
CANDIDATE HANDBOOK

General District Mail Ballot Election
August 29, 2017



GENERAL DISTRICT MAIL BALLOT ELECTION

August 29, 2017

TABLE OF CONTENTS

NOTE TO CANDIDATES	1	CAMPAIGN DISCLOSURE	27
DATES OF INTEREST TO CANDIDATES	2-4	Candidate Intention Statement (Form 501)	27
OFFICES SCHEDULED FOR ELECTION	5	Statement of Organization (Form 410)	27
ELIGIBILITY REQUIREMENTS	6	Campaign Disclosure Statements	27
Special Districts	6	Terminating a Committee	28
County Water District	6	Filing Responsibility	29
Rancho California Water District	6	Important Points for Candidates to Note	29-30
California Water District (Landowner)	6	Filing Schedule for Local Offices	31
NOTE TO CANDIDATES REGARDING INCOMPATIBLE		County of Riverside Ordinance No.913	32-36
OFFICES	7	STATEMENT OF ECONOMIC INTEREST	
NOMINATION PROCEDURES	8-9	Form 700	37
Declaration of Candidacy	10	CAMPAIGN PRACTICES	38
Name on Ballot	10	Mass Mailing	38
Ballot Designation	10	Slate Mailer Organizations	38
Ballot Designation Restrictions	11	Nominations	39
Oath of Affirmation of Candidate	11	False or Misleading Information to Voters	39
Sample of Declaration of Candidacy Form	12	Simulated Ballots	39
BALLOT DESIGNATION WORKSHEET	13	Political Advertising	39
Sample of Ballot Designation Worksheet	14-15	Political Signs	39
CERTIFICATE OF LANDOWNER	16	County of Riverside Ordinance No. 806	40-44
CANDIDATE'S STATEMENT	17	CONTRIBUTION INFORMATION	45
Time period for filing	17	Solicitation of Political Contributions; Offense;	
Filing Location	17	Punishment	45
Contents	17	Local Agency Expenses	45
Restrictions	17	VOTER REGISTRATION INFORMATION	46
Withdrawal	17	RECORDS ACCESS	47
Confidentiality of Statements	17	Important Notice	47
Payment of Candidate's Statement	18	Permitted Uses	47
Points to Note When Preparing Your		Prohibited Uses	48
Statement	18	Penalties for Unauthorized Use	48
Candidate Statement Style Guidelines	19	VOTING ACCESSIBILITY ADVISORY COMMITTEE (VAAC) ..	49
Word Count Standards	19	SERVICES TO CANDIDATES	50
Important Note	20	Voter Indexes	50
Sample of Candidate's Statement Form	21-22	Mailing Labels	50
TABLE OF ESTIMATED COST OF		Fee Schedule	51
CANDIDATE'S STATEMENT	23	Precinct Maps/Vote-By-Mail Lists	51
CODE OF FAIR CAMPAIGN PRACTICES	24	CANVASS	52
Sample of Code of Fair Campaign Practices	25-26	FREQUENTLY ASKED QUESTIONS	53-54
		2017 CALENDAR	55

NOTE TO CANDIDATES

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

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



To Contact the Registrar of Voters



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

General Information	(951) 486-7200 or 1-800-773-VOTE
FAX	(951) 486-7272
Internet Website	www.voteinfo.net

Questions Regarding:

Vote-by-Mail Voting	(951) 486-7207
Campaign Disclosure	(951) 486-7204, (951) 486-7286, (951) 486-7212
Candidate Filing	(951) 486-7204, (951) 486-7286, (951) 486-7212
Voter Data	(951) 486-7344
Precincts / Maps	(951) 486-7338
Voter Registration	(951) 486-7200 or 1-800-773-VOTE (8683)
Polling Places / Election Officers	(951) 486-7341 or 1-877-663-9906 Toll Free
TTY (Text Telephone)	(951) 697-8966

DATES OF INTEREST TO CANDIDATES

DATE	DESCRIPTION
May 8 thru June 2	<p>Nomination Period (E.C. §§ 10510, 13307, et seq.; G.C. § 87200 et seq.)</p> <p>During this period candidates may obtain nomination documents from the Registrar of Voters, during regular business hours.</p> <p>Note: Candidates must file their nomination documents with the Registrar of Voters by 5:00 p.m. on June 2, 2017.</p>
May 29	<p>Memorial Day (Co. Ord. 358.8)</p> <p>The Registrar of Voters office will be closed.</p>
June 2	<p>Last Day to Withdraw Candidacy (E.C. § 10510)</p> <p>Unless there is an extension of the nomination period.</p>
June 3	<p>Last Day to Withdraw Candidate Statement (E.C. § 13307)</p> <p>Last day to withdraw candidate statement, unless there is an extension of the nomination period. Request to withdraw candidate statement must be made in writing and submitted by 5:00 p.m. Candidate statements shall remain confidential until this date.</p>
June 3 thru June 12	<p>Election Material Available (Public Exam Period) (E.C. § 13313)</p> <p>During this period Candidate Statements are available for public inspection.</p> <p><u>Exception:</u> If there is an extension of the nomination period, the exam period will be from June 8 thru June 17.</p>
June 7	<p>Last Day of Extended Nomination Period (E.C. §§ 10510, 10516)</p> <p>If an incumbent fails to file nomination documents by June 2, 2017, the nomination period will be extended for persons other than the incumbent. This will also extend the period for withdrawing candidacy. Not applicable if the office has no incumbent.</p>
June 7	<p>Last Day to File Petition Requesting the Election be Held in Event of Insufficient Nominees (E.C. § 10515)</p>
June 8	<p>Last Day to Withdraw Candidate Statement in Event of Extension (E.C. §§ 10516, 13307)</p>
June 8 (11:00 a.m.)	<p>Drawing of Randomized Alphabet (E.C. § 13113)</p> <p>Secretary of State will conduct a drawing of the alphabet for determining the order of candidates' names on the ballot.</p>

DATES OF INTEREST TO CANDIDATES (Continued)

DATE	DESCRIPTION
July 3	<p>First Day Forms will be Available for Write-In Candidacy (E.C. § 8600 et seq.)</p> <p>Any qualified person wishing to file as a write-in candidate may pick up papers beginning this date. Forms are only available at the Registrar of Voters Office.</p>
July 4	<p>Independence Day (Co. Ord. 358.8)</p> <p>The Registrar of Voters office will be closed.</p>
July 16 thru July 20	<p>Filing Period for First Pre-Election Campaign Disclosure Statements (G.C. §§ 84200.5, 84200.8)</p> <p>Covers period ending July 15, 2017. Statements must be sent by first-class mail or hand delivered.</p>
July 25	<p>Last Day for List of Qualified Voters to be Compiled by Landowner Districts (E.C. § 10525)</p> <p>The list must be posted in the district office. One certified copy of the list must be delivered to the Registrar of Voters.</p>
July 31 thru August 19	<p>Period for Registrar of Voters to Mail Official Ballots to Voters (E.C. §§ 4000, 10540, 13307)</p> <p>Instructions for voting and pamphlets with all necessary materials for voting by mail shall be included. Candidate statements shall be included.</p>
August 13 thru August 17	<p>Filing Period for Second Pre-Election Campaign Disclosure Statement (G.C. §§ 84200.5, 84200.8)</p> <p>Statement covers transactions through August 12. Statement must be sent by guaranteed overnight delivery or hand delivered.</p>
August 14	<p>Last Day to Register to Vote or Change Address for this Election (E.C. §§ 2102, 2106)</p>
August 15	<p>Last Day to File Statement of Write-In Candidacy (E.C. §§ 8600 et seq., 15340 et seq.)</p> <p>Statement of Write-In Candidacy must be filed with the Registrar of Voters by this date.</p>
August 29 	<p>Election Day (E.C. §§ 1500, 3020, 4103, 4108)</p> <p>Voted ballots must be received by the elections official no later than the close of the polls on election day or be postmarked on or before election day and received no later than three days after election day to be counted.</p>

DATES OF INTEREST TO CANDIDATES (Continued)

DATE	DESCRIPTION
August 31	<p>Canvass of Election Returns (E.C. § 15301 et seq.)</p> <p>The Registrar of Voters shall commence the official canvass pursuant to Elections Code, no later than the first Thursday following the election.</p>
September 4	<p>Labor Day (Co. Ord. 358.8)</p> <p>The Registrar of Voters office will be closed.</p>
September 28	<p>Statement of Results (E.C. §§ 10550, 15372, 15374)</p> <p>As soon as the canvass is complete, no later than this date, the Registrar of Voters will mail a statement of the results of the election to the district.</p>
September 28	<p>Last Day to Declare Candidates Elected (E.C. §§ 10551, 10553)</p> <p>Certificates of Election will be issued to winning candidates no later than this date.</p>
September 28	<p>Appointments In Lieu of Election (E.C. §§ 10515, 10551)</p> <p>In the event the scheduled election is not held due to insufficient nominees, the Board of Supervisors will appoint a qualified person to each office.</p>
December 1 (At Noon)	<p>Date Terms Begin (E.C. § 10554)</p> <p>Before taking office, persons elected or appointed to office in lieu of election must take the oath of office before the District Secretary, Registrar of Voters or other authorized official, and must execute any bond required for such office. Oaths must be filed and retained with the District Secretary.</p> <p>Four-year terms begin December 1, 2017 and end December 3, 2021 Two-year terms begin December 1, 2017 and end December 6, 2019</p>
January 1 thru January 31	<p>Filing period for Semi-Annual Campaign Disclosure Statement (G.C. § 84200)</p> <p>Statement covers transactions thru December 31, 2015. Statement 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)

OFFICES SCHEDULED FOR ELECTION

CALIFORNIA WATER DISTRICTS (Landowner Districts)

Fern Valley Water District – 3 Full Term

Robert Krieger
James A. Rees
Vacant

Full Term
Full Term
Full Term

High Valleys Water District – 2 Full Term

Robert Hughes
Ernest B. Wright

Full Term
Full Term

Temescal Valley Water District – 3 Full Term

Damon De Frates
Grant E. Destache
Paul Rodriguez

Full Term
Full Term
Full Term

CALIFORNIA WATER DISTRICT (Resident Voter Districts)

Rancho California Water District – 4 Full Term

John E. Hoagland
William E. Plummer
Ben R. Drake
Stephen J. Corona

Full Term
Full Term
Full Term
Full Term

COUNTY WATER DISTRICTS

Pine Cove Water District – 3 Full Term / 1 Short Term

Joel A. Palmer
Louis C. Padula
Robert Hewitt
Vicki Jakubac – Appointed Incumbent

Full Term
Full Term
Full Term
Short Term

Idyllwild Water District – 2 Full Term / 2 Short Term

Victor I. Sirkin – Appointed Incumbent
Geoffrey Caine – Appointed Incumbent
Peter Szabadi – Appointed Incumbent
Charles Schelly – Appointed Incumbent

Full Term
Full Term
Short Term
Short Term

ELIGIBILITY REQUIREMENTS FOR SPECIAL DISTRICTS

SPECIAL DISTRICTS

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

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

This section does not apply to any volunteer Firefighter who does not receive a salary.

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

COUNTY WATER DISTRICT

Directors must be registered voters and residents of the division from which they are elected by the voters of the entire district. (Water Code §§ 30500, 30730, 30734, 30735)

A director shall not be the general manager, secretary, treasurer, or auditor. (Water Code § 30541)

RANCHO CALIFORNIA WATER DISTRICT

Directors shall be registered voters in the district at the time of their election and during their term of office. (Water Code § 35234)

CALIFORNIA WATER DISTRICT (Landowner Requirement)

Each director shall be one of the following:

- (a) A holder of title to land within the district.
- (b) The legal representative of a holder of title to land within the district in accordance with Water Code § 34030.
- (c) A representative designated by a holder of title to land within the district, if the holder has filed with the district evidence of that designation. (Water Code § 34700)



Note: You cannot run for elected office if you have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

NOTE TO CANDIDATES REGARDING INCOMPATIBLE OFFICES

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

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

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

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

1. The offices of city councilperson and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and county supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at (916) 322-3360 or visit their website, www.caag.state.ca.us. For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1-866-275-3772.

NOMINATION PROCEDURES

(Elections Code § 10510 et seq.; Water Code § 30500)

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

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

The Filing Deadline is Friday, June 2, 2017, 5 p.m.
File with The Registrar of Voters,
2724 Gateway Drive, Riverside, CA 92507-0918

Filing Deadline
Friday, June 2, 2017

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

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

If you choose to withdraw as a candidate after you file your nomination documents, you can do so up to 5 p.m. on the last day of the nomination period, June 2, 2017. Official withdrawal is not permitted after the deadline.

NOMINATION PROCEDURES (Continued)

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

DECLARATION OF CANDIDACY

(Elections Code § 10511)

When completing your Declaration of Candidacy be sure to read it carefully and print or type the information required. Note that it will be signed under penalty of perjury. These are official filing forms. **DO NOT SUBMIT COPIES.** Each candidate must obtain his/her own original documents. Refer to Sample Declaration of Candidacy on page 12.

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

Example:

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

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

NAME ON BALLOT:

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

Example:

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

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

BALLOT DESIGNATION (E.C. § 13107):

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

OR:

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

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

Example: Incumbent/Businessman (Not Acceptable)

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

DECLARATION OF CANDIDACY (Continued)

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

The election official shall NOT accept a designation that:

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

Examples of ballot designations usually considered to suggest an evaluation are “Best,” “Exalted,” “Prominent,” “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 there from, candidates may be required to provide substantiating evidence or documentation in support of the requested designation.

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

All candidates submitting a ballot designation must file the ballot designation worksheet with their Declaration of Candidacy. If a candidate fails to file a ballot designation worksheet no designation shall appear under the candidate’s name on the ballot.

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

OATH OR AFFIRMATION OF CANDIDATE (E.C. §§ 200, 10512):

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

UDEL DISTRICT / OFFICIAL FILING FORM

This box to be completed by District Secretary/Deputy

Issued by:

Kim Smith

(SIGNATURE)

District Secretary

(TITLE)

Date:

5/8/2017**DECLARATION OF CANDIDACY**

(Elections Code § 10510 et seq.)

OFFICIAL USE ONLY

I, **Susan L. Jones**, do hereby declare myself as a candidate for election to the office of
 Director of **Sunnydale Valley Water District**
NAME OF DISTRICT

Division (If any) **N/A** ☒ Full Term ☐ Short Term

I am a registered voter; if elected, I will qualify and accept the office and serve to the best of my ability. I request my name be placed on the official ballot of the district for the election to be held on **AUGUST 29, 2017**.

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

Susan L. Jones

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

Business Owner

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

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

Current residence address: **123 Main St** **Riverside** **12345**
STREET CITY ZIP

Mailing address (if different): **P.O. Box 456** **Riverside** **12345**
STREET CITY ZIP

Telephone Number(s): **(951) 999-9999** **(951) 777-7777** **(951) 555-5555**
(DAY) (EVENING) FAX

E-Mail **sjones@gmail.com**

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

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

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

Executed on **May 8** 2017 at **Riverside** (City), California.

*Susan L. Jones***Signature of Candidate****OATH OR AFFIRMATION OF CANDIDATE**

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

*Susan L. Jones***Signature of Candidate**

State of California)
) ss.
 County of Riverside)

Subscribed and sworn to before me this **8** Day of **May**, 2017

*Kim Smith, District Secretary***Signature / Title of Officer Administering Oath**

BALLOT DESIGNATION WORKSHEET
(Elections Code § 13107.3)

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

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

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

Ballot Designation Worksheet

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

☐ Candidate Information
Candidate Name: Susan L. Jones
Office: Director, Sunnydale Valley Water District
Home Address: 123 Main St, Riverside, CA 12345 E-Mail: sjones@gmail.com
Business Address: N/A
Mailing Address: P.O. Box 456, Riverside, CA 12345
Phone Number(s) Business: (951) 999-9999 Home/Mobile: (951) 777-7777 Fax: (951) 555-5555
Gender (optional, for translation use only): Female

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

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

You may select as your ballot designation:

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

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

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

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

Justification for use of proposed ballot designation: I own a computer company that I have managed for the last 10 years. I am a mother of seven children.

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

Employer Name or Business: Sunnydale Computers

Person(s) who can verify this information:

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

E-mail: Businessgenius@aol.com

Name(s): N/A Phone Number: N/A

E-mail: N/A

Before signing below, answer the following questions.

Does your proposed ballot designation:

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

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

Candidate's Signature Susan L. Jones Date 6/2/2017

Rev 11/12/15

CERTIFICATE OF LANDOWNER

Candidates for Landowner Districts must complete the Office Qualification portion of the Certificate of Landowner. Be sure to list the name under which the qualifying property is listed. Also, include the Assessor's parcel number(s) (APN) of said property. The Registrar of Voters will forward the document to the assessor's office for verification.

(See sample below)

OFFICE QUALIFICATION

I, Sue Jones, wish to file as a candidate for the office of

Director of the Sunnydale Valley Water District
(Name of District)

Name under which property is owned: Susan L. Jones

Address of Property: 123 Main Street, Riverside

Parcel/APN #: 018-1034-1

Obtain from Property Tax Bill

Official Use Only

CANDIDATES DO NOT COMPLETE THIS SECTION OF FORM.

State of California)
) ss
County of Riverside)

Sample

CERTIFICATE OF LANDOWNER

This is to certify that the above named property owner *is* ☐ *is not* ☐ owner of the property listed above within the _____ as shown on the last equalized
(Name of District)

assessment roll of the Assessor of the County of Riverside.

Dated: _____

PETER ALDANA
County Assessor

By: _____
Deputy

Return this form to the Registrar of Voters - 2724 Gateway Drive, Riverside, CA 92507
The assessor will complete this section.

CANDIDATE'S STATEMENT

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

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

Time period for filing: The filing period for candidates is May 8, 2017 through June 2, 2017, at 5:00 p.m. The filing period will be extended (for candidates other than the incumbent) to June 7, 2017, at 5:00 p.m., if the incumbent does not file nomination papers. **The Candidate's Statement form must be filed with the nomination papers.**

Filing Location: Registrar of Voters
2724 Gateway Drive
Riverside, CA 92507-0918

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

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

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

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

CANDIDATE'S STATEMENT (Continued)

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

PAYMENT FOR CANDIDATE'S STATEMENT (E.C. §§ 10509, 13307):

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

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

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

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

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

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



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

POINTS TO NOTE WHEN PREPARING YOUR STATEMENT:

1. You may not change your statement after it is filed.
2. You may not include reference to your political party affiliation or partisan political activity.
3. Making a false statement of material fact with the intent to mislead the voters is punishable by a fine of up to \$1000.
4. You are not exempt from civil or criminal action if you make false, slanderous or libelous statements in your Candidate's Statement.

CANDIDATE'S STATEMENT (Continued)

CANDIDATE STATEMENT STYLE GUIDELINES:

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

WORD COUNT STANDARDS (E.C. § 9):

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

CANDIDATE'S STATEMENT (Continued)



IMPORTANT NOTE:

Candidates should be aware that statements submitted may be re-formatted to fit in the county voter information guide.

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

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

CANDIDATE'S STATEMENT
Local Offices

OFFICIAL USE ONLY

TO THE CANDIDATE:

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

☐ I do not wish to submit a Candidate's Statement.

CANDIDATE'S INITIALS

☒ I am submitting my Candidate's Statement for sample ballot distribution.

☐ I am submitting my Candidate's Statement for electronic distribution.

TO CANDIDATE SUBMITTING A CANDIDATE'S STATEMENT:

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

☒ Candidate's Statement for **sample ballot distribution** in Riverside County required deposit of \$300.00 is submitted herewith.

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

☐ Candidate's Statement for **electronic distribution** in Riverside County required deposit of \$200.00 is submitted herewith.

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

Signature of Candidate

Susan L. Jones

☐ I request a waiver of the deposit on the grounds of indigence. My Statement of Financial Worth is submitted herewith. (Form available from the Registrar of Voters)

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

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

Signature of Candidate

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

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

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

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

- ♦ WARD
- ♦ DIVISION
- ♦ TRUSTEE AREA (IF ANY) N/A ☐ FULL TERM ☐ SHORT TERM

JURISDICTION: Sunnydale Valley Water District
NAME OF DISTRICT

OCCUPATION: Computer Company Owner / Parent AGE: 52
(OPTIONAL) (OPTIONAL)

CANDIDATE: Susan L. Jones Susan L. Jones
PRINTED NAME SIGNATURE

In 200 words or less briefly state your Education and Qualifications:

Sunnydale has been my home for 33 years. I attended Sunnyside Elementary School, and graduated with honors from Sunnyway High School. My Associate in Arts Degree was obtained from Sunnydale Community College. I earned my Bachelor's Degree in Computer Science from Sunny State University.

Currently I own and operate a computer company, which is located in the heart of our community. In addition to owning a business, I also serve as a volunteer on the Sunnydale Valley Water Committee. I am also the founder of the Sunnydale Bottled Water Advisory Committee. This committee is responsible for establishing sanitary bottled water regulations.

As demonstrated by my volunteer work, I believe water is a precious resource that should not be taken for granted. Please make the right choice on Election Day. Vote for Susan L. Jones.

OFFICIAL
USE ONLY

TOTAL
WORD
COUNT

TABLE OF ESTIMATED COST OF CANDIDATE'S STATEMENTS

This table shows the estimated amount to be deposited for a statement in the various districts. The Registrar of Voters must receive payment at the time of filing the Candidate's Statement. Cost will vary depending on the number of voters in the jurisdiction.

NAME OF DISTRICT	Estimated Cost of Statement
Fern Valley Water District	\$300
High Valleys Water District	\$300
Temescal Valley Water District	\$400
Rancho California Water District	\$1,300
Pine Cove Water District	\$300
Idyllwild Water District	\$800
Electronic Distribution of Candidate Statement cost is \$260.00.	

Please make your check payable to the Registrar of Voters.



The Registrar of Voters does not accept cash or credit cards.

CODE OF FAIR CAMPAIGN PRACTICES

(Elections Code § 20400 et seq.)

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

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

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

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

Chapter 5. Fair Campaign Practices
Article 1. General Intent

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

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

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

Article 2. Definitions

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

Article 3. Code of Fair Campaign Practices

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

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

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

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

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

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

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

Chapter 6. Libel and Slander

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

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

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

OFFICIAL USE ONLY

"CODE OF FAIR CAMPAIGN PRACTICES"

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

THEREFORE:

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

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

June 2, 2017

DATE OF SIGNING

Susan L. Jones

SIGNATURE

Susan L. Jones

PRINTED NAME

Director, Sunnydale Valley Water District

OFFICE SOUGHT (INCLUDING DISTRICT/DIVISION IF APPLICABLE)

August 29, 2017

DATE OF ELECTION

CAMPAIGN DISCLOSURE

(Government Code § 81000 et seq.)

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

CANDIDATE INTENTION STATEMENT (FORM 501)

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

STATEMENT OF ORGANIZATION (FORM 410)

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

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

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

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

CAMPAIGN DISCLOSURE STATEMENTS

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

If less than \$2,000 will be raised and spent on your campaign, by you or by others on your behalf, and total campaign transactions for the entire calendar year are under \$2,000, your filing obligations in connection with the election are simple; the only campaign statement you need to file is Form 470 (in duplicate). The Form 470 provided in your Campaign Disclosure Packet should be filed along with your nomination material; however, it will be accepted if filed by the first campaign disclosure filing deadline.

CAMPAIGN DISCLOSURE (Continued)

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

If campaign activity during 2017 will involve \$2,000 or more, don't use Form 470. Instead, you must use a more detailed form and follow the filing schedule shown in DATES OF INTEREST TO CANDIDATES in this handbook. Contact the Registrar of Voters and the appropriate forms and information manual will be provided to you.

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

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

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

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

HOW TO TERMINATE A COMMITTEE

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

CAMPAIGN DISCLOSURE (Continued)

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

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

FILING RESPONSIBILITY

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

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

IMPORTANT POINTS FOR CANDIDATES TO NOTE

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

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

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

There is a special reporting requirement (covered in the FPPC Information Manual) in the event of State and local committees making or receiving contribution(s) that total in the aggregate \$1,000 or more in the 90 days before an election or on the date of the election.

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

CAMPAIGN DISCLOSURE (Continued)

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

Note: Committees that form on or after January 1, 2013, must pay a \$50 fee within 15 days of filing a Statement of Organization (Form 410). The fee is due every year thereafter on January 15, until the committee terminates.

File your campaign statements in duplicate with the Registrar of Voters' office. The First Pre-Election and the Semi-Annual Statements may be sent by first class mail (certified mail is recommended); they will be considered filed on the date of the postmark. The Second Pre-Election Statement must be sent by guaranteed overnight delivery or hand-delivered.

All campaign statements are a matter of public record. They may be inspected by anyone, and copies may be purchased at 10 cents per page.

Fair Political Practices Commission
Filing Schedule for Candidates and Controlled Committees
Being Voted on August 29, 2017

Deadline	Period	Form	Notes
Within 24 Hours <i>Contribution Reports</i>	5/31/17 – 8/29/17	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate being voted upon August 29, 2017. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
<u>If combining first pre-election and semi-annual:</u> July 20, 2017 <i>Semi-Annual & 1st Pre-Election</i> <u>If filing separately:</u> July 20, 2017 <i>Semi-Annual</i> July 20, 2017 <i>1st Pre-Election</i>	* – 7/15/17 * – 6/30/17 7/1/17 – 7/15/17	460 or 470 460 or 470 460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below). The first pre-election and the semi-annual statements may be combined. Filers using an electronic filing system may have to file two separate statements. If combining the first pre-election and semi-annual reports, the period covered is the day after the closing date of the last statement filed through July 15, 2017. If filing two separate statements, the period covered for the semi-annual report is the day after the closing date of the last statement filed. The period covered for the first pre-election statement is July 1, 2017 through July 15, 2017.
Aug 17, 2017 <i>2nd Pre-Election</i>	7/16/17 – 8/12/17	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery, guaranteed overnight service or online, if available.
Jan 31, 2018 <i>Semi-Annual</i>	8/13/17 – 12/30/17	460	<ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2017.

Additional Notes:

- **Deadlines Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised or spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised or spent.
- **Form 470:** Candidates who do not raised or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2017 and do not have an open committee may file Form 470 on or before July 20, 2017. If a campaign committee must be opened in connection with the election, a Form 470 Supplement and a Form 410 must be filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov. Click on Learn, then Campaign Rules.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See Campaign Disclosure Manual 2 for additional information.
- Candidates listed on the August 29, 2017 ballot who make expenditures other than those for their own campaign should contact the FPPC for additional filing requirements.
- Learn more about candidate and treasurer responsibilities by logging on to www.fppc.ca.gov.

FPPC Email Advice: advice@fppc.ca.gov
Toll-Free Advice Line: 1-866-ASK-FPPC
Website: www.fppc.ca.gov

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

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

Section 1. FINDINGS.

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

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

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

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

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

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

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

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

- a. Candidate shall be defined as set forth in the Political Reform Act provided that the term shall be limited to Candidates for County office.
- b. Committee. Any Person or combination of Persons who, directly or indirectly, does any of the following:
 - (1) Receives Contributions totaling one thousand dollars (\$1,000) or more in any calendar year; or
 - (2) Makes Independent Expenditures totaling one thousand dollars (\$1,000) or more in any calendar year; or

A Person or combination of Persons that becomes a Committee shall retain its status as a Committee until such time as that status is terminated pursuant to California Government Code Section 84214. A Committee includes but is not limited to "Controlled Committee", "Independent Committee", and "County General Purpose Committee".
- c. Contribution shall mean the same as that defined at Government Code Section 82015.
- d. Controlled Committee means a Committee which is controlled directly or indirectly by a Candidate or which acts jointly with a Candidate or Controlled Committee in connection with the making of expenditures. A Candidate controls a Committee if he or she, his or her agent, or any other Committee such Candidate controls has a significant influence on the actions or decisions of the Committee.
- e. County General Purpose Committee shall mean a committee to support or oppose candidates or measures voted on in only one county, or in more than one jurisdiction within one county.
- f. Election and/or County Election means any primary, general, special or recall election held in the County of Riverside. The primary and general or special elections are separate elections for purposes of this Ordinance.
- g. Election Cycle means the period of time commencing ninety (90) days prior to an election and ending on the date of the election.
- h. Independent Committee means all Committees other than Controlled Committees.
- i. Independent Expenditure means an Expenditure made by any Person including a payment of public moneys by a state or local governmental agency, in connection with a communication which expressly advocates the election or defeat of a clearly identified Candidate or the qualification, passage or defeat of a clearly identified measure, or taken as a whole and in context, unambiguously urges a particular result in an Election but which is not made to or at the behest of the affected Candidate or Committee.
- j. Person means an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, limited liability company, association, committee, and any other organization or group of persons acting in concert. A Person shall include, but is not limited to, a Committee or Candidate.
- k. Political Reform Act means the California Political Reform Act of 1974 (Government Code Sections 81000 et seq., as amended).

Section 6. APPLICATION OF ORDINANCE. The provisions of this Ordinance shall only apply to Candidates seeking election to a County office in the County of Riverside, their Controlled Committees or Committees formed or existing primarily to support or oppose their candidacies, and to Committees formed or existing primarily to support or oppose a Candidate or to support or oppose the qualification, passage or defeat of, a local ballot measure which is being voted on only in the County of Riverside, and to County General Purpose Committees active only in Riverside County. In the event a County Candidate also runs for election for a state, federal, city, special

district or other non-county office, the provisions of this Ordinance do not apply to the County Candidate's campaign for such other office, nor to any Committee established solely for the purpose of running for such state, federal, city, special district, or other non-County office.

Section 7. ELECTRONIC CAMPAIGN DISCLOSURE.

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

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

- a. **Notice of Violation.** If any Person subject to this Ordinance fails to comply with any provision herein, a Notice of Violation may be issued by the Registrar of Voters or his or her designee.
- b. **Content of Notice of Violation.** The Notice of Violation shall contain the information listed below:
 - (1) Date, location and approximate time the violation was observed or discovered.

- (2) The Ordinance section violated and a brief description of the violation.
 - (3) The amount of the penalty imposed for the violation.
 - (4) Instructions for the payment of the penalty, the time period by which it shall be paid, and the consequences of failure to pay the penalty within this time period.
 - (5) Instructions on how to appeal the Notice of Violation.
 - (6) The signature of the Registrar of Voters or his or her designee.
- c. **Service of Notice of Violation.** Service of Notice of Violation shall be effective upon deposit in United States mail in accordance with this Ordinance. A copy of the Notice of Violation shall be mailed by certified mail, return receipt requested to the Person who has violated the Ordinance, at the address listed for the Person on the Fair Political Practices Commission Form 410 Statement of Organization.
- d. **Penalties.**
- (1) The penalties assessed for each violation shall be ten (\$10) dollars per day, and shall not exceed the cumulative amount stated in the late statement or report, or one hundred (\$100) dollars, whichever is greater.
 - (2) Payment of the penalty shall not excuse the failure to correct the violation nor shall it bar further enforcement action.
 - (3) The penalties assessed shall be payable to the County of Riverside Registrar of Voters.
- e. **Administrative Appeal.**
- (1) **Notice of Appeal.** The recipient of a Notice of Violation carrying a penalty may appeal by filing a written Notice of Appeal with the Registrar of Voters. The written Notice of Appeal must be filed within twenty (20) days of the service of the Notice of Violation. Failure to file a written notice of appeal within this time period shall constitute a waiver of the right to appeal. The Notice of Appeal shall contain the following information:
 - a) A brief statement setting forth appellant's interest in the proceedings;
 - b) A brief statement of the material facts which appellant claims supports his/her contention that no violation has occurred, no administrative penalty should be imposed or that an administrative penalty of a different amount is warranted;
 - c) An address at which the appellant agrees notice of any additional proceeding or an order relating to the imposition of the administrative penalty may be received by mail.
 - d) The signature of the appellant.
 - (2) The Registrar of Voters, or her or his designee, shall review the appeal and issue a Notice of Decision within thirty (30) days of receipt of the Notice of Appeal. The Notice of Decision shall be final.
 - (3) In addition to any other available remedies, the Registrar of Voters may bring a civil action and obtain a judgment in Superior Court for the purposes of collecting any unpaid monetary penalties, fees, or civil penalties imposed pursuant to Government Code Section 91013.5.

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

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

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

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

STATEMENT OF ECONOMIC INTEREST

(Form 700)

(G.C. § 87200 et seq.)

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

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

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

CAMPAIGN PRACTICES

(E.C. § 16)

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

MASS MAILING (Government Code § 84305)

- (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of such 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, 84305.7)

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.

CAMPAIGN PRACTICES (Continued)

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.

FALSE OR MISLEADING INFORMATION TO VOTERS

No candidate shall, in his or her 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 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 E.C. § 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.

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.

POLITICAL SIGNS

The placement of political signs is subject to regulations by state, county, and/or city. Be sure you know what the restrictions are. For signs within a city, ask the City Clerk for information. For signs in an unincorporated area of Riverside County, check with the Riverside County Code Enforcement Department; phone (951) 955-2078 at 4080 Lemon Street, Riverside. There are also State laws governing campaign signs, for more information contact the State of California – Department of Transportation at (916) 654-6473.

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

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

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

CAMPAIGN PRACTICES (Continued)

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

SECTION 1. PURPOSE AND INTENT.

It is the intent of Ordinance No. 806 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.~~

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 to 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.

CAMPAIGN PRACTICES (Continued)

- 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 and property.
 - (c) Obscures the view of any fire hydrant, traffic sign, traffic signal, street sign, or public informational sign.
 - (d) Blocks motorists' line of vision to areas of vehicular or pedestrian traffic.

B. Standards For Real Estate Signs.

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

CAMPAIGN PRACTICES (Continued)

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.

CAMPAIGN PRACTICES (Continued)

- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any provisions of the Federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

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

CONTRIBUTION INFORMATION



SOLICITATION OF POLITICAL CONTRIBUTIONS; OFFENSE; PUNISHMENT

(G.C. § 3205)

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

LOCAL AGENCY EXPENSES

(G.C. § 54964)

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

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

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

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

VOTER REGISTRATION INFORMATION



VOTER REGISTRATION INFORMATION

(E.C. §§ 2188, 2194)

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

Any person, organization, company, committee, association or group requesting voter registration information must complete an application provided and maintained by the Registrar of Voters. The application requires that appropriate identification be provided at the time of completing the application. (E.C. § 2188)

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

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

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

RECORDS ACCESS

IMPORTANT NOTICE – PLEASE READ

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

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

PERMITTED USES

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

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

RECORDS ACCESS (Continued)

PROHIBITED USES

The following uses of registration information are not permitted:

1. Any communication or other use solely or partially for any commercial purpose.
2. Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition to a ballot measure.
3. Conducting any survey of opinions of voters other than those permitted by California Administrative Code § 19004 (f) & (g).

PENALTIES FOR UNAUTHORIZED USE

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

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

VOTING ACCESSIBILITY ADVISORY COMMITTEE (VAAC)



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

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

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

SERVICES TO CANDIDATES

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

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

VOTER INDEXES (E.C. § 2183 et seq., California Administrative Code § 19001 et seq.)

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

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

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

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

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

IMPORTANT: Be sure to read "Records Access," in previous section.

MAILING LABELS

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

SERVICES TO CANDIDATES (Continued)

FEE SCHEDULE

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

Format	Cost
Voter Files <ul style="list-style-type: none">Countywide Voter File – CD-RomIndividual Districts – CD ROMMailing Labels – Individual voter or Head of HouseholdAlpha List by JurisdictionStreet / Walking Index of Voters	<p>\$ 35.00</p> <p>\$ 35.00</p> <p>\$ 35.00 per 1000 or portion</p> <p>\$ 7.00 per 1000 or portion</p> <p>\$ 5.00 for 1st 1000, + \$1.00 per 1000 names or portion thereafter</p>
Vote-by-Mail Voter Files – Entire Election <ul style="list-style-type: none">Initial Request (Perm, Military, Mail Ballot)Updates – DailyUpdates – Weekly	<p>\$ 600.00</p> <p>\$ 100.00</p> <p>\$ 25.00 (per day)</p> <p>\$ 150.00 (per week)</p>

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

CANVASS

ELECTION RESULTS AVAILABLE AFTER 8:00 p.m.	At the Registrar of Voters, 2724 Gateway Drive, Riverside, or by phone (951) 486-7200, (800) 773-VOTE, or website: www.voteinfo.net
ELECTION NIGHT RESULTS INFORMATION	<p>Candidates are invited to visit the Registrar of Voters office on election night. Cumulative election results will be available to candidates and the public at the Registrar of Voters Office or via telephone. In addition, the results will be on the Registrar of Voters website.</p> <p>The polls officially close at 8:00 p.m.</p>
CANVASS	<p>Following Election Day the canvass of the returns will commence at the Registrar of Voters office.</p> <p>During the canvass, a complete audit of all returns will be accomplished. Additionally, if there are any qualified write-in candidates, those votes will be tallied during the canvass. As a result, close races may not be determined until the canvass is completed.</p> <p>The official election results will be certified after the completion of the canvass.</p>
CERTIFICATION OF ELECTION RESULTS	After certification of the election results, winners will be mailed a Certificate of Election with instructions on where and when to file it.



Q. Does it cost anything to run for office?

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

Q. How many nomination signatures do I need?

A. Nomination signatures are not required for special districts.

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

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

Q. Why does the cost of the candidate's statement vary from district to district?

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

Q. To whom is the check made payable to for a candidate's statement?

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

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

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

Q. May the oath be administered by a notary?

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

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

A. No. Only original documents will be accepted.

Q. May I mail my nomination documents?

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

Q. May I file my nomination documents with the District Office?

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

FREQUENTLY ASKED QUESTIONS (Continued)

Q. When am I considered a Candidate?

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

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

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

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

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

Q. Is your office open during the lunch hour?

A. Yes, our business hours are Monday through Friday, 8 a.m. to 5 p.m.

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

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

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

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

A. If you are the only candidate for a special district office, you will be appointed by the Board of Supervisors.

2017 CALENDAR

JANUARY						
S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	H	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	NP	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	H	30	31			

JUNE						
S	M	T	W	T	F	S
				1	NP	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY						
S	M	T	W	T	F	S
						1
2	3	H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	R	15	16	17	18	19
20	21	22	23	24	25	26
27	28	E	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	22	H	H	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

E = Election Day

NP = Nomination Period for
August 29, 2017 Election

H = Holiday

R = Registration Deadline