or her own campaign or controlled committee.

(Ord. No. 2010-67, § 1, 12-7-10; [Ord. No. 2012-33, § 1, 9-11-12](#))

1.07.040 - Aggregation of contributions.

- A. For purposes of the contribution limits of this chapter, the following terms have the following meanings:
 - 1. "Entity" means any person, other than an individual person.
 - 2. "Majority-owned" means an ownership of more than fifty (50) percent.
- B. The contributions of an entity whose contributions are directed and controlled by any individual person shall be aggregated with contributions made by that individual person and any entity whose contributions are directed and controlled by the same individual person.
- C. If two or more entities make contributions that are directed and controlled by a majority of the same persons, the contributions of those entities shall be aggregated.
- D. Contributions made by entities that are majority-owned by any person shall be aggregated with the contributions of the majority owner and all other entities majority owned by that person, unless those entities act independently in their decisions to make contributions.

(Ord. No. 2010-67, § 1, 12-7-10)

1.07.050 - Limitations on transfers from controlled committees.

- A. A candidate may carry over funds, without limit, from one controlled committee for county office of the candidate to a controlled committee for future election to the same county office.
- B. A candidate may transfer funds from one controlled committee for county office to a committee for election to a different county office of the same candidate. Contributions transferred pursuant to this subsection shall be attributed to specific contributors using a "last in, first out" or "first in, first out" accounting method, and these attributed contributions when aggregated with all other contributions from the same contributor may not exceed the limits set forth in Section 1.07.030, including any ordinance adopted pursuant to Section 1.07.030C.
- C. A candidate or committee controlled by that candidate shall not accept any contribution from a controlled committee of any other candidate for county office or from a committee controlled by another federal, state, or local candidate or officeholder in excess of the limits set forth in Section 1.07.030, including any ordinance adopted pursuant to Section 1.07.030C.

(Ord. No. 2010-67, § 1, 12-7-10; [Ord. No. 2012-33, § 1, 9-11-12](#))

1.07.060 - Prohibition on multiple campaign committees.

A candidate for county office or an elective county officer shall have no more than one campaign committee which shall have only one bank account out of which all qualified campaign and office holder expenses related to that county office shall be made. This section does not prevent a county candidate or an elective county officer from establishing another committee solely for the purpose of running for a state, federal, or local office that is not identified in Section 1.07.020 of this chapter.

(Ord. No. 2010-67, § 1, 12-7-10)

1.07.070 - Transmittal of campaign contributions in county office buildings.

- A. No person shall receive or personally deliver or attempt to deliver a contribution in any office which the county owns or for which the county pays the majority of the rent.
- B. For purposes of this section:

1. Personally deliver means delivery of a contribution in person or causing a contribution to be delivered in person by an agent or intermediary, other than the United States Mail.
2. Receive includes the receipt of a campaign contribution delivered in person.

(Ord. No. 2010-67, § 1, 12-7-10)

1.07.160 - Candidate acknowledgment of receiving county campaign finance ordinance.

The registrar of voters shall provide each candidate for county office and county officer appointed to an office which is normally elective with a copy of this chapter as well as copies of any subsequent amendments. Each candidate for county office and county officer appointed to an office which is normally elective will be required to sign a form prepared by the registrar of voters acknowledging receipt of a copy of this chapter and any subsequent amendments.

(Ord. No. 2010-67, § 1, 12-7-10)

FPPC: IMPORTANT THINGS TO REMEMBER

BE INFORMED	Study the FPPC Campaign Disclosure Manuals (Campaign Disclosure Manual 1 - Information for State Candidates, Their Controlled Committees, and Primarily Formed Committees for State Candidates or Campaign Disclosure Manual 2 - Information for Local Candidates, Superior Court Judges, Their Controlled Committees, and Primarily Formed Committees for Local Candidates). Local candidates also should ask their election official about any local campaign restrictions.
BEFORE RAISING OR SPENDING ANY MONEY	File a Form 501 (Candidate Intention), and then open a campaign bank account. Once \$2,000 is raised or spent, get an identification number by filing Form 410.
MARK YOUR CALENDAR	Know the due dates for campaign statements and file on time.
RECORD KEEPING & E-FILE	Maintain details on contributions and expenditures of \$25 or more. Refer to recordkeeping guidelines in your campaign disclosure manual. If you're campaigning and plan on raising money, fill out a 410 and send it to the SOS to receive your campaign ID number, contact the ROV and set up a Login and Password. E-Filing is a much easier way to file FPPC forms.
100 OR MORE IN CASH?	Never accept or spend \$100 or more in cash.
USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES	All personal funds of the candidate must first be deposited in the campaign bank account, except for the filing fee/candidate statement fee.
REPORT LATE CONTRIBUTIONS	If \$1,000 or more is received from one contributor during the last 90 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.
ITEMIZE CONTRIBUTORS	For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.
IF AN AGENT OR CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN	Itemize expenditures of \$500 or more made by the agent or consultant.
IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS	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.
NO PERSONAL USE OF CAMPAIGN FUNDS	Use campaign funds only for political, legislative, or governmental purposes.
BE MORE INFORMED	Attend a campaign workshop in your area. Contact your filing officer or the FPPC if you have any questions.

**Fair Political Practices Commission
Filing Schedule for
State Candidate Controlled Committees
Listed on the November 6, 2018 Ballot**

Deadline	Period	Form	Notes
Jul 31, 2018 <i>Semi-Annual</i>	* – 6/30/18	460	<ul style="list-style-type: none"> ▪ All committees must file this report.
Within 10 Business Days <i>\$5,000 Report</i>	Ongoing – file any time other than 90-day election cycle	497	Only e-filers file this report: <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>	8/8/18 – 11/6/18	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 6 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.
Sep 27, 2018 <i>1st Pre-Election</i>	7/1/18 – 9/22/18	460	<ul style="list-style-type: none"> ▪ All committees must file this report.
Oct 25, 2018 <i>2nd Pre-Election</i>	9/23/18 – 10/20/18	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, 2019 <i>Semi-Annual</i>	10/21/18 – 12/31/18	460	<ul style="list-style-type: none"> ▪ All committees must file this report.

Additional Reports

Depending on committee activity, one or more of the following reports may also be required:

- **Payments Related to a State Ballot Measure (E-Filers only):** File Form 496 (24-hour Independent Expenditure Report) or Form 497 (24-hour Contribution Report) within 10 business days of making payments totaling \$5,000 or more in connection with a single state ballot measure. No paper copy is required.
- **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:** File within 48 hours of making 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. No paper copy is required.

Fair Political Practices Commission

Additional Notes:

- *** 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.
- **E-File:** A state committee that has received contributions or made expenditures totaling \$25,000 or more.
- **Form 460:** All state committees, including e-filers, must also file paper reports.
- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Forms 496 and 497:** All reports filed online only.
- **Where to File:** State committees file reports with the Secretary of State. Only candidate controlled committees that are not e-filers file paper copies with the elections official at the candidate's county of domicile.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour Independent Expenditure Reports (Form 496) or to a 24-hour Contribution Report (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.
- **Penalties:** Failure to file a statement on time subjects a committee to a fine of \$10 per day on both the paper and the e-filed version (e.g., \$20 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of \$5,000 per violation.
- **State Contribution Limits:** Refer to the [contribution limits chart](#) on the FPPC website.
- **Public Documents:** All statements are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov. Click on Learn, then Campaign Rules.
- **Multiple Committees:** All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the November 6, 2018 ballot who maintains an Assembly officeholder committee must file pre-election reports for both committees even if the Assembly committee has not received or made payments.
- Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days.
 - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on November 6, 2018**

Deadline	Period	Form	Notes
Jul 31, 2018 <i>Semi-Annual</i>	* – 6/30/18	460	<ul style="list-style-type: none"> All committees must file Form 460.
Within 24 Hours <i>Contribution Reports</i>	8/8/18 – 11/6/18	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 to <i>another</i> candidate or measure being voted upon November 6, 2018. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sep 27, 2018 <i>1st Pre-Election</i>	7/1/18 – 9/22/18	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 25, 2018 <i>2nd Pre-Election</i>	9/23/18 – 10/20/18	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery, guaranteed overnight service or online, if available.
Jan 31, 2019 <i>Semi-Annual</i>	10/21/18 – 12/31/18	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2018.

Additional Notes:

- *** 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.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. 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.

Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2018 and do not have an open committee may file Form 470 on or before September 27, 2018. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov. Click on Learn, then Campaign Rules.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- Click [here](#) to view a video on basic information for candidates and committees.

CANDIDATE CHECKLIST

November 6, 2018 – GENERAL ELECTION

Listed below is a description of the various mandatory and optional forms to be filed for candidacy in the November 6, 2018 Election. The candidate must ensure that all filing requirements and deadlines are met. All candidates are urged to file the required documents as early as possible to avoid the last-minute rush, confusion or misunderstanding. Additionally, it is recommended that the candidate file all documents personally.

Declaration of Candidacy	All Candidates	July 16 – August 10 (E-113 to E-88)	
Nomination Papers	All Candidates	July 16 – August 10 (E-113 to E-88)	
Nomination Document Extension	All Candidates (excluding the incumbent who did not file)	August 11 – August 15 (E-87 to E-83)	
Campaign Disclosure Statements	Governing Board Members, Trustees, District Directors, State Candidates	See filing schedule starting on page 28	
Code of Fair Campaign Practices	Optional for All Candidates	File with Declaration of Candidacy	
Statement of Economic Interests (Form 700)	Not Required in all Districts	File with Declaration of Candidacy	
Candidate’s Statement of Qualifications	Optional for Governing Board Members, Trustees, District Directors, State Candidates	(Must be filled & paid for with Declaration of Candidacy)	

Source: Fictitious data, for illustration purposes only

**WRITE-IN
CANDIDATES
PROCEDURES**

WRITE-IN CANDIDATES

Persons who did not file a Declaration of Candidacy and fulfill their nomination requirements to place their name on the ballot may run for office as a write-in candidate. To qualify as a write-in candidate, a person must file with the Elections Department the following documents:

1. A statement of write-in candidacy including:
 - Candidate's name
 - Residence address
 - Declaration stating that he or she is a write-in candidate
 - Title of the office for which he or she is running
 - The party nomination which he or she seeks, if running in a primary election
 - Date of the election

2. The required number of signatures on the nomination papers, if any, for that office.

The statement and nomination papers shall be available on the 57th day before the election for which the candidate is filing as a write-in candidate.

Signers of nomination papers for a write-in candidate must be voters in the district or political subdivisions in which the candidate is to be voted on. Also, if the candidate is seeking a party nomination for an office, the signers shall also be members of the same party. There will be no fee or charge for write-in candidates. (EC 8600-8604, 15342)

Disclosure Requirements:

Write-in candidates are subject to the same requirements as other candidates with regard to disclosure of economic interests and campaign disclosure. (Government Code Section 82007; EC 305)

The tally of write-in votes:

Write-in votes will be counted and certified only for qualified write-in candidates who file the required forms with the Registrar of Voters no later than 14 days before Election Day. Any name written upon a ballot for a qualified write-in candidate, including a reasonable facsimile of the spelling of a name, shall be counted for the office if it is written in the blank space provided and voted as specified on the following page:

For Vote by Mail voters and voters voting on paper ballots:

The write-in space will appear on the ballot directed below the list of candidates for that office. Use a pen to write-in the name of the candidate and complete the arrow next to the write-in candidate's name. No write-in vote will be counted unless the voting space next to the write-in space is marked as directed by the voting instructions. (EC) 15342(a)

The Elections Department will provide polling places with a list of the **Qualified Write-In candidates**.

MISCELLANEOUS

**REGISTRATION AND ELECTION
PROCEDURES FOR
THE NOVEMBER 6, 2018 ELECTION**

REGISTRATION DEADLINE	October 22, 2018, is the last day to register to vote in the November 6, 2018 Election.
SAMPLE BALLOT	A sample ballot and voter information pamphlet will be mailed to each registered voter starting on September 27, 2018.
ELECTION DAY	<p>On Election Day, November 6, 2018, the polls will be open from 7:00 a.m. to 8:00 p.m.</p> <p>November 6, 2018, at 8:00 p.m. is the deadline for the Registrar of Voters to receive a vote by mail ballots by mail or in person. Vote by mail ballots may also be turned in to any polling place in the county by 8:00 p.m. on Election Day. Vote by mail ballots turned in at the polls will be counted during the official canvass, not on election night, to allow time for checking signatures (EC3017).</p>
OFFICIAL CANVASS OF THE ELECTION RETURNS	The Registrar of Voters will begin conducting the official canvass of the returns on Wednesday, November 7, 2018. The election will be certified within 30 days of the election, which will be December 6, 2018. Results of the election are not final until the official canvass has been completed and the Registrar of Voters certifies the results.
VOTE BY MAIL VOTER INFORMATION	The vote by mail voting period for the November 6, 2018, Election begins on October 8, 2018.
APPLICATION FOR A VOTE BY MAIL BALLOT	<p>From October 8, 2018, through November 6, 2018, voters can apply for their vote by mail ballots by mail or in person at the Registrar of Voters office. The application form for a vote by mail ballot is printed on the back of the sample ballots mailed to all registered voters. A voter may also request a vote by mail ballot by mailing a post card with his/her name, residence address, mailing address and signature to the Registrar of Voters.</p> <p>A voter may submit written authorization for a third party to pick up his/her ballot at the Registrar of Voters office. Ballots obtained during this period may not be returned by mail.</p>

RETURNING VOTE BY MAIL BALLOTS	<p>All vote by mail ballots obtained between, October 8, 2018, through October 30, 2018, may either be returned by mail or in person to the Registrar of Voters office. On Election Day, vote by mail voters may turn in their ballots at any polling place within Alameda County or at the Registrar of Voters office.</p> <p>Vote by mail ballots may only be returned by the voter or, if a voter is ill or disabled, by the voter’s spouse, child, parent, grandparent, grandchild, brother or sister. All vote by mail ballots must be received by the Registrar of Voters at the office or polls by 8:00 p.m. on Election Day, November 6, 2018.</p> <p>Vote by mail ballots issued between October 31, 2018, and November 6, 2018, may not be returned by mail. If the voter is unable to return the ballot, any third party may return it only if the voter has signed the statement on the ballot envelope authorizing the third party to return the ballot.</p>
PROCESSING VOTE BY MAIL BALLOTS	<p>The Registrar of Voters begins opening vote by mail ballots seven business days before the election. The processing of vote by mail ballots, which includes checking signatures and opening the ballot envelope, this is open to the public. The vote count is not released until after 8:00 p.m. on Election Day.</p>

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that is considered incompatible.

There is no single statute that defines “incompatibility of offices.” The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously ***if the offices have overlapping and conflicting public duties.***

The courts have defined this concept 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.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. high school district trustee and trustee 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,
5. water district director and a school district trustee having territory in common; and
6. a deputy sheriff and county supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at (916) 324-5437 or visit their website, www.caag.state.ca.us. For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll-free 1-866-275-3772.

WHO SHOULD YOU CALL?

In response to the many inquiries we received regarding possible election violations on fraud, we have the following list of resources regarding whom to contact for the various types of violations.

The Alameda County Registrar of Voters Office is **NOT** an enforcement agency and is therefore unable to investigate any violations. When our office receives reports of violations, we simply refer them to the agency listed below:

- ★ **False or misleading campaign materials** – No agency enforcement. These issues are dealt with in court.
- ★ **Violations of the Political Reform Act** (Title 9 of the California Government Code at Sections 81000 through 91015), i.e., mass mailing requirements; state mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interest – Contact the Fair Political Practice Commission at www.sos.ca.gov, 1(800) 561-1861.
- ★ **Election Fraud** – Contact your local District Attorney, (510) 272-6222 or the California Secretary of State at www.sos.ca.gov, (916) 657-2166
- ★ **Unlawful Use of Public Funds, Violations of the Elections Code, the Penal Code, or any Laws other than the Political Reform Act**- Contact your local District Attorney, (510) 272-6222 or the California State Attorney General at www.caag.state.ca.us, 1(800) 952-5225.
- ★ **Federal Campaign** (Congress, U.S. Senate, President of the United States, etc.) – Contact the Federal Election Commission at www.fec.gov, 1(800) 424-9530.
- ★ **Open Meeting Laws** (Brown Act) – Contact your local District Attorney, (510) 272-6222 or the California State Attorney General at www.caag.state.ca.us, 1(800) 952-5225.
- ★ **Local Ordinances** – Contact your local City Attorney or District Attorney, (510) 272-6222.
- ★ **Vandalism or Requirements Concerning Campaign Signs** – Contact your local City Attorney or District Attorney, (510) 272-6222.

The following is a list of mailing addresses of the agencies listed on the previous page:

FEDERAL/ STATE/ LOCAL ENFORCEMENT OFFICES

Fair Political Practices Commission
PO BOX 807 (95812-0807)
428 "J" Street, Suite 450
Sacramento, CA 95814
(916) 322-5660 – FAX: (916) 322-0886

Reporting Enforcement Violations
1(800) 561-1861

SECRETARY OF STATE
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
(916) 653-6224 – fax: (916) 653-5045

Elections Division
(916) 657-2166

FEDERAL ELECTION COMMISSION
999 "E" Street, NW
Washington, DC 20463
1(800) 424-9530
For the hearing impaired, TTY (202)219-3336

CALIFORNIA STATE ATTORNEY GENERAL
PO BOX 944255
Sacramento, CA 94244-2550
(916) 445-9555 – 1(800) 952-5225

Alameda County District Attorney's Office
1225 Fallon Street, Room 900
Oakland, CA 94612-4208
(510) 272-6222 – FAX: (510) 271-5157

Tim Dupuis
Alameda County Registrar
1225 Fallon St. G-1
Oakland, CA 94612
(510) 272-6933 – FAX: (510) 272-6982
www.acvote.org

ELECTIONEERING ON ELECTION DAY

Pursuant to Elections Code Section 18370 no person on Election Day shall, within 100 feet of a polling place:

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

As used in this section "100 feet from 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.

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

PLACEMENT OF CAMPAIGN SIGNS

Candidates may wish to post temporary campaign signs during the campaign. The placement of such signs is regulated by state law and county and city ordinances. Enclosed is information regarding the placement of campaign signs on state highways and in the unincorporated portions of Alameda County.

COUNTY OF ALAMEDA

No person except as authorized by law, shall fasten or affix any political or advertising sign on any curbstone, lamppost, pole, traffic signal standard, traffic signpost, hydrant, bridge, wall, tree, sidewalk or other structure, or directly to the land itself, or place an unattended freestanding sign within the county right-of-way.

However, political signs may be placed within county right-of-way during the period sixty (60) calendar days before an election upon the issuance of an encroachment-permit by the director of public works taking into consideration the safety of vehicular and pedestrian traffic, the prevention of damage to public property, the aesthetic condition of a particular neighborhood, and the guidelines adopted by resolution of the board of supervisors. Other terms and conditions of a permit, including but not limited to permit fees, security deposits, and requirements of placement and removal of signs, may also be fixed by resolution of the board (Prior Gen. Code section 5-1.11).

Alameda County General Ordinance Code section 12.08.080

All persons wishing to obtain an encroachment-permit for the placement of temporary political signs in the unincorporated portions of the county must contact The Alameda County Public Works Agency at (510) 670-5480.

STATE OF CALIFORNIA

The California Department of Transportation governs placement of temporary political signs along state highways. The next three pages of this booklet contain information regarding this subject. Questions regarding this matter should be referred to the Department of Transportation at (916) 654-4956 or (916) 654-4790.

SIGNS WITHIN CITY LIMITS

The placement of signs within city limits is regulated by each respective city. Listed below is the name and address of the city clerks within Alameda County. Please contact the clerks for local regulations regarding campaign signs.

ALAMEDA

Lara Weisiger, City Clerk
2263 Santa Clara Ave. Room 380
Alameda, CA 94501
510-747-4800

ALBANY

Nicole Almaguer, City Clerk
1000 San Pablo Ave.
Albany, CA 94706
510-528-5710

BERKELEY

Mark Numainville, City Clerk
2180 Milvia St.
Berkeley, CA 94704
510-981-6900

DUBLIN

Caroline Soto, City Clerk
100 Civic Plaza
Dublin, CA 94568
925-833-6650

EMERYVILLE

Sheri Hartz, City Clerk
1333 Park Ave.
Emeryville, CA 94608
510-596-4372

FREMONT

Nadine Nader, City Clerk
3300 Capitol Ave, Building A
Fremont, CA 94538
510-284-4060

HAYWARD

Miriam Lens, City Clerk
777 B St., 4TH Floor
Hayward, CA 94541
510-583-4400

LIVERMORE

Sarah Bunting, City Clerk
1052 S. Livermore Ave.
Livermore, CA 94550
925-960-4200

NEWARK

Sheila Harrington, City Clerk
37101 Newark Blvd.
Newark, CA 94560
510-578-4278

OAKLAND

La Tonda Simmons, City Clerk
1 Frank Ogawa, Plaza, 2nd Fl.
Oakland, CA 94612
510-238-3612

PIEDMONT

John Tulloch, City Clerk
120 Vista Ave.
Piedmont, CA 94611
510-420-3040

PLEASANTON

Karen Diaz, City Clerk
123 Main St., PO Box 520
Pleasanton, CA 94566
925-931-5027

SAN LEANDRO

Tamika Greenwood, City Clerk
835 East 14th St.
San Leandro, CA 94577
510-577-3366

UNION CITY

Anna Brown, City Clerk
34009 Alvarado-Niles Rd.
Union City, CA 94587
510-675-5448

DEPARTMENT OF TRANSPORTATIONDIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

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

A completed Statement of Responsibility must be submitted to:

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

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

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

Should you have any questions, comments or need additional information, please call (916) 654-5327.

Enclosure

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

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

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

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to:

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