

# Candidate Handbook



# 2010

Consolidated Special Election  
April 13, 2010



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## NOTE TO CANDIDATES

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

As used in the California Elections Code, "County Clerk" means "Registrar of Voters" in counties in which the latter office has been established.

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 486-7210 or 486-7212 at least 24 hours in advance of the desired filing date.

Appointments are available Monday through Thursday, 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 7:30 a.m. to 6 p.m., Monday through Thursday, 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) 486-7212
Candidate Filing	(951) 486-7210, (951) 486-7212
Indexes and Mailing Labels	(951) 486-7340
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

## **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)

### **PARTISAN OFFICES**

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 3 months. (E.C. § 8001)

### **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)

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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**

A filing fee is required for the office of Member of the State Senate. 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. This applies to Independent candidates also. (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 States Office. The filing fee must therefore be paid by check or money order payable to the "Secretary of State." (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. (Note that the signature requirement is modified for political parties with low registration.) (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 November 30, 2009. 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 must file their petitions in-lieu when they are issued their Declaration of Candidacy and no later than February 14<sup>th</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. (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 1, 2010. 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

DEMOCRATIC, REPUBLICAN & INDEPENDENT CANDIDATES					
Office	Salary <sup>1</sup>	Filing Fee (% of salary) <sup>1</sup>	In-Lieu Signatures	Value of each Signature	Nomination Signatures
Member of the State Senate	\$116,208	\$1,162.08 (1%)	3,000	\$ .38736	40-60

AMERICAN INDEPENDENT & LIBERTARIAN PARTY CANDIDATES					
Office	Salary	Filing Fee (% of salary)	In-Lieu Signatures	Value of each Signature	Nomination Signatures
Member of the State Senate	\$116,208	\$1,162.08 (1%)	150	\$7.74720	40-60

GREEN PARTY CANDIDATES					
Office	Salary	Filing Fee (% of salary)	In-Lieu Signatures	Value of each Signature	Nomination Signatures
Member of the State Senate	\$116,208	\$1,162.08 (1%)	142	\$8.18366	40-60

PEACE & FREEDOM PARTY CANDIDATES					
Office	Salary	Filing Fee (% of salary)	In-Lieu Signatures	Value of each Signature	Nomination Signatures
Member of the State Senate	\$116,208	\$1,162.08 (1%)	113	\$10.28389	40-60

<sup>1</sup> Salaries and filing fees are based on salaries as of November 2009.

## **NOMINATION PERIOD**

**The regular nomination period for the Primary Election begins February 9, 2010 and closes at 6 p.m. on March 1, 2010.**

### **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 14, 2010.

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. Candidates for a partisan office must especially note the requirements concerning party affiliation. (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**
- 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.

## **NOMINATION PERIOD (Continued)**

### **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)

### **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 1, 2010 at 6 p.m. (E.C. § 8020)

Within five days, the Registrar of Voters will check the nomination documents and forward them to the Secretary of State for filing. (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 1 deadline. No deficiencies can be corrected after the close of the nomination period. (E.C. § 8102)

## DECLARATION OF CANDIDACY / NOMINATION PAPERS

Completed nomination documents must be filed in the office of the Registrar of Voters no later than 6 p.m. on March 1, 2010 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 1, 2010. (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.

### 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 6 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 6 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
- if the residence address is omitted or is different from that on the original registration affidavit
- if the signer does not reside in the appropriate district (or, for partisan office, is not registered in the appropriate political party)
- if the handwriting of the signature does not match that of the original registration affidavit
- if 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.

## **SIGNATURE REQUIREMENTS FOR NOMINATION PAPERS**

<b>PARTISAN OFFICES</b>	<b>MINIMUM NUMBER REQUIRED</b>	<b>NUMBER WHICH MAY BE SUBMITTED</b>
<b>STATE LEGISLATIVE OFFICES</b> Member of the State Senate	40	60

## **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 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. (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 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.

All candidate statements are limited to recitation of the candidate's own personal background and qualifications and prohibits 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
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Geographical names – County of Riverside, Desert Hot Springs .....	one word
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Abbreviations – UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C. ....	one word
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Hyphenated words appearing in any standard reference dictionary. ....	one word
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Dates – All digits (5/30/05) .....	one word
Words and digits (May 30, 2005) .....	two words

Whole numbers digits (1 or 10 or 100, etc.) .....	one word
Spelled out (one or ten or one hundred) .....	one for each word
Numeric combinations (1978, 18 ½, 1971-73, 5%) .....	one word

Monetary amounts (if the dollar sign is used with figures - \$1,000) .....	one word
Spelled out (one thousand dollars).....	one for each word

Telephone numbers .....	one word
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Internet web site address .....	one word
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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)**

### **LEGISLATIVE CANDIDATES**

Proposition 34, passed by voters in November 2000, 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 1, 2010.

## ESTIMATED PRO RATA COST OF CANDIDATE'S STATEMENT

OFFICE	ESTIMATED DEPOSIT
<b>STATE LEGISLATIVE OFFICES</b> 37 <sup>th</sup> Senatorial District	\$9,500

**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.

## 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 Member of the State Senate. (G.C. §§ 87200, 87201, 87302.3)

**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)

### 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 the office of Member of the State Senate. (G.C. § 81000 et seq.)

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.

### 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.)

### 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)

## CAMPAIGN DISCLOSURE (Continued)

### 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

The Riverside County Registrar of Voters introduced Electronic Campaign Disclosure Filing on January 2, 2008. Candidates and Committees can now 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.

## CAMPAIGN DISCLOSURE FILING SCHEDULE

### Candidates for State Office & Committees Primarily Formed to Support/Oppose Candidates for State Office Senate District 37 Being Voted on April 13, 2010 & June 8, 2010

<i>Filing Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Within 10 Business Days \$5,000 Report	Ongoing – File any time other than 90-day election cycle	497	<ul style="list-style-type: none"> <li>Online only – no paper filing.</li> <li>File if a contribution of \$5,000 or more from a single source is received at any time other than the 90-day election cycle, including after the election.</li> <li>This report is not required for committees primarily formed to support or oppose state candidates.</li> </ul>
Feb 1, 2010 Semi-Annual	1/1/09 or 7/1/09 – 12/31/09	460	<ul style="list-style-type: none"> <li>Online and paper filing.</li> <li>The January 31, 2010 deadline falls on Sunday, so the deadline is extended to the next business day.</li> </ul>
Within 24 Hours 90-Day Election Cycle Report	1/13/10 – 6/8/2010	496 497	<ul style="list-style-type: none"> <li>Online only – no paper filing. Only required of E-filers. Those candidates <b>not</b> on the June ballot do not have to comply with the 24-hour requirement after 4/13/10.</li> <li>497: Candidates file if a contribution of \$1,000 or more from a single source is received. Not required for committees primarily formed to support or oppose state candidates.</li> <li>496: Committees primarily formed to support or oppose a state candidate must file if an independent expenditure of \$1,000 or more is made.</li> </ul>
March 4, 2010 Pre-Election	1/1/10 – 2/27/10	460	<ul style="list-style-type: none"> <li>Online and paper filing.</li> </ul>
April 1, 2010 Pre-Election	2/28/10 – 3/27/10	460	<ul style="list-style-type: none"> <li>Online and paper filing. Paper filing must be sent by personal delivery or guaranteed overnight service only.</li> </ul>
Within 24 Hours Late Reports	3/28/10 – 4/12/10	496 497	<ul style="list-style-type: none"> <li>Online and paper filing. Paper filing must be sent by personal delivery, guaranteed overnight service, or fax.</li> <li>496: Non-E-filers report if an independent expenditure of \$1,000 or more is made.</li> <li>497: Non-E-filers must file if a contribution of \$1,000 or more is received.</li> <li>497: E-filers and Non-E-filers must report if a contribution of \$1,000 or more is made to a political party committee.</li> <li>The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind or non-monetary contribution is received.</li> </ul>
May 27, 2010 Pre-Election Runoff	3/28/10 – 5/22/10	460	<ul style="list-style-type: none"> <li>Online and paper filing. Paper filing must be sent by personal delivery or guaranteed overnight service only.</li> </ul>

## CAMPAIGN DISCLOSURE FILING SCHEDULE (Continued)

Within 24 Hours Late Reports	5/23/10 – 6/7/10	496 497	<ul style="list-style-type: none"> <li>Online and paper filing. Paper filing must be sent by personal delivery, guaranteed overnight service, or fax.</li> <li>496: Non-E-filers report if an independent expenditure of \$1,000 or more is made.</li> <li>497: Non-E-filers must file if a contribution of \$1,000 or more is received.</li> <li>497: E-filers and Non-E-filers must report if a contribution of \$1,000 or more is made to a political party committee.</li> <li>The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind or non-monetary contribution is received.</li> </ul>
Aug 2, 2010 Semi-Annual	3/28/10 or 5/23/10 – 6/30/10	450 or 460 & Possibly 465	<ul style="list-style-type: none"> <li>Online and paper filing.</li> <li>The July 31, 2010 deadline falls on a Saturday, so the deadline is extended to the next business day.</li> </ul>
Within 10 Business Days of the Expenditure \$5,000 Report	See 3 <sup>rd</sup> bullet	496 497	<ul style="list-style-type: none"> <li>State Ballot Measure Expenditures: Online only – no paper filing.</li> <li>File this report each time contributions or independent expenditures totaling \$5,000 or more are made to support or oppose the qualification or passage of a single state ballot measure.</li> <li><b>Period:</b> List all new contributions of \$100 or more received by the committee that have not been previously reported up through the date of the \$5,000 or more payment.</li> </ul>

- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Paid Spokesperson:** A committee that makes an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure must report the expenditure within 10 days on Form 511.
- **Issue Advocacy Report:** File this report if a payment or promise of payment of \$50,000 or more is made during the 45 days prior to an election for a communication that identifies a state candidate being voted on in the election but does not expressly advocate the election or defeat of the candidate.
- **90-Day Election Cycle Reports:** “Election cycle” is defined as 90 days prior to an election and ending on the date of election.
- **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.
- **Committees Primarily Formed to Support/Oppose a Candidate:** Such committees that make an independent expenditure of \$1,000 or more must file a Supplemental Independent Expenditure Report, Form 465, or Form 496. Independent expenditures made prior to the late period are due on the pre-election deadlines. Independent expenditures made during the late period are due within 24 hours on Form 496 and a Form 465 is required after the election.
- **Contribution Limits:** Contributions to state candidates and to committees that make contributions to state candidates are subject to contribution limits. Some committees that feature state candidates in advertisements are also subject to contribution limits. See contribution limit chart on FPPC’s website.
- **Candidates:** After an election, reporting requirements will continue until the committee terminates. For termination rules, see *Manual 1*, Chapter 9.
- **Late Statements:** Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.
- All statements are public documents. Paper reports may be sent by first class mail unless otherwise noted.

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 – WHAT TO FILE

**FORM 460:** If campaign activity during 2010 will involve \$1000 or more, candidates and their candidate controlled committees file jointly on Form 460.

**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 2010 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 4<sup>th</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)

	FILING OFFICERS	WHAT
<b>State Offices</b> Legislature, State Board of Equalization, and Appellate Courts	<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>

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

## CAMPAIGN PRACTICES

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 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.

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 Office; phone (951) 955-2078 at 4080 Lemon Street, 9<sup>th</sup> floor, Riverside.

**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 or her agent.
  2. The property is in escrow or there is an "open house".
  3. Directions to the property.
  4. The owners or agent's name, address and telephone number.
- G. SIGN** means any structure, housing, device, figure, statuary, painting, display, message, placard or other contrivance, which is designed, constructed, created, engineered, intended or used to provide data or information for advertising purposes.
- H. SURFACE AREA** means that area of a sign as measured by the smallest geometric form such as a square, rectangle, triangle, or circle, or combination thereof, which will encompass the face of the sign on which the message is displayed.
- I. TEMPORARY SIGN** means a sign that is not intended to be permanent. Temporary signs shall not be constructed or erected upon a permanent foundation or attached to a sign structure having a permanent foundation. Temporary signs shall include non-commercial signs (including non-commercial signs during an election period), real estate signs, yard or garage sale signs or event signs. All other commercial signs, not constructed or erected upon a permanent foundation, are prohibited by this ordinance. If the sign is constructed or erected on a permanent foundation, it is regulated by Article XIX (Section 19, et seq) of Riverside County Ordinance No. 348.

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

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

#### **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.

## 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) 486-7340.

## 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>	
• Countywide Voter File –CD-Rom	\$35.00
• Individual Districts – CD ROM	\$35.00
• Mailing Labels – Individual voter or Head of Household	\$ 35.00 per 1000 or portion
• Street / Walking Index of Voters	\$ 5.00 for 1 <sup>st</sup> 1000, + \$1.00 per 1000 names or portion thereof
<b>Vote-By-Mail Voter Files – Entire Election</b>	\$600.00
• Initial Request (Perm, Military, Mail Ballot)	\$100.00
• Updates – Daily	\$ 25.00 (per day)
• Updates - Weekly	\$150.00 (per week)

## INDEPENDENT CANDIDATES

1. Obtain nomination documents from the county elections official of the candidate's county of residence between **February 9, 2010**, and **March 1, 2010**, inclusive. Nomination documents include nomination papers for collecting signatures and a Declaration of Candidacy that must be executed by the candidate.
  - a. The nomination papers must be signed by voters in the district not less in number than 500 or 1% of the entire vote cast in the area at the preceding general election, whichever is less, nor more than 1,000. **For this election, the signature requirement is 500.**
  - b. Any candidate may obtain signatures to and sign his or her own nomination papers.
  - c. All signers must be eligible registered voters in the district or political subdivision in which the candidate is running at the time they sign the nomination papers.
  - d. The candidate may appoint persons to circulate the nomination paper. Circulators shall be 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.
2. File with the county elections official, not later than **March 1, 2010**, a Declaration of Candidacy which states the following:
  - a. The candidate's complete residence address;
  - b. That the candidate is a voter in the precinct in which he or she resides;
  - c. The name of the office sought;
  - d. That he or she will not withdraw as a candidate before the election;
  - e. That if elected, he or she will qualify for the office; and
  - f. That the candidate is not, and was not at any time during the three (3) months preceding the filing of the Declaration of Candidacy, registered as affiliated with a political party qualified under Section 5100.

## WRITE-IN CANDIDACY

### FILING PERIOD

APRIL 13, 2010 PRIMARY: 1<sup>st</sup> and last date – February 15, 2010 – March 30, 2010.

JUNE 8, 2010 GENERAL: 1<sup>st</sup> and last date – April 12, 2010 – May 25, 2010.

### WRITE-IN PROCEDURE

#### 1. Filing Fees

Write-in candidates are not required to pay filing fees.

#### 2. Nomination Papers

Gather between 40 and 60 signatures for filing the nomination paper.

- a. For the special primary election, between **February 15, 2010**, and **March 30, 2010**, circulate nomination papers for signatures and leave them for examination with the county elections official of the county in which the signers reside.
- b. Signers must be voters in the district or political subdivision in which the write-in candidate is to be voted on and of the same political party as the party in which the write-in candidate is seeking nomination in the primary.
- c. For the special general election, between **April 12, 2010**, and **May 25, 2010**, circulate nomination papers for signatures and leave them for examination with the county elections official of the county in which the signers reside.
- d. There is no party affiliation requirement for signers of write-in nomination petitions in the special general election.
- e. The candidate may appoint persons to circulate the nomination paper. Circulators shall be 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.
- f. Each section of the nomination paper shall be delivered to the county elections official of the county in which the signer resides and is a voter not later than **March 30, 2010**, for the special primary election; not later than **May 25, 2010**, for the special general election.

#### 3. Statement of Write-In Candidacy

Between **February 15, 2010**, and **March 30, 2010**, for the special primary election and **April 12, 2010**, and **May 25, 2010**, for the special general election, file a Statement of Write-In Candidacy. The Statement of Write-In Candidacy shall contain the following information:

- a. Candidate's name;
- b. Candidate's complete residence address;
- c. A declaration stating that the candidate is a write-in candidate;
- d. The name of the office for which the candidate is running;
- e. The party nomination which the candidate seeks, if running in a primary election (a candidate need not be registered with the party whose nomination he or she is seeking); and
- f. The date of the election.

## WRITE-IN CANDIDACY (Continued)

4. In order to be nominated at the special primary election, the write-in candidate must receive more votes than any other candidate running for that party's nomination and must also receive votes equal to at least 1% of all votes cast for that office at the last preceding general election at which the office was filled. For this election the requisite vote requirement is **3,476**.

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)

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)

**NOTE:** Write-in Candidates will need to inform voters of their qualifications. A list of write-in candidates **MAY NOT** be provided at polling places.

## **RESULTS IN PRIMARY ELECTION**

### **CANVASS AND CERTIFICATION OF ELECTION**

Following the completion of the canvass, if one candidate receives a majority of the votes (50% + 1), no special general election will be held. If no candidate receives a majority of votes cast, the name of that candidate of each qualified political party who receives the most votes cast for all candidates of that party shall be placed on the special general election ballot as the candidate of that party. The name of a write-in candidate shall not be placed on the ballot unless he or she also meets the requirements of subdivision (a) of Section 8605. In addition, each candidate who has qualified for the ballot by reason of the independent nomination procedure pursuant to Part 2 (commencing with Section 8300) of Division 8 shall be placed on the special general election ballot as an independent candidate. However, if two or more of these candidates are recorded on their affidavits of registration as being affiliated with the same political body, only the candidate with the greatest number of votes shall be placed on the special general election ballot.

#### **State Legislative Offices**

A Certificate of Election will be issued by the Secretary of State if one candidate receives a majority of the votes (50% + 1). A Certificate of Nomination will be issued by the Secretary of State to the top vote-getter of each party if no candidate receives a majority of votes cast. 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)

### **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)

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

### **INFORMATION FOR PERSONS NOMINATED AT THE PRIMARY ELECTION**

#### **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 June 8, 2010. 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. (E.C. §§ 8141, 15451)

#### **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 was nominated as a write-in candidate or appointed to fill a vacancy on the General Election ballot for some other partisan office. (E.C. §§ 8801, 8802, 8803)

#### **Ballot Designation**

The ballot designation used at the Primary Election shall be used at the General Election. (E.C. § 13107)

#### **Candidate's Statement**

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 the third day following the governing body's declaration of the results from the Primary. (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)

#### **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.)

## **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.)

### **POLITICAL PARTY**

One of the items on the registration form is "Political Party." The person registering may check one of the parties listed (presently Democratic, Republican, American Independent, Libertarian, Green, and Peace and Freedom). Any elector may decline to state a political affiliation. To change party preference a voter must register 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, a "statement of distribution plan" 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 an 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 for every statewide Primary and General Election. 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. Precincts, which have 250 or fewer registered voters and cannot be consolidated with adjacent precincts because of incompatible ballot types, will be designated “mailed ballot precincts” for the election. Voters in such 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)

**SPECIAL NOTE:** Vote-by-Mail ballots for Riverside County are mailed by our ballot printing vendor in the State of Washington. Vote-by-Mail ballots enter the mail stream as early as 29 days before the election and voters usually start receiving the ballots in their mail boxes approximately 26 days before the election.

## 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 large screen 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 7:30 a.m. and 6:00 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 Wednesday, April 14, 2010, 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 any 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.**

## FREQUENTLY ASKED QUESTIONS

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

Yes, business hours are 7:30 a.m. to 6:00 p.m., Monday through Thursday, 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 Primary Election ends March 1, 2010. A list of candidates that filed nomination papers in Riverside County will be prepared and should be available for distribution by March 8, 2010. 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 2, 2010, at 11:00 a.m. 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.




## APRIL 13, 2010 SPECIAL PRIMARY ELECTION CALENDAR

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
November 30 (134)	<i>VACANCY (E.C. § 10700)</i>  John Benoit resigned, creating a vacancy in the 37 <sup>th</sup> Senatorial District.
November 30 – February 14 (134 - 58)	<i>SIGNATURES IN LIEU OF FILING FEE (E.C. §§ 8061, 8106)</i>  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.
December 10 (124)	<i>GOVERNOR'S PROCLAMATION (E.C. §§ 10700 et seq.; G.C. § 1773 )</i>  In the case of a vacancy in a legislative office the Governor shall issue a proclamation, within 14 calendar days of the occurrence of the vacancy, calling a special election. A copy of the proclamation shall be sent to the board of supervisors of each affected county.
January 1 – January 31	<i>FILING PERIOD FOR SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT (G.C. § 84200)</i>  Statement covers transactions through December 31. Statements must be sent by personal delivery or first class mail.
February 9 – March 1 (63 – 43)	<i>NOMINATION PERIOD (E.C. §§ 8020, 8041, 8061, 8100, 8105, 8106, 10704)</i>  During this period, all candidates must file their declarations of candidacy for office and 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. 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 and Statements of Economic Interests are to be filed at this time if applicable.

DATE	DESCRIPTION
February 9 – March 1 (63 – 43)	<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 14 (58)	<p><i>LAST DAY TO SUBMIT SIGNATURES IN LIEU OF FILING FEE (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 1, 2010. 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>
February 15 – March 30 (57 – 14)	<p><i>WRITE-IN CANDIDACY (E.C. § 8601)</i></p> <p>During this period, all write-in candidates must file their statements of write-in candidacy and nomination papers with the county elections official.</p>
February 28 – March 4 (44 – 40)	<p><i>FILING PERIOD FOR FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.7)</i></p> <p>Filing period for 1<sup>st</sup> pre-election campaign statement covers transactions through February 27. Statements must be sent by personal delivery or first class mail.</p>
March 1 (43)	<p><i>LAST DAY OF NOMINATION PERIOD (E.C. §§ 8020, 8100, 13307; G.C. § 87201)</i></p> <p>Not later than the close of business on this day, all candidates must deliver to the county elections official for filing their nomination documents including Candidate Statements and Statement of Economic Interests if applicable.</p>

DATE	DESCRIPTION
March 1 (43)	<p><i>SATELLITE LOCATION PRESS RELEASE (E.C. § 3018)</i></p> <p>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:</p> <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>
March 2 (42)	<p><i>WITHDRAW CANDIDATE STATEMENTS (E.C. § 13307)</i></p> <p>Last day to withdraw candidate statements. Withdrawal of candidate statements must be made in writing.</p>
March 2 – March 11 (42 – 33)	<p><i>PUBLIC EXAMINATION PERIOD FOR CANDIDATE STATEMENTS (E.C. § 13313)</i></p> <p>During this period candidate statements are available for public examination.</p>
March 2 (42)	<p><i>RANDOMIZED ALPHABET DRAWING (E.C. § 13112, 13111)</i></p> <p>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.</p>
March 3 (41)	<p><i>NOTICE TO EACH CANDIDATE (E.C. § 8121)</i></p> <p>Not less than five days before she transmits the certified list of candidates to the county elections official, as provided in Section 8120, the Secretary of State shall notify each candidate for office of the names, addresses, offices, occupations, and party affiliations of all other persons who have filed for the same office.</p>
March 8 (36)	<p><i>CERTIFIED LIST OF CANDIDATES</i></p> <p>The last day for the Secretary of State to prepare and send to the county elections official a certified list of candidates who are eligible to be voted for in the county at the Special Primary Election.</p>
March 9 (35)	<p><i>ORDER PRINTING OF ELECTION MATERIAL (E.C. § 13313)</i></p> <p>Suggested date to prepare copy for printer and order ballots.</p>
March 9 – April 3 (35 – 10)	<p><i>REGISTRAR OF VOTERS TO MAIL SAMPLE BALLOT (E.C. §§ 13300, 13303)</i></p> <p>Between these dates, the county elections official shall mail a polling place notice and a sample ballot to each registered voter. The polling place notice shall state whether the polling place is accessible to the physically disabled.</p>

DATE	DESCRIPTION
March 15 – April 6 (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.
March 15 (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.
March 15 (29)	<i>PRECINCTS, POLLING PLACES &amp; ELECTION OFFICERS (E.C. §§ 12280 et seq., 12300 et seq.)</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.
March 15 – April 3 (29 – 10)	<i>PUBLISH POLLING PLACES &amp; CENTRAL COUNTING PLACE (E.C. §§ 12105, 12109)</i>  Suggested date to publish polling places. The notice will include the hours that the polls will be open and a Notice of Central Counting Place.
March 28 – April 1 (16 – 12)	<i>FILING PERIOD FOR SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.7)</i>  Filing period for 2 <sup>nd</sup> pre-election campaign statement covers transactions through March 27. Statements must be sent by personal delivery or guaranteed overnight service.
March 29 (15)	<i>CLOSE OF REGISTRATION (E.C. §§ 2102, 2107)</i>  The last day for any person to register to vote in the primary election.
March 29 (15)	<i>COLLECTION CENTERS PUBLIC NOTICE (E.C. § 15260)</i>  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.
March 30 (14)	<i>STATEMENT OF WRITE-IN CANDIDACY (E.C. § 8601)</i>  Last day for write-in candidates to leave their statements of write-in candidacy and nomination papers with the county elections official.
March 30 (14)	<i>VOTE-BY-MAIL PROCESSING PUBLIC NOTICE (E.C. § 15104)</i>  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.

DATE	DESCRIPTION
March 30 – April 6 (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>
April 2 (11)	<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 on this date. 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 April 13, 2010.</p>
April 5 (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>
April 6 (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>
April 9 (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>
April 13 	<p><i>SPECIAL PRIMARY ELECTION DAY</i></p> <p>On this date, the polls shall be open 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>
April 14 (+1)	<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 April 16, 2010.</p>
April 14 – April 16 (+1 – 3)	<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>
April 16 (+3)	<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>

DATE	DESCRIPTION
May 11 (+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 (+79 - 109)	<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>

***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)***