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# CANDIDATE HANDBOOK



## Consolidated UDEL Election November 5, 2019





# CONSOLIDATED UDEL ELECTION COUNTY OF RIVERSIDE November 5, 2019

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## NOTE TO CANDIDATES

This Candidate Handbook is intended to provide current and accurate information about the subject matter covered. It is distributed with the understanding that the Registrar of Voters does not render any legal advice and that this handbook is, therefore, not a substitute for legal counsel.

Unless otherwise indicated, the material in this handbook is a summary rather than a verbatim text of the code sections cited.



### To Contact the Registrar of Voters

The Registrar of Voters office is open from 8 a.m. to 5 p.m., Monday through Friday, excluding holidays. For information or detailed explanations, please call the appropriate number listed below:

General Information	(951) 486-7200 or 1-800-773-VOTE
FAX	(951) 486-7272
Internet Website	<a href="http://www.voteinfo.net">www.voteinfo.net</a>


#### Questions Regarding:

Vote-by-Mail Voting	(951) 486-7271
Campaign Disclosure	(951) 486-7286, (951) 486-7204, (951) 486-7212
Candidate Filing	(951) 486-7286, (951) 486-7204, (951) 486-7212
Voter Data	(951) 486-7344
Precincts / Maps	(951) 486-7338
Voter Registration	(951) 486-7200 or 1-800-773-VOTE (8683)
Polling Places / Election Officers	(951) 486-7341 or 1-877-663-9906 Toll Free
TTY (Text Telephone)	(951) 697-8966

## DATES OF INTEREST TO CANDIDATES

DATE	DESCRIPTION
July 15 thru August 9	<b>Nomination Period</b> (E.C. §§ 10510 et seq., 10603)  Between these dates candidates may obtain nomination material and file completed nomination documents with the Registrar of Voters.
August 9	<b>Last Day to Withdraw Candidacy</b> (E.C. §§ 10510, 10603)  Unless there is an extension of the nomination period.
August 10	<b>Last Day to Withdraw Candidate Statement</b> (E.C. §§ 13307, 13311)  Last day to withdraw candidate statements, unless there is an extension of the nomination period. Request to withdraw candidate statement must be made in writing and submitted by 5:00 p.m. Candidate statements shall remain confidential until the expiration of the filing deadline.
August 10 thru August 19	<b>Election Material Available (Public Exam Period)</b> (E.C. § 13313)  During this period Candidate Statements are available for public inspection.  <u>Exception:</u> If there is an extension of the nomination period, the exam period will be from August 15 thru August 24.
August 14	<b>Last Day of Extended Nomination Period</b> (E.C. §§ 10516, 10604)  If an incumbent fails to file nomination documents by August 9, 2019, the nomination period will be extended for persons other than the incumbent. This will also extend the period for withdrawing candidacy. Not applicable if the office has no incumbent.
August 14	<b>Last Day to File Petition Requesting the Election be Held in Event of Insufficient Nominees in Schools and Special Districts</b> (E.C. § 10515; Ed.C. § 5326)
August 15	<b>Last Day to Withdraw Candidate Statement in Event of Extension</b> (E.C. §§ 10516, 10604, 13307)
August 15 (11:00 a.m.)	<b>Drawing of Randomized Alphabet</b> (E.C. § 13112)  Secretary of State will conduct a drawing of the alphabet for determining the order of candidates' names on the ballot.
September 2	<b>Labor Day</b> (CO. ORD. 358.8)  The Registrar of Voters office will be closed
September 9	<b>First Day Forms will be Available for Write-In Candidacy</b> (E.C. § 8600 et seq., E.C. § 8601)  Any qualified person wishing to file as a write-in candidate may pick up nomination papers beginning on this date. Forms are only available at the Registrar of Voters office.

## DATES OF INTEREST TO CANDIDATES (continued)

DATE	DESCRIPTION
September 22 thru September 26	<b>Filing Period for First Pre-Election Campaign Disclosure Statement</b> (G.C. §§ 84200.5, 84200.8)  Covers period ending September 21. Statements must be sent by first class mail or hand delivered.
September 26 thru October 26	<b>Period for Registrar of Voters to Mail County Voter Information Guides to Voters</b> (E.C. §§ 13303, 13307)
October 7	<b>First Day to Apply for Vote-by-Mail Ballot</b> (E.C. § 3001)  Voters may apply by mail or vote at the Registrar of Voters office.
October 14	<b>Columbus Day</b> (CO. ORD. 358.8)  The Registrar of Voters office will be closed.
October 20 thru October 24	<b>Filing Period for Second Pre-Election Campaign Disclosure Statement</b> (G.C. §§ 84200.5, 84200.8)  Covers period ending October 19. Statement must be sent by guaranteed overnight delivery or hand delivered.
October 21	<b>Last Day to Register to Vote or Change Address for this Election</b> (E.C. §§ 2102, 2106)
October 22	<b>Process Ballots</b> (E.C. § 15101 et. seq.)  When ballots are to be counted by computer, the Registrar of Voters may begin processing ballots 10 business days prior to the election. No count may be made until after the polls close on election day.
October 22	<b>Last day to File Statement of Write-In Candidacy</b> (E.C. § 8600 et seq., E.C. § 8601)
October 29	<b>Last Day of Regular Vote-by-Mail Ballot Application Period</b> (E.C. § 3001 et seq.)
Before November 5	<b>Appointments in Lieu of Election in School Districts</b> (Ed. C. § 5328)  The governing body of the district will appoint a qualified person to each office, which has no nominee, in the event the scheduled election is not held due to insufficient nominees.
<b>November 5</b>  	<b>ELECTION DAY</b>  The polls will be open from 7:00 a.m. and will close at 8:00 p.m. Voted ballots must be received by the elections official no later than the close of the polls on election day or be postmarked on or before election day and received no later than three days after election day to be counted. (E.C. § 3020, 4103)

## DATES OF INTEREST TO CANDIDATES (continued)

DATE	DESCRIPTION
November 11	<b>Veterans' Day</b> (CO. ORD. 358.8) The Registrar of Voters office will be closed.
November 25	<b>Canvass of Election / Certificate of Election</b> (E.C. § 15372) Registrar of Voters shall complete canvass no later than this day. The Registrar of Voters will issue a certificate of election to the elected officers after the results are certified.
Before November 25	<b>Appointment in Lieu of Election in Special Districts</b> (E.C. § 10515) Board of Supervisors will appoint a qualified person to each office, in the event the scheduled election is not held due to insufficient nominees.
November 28 thru November 29	<b>Thanksgiving Day / Day After Thanksgiving</b> (CO. ORD. 358.8) The Registrar of Voters Office will be closed.
December 6 December 13	<b>TERMS BEGIN</b> (E.C. §§ 10505, 10554; Ed.C. § 5017; G.C. § 61042; P.U.C. § 11863) <ul style="list-style-type: none"> <li>• <b>Special District Directors</b></li> <li>• <b>School District Governing Board</b></li> </ul>
January 1 thru January 31	<b>Filing Period for Semi-Annual Campaign Disclosure Statement</b> (G.C. § 84200) Cover period ending December 31. Statement must be sent by first class mail or hand-delivered.

**Note: Whenever a date prescribed by law falls on a weekend or holiday, such act may be performed on the next business day. (E.C. § 15; G.C. § 6701)**



**OFFICES SCHEDULED FOR ELECTION**  
**NOVEMBER 5, 2019**

(Nonpartisan)

<b>SCHOOLS</b> (Governing Board Members)	<b>INCUMBENT</b>
<b>Banning Unified School District (4)</b>	
Trustee Area 1 – Short Term	George Moyer – Appointed Incumbent
Trustee Area 2 – Full Term	Alfredo Andrade
Trustee Area 3 – Full Term	Kerri L. Mariner
Trustee Area 4 – Full Term	Alejandro “Alex” Cassadas

## OFFICES SCHEDULED FOR ELECTION (continued)

<b>SPECIAL DISTRICTS</b> (Directors)	<b>INCUMBENT</b>
<b>De Luz Community Services District (2)</b>	
	James Brady
	Robert D'Alessandri – Appointed Incumbent
<b>So. Coachella Valley Community Services District (2)</b>	
	Eugene Kitagawa
	Normalee A. Rodriguez
<b>Beaumont Library District (3)</b>	
Full Term	Steven J. Perry – Appointed Incumbent
Full Term	Bret Mahoney – Appointed Incumbent
Short Term	Laura Tetzlaff – Appointed Incumbent
<b>Home Gardens Sanitary District (2)</b>	
	Efrain Barajas
	Salvador Cacho
<b>Cabazon Water District (2)</b>	
	Alan L. Davis
	Maxine Israel
<b>Chiriaco Summit Water District (2)</b>	
	Margit Chiriaco Rusche
	Claudia Figueroa
<b>Home Gardens County Water District (3)</b>	
Full Term	Rocio Ortiz
Full Term	Peggy J. Rogers
Short Term	Vacant
<b>Pinyon Pines County Water District (3)</b>	
	Ramone Marie Deely
	Robert Flynn
	James W. Maloon
<b>General District Elections Conducted by San Bernardino County</b>	
<b>West Valley Water District (1)</b>	
Division 1 Portion in San Bernardino	Kyle Nelson Crowther

## ELIGIBILITY REQUIREMENTS FOR SCHOOL AND COLLEGE DISTRICTS

### SCHOOL DISTRICTS

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

A candidate must be a registered voter in the district (and trustee area, if any) at the time that the declaration of candidacy is filed. A person may not file for more than one school or college district office at the same election. (E.C. § 10603)

**Note:** You cannot run for elected office if you 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.

## ELIGIBILITY REQUIREMENTS FOR SPECIAL DISTRICTS

### SPECIAL DISTRICTS

At the time nomination papers are issued, a candidate must be a registered voter of the district (and division, if any). (E.C. § 201; G.C. § 61040)

An employee of a local agency may not be sworn into office as an elected or appointed member of the legislative body of that local agency unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office. (G.C. § 53227)

A person shall not file nomination papers for more than one district office or term of office for the same district at the same election. (E.C. § 10510)

### COUNTY WATER DISTRICTS

Directors must be registered voters and residents of the division from which the voters of the entire district elect them. (W.C. §§ 30500, 30730, 30734, 30735)

**Note:** You cannot run for elected office if you 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.

## NOTE TO CANDIDATES REGARDING INCOMPATIBLE 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 are 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 councilperson 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. 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) 445-9555 or visit their website, [www.oag.ca.gov](http://www.oag.ca.gov). For further information about conflict of interest or incompatibility of offices, contact, the Fair Political Practices Commission’s website at [www.fppc.ca.gov](http://www.fppc.ca.gov), or phone toll free 1-866-275-3772.

# NOMINATION PROCEDURE

(Elections Code §§ 10510 et seq., 10603 et seq.)

YOUR NOMINATION DOCUMENTS INCLUDE:	PURPOSE:
1. Candidate's Handbook	Explains rules / requirements, etc.
2. Declaration of Candidacy (includes ballot designation and oath of allegiance)	Form that qualifies an individual to be placed on the official ballot. It must be completed and filed by the filing deadline.
3. Ballot Designation Worksheet	Each candidate who submits a ballot designation shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate. It must be filed at the time the Declaration of Candidacy is filed.
4. Candidate's Statement Form	This form is used to state the education and qualifications of the candidate. It must be filed at the time the Declaration of Candidacy is filed. Filing a statement is optional.
5. Code of Fair Campaign Practices	These are basic principles of decency, honesty, and fair play, which every candidate for public office has a moral obligation to uphold. This is a voluntary form and can be filed anytime prior to the election.
6. Campaign Disclosure Filing Forms & Instructions	These forms are used to disclose campaign receipts and expenditures. Appropriate forms and instructions will be given to comply with FPPC rules on establishing accounts, reporting contributions and expenditures, etc.
7. Statement of Economic Interests	The Form 700 (Statement of Economic Interests) must be filed by the close of the nomination period.

No filing fee is required to run for any School or Special District Office.

**The filing deadline is Friday, August 9, 2019, 5 p.m.**

**File with the Registrar of Voters at:**

**2720 Gateway Drive  
Riverside, CA 92507-0918**

**Office Hours Monday--Friday 8:00 a.m. to 5:00 p.m.**

**Friday, August 9, 2019**

**9th**

Filing on time is the candidate's responsibility. Whether you file in person or by certified mail, your Declaration of Candidacy form and any other documents you are filing with it must be **received by the Registrar of Voters** no later than the filing deadline.

If you choose to withdraw as a candidate after you've filed your nomination documents, you may do so up to 5 p.m. on the last day of the nomination period, August 9, 2019. Official withdrawal is not permitted after the deadline.

**EXTENSION OF NOMINATION PERIOD.** If an incumbent does not file by the deadline, the nomination period will be extended five calendar days for non-incumbent candidates only. See the entry under DATES OF INTEREST TO CANDIDATES in this Handbook.

## DECLARATION OF CANDIDACY

(Elections Code §§ 10511, 10602)

When completing your Declaration of Candidacy be sure to read it carefully and print or type the information required. Note that it will be signed under penalty of perjury. These are official filing forms. **DO NOT SUBMIT COPIES.** Each candidate must obtain his/her own original documents. Refer to Sample Declaration of Candidacy for School/College Districts pages.

**IMPORTANT:** You must file for the office for which you were issued documents. If you change your mind and decide to run for a different office, you must request a set of documents for that office.

### EXAMPLE:

- Candidate originally chose to run for a full term seat and was issued documents for that office.
- Candidate changes his/her mind and decides to run for the short term seat instead.
- Candidate must obtain new documents for the short term office.

**NOTE: FULL TERM AND SHORT TERM ARE TWO SEPARATE OFFICES.**

### NAME ON BALLOT:

There is a place on the Declaration of Candidacy for you to write how you would like your name to appear on the ballot. Your name must be recognizable as the name under which you are registered to vote, though the two need not be identical. You may include a nickname in addition to your name. The law prohibits the use of a TITLE or DEGREE on the same line of the ballot as the candidate's name. (E.C. § 13106)

### Example:

A candidate registered to vote as James William Smith may use variations such as:

James W. Smith, Jim Smith, or William "Bud" Smith

### BALLOT DESIGNATION (E.C. § 13107):

You may use no more than three words designating your current principal profession, vocation or occupation **OR** the principal profession, vocation or occupation you had during the 12 months immediately preceding the filing of your nomination documents. (e.g. Retired Businessman/Author) **OR:**

The title of the office to which you were elected. (e.g. Sunnyvale Valley Water District Director) **(NOTE: you are not limited to three words here) OR:**

The word "Incumbent" if elected to the same office you seek or "Appointed Incumbent" if appointed to a vacancy in the same office. **(NOTE: You cannot use the term "Incumbent" or "Appointed Incumbent" with any other designation.)**

**Example: Incumbent / Businessman (Not Acceptable)**

A ballot designation is not required. If you choose, you may leave this line blank. If you leave it blank, you may not add a designation after the filing deadline.

## DECLARATION OF CANDIDACY (continued)

### BALLOT DESIGNATION RESTRICTIONS (E.C. § 13107):

#### The election official shall not accept a designation that:

1. Would mislead the voter. You may be required to provide evidence or documentation to support the requested designation.
2. Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

Examples of ballot designations usually considered to suggest an evaluation are “Best,” “Exalted,” “Prominent,” “Activist,” “Reformer,” “Pro-” and “Anti-” or anything conveying a philosophy or words connoting a status.

Refers to a status rather than a profession, vocation or occupation.

Unacceptable status claims would include “Taxpayer,” “Citizen,” “Patriot,” “Renter,” or “Presidential Appointee.” “Housewife” and “Househusband” are also unacceptable designations.

3. Abbreviates the word “retired” or places it following any word or words which it modifies.

Examples of **Impermissible** designations are “Ret. Teacher” or “Teacher Retired.”

4. 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.”

Example of an **acceptable** designation – “Retired Businessman”

Because the Elections Code specifically forbids the use of a prior profession, vocation or occupation, unless the candidate is retired therefrom, candidates may be required to provide substantiating evidence or documentation in support of the requested designation.

5. Uses the name of any political party, whether or not it has qualified for the ballot.
6. Uses a word or words referring to a racial, religious, or ethnic group.
7. Refers to any activity that is prohibited by law.

All candidates submitting a ballot designation must file the ballot designation worksheet with their Declaration of Candidacy. If a candidate fails to file a ballot designation worksheet no designation shall appear under the candidate’s name on the ballot. **Do not leave any responses spaces blank.**

If you have any questions regarding your designation, call the Registrar of Voters at: (800) 773-VOTE (8683) or (951) 486-7212.

### OATH OR AFFIRMATION OF CANDIDATE (E.C. §§ 200, 10538):

The District Secretary may administer the oath portion of the Declaration of Candidacy (or someone authorized by the district may administer the oath). The oath may also be signed in front of a notary public or a deputy in the Registrar of Voters’ Office.



**SCHOOL/COLLEGE – OFFICIAL FILING FORM**

This box to be completed by District Secretary/Deputy

Issued by: Leticia Flores  
(SIGNATURE)  
Deputy  
(TITLE)

Date: July 15, 2019

**DECLARATION OF CANDIDACY**  
 (Elections Code § 10602)

OFFICIAL USE ONLY

I, Jane Smith, do hereby declare myself as a candidate for election to the Governing

Board of Riverdale Unified School District District, of the County of Riverside;

Trustee Area (If any) 2 ☒ Full Term ☐ Short Term

I am a registered voter; if elected I will qualify and serve to the best of my ability; and I request my name be placed on the official ballot of the district, for the election to be held on **NOVEMBER 5, 2019**.

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

Jane Smith

Print or type your name (no titles or degrees allowed)

Businesswoman

In three (3) words or less, print your Principal Profession, Vocation, or Occupation; or the name of the elective office you hold; or "Incumbent" or "Appointed Incumbent"

**Note: If you leave this space blank, no designation will appear on the ballot.**

Current residence address: 5555 Hope Avenue, Riverdale, CA 93333

STREET

CITY

ZIP

Mailing address (if different): P.O. Box 333, Riverdale, CA 93333-0333

STREET

CITY

ZIP

Telephone Number(s): (951)444-4444  
(DAY)

(951)888-8888  
(EVENING)

(951)555-5555  
FAX

Email: Businessgenius@aol.com

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

Executed on July 15, 2019 at Riverdale (City), California.

Jane Smith

Signature of Candidate

**OATH OR AFFIRMATION OF CANDIDATE**

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Jane Smith

Signature of Candidate

State of California )  
 ) ss.  
County of Riverside )

Subscribed and sworn to before me this 15<sup>th</sup> day of July, 2019

Leticia Flores

Signature / Title of Officer Administering Oath

**UDEL DISTRICT / OFFICIAL FILING FORM**

This box to be completed by District Secretary/Deputy

Issued by: Leticia Flores  
(SIGNATURE)Deputy  
(TITLE)Date: July 15, 2019**DECLARATION OF CANDIDACY**

(Election Code § 10510 et seq.)

OFFICIAL USE ONLY

I, John Smith, do hereby declare myself as a candidate for election to the office ofDirector of Riverdale Valley Water District

NAME OF DISTRICT

Division (If any) N/A ☒ Full Term ☐ Short TermI am a registered voter; if elected, I will qualify and accept the office and serve to the best of my ability. I request my name be placed on the official ballot of the district for the election to be held on **NOVEMBER 5, 2019**.**I request my name and occupational designation to appear on the ballot as follows:**John "Buddy" Smith

Print or type your name (no titles or degrees allowed)

Businessman

In three (3) words or less, print your Principal Profession, Vocation, or Occupation; or the name of the elective office you hold; or "Incumbent" or "Appointed Incumbent".

**Note: If you leave this space blank, no designation will appear on the ballot.**Current residence address: 5555 Hope Avenue, Riverdale, CA 93333

STREET

CITY

ZIP

Mailing address (if different): P.O. Box 333, Riverdale, CA 93333-0333

STREET

CITY

ZIP

Telephone Number(s): (951)444-4444  
(DAY)(951)888-8888  
(EVENING)N/A  
FAXEmail: Businessgenius@aol.com

This occupational designation is true and in conformance with Section 13107 of the Elections Code.

I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Section 18203 of the Elections Code.

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

Executed on July 15, 2019 at Riverdale (City), California.John Smith

Signature of Candidate

**OATH OR AFFIRMATION OF CANDIDATE**

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

John Smith

Signature of Candidate

State of California )  
 ) ss.  
County of Riverside )Subscribed and sworn to before me this 15<sup>th</sup> day of July, 2019Leticia Flores

Signature / Title of Officer Administering Oath

**BALLOT DESIGNATION WORKSHEET**  
(Elections Code § 13107)

Each candidate who submits a ballot designation shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate.

The ballot designation worksheet shall be filed with the Registrar of Voters at the same time that the candidate files his or her Declaration of Candidacy.

In the event that a candidate fails to file a ballot designation worksheet no designation shall appear under the candidate's name on the ballot.

**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.

## 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: Jane Smith  
 Office: Governing Board Member, Riverdale Unified School District  
 Home Address: 5555 Hope Avenue, Riverdale, CA 93333 E-Mail: businessgenius@aol.com  
 Business Address: N/A  
 Mailing Address: P.O. Box 333, Riverdale, CA 93333  
 Phone Number(s) Business: (951) 444-4444 Home/Mobile: (951) 888-8888 Fax: (951) 222-2222  
 Gender (optional, for translation use only): Female

☐ Attorney Information  
 Attorney Name (or other person authorized to act in your behalf): N/A  
 Address: N/A  
 Home Address: N/A E-Mail: N/A  
 Business Address: N/A  
 Mailing Address: N/A  
 Phone Number(s) Business: N/A Home/Mobile: N/A Fax: N/A

**Proposed Ballot Designation:** Businesswoman  
**1st Alternative:** Business Owner  
**2nd Alternative:** Parent

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 "f"]
- (b) The full title of the public office you currently occupy and to which you were elected
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to a different office
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, appointed) to your current public office and seek election to a new term
- (e) "Appointed Incumbent" if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term

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

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the 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](http://www.sos.ca.gov)).

**Justification for use of proposed ballot designation:** I own a CPA (accounting) firm that I have managed for the last 10 years. I am also a mother of seven children.

Current or Most Recent Job Title: Owner Start/End Dates: 1/1/99 thru Present

Employer Name or Business: Riverdale CPA's

Person(s) who can verify this information:

Name(s): Bob Jones Phone Number: (951) 444-4444

E-mail: bjones@gmail.com

Name(s): Jane James Phone Number: (951) 333-3333

E-mail: jjames@aol.com

**Before signing below, answer the following questions.**

Does your proposed ballot designation:

- Use only a portion of the title of your current elected office? Yes ☐ No ☒
- Use only the word "Incumbent" for an elective office (other than Superior Court Judge) to which you were appointed? Yes ☐ No ☒
- Use more than three total words for your principal professions, vocations, or occupations? Yes ☐ No ☒
- Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? Yes ☐ No ☒
- Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes ☐ No ☒
- Abbreviate the word "retired"? Yes ☐ No ☒
- Place the word "retired" after the words it modifies? Example: Accountant, retired Yes ☐ No ☒
- Use any word of prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation? Yes ☐ No ☒
- Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher Yes ☐ No ☒
- Use the name of a political party or political body? Yes ☐ No ☒
- Refer to a racial, religious, or ethnic group? Yes ☐ No ☒
- Refer to any activity prohibited 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 Jane Smith Date 8/9/2019

## CANDIDATE'S STATEMENT

(Elections Code §§ 10540, 13307, 13309, 13311, 18351)

Each candidate may prepare a Candidate's Statement on an appropriate form provided by the Registrar of Voters. The Candidate's Statement is intended to acquaint voters with a candidate's qualifications for office. The voluntary Candidate's Statement is printed in the County Voter Information Guide, at the candidate's expense, and will be mailed to all registered voters eligible to vote for that particular candidate.

**Time period for filing:** The filing period for candidates is July 15, 2019 through August 9, 2019, at 5:00 p.m. The filing period will be extended (for candidates other than the incumbent) to 5:00 p.m., August 14, 2019, if the incumbent does not file nomination papers. **The Candidate's Statement Form must be filed with the nomination papers.**

**Where:** Registrar of Voters  
2720 Gateway Drive  
Riverside, CA 92507-0918

**Contents:** The statement may contain the name, age, and occupation of the candidate and a brief description in no more than 200 words of the candidate's education and qualifications as expressed by the candidate. The spacing is to be uniform and conform to the guidelines provided.

**Restrictions:** The Candidate's Statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. It must be a statement expressed in the candidate's own words. Any statement containing false information may be punishable by a fine. Candidate statements shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.

The Registrar of Voters shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by Elections Code 13308.

**Withdrawal:** The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next business day after the close of the nomination period. Any request for withdrawal of a Candidate's Statement must be submitted in writing.

**Confidentiality of Statements:** Notwithstanding any other provision of law, statements filed pursuant to Section 13307 of the Elections Code shall remain confidential until expiration of the filing deadline. Statements will then be available for public inspection.

## CANDIDATE'S STATEMENT (continued)

You must decide whether you do or do not want a Candidate Statement before you file your Declaration of Candidacy. **The Candidate Statement form must be filed with your Declaration of Candidacy whether or not you choose to file a statement. There is a place on the form to state your decision. If you indicate you are not submitting a statement, you may not change your mind after it is filed.**

Assembly Bill 2010 Authorizes candidate's statement for electronic distribution. This legislation requires the statement to be posted on the Internet Web site of the elections official, permits the statement to be included in a voter's pamphlet that is electronically distributed, and prohibits the statement from being included in a voter's pamphlet that is printed and mailed to voters.

### **PAYMENT OF CANDIDATE'S STATEMENT (E.C. §§ 10509, 13307):**

**Before the nomination period begins, the governing board of your district will decide whether the district or the candidate will pay the cost of the Candidate's Statement.** (Most districts require candidates to pay for their own Candidate's Statement).

**If the candidate pays,** then a candidate wishing to submit a candidate's statement must pay the full deposit to cover the estimated cost of printing, handling, and mailing his/her statement. The deposit must be paid by personal check, money order, or cashier's check payable to the **Registrar of Voters** at the time the Candidate's Statement form is filed. No cash will be accepted.

**If the district pays,** the candidate pays nothing toward the Candidate's Statement and no deposit is required.

**NOTE:** The deposit is only an **estimate**. It is based on the number of registered voters within the district/area.

If, after the statements are printed and mailed out, the actual cost to each candidate is found to be **greater** than the deposit, the candidate must pay the extra amount. (Every candidate who submits a statement must sign an agreement on the Candidate's Statement form to pay any additional costs.)

If the actual cost to each candidate turns out to be **less** than the deposit; that portion of the deposit in excess of the actual cost will be refunded. Refunds will be made within 30 days after the election.

### **POINTS TO NOTE WHEN PREPARING YOUR STATEMENT:**

1. You may not change your statement after it is filed.
2. You may not include reference to your political party affiliation or partisan political activity.
3. Candidate shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character or activities.
4. Making a false statement of material fact with the intent to mislead the voters is punishable by a fine of up to \$1,000.
5. You are not exempt from civil or criminal action if you make false, slanderous or libelous statements in your Candidate's Statement.

## CANDIDATE'S STATEMENT (continued)

### CANDIDATE STATEMENT STYLE GUIDELINES:

- Statements will be printed in uniform type, style, and spacing.
- Words to be printed all CAPITALIZED and/or underscored are to be clearly indicated. **Bold** font is not permitted.
- The Registrar of Voters is not permitted to edit any material contained in candidate statements. Candidates are responsible for proofreading spelling, punctuation and grammar. Since the statement cannot be changed after it is submitted, **it is important** for candidates to carefully prepare and proofread their statements.

### WORD COUNT STANDARDS (E.C. § 9):

THE FOLLOWING ARE THE GUIDELINES FOR COMPUTING THE 200 WORD COUNT:	
Punctuation is not counted.	
Dictionary words and single characters..... The words "a," "the," "and," "an" are counted as individual words.	one word
All proper nouns, including geographical names, shall be considered as one word: example, "City and County of San Francisco" .....	one word
Abbreviations – UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C. ....	one word
Hyphenated words appearing in any standard reference dictionary. ....	one word
Dates – All digits (5/30/05) ..... Words and digits (May 30, 2005) .....	one word one word
Whole numbers digits (1 or 10 or 100, etc.)..... Spelled out (one or ten or one hundred)..... Numeric combinations (1978, 18 ½, 1971-73, 5%).....	one word one for each word one word
Monetary amounts (if the dollar sign is used with figures - \$1,000) ..... Spelled out (one thousand dollars).....	one word one for each word
Telephone numbers .....	one word
Internet web site address .....	one word
If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed.	



## CANDIDATE'S STATEMENT (continued)



### IMPORTANT NOTE:

**Candidates should be aware that statements submitted may be re-formatted to fit in the County Voter Information Guide.**

The Registrar of Voters will **NOT** correct spelling or grammatical errors in text.

The Registrar of Voters shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by Elections Code § 13308.

**CANDIDATE'S STATEMENT  
Local Offices**

OFFICIAL USE ONLY

**TO THE CANDIDATE:**

The Candidate's Statement is optional. Indicate your decision below and return this form with your Nomination Documents.

- ☐ I do not wish to submit a Candidate's Statement. \_\_\_\_\_  
CANDIDATE'S INITIALS
- ☒ I am submitting my Candidate's Statement for **County Voter Information Guide & Electronic Distribution**.
- ☐ I am submitting my Candidate's Statement for **Electronic Distribution only**.

**TO CANDIDATE SUBMITTING A CANDIDATE'S STATEMENT:**

Please check below concerning payment of Candidate's Statement deposit.

- ☒ Candidate's Statement for **County Voter Information Guide & Electronic Distribution** in Riverside County required deposit of **\$400** is submitted herewith.

**New:** Assembly Bill 2010 Authorizes candidate's statement for electronic distribution. Requires the statement to be posted on the Internet Web site of the elections official, permit the statement to be included in a voter's pamphlet that is electronically distributed, and prohibit the statement from being included in a voter's pamphlet that is printed and mailed to voters.

- ☐ Candidate's Statement for **Electronic Distribution only** in Riverside County required deposit of **\$260** is submitted herewith.

I understand that I must pay **my pro rata share of the actual cost**. I agree that if my pro rata share exceeds the deposit, I will pay the difference when billed.

Signature of Candidate Jane Smith

- ☐ I request a waiver of the deposit on the grounds of indigence. My Statement of Financial Worth is submitted herewith.

I am aware that if notified that indigent status is not granted, I must pay the deposit within three days of notification or my Candidate's Statement will not be printed.

Further, I am aware that if indigent status is granted, I am excused only from payment of the deposit. I will be required to pay **my pro rata share of the actual cost**, and I agree to do so when billed.

Signature of Candidate \_\_\_\_\_

- ☐ No deposit is required. (The district pays the cost.)

**NOTE:** Pursuant to Elections Code Section § 13308 Candidate statements shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The Registrar of Voters will not print or circulate any statement that makes reference to other candidates.

WORD COUNT (Elections Code § 9)	
Punctuation	free
Dictionary words and single characters	one
Each abbreviation for a word, phrase, or expression	one
All proper nouns, including geographical names, shall be considered as one word: example, "City and County of San Francisco"	one
Whole numbers: Digits (1 or 10 or 100, etc.) Spelled out (one or ten or one hundred)	one one for each word
Dates: (5/30/02) or (May 30, 2002)	one
Hyphenated words (unless dictionary defined as one word)	one for each word
Phone Number	one
Internet Address	one

NAME OF OFFICE SOUGHT: Governing Board Member  
(CITY COUNCIL, MAYOR, SCHOOL BOARD MEMBER, DIRECTOR, ETC.)

- ♦ WARD
- ♦ DIVISION
- ♦ TRUSTEE AREA (IF ANY) 2 ☒ FULL TERM ☐ SHORT TERM

JURISDICTION: Riverdale Unified School District  
NAME OF DISTRICT

OCCUPATION: Businesswoman AGE: 45  
(OPTIONAL) (OPTIONAL)

CANDIDATE: Jane Smith Jane Smith  
PRINTED NAME SIGNATURE

CONTEST ID: \_\_\_\_\_  
In 200 words or less briefly state your Education and Qualifications:

Riverdale has been my home for 40 years, and I promise to keep our community safe, fiscally sound, and crime free. I am a successful businesswoman, community volunteer, and a parent of seven children. In other words, I have all the experience necessary to be a governing board member of Riverdale Unified School District. By voting for me, you are voting for a bright successful future.

My experience as a businesswoman has taught me how to manage finances, balance budgets, and manage staff. My experience as a community volunteer has given me insight to areas that need improvement in our city. Finally, my experience as mother of seven children has taught me how to be compassionate to the needs of others.

Please make the right choice on Election Day! Vote for Jane Smith.

OFFICIAL  
USE ONLY

TOTAL  
WORD  
COUNT

## TABLE OF ESTIMATED COST OF CANDIDATE'S STATEMENTS

This table shows the estimated amount to be deposited for a statement in the various districts. The Registrar of Voters must receive payment at the time of filing the Candidate's Statement. Cost will vary depending on the number of voters in the jurisdiction. Please make your check payable to the Registrar of Voters. The Registrar of Voters does not accept cash or credit cards.

SCHOOL DISTRICTS	ESTIMATED COST
Banning Unified School District	
Trustee Area 1	\$350
Trustee Area 2	\$350
Trustee Area 3	\$350
Trustee Area 4	\$350
SPECIAL DISTRICTS	
COMMUNITY SERVICES DISTRICTS	
De Luz Community Services District	\$350
So. Coachella Valley Community Services District	\$350
LIBRARY DISTRICTS	
Beaumont Library District	\$550
SANITARY DISTRICTS	
Home Gardens Sanitary District	\$350
COUNTY WATER DISTRICTS	
Cabazon Water District	\$350
Chiriaco Summit Water District (District pays for Candidate Statement)	<del>\$350</del>
Home Gardens County Water District	\$350
Pinyon Pines County Water District	\$350
GENERAL DISTRICT ELECTION CONDUCTED BY SAN BERNARDINO COUNTY	
West Valley Water District, Division 1*	\$350
* These are shared county districts. If you would like to submit a candidate statement in multiple counties you must contact each county individually to obtain estimated costs. The above costs are for Riverside County only.	
Electronic Distribution of Candidate Statement Cost	\$260

## **CODE OF FAIR CAMPAIGN PRACTICES**

(Elections Code § 20400 et seq.)

The Code of Fair Campaign Practices is a voluntary form. If you wish to subscribe to it, fill out the form included with your nomination documents and return it along with your other nomination material. (Or you may file this form at a later date. The Registrar of Voters' Office will accept it at any time up to Election Day.)

All Code of Fair Campaign Practices forms filed by candidates will be available for public inspection at the Registrar of Voters' office until 30 days after the election.

**Sample of Completed Code of Fair Campaign Practices on following two pages.**

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**PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES**  
**As found in Chapter 5 of Division 20 of the**  
**California Elections Code**

**Chapter 5. Fair Campaign Practices**  
**Article 1. General Intent**

**20400.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

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

**Article 2. Definitions**

**20420.** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

**Article 3. Code of Fair Campaign Practices**

**20440.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: (see reverse)

**20441.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

**20442.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

**20443.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

**20444.** In no event shall a candidate for public office be required to subscribe to or endorse the code.

**Chapter 6. Libel and Slander**

**20500.** The provisions of Part 2 (commencing with Section 43) of Division 1 of the Civil Code, relating to libel and slander, are fully applicable to any campaign advertising or communication.

**20501.** (a) A candidate or state measure proponent is liable for any slander or libel committed by a committee that is controlled by that candidate or state measure proponent as defined by Section 82016 of the Government Code if the candidate or state measure proponent willfully and knowingly directs or permits the libel or slander.

(b) A person who is a sponsor of a sponsored committee, as defined by Section 82048.7 of the Government Code, is liable for any slander or libel committed by the sponsored committee if the sponsor willfully and knowingly directs or permits the libel or slander.

**"CODE OF FAIR CAMPAIGN PRACTICES"  
(ELECTIONS CODE § 20440)**

**OFFICIAL USE ONLY**

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

**THEREFORE:**

- (1) I SHALL CONDUCT** my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit this criticism.
- (2) I SHALL NOT USE OR PERMIT** the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT** any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) I SHALL NOT USE OR PERMIT** any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE** support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) I SHALL DEFEND AND UPHOLD** the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

8/9/2019  
DATE OF SIGNING

Jane Smith  
SIGNATURE

Jane Smith  
PRINTED NAME

Governing Board Member, Riverdale Unified School District  
OFFICE SOUGHT (INCLUDING DISTRICT/DIVISION IF APPLICABLE)

November 5, 2019  
DATE OF ELECTION

## **CAMPAIGN DISCLOSURE**

(Government Code § 81000 et seq.)

State law requires candidates (and their committees, if any) to file one or more **Campaign Statements** disclosing their campaign receipts and expenditures in connection with an election. If a campaign committee has been organized supporting a candidate, the committee must file a Statement of Organization (Form 410).

**New Law:** As of January 1, 2013, Government Code section 84101.5 requires the Secretary of State to charge each qualified recipient committee that files a Statement of Organization (Form 410) \$50 per year, until the committee terminates pursuant to Government Code section 84214. For questions regarding this new law, please contact the Secretary of State's Political Reform Division at (916) 653-6224.

### **CANDIDATE INTENTION STATEMENT (FORM 501)**

**Candidates must** file with the Registrar of Voters a Candidate's Intention Statement (Form 501), **before** they solicit or receive any contributions (including loans). Payment from the Candidate's personal funds for a Candidate's Filing Fee or a Candidate's Statement does not count as a "contribution" or "loan." However, all other expenses from the candidate's personal funds are considered contributions.

### **STATEMENT OF ORGANIZATION (FORM 410)**

Candidates receiving contributions from others, or who spend more than \$2,000 of personal funds to run for office, must open a campaign bank account at a financial institution in California and mail a Statement of Organization (Form 410) to the Secretary of State within 10 days of opening the account.

**Exceptions:** The Statement of Organization (Form 410) is not required if the candidate will not be receiving contributions from others and will spend less than \$2,000 in a calendar year from personal funds to support his or her candidacy. Payment of a Candidate's Filing Fee or Candidate's Statement is not counted toward the \$2,000 expenditure threshold.

**Note:** If the candidate finds later that he/she will be spending more than \$2,000 from personal funds, a campaign bank account must be opened.

### **CAMPAIGN DISCLOSURE STATEMENTS**

**All candidates must file campaign disclosure statements. This includes candidates who spend no money, or only their own money, on their campaigns.** It also includes candidates who unofficially "withdraw" from the race by abandoning active campaigning after the official deadline for withdrawal of candidacy is past.

**If less than \$2,000 will be raised and spent on your campaign,** by you or by others on your behalf, and total campaign transactions for the entire calendar year are under \$2,000, your filing obligations in connection with the election are simple; the only campaign statement you need to file is Form 470 (in duplicate). The Form 470 provided in your Campaign Disclosure Packet should be filed along with your nomination material; however, it will be accepted without penalty through September 26, 2019.



## CAMPAIGN DISCLOSURE (continued)

In deciding if Form 470 applies, you don't need to count the cost of a Candidate's Statement provided it was paid from your personal funds. For further clarification, you may refer to the Fair Political Practices Commission's (FPPC) Disclosure Manual or telephone the FPPC at (866) 275-3772.

If you file Form 470 but later find that you will reach the \$2,000 mark, then you must file Form 470 Supplement and obtain the more detailed campaign statement forms and filing information. Be aware that you must also notify other candidates if you're required to file Form 460 after you have filed the Short Form 470.

**If campaign activity during 2019 will involve \$2,000 or more**, don't use Form 470. Instead, you must use a more detailed form and follow the filing schedule shown in DATES OF INTEREST TO CANDIDATES in this handbook. Contact the Registrar of Voters and the appropriate forms and information manual will be provided to you.

**NOTE:** A governing body of a district may by resolution limit campaign contributions in elections to district offices. You will need to contact your district for further information regarding limitations, if any. (Ed.C. § 35177; E.C. § 10544)

### TERMINATING A COMMITTEE (Applies only to 460 Long Form Filers – Over \$2,000)

Committees may consist of one or more persons and do not automatically terminate; they may only terminate under the following circumstances:

- They have ceased to receive contributions and make expenditures; and
- They do not anticipate receiving contributions, repayments of outstanding loans made to others, or any other receipts in the future, and they do not anticipate making expenditures in the future; and
- They have eliminated or have no intention or ability to discharge all their debts, loans received, and other obligations; and
- They have no campaign funds; and
- They have filed all required campaign statements disclosing all reportable transactions, including disposition of funds.

### HOW TO TERMINATE A COMMITTEE

- File an original and one copy of the Form 410 Statement of Organization/Termination with the Secretary of State; and
- File a copy of the Form 410 Statement of Organization/Termination, along with an original and one copy of your Form 460 with the Registrar of Voters.

**IMPORTANT INFORMATION:** Even though you terminate your filing obligations as a candidate, if you are elected to office, you will have campaign disclosure filing obligations, as **an officeholder**, for as long as you remain in public office. As an officeholder, you will be required to report campaign activity in connection with your own candidacy or other candidates or measures.

**Note:** Candidates who file the **Form 470** (Short Form) do not need to fill out termination forms.

## **CAMPAIGN DISCLOSURE** (continued)

### **FILING RESPONSIBILITY**

It is the responsibility of the candidate and/or committee to be aware of and to file the required campaign disclosure statements in a correct and timely manner.

As a courtesy, the Riverside County Registrar of Voters' office mails reminder notices to candidates who, based on nomination documents, appear to have a campaign disclosure-filing requirement. This notice is mailed approximately ten days prior to a campaign disclosure-filing deadline. If a candidate and/or committee with a campaign disclosure-filing obligation fails to file in a timely manner, they may be subject to a late filing fee. The non-receipt of a reminder notice may not be utilized as the reason for late or non-filing.

### **IMPORTANT POINTS FOR CANDIDATES TO NOTE**

Money used from your personal funds must be put into your campaign bank account and then withdrawn to pay expenses. You may lend money to your campaign or show it as a contribution depending on your level of activity, and it may be reported just as you would report a contribution from another person. (The law prohibits personal use of campaign funds.)

Anonymous or cash contributions of \$100 or more, and cash expenditures of \$100 or more, are prohibited.

Careful and complete records should be kept of all campaign transactions. Detailed reporting is not required until your campaign reaches the \$2,000 mark; however, you should keep in mind that campaign records are subject to audit (by the Fair Political Practices Commission) on a random basis.

There is a special reporting requirement in the event of "late contributions" in the amount of \$1,000 or more received or made during the period of time commencing ninety (90) days prior to an election and ending on the date of the election. (See Riverside County Ord. 913.2)

If you unofficially "withdraw" as a candidate after the deadline for official withdrawal, you are still considered a "candidate" and obligated to file all required campaign statements.

If you have a campaign committee, be sure your treasurer understands his/her responsibilities and is prepared to devote sufficient time and effort to the job. Note that in addition to filing campaign statements a committee is required to file a Statement of Organization (Form 410). This must be filed with the Secretary of State no later than 10 days after the committee's receipts reach \$2,000. A \$10 day late penalty applies if a Statement of Organization is not filed on time.

**File your campaign statements in duplicate** with the Registrar of Voters' office. The First Pre-Election and the Semi-Annual Statements may be sent by first class mail (certified mail is recommended); they will be considered filed on the date of the postmark. The Second Pre-Election Statement must be sent by guaranteed overnight delivery or hand-delivered. All campaign statements are a matter of public record. They may be inspected by anyone, and copies may be purchased at 10 cents per page.

# FILING SCHEDULE FOR LOCAL OFFICES NOVEMBER 5, 2019 GENERAL ELECTION

## Filing Schedule for Candidates and Controlled Committees for Local Office Being Voted on November 5, 2019

FILING DEADLINE	PERIOD	FORM	NOTES
July 31, 2019 <i>Semi-Annual</i>	* – 6/30/19	460 470	<ul style="list-style-type: none"> <li>✧ Form 460: All committees must file Form 460.</li> <li>✧ Form 470: Candidates who filed candidacy papers on or before June 30, who do not have open committees, and who will not raise or spend \$2,000 or more in 2019, file Form 470.</li> </ul>
Within 24 Hours <i>Contribution Reports</i>	8/7/19 – 11/5/19	497	<ul style="list-style-type: none"> <li>✧ File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>✧ 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 5, 2019.</li> <li>✧ 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.</li> <li>✧ File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
September 26 <i>1<sup>st</sup> Pre-Election</i>	7/1/19 – 9/21/19	460 or 470	<ul style="list-style-type: none"> <li>✧ Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
October 24, 2019 <i>2<sup>nd</sup> Pre-Election</i>	9/22/19 – 10/19/19	460	<ul style="list-style-type: none"> <li>✧ All committees must file Form 460.</li> <li>✧ File by personal delivery or guaranteed overnight service or online, if available.</li> </ul>
January 31, 2020 <i>Semi-Annual</i>	10/20/19 – 12/31/19	460	<ul style="list-style-type: none"> <li>✧ All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2019.</li> </ul>

- **\*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 that is 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 may be filed by 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.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Click on “Learn”, then Campaign Rules.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **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 2019 and do not have an open committee may file Form 470 on or before September 26, 2019. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplemental and a Form 410 must be filed. This report is not required if a Form 470 was filed by July 31<sup>st</sup>.
- **Independent Expenditures:** Committee 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.
- **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.

**Effective January 1, 2013, the following legislation took effect. Check the FPPC website for updates:**

- 24 hour contribution/independent expenditure reports must be filed within the 90 day period. (AB 481)
- Local agencies may be required to file electronically. (AB 2452)
- All committees required to file Form 410 must pay a \$50 annual fee to the Secretary of State to fund improvements in the electronic filing system. (SB 1001)

For important information, refer to [www.fppc.ca.gov](http://www.fppc.ca.gov) and click on the Candidates and Committees section. Candidates use [Campaign Manual 2](#), and ballot measure Committees use [Campaign Disclosure Manual 3](#) or [Contact the FPPC](#) for specific information.

The Riverside County Registrar of Voters has an online electronic campaign disclosure filing system. We are encouraging all candidates to file their campaign disclosure filings electronically. For more information please call (951) 486-7212. Except where noted, statements must be hand delivered or postmarked as first-class mail, by the due date.

**ORDINANCE NO. 913  
(AS AMENDED THROUGH 913.2)  
AN ORDINANCE OF THE COUNTY OF RIVERSIDE  
REQUIRING ELECTRONIC CAMPAIGN FINANCE DISCLOSURE**

The Board of Supervisors of the County of Riverside ordains as follows:

**Section 1. FINDINGS.**

1. The Board of Supervisors finds that public access to campaign and lobbying disclosure information is a vital and integral component of a fully informed electorate. Transparency in campaign financing is critical in order to maintain public trust and support of the political process.

2. Since the enactment of the Political Reform Act candidates and committees have complied with filing requirements by filing paper copies of campaign statements and reports. The Registrar of Voters has expended a significant amount of staff time to make such paper filings readily available to the public.

3. In July 2012, the California Legislature approved Assembly Bill 2452 which authorizes local jurisdictions to require the filing of campaign statements and reports solely in an electronic format. The Governor approved the legislation on July 13, 2012 and it took effect on January 1, 2013.

4. The Board of Supervisors finds that by eliminating manual processing of filings, electronic filing requirements will conserve resources and ensure the public has access to information disclosed in campaign statements and reports in a more timely manner. The electronic filing system will operate securely and effectively and will not unduly burden filers.

**Section 2. PURPOSE.** The purpose of this Ordinance is to require online electronic filing of campaign statements and require online reporting of contributions and independent expenditures regarding elections of Candidates to County offices and the qualification or passage of local ballot measures within the County of Riverside as currently required under the Political Reform Act, (commencing with California Government Code Section 84200 et seq.) in order to facilitate review and maximize the availability of this information to the public.

**Section 3. AUTHORITY.** This Ordinance is adopted pursuant to California Government Code Section 81013 which authorizes local agencies to impose additional requirements on any person so long as the requirements do not prevent the person from complying with the Political Reform Act.

**Section 4. RELATIONSHIP TO THE POLITICAL REFORM ACT OF 1974.** This Ordinance is intended to supplement the Political Reform Act as amended. Unless a word or term is specifically defined in this Ordinance or the contrary is stated or clearly appears from the context, words and terms shall have the same meaning as when they are used in Title 9 of the California Government Code, in which the Political Reform Act is codified, and as supplemented by the Regulations of the Fair Political Practices Commission as set forth in Title 2, Division 6 of the California Code of Regulations ("Regulations"), as well as any amendments to the Act or to the Regulations. If any provision of this Ordinance is held invalid, the terms of the Act and its Regulations control and supersede the terms of this Ordinance to the extent necessary to bring this Ordinance into full compliance therewith.

**Section 5. DEFINITIONS.** The following definitions used in this ordinance shall have the meanings set forth below.

- a. Candidate shall be defined as set forth in the Political Reform Act provided that the term shall be limited to Candidates for County office.
- b. Committee. Any Person or combination of Persons who, directly or indirectly, does any of the following:
  - (1) Receives Contributions totaling one thousand dollars (\$1,000) or more in any calendar year; or
  - (2) Makes Independent Expenditures totaling one thousand dollars (\$1,000) or more in any calendar year; or
  - (3) A Person or combination of Persons that becomes a Committee shall retain its status as a Committee until such time as that status is terminated pursuant to California Government Code Section 84214. A Committee includes but is not limited to "Controlled Committee", "Independent Committee", and "County General Purpose Committee".
- c. Contribution shall mean the same as that defined at Government Code Section 82015.
- d. Controlled Committee means a Committee which is controlled directly or indirectly by a Candidate or which acts jointly with a Candidate or Controlled Committee in connection with the making of expenditures. A Candidate controls a Committee if he or she, his or her agent, or any other Committee such Candidate controls has a significant influence on the actions or decisions of the Committee.
- e. County General Purpose Committee shall mean a committee to support or oppose candidates or measures voted on in only one county, or in more than one jurisdiction within one county.
- f. Election and/or County Election means any primary, general, special or recall election held in the County of Riverside. The primary and general or special elections are separate elections for purposes of this Ordinance.
- g. Election Cycle means the period of time commencing ninety (90) days prior to an election and ending on the date of the election.
- h. Independent Committee means all Committees other than Controlled Committees.
- i. Independent Expenditure means an Expenditure made by any Person including a payment of public moneys by a state or local governmental agency, in connection with a communication which expressly advocates the election or defeat of a clearly identified Candidate or the qualification, passage or defeat of a clearly identified measure, or taken as a whole and in context, unambiguously urges a particular result in an Election but which is not made to or at the behest of the affected Candidate or Committee.
- j. Person means 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. A Person shall include, but is not limited to, a Committee or Candidate.
- k. Political Reform Act means the California Political Reform Act of 1974 (Government Code Sections 81000 et seq., as amended).

Section 6. APPLICATION OF ORDINANCE. The provisions of this Ordinance shall only apply to Candidates seeking election to a County office in the County of Riverside, their Controlled Committees or Committees formed or existing primarily to support or oppose their candidacies, and to Committees formed or existing primarily to support or oppose a Candidate or to support or oppose the qualification, passage or defeat of, a local ballot measure which is being voted on only in the County of Riverside, and to County General Purpose Committees active only in Riverside County. In the event a County Candidate also runs for election for a state, federal, city, special district or other non-county office, the provisions of this Ordinance do not apply to the County Candidate's campaign for such other office, nor to any Committee established solely for the purpose of running for such state, federal, city, special district, or other non-County office.

Section 7.      ELECTRONIC CAMPAIGN DISCLOSURE.

- a. Each Candidate, Candidate Controlled Committee and Independent Committee that is required to file a semi-annual campaign statement, a pre-election campaign statement, or an amended campaign statement with the Registrar of Voters County Elections pursuant to the Political Reform Act, and that receives a total of one thousand dollars (\$1,000) or more in Contributions or makes a total of one thousand dollars (\$1,000) or more in Independent Expenditures, shall file the statement with the Registrar of Voters in an electronic format.
- b. In addition to any other report required by this Ordinance, all Persons subject to the requirements of Section 7.a. shall file the following reports with the Registrar of Voters in an electronic format:
  - (1) A report disclosing a Contribution received by or made to a Candidate or local ballot measure, or an Independent Expenditure made for or against a Candidate or local ballot measure, of one-thousand dollars (\$1,000) or more during an Election Cycle. The report shall be filed within twenty-four (24) hours of the Independent Expenditure or receipt of the Contribution.
  - (2) A report disclosing a Contribution received by or made to a Candidate or a local ballot measure, or an Independent Expenditure made for or against a Candidate or local ballot measure, of one-thousand dollars (\$1,000) or more at any time other than during an Election Cycle. The report shall be filed within ten (10) business days of the Independent Expenditure or receipt of the Contribution.
- c. A Candidate or Committee that has filed an electronic statement or report is not required to file a paper copy.
- d. Once a Candidate or Committee is subject to the electronic filing requirements imposed by this Ordinance, the Candidate or Committee will remain subject to the electronic filing requirements until the Candidate or Committee files a termination statement pursuant to the Political Reform Act.
- e. Any Candidate or Committee not required to file an electronic statement or report by this Section may voluntarily opt to file an electronic statement or report by submitting written notice to the Registrar of Voters. A Candidate or Committee that opts to file an electronic statement or report is not required to file a paper copy.

Section 8.      ADMINISTRATIVE PENALTIES. If any Person violates any provision of this Ordinance, he or she shall be liable to the Registrar of Voters in the amount of ten (\$10) dollars per day of violation, in addition to any other legal remedies provided by law. This amount shall be deemed a penalty in accordance with Government Code Section 91013. The following procedures shall govern the imposition, enforcement, collection and administrative review of administrative penalties.

- a. **Notice of Violation.** If any Person subject to this Ordinance fails to comply with any provision herein, a Notice of Violation may be issued by the Registrar of Voters or his or her designee.
- b. **Content of Notice of Violation.** The Notice of Violation shall contain the information listed below:
  - (1) Date, location and approximate time the violation was observed or discovered.
  - (2) The Ordinance section violated and a brief description of the violation.
  - (3) The amount of the penalty imposed for the violation.
  - (4) Instructions for the payment of the penalty, the time period by which it shall be paid, and the consequences of failure to pay the penalty within this time period.
  - (5) Instructions on how to appeal the Notice of Violation.
  - (6) The signature of the Registrar of Voters or his or her designee.
- c. **Service of Notice of Violation.** Service of Notice of Violation shall be effective upon deposit in United States mail in accordance with this Ordinance. A copy of the

Notice of Violation shall be mailed by certified mail, return receipt requested to the Person who has violated the Ordinance, at the address listed for the Person on the Fair Political Practices Commission Form 410 Statement of Organization.

d. **Penalties.**

- (1) The penalties assessed for each violation shall be ten (\$10) dollars per day, and shall not exceed the cumulative amount stated in the late statement or report, or one hundred (\$100) dollars, whichever is greater.
- (2) Payment of the penalty shall not excuse the failure to correct the violation nor shall it bar further enforcement action.
- (3) The penalties assessed shall be payable to the County of Riverside, Registrar of Voters.

e. **Administrative Appeal.**

- (1) **Notice of Appeal.** The recipient of a Notice of Violation carrying a penalty may appeal by filing a written Notice of Appeal with the Registrar of Voters. The written Notice of Appeal must be filed within twenty (20) days of the service of the Notice of Violation. Failure to file a written notice of appeal within this time period shall constitute a waiver of the right to appeal. The Notice of Appeal shall contain the following information:
  - a) A brief statement setting forth appellant's interest in the proceedings;
  - b) A brief statement of the material facts which appellant claims supports his/her contention that no violation has occurred, no administrative penalty should be imposed or that an administrative penalty of a different amount is warranted;
  - c) An address at which the appellant agrees notice of any additional proceeding or an order relating to the imposition of the administrative penalty may be received by mail.
  - d) The signature of the appellant.
- (2) The Registrar of Voters, or her or his designee, shall review the appeal and issue a Notice of Decision within thirty (30) days of receipt of the Notice of Appeal. The Notice of Decision shall be final.
- (3) In addition to any other available remedies, the Registrar of Voters may bring a civil action and obtain a judgment in Superior Court for the purposes of collecting any unpaid monetary penalties, fees, or civil penalties imposed pursuant to Government Code Section 91013.5.

Section 9.      **ENFORCEMENT.** The Registrar of Voters, or her or his designee, shall have the primary responsibility to monitor compliance with this Ordinance at his or her discretion, to investigate alleged violations of this Ordinance, to issue Notices of Violations as appropriate, to review appeals to the Notices of Violations, and to collect administrative penalties as set forth herein.

Section 10.    **SEVERABILITY.** If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are hereby declared to be severable.

Section 11.    **EFFECTIVE DATE.** This Ordinance shall take effect January 1, 2014.

**Adopted: 913**      Item 3.6 of 10/25/2011    (Eff: 11/24/2011)  
          **913.1**      Item 3.6 of 06/05/2012    (Eff: 07/05/2012)  
          **913.2**      Item 3-1 of 10/22/2013    (Eff: 01/01/2014)

## **STATEMENT OF ECONOMIC INTERESTS**

(Form 700)

(Government Code § 87200 et seq.)

If you are elected to public office, you will be required to file periodic statements disclosing your “economic interest,” which may include investments, interests in real property, income, and other information. Exactly what must be disclosed depends on the Conflict of Interest Code that has been adopted by your particular district.

Candidates, as well as officeholders, must file Statements of Economic Interests. The Form 700 must be filed with the Registrar of Voters office by the close of the nomination period.

You should be aware that the Statement of Economic Interests you file is a matter of public record. It may be inspected, and copies of it may be purchased, by anyone.



## CAMPAIGN PRACTICES

(Elections Code § 16)

The complete text of Government Code § 84305 is required by law to be issued to each candidate. Summaries of some other code sections concerning campaign practices, as well as information concerning political signs, are also provided below for the benefit of candidates and campaign committees.

### MASS MAILING (Government Code § 84305)

- (a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.  
  
(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee's address is a matter of public record with the Secretary of State.
- (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- (c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.  
  
(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.
- (d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).
- (e) For purposes of this section, the following terms have the following meaning:

## **CAMPAIGN PRACTICES (continued)**

### **MASS MAILING (Government Code § 84305) (continued)**

- (1) "Mass electronic mailing" means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.
- (2) "Sender" means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84217, inclusive.
- (3) To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.
- (f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

No newsletter or other mass mailing shall be sent at public expense. For further information contact the Fair Political Practices Commission. (Government Code § 89001)

(As defined in Government Code § 82041.5 "Mass Mailing" means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.)

### **SLATE MAILER ORGANIZATIONS (Government Code §§ 82048.3, 82048.4, 84108)**

Slate mailer organizations must register with the Secretary of State and file periodic reports on their slate mailer activities. The law applies to slate mailers that support or oppose four or more candidates or measures.

A slate mailer organization is defined as any individual or group who, directly or indirectly, does all of the following:

- Is involved in the production of one or more slate mailers and exercises control over the selection of the candidates and measures to be supported or opposed in the slate mailers; and
- Receives or is promised payments totaling \$500 or more in a calendar year for the production of one or more slate mailers.

### **NOMINATIONS (E.C. §§ 18200-18205)**

No person shall submit a nomination paper knowing that any part of it has been made falsely. No person shall fraudulently deface or destroy, or willfully suppress all or part of any nomination paper, or deliberately fail to file at the proper time and in the proper place any nomination paper in his or her possession that is entitled to be filed. No person shall, directly or indirectly, pay, solicit, or receive anything of value in order to induce a person not to become or to withdraw as a candidate.

## **CAMPAIGN PRACTICES (continued)**

### **FALSE OR MISLEADING INFORMATION TO VOTERS**

No candidate shall, in his occupational designation on the ballot, assume a designation that would mislead the voters. (E.C. § 13107)

Every candidate is guilty of a misdemeanor who pretends or implies that he or she is an incumbent of a public office or that he or she has acted in the capacity of a public officer when this is not the case. (E.C. § 18350)

Any candidate who knowingly makes a false statement of material fact in a candidate's statement, with the intent to mislead the voters, is punishable by a fine not to exceed \$1,000. (E.C. § 18351)

### **SIMULATED BALLOTS**

Every simulated ballot shall bear a printed notice (See Elections Code § 20009 for details) stating that this is not an official ballot but rather an unofficial marked ballot prepared by (name and address of person or organization responsible); and no official seal or insignia may appear on the envelope in which it is contained.

### **POLLING PLACE INFORMATION**

Every person is guilty of a misdemeanor who distributes, or causes to be distributed, literature to voters that includes the designation of a voter's precinct polling place other than the precinct polling place listed for that voter in the latest official precinct polling list at some time not more than 30 days prior to the distribution. (E.C. § 18302)

### **VOTE-BY-MAIL VOTER BALLOT APPLICATIONS (E.C. § 3007)**

The processing of vote-by-mail voter applications is expedited when voters use the official application form that contains such information as affidavit number and ballot style. Since the Registrar of Voters routinely mails this application form to every voter along with the County Voter Information Guide, there is no need for candidates to distribute their own vote-by-mail application forms. Candidates who wish to do so must comply with the requirements set forth in the Elections Code. They must follow the uniform application format that is provided by the Secretary of State and available at the Registrar of Voters.

They must also comply with the postal regulations, which may be obtained by contacting the vote-by-mail section of the Registrar of Voters' office at (951) 486-7271.

### **POLITICAL ADVERTISING (E.C. § 20008)**

Any paid political advertisement contained in or distributed with a newspaper shall bear on each page in type at least half as large as the type of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement," and such words shall be set apart from any other printed matter.

## **CAMPAIGN PRACTICES (continued)**

### **POLITICAL SIGNS**

The placement of political signs is subject to regulations by state, county, and/or city. Be sure you know what the restrictions are. For signs within a city, ask the City Clerk for information. For signs in an unincorporated area of Riverside County, check with the Riverside County Code Enforcement Department; phone (951) 955-2004 at 4080 Lemon Street, Riverside. There are also State laws governing campaign signs, for more information contact the State of California – Department of Transportation at (916) 654-6473.

**State:** Consult the State of California – Department of Transportation at (916) 654-6473.

**City:** Consult the appropriate City Clerk for information concerning city sign ordinances.

**County:** Following is the text of Temporary Political Signs (County of Riverside Ordinance 806)

The Board of Supervisors of the County of Riverside Ordains as Follows:

#### **SECTION 1. PURPOSE AND INTENT.**

It is the intent of this ordinance to regulate temporary signs which are not regulated by Article XIX of Riverside County Ordinance No. 348 and Riverside County Ordinance No. 679. The purpose of the ordinance is to preserve and enhance the aesthetic, traffic safety and environmental values of our communities and growing commercial and industrial areas, while at the same time, providing channels of communication to the public. It is the County's intent to regulate non-permanent signs based on their size, height, number, location and duration and to allow more non-commercial signs during election periods to encourage public debate. The County finds that it is in the interest of both aesthetics and traffic safety that signage be kept to a minimum. It is the intent of this sign ordinance to enhance traffic safety by ensuring that signage does not distract, obstruct or otherwise impede traffic circulation. The County finds that signs which exceed the dimensions, design and location restrictions specified in this ordinance are unreasonable and adversely affect public welfare and safety, including traffic safety.

All signs described herein shall conform to the applicable provisions of this ordinance. If any specific zoning classification within Ordinance 348 shall impose more stringent requirements than are set forth within this article, the more stringent provisions shall prevail.

#### **SECTION 2. DEFINITIONS.**

For purposes of this ordinance, the following words or phrases shall be defined as follows:

- A. ELECTION PERIOD** means the period of time ninety (90) days prior and ten (10) days after any local state, regional or national official election.
- B. HEIGHT** means the highest point of the structure or sign measured from the average natural ground level at the base of the supporting structure.

## **CAMPAIGN PRACTICES** (continued)

### **SECTION 2. DEFINITIONS.** (continued)

- C. LOT.** The definition of "lot" set forth in Ordinance No. 348 (Section 2144) shall be incorporated by this reference.
- D. ~~NON-COMMERCIAL SIGN~~** means any sign that does not do any of the following:
1. Advertise a product or service for profit for a business purpose;
  2. Propose a commercial transaction; or
  3. Relate solely to economic interests.
- E. ~~PERMANENT FOUNDATION~~** means concrete or other semi-permanent material used to affix a sign to the ground.
- F. REAL ESTATE SIGN** means a temporary sign advertising a property or structure is for sale, lease, rent or exchange. The advertising contained on a Real Estate Sign shall be limited the following information:
1. That the property is for sale, lease, rent or exchange by the owner or his or her agent.
  2. The property is in escrow or there is an "open house".
  3. Directions to the property.
  4. The owners or agent's name, address and telephone number.
- G. SIGN** means any structure, housing, device, figure, statuary, painting, display, message, placard or other contrivance, which is designed, constructed, created, engineered, intended or used to provide data or information for advertising purposes.
- H. SURFACE AREA** means that area of a sign as measured by the smallest geometric form such as a square, rectangle, triangle, or circle, or combination thereof, which will encompass the face of the sign on which the message is displayed.
- I. TEMPORARY SIGN** means a sign that is not intended to be permanent. Temporary signs shall not be constructed or erected upon a permanent foundation or attached to a sign structure having a permanent foundation. Temporary signs shall include non-commercial signs (including non-commercial signs during an election period), real estate signs, yard or garage sale signs or event signs. All other commercial signs, not constructed or erected upon a permanent foundation, are prohibited by this ordinance. If the sign is constructed or erected on a permanent foundation, it is regulated by Article XIX (Section 19, et seq) of Riverside County Ordinance No. 348.

### **SECTION 3. TEMPORARY SIGNS.**

Temporary signs are permitted in all zoning classifications subject to the limitations imposed by this ordinance. No person shall erect, use or maintain a temporary sign in the unincorporated area of the County, except in accordance with the following provisions:

## **CAMPAIGN PRACTICES (continued)**

### **A. Standards For All Temporary Signs.**

1. No temporary sign shall be artificially lighted.
2. No temporary sign shall be erected, placed, used or maintained within the road right of way, except non-commercial signs during an election period.
3. No temporary sign shall be erected, placed, used or maintained upon property without the consent of the owner, lessee, person or entity in lawful possession of the property.
4. No temporary sign shall be erected, placed, used or maintained so that it does any of the following:
  - (a) Mars, defaces, disfigures or damages any public building, structure or other property.
  - (b) Endangers the safety of persons or property.
  - (c) Obscures the view of any fire hydrant, traffic sign, traffic signal, street sign, or public informational sign.
  - (d) Blocks motorists' line of vision to areas of vehicular or pedestrian traffic.

### **B. Standards For Real Estate Signs.**

1. For lots zoned for one and two family residential uses: one sign not exceeding six (6) square feet in surface area and not more than six (6) feet in height.
2. For lots zoned for multiple family residential, commercial, industrial and agricultural uses: one sign on each separate frontage of the lot on the street, each sign not to exceed thirty-two (32) square feet in surface area and not more than six (6) feet in height. No more than four (4) signs are allowed per development.
3. Riders, not to exceed two (2) square feet in aggregate surface area may be added to the real estate sign to identify the specific agent offering the property for sale, to show that the property is "in escrow" or for an "open house".
4. The sign(s) shall be removed within ten days of the close of escrow on the property or structure, or portion thereof, being sold, leased or rented.

### **C. Standards For Yard Or Garage Sale Signs And Event Signs.**

Temporary signs that advertise items for sale or events located on the property on which the sale or event will be conducted are permitted in every zoning classification, subject to the following standards:

1. The yard or garage sale or event is in conformance with Riverside County ordinances.
2. No sign shall exceed four (4) square feet in surface area.
3. No sign shall exceed four (4) square feet in height.
4. No sign shall be posted more than fifteen (15) days before the event or sale, and shall be removed within five (5) days after the event or sale.
5. Only one (1) sign per lot may be displayed at any time and no more than three (3) such signs may be posted on any lot per calendar year.

### **D. Standards For Non-Commercial Signs During Election Period.**

1. In addition to the temporary signs permitted in Section 3 of this ordinance and the signs allowed by Ordinance 348, Article XIX and Ordinance 679, temporary non-commercial signs shall be permitted in all zoning classifications during an election period, subject to the following limitations:
  - (a) No sign shall exceed thirty-two (32) square feet in surface area.

## **CAMPAIGN PRACTICES** (continued)

### **D. Standards For Non-Commercial Signs During Election Period.** (continued)

- (b) No sign shall exceed six (6) feet in height.
- (c) No lot shall contain such signs having an aggregate surface area in excess of eighty (80) square feet.
- (d) Such signs shall be permitted along road right-of-way provided no sign shall be erected, placed, used or maintained on any publicly owned tree or shrub or upon the improved portion of any street or highway right of way used for traffic or parking or upon any street divider or median strip.
- (e) All signs shall be removed within ten (10) days after the election has occurred.

### **SECTION 4. NON-COMMERCIAL SIGNS PERMITTED.**

A non-commercial sign or message is permitted to be displayed, in lieu of a commercial message, wherever and whenever a commercial sign or message is permitted by this ordinance.

### **SECTION 5. ENFORCEMENT.**

- A.** County employees, representatives or agents shall be authorized to remove and dispose of any temporary sign in violation of this ordinance upon the expiration of ten (10) days after posting a written notice of violation on the sign, and mailing of a written notice to the property owner and to the sign owner, if identified on the sign. The notice shall contain the right to appeal this determination by submitting a written appeal to the Department of Building and Safety within this ten (10) day time period. The appeal shall be conducted by review of the written appeal by an administrative hearing officer. The submission of a written appeal to the Department of Building and Safety within the ten (10) day time period shall stay the removal and disposal of the sign upon a decision of the hearing officer granting the appeal or until ten (10) days after mailing of a decision of the hearing officer denying the appeal.
- B.** The procedures, remedies and penalties for violation of this ordinance and for recovery of costs related to enforcement are provided for in Ordinance No. 725, which is incorporated herein by this reference.

### **SECTION 6. NONCONFORMING TEMPORARY SIGNS.**

- A.** Every temporary sign which was lawfully in existence prior to the enactment of this ordinance, and does not conform to this ordinance, shall be deemed a nonconforming temporary sign and shall be removed or altered in accordance with this ordinance as follows:
  - 1. All temporary signs with a nominal value of \$100.00 or less shall be abated or brought into conformance immediately after the effective date of this ordinance.
  - 2. All temporary signs with a value of more than \$100.00 shall be abated or brought into conformance within six (6) months of the effective date of this ordinance.
- B.** All temporary signs not in lawful existence prior to the date of enactment of this ordinance shall be abated or brought into conformance immediately.

## **CAMPAIGN PRACTICES (continued)**

### **SECTION 6. NONCONFORMING TEMPORARY SIGNS. (continued)**

- C.** For purposes of this section, the above referenced terms have the following meanings:
1. The “value” of the temporary sign shall mean the cost of sign, less depreciation, and shall not include the potential revenue generated by the sign.
  2. A temporary sign “in lawful existence prior to enactment of this ordinance” means a temporary sign that conforms with all other County ordinances, State or Federal laws and Uniform Codes in effect at the time of enactment of this ordinance, including any applicable permit requirements.

#### **ELECTIONEERING ON ELECTION DAY (E.C. §§ 18370, 18541)**

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

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (c) Place a sign relating to voters’ qualifications or speak to a voter on the subject of his or her qualifications. (Except as part of the formal challenge procedure).
- (d) Do any electioneering.
- (e) Photograph, video record, or otherwise record a voter entering or exiting a polling place.

“100 feet of a polling place or an elections 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 provision of this section is guilty of a misdemeanor.

Any violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.

#### **ELECTIONEERING DURING VOTE-BY-MAIL VOTING (E.C. §§ 18370, 18371)**

- (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote-by-mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote-by-mail voter is voting.
- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any provisions of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

**NOTE:** Misdemeanor penalties will also be imposed on any person performing the actions as prohibited on Election Day or at any time that a voter may be casting a ballot.



## CONTRIBUTION INFORMATION



### **SOLICITATION OF POLITICAL CONTRIBUTIONS; OFFENSE; PUNISHMENT (G.C. § 3205)**

- (a) An officer or employee of a local agency shall not, directly or indirectly, solicit a political contribution from an officer or employee of that agency, or from a person on an employment list of that agency, with knowledge that the person from whom the contribution is solicited is an officer or employee of that agency.
- (b) A candidate for elective office of a local agency shall not, directly or indirectly, solicit a political contribution from an officer or employee of that agency, or from a person on an employment list of that agency, with knowledge that the person from whom the contribution is solicited is an officer or employee of that agency.
- (c) This section shall not prohibit an officer or employee of a local agency, or a candidate for elective office in a local agency, from requesting political contributions from officers or employees of that agency if the solicitation is part of a solicitation made to a significant segment of the public which may include officers or employees of that local agency.
- (d) Violation of this section is punishable as a misdemeanor. The district attorney shall have all authority to prosecute under this section.
- (e) For purposes of this section, the term "contribution" shall have the same meaning as defined in G.C. § 82015.

### **LOCAL AGENCY EXPENSES (G.C. § 54964)**

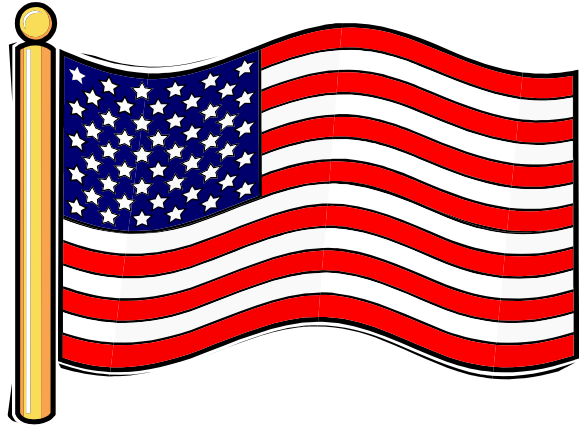
An officer, employee, or consultant of a local agency may not expend or authorize the expenditure of any of the funds of the local agency to support or oppose the approval or rejection of a ballot measure, or the election or defeat of a candidate, by the voters.

This section does not prohibit the expenditure of local agency funds to provide information to the public about the possible effects of a ballot measure on the activities, operations, or policies of the local agency.

The information provided shall constitute an accurate, fair, and impartial presentation of relevant facts to aid the voters in reaching an informed judgment regarding the ballot measure.

This section does not apply to the political activities of school officers and employees of a county superintendent of schools, an elementary, high, or unified school district, or a community college district.

## VOTER REGISTRATION INFORMATION



### **VOTER REGISTRATION INFORMATION (E.C. §§ 2188, 2194)**

Voter registration information is confidential except for election, scholarly, journalistic, political or for governmental purposes. (E.C. § 2194)

Any person, organization, company, committee, association or group requesting voter registration information (this also applies to indexes and vote-by-mail voters' lists) must complete an application provided and maintained by the Registrar of Voters. The application requires that appropriate identification be provided at the time of completing the application. (E.C. § 2188)

Duplication, distribution or selling of this information by anyone other than the election official is prohibited.

It is a misdemeanor to knowingly use or permit the use of all or any part of that information for any purpose other than as permitted by law. (E.C. § 18109)

It is a misdemeanor for any person knowingly to acquire possession or use voter registration information without first complying with Elections Code § 2188.

## CONDITIONAL VOTER REGISTRATION

Effective January 1, 2017, Conditional Voter Registration is available to eligible voters in California pursuant to Election Codes 2170 through 2173.

Conditional Voter Registration (CVR) extends the existing 15-day registration deadline to eligible voters, allowing them to register and vote 14 days prior to an election through Election Day. An eligible voter would need to register directly in the office of the Riverside County Registrar of Voters, located at 2720 Gateway Drive, in Riverside, CA 92507 to conditionally register to vote and vote a provisional ballot.

Voters may register online at [www.registertovote.ca.gov](http://www.registertovote.ca.gov), however, **CVR ballots will only be issued at the office of the Registrar of Voters.**

In order to conditionally register, the voter must first complete an affidavit of registration (also known as a Voter Registration Card). Once the registration is submitted, the Registrar of Voters will issue a CVR provisional ballot to vote.

The affidavit will be processed and once the eligibility is determined and validated, the registration will become permanent and the CVR provisional ballot will be counted.

Conditional Voter Registrations are treated and processed in the same manner as other registrations; CVR provisional ballots are treated and processed the same as other provisional ballots.

If you have any questions regarding Conditional Voter Registration, please call (951) 486-7200 or toll free (800) 773-VOTE (8683).

You may check the status of your voter registration at [www.voteinfo.net/AmIRegistered](http://www.voteinfo.net/AmIRegistered).

*CVR was enacted in 2012, to be operative on January 1<sup>st</sup> after the certification of a statewide voter registration database. VoteCal, California's statewide voter registration database, was certified on September 26, 2016; CVR became operative as of January 1, 2017.*

## **RECORDS ACCESS**

### **IMPORTANT NOTICE – PLEASE READ**

When an individual, government agency or political entity requests any information on registered voters, whether printed, on microfilm, microfiche, CD ROM, disk or computer tape, an "Application to Purchase or View Voter Registration Information" must be completed and signed before any information can be released. By signing this form, the applicant agrees to use the information only for election or governmental purposes. (California Administrative Code § 19002)

The applicant further agrees not to sell, lease, loan, or deliver possession of the registration information, or a copy thereof, or any portion thereof, to any person, organization or agency, without receiving prior written authorization to do so from the County Registrar of Voters. (California Administrative Code §§ 19005 and 19008)

### **PERMITTED USES**

Permissible uses of the registration information shall include, but shall not be limited to, the following:

1. Using registration information for purposes of communicating with voters in connection with any election.
2. Sending communications, including but not limited to, mailings which campaign for or against any candidate or ballot measure in any election.
3. Sending communications, including but not limited to, mailings by or in behalf of any political party; provided however, that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments, and related matters.
4. Sending communications, including but not limited to, mailings incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition.
5. Sending of newsletters or bulletins by any elected public official, political party, or candidate for public office.
6. Conducting any survey of voters in connection with any election campaign.
7. Conducting any survey of opinions of voters by any government agency, political party, and elected official or political candidate for election or governmental purposes.
8. Conducting an audit of voter registration lists for the purpose of detecting voter registration fraud.
9. Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure.
10. Any official use of any local, state, or federal governmental agency.  
(California Administrative Code § 19003)

## **RECORDS ACCESS** (continued)

### **PROHIBITED USES**

The following uses of registration information obtained from a source agency shall be deemed prohibited other than for election and governmental purposes:

1. Any communication or other use solely or partially for any commercial purpose.
2. Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition to a ballot measure.
3. Conducting any survey of opinions of voters other than those permitted by California Administrative Code § 19003 (f) & (g).

### **PENALTIES FOR UNAUTHORIZED USE**

Any unauthorized use shall result in a penalty equal to the sum of \$0.50, multiplied by the number of registration records used in an unauthorized manner.

Unauthorized use by any applicant of any portion of the registration information shall raise a presumption that all such information obtained by the applicant was so misused. (California Administrative Code § 19007)

## VOTING ACCESSIBILITY ADVISORY COMMITTEE (VAAC)



The Riverside County Registrar of Voters is pleased to announce the formation of a local Voting Accessibility Advisory Committee (VAAC). This provides a forum for the disability and senior communities in Riverside County to voice their concerns, advice, assist and provide recommendations to the Registrar of Voters regarding access to the electoral process for voters with disabilities.

At these meetings, it is our goal to open the lines of communication and foster cooperation with community groups so that we are able to address voting process issues. It is our hope that VAAC members provide feedback on polling place locations, voting systems, and other accessibility matters. We are also highly interested in promoting awareness to individuals and organizations through outreach opportunities. We highly encourage VAAC members to reach out to other members of the community and assist with disseminating voter materials as well as recruit potential poll workers from within their communities.

We sincerely hope you will consider observing one of the upcoming VAAC meetings. These meetings will be held on a quarterly basis at locations throughout Riverside County. Please contact the Registrar of Voters Office at (951) 486-7200 or visit our website at [www.voteinfo.net](http://www.voteinfo.net) for meeting dates, times and locations.

## SERVICES TO CANDIDATES

***Prior to requesting the items listed below, an “Application to Purchase or View Voter Registration Information” must be completed at the Registrar of Voters office. In addition, the applicant must display proper identification, i.e. drivers’ license.***

**NOTE:** An application to purchase or view is available on our website or we will email it upon request.

### **VOTER INDEXES (E.C. § 2183 et seq.; Cal. Admin. Code § 19001 et seq.)**

An index (voter list) is available for each precinct, listing all registered voters by street address. Political affiliation and telephone number is also given. Listing a phone number is optional on the registration form; therefore, any phone numbers listed on the index may not be current.

**WARNING:** Mailing addresses are not given on voter indexes. Candidates who plan to mail campaign literature should see information about **MAILING LABELS** below.

A candidate may purchase indexes at a cost of \$5 for the first thousand names and \$1 for each additional 1,000 names (or portion thereof). Each purchase may be a complete set for the candidate’s electoral jurisdiction, or a partial set. Indexes may be mailed if payment, including postage or UPS charges, is received in advance, and the applicant has completed the required application.

Indexes may be purchased by the candidate or by someone with the candidate’s written authorization. The purchaser must sign an agreement to use the indexes only for election or governmental purposes. A substantial fine may be imposed if registration information is used for other purposes.

For further information, call the Registrar of Voters’ office at (951) 486-7344.

### **MAILING LABELS**

Candidates who plan to mail campaign material may purchase mailing labels from the Registrar of Voters. The labels may be purchased for each registered voter in a district or by head of household.

## SERVICES TO CANDIDATES (continued)

### FEE SCHEDULE

Candidates may purchase a list of voters by jurisdiction, which contains the voter's regular precinct, name, residence, mailing address, and phone number, if provided. Voter lists are available in the following formats:

SERVICES	CHARGES / FEES
<b>Absentee Voter File</b> a) Initial Requests b) Updates Complete Absentee Issue Period	a) \$ 100.00 first day of absentee period b) \$ 600.00 daily updates for entire absentee issue period
<b>Certified Copies</b> a) Registration Affidavit (E.C. § 2167) b) Any other document (G.C. §§ 26831 – 26836)	a) \$ 1.50 b) \$ 1.75 plus charge for copying
<b>Election Calendar</b>	\$ 2.00
<b>List of Candidates</b> Hard copy or Electronic Transmission	\$ 0.50 first page \$ 0.10 each page thereafter
<b>Mailing Label Data</b> a) Individual voter or head of household	a) \$ 35.00 per 1,000 names or portion thereof
<b>Master Voter File</b> a) Countywide (CD ROM) b) Per District (CD ROM) c) Street Index of Voters	a) \$ 35.00 b) \$ 35.00 district c) \$ 5.00 for 1 <sup>st</sup> 1,000 names, plus \$ 1.00 per 1,000 names or portion thereof
<b>Precinct Maps</b> District Maps	\$ 35.00
<b>Recall Pamphlets</b>	\$ 3.00
<b>Research of Source Data</b> (when authorized – staff availability basis)	\$ 35.00 per hour plus copying and postage charges
<b>Signature Verification</b>	\$ 0.50 per signature
<b>Voter Notifications</b> Via postcard (subject to postage rate change)	\$ 0.50 per voter notification
<b>Reproduced Documents</b> (without certification)  -Fax / Transmission service requested by purchaser <u>Exceptions:</u> a) Campaign Disclosure; Statements of Economic Interest (G.C. § 81008) b) Statement of Votes Cast c) Statement of Votes Cast (CD) (PDF or EXCEL)	\$ 0.50 for 1 <sup>st</sup> page, plus \$ 0.10 for each additional page(s) of same document / item \$ 2.50 plus \$ 0.50 per page  a) \$ 0.10 per page b) \$ 30.00 per bound volume, or as quoted c) \$ 100.00
<b>Returned Check Charge</b>	\$ 31.00
<b>Candidate Statement Deposit</b> Printing of candidate statement in the County Voter Information Guide.	Actual vendor printing costs (request calculation schedule)



## **SERVICES TO CANDIDATES** (continued)

### **PRECINCT MAPS**

Detailed maps showing precinct boundaries may be purchased. Candidates should contact our Precincting Section to order maps for their jurisdiction. Call the Registrar of Voters' office at (951) 486-7338 for further information.

### **VOTE-BY-MAIL VOTER LISTS**

Vote-by-Mail voter lists are available on CD or email. For further information call the Registrar of Voters' office at (951) 486-7344.

## POLLING INFORMATION

### POLLING PLACES

The Polls are open from 7:00 a.m. until 8:00 p.m.

The following rules/regulations are presented to assist you in running a trouble free campaign and avoiding any problems.

#### WORKING AT THE POLLS/POLLING PLACE INFORMATION:



In addition to general recruitment of poll workers from among the county's registered voters, the Registrar of Voters uses three other specialized recruitment programs to identify Election Officers. They are the Student Pollworker program, the County Pollworker program, and the Adopt-A-Poll program.

California Elections Code does not allow any candidate for elective office to use their residence or business as a polling place. (E.C. § 12287)

California Elections Code authorizes County Central Committees to nominate individuals to work on precinct boards. The nominee must be a registered voter, member of the party making the nomination, and a resident of the precinct to which the nomination applies. These nominations must be made at least 90 days prior to the election for which the nomination is made. (E.C. § 12306)

#### WHY POLLING PLACES CHANGE:



There are many reasons for choosing or changing a particular polling place. Any or all of the following reasons may apply:

- ☆ Facilities become overcrowded or permission is no longer granted for a facility to be used as a polling place.
- ☆ As precincts grow, boundaries have to be revised. This could result in your having to be assigned to a different polling place.
- ☆ Previous polling place not accessible to the disabled and the elderly as dictated by law.
- ☆ The different grouping of districts in an election could make it necessary to change your polling place from election to election.
- ☆ Inadequate lighting, parking or other similar concerns may require a new location to be selected.
- ☆ Construction/remodeling may render a polling place unavailable for an election.
- ☆ Facility must be secure for storing voting equipment.

## Polling Places (continued)

### CAMPAIGNING / ELECTIONEERING:

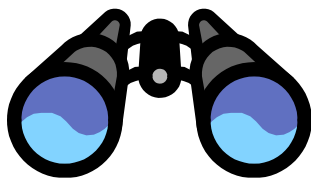


No person shall do any of the following within 100 feet of a polling place. (100 feet begins at the doorway of the room in which voters are voting).

- ☆ Circulate any petitions.
- ☆ Solicit a vote; wear campaign insignia, or clothing with campaign slogans or political advertisements.
- ☆ Post any signs relating to candidates and/or measures.
- ☆ Perform any type of electioneering activities.

Pollworkers are instructed to check for electioneering throughout the day. If a poll worker advises you that you are too close or are in any way electioneering, please comply with the request to correct the problem. If the pollworker is unable to resolve the problem, the Registrar of Voters will send a troubleshooter to the polls and/or summon law enforcement for assistance. It should be noted that exit polling may be conducted 25 feet from the polling place entrance.

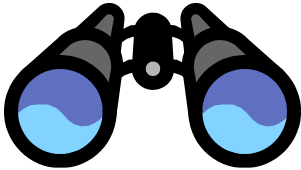
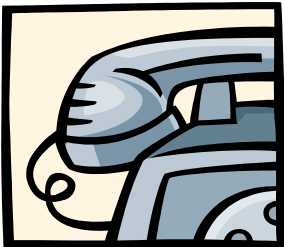
### OBSERVING:



You are certainly welcome to observe activity at any polling place on election day – from the time the polls open until the polls are closed and the pollworkers depart to return the ballots and supplies to the collection center. However, in order not to disrupt the voting process, it is suggested that you and your campaign workers review the following material that is given in training to our pollworkers. It explains some of the do's and don'ts of observation.

Anyone may be a poll watcher, but most often poll watchers are people who are working with one of the political parties or for a campaign. A poll watcher is someone who is observing the procedures at the polls and/or monitoring who has, or who has not voted. To accomplish this, poll watchers may continually check the posted copy of the Street Index. **When not in use**, poll watchers are permitted to view the Roster of Voters, and all supplemental lists in the possession of the precinct board.

Although the law allows poll watching, there are rules and guidelines that must be followed.

Polling Places (continued)	
<b>OBSERVING (Cont'd):</b>  	<b>RULES FOR POLL WATCHERS/OBSERVERS</b>  <ul style="list-style-type: none"> <li>☆ Poll watchers are <b>NOT</b> permitted to disturb voters or interfere with the election process in any way.</li> <li>☆ Poll watchers may ask questions, but may <b>NOT</b> interfere with Election Officer duties or disturb voters.</li> <li>☆ Poll watchers may <b>NOT</b> sit at the election table.</li> <li>☆ Poll watchers are <b>NOT</b> permitted behind the voting equipment or in the “voting area”.</li> <li>☆ Poll watchers may <b>NOT</b> remove the Street Index from the immediate area. It may be removed from the wall for use, but then it must be re-posted.</li> <li>☆ If more than one person or group wishes to use the Street Index, it must be equally shared.</li> <li>☆ The Roster of Voters may only be viewed at the election table, and for only as long as the election board does not need it.</li> <li>☆ If a poll watcher wishes to view the Roster of Voters at the close of polls, he or she may do so only for as long as it is not required by Election Officers to facilitate closing procedures.</li> </ul>
<b>ELECTION DAY CONCERNS:</b>  	<p>If you see any activity that you believe is improper, or contrary to the Registrar of Voters policies, please contact the Registrar of Voters office immediately so that we may investigate. The sooner we know of a problem, the sooner we can eliminate it. Telling us of a problem the day after the election is helpful, but does not allow us to resolve problems in a timely manner for the benefit of those participating in the present election.</p>

## CANVASS

### ELECTION NIGHT ACTIVITIES

<b>ELECTION RESULTS AVAILABLE AFTER 8:00 p.m.</b>	At the Registrar of Voters, 2724 Gateway Drive, Riverside, or by phone (951) 486-7200, (800) 773-VOTE, or website: <a href="http://www.voteinfo.net">www.voteinfo.net</a>
<b>ELECTION NIGHT RESULTS INFORMATION</b>	<p>Candidates are invited to visit the Registrar of Voters office on election night. Cumulative election results will be available to candidates and the public via a large projection screen in the Lobby or via telephone at the Registrar of Voters Office. In addition, the results will be posted on the Registrar of Voters website at <a href="http://www.voteinfo.net">www.voteinfo.net</a>. The vote-by-mail vote will be reported first at approximately 8:15 p.m. Telephone operators will remain available to answer questions until all precinct results have been reported.</p> <p>The polls officially close at 8:00 p.m. Election activity then changes, from what was primarily voter participation at the polls, to precinct officials completing necessary procedures and forms, and delivering equipment and supplies to Ballot Collection Centers. Certain receiving procedures take place, and then the ballot cartons are delivered to the Registrar of Voters where the votes are tallied by computer. (No results are available at the remote Collection Centers.)</p>
<b>CANVASS</b>	<p>Following Election Day the canvass of the returns will commence at the Registrar of Voters office.</p> <p>During the canvass, a complete audit of all returns will be accomplished, as well as processing and counting of provisional and vote-by-mail ballots voted and/or received on election day. Additionally, if there are any qualified write-in candidates, those votes will be tallied during the canvass. As a result, close races may not be determined until the canvass is completed.</p> <p>The official election results will be certified after the completion of the canvass.</p>
<b>CERTIFICATION OF ELECTION RESULTS</b>	After certification of the election results, winners will be mailed a Certificate of Election with instructions on where and when to file it.

## FREQUENTLY ASKED QUESTIONS



**Q. Does it cost anything to run for office?**

A. There is no filing fee required of candidates running for school board or special district offices. (The only cost a candidate may incur is for the optional Candidate's Statement.)

**Q. How many nomination signatures do I need?**

A. Nomination signatures are not required for schools and special districts.

**Q. May I withdraw my candidate's statement after it is filed?**

A. Your statement may be withdrawn during the nomination period, and until 5 p.m. of the next working day after the close of the nomination period.

**Q. Why does the cost of the Candidate's Statement vary from district to district?**

A. The cost for the Candidate's Statement is based on the number of registered voters in each jurisdiction.

**Q. To whom is the check made payable to for a Candidate's Statement?**

A. Make your check payable to the Registrar of Voters.

**Q. May I change my ballot designation after I file my documents?**

A. Yes. The ballot designation may be changed by a candidate until 5 p.m. on the final date for filing nomination documents.

**Q. May the oath be administered by a notary?**

A. Yes. The oath may be executed before a notary, district secretary, district superintendent, or a deputy in the Registrar of Voters' Office.

**Q. May I fax my nomination documents to your office?**

A. No. Only original documents will be accepted.

**Q. May I mail my nomination documents?**

A. Yes. However they must be received in the Registrar of Voters' office by the filing deadline. A postmark or certified letter receipt does not constitute receipt of documents in our office.

## **FREQUENTLY ASKED QUESTIONS** (continued)

**Q. May I file my nomination documents with the district office?**

A. No. Your nomination documents must be filed with the Registrar of Voters office.

**Q. When am I considered a candidate?**

A. You are considered a candidate when your nomination documents have been filed and verified.

**Q. What happens if I change my mind about running for office after I have filed my nomination documents?**

A. You may withdraw anytime up to the close of the nomination period. Withdrawal must be submitted in writing to the Registrar of Voters' office. After the nomination period closes, you are not permitted to officially withdraw and your name will appear on the ballot. It is the candidate's responsibility to inform voters that he/she does not want to be elected to office.

**Q. What determines the order in which my name will appear on the ballot?**

A. A random alphabet drawing is conducted by the Secretary of State, which determines the order that candidates names will appear on the ballot.

**Q. May someone else file nomination documents on my behalf?**

A. Election law does not specifically prohibit another person from filing nomination papers for a candidate; however, candidates are urged to file in person for the following reasons:

1. The oath of affirmation must be administered by a deputy of the Registrar of Voters' office, an authorized public official, or a notary public. It is much easier for a candidate to file the nomination papers in person and have the oath administered at the time he or she files.
2. The signature of the candidate, as well as other data, is required on many documents involved in the nomination process. If through an oversight the nomination papers are incomplete; the problem can easily be rectified when a candidate files in person.

**Q. What happens if I'm the only candidate?**

A. If you are the only candidate for a special district office, you will be appointed by the Board of Supervisors. If you are the only candidate for a school district, you will automatically be seated at the district's organizational meeting.

# 2019 CALENDAR

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

FEBRUARY						
S	M	T	W	T	F	S
					1	2
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10	11	H	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28		

MARCH						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30				

MAY						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

JUNE						
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23	24	25	26	27	28	29
30						

JULY						
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28	29	30	31			

AUGUST						
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25	26	27	28	29	30	31

SEPTEMBER						
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22	23	24	25	26	27	28
29	30					

OCTOBER						
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27	28	29	30	31		

NOVEMBER						
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17	18	19	20	21	22	23
24	25	26	27	H	H	30

DECEMBER						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	H	26	27	28
29	30	31				

<b>E = Election Day</b>	<b>Nomination Period for November 5, 2019 Election</b>	<b>H = Holiday</b>	<b>R = Registration Deadline</b>
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