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# CANDIDATE'S HANDBOOK

Consolidated Primary Election  
June 5, 2012



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## IMPORTANT CHANGES

Since Candidate Filing was last held in 2010, two significant changes have occurred, impacting the Candidate Filing process:

1. Proposition 14, the Top Two Candidates Open Primary Act, passed by the voters in June of 2010; and
2. The redistricting of congressional, state legislative, and supervisorial districts.

We urge you to read the following information provided on each of these changes before starting the Candidate Filing process.

### **PROPOSITION 14: The Top Two Candidates Open Primary Act Passed by the Voters in June of 2010**

This proposition provides for a “voter-nominated Primary Election” for each state elective office and congressional office in California. A voter may vote at the Primary Election for any candidate for congressional or state elective office without regard to the political party preference (formerly known as “party affiliation”) disclosed by either the candidate or the voter.

The top two candidates receiving the two highest vote totals for each office at a Primary Election, regardless of party preference, would then compete for the office at the ensuing General Election.

### **PARTY-NOMINATED / PARTISAN OFFICES**

For the June 5, 2012 Presidential Primary Election, party-nominated offices are President of the United States and Members of Party Central Committees.

Under the California Constitution, political parties may formally nominate candidates for party-nominated / partisan offices at the Primary Election. Candidates so nominated for President of the United States will then represent that party as its official candidate for the office at the ensuing General Election and the ballot will reflect an official designation to that effect. The top vote-getter for each party at the Primary Election is entitled to participate in the General Election.

Parties also elect members of official party committees at the Primary Election. These candidates are elected at the Primary Election and will not appear on the General Election ballot.

***Note: Proposition 14 does not change how candidates for party-nominated / partisan offices are nominated or elected.***

No voter may vote the ballot of any political party at any Primary Election unless he or she has disclosed a preference for that party upon registering to vote.

**EXCEPTION:** If a person has declined to disclose a party preference and the political party, by party rule, duly notified the Secretary of State that it authorizes a person who has declined to disclose a party preference to vote the ballot of that political party for the offices of President of the United States, then that voter may do so.

## **IMPORTANT CHANGES** (continued)

### **VOTER-NOMINATED OFFICES**

For the June 5, 2012 Presidential Primary Election, voter-nominated offices are Member of United States Senate, Representative in Congress, Member of the State Senate, and Member of the State Assembly.

Under the California Constitution, political parties are not entitled to formally nominate candidates for voter-nominated offices at the Primary Election, and a candidate nominated for a voter-nominated office at the Primary Election is not the official nominee of any party for the office in question at the ensuing General Election.

All voters, regardless of the party preference listed on their registration affidavit or their refusal to disclose a party preference, may vote for any candidate for a voter-nominated office, provided they meet the other qualifications required to vote for that office.

The top two vote-getters at the Primary Election advance to the General Election for the voter-nominated office, and both candidates may have specified the same party preference designation. No party is entitled to have a candidate with its party preference designation participate in the General Election unless such candidate is one of the two highest vote-getters at the Primary Election.

A candidate for nomination or election to a voter-nominated office shall indicate his or her party preference, or lack of party preference, and have that designation reflected on the Primary and General Elections' ballots, but the party designation so indicated is selected solely by the candidate and is shown for the information of the voter only. It does not constitute or imply an endorsement of the candidate by the party designated, and no candidate nominated by the qualified voters for any voter-nominated office shall be deemed to be the officially nominated candidate of any political party.

### **NONPARTISAN OFFICES**

For the June 5, 2012 Presidential Primary Election, nonpartisan offices are Members of the Riverside County Board of Supervisors, Trustees of the Riverside County Board of Education, and Judges of the Superior Court.

Under the California Constitution, political parties are not entitled to nominate candidates for nonpartisan offices at the Primary Election, and a candidate nominated for a nonpartisan office at the Primary Election is not the official nominee of any party for the office in question at the ensuing General Election.

***Note: Proposition 14 does not change how candidates for nonpartisan offices are nominated or elected.***

### **REDISTRICTING**

Redistricting is the process of adjusting the lines of voting districts in accordance with population shifts. This means redrawing congressional, state legislative, supervisorial, and county board of education district lines every ten years following the decennial census.

The Presidential Primary Election contests will use these new district lines. You may review new district maps at [www.voteinfo.net/helpfulLinks.asp](http://www.voteinfo.net/helpfulLinks.asp) to determine if you reside in a particular district.

## 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 of the individual or candidate using it.

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

Unless otherwise indicated, all code section references are to the California Elections Code.

### APPOINTMENTS AVAILABLE

As a service to candidates, the Registrar of Voters' office offers appointments to candidates for the filing of nomination documents. To schedule an appointment, a candidate may call 951-486-7212 or 951-486-7201 at least 24 hours in advance of the desired filing date.

Appointments are available Monday through Friday and will be scheduled on a half-hourly basis. Therefore, the candidate should have all material completed and ready for filing at the scheduled time.

### TO CONTACT THE REGISTRAR OF VOTERS

The Registrar of Voters office is open from 8:00 a.m. to 5 p.m., Monday through Friday, excluding holidays. For information or detailed explanations, please call the appropriate number listed below.

### HELPFUL TELEPHONE NUMBERS

General Information	(951) 486-7200 or 1-800-773-VOTE (8683)
FAX	(951) 486-7272
Internet Website	<a href="http://www.voteinfo.net">www.voteinfo.net</a>

### QUESTIONS REGARDING:

Vote-By-Mail Voting	(951) 486-7207
Campaign Disclosure	(951) 486-7201, (951) 486-7212
Candidate Filing	(951) 486-7212, (951) 486-7318
Indexes and Mailing Labels	(951) 486-7192
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

**OFFICES FOR WHICH CANDIDATES ARE TO BE NOMINATED OR ELECTED AT  
THE PRIMARY ELECTION IN RIVERSIDE COUNTY ON JUNE 5, 2012**

**CONGRESSIONAL**

**United States Senator (Voter-Nominated; 6-year term)**

INCUMBENT	PARTY
Dianne Feinstein	(D)

**United States Representative (Voter-Nominated; 2-year term)**

DISTRICT NUMBER	INCUMBENT
36 <sup>th</sup> Congressional District	*
41 <sup>st</sup> Congressional District	*
42 <sup>nd</sup> Congressional District	*
50 <sup>th</sup> Congressional District (Portion San Diego)	*

**STATE LEGISLATIVE**

**State Senator (Voter-Nominated; 4-year term)**

DISTRICT NUMBER	INCUMBENT
23 <sup>rd</sup> Senatorial District (Portion Los Angeles, San Bernardino)	*
31 <sup>st</sup> Senatorial District	*

**Member of the State Assembly (Voter-Nominated; 2-year term)**

DISTRICT NUMBER	INCUMBENT
42 <sup>nd</sup> Assembly District (Portion San Bernardino)	*
56 <sup>th</sup> Assembly District (Portion Imperial)	*
60 <sup>th</sup> Assembly District	*
61 <sup>st</sup> Assembly District	*
67 <sup>th</sup> Assembly District	*
71 <sup>st</sup> Assembly District (Portion San Diego)	*
75 <sup>th</sup> Assembly District (Portion San Diego)	*

\* Due to redistricting and complete renumbering of districts, the incumbent names were not available at the time of printing.

**OFFICES FOR WHICH CANDIDATES ARE TO BE NOMINATED OR ELECTED AT THE  
PRIMARY ELECTION IN RIVERSIDE COUNTY ON JUNE 5, 2012 (Continued)**

**COUNTY CENTRAL COMMITTEES  
(Partisan; 2-year term)**

**Democratic County Central Committee**

<b>DISTRICT NUMBER</b>	<b>NUMBER OF MEMBERS TO BE ELECTED</b>
42 <sup>nd</sup> Assembly District	6
56 <sup>th</sup> Assembly District	6
60 <sup>th</sup> Assembly District	6
61 <sup>st</sup> Assembly District	6
67 <sup>th</sup> Assembly District	6
71 <sup>st</sup> Assembly District	6
75 <sup>th</sup> Assembly District	6

**Republican County Central Committee**

<b>DISTRICT NUMBER</b>	<b>NUMBER OF MEMBERS TO BE ELECTED</b>
42 <sup>nd</sup> Assembly District	6
56 <sup>th</sup> Assembly District	6
60 <sup>th</sup> Assembly District	6
61 <sup>st</sup> Assembly District	6
67 <sup>th</sup> Assembly District	6
71 <sup>st</sup> Assembly District	6
75 <sup>th</sup> Assembly District	6

**American Independent County Central Committee**

<b>DISTRICT NUMBER</b>	<b>NUMBER OF MEMBERS TO BE ELECTED</b>
42 <sup>nd</sup> Assembly District	9
56 <sup>th</sup> Assembly District	4
60 <sup>th</sup> Assembly District	9
61 <sup>st</sup> Assembly District	9
67 <sup>th</sup> Assembly District	13
71 <sup>st</sup> Assembly District	2
75 <sup>th</sup> Assembly District	3

**Green County Council**

<b>DISTRICT NUMBER</b>	<b>NUMBER OF MEMBERS TO BE ELECTED</b>
Elected County Wide	9

**Peace and Freedom County Central Committee**

<b>DISTRICT NUMBER</b>	<b>NUMBER OF MEMBERS TO BE ELECTED</b>
1 <sup>st</sup> Supervisorial District	3
2 <sup>nd</sup> Supervisorial District	3
3 <sup>rd</sup> Supervisorial District	3
4 <sup>th</sup> Supervisorial District	2
5 <sup>th</sup> Supervisorial District	3



**OFFICES FOR WHICH CANDIDATES ARE TO BE NOMINATED OR ELECTED AT THE  
PRIMARY ELECTION IN RIVERSIDE COUNTY ON JUNE 5, 2012 (Continued)**

**JUDGE OF THE SUPERIOR COURT  
(Nonpartisan; 6-year term)**

OFFICE NUMBER	INCUMBENT
Office Number 1	Victoria E. Cameron
Office Number 2	James Cox
Office Number 3	John M. Davis
Office Number 4	F. Paul Dickerson
Office Number 5	Sherrill Ellsworth
Office Number 6	Jacqueline C. Jackson
Office Number 7	Elaine M.K. Johnson
Office Number 8	Daniel A. Ottolia
Office Number 9	Craig Riemer
Office Number 10	Bernard Schwartz
Office Number 11	Christian F. "Rick" Thierbach
Office Number 12	Gary B. Tranbarger

**SCHOOL  
(Nonpartisan; 4-year term)**

OFFICE	INCUMBENT
Riverside County Board of Education, Trustee Area 3	Lisa A. Conyers
Riverside County Board of Education, Trustee Area 4	Bruce Dennis (A.I.)
Riverside County Board of Education, Trustee Area 5 (Portion San Bernardino)	Adolfo Mediano, Jr.
Riverside County Board of Education, Trustee Area 6 (Short Term) (Portion Imperial)	Elizabeth Toledo (A.I.)
Riverside County Board of Education, Trustee Area 7	Vick Knight

**COUNTY  
(Nonpartisan; 4-year term)**

OFFICE	INCUMBENT
County Supervisor, 1 <sup>st</sup> Supervisorial District	Bob Buster
County Supervisor, 3 <sup>rd</sup> Supervisorial District	Jeff Stone

**OTHER ELECTIONS CONSOLIDATED WITH PRIMARY ELECTION**

Special elections in cities, districts and other political subdivisions may be consolidated with the Primary Election.

## QUALIFICATIONS FOR OFFICE

### OFFICES IN GENERAL

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

A person is incapable of holding a civil office if at the time of his election or appointment he is not 18 years of age and a citizen of the state. (G.C. § 1020)

### COUNTY OR DISTRICT OFFICES IN GENERAL

A person is not eligible to a county or district office, unless he or she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the appointment of the person. (G.C. § 24001)

### PARTY-NOMINATED / PARTISAN OFFICES (President and Party Central Committees)

No declaration of candidacy for a partisan office or for membership on a county central committee shall be filed, by a candidate unless (1) at the time of presentation of the declaration and continuously for not less than three months immediately prior to that time, or for as long as he has been eligible to register to vote in the state, the candidate is shown by his affidavit of registration to be affiliated with the political party the nomination of which he seeks, and (2) the candidate has not been registered as affiliated with a qualified political party other than that political party the nomination of which he seeks within 12 months. (E.C. § 8001)

### VOTER-NOMINATED OFFICES (Congressional and State Legislative Offices)

A candidate for a voter-nominated office shall indicate his or her party preference or lack of party preference upon his or her declaration of candidacy, which shall be consistent with what appears on the candidate's most recent affidavit of registration. (E.C. § 8002.5)

### CONGRESSIONAL OFFICES

#### United States Senator

Be at least 30 years of age, a U.S. citizen for nine years, and a resident of California when elected. (U.S. Const., Art. I, § 3)

#### United States Representative

Be at least 25 years of age, a U.S. citizen for seven years, and a resident of California when elected. (U.S. Const., Art. I, § 2)

## **QUALIFICATIONS FOR OFFICE (Continued)**

### **STATE LEGISLATIVE OFFICES**

#### **State Senator**

Citizen of the United States, registered voter in the district at the time nomination papers are issued.<sup>1</sup> May not serve more than two terms in the State Senate. (Cal. Const., art. IV, § 2)

#### **Member of the State Assembly**

Citizen of the United States, registered voter in the district at the time nomination papers are issued.<sup>1</sup> May not serve more than three terms in the State Assembly. (Cal. Const., art. IV, § 2)

### **COUNTY CENTRAL COMMITTEE OFFICES**

A person shall not be eligible for appointment or election to a committee who is not registered as affiliated with the party at the time of his or her appointment or election. (E.C. §§ 7209, 7407, 7609)

### **JUDGE OF THE SUPERIOR COURT**

A person is ineligible to be a judge of a court of record unless for 10 years immediately preceding selection, the person has been a member of the State Bar or served as a judge of a court of record in this State. (Cal. Const., art. VI, § 15)

### **SCHOOL OFFICES**

#### **Member, County Board of Education**

Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools, any member of his staff, or any employee of a school district. (Ed.C. § 1006)

### **COUNTY OFFICES**

#### **County Supervisor**

Each member shall have been a registered voter of the district which he seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office of supervisor, and shall reside in the district during his incumbency. (G.C. § 25041)

### **IMPORTANT NOTE**

Certain candidates must submit documentation, including, but not necessarily limited to, certificates, declarations under penalty of perjury, diplomas, or official correspondence, sufficient to establish, in the determination of the official with whom the declaration or statement is filed, that the person meets each qualification established for service in that office. (E.C. § 13.5)

Candidates seeking the following offices must provide documentation establishing their eligibility to hold office:



Judge of the Superior Court

If the candidate cannot provide documentation, then they will be required to sign a statement under penalty of perjury that they meet each qualification established for service in that office.

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<sup>1</sup> Article IV, section 2(c), of the California Constitution requires a one-year residency in the legislative district and three years residency in California; however, it is the legal opinion of the office of the Secretary of State that these provisions violate the U.S. Constitution and are unenforceable.

## FILING FEES

Filing fees are required for all offices voted on at the 2012 Consolidated Primary Election except for County Central Committee and County Board of Education offices. See Filing Fee Table in following section.

### **WHEN FILING FEE IS PAID**

Candidates for offices with a filing fee are required to pay the filing fee at the time they obtain their nomination documents. The filing fees for candidates required to file declarations of intention shall be paid at the time the declarations are filed with the county elections official. (E.C. § 8105)

### **WHERE FILING FEE IS PAID**

Candidates must pay the filing fee in the county of their residence. The filing fee will be forwarded to the Secretary of State's Office for congressional and legislative candidates. The filing fees for congressional and legislative offices must therefore be paid by check or money order payable to the "Secretary of State." Candidates for all other offices must make checks or money orders payable to the "Registrar of Voters." (E.C. §§ 8103, 8104)

Note that the filing fee may not be paid in cash. Campaign disclosure laws require that expenditures of \$100 or more be made by written instrument containing the names of both the payee and the payer. (G.C. § 84300)

### **AMOUNT OF FILING FEE**

Filing Fees are shown on the Filing Fee tables in the following section. The filing fee is a certain percentage of the annual salary for the office. No filing fee is required from any candidate for an office for which no fixed compensation is payable, or for which the annual salary is two thousand five hundred dollars (\$2,500) or less. Write-in candidates for the offices scheduled to be voted at the Primary Election are not required to pay filing fees. (E.C. §§ 8103, 8104, 8604)

### **FILING FEE NOT REFUNDABLE**

The filing fee is not refundable. If, for any reason, the candidate fails to qualify, the filing fee is forfeited. (E.C. § 8105)

### **RETURNED CHECKS**

If a personal check is returned for insufficient funds, the candidate must make payment by money order or cashier's check as soon as possible. Failure to do so will invalidate the individual's candidacy.

### **PETITIONS IN-LIEU OF FILING FEE**

The law provides an alternative to paying the filing fee in money. Upon receipt of the minimum number of in-lieu signatures required, or a sufficient combination of such signatures and pro rata filing fee, the Registrar of Voters will issue nomination documents provisionally, subject to checking the validity of the signatures submitted. If the petition is found to contain fewer valid signatures than the face number, the candidate must make up the deficiency before the close of the nomination period by submitting a supplemental in-lieu petition or by paying the balance of the filing fee. (E.C. § 8106)

## **FILING FEES (Continued)**

### **Number of Required In-Lieu Signatures**

The Filing Fee tables in the following section shows the number of in-lieu signatures required to pay the entire filing fee for each office, as well as the value of each signature. (E.C. § 8106)

### **Obtaining the Petition In-Lieu Form**

A master petition in-lieu form will be available from the Registrar of Voters office beginning on December 30, 2011. The form will be issued to the candidate in person, or to someone bearing written authorization from the candidate. There is no charge for the master form; the candidate will be responsible for duplicating as many forms as he/she needs. The Registrar of Voters will maintain a list of persons who have applied for In-Lieu forms. This will be considered public information in the event of inquiries from the press or others. Prospective candidates should therefore not apply for In-Lieu forms until they are ready for their candidacy to be made public. (E.C. § 8106)

### **In-Lieu Petitions in Multi-County Districts**

Candidates in multi-county districts who plan to circulate petitions in more than one county will be issued the appropriate forms to circulate in multi-counties. (E.C. § 8106)

### **Petition In-Lieu Signers**

Any registered voter may sign an in-lieu filing fee petition for any candidate for whom he or she is eligible to vote. (E.C. § 8106)

### **Filing the In-Lieu Petitions**

In-lieu petitions must be filed with the county in which they were circulated. Candidates for Judicial offices must file their in-lieu petitions when they file their Declaration of Intention, not later than February 8<sup>th</sup>. Candidates for other offices must file their petitions in-lieu when they are issued their Declaration of Candidacy and no later than February 23<sup>rd</sup>. If the actual credit for the number of valid signatures filed is less than the required filing fee, the balance must be paid prior to the close of the nomination period. (Candidates who have circulated in-lieu petitions in more than one county must present receipts from the other county when they pay the filing fee in their county of residence.) (E.C. § 8106)

## **FILING FEE DEFICIENCIES**

After the signatures are checked, and no later than ten days after the petitions were filed, the Registrar of Voters will notify the candidate of any filing fee or signature deficiency. The candidate must then make up the deficiency in money or supplemental in-lieu signatures before the nomination period closes on March 9, 2012. Any candidate who fails to make up the filing deficiency will not qualify for the ballot and will forfeit any portion of the filing fee already paid. (E.C. § 8106)

## **FILING FEES (Continued)**

### **IN-LIEU / NOMINATION SIGNATURES**

If a candidate submits an in-lieu of filing fee petition pursuant to Section 8106, any or all signatures appearing on the petition, which would be valid under Section 8041, shall be counted towards the number of voters required to sign a nomination paper. If an in-lieu-filing-fee petition contains a requisite number of valid signatures under Section 8062, the candidate shall not be required to file nomination papers, but may request the elections official to accept the petition instead of filing nomination papers.

If an in-lieu-filing-fee petition does not contain the requisite number of valid signatures as set forth in Section 8062, the candidate shall be entitled to file, within the time period allowed for filing nomination papers, a nomination paper in order to obtain the requisite number of valid signatures required to be submitted to the elections official on a nomination paper. A candidate who submits a nomination paper pursuant to this paragraph shall only be required to obtain the number of signatures thereon needed to supplement the in-lieu-filing-fee petition so that the combination of signatures appearing on the in-lieu-filing-fee petition and the nomination paper equals or exceeds the requisite number of signatures set forth in Section 8062. (E.C. § 8061)

### **PETITION CIRCULATORS**

Circulators shall be registered voters in the district or political subdivision in which the candidate is to be voted on and shall serve only in that district or political subdivision. The circulator shall serve within the county in which he or she resides. (E.C. §§ 8066, 8106)

**FILING FEES** (Continued)

**CANDIDATE FILING FEES AND NUMBER OF NOMINATION SIGNATURES REQUIRED**

<b>VOTER-NOMINATED CANDIDATES</b>					
<b>Office</b>	<b>Salary<sup>1</sup></b>	<b>Filing Fee<sup>1</sup> (% of salary)</b>	<b>In-Lieu Signatures</b>	<b>Value of each Signature</b>	<b>Nomination Signatures</b>
United States Senator	\$174,000	\$3,480 (2%)	10,000	\$ .348	65-100
Member of the House of Representatives	\$174,000	\$1,740 (1%)	3,000	\$ .58	40-60
Member of the State Senate	\$95,290.56	\$952.91 (1%)	3,000	\$ .317637	40-60
Member of the Assembly	\$95,290.56	\$952.91 (1%)	1,500	\$ .635273	40-60

<b>NONPARTISAN CANDIDATES</b>					
<b>Office</b>	<b>Salary<sup>1</sup></b>	<b>Filing Fee<sup>1</sup> (% of salary)</b>	<b>In-Lieu Signatures</b>	<b>Value of each Signature</b>	<b>Nomination Signatures</b>
Judge of the Superior Court	\$178,789	\$1,787.89 (1%)	7,152	\$ .25	20-40
County Supervisor	\$143,031	\$1,430.31 (1%)	5,722	\$ .25	20-40

**IMPORTANT NOTE**

County Central Committee and County Board of Education offices do not have a filing fee.

<sup>1</sup> Salaries and filing fees are based on salaries as of December 30, 2011.

## DECLARATION OF INTENTION

### JUDICIAL OFFICES

Candidates for a Superior Court office are required to file a declaration of intention to become a candidate prior to filing their nomination documents. Candidates that do not file a declaration of intention will not be issued nomination documents.

The declaration of intention is obtained from and must be filed with the county elections official of the county in which his/her nomination papers are required to be filed. The declaration of intention must be filed during the period of January 30, 2012 through February 8, 2012. The non-refundable filing fee for the office must also be paid at the time the declaration of intention is filed. (E.C. §§ 8023, 8105)

If an incumbent fails to file a declaration of intention by February 8, 2012, the extension period will be from February 9, 2012 thru February 13, 2012. During this extension, persons other than the incumbent may file declarations of intention. (E.C. § 8023)



## NOMINATION PERIOD

The regular nomination period for the Primary Election begins February 13, 2012 and closes at 5 p.m. on March 9, 2012. It applies to all offices voted on at the Primary Election.

### APPLYING FOR NOMINATION MATERIAL

Candidates apply for nomination material in their county of residence. When they apply, they must state the office they seek and pay the filing fee, if any, shown in the tables following the FILING FEES section in this handbook. Candidates who submit In-Lieu signatures as all or part of their filing fee must do so no later than February 23, 2012.

**Exception:** Judicial candidates must have already paid the filing fee during the Declaration of Intention period. For those candidates, nomination material will be issued at any time during the nomination period.

Nomination material will be issued only to the candidate in person or to someone authorized by the candidate to obtain the nomination material on his or her behalf.

### WARNING: FILING FEE NOT REFUNDABLE

Candidates should make sure they meet the qualifications for office before paying the filing fee, since the filing fee is not refundable under any circumstances. (E.C. §§ 8001, 8105)

### OFFICIAL FORMS ONLY

The only forms to be used are Official Filing Forms issued by the Registrar of Voters, who will fill in the name of the candidate and the specific office sought. Forms shall not be altered after being issued.

### REQUIRED NOMINATION DOCUMENTS

The Primary Election nomination procedure requires the following documents:  
(E.C. §§ 333, 8020, 8040, 8041, 8061, 8063, 8064, 8065, 8106)

1. Application / Receipt
2. Declaration of Candidacy
3. Nomination Papers containing the number of valid signatures required for the office.

Where applicable, the following forms will be issued:

4. Ballot Designation Worksheet (required if a ballot designation is submitted)
5. Statement of Economic Interests
6. Candidate's Statement Form
7. Qualifications Sheet
8. Code of Fair Campaign Practices
9. Campaign Disclosure Forms

**Note:** Nomination Papers will not be issued during the nomination period to candidates who have already met the signature requirement by filing In-Lieu Petitions, which have been designated as nomination signatures as well.

### MULTI-COUNTY DISTRICTS

Candidates in multi-county districts pay the filing fee and are issued nomination material in the County of their residence. (E.C. § 8105)

## **NOMINATION PERIOD (Continued)**

### **RETURN OF NOMINATION MATERIAL**

The Declaration of Candidacy must be completed and returned to the Registrar of Voters who issued it. It must be received in the Registrar's office no later than March 9, 2012 at 5 p.m. (E.C. § 8020)

Within five days, the Registrar of Voters will check the nomination documents and either forward them to the Secretary of State for filing or file them in the Registrar's office. (E.C. §§ 8021, 8082)

### **OBTAINING AND FILING NOMINATION MATERIAL**

Candidates are advised to obtain nomination forms as early as possible and return them well in advance of the March 9<sup>th</sup> deadline. No deficiencies can be corrected after the close of the nomination period. (E.C. § 8102)

### **EXTENSION OF NOMINATION**

The extension of the nomination period applies to the following offices under the special circumstances indicated:

#### **Nomination Period Extension for Candidates for Congressional and State Legislative Offices**

If an eligible incumbent fails to qualify for the nomination by March 9, 2012, a five-day extension is allowed for any person, other than the incumbent, if otherwise qualified, to file for the office during the extended period. (E.C. § 8022) Exception: If the incumbent has already served the maximum number of terms permitted for that office, there shall be no extension of the nomination period.

#### **County Offices and County Board of Education Offices**

If the incumbent fails to return his/her nomination documents by the close of the nomination period, the period will be extended for five calendar days. During this extended period, persons other than the person who was the incumbent may file for the office. (The extension of the nomination period is not applicable where there is no incumbent eligible to be elected.) (E.C. §§ 8024, 10418; G.C. § 24000)

**NOTE:** There is no extension for Central Committee offices voted on at the Primary Election.

## DECLARATION OF CANDIDACY / NOMINATION PAPERS

Completed nomination documents must be filed in the office of the Registrar of Voters no later than 5 p.m. on Friday, March 9, 2012, the last day of the nomination period.

Information on the nomination documents is a matter of public record and will be given to the news media and other persons upon request.

### DECLARATION OF CANDIDACY

**Every candidate must file a Declaration of Candidacy.**

#### Place of Execution of Declaration of Candidacy

The Declaration of Candidacy is to be executed by the candidate in the Registrar of Voters' office and not removed from that office, unless a properly worded letter of authorization is presented to the Registrar of Voters. In this signed and dated statement, the candidate may designate a person to receive the Declaration of Candidacy from the Registrar of Voters and deliver it to the candidate to be executed outside the Registrar of Voters' office, provided that such statement indicates that the candidate is aware the Declaration of Candidacy must be properly executed and delivered to the Registrar of Voters by March 9, 2012. (E.C. § 8028)

#### Name on Ballot

There is a place on the Declaration of Candidacy for candidates to write how they would like their name to appear on the ballot. The name must be recognizable as the name under which the candidate is registered to vote, though the two need not be identical. Candidates may include a nickname in addition to their name. The law prohibits the use of a TITLE or DEGREE on the same line of the ballot as the candidate's name. If a name change has occurred within one year of the Primary Election, the new name may not be used on the ballot unless the change was made by marriage or by court decree. (E.C. §§ 13104, 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)

Candidates may use no more than three words designating their current principal profession, vocation or occupation or the principal profession, vocation or occupation they had during the 12 months immediately preceding the filing of their nomination documents (e.g. Retired Businessman/Author);

#### OR:

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

#### OR:

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

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

## DECLARATION OF CANDIDACY / NOMINATION PAPERS (Continued)

A ballot designation is not required. Candidates may leave this line blank. If left blank, candidates may not add a designation after the filing deadline.

If the designation selected is so long that it conflicts with space requirements on the ballot, a sufficiently smaller type size shall be used for the designation for each candidate for that office to meet these requirements.

### Ballot Designation Restrictions

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

1. Would mislead the voter. Candidates are 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,” “Advocate,” “Activist,” “Reformer,” “Pro-” and “Anti-” or anything conveying a philosophy or words connoting a status. 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.

### Change of Ballot Designation

No ballot designation given by a candidate may be changed after the final date for filing nomination papers, except as specifically requested by the Registrar of Voters or Secretary of State because the designation requested is not acceptable under E.C. § 13107. (Candidates voted on at both the Primary and General Elections may change their designation before the General Election.)

### BALLOT DESIGNATION WORKSHEET

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

## **DECLARATION OF CANDIDACY / NOMINATION PAPERS (Continued)**

### **Execution and Return of Declaration of Candidacy**

After all information has been filled in on the Declaration of Candidacy, the candidate must sign the Declaration in the presence of an authorized official, such as a deputy in the Registrar of Voters' office (or, if the Declaration is completed outside the Registrar of Voters' office, a notary public). The executed Declaration of Candidacy must be in the Registrar of Voters' office no later than 5 p.m. on the last day of the nomination period. (E.C. §§ 8020, 8028, 8040)

### **Withdrawal of Candidacy**

A candidate whose Declaration of Candidacy has been filed for the Primary Election may not withdraw as a candidate. (E.C. § 8800)

## **NOMINATION PAPERS**

Every candidate must file nomination papers containing the required number of valid signatures. See table following this section for the nomination paper signature requirements.

**NOTE:** Candidates who pay the filing fee all or in part with "Petitions in Lieu of Filing Fee" may have these signatures count toward the Nomination Paper requirement as well as toward the filing fee. If the Nomination Paper signature requirement is satisfied in this manner at the time the filing fee is paid, it will not be necessary for the candidate to be issued Nomination Papers along with the Declaration of Candidacy. (E.C. §§ 8041, 8061, 8065)

### **Number of Signatures Required**

The candidate should submit more than the minimum number of signatures so that, if some signatures are found to be invalid, enough valid signatures will remain to meet the requirement. However, if more than the maximum number is submitted, the elections official will require the candidate to indicate which signatures are to be eliminated. (E.C. §§ 8062, 8067)

### **Circulators of Nomination Papers**

Every Nomination Paper must have a circulator who witnesses all the signatures on the paper and then signs the Affidavit of Circulator. This is signed "under penalty of perjury"; it need not be sworn to before any official. (E.C. § 8041; Code of Civil Procedure § 2015.5)

A candidate in a multi-county district may obtain signatures in more than one county, but must file them only in the county in which they were circulated. Nomination Papers may be issued for multiple counties upon request from the candidate desiring to circulate in more than one county. (E.C. §§ 8063, 8065)

### **Qualifications of Circulator**

Circulators must be voters in the jurisdiction in which the candidate is voted on, and may circulate papers only in the county of their residence. However, they do not have to belong to the political party of the candidate for which they are circulating papers. (E.C. §§ 8065, 8066)

## **DECLARATION OF CANDIDACY / NOMINATION PAPERS (Continued)**

### **Signers of Nomination Papers**

Signers must be registered voters in the jurisdiction in which the candidate is to be voted on (and, for a partisan office, a member of the same political party). Each signer may sign for only as many candidates as there are seats to be filled for such office. The circulator, and the candidate himself/herself, may sign the Nomination Paper. (E.C. §§ 8068, 8069)

The signer should, as nearly as possible, sign his or her name as currently registered. (Minor variations are acceptable.) Prefixes such as “Mrs.” are not necessary.

The signer must also give his or her printed name and residence address. P.O. Box or other mailing address may not be used. Ditto marks are not acceptable. (E.C. §§ 100, 8041)

### **Return and Examination of Nomination Papers**

Nomination Papers must be received in the Registrar of Voters’ office no later than 5 p.m. on the last day of the nomination period. Signatures will be checked to determine how many valid signatures the papers contain. A signature is invalid if:

- the signer is not registered;
- the residence address is omitted or is different from that on the original registration affidavit;
- the signer does not reside in the appropriate district (or, for a party-nominated office, is not registered in the appropriate political party);
- the handwriting of the signature does not match that of the original registration affidavit; or
- the signer has already signed as many Nomination Papers as he/she is entitled to sign.

If the Nomination Papers do not contain enough valid signatures to meet the minimum requirement, the candidate will be notified. If there is sufficient time before the close of the nomination period, new Nomination Papers may be circulated and filed. (E.C. § 8102)

### **CODE OF FAIR CAMPAIGN PRACTICES**

The Code of Fair Campaign Practices, a form setting forth “basic principals 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” (E.C. § 20400 et seq.) will be issued along with nomination documents to all candidates except those for federal offices. Subscription to the Code is voluntary. A candidate who chooses to subscribe to it may return the form to the Registrar of Voters along with the other nomination documents, or file it at any other time prior to Election Day. Every Code subscribed to by a candidate is a public record open for public inspection until 30 days after Election Day.

### **QUALIFICATIONS SHEET**

Certain candidates must submit documentation, including, but not necessarily limited to, certificates, declarations under penalty of perjury, diplomas, or official correspondence, sufficient to establish, in the determination of the official with whom the declaration or statement is filed, that the person meets each qualification established for service in that office. (E.C. § 13.5)

If documentation is not submitted to determine that the person meets each qualification established for service in that office, then a qualifications sheet shall be signed by the candidate under penalty of perjury and filed by the close of nominations.

**SIGNATURE REQUIREMENTS FOR NOMINATION PAPERS**

<b>VOTER-NOMINATED OFFICES</b>	<b>MINIMUM NUMBER REQUIRED</b>	<b>NUMBER WHICH MAY BE SUBMITTED</b>
United States Senator	65	100
Member of the House of Representatives	40	60
Member of the State Senate	40	60
Member of the Assembly	40	60

<b>PARTY-NOMINATED / PARTISAN OFFICES</b>	<b>MINIMUM NUMBER REQUIRED</b>	<b>NUMBER WHICH MAY BE SUBMITTED</b>
Democratic County Central Committee	20	40
Republican County Central Committee	20	40
American Independent County Central Committee	20	40
Green County Council	20*	30*
Peace and Freedom County Central Committee		
1 <sup>st</sup> Supervisorial District	11*	
2 <sup>nd</sup> Supervisorial District	10*	
3 <sup>rd</sup> Supervisorial District	8*	
4 <sup>th</sup> Supervisorial District	6*	
5 <sup>th</sup> Supervisorial District	10*	

<b>NONPARTISAN OFFICES</b>	<b>MINIMUM NUMBER REQUIRED</b>	<b>NUMBER WHICH MAY BE SUBMITTED</b>
<b>JUDICIAL OFFICES</b>		
Judge of the Superior Court	20	40
<b>COUNTY OFFICES</b>		
County Supervisor	20	40
<b>SCHOOL OFFICES</b>		
Member, County Board of Education, Trustee Area 3	20	40
Member, County Board of Education, Trustee Area 4	20	40
Member, County Board of Education, Trustee Area 5**	40	60
Member, County Board of Education, Trustee Area 6**	40	60
Member, County Board of Education, Trustee Area 7	20	40

(\*)The requirement for Peace and Freedom and Green central committees shall be the lesser of either of the following: (a) Not less than 20 nor more than 30. (b) Not less than 2 percent of the number of voters registered as affiliated with the Party in the central committee election district. (E.C. § 7776)

(\*\*) 40 – 60 signatures required because this office is voted on in more than one county. (E.C. § 8062)

## CANDIDATE STATEMENT INFORMATION

### WHAT IS THE CANDIDATE STATEMENT?

The Candidate Statement is a statement of the candidate's education and qualifications, prepared by the candidate on a form issued with the nomination documents. It is printed in the Sample Ballot and Voter Information Pamphlet and mailed to each voter of the jurisdiction by the Registrar of Voters at the Candidate's expense. (E.C. § 13307)

### FILING THE CANDIDATE STATEMENT

A Candidate who wishes to have a Statement printed in the ballot pamphlet must submit it on the appropriate form at the time the completed nomination documents are returned to the Registrar of Voters for filing. It will not be accepted after that time. (A candidate who does not wish to file a statement indicates that decision on the Candidate Statement form, which is to be returned with the other nomination material.) (E.C. § 13307)

### WITHDRAWAL OF THE CANDIDATE STATEMENT

The Statement may not be changed after it is submitted. It may, however, be withdrawn any time up to 5 p.m. of the first working day after the close of the nomination period. (E.C. § 13307)

### PUBLIC EXAMINATION OF CANDIDATE STATEMENT

The contents of the Statement will be confidential until the filing deadline has past. At that time there will begin a 10-day period for public examination (at the Registrar of Voters office) before the Statement is printed. During this period anyone may obtain a copy at cost, and any voter of the jurisdiction may seek a writ of mandate or an injunction requiring any or all of the material contained therein to be amended or deleted. The Statement will continue to be public record after the examination period is over. (E.C. §§ 13311, 13313)

### COST OF CANDIDATE STATEMENT

#### Who Pays

The candidate must be provided with written information concerning the cost requirements for the Candidate Statement at the time the nomination documents are issued. For the 2012 Consolidated Primary Election, candidates will be required to pay the cost, with an advance deposit equal to the pro rata cost of the Statement. (E.C. § 13307)

#### Payment of the Deposit

The deposit is equal to the estimated pro rata cost of printing, handling and mailing the Statement. See the table following this section of the Handbook for the amount of deposit for each office voted at the 2012 Consolidated Primary Election. (E.C. § 13307)

The deposit is paid at the time the Candidate Statement is submitted, by check payable to the "Registrar of Voters." (Cash expenditures of \$100 or more are prohibited under the Political Reform Act) (G.C. § 84300)

In the event that a deposit check is returned without payment, the Candidate Statement will not be printed unless the candidate makes payment with a money order or cashier's check as soon as possible.



## CANDIDATE STATEMENT INFORMATION (Continued)

### Additional Billing or Refund

If the actual pro rata cost proves to be more than the deposit paid, the candidate will be billed for the difference. (The candidate must sign the agreement, on the Candidate Statement form, to pay if billed.) On the other hand, if the actual pro rata cost is less than the deposit paid, the candidate will, within 30 days of the election, receive a refund of the difference. (E.C. § 13307)

The cost of providing Candidate Statements depends on the printing charges and the number of voters in the jurisdiction. Candidates should bear in mind that these deposits are only estimates, and it is the actual pro rata cost that the candidate will pay.

### CONTENTS OF THE CANDIDATE STATEMENT

**The candidate statement should be a brief description in not more than 250 words for Congressional and Legislative candidates, and 200 words for all other candidates of the candidate's education and qualifications expressed by the candidate himself or herself.**

"Age" is optional and may be omitted; "occupation" is optional and does not have to be the same as the designation listed on the Declaration of Candidacy. These are part of the heading, which is not counted as part of the word limit.

Candidates for nonpartisan elective office are not permitted to include their party affiliation or membership or activity in any partisan political organizations. All candidate statements are limited to recitation of the candidate's own personal background and qualifications and prohibited from any reference to other candidates for office or to another candidate's qualifications, character, or activities. (E.C. §§ 13307, 13308)

The law specifically states that the author of a Candidate Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. §§ 13307, 18351)

### 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.

**CANDIDATE STATEMENT INFORMATION (Continued)**

**WORD COUNT STANDARDS (E.C. § 9)**

THE FOLLOWING ARE THE GUIDELINES FOR COMPUTING THE WORD COUNT:	
Punctuation is not counted.	
Dictionary words and single characters..... The words “a,” “the”, “and,” “an” are counted as individual words.	one word
Geographical names – County of Riverside, Desert Hot Springs .....	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 two words
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.	

**IMPORTANT NOTE:**

**Candidates should be aware that statements submitted may be re-formatted to fit in the sample ballot pamphlet.**

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

## **CANDIDATE STATEMENT INFORMATION (Continued)**

### **UNITED STATES SENATE CANDIDATES**

The Secretary of State will allow all candidates running for United States Senate an opportunity to purchase space for a candidate statement, not to exceed 250 words, in the California Voter Information Guide (State Ballot Pamphlet). The cost for a candidate statement in the State Voter Information Guide is \$25.00 per word not to exceed \$6,250.00 (250 words). The deadline to file candidate statements for the State Voter Information Guide is **February 15, 2012**. Candidate statements that are to be printed in the State Voter Information Guide must be filed with the Secretary of State, **not** with the Registrar of Voters. For further information please contact the Secretary of State.

### **LEGISLATIVE CANDIDATES AND MEMBER OF THE HOUSE OF REPRESENTATIVES**

Proposition 34 also established voluntary spending limits for candidates running for state legislative office. Legislative candidates, who choose to keep their campaign expenses under these specified dollar amounts, may purchase space in county sample ballots for a 250-word candidate statement. In order to accept or reject the spending limits legislative candidates must file a Form 501 Candidate Intention Statement with the Secretary of State's Political Reform Division by March 9, 2012. Candidates for Member of the House of Representatives can purchase a 250-word candidate statement in the county sample ballot without accepting the voluntary spending limits because Proposition 34 does not apply to these candidates. Candidates running in multi-county jurisdictions must file a separate candidate statement with each county.

**Note:** Central committee candidates are not allowed to submit a candidate statement.

**ESTIMATED PRO RATA COST OF CANDIDATE'S STATEMENT**

OFFICE	ESTIMATED DEPOSIT
<b>UNITED STATES REPRESENTATIVE</b>	
36 <sup>th</sup> Congressional District	\$ 5,700
41 <sup>st</sup> Congressional District	\$ 5,200
42 <sup>nd</sup> Congressional District	\$ 5,900
50 <sup>th</sup> Congressional District (Portion San Diego)	\$ 1,000
<b>STATE LEGISLATIVE OFFICES</b>	
State Senator	
23 <sup>rd</sup> Senatorial District (Portion Los Angeles, San Bernardino)	\$ 2,900
31 <sup>st</sup> Senatorial District	\$ 7,000
Member of the State Assembly	
42 <sup>nd</sup> Assembly District (Portion San Bernardino)	\$ 3,300
56 <sup>th</sup> Assembly District (Portion Imperial)	\$ 2,100
60 <sup>th</sup> Assembly District	\$ 3,500
61 <sup>st</sup> Assembly District	\$ 3,700
67 <sup>th</sup> Assembly District	\$ 4,100
71 <sup>st</sup> Assembly District (Portion San Diego)	\$ 700
75 <sup>th</sup> Assembly District (Portion San Diego)	\$ 1,300
<b>JUDICIAL OFFICES</b>	
Judge of the Superior Court	\$16,800
<b>SCHOOL OFFICES</b>	
Riverside County Board of Education	
Trustee Area 3	\$ 2,700
Trustee Area 4	\$ 2,600
Trustee Area 5 (Portion San Bernardino)	\$ 2,800
Trustee Area 6 (Portion Imperial)	\$ 2,400
Trustee Area 7	\$ 3,000
<b>COUNTY OFFICES</b>	
County Supervisor	
1 <sup>st</sup> Supervisorial District	\$ 3,600
3 <sup>rd</sup> Supervisorial District	\$ 3,900

**NOTE:** Candidates should note that the deposit (the amount paid in advance) is only an estimate. The candidate will be required to pay the actual pro rata of the statement when that amount is determined. Candidates for shared county districts must contact the appropriate County for deposit information

## STATEMENT OF ECONOMIC INTERESTS

### WHO MUST FILE

State law (the Political Reform Act of 1974) requires candidates for certain offices to disclose their investments, interests in real property and income within the past 12 months in a Statement of Economic Interests to be filed no later than the final date for filing the Declaration of Candidacy. Such disclosure is specifically required of candidates for these offices to be voted at the 2012 Consolidated Primary Election (G.C. §§ 87200, 87201, 87302.3):

- All candidates are required to file a Form 700 except for Congressional candidates and Central Committee candidates.

**EXCEPTION:** This statement is not required of a candidate who has filed a statement for the same jurisdiction as an officeholder within sixty days prior to filing the Declaration of Candidacy. (G.C. § 87201)

Candidates for federal offices file under federal rather than state disclosure laws.

For information, candidates for U.S. Senate should write to:

Senate Office of Public Records  
232 Hart Senate Office Building  
Washington D.C. 20510

Candidates for U.S. Representative in Congress should write to:

Office of Clerk of House of Representatives  
1036 Longworth House Office Building  
Washington D.C. 20515

### WHAT MUST BE DISCLOSED

Under state law, persons filing economic interests' statements as candidates are required to disclose investments and interests in real property and income within the past 12 months. (G.C. §§ 87201, 87203)

### WHEN TO FILE

Candidates who must file will be given forms and instructions at the time nomination documents are issued. Statements should be returned to the Registrar of Voters along with the nomination documents, and will be forwarded to the appropriate office for filing. (G.C. §§ 87201, 87500)

### STATEMENTS ARE PUBLIC RECORD

Statements of Economic Interests are a matter of public record. They may be inspected by anyone, and copies may be purchased from the filing officer at 10 cents per page. (G.C. § 81008)

In the event a statement is filed after the prescribed deadline, the law provides for a \$10 per day late filing penalty, up to a maximum of \$100.

## CAMPAIGN DISCLOSURE

The campaign disclosure information given here applies to candidates (and committees supporting such candidates) for all offices voted on at the 2012 Consolidated Primary Election with the exception of federal offices. (G.C. § 81000 et seq.)

NOTE: Candidates for U.S. Senate and U.S. Representative are subject to federal disclosure laws administered by the Federal Election Commission (FEC). Such candidates should request information immediately from the FEC at 999 E Street, NW, Washington, DC 20463 or call toll-free (800)424-9530.

All candidates must file campaign statements. This includes candidates who spend no money on their campaigns, and candidates who finance their campaigns solely from their own personal funds.

### CAMPAIGN DISCLOSURE INFORMATION FOR STATE/LOCAL CANDIDATES & COMMITTEES

The state disclosure law (the Political Reform Act of 1974) is administered by the Fair Political Practices Commission (FPPC), who provides the Registrar of Voters with an Information Manual to issue to candidates and committees. Candidates and/or committee treasurers should obtain the Manual as soon as possible and make certain that all persons involved in the financial side of the campaign are fully aware of their responsibilities under the law. (G.C. §§ 81010, 83113)

Candidates and/or their treasurers are responsible for reading the Campaign Disclosure Manual and complying with applicable rules and regulations.

Any technical questions regarding Campaign Disclosure must be answered by a technical consultant with the Fair Political Practices Commission at (866) ASK-FPPC.

The FPPC also has a web site available at: [www.fppc.ca.gov](http://www.fppc.ca.gov). Most forms are available on this website.



**Electronic Filing Requirements:** In addition to filing paper copies, some county candidates and committees may be required to file their campaign disclosure statements electronically. See County Ordinance No. 913 for specific requirements.

### SOME IMPORTANT CAMPAIGN DISCLOSURE POINTS

- **Campaign Disclosure Filings Are Public Record.** They may be inspected by anyone; and copies may be purchased at 10 cents per page. (G.C. § 81008)
- In the event a statement is filed after the prescribed deadline, the law provides for a \$10 per day late filing penalty, up to a maximum of \$100. However, if the cumulative total of contributions or expenditures is greater than \$100, and your report is more than 10 days late, the fine may exceed \$100 but not more than the total contributions or expenditures.

### VIOLATIONS

Failure to comply with the campaign disclosure laws may result in criminal prosecution by the state attorney general or the county district attorney, or civil action by the FPPC, the district attorney, or a private citizen. (G.C. § 91000 et seq.)

## CAMPAIGN DISCLOSURE (Continued)

### USE OF CANDIDATE'S PERSONAL FUNDS

Money used from candidate's personal funds is considered a contribution to the campaign and must be reported. See the Information Manual for detailed instructions on how to report use of personal funds. (G.C. § 82015)

### COMMINGLING OF CAMPAIGN CONTRIBUTIONS

Contributions from other persons may not be commingled with the individual's personal funds; instead, they must be deposited in a campaign account. Personal use of campaign funds is prohibited by law, except for expenses incurred in the performance of an activity, which was directly related to a political, legislative, or governmental purpose. (G.C. § 84307) (Refer to Campaign Disclosure Manual for provision of expenditures of Surplus Funds.)

### ANONYMOUS OR CASH TRANSACTIONS

Anonymous or cash contributions of \$100 or more, and cash expenditures of \$100 or more, are prohibited. (G.C. §§ 84300, 84303)

### RECORD KEEPING AND AUDITS

Careful and complete records must be kept of all campaign transactions in order to comply with the detailed reporting required by the campaign statement form. All committee treasurers, and candidates who handle their own campaign finances, should note the record-keeping guidelines in the Informational Manual. They should also bear in mind that there are provisions in the law for audits of campaign statements by the FPPC, even in the case of campaigns for local offices. (G.C. § 90001)

### LIMITATION OF CAMPAIGN CONTRIBUTIONS

- A governing body of a district may by resolution limit campaign contributions to district offices. (E.C. § 10544)
- State candidates should refer to the FPPC Manual for information about contribution and expenditure limits.
- **Persons with campaign disclosure questions should call a consultant at the FPPC office or refer to FPPC Information Manual or may contact the Registrar of Voters' office (951) 486-7200.**

### RIVERSIDE COUNTY ELECTRONIC FILING

Candidates and Committees can file many campaign disclosure documents electronically. To access the system, open the web page at [www.voteinfo.net](http://www.voteinfo.net). Go to the Helpful Links tab, and click the Electronic Campaign Disclosure link. Then click the Filer Access Portal and this will take you to the login screen. You will need a username and password to access the system. If you have any questions, please consult the user's guide which is available in the left hand menu after your successful login, or call our office at (951) 486-7200.



**Electronic Filing Requirements:** In addition to filing paper copies, some county candidates and committees may be required to file their campaign disclosure statements electronically. See County Ordinance No. 913 for specific requirements.

## CAMPAIGN DISCLOSURE FILING SCHEDULES

### State Candidate Controlled Committees Committees Primarily Formed to Support/Oppose Candidates for State Office Listed on the June 5, 2012 Ballot

<i>Filing Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Jan 1, to Jan. 31, 2012 <i>Semi-Annual</i>	7/1/11 – 12/31/11	<b>460</b>	<ul style="list-style-type: none"> <li>File by personal delivery or first class mail.</li> <li>All committees must file this report.</li> </ul>
Mar 18 to Mar 22, 2012 Pre-Election	1/1/12 – 3/17/12	<b>460</b>	<ul style="list-style-type: none"> <li>File by personal delivery or first class mail.</li> <li>All committees must file this report.</li> </ul>
May 20 to May 24, 2012 Pre-Election	3/18/12 – 5/19/12	<b>460</b>	<ul style="list-style-type: none"> <li>File by personal delivery or guaranteed overnight service only.</li> <li>All committees must file this report.</li> </ul>
Within 24 Hours <i>Late Reports</i>	5/20/12 – 6/4/12	<b>496</b> <b>497</b>	<ul style="list-style-type: none"> <li><b>496:</b> File if independent expenditures totaling \$1,000 or more are made. Candidates: Do not file for expenditures made on your own committee's behalf.</li> <li><b>497:</b> File if contributions totaling \$1,000 or more are received.</li> <li><b>497:</b> File if contributions totaling \$1,000 or more are made to a political party committee or another candidate/measure committee listed on the ballot.</li> <li>The recipient of a non-monetary contribution during this period must file a Form 497 within 48 hours from the time the contribution is received.</li> <li><b>Deadlines:</b> The deadline for a Form 497 reporting a contribution received on May 20 is May 21, and the deadline for a Form 497 due May 26, 27 or 28 is extended to May 29.</li> <li>All committees must file online, including non-E-Filers</li> </ul>
July 1 to July 31, 2012 <i>Semi-Annual</i>	5/20/12 – 6/30/12	<b>460</b>	<ul style="list-style-type: none"> <li>File by personal delivery or first class mail.</li> <li>All committees must file this report.</li> </ul>

- Notes:**
- **Form 465:** Committees that make independent expenditures of \$1,000 or more must also file Form 465. The form is due on the applicable pre-election deadline, or if made during the 16 days before the election, on the semi-annual deadline.
  - **Form 511:** Committees that make payments of \$5,000 or more to an individual to appear in a ballot measure advertisement must file Form 511. File a paper report. E-Filers also file online.
  - **Form E-530:** Committees that make a payment of \$50,000 or more for an issue advocacy advertisement must file Form E-530. Online only. No paper copy required.

- **E-Filer:** A state committee that has received or made expenditures totaling \$25,000 or more since January 1, 2000.
- **Forms 450, 460, 465:** All state committees must file paper reports. An E-Filer also files an online/electronic report.
- **Forms 496/497:** All reports filed online only.
- **Where to File:** State committees file reports with the Secretary of State. Only candidate controlled committees that are not E-Filers file paper copies with the Secretary of State and with the election official at the candidate's county of domicile.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to Form 497 due June 2 or June 3, or to any Form 496 report. Such reports must be filed within 24 hours regardless of the day of the week. Late statements are subject to a \$10 per day late fine.
- **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.
- **Paper Filings:** All paper filings must be filed by personal delivery or first class mail unless otherwise noted.
- **Contribution Limits:** Contributions to state candidates and to committees that make contributions to state candidates are subject to contribution limits. Refer to the contribution limit chart on the FPCC website. Some committees that feature state candidates in advertisements are also subject to contribution limits.
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.
- All statements are public documents.
- For important information, refer to [www.fppc.ca.gov](http://www.fppc.ca.gov) and click on the Candidates and Committees section. Use *Campaign Manual 1*.



## CAMPAIGN DISCLOSURE FILING SCHEDULES (Continued)

### Candidates for Local Office Committees Primarily Formed to Support/Oppose Local Candidates Being Voted on June 5, 2012

<i>Filing Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Jan 1 to Jan 31, 2012 <i>Semi-Annual</i>	7/1/11 thru 12/31/11	<b>460</b> <b>470</b>	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> <li>Candidates who filed candidacy papers on or before December 31, 2011, and who do not have open committees must file Form 470.</li> </ul>
March 18 to Mar 22, 2012 <i>Pre-Election</i>	1/1/12 thru 3/17/12	<b>460</b> <b>470</b>	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> <li>Incumbents and candidates who are listed on the ballot and who do not have open committees must file Form 470.</li> </ul>
May 20 to May 24, 2012 <i>Pre-Election</i>	3/18/12 thru 5/19/12	<b>460</b>	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> <li>File by personal delivery or guaranteed overnight service only.</li> </ul>
Within 24 Hours <i>Late Reports</i>	5/20/12 thru 6/4/12	<b>496</b> <b>497</b>	<ul style="list-style-type: none"> <li><b>496:</b> File if independent expenditures of \$1,000 or more are made. Candidates and primarily formed ballot measure committees: Do not file for expenditures made on your own committee's behalf.</li> <li><b>497:</b> File if a contribution of \$1,000 or more is received.</li> <li><b>497:</b> File if a contribution of \$1,000 or more is made to another candidate or another measure being voted upon June 5.</li> <li><b>Deadlines:</b> File within 24 hours except the deadline for a Form 497 reporting a contribution received on May 20 is May 21, and the deadline for a Form 497 due May 26, 27, or 28, is extended to May 29.</li> <li>The recipient of a late non-monetary contribution must file a late contribution report within 48 hours from the time the contribution is received.</li> <li>File personal delivery, guaranteed overnight service, or fax.</li> </ul>
July 1 to July 31, 2012 <i>Semi-Annual</i>	5/20/12 thru 6/30/12	<b>460</b>	<ul style="list-style-type: none"> <li>All Committees must file this report.</li> </ul>

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

- **465 - Supplemental Independent Expenditure Report:** Committees that make independent expenditures of \$1,000 or more file this report. Candidates see prohibition below.
- **511 - Paid Spokesperson Report:** All committees must file within 10 days of making an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure.
- **Judges/ Unpaid Officeholders:** Elected officers whose salaries are less than \$200 per month and judges who are not listed on a ballot are not required to file the semi-annual statement due January 31, 2013 if no contributions were received or expenditures made from July 1 through December 31, 2012.
- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information.
- **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.
- **Method of Delivery:** All paper filings are to be filed by personal delivery or first class mail unless otherwise noted.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to Form 497 due June 2 or June 3, 2012, or any Form 496 report. Such reports must be filed within 24 hours regardless of the day of the week. Late statements are subject to a \$10 per day late fine.
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.
- **Form 470:** Candidates who do not have a committee or do not raise/spend \$1,000 in 2012 may file Form 470. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and the Form 460 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- All statements are public documents.
- 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 Manual 3 or contact the FPPC for specific information.

**CAMPAIGN DISCLOSURE – WHAT TO FILE**

**FORM 460:** If campaign activity during 2012 will involve \$1000 or more, candidates and their candidate controlled committees file jointly on Form 460.



**Electronic Filing Requirements:** In addition to filing paper copies, some county candidates and committees may be required to file their campaign disclosure statements electronically. See County Ordinance No. 913 for specific requirements.

**FORM 410:** In addition, every committee (may be the candidate alone) shall file a Statement of Organization (Form 410) within 10 days after it has qualified (i.e. received \$1000) as a committee. Committees which qualify during the 16 days prior to an election in which they would be required to file pre-election campaign statements must file a Statement of Organization within 24 hours after qualifying. (A candidate is considered a committee of one when he/she receives \$1000.)

**FORM 470:** Form 470 applies if a candidate expects that during 2012 less than \$1000 will be received and spent, by the candidate personally or by others on his/her behalf. A single filing of Form 470 (no later than March 22<sup>nd</sup> and preferably at the time the nomination documents are filed) fulfills the campaign disclosure filing requirements for the Primary Election period. In determining whether Form 470 is applicable, the candidate may exclude payments for filing fee and candidate's statements, provided such payments were made from the candidate's personal funds.

**NOTE:** A candidate who initially files Form 470 and later finds that actual transactions reach \$1000 or more must file a 470 Supplemental Form then use the filing schedule given above, using Form 460.

**WHERE TO FILE (G.C. § 84215)**

<b>OFFICES</b>	<b>FILING OFFICERS</b>	<b>WHAT</b>
<b>State Offices</b> Legislature	<ul style="list-style-type: none"> <li>Secretary of State</li> <li>County with the largest number of registered voters in the candidate's district</li> <li>County of domicile if different from the county with the largest number of voters</li> </ul>	<ul style="list-style-type: none"> <li>Original &amp; 1 copy</li> <li>2 copies</li> <li>2 copies</li> </ul>
<b>Superior Court</b> Superior court judges, candidates for superior court judge, their controlled committees, and primarily formed committees	<ul style="list-style-type: none"> <li>Secretary of State</li> <li>County with the largest number of registered voters in the jurisdiction affected (also county of domicile, if different)</li> </ul>	<ul style="list-style-type: none"> <li>Original &amp; 1 copy</li> <li>2 copies</li> </ul>
<b>Multi-County Offices</b> Elected officers in local agencies that have jurisdiction in two or more counties, candidates for these offices, their controlled committees, and primarily formed committees	<ul style="list-style-type: none"> <li>County with the largest number of registered voters in the jurisdiction affected</li> <li>County of domicile, if different from above</li> </ul>	<ul style="list-style-type: none"> <li>Original &amp; 1 copy</li> <li>2 copies</li> </ul>
<b>County Offices</b> Elected county officers, candidates for these offices, their controlled committees, and primarily formed committees	<ul style="list-style-type: none"> <li>Registrar of Voters</li> <li>County of domicile, if different from above</li> </ul>	<ul style="list-style-type: none"> <li>Original &amp; 1 copy</li> <li>Electronic (if applicable)</li> <li>2 copies</li> </ul>

**NOTE: It is the responsibility of the Candidate to file in the appropriate office(s)**

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

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 sample ballot, 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) 486-7207.

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

Any individual, organization or group that distributes and receives completed vote-by-mail applications shall return them to the Registrar of Voters' office within 72 hours of receiving them. The name, address, and telephone number of the organization, which authorizes the distribution of the applications, shall be included on the application. (E.C. § 3008)

Violation of these codes constitutes a misdemeanor. (E.C. § 18402)

### **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) 955-2078 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.
- 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.~~

## **CAMPAIGN PRACTICES (Continued)**

- 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
  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:

- 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.

## **CAMPAIGN PRACTICES (Continued)**

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.
  - (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.

## **CAMPAIGN PRACTICES (Continued)**

### **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.
- 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 tape, 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.

### **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.



## 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:** *To better serve candidates, applications are also available at most City Clerks' offices.*

### **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) 486-7340.

### **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.

### **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.

**Cost:** \$35 per custom map

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

Vote-By-Mail voter lists are available on CD or E-mail. The lists are available starting 29 days before the election. For further information call the Registrar of Voters' office at (951) 486-7192.

## SERVICES TO CANDIDATES (Continued)

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:

Format	Cost
<b>Voter Files Menu</b> <ul style="list-style-type: none"> <li>• Countywide Voter File –CD-Rom</li> </ul>	\$35.00
<ul style="list-style-type: none"> <li>• Individual Districts – CD ROM</li> </ul>	\$35.00
<ul style="list-style-type: none"> <li>• Mailing Labels – Individual voter or Head of Household</li> </ul>	\$35.00 per 1000 or portion
<ul style="list-style-type: none"> <li>• Street / Walking Index of Voters</li> </ul>	\$ 5.00 for 1st 1000, + \$1.00 per 1000 names or portion thereof
<b>Vote-By-Mail Voter Files – Entire Election</b>	\$600.00
<ul style="list-style-type: none"> <li>• Initial Request (Perm, Military, Mail Ballot)</li> </ul>	\$100.00
<ul style="list-style-type: none"> <li>• Updates – Daily</li> </ul>	\$25.00 (per day)
<ul style="list-style-type: none"> <li>• Updates - Weekly</li> </ul>	\$150.00 (per week)

## WRITE-IN CANDIDACY

### FILING PERIOD

JUNE 5, 2012 PRIMARY: April 9, 2012 through May 22, 2012.

NOVEMBER 6, 2012 GENERAL: September 10, 2012 – October 23, 2012.

Note: There is no option to be a write-in candidate for a Voter-Nominated office in the general election.

### WRITE-IN PROCEDURE

A person whose name does not appear on the ballot may run for office as a write-in candidate. Write-in votes will be counted, however, only for **qualified write-in candidates** who file the required forms with the Registrar of Voters no later than fourteen days prior to Election Day. (The Registrar of Voters will forward the forms to the Secretary of State in the case of offices that must be certified by the Secretary of State.) (E.C. §§ 8601, 8604)

These forms are required: (1) A **Statement of Write-in Candidacy** containing the candidate's name and residence address, a declaration stating that he/she is a write-in candidate, the title of the office, and the date of the election; (2) the same Nomination Papers required in the regular nomination procedure for the office. Forms will be available at the Registrar of Voters' office during the periods listed above. No filing fee is required and write-in candidates cannot submit a candidate statement. (E.C. §§ 8041, 8062, 8600-8604)

Write-in candidates are subject to the same requirements as other candidates with regard to disclosure of economic interests and campaign disclosure. Forms for such disclosure statements will be issued by the Registrar of Voters along with the write-in candidacy forms. (Write-in candidates may also file the optional Code of Fair Campaign Practices, if applicable.) (G.C. § 82007)

A person may not be a write-in candidate at the general election for a voter-nominated office. (E.C. § 8600)

### OFFICES OMITTED FROM BALLOT

Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. In the case of the following offices, the office will be omitted from the ballot if the number of persons qualifying for the ballot does not exceed the number of places to be filled: County Board of Education, Judicial offices (if only the incumbent files), and County Central Committee offices. There is a provision in the law, however, to require that the office be placed on the ballot by means of a petition procedure. (For more information contact the Registrar of Voters' office.) (E.C. §§ 7228, 7423, 7673; Ed.C. § 5326)

### ADDITIONAL REQUIREMENTS FOR NOMINATION TO VOTER-NOMINATED OFFICES

A write-in candidate who receives the highest or second highest number of votes cast for a Voter-Nominated office will have his/her name placed on the ballot at the ensuing General Election. (E.C. §§ 8605)

## RESULTS IN PRIMARY ELECTION

### CANVASS AND CERTIFICATION OF ELECTION

Following the completion of the canvass, Certificates of Election will be issued to candidates who were **elected** at the Consolidated Primary Election. Certificates of Nomination will be issued to candidates who were **nominated** at the June 5, 2012 Consolidated Primary Election and will appear on the ballot at the November 6, 2012 General Election. (E.C. §§ 15401, 15504)

#### Congressional and State Legislative Offices

For each of these offices, a Certificate of Nomination will be issued by the Secretary of State to the top two vote-getters. These nominated candidates will be voted on at the General Election. (Write-in candidates must meet an additional requirement in order to be nominated. See WRITE-IN CANDIDACY in this Handbook.) (E.C. §§ 8147, 8605)

#### County Central Committee Offices

For each of these offices, Certificates of Election will be issued by the Registrar of Voters to the candidates with the highest number of votes. (Candidates must meet certain requirements for minimum number of votes in order to be elected.) (E.C. §§ 8144, 8145, 15460, 15470, 15480, 15490)

#### County Board of Education

For each of these offices, the Registrar of Voters will issue a Certificate of Election to the candidate with the highest number of votes. (Ed.C. § 1007)

#### County and Judicial Offices

For each of these offices, the candidate with the highest number of votes is elected **only if he or she receives a majority of the votes cast for the office**. If no candidate receives a majority of the votes cast for the office, Certificates of Nomination will be issued to the two candidates with the highest number of votes, and they will appear on the ballot at the General Election. (Certificates will be issued by the Registrar of Voters for County and Judicial offices. (E.C. §§ 8140, 8141, 8145; G.C. § 24000)

### INFORMATION FOR PERSONS ELECTED AT THE PRIMARY ELECTION

Every elected candidate must take an oath of office before an appropriate official prior to assuming the duties of office; for certain offices, a bond is also required. Information concerning oaths may be obtained from the official issuing the Certificate of Election; information concerning bonds, from the county clerk, city clerk or Secretary of State. (G.C. §§ 1360, 1450 et seq; Cal. Constitution, Art. XX, Sec. 3)

#### General Election

The names of candidates nominated at the Primary Election will be automatically placed on the ballot at the General Election to be held on November 6, 2012. Such nominated candidates are not required to pay any filing fee or file any nomination documents in order to be voted on at the General Election. In the case of Voter-Nominated offices, the nominees are the candidates that received the highest and second-highest numbers of votes cast. For nonpartisan offices, the nominees who will appear on the General Election ballot are the two candidates for the office who received the highest number of votes at the Primary Election if no one received a majority of the votes. (E.C. §§ 8141, 15451)

## **RESULTS IN PRIMARY ELECTION (Continued)**

### **Withdrawal of Candidacy**

A candidate nominated at the Primary Election is not permitted to withdraw as a candidate in the ensuing General Election unless he or she is a candidate for superior court judge appointed to fill a vacancy in any federal or state office. (E.C. §§ 8801, 8803, 8804)

### **Ballot Designation**

The ballot designation used at the Primary Election shall be used at the General Election unless the candidate, no later than July 31, 2012 (98 days prior to the general election), requests in writing a different designation which the candidate is entitled to use at the time of the request. (E.C. § 13107) (Send to Secretary of State if applicable)

### **Candidate's Statement**

Nonpartisan, United States Representative, and Legislative candidates at the General Election may choose to have a Candidate's Statement printed and mailed out to the voters with the sample ballot. Such Statement must be submitted, on a form supplied by the Registrar of Voters, no later than August 10, 2012. (Further information will be provided to nominated candidates by the Registrar of Voters.) (E.C. § 13307)

### **Ballot Position**

Position on the ballot for all offices voted at the General Election will be determined by the drawing of a random alphabet by the Secretary of State. (E.C. § 13112)

**EXCEPTION:** If the office is that of State Senator or Member of the Assembly and the districts includes more than one county, the elections official in each county shall conduct a drawing of the letters of the alphabet, pursuant to the same procedures specified in Section 13112. The results of the drawing shall be known as a county randomized ballot and shall be used only to arrange the names of the candidates when the district includes more than one county. (E.C. § 13111)

### **Campaign Disclosure**

Candidates appearing on the General Election ballot should consult the Information Manual on Campaign Disclosure to determine the campaign disclosure filing requirements for this election. It is the responsibility of the candidate (and committee, if any) to obtain filing forms from the Registrar of Voters or from the Fair Political Practices Commission web site in time to meet filing deadlines. (G.C. § 84200 et seq.)

## GENERAL ELECTION

### OFFICES ON THE GENERAL ELECTION BALLOT

#### Voter-Nominated Offices

The following voter-nominated offices voted on at the Consolidated Primary Election will appear on the General Election ballot. Candidates will include the top two nominees who were chosen by the vote at the Primary Election. (E.C. § 15451)

- Congressional Offices
- State Legislative Offices

#### Nonpartisan County and Judicial Offices

The following nonpartisan offices will hold runoff elections at the General Election if the office appeared on the Primary Election ballot and the top vote-getter received less than a majority of the total votes cast for the office. Candidates at such runoff elections will be the two top vote-getters for the office at the Primary Election. (E.C. § 8141)

- County Offices
- Judicial Offices

In addition, any unopposed incumbent Superior Court candidate who did not appear on the Primary Election ballot could be placed on the General Election ballot as a result of the following petition procedure:

- A judicial office with an unopposed incumbent will be placed on the General Election ballot if a petition is filed with the Registrar of Voters by August 15<sup>th</sup> which indicates that a write-in campaign will be conducted for the office and is signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures. (If no petition is filed, and the office does not appear on the ballot at either the Primary or General Election, the Registrar of Voters shall declare the incumbent elected on the day of the General Election.) (E.C. §8203)

### LOCAL ELECTIONS CONSOLIDATED WITH THE GENERAL ELECTION

A number of general elections in local jurisdictions are scheduled to be consolidated with the November 2012 General Election. These include:

- General District Elections in Special Districts
- General Governing Board Member Elections in School Districts
- General Municipal Elections in Cities

Information concerning school and special district offices to be voted on may be obtained from the Registrar of Voters. The Registrar's office will prepare and issue a separate Candidate's Handbook and nomination forms for these offices. The nomination period begins July 16 and closes August 10, 2012. For city offices, information and nomination forms may be obtained from the appropriate city clerk. The nomination period begins July 16 and closes August 10, 2012.

In addition, special measure elections in local jurisdictions may be called and consolidated with the November 2012 General Election. Such elections must be called and consolidation requested no later than August 10, 2012.

## **GENERAL ELECTION (Continued)**

### **CANVASS AND CERTIFICATES OF ELECTION**

Certificates of Election will be issued to winning candidates following the canvass, as follows: (E.C. §§ 10265, 15401, 15504)

- By the Secretary of State for State Constitutional, State Legislative and Congressional offices.
- By the Registrar of Voters, for Special District and School District offices (and for County offices, and Judge of the Superior Court, unless persons were elected to these offices at the Primary Election).
- By the appropriate City Clerk, for city offices.

### **INFORMATION FOR PERSONS ELECTED AT THE GENERAL ELECTION**

Every elected candidate must take an oath of office before an appropriate official prior to assuming the duties of office; for certain offices, a bond is also required. Information concerning oaths may be obtained from the official issuing the certificate of election; information concerning bonds, from the County Clerk, City Clerk, or Secretary of State. (G.C. §§ 1360, 1450 et seq.; Cal. Constitution Art XX, Sec. 3).

## INDEPENDENT CANDIDATES

Independent nominations no longer apply for Voter-Nominated offices in the General Election unless no candidate was nominated in the Primary Election. (E.C. § 8300)



## TERMS OF OFFICE

Terms of office are as follows for persons elected at the 2012 Primary or General Election:

### CONGRESSIONAL OFFICES

Terms shall commence at noon on the 3<sup>rd</sup> day of January.

#### **6-Year Term Begins January 3, 2013 (at noon)**

- United States Senator

#### **2-Year Term Begins January 3, 2013 (at noon)**

- U.S. Representative

### STATE LEGISLATIVE OFFICES

Terms shall commence first Monday in December next following their election.

#### **4-Year Term Begins December 3, 2012**

- State Senator

#### **2-Year Term Begins December 3, 2012**

- Member of the State Assembly

### COUNTY CENTRAL COMMITTEE OFFICERS

Terms shall commence at time and place selected by party.

- Member, Democratic County Central Committee: 2-year term
- Member, Republican County Central Committee: 2-year term
- Member, American Independent County Central Committee: 2-year term
- Member, Green County Council: 2-year term
- Member, Peace and Freedom County Central Committee: 2-year term

### JUDICIAL OFFICES

Terms shall commence the first Monday after January 1 following their election.

#### **6-Year Term Begins January 7, 2013**

- Judge of the Superior Court

### SCHOOL OFFICES

#### **4-Year Term Begins July 1, 2012**

- Member, County Board of Education

### COUNTY OFFICES

Terms shall commence 12:00 noon on the first Monday after January 1 following their election.

#### **4-Year Term Begins January 7, 2013 (at noon)**

- County Supervisor

**NOTE:** The above listing does not include School District, Special District and City offices, which will be consolidated with the General Election.

## VOTER REGISTRATION

### QUALIFICATIONS

A person may become a registered voter of Riverside County if he/she is a resident of the county, a citizen of the United States, and at least 18 years of age (or will be 18 by the date of the next election). No person may be registered or vote, however, while mentally incompetent, or imprisoned or on parole for a felony conviction. (Cal. Constitution, Art. II, Section 2 and 4; E.C. § 2000)

### REGISTRATION

Registration is a simple procedure. The person registering certifies under penalty of perjury that he or she meets the qualifications for registration and that the information entered on the registration affidavit is true and correct. No documentary proof of residence, citizenship or age is required; there is no charge for registration; and there are no language or literacy requirements. (A California resident may register with an affidavit of registration form obtained in any California county. The county receiving it will forward it to the county of the voter's residence.) (E.C. §§ 2102, 2114, 2150)

### PERMANENT VOTER REGISTRATION

California has permanent voter registration. Unless a voter's registration is cancelled for one of the reasons given below, the voter will not need to re-register except to change his/her address, name or political party preference. A new registration must be executed for an out-of-county address or for a change of name or political party. If the address change is within the county, the voter may either re-register or simply notify the Registrar of Voters in writing of the change of address. (E.C. §§ 2115, 2116, 2117, 2118, 2119, 2152, 2200)

### CANCELLATION OF REGISTRATION

A voter's registration will be cancelled in the following cases: notice of death, mental incompetency, conviction of a felony, written request from voter, or receipt of out-of-county address change information from DMV, agencies, or other election officials, when that change was initiated by the voter. It may also be used for voters who are removed from the Inactive File because there was no voter activity for the period of two federal general elections. (National Voter Registration Act of 1993; E.C. § 2201 et seq.)

### INACTIVE VOTER FILES

When voters move out-of-county (or a mailing is undeliverable) and do not respond to the mailing, their record is moved from the Active Voter File to the Inactive Voter File. When voters move in-county, their records are updated in the Active Voter File and a copy of their record (with the old address) is placed in the Inactive Voter File. As voters are placed in this file they must be coded or marked in such a way that they can be tracked for the period of two (2) federal general elections and if at the end of that time there is no activity, the record is cancelled. If there is any activity, the record is re-instated to the Active Voter File.

Voters in the Inactive Voter File do not receive election materials, are not included in determining the number of signatures required on petitions, or in determining the number of polling places, ballots or voting machines required to service voters. (National Voters Registration Act of 1993)

## **VOTER REGISTRATION (Continued)**

### **CURRENT ADDRESS ON REGISTRATION AFFIDAVIT**

It is extremely important for the voter to keep both the residence address and mailing address on his/her voter registration current. A voter whose residence address does not agree with that shown on the registration affidavit may not be eligible to vote at an election (unless the move was made less than 15 days prior to the election). If such a voter should attempt to vote, he/she would be subject to challenge. Mailing addresses must be kept current because election mail is not forwardable. Even if the voter is still at the correct residence address, he/she will not receive the sample ballot or the polling place notice if the mailing address on the registration is no longer correct. (E.C. § 14240 et seq.)

### **PARTY PREFERENCE**

One of the items on the registration form is Party Preference. The person registering may check one of the parties listed (presently Democratic, Republican, American Independent, Libertarian, Green, Peace and Freedom, and Americans Elect). Any elector may decline to state a party preference. To change party preference a voter must reregister no later than 15 days before Election Day to be effective for the election. (E.C. §§ 2102, 2151, 2152, 5100)

### **WHEN TO REGISTER**

Registration is continuous in the sense that a voter may register any day in the year; however, registration may be said to “close” for a given election, 15 days prior to Election Day. A voter registering after 15 days prior to Election Day is not eligible to vote at that election. A registered voter who moves after 15 days prior to Election Day is entitled to vote from the old address either in person or by vote-by-mail ballot. (E.C. §§ 2035, 2107, 2119)

Note: Persons registering after the 29<sup>th</sup> day before election may not receive a sample ballot. Therefore, it is recommended that everyone be encouraged to register before the 29<sup>th</sup> day prior to Election Day.

### **HOW TO REGISTER**

You may register by the following means:

- (1) Fill out a postcard registration form and mail it to the Registrar of Voters' office. This is usually done by the registrant, although other persons are permitted to assist in registration and to transmit the affidavit for the registrant. The effective date of the postcard registration is normally the date the affidavit is received by the Registrar of Voters. However, if the affidavit is post marked no later than the 15<sup>th</sup> day prior to Election Day, it will be considered effective for that election if it is received in the Registrar Voters office by Election Day.
- (2) Register in person before a deputy registrar (a citizen deputized by the Registrar of Voters for the purpose of registration.)
- (3) The National Voter Registration Act allows registration through various agencies such as the DMV, Social Security Admin., Social Services Agencies, State Board of Equalization and others. For further information contact the Registrar of Voters.

## **VOTER REGISTRATION (Continued)**

### **WHERE TO REGISTER**

Many registrars are at permanent locations such as the Registrar of Voters' office in Riverside, some city halls, some fire stations, and other government and business offices throughout the county. There are also several hundred locations where postcard registration forms are available throughout the year, such as libraries, schools, post offices, and many more during registration drives prior to major elections. The Registrar of Voters will supply information on convenient registration locations or mail a postcard form to anyone who requests it, either in writing or by phone at (951) 486-7200 or 1-800-773-8683. (E.C. §§ 2103 et seq., 2158)

### **REGISTRATION DRIVES**

Candidates and political organizations wishing to conduct registration drives may obtain postcard registration forms from the Registrar of Voters' office for this purpose. If 50 or more registration cards are requested, an "Affidavit Distribution Agreement" must be filed, giving information concerning the proposed drive and the persons responsible for it. Persons involved in such drives must comply with the Elections Code requirements, such as: (1) Provide a registration card to any elector requesting it; (2) issue a receipt in the event that a person who completes his/her registration card entrusts it to them for delivery to the Registrar of Voters; and (3) deliver the registration card within three days. Further instructions will be given by the Registrar of Voters' office. (E.C. §§ 2108, 18103)

**NOTE:** Any person who in exchange for money or other valuable consideration, assists another to register to vote by receiving the completed affidavit of registration from the elector, shall sign in his or her handwriting and affix directly on the affidavit of registration his or her full name, telephone number, and address, and the name and telephone number of the person, company, or organization, if any, that agrees to pay money or other valuable consideration for the completed affidavit of registration. Failure to comply with this section shall not cause the invalidation of the registration of the voter. (E.C. § 2159)

### **REGISTRATION OF PERSONS NOT ENTITLED TO REGISTER**

- (a) Every person who willfully causes, procures, or allows himself or herself or any other person to be registered as a voter, knowing that he or she or that other person is not entitled to registration, is punishable by imprisonment in the state prison for 16 months or two or three years, or in a county jail for not more than one year.
- (b) Every person who knowingly and willfully signs, or causes or procures the signing of, an affidavit of registration of a nonexistent person, and who mails or delivers, or causes or procures the mailing or delivery of, that affidavit to a County Elections Official is guilty of a crime punishable by imprisonment in the state prison for 16 months or two or three years, or in a county jail for not more than one year. For purposes of this subdivision, "nonexistent person" includes, but is not limited to, deceased persons, animals, and inanimate objects. (E.C. § 18100)

### **INTERFERENCE WITH TRANSFER OF AFFIDAVIT TO COUNTY ELECTIONS OFFICIAL**

Any person who knowingly or negligently (a) interferes with the prompt transfer of a completed affidavit of registration to the county elections official, (b) retains a voter's completed registration card, without the voter's authorization, for more than three days, excluding Saturdays, Sundays, and state holidays, or after the close of registration, or (c) denies a voter the right to return to the county elections official the voter's own completed registration card, is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000). (E.C. § 18103)

## **VOTER REGISTRATION (Continued)**

### **REGISTRATION ASSISTANCE FOR CONSIDERATION; FAILURE TO COMPLY WITH STATUTORY REQUIREMENTS; MISDEMEANOR; PENALTIES; EXEMPTIONS (E.C. § 18108)**

- (a) Except as provided in subdivision (c), any person who receives money or other valuable consideration to assist another to register to vote by receiving the completed affidavit of registration from the elector, and fails to comply with section 2159, is guilty of a misdemeanor, and shall be punished by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in the county jail not exceeding six months or when the failure to comply is found to be willful, not exceeding one year, or both.
- (b) Any person who receives money or other valuable consideration to assist another to register to vote by receiving the completed affidavit of registration from the elector, upon a third or subsequent conviction, on charges brought and separately tried, for failure to comply with Section 2159 shall be punished by a fine not exceeding ten thousand dollars (\$10,000), or imprisonment in the county jail not to exceed one year, or both.
- (c) This section shall not apply to any public agency or its employees that is designated as a voter registration agency pursuant to the National Voter Registration Act of 1993 (42 U.S.C. Sec. 1973gg), when an elector asks for assistance to register to vote during the course and scope of the agency's normal business.

### **AFFIDAVIT RECORDS; NOTICE OF NON COMPLYING AFFIDAVITS; FAILURE TO COMPLY WITH STATUTORY REQUIREMENTS; OFFENSE; PENALTIES; EXCEPTIONS (E.C. § 18108.5)**

- (a) Any person, company, or other organization that agrees to pay money or other valuable consideration, whether on a per-affidavit basis or otherwise, to any person who assists another person to register to vote by receiving the completed affidavit of registration who fails to comply with Section 2159.5, is guilty of a misdemeanor, and shall be punished by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in the county jail not exceeding six months or when the failure to comply is found to be willful, not exceeding one year, or both.
- (b) Any person, company, or other organization that agrees to pay money or other valuable consideration, whether on a per-affidavit basis or otherwise, to any person who assists another person to register to vote by receiving the completed affidavit of registration, upon a third or subsequent conviction, on charges brought and separately tried, for failure to comply with Section 2159.5 shall be punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the county jail not to exceed one year, or both.
- (c) An election official shall notify any person, company, or other organization that agrees to pay money or other valuable consideration, whether on a per-affidavit basis or otherwise, to any person who assists another person to register to vote by receiving the completed affidavit of registration, that three or more affidavits of registration submitted by a person who assisted another to register to vote do not comply with Sections 18100, 18101, 18103, or 18106. The elections official may forward a copy of each of the non-complying affidavits of registration to the district attorney, who may make a determination whether probable cause exists to believe that a violation of law has occurred.
- (d) This section shall not apply to any public agency or its employees that is designated as a voter registration agency pursuant to the National Voter Registration Act of 1993 (42 U.S.C. Sec. 1973gg), when an elector asks for assistance to register to vote during the course and scope of the agency's normal business.

## VOTE-BY-MAIL VOTING

### VOTE-BY-MAIL VOTING PROCEDURE

Any voter may choose to vote by Vote-By-Mail ballot instead of at the polling place, provided the Vote-By-Mail voting procedure set forth in the Elections Code is followed. During the regular Vote-By-Mail period, application for a Vote-By-Mail ballot may be made to the Registrar of Voters' office in Riverside, in person or by mail. Following the close of the regular Vote-By-Mail period, application may be made only in person (by the voter or his/her authorized representative) and only under certain special circumstances. (E.C. §§ 300, 3000 et seq.)

### HOW TO APPLY

To apply by mail, the voter may use a Vote-By-Mail application form or send a letter. For the convenience of the voters, an official Vote-By-Mail application form is included with the sample ballot mailed out by the Registrar of Voters. Any Vote-By-Mail application shall be **SIGNED BY THE VOTER** and show his/her place of residence; and it shall also provide for: the name or date of the election, the printed name of the voter, and the mailing address to which the ballot is to be mailed.

Any application which contains preprinted information shall contain a conspicuously printed statement as follows: "You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside."

The application shall be attested to by the voter as to the truth and correctness of its contents and shall be signed under penalty of perjury. (E.C. §§ 3001, 3006, 3009, 3022)

### WHEN TO APPLY

The regular Vote-By-Mail application period begins on the 29<sup>th</sup> day prior to Election Day and ends on the 7<sup>th</sup> day prior to Election Day. Applications must be received by the Registrar of Voters no later than the close of the application period. Applications received before the beginning of the period will be held and processed beginning with the 29<sup>th</sup> day prior to the election. (E.C. § 3001)

### REASON FOR VOTING-BY-MAIL

It is not necessary to give a reason for voting-by-mail when application is made during the **regular Vote-By-Mail application period**. The law makes the Vote-By-Mail ballot available to any voter, not only those who are sick or disabled or away from home. A voter who has transportation problems, or one whose working hours leave little time for going to the polls, may find Vote-By-Mail voting the best solution to the problem. (E.C. §§ 3003, 3006)

### PERMANENT VOTE-BY-MAIL VOTER STATUS

Vote-By-Mail applications are not required from voters who have previously applied for and been granted "permanent Vote-By-Mail voter" status. These voters will be automatically sent official ballots as soon as the ballots are available. The "permanent Vote-By-Mail voter" classification is now available to everyone. Once placed on the permanent list, a voter remains on it as long as he/she continues to vote a Vote-By-Mail ballot at least once in four consecutive statewide General Elections. Contact the Registrar of Voters for further information. (E.C. §§ 3006, 3200 et seq.)

## **VOTE-BY-MAIL VOTING (Continued)**

### **MAILED BALLOT PRECINCTS**

Some voters will be required to Vote-By-Mail because no polling place has been established for their precinct. Voters in “mail ballot precincts” need not apply for a Vote-By-Mail ballot; official ballots will be mailed as soon as they are available, along with notice informing the voter that no polling place has been established and that voting will be by means of the mailed ballot. Voters may return their voted ballots by mail or they may deposit them at any polling place in the county on Election Day. (E.C. § 3005)

### **RETURN OF VOTE-BY-MAIL BALLOTS**

Voted Vote-By-Mail ballots must be received no later than the time the polls close, 8 p.m. on Election Day. All Vote-By-Mail ballots obtained during the **regular Vote-By-Mail period** may be returned to the Registrar of Voters by mail or by the voter in person; or, on Election Day, the voter may return his/her own ballot to any polling place in the county. Vote-By-Mail ballots issued during the regular Vote-By-Mail period may not be returned by a third person except under this one circumstance: In the case of illness or other physical disability, a voter may designate an immediate family member only, to return the ballot by completing the “Agent Authorization” on the Vote-By-Mail identification envelope. Vote-By-Mail ballots will not be counted unless they are returned in accordance with these restrictions. (E.C. §§ 3017, 3020) The voter must sign the envelope in his or her own handwriting in order for the ballot to be counted. (E.C. § 3011)

### **SPECIAL VOTE-BY-MAIL PERIOD**

After the regular Vote-By-Mail deadline, it is still possible for some voters to obtain Vote-By-Mail ballots if special circumstances apply.

Any voter unable to go to the polls because of illness or disability resulting in confinement in a hospital, sanatorium, nursing home, or place of residence, or any voter unable because of physical handicap to go to the polling place or vote there due to architectural barriers, or any voter unable to go to the polling place because of conditions resulting in absence from the precinct on election day may request in a written statement, signed under penalty of perjury, that a ballot be delivered to him or her. Elections officials will issue the ballot to the voter in person, or to the voter’s **authorized representative** who presents such a written statement. The voted ballot may be returned to the election official by the voter personally or through the **authorized representative**. (E.C. § 3021)

**NOTE:** A physically disabled voter whose polling place does not meet the requirements for accessibility by the physically disabled may appear outside the polling place during voting hours on Election Day and request a ballot. A precinct board member will deliver the ballot to the voter and return the voted ballot to the polling place. (E.C. § 14282)

## **VOTE-BY-MAIL VOTING (Continued)**

### **DISTRIBUTION OF VOTE-BY-MAIL APPLICATIONS**

Because of the increasing involvement of candidates and campaign organizations in the Vote-By-Mail process, certain safeguards must be emphasized in order to insure the integrity of the Vote-By-Mail ballot. These are summarized in an opinion issued by the California Attorney General, clarifying the roles of such third parties (No. 79-515, dated Aug. 22, 1979):

(1) Vote-By-Mail applications may be distributed by any person, including candidates and members of their campaign organizations. (Legislation enacted subsequent to the Attorney General's opinion, however, has added the provisions that any such printed application not only must contain all the items of information specified in E.C. § 3006, but also must follow a uniform format prepared by the Secretary of State, as provided in E.C. § 3007. Contact the Registrar of Voters for further information.)

(2) The ballot may be issued to the applicant, his or her spouse, or his or her parent if the applicant is unmarried only if the spouse or parent signs a statement attested to under penalty of perjury that provides the name of the applicant, his or her relationship to the applicant, and affirms that he or she is authorized by the applicant to deliver the Vote-By-Mail ballot. (E.C. § 3009)

(3) In the case of Vote-By-Mail ballots obtained during the regular Vote-By-Mail application period, the voted ballot must be returned by mail or by the voter in person and not by a third party. (There is one exception: A voter unable to return the ballot because of illness or other physical disability may designate an immediate family member only to return the ballot by completing the "Agent Authorization" on the Vote-By-Mail identification envelope.) (E.C. § 3017) Ballots obtained under the "special circumstances" of E.C. § 3021 may be returned by the voter's authorized representative.

### **TIME PERIOD FOR ORGANIZATION TO RETURN VOTE-BY-MAIL BALLOT APPLICATION (E.C. § 3008)**

(a) Any individual, organization or group that distributes applications for Vote-By-Mail ballots and receives the completed application forms shall return the forms to the Registrar of Voters within 72 hours of receiving the completed forms or before the deadline for application, whichever is sooner. (Note: Weekends are NOT excluded.) The name, address, and telephone number of any organization that authorizes the distribution shall be included on the application.

(b) Any application for a Vote-By-Mail ballot that is sent by an individual, group, or organization to a voter shall be nonforwardable. Any Vote-By-Mail ballot that is returned to an elections official as undeliverable shall not be forwarded by the elections official.

Persons who are considering the distribution of Vote-By-Mail application forms should note that by law registered voters are sent the official Vote-By-Mail application form along with their sample ballots. This official application is preferred over any unofficial form because it contains such information as registration affidavit number and ballot type which expedites the processing of Vote-By-Mail requests. The use of Vote-By-Mail application forms issued by unofficial sources tends to slow down the Vote-By-Mail procedure by failing to provide this information and encouraging duplicate applications. (E.C. § 3022)



## SUBDIVISIONS OF RIVERSIDE COUNTY

### CONGRESSIONAL DISTRICTS

- 36<sup>th</sup> Congressional District — Riverside County only
- 41<sup>st</sup> Congressional District — Riverside County only
- 42<sup>nd</sup> Congressional District — Riverside County only
- 50<sup>th</sup> Congressional District — Portion in San Diego County

### SENATORIAL DISTRICTS

- 23<sup>rd</sup> Senatorial District — Portions in Los Angeles and San Bernardino Counties
- 28<sup>th</sup> Senatorial District — Riverside County only
- 31<sup>st</sup> Senatorial District — Riverside County only

### ASSEMBLY DISTRICTS

- 42<sup>nd</sup> Assembly District — Portion in San Bernardino County
- 56<sup>th</sup> Assembly District — Portion in Imperial County
- 60<sup>th</sup> Assembly District — Riverside County only
- 61<sup>st</sup> Assembly District — Riverside County only
- 67<sup>th</sup> Assembly District — Riverside County only
- 71<sup>st</sup> Assembly District — Portion in San Diego County
- 75<sup>th</sup> Assembly District — Portion in San Diego County

### EQUALIZATION DISTRICTS

- 4<sup>th</sup> Equalization District — Portions in Imperial, Orange, San Bernardino and San Diego Counties

### COUNTY BOARD OF EDUCATION TRUSTEE AREAS

- Trustee Area 1 — Riverside County only
- Trustee Area 2 — Riverside County only
- Trustee Area 3 — Riverside County only
- Trustee Area 4 — Riverside County only
- Trustee Area 5 — Portion in San Bernardino County
- Trustee Area 6 — Portion in Imperial County
- Trustee Area 7 — Riverside County only

### SUPERVISORIAL DISTRICTS

- 1<sup>st</sup> Supervisorial District — Riverside County only
- 2<sup>nd</sup> Supervisorial District — Riverside County only
- 3<sup>rd</sup> Supervisorial District — Riverside County only
- 4<sup>th</sup> Supervisorial District — Riverside County only
- 5<sup>th</sup> Supervisorial District — Riverside County only

## ELECTION NIGHT ACTIVITIES

### **Election Results**

By Phone (951) 486-7200 or (800) 773-VOTE or Web Site [www.voteinfo.net](http://www.voteinfo.net)

Information/media headquarters for election night will be located at:

**Riverside County Registrar of Voters  
2724 Gateway Drive  
Riverside, CA 92507-0918**

Cumulative election results will be available to candidates and the public via telephone, also, by viewing monitors at the Registrar of Voters' office in Riverside or by signing on to our web site.

The polls are officially closed 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 ballots and supplies to Ballot Collection Centers. Certain check-in and processing procedures then take place. Next, the voted ballots are delivered to the Counting Center where the votes are tallied by computer.

Results are obtained ONLY from Election Headquarters in Riverside.

**The Vote-By-Mail vote will be reported first, at approximately 8:15 p.m.**

Election results will be provided by telephone to candidates who wish to monitor results, with information from the first precinct(s) available starting approximately 9:00 p.m. The telephone operators will remain available until all precincts have been reported.

## POST ELECTION NIGHT ACTIVITIES

Semi-final election results will be available by phone between 8:00 a.m. and 5:00 p.m. at the Registrar of Voter's office on the day after the election or on our Web Site. Printed copies of the latest semi-official Bulletin will also be available.

On Thursday, June 7, 2012, the canvass of the returns will commence at the Registrar of Voters office. During the canvass, a complete audit of all returns will be accomplished, as well as processing and counting of Vote-By-Mail ballots voted and/or received on Election Day. Additionally, if there are qualified write-in candidates, those votes will be tallied during the canvass.

**The official election results will be certified after the completion of the canvass of returns, not later than July 3, 2012.**

## FREQUENTLY ASKED QUESTIONS

**1. Is your office open during the lunch hour?**

Yes, business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, and we do remain open between the hours of noon to 1:00 p.m.

**2. What if I change my mind about being a candidate after filing nomination papers?**

Once a candidate has filed a declaration of candidacy, he or she is not permitted to officially withdraw, and the name of the candidate will appear on the primary election ballot if he or she qualifies. No candidate nominated at any primary election may withdraw as a candidate at the ensuing general election (except as permitted by statute).

**3. What happens if some of the signatures I obtain on my nomination papers are not registered voters, or do not live within the district I seek to represent?**

File your nomination papers early to avoid the consequences of a problem of this type. The Registrar of Voters must certify the signatures on the nomination papers. If you wait until the last day to file and your sponsor's signatures, for any reason, are insufficient, you will not have qualified to be a candidate. If you file early, there will be time to check the signatures and notify you of any insufficiencies and you may have an opportunity to submit supplemental signatures.

**4. How soon will a list of qualified candidates be available after the close of the nomination period?**

The nomination period for the Consolidated Primary Election ends March 9, 2012, and, in most circumstances, if an incumbent does not file, the nomination period is extended until March 14, 2012. A list of candidates that filed nomination papers in Riverside County will be prepared and should be available for distribution by March 15, 2012. A copy fee as indicated in the department's fee schedule will be charged for the listing of candidates, which includes ballot designations, addresses, and telephone numbers.

**5. May I change or correct the wording or spelling on my candidate's statement after submission?**

No, you may not. Proofread your candidate statement carefully before submitting it. The Registrar of Voters will not edit.

**6. If I submit a voluntary candidate statement and I change my mind, may I withdraw the statement?**

A candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. (E.C. § 13307)

**7. May my spouse, friend, or campaign manager pick up nomination documents for me?**

All forms must be either picked up in person by the candidate, or a letter of specific authorization, signed by the candidate, must be presented by the candidate's representative. (Call the Registrar of Voters for specific authorization information.)

## **FREQUENTLY ASKED QUESTIONS (Continued)**

### **8. May my spouse, friend, or campaign manager file my nomination documents, or can I mail them to you?**

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

- a) The declaration of candidacy may not be removed from the Registrar of Voters (except as provided in Elections Code Section 8028). Additionally, the oath of affirmation, which is part of the declaration form, must be administered by a member of the Registrar of Voters' staff, a qualified public officer, or a notary public. It is much easier for a candidate to file in person and have the oath administered at the time he or she files; and,
- b) 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 may easily be rectified when a candidate files in person.

### **9. Why is there so much paperwork involved in being a candidate?**

Election law specifies documents required, as well as format, filing dates, etc; the filing requirements are not discretionary.

### **10. I am unable to complete and file my campaign disclosure statement by the filing deadline. May I obtain an extension?**

No. There is no provision in the Political Reform Act, which permits any filing officer to extend a filing deadline. Statements, which are filed late, are subject to a fine of \$10.00 per day until the statement is filed.

### **11. What determines the order in which my and other candidate's names will appear on the ballot?**

A random alphabet drawing for the Primary Election will be conducted by the Secretary of State's office on March 15, 2012, at 11:00 a.m. The Registrar of Voters will conduct an additional random alphabet drawing for State Senate and Assembly offices when the district includes more than one county. In addition to the random alphabet, Elections Code Section 13111 provides for the rotation of names of candidates for many offices by Assembly District, and for other offices by supervisorial district. The names of the candidates for some offices are not rotated, but placed on the ballot solely on the basis of the random alphabet drawing.

**CONSOLIDATED PRIMARY ELECTION  
JUNE 5, 2012  
(E.C. § 8000 et seq.)**

The materials contained in this calendar represent the research and opinions of the staff at the Riverside County Registrar of Voters. The contents of this calendar and any legal interpretations contained herein are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk.




Please call (951) 486-7200 if you have any questions or comments or visit our website at [www.voteinfo.net](http://www.voteinfo.net). Thank you.

DATE	DESCRIPTION
December 30 – February 8 (158 – 118)	<p><i>SIGNATURES IN LIEU OF FILING FEE – JUDICIAL CANDIDATES (E.C. §§ 8061, 8105, 8106)</i></p> <p>During this period, a candidate for a judicial office may obtain his or her forms from the county elections official for circulating petitions to secure signatures in lieu of all or part of the filing fee. Signatures may also be applied to the signature requirements for office on the nomination paper.</p>
December 30 – February 23 (158 – 103)	<p><i>SIGNATURES IN LIEU OF FILING FEE – NON-JUDICIAL CANDIDATES (E.C. §§ 8061, 8106)</i></p> <p>During this period, a candidate for any office with a filing fee may obtain his or her forms from the county elections official for circulating petitions to secure signatures in lieu of all or part of the filing fee. Signatures may also be applied to the signature requirements for office on the nomination paper.</p>
January 1 – January 31 (156 – 126)	<p><i>FILING PERIOD FOR SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT (G.C. § 84200, 84218)</i></p> <p>Statement covers transactions through December 31. Statements must be sent by personal delivery or first class mail.</p> <p><b>Note:</b> In addition to filing paper copies, some county candidates/committees may be required to file their campaign disclosure statements electronically. See County Ordinance No. 913 for specific requirements.</p>
January 9 (148)	<p><i>GOVERNOR'S PROCLAMATION (E.C. § 12000)</i></p> <p>By this date, the Governor shall issue a proclamation calling the primary election and shall state the time of the election and the offices to be filled and transmit a copy of the proclamation to the board of supervisors of each county. The Secretary of State will send an informational copy of the proclamation to each county election official.</p>
January 30 – February 8 (127 – 118)	<p><i>DECLARATION OF INTENTION PERIOD – JUDICIAL CANDIDATES ONLY (E.C. §§ 8023, 8105)</i></p> <p>Between these dates judicial candidates must file a Declaration of Intention with the Registrar of Voters. The filing fee or petitions in lieu of the filing fee, all or part, must be submitted at the time the Declaration of Intention is filed. The filing fee is nonrefundable.</p>


DATE	DESCRIPTION
February 9 – February 13 (117 – 113)	<p><i>EXTENDED FILING PERIOD FOR DECLARATION OF INTENTION – JUDICIAL CANDIDATES ONLY (E.C. § 8023)</i></p> <p>Extension period for persons other than the incumbent where the incumbent fails to file a Declaration of Intention by close of business on February 8, 2012.</p>
February 13 – March 9 (113 – 88)	<p><i>NOMINATION PERIOD (E.C. §§ 8020, 8041, 8061, 8100, 8105, 8106, 10407)</i></p> <p>During this period, all candidates must file their declarations of candidacy for office, circulate their nomination papers and deliver them to the county elections official for filing. All candidates must pay the nonrefundable filing fees or present in-lieu signatures at the time they receive their nomination papers from the county elections official. <b>(Candidates for Judicial offices of the Superior Court pay the filing fee at the time of filing the Declaration of Intention to become a candidate.)</b> The number of valid in-lieu signatures any candidate obtains may be subtracted from the number required for his or her nomination papers. A candidate shall not be required to execute a nomination paper if the number of in-lieu signatures that meet the nomination requirement on the in-lieu petitions equals or exceeds the minimum number required by § 8062. Candidate Statements, the Ballot Designation Worksheet, and Statements of Economic Interests are to be filed at this time if applicable.</p>
February 13 – March 9 (113 – 88)	<p><i>NON-REFUNDABLE FILING FEE (E.C. §§ 8103, 8104, 8105)</i></p> <p>The non-refundable filing fee is based on the annual salary for the office on the first day to circulate petitions in lieu of filing fee. The filing fee requirement, if any, must be paid before nomination documents are issued. The filing fee may be paid in money, In-Lieu Petitions, or a combination of both.</p> <p><b>NOTE:</b> The Registrar of Voters and the Secretary of State can only accept checks, cashier's checks, or money orders. We cannot accept cash. Candidates who do not qualify will not receive refunds.</p>
February 23 (103)	<p><i>LAST DAY TO SUBMIT SIGNATURES IN LIEU OF FILING FEE – NON-JUDICIAL CANDIDATES (E.C. §§ 8061, 8105, 8106(b)(3) &amp; (b)(4))</i></p> <p>The last day for candidates to turn in their petitions to the county elections official of the county in which the petition signers reside and are registered to vote. Within ten days after receipt of a petition, the county elections official shall notify the candidate of any deficiency. The candidate shall then cover the deficiency either by submitting a supplemental petition or by paying a prorated portion of the filing fee not later than March 9, 2012. Upon receipt of the required number of in-lieu signatures, or of a sufficient combination of such signatures and the prorated filing fee, the county elections official shall issue the nomination papers provisionally. Any candidate who submits a number of valid in-lieu signatures that meet the nomination signatures requirement and equals or exceeds the minimum number required by § 8062 for his or her nomination paper shall not be required to file the nomination papers.</p>
March 9 (88)	<p><i>LAST DAY OF NOMINATION PERIOD (E.C. §§ 8020, 8100, 13307; G.C. § 87201)</i></p> <p>Not later than 5:00 p.m. on this day, all candidates must deliver to the county elections official for filing their nomination documents including Candidate Statements, the Ballot Designation Worksheet, and Statement of Economic Interests if applicable.</p>

DATE	DESCRIPTION
March 9 (88)	<i>LAST DAY FOR LOCAL AGENCIES (CITIES, SCHOOLS, SPECIAL DISTRICTS) TO CALL AN ELECTION AND FILE A REQUEST FOR CONSOLIDATION WITH THE PRIMARY ELECTION (E.C. § 10403)</i>
March 10 (87)	<i>WITHDRAW CANDIDATE STATEMENTS (E.C. § 13307)</i>  Last day to withdraw candidate statements, unless there is an extension of the nomination period. Withdrawal of candidate statements must be made in writing and received by 5:00 p.m. on March 10 <sup>th</sup> .
March 10 – March 19 (87 – 78)	<i>PUBLIC EXAMINATION PERIOD FOR CANDIDATE STATEMENTS (E.C. § 13313)</i>  During this period candidate statements are available for public examination.
March 10 – March 14 (87 – 83)	<i>NOMINATION PERIOD EXTENSION (E.C. § 8022)</i>  If an eligible incumbent fails to qualify for the nomination by March 9, 2012, a five-day extension is allowed for any person, other than the incumbent, if otherwise qualified, to file for the office during the extended period. However, no 5-day extension occurs if the incumbent's failure to file is because he/she has already served the maximum number of terms permitted by the California Constitution for that office.
March 15 (82)	<i>WITHDRAW CANDIDATE STATEMENTS (EXTENSION) (E.C. § 13307)</i>  In the event there is an extension of the nomination period, candidates may have until this date to withdraw their candidate's statement. Withdrawal of candidate statements must be made in writing and received by 5:00 p.m. on March 10 <sup>th</sup> .
March 15 – March 24 (82 – 73)	<i>PUBLIC EXAMINATION PERIOD FOR CANDIDATE STATEMENTS (EXTENSION) (E.C. § 13313)</i>  During this period candidate statements are available for public examination for offices with an extension.
March 15 (82)	<i>RANDOMIZED ALPHABET DRAWING (E.C. § 13112(b), 13111)</i>  The Secretary of State shall conduct the randomized alphabet drawing at 11:00 a.m. and mail the results immediately to county elections officials so that they may determine the order in which the candidates shall appear on the primary election ballot. If the office is that of State Senator or Member of the State Assembly and the district includes more than one county, the elections official in each county shall conduct a drawing and the results shall be used only to arrange the names of candidates when the district includes more than one county.
March 18 – March 22	<i>FILING PERIOD FOR FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.7)</i>  Filing period for 1 <sup>st</sup> pre-election campaign statement covers transactions through March 17. Statements must be sent by personal delivery or first class mail.
March 19 (78)	<i>LAST DAY TO FILE PETITION INDICATING A WRITE-IN CAMPAIGN WILL BE CONDUCTED FOR <b>JUDICIAL OFFICES</b> WITH AN UNOPPOSED INCUMBENT CANDIDATE (E.C. § 8203)</i>
March 29 (68)	<i>LAST DAY TO FILE PETITION INDICATING WRITE-IN CAMPAIGN WILL BE CONDUCTED FOR <b>COUNTY CENTRAL COMMITTEE</b> WITH INSUFFICIENT NOMINNEES (E.C. §§ 7228, 7423, 7673, 7772.1)</i>



DATE	DESCRIPTION
April 9 – May 22 (57 – 14)	<i>WRITE-IN CANDIDACY (E.C. § 8601)</i>  During this period, all write-in candidates must file their statements of write-in candidacy and nomination papers with the county elections official.
April 10 (56)	<i>ORDER PRINTING OF ELECTION MATERIAL (E.C. § 13313)</i>  Suggested date to prepare copy for printer and order ballots.
April 23 (43)	<i>SATELLITE LOCATION PRESS RELEASE (E.C. § 3018)</i>  Notice of satellite locations shall be made by the elections official by the issuance of a general news release, issued not later than 14 days prior to voting at the satellite location, except that in a county with a declared emergency or disaster, notice shall be made not later than 48 hours prior to voting at the satellite location. The news release shall set forth the following information: <ul style="list-style-type: none"> <li> The satellite location or locations.</li> <li> The dates and hours the satellite location or locations will be open.</li> <li> A telephone number that voters may use to obtain information regarding vote-by-mail ballots and the satellite locations.</li> </ul>
April 26 – May 15 (40 – 21)	<i>STATE BALLOT PAMPHLET MAILING TO VOTERS (E.C. § 9094)</i>  Between these dates, the Secretary of State shall mail state ballot pamphlets to all households in which voters were registered by Friday, April 6, 2012.
April 26 – May 26 (40 – 10)	<i>REGISTRAR OF VOTERS TO MAIL SAMPLE BALLOT (E.C. §§ 13300, 13303)</i>  Between these dates, the county elections official shall mail a polling place notice and an appropriate partisan or nonpartisan sample ballot to each registered voter. The polling place notice shall state whether the polling place is accessible to the physically disabled.
May 7 – May 26 (29 – 10)	<i>PUBLISH CENTRAL COUNTING PLACE (E.C. § 12109)</i>  The elections official shall, not less than 10 days before the election, publish the notice of central counting place.
May 7 (29)	<i>MAILED BALLOT PRECINCTS (E.C. §§ 3005, 3010, 3017, 3018, 3020)</i>  Approximate date to mail notices to voters in mailed ballot precincts, send official ballot and election material.
May 7 (29)	<i>PRECINCTS, POLLING PLACES &amp; ELECTION OFFICERS (E.C. §§ 12280 et seq., 12300 et seq.)</i>  <i>Last day for Registrar of Voters to establish polling places and appoint election officers for this election. Immediately following appointment, the Registrar shall mail appointment notices to election officers.</i>
May 7 – May 29 (29 – 7)	<i>VOTE-BY-MAIL BALLOT APPLICATION (E.C. §§ 3001, 3003)</i>  Between these dates, any registered voter may apply to the county elections official for a Vote-by-Mail ballot.

DATE	DESCRIPTION
May 7 – May 29 (29 – 7)	<p><i>PUBLISH POLLING PLACES (E.C. § 12105)</i></p> <p>The elections official shall, not less than one week before the election, publish the list of the polling places designated for each election precinct.</p>
May 20 – May 24 (16 – 12)	<p><i>FILING PERIOD FOR SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.7)</i></p> <p>Filing period for 2<sup>nd</sup> pre-election campaign statement covers transactions through May 19. Statements must be sent by personal delivery or guaranteed overnight service.</p> <p><b>Note:</b> In addition to filing paper copies, some county candidates/committees may be required to file their campaign disclosure statements electronically. See County Ordinance No. 913 for specific requirements.</p>
May 21 (15)	<p><i>CLOSE OF REGISTRATION (E.C. §§ 2102, 2107)</i></p> <p>The last day for any person to register to vote in the primary election.</p>
May 21 (15)	<p><i>COLLECTION CENTERS PUBLIC NOTICE (E.C. § 15260)</i></p> <p>In establishing a collection center, the elections official may designate a group of precincts which the center shall serve and this designation shall be available for public inspection no later than 15 days before the election.</p>
May 21 (15)	<p><i>VOTE-BY-MAIL PROCESSING PUBLIC NOTICE (E.C. § 15104)</i></p> <p>The elections official shall notify vote-by-mail voter observers and the public at least 48 hours in advance of the dates, times, and places where vote-by-mail ballots will be processed and counted.</p>
May 22 (14)	<p><i>STATEMENT OF WRITE-IN CANDIDACY (E.C. § 8601)</i></p> <p>Last day for write-in candidates to leave their statements of write-in candidacy and nomination papers with the county elections official.</p>
May 22 – May 29 (14 – 7)	<p><i>POST ELECTION OFFICERS &amp; POLLING PLACES (E.C. § 12105.5)</i></p> <p>Not less than one week before the election, the elections official shall post a list of all current polling places and a list of election officers appointed by the 15<sup>th</sup> day before the election. The elections official shall post this list in his or her office and on his or her Web site. The list shall remain posted for 30 days after completion of the canvass.</p>
May 24	<p><i>COMPUTER PROCESSING OF VOTE-BY-MAIL BALLOTS (E.C. § 15101)</i></p> <p>Counties having the necessary computer capability may begin to process their Vote-by-Mail ballots 7 business days prior to the election. Processing may be completed to the point of placing the ballot information on computer tape, but under <b>NO</b> circumstance shall a vote count be made before the polls close at 8:00 p.m. on June 5, 2012.</p>
May 28 (8)	<p><i>LIST OF VOTERS AND POLLING PLACE INFORMATION</i></p> <p>Approximate date that Registrar of Voters will provide list of voters to City Clerk with polling place information.</p>

DATE	DESCRIPTION
May 29 (7)	<p><i>LOGIC AND ACCURACY TESTING (E.C. § 15000)</i></p> <p>No later than seven days prior to any election, the elections official shall conduct a test or series of tests to ensure that every device used to tabulate ballots accurately records each vote.</p>
June 1 (4)	<p><i>MANUAL TALLY PUBLIC NOTICE (E.C. § 15360)</i></p> <p>The manual tally shall be a public process, with the official conducting the election providing at least a five day public notice of the time and place of the manual tally and of the time and place of the selection of the precincts to be tallied prior to conducting the tally and selection.</p>
June 5 	<p><i>ELECTION DAY</i></p> <p>On this date, the polls shall be open throughout the state from 7:00 a.m. to 8:00 p.m. Vote-by-Mail ballots may be turned in, before the polls close, at any polling place in the county.</p>
June 7 (+2)	<p><i>OFFICIAL CANVASS (E.C. § 15301)</i></p> <p>The last day for the county elections official to begin the official canvass of the precinct returns. This canvass must be completed not later than July 3, 2012.</p>
June 8 – June 20 (+3 – 15)	<p><i>ONE PERCENT MANUAL TALLY (E.C. § 15360)</i></p> <p>During the Official Canvass the Elections Official shall conduct a public manual tally in 1 percent of the precincts chosen at random by the elections official.</p>
July 3 (+28)	<p><i>END OF OFFICIAL CANVASS (E.C. §§ 15372, 15400, 15401)</i></p> <p>No later than this date, the county elections official must complete the canvass, certify its results, and submit it to the board of supervisors. This is the suggested date for the board of supervisors to declare the winners for each office and the results of each measure under its jurisdiction. The county elections official shall make and deliver to each person elected or nominated under its jurisdiction a certificate of election or nomination.</p>
July 3 (+28)	<p><i>POST ELECTION OFFICERS &amp; POLLING PLACES (E.C. § 12105.5)</i></p> <p>Not later than 28 days after the election, the elections official shall post an updated list of polling places and election officers that actually served on election day. The elections official shall post this list in his or her office and on his or her Web site. The list shall remain posted for 30 days after completion of the canvass.</p>
July 1 – July 31	<p><i>FILING PERIOD FOR SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT (G.C. § 84200)</i></p> <p>Statement covers transactions through June 30. Statements must be sent by personal delivery or first class mail.</p> <p><b>Note:</b> In addition to filing paper copies, some county candidates/committees may be required to file their campaign disclosure statements electronically. See County Ordinance No. 913 for specific requirements.</p>
<p><b>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. 6700, 6701)</b></p>	