

SANTA CLARA COUNTY

CANDIDATE

GUIDE



NOVEMBER 6, 2018

STATEWIDE

GENERAL ELECTION

**INCLUDES IMPORTANT INFORMATION
FOR LOCAL CANDIDATES:**

- School and Special District filing requirements
- Important forms and deadlines
- Campaign filing information



*****NOTICE*****

All information in this guide is subject to change.

No duty is imposed upon the Office of the Registrar of Voters to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy, which each candidate must sign under penalty of perjury, states that the candidate meets the statutory and/or constitutional qualifications for office (including, but not limited to, citizenship, residency, etc.). This guide is intended to provide general information concerning the nomination and election of candidates, and does not have the force and effect of law, regulation, or rule. It is distributed with the understanding that neither the Secretary of State nor the Office of the Registrar of Voters is rendering legal advice, and, therefore, this information is not to be a substitute for legal counsel for the individual, organization, or candidate using it. In case of conflict, the law, regulation, or rule will apply.

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

County of Santa Clara

Registrar of Voters

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San Jose, CA 95112
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www.sccvote.org



Dear Candidate:

Congratulations on your decision to seek office in the upcoming 2018 General Election. Your candidacy provides voters in Santa Clara County a choice and sustains our democratic process.

There are many requirements associated with being a candidate. We have prepared this Candidate Guide to assist you in understanding these requirements. It contains valuable information pertaining to qualifications for and terms of office, nomination procedures and forms, fees, and important dates and deadlines.

Please keep in mind that this Candidate Guide is intended to be a resource and is not comprehensive nor does it constitute or substitute for legal advice. You are encouraged to seek legal counsel on questions of law.

We also recommend that you file as early as possible to ensure that your documents are complete and accurate. Filing deadlines are absolute. Waiting until the end of the filing period could result in your name not being on the ballot if your documents are incomplete or in error.

The Office of the Registrar of Voters is open Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., holidays excepted. We are located at 1555 Berger Drive, Bldg. 2, San Jose.

We want to provide you assistance that will make seeking office easier and an enjoyable learning experience. If you have any suggestions for improving this guide or our services, please let us know. If you have any questions or need additional information, please contact the Candidate Services Division at 408-299-8639.

Best wishes to you in your campaign.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Bushey".

Shannon Bushey
Registrar of Voters
County of Santa Clara

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SANTA CLARA COUNTY REGISTRAR OF VOTERS ABBREVIATED ELECTION CALENDAR

November 6, 2018

STATEWIDE GENERAL ELECTION CALENDAR

<u># DAYS PRIOR</u>	<u>DATE</u>	<u>ACTION TAKEN</u>
130	June 29, 2018	(School or Special District Vacancy) Last day for the governing body of the local jurisdiction to call an election to fill a vacancy. GC §1780; Ed. Code §5091
127	July 2, 2018	Between these dates, any city that is consolidating an election with the general election will publish a Notice of Election. EC §§12101, 12111
113	July 16, 2018	
125	July 5, 2018	***Last day for the secretary of a special district to deliver notice of offices (resolution) to be filled, decisions regarding candidate statements, and a map of the district boundaries. EC §§10509, 10522
123	July 6, 2018	Last day for the school governing board to deliver resolution to County Superintendent and Elections Official calling the election of governing board members. Ed.C §5322
120	July 9, 2018	Last day for the County Superintendent to deliver official order and formal notice of election of governing board members to Elections Official. Ed.C §5324
120 90	July 9, 2018 August 8, 2018	Between these dates, the County shall publish Notice of Election (date of election, offices to be filled, where nomination papers are available, and deadline for filing required forms). Notice of local ballot measures and/or central counting place may be combined. EC §§12109, 12112; GC §6061; Ed.C §5363
114	July 15, 2018	(City Vacancy) Last day for the remaining Council to call an election to fill a vacancy. Clerk shall immediately publish Notice of Election. EC §§12101-02; GC §36512
113 88	July 16, 2018 August 10, 2018	Declarations of Candidacy/Nomination Papers - Between these dates, eligible candidates for local offices may obtain and file required nomination forms, submit statement and payment. Candidates for City Offices will obtain and file papers with the respective City Clerk. Candidates for the Midpeninsula Regional Open Space District will obtain and file papers at the District Office. EC §§8000 et sec., 10220, 10407, 10510, 10603, 13107, 13307; Public Resources Code §5532
98	July 31, 2018	The last day that any candidate who won the primary election may request in writing a different ballot designation than that used at the primary. This written request should be made to both the Secretary of State and the county elections official. EC §13107
90 0	August 8, 2018 November 6, 2018	Sums of \$1000 or more to/from a single source must be reported within 24 hours. The Independent Expenditure report is required only for committees (not candidate controlled) that make independent expenditures totaling \$1,000 or more to support or oppose a single candidate or a single ballot measure. GC §§82036, 84203.5
Fixed	July 31, 2018	Date set by law. The last day to file semiannual campaign statements, if required, by all candidates and committees. Also, last day to file supplemental independent expenditure reports for candidates or committees making independent expenditures of \$1000 or more in a calendar year to support or oppose a candidate or measure. GC §§84200,84218, 84203.5

<u># DAYS PRIOR</u>	<u>DATE</u>	<u>ACTION TAKEN</u>
88	August 10, 2018	Candidate filing period closes; all required forms must be complete. Also, last day for LOCAL candidate whose filing period ends this day to withdraw from the election. Candidates for City Offices will obtain and file papers with the respective City Clerk. Candidates for the Midpeninsula Regional Open Space District will obtain and file papers at the District Office.* EC §§10220, 10407, 10510, 10603, 13107, 13307; Pub. Resources Code §5532
88	August 10, 2018	Last day for local entity to request consolidation from the Board of Supervisors.* EC §§10400 - 10403, 9400, 9401; Ed.C §5322 & 5325 (this applies to Measures only) Deadline for filing Tax Rate Statements in conjunction with bond measure.* EC §9401 Assignment of Letters to Local Ballot Measures. EC §13116
87 83	August 11, 2018 August 15, 2018	Extended candidate filing period for declarations of candidacy and nomination papers. If an <u>eligible</u> incumbent does not file or fails to qualify by 5:00 p.m. candidates other than the incumbent may obtain and file all required nomination forms. This extension does not apply to federal or state constitutional or legislative offices appearing on the general ballot.* EC §§10225, 10407(b), 10516, 10604; Public Resources Code §5532
85	August 13, 2018	Last day for a candidate whose filing period ended on the 88th day to withdraw candidate statement of qualifications from voter information guide. EC §13307(a)(3)
84	August 14, 2018	Last day to file primary arguments in favor of or against local ballot measures* EC §§9162-9164, 9315-9316, 9501-9502, 9600-9601
83	August 15, 2018	Last day for local jurisdiction to amend or withdraw ballot measure.* EC §§9604-05 Extended candidate filing period closes (non-incumbents only). Last day for candidate who filed during extended period to withdraw declaration/ nomination papers from election. Upon the close of nominations, the elections official will determine if holding an election is necessary. Elections may not be held if only one person has filed a declaration of candidacy for any elective office to be filled at that election, no one has filed a declaration of candidacy, or the number of candidates does not exceed the number required to be elected; and if a petition requesting that the general district election be held has not been presented. Qualified candidates will then be appointed to the office.* EC §§10225, 10407(b), 10515, 10516, 10604; EdC 5326; Public Resources Code §5532 Last day for political parties to file a Party Endorsement Statement. The party chairperson shall provide a written copy of the list of candidates for voter-nominated offices whose name will be printed upon the ballot that have been endorsed by the qualified party. EC §§13302
82	August 16, 2018	Random Alpha Drawing for order of names on ballot EC §§13111, 13112
82	August 16, 2018	Last day for a candidate whose filing period ended on the 83rd day to withdraw candidate statement of qualifications from voter information guide. EC §13307(a)(3)

<u># DAYS PRIOR</u>	<u>DATE</u>	<u>ACTION TAKEN</u>
81	August 17, 2018	Last day for City to file certified list of candidates, includes names and ballot designations, with the Elections Official. EC §10403
78	August 20, 2018	Write-in campaign against unopposed incumbent judge. Last day to file a petition indicating that a write-in campaign will be conducted against an unopposed superior court judicial candidate who has filed nomination papers during the primary and was unopposed at that election. Must be signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office. Petition must contain a minimum of 100 and need not contain more than 600 qualified signers. EC §§8203, 8600-8604
77	August 21, 2018	Last day to file rebuttal arguments in favor of or against local ballot measures. Impartial analysis regarding local ballot measures due. EC §§9160, 9280, 9313, 9314, 9500, 9163-9164, 9167, 9281-9286, 9316-9317, 9502, 9504, 9600-9601
68	August 30, 2018	Secretary of State will provide certified list of Federal and State Legislative candidates, including ballot rotation lists, to the county. EC §§8120-8125
60 45	September 7, 2018 September 22, 2018	Military and Overseas Voters - Between these dates, the county elections official will mail out vote by mail ballots to all registered military and overseas voters. EC §§3101 - 3123
60 7	September 7, 2018 October 30, 2018	Federal Election - Between these dates, any registered overseas voter may apply for a vote by mail ballot. EC §§3302, 3304, 3306
57 14	September 10, 2018 October 23, 2018	Statements of Write-in Candidacy - Between these dates, any qualified person may obtain and file nomination forms to be a Write-In candidate for public office. Filing fee is not required. EC §§8600-8605
50	September 17, 2018	Last day to send the report of registration sent to the Secretary of State, reflecting the total number of voters as of 60 days prior to the election. EC §2187
40 21	September 27, 2018 October 16, 2018	Between these dates the Secretary of State shall mail state ballot pamphlets to all households in which voters were registered by the 60th day prior to the election. EC §9094(a)
40 10	September 27, 2018 October 27, 2018	Counties to mail county (and state) sample ballot pamphlet to voters which provides for local issues and polling place notification. EC §§9094(c), 13303-13304
40	September 27, 2018	Deadline for pre-election financial disclosure report Form 460 covering the period 7-1-18** to 9-22-18 GC §§84200.5 and 84200.8
29 7	October 9, 2018 October 30, 2018	Between these dates, any registered voter may obtain a vote by mail ballot ***.(October 8 th is the 29 th day, but also a holiday. The County is closed.) EC §3001

<u># DAYS PRIOR</u>	<u>DATE</u>	<u>ACTION TAKEN</u>
16 1	October 21, 2018 November 5, 2018	Late Contribution Report/Late Independent Expenditure Report/Late Payments - Slate Mailer Organization. All candidates and ballot measure committees that make or receive a late contribution and all other committees that make a late contribution on any date during this timeframe must report the late contribution within 24 hours, on Form 497. All candidates and committees that make a late independent expenditure during this time frame must report the late independent expenditure as above, except are reported on Form 496. Each slate mailer organization that receives a payment of \$2,500 or more for the purpose of supporting or opposing any candidate or measure in a slate mailer must report the late payment within 24 hours. Late payments may be reported on Form 498. GC §§84203, 84204, 84220 24-Hour Statement of Organization Filing Requirement – Recipient Committees & Slate Mailer Organizations. During the 16 days preceding an election, any person or entity that qualifies as a recipient committee or slate mailer organization must file a Form 410 within 24 hours (telegram or personal delivery). GC §§84101, 84108
15	October 22, 2018	Voter Registration Closes. EC §§2102, 2107
14 7	October 23, 2018 October 30, 2018	Report of Registration – During this period, each county shall send the Secretary of State their summary statements of the number of persons registered as of the close of voter registration, October 22, 2018 (E-15). EC §2187
14 0	October 23, 2018 November 6, 2018	New Citizens Registration Period - A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. EC §§331, 3500-3502
14	October 23, 2018	Bilingual Precinct Board Members - By this date, the county elections official shall prepare a list of precincts to which bilingual officials were appointed. A copy of this list shall be made available to the public. EC §12303(d)
14 0	October 23, 2018 November 6, 2018	Conditional Voter Registration and Voting Period - Eligible citizens who missed the 15-day registration deadline can go to their county elections office or a designated satellite location to register and vote conditionally. Their ballots will be processed once the county elections office has completed the voter registration verification process. EC Div. 2, C. 4.5, §2170 et. sec.
14	October 23, 2018	Commencement of computer processing of vote by mail ballots may begin. A vote count shall be made after the close of the polls at 8 p.m. EC §15101 - 15112
12	October 25, 2018	Deadline for pre-election financial disclosure report Form 460 covering the period 9-23-18** to 10-20-18 GC §§84200.5 and 84200.8
10	October 27, 2018	The last day for county elections to mail voter information guides EC §9094(c)
7	October 30, 2018	Last day to publish notice of polling places and precinct board members. EC §§12105, 12106

<u># DAYS PRIOR</u>	<u>DATE</u>	<u>ACTION TAKEN</u>
6	October 31, 2018	Overseas Voter - Military Voter Recalled to Military Service - A military or overseas voter recalled to service between these dates and/or who is unable to vote at their precinct on Election Day, may appear before the county elections official and register to vote or obtain a vote by mail ballot, or both. The vote by mail ballot must be voted before the close of the polls and returned as are other vote by mail ballots. EC §3110 and 3111
1	November 5, 2018	
6	October 31, 2018	On or between these dates, any voter may apply in writing for a vote by mail ballot if he or she will be unable to go to the polls on election day. The voter may designate any authorized representative to deliver and return the voted ballot. EC §3021
0	November 6, 2018	
Fixed	October 31, 2018	Quarterly Statement by Ballot Measure Committees Due** - All committees which have qualified as a recipient committee and are primarily formed to support or oppose the qualification, passage, or defeat of any measure must file a quarterly campaign statement for the period 7-1-18** through 9-30-18, during any semiannual period before the election in which the measure is not being voted upon. GC §84202.3
0	November 6, 2018	Election Day Polls open at 7 a.m. and close at 8 p.m. Semifinal Official Canvass Commences upon the closing of all polls at 8:00 p.m., and continues until all precincts have reported. EC §§1000, 1001, 1100, 1200, 14212 EC Div. 15, C. 3, §15150 et sec.
+2	November 8, 2018	Between these dates, county election officials must complete the official canvass of the precinct returns. EC §§15301, 15302, 15372
+30	December 6, 2018	
+30	December 6, 2018	No later than this date, the county elections official must complete the canvass, certify its results, and submit it to the board of supervisors. The county elections official shall make and deliver to each person elected a certificate of election. EC §§15372, 15400-15401
+31	December 7, 2018	First day for taking office for all elected School District and Special District members unless otherwise noted EdC §5017; EC §10554
+62	January 7, 2019	Taking office date for elected members to the Midpeninsula Regional Open Space District Public Resources Code §5533.5
Date Fixed	January 31, 2019	Date set by law. The last day to file semiannual campaign statements, if required, by all candidates and committees. Also, last day to file supplemental independent expenditure reports for candidates or committees making independent expenditures of \$1000 or more in a calendar year to support or oppose a candidate or measure. GC §§84200, 84218

Footnotes

This calendar may not contain all of a candidate's or district's filing requirements. The Office of the Registrar of Voters is not open for filings on Saturday, Sunday or holidays.

* Refer to California Elections Code §§9190, 9380, 9509 and 13313 for details of public examination periods and writ of mandate.

** The period covered by any statement begins on the day after the closing date of the last statement filed, OR January 1st, if no previous statement has been filed.

*** Due to public holiday.

EC: California Elections Code; GC: California Government Code ; EdC.: California Education Code

LIST OF OFFICES

All Offices are Full Term (4 years) Unless Otherwise Noted

This list was created prior to the receipt of all official resolutions calling local elections, and, therefore, may not be fully inclusive of every available office.

Please ask your filing officer if you have any questions.

Elementary School Districts

<u>District</u>	<u>Number of Offices</u>
Alum Rock Union	3
Berryessa Union	3
Cambrian	3
Campbell Union	3
Cupertino Union	3
Evergreen	3
Franklin-McKinley	3
Lakeside Joint*	3
Loma Prieta Joint Union*	3
Los Altos	3
Los Gatos Union	3
Luther Burbank	3
Moreland	3
Mountain View Whisman	2
Mount Pleasant	3
North County Joint Union**	2
Oak Grove, Trustee Areas 2, 3 & 5	1 Seat per Trustee Area
Orchard	3
Saratoga Union	3
Sunnyvale	3
Union	3

* Joint with Santa Cruz County ** Joint with San Benito County *** Joint with Stanislaus ^ Joint with San Mateo

High School Districts

<u>District</u>	<u>Number of Offices</u>
Campbell Union	3
East Side Union	3
Fremont Union	3
Los Gatos-Saratoga Joint Union*	3
Mountain View-Los Altos Union	3
San Benito, Trustee Areas 2, 3 and 4** (all San Benito Co.)	1 Seat per Trustee Area

Unified School Districts

<u>District</u>	<u>Number of Offices</u>
Gilroy	4
Milpitas	3
Morgan Hill, Trustee Areas 1, 2, 3, 4 and 5	1 seat per Trustee Area Trustee Area 5, Short Term
Palo Alto	2
Patterson Jt. Unified School District***, Trustee Area 2	1
San Jose, Trustee Areas 2 & 4	1 seat per Trustee Area
Santa Clara, Trustee Areas 1 & 3	1 seat per Trustee Area
Santa Clara, Trustee Area 2	2

Community College Districts

<u>District</u>	<u>Number of Offices</u>
Foothill-De Anza	2
Gavilan Joint**, Trustee Areas 1 & 3	1 seat per Trustee Area
San Jose-Evergreen, Trustee Areas 2, 4, 6	1 seat per Trustee Area
West Valley-Mission*, Trustee Areas 3, 5, 7	1 seat per Trustee Area
Yosemite***, Trustee Area 4	1

Santa Clara County Board of Education

<u>District</u>	<u>Number of Offices</u>
Trustee Areas 2*, 6, 7	1 seat per Trustee Area

* Joint with Santa Cruz County ** Joint with San Benito County *** Joint with Stanislaus ^ Joint with San Mateo

Special Districts

<u>District</u>	<u>Number of Offices</u>
Cupertino Sanitary	2
El Camino Healthcare	2 Full Term/1 Short Term
Mid-Peninsula Regional Open Space, Wards 1, 2*, & 5^	1 seat per Ward
Pacheco Pass Water**	2
Purissima Hills Water	2
Rancho Rinconada Recreation and Park	2
Santa Clara Valley Open Space, Districts 2, 5, 6, & 7	1 seat per District
Santa Clara Valley Water, Districts 1, 4, 6, & 7	1 seat per District
Saratoga Fire Protection	2
Silver Creek Valley CC GHAD	3
South Santa Clara Valley Memorial	2
West Bay Sanitary^	2 Full Term/1 Short Term

* Joint with Santa Cruz County ** Joint with San Benito County *** Joint with Stanislaus ^ Joint with San Mateo

ATTENTION

If you are registered as a Confidential Voter

and

Do not want to disclose your residential
address on the nomination documents

Check with us!

Eligibility to register as a confidential voter:

1. Superior Court order
2. Safe At Home Program
3. Public Safety Officer

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CANDIDATE QUALIFICATIONS AND INFORMATION
FOR NON-PARTISAN OFFICES

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

A person is disqualified from holding any office upon conviction of designated crimes specified in the Constitution and laws of the state. Gov. Code §1021

A person is not eligible to a county or district office unless he or she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment. Gov. Code §24001

(Note: There are no district residency requirements for the offices of Congress and Judge of the Superior Court.)

If a candidate is seeking a nonpartisan office, all reference to party affiliation shall be omitted on all required forms. Elections Code §8002

Eligibility

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

Education Code §§35107

County Board of Education Members: Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools, any member of his staff, or any employee of a school district. Each member of the board shall be an elector of the trustee area which he represents and shall be elected by the electors of the trustee area.

Education Code §§1000 and 1006

Special District Board Members: Candidate must be a resident and qualified elector of the District. (See various codes/enabling legislation. Web site as reference to 29 California Codes: www.leginfo.legislature.ca.gov)

Candidates for the **Mid-Peninsula Regional Open Space District and the South Santa Clara Valley Memorial District** see below for further eligibility requirements.

Mid-Peninsula Regional Open Space District

Candidates will obtain and file all required nomination forms with the District located at 330 Distel Circle, Los Altos, CA. Candidates must meet the eligibility requirements listed on the previous page, and are also required to file nomination papers with a minimum of 50 valid signatures of registered voters living within the Ward in which the candidate is to be voted on.

Public Resources Code §5532

South Santa Clara Valley Memorial District

A candidate for the South Santa Clara Valley Memorial District must also be a veteran. Proof of veteran status can be fulfilled by filing a copy of Discharged Certificate Form DD214.

California Water Code §1197

Restrictions

No person may file nomination papers for more than one school district office, at the same election, including the County Board of Education.

Elections Code §10603(c)

Prohibitions

Neither a candidate nor members of a candidate's household are eligible to serve as precinct officials or to provide polling place facilities for any election at which the candidate's name appears on the ballot.

Holding Two Offices

The Santa Clara County Ordinance includes a provision relating to holding two offices that may be incompatible. Specifically, Section A3-40 prohibits a member of the Board of Supervisors from holding another public office that may be incompatible. That excerpt is below.

Sec. A3-40. - Incompatible office. (Restatement of existing state law)

Under existing California common law, no Board member may hold another public office where the two offices are incompatible. Taking an incompatible second public office results in the automatic forfeiture of the first office. (66 Ops. Cal. Atty. Gen 176 (1983))

While there is no statute that defines what an "incompatible office" is, a common law doctrine precludes public officials from holding two different public offices simultaneously if the offices have overlapping and conflicting public duties. Courts have summarized the doctrine 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." *Mott v. Horstmann* (1950) 36 Cal.2d 388; see also, *Chapman v. Rapsey* (1940) 16 Cal.2d 636

The Attorney General's Office has issued many opinions as to whether certain offices are incompatible or not. Here are five examples of offices that the Attorney General Offices has opined were incompatible: (1) the offices of city councilman and school district board member where the city and the school district have territory in common; (2) the positions of fire chief of a county fire protection district and member of the board of supervisors of the same county; (3) the offices of trustee of a high school district 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 and (5) a water district director and a school district trustee having territory in common.

Additional information on holding two offices can also be found on the FPPC's web <http://www.fppc.ca.gov> under the link, "Learn," and by viewing the, "Public Officials and Employees Rules," page for the information on Conflict of Interest.

NOMINATION DOCUMENTS AND FILING PROCEDURES

All forms required for nomination and election to all federal, state, judicial, county, and school and special district offices shall be **furnished by the county elections official**. At the time of issuing these forms the county elections official shall:

- 1) type on the forms the name of the candidate and the office for which he or she is a candidate;
- 2) imprint a stamp on the form which reads "Official Filing Form;" and
- 3) affix his or her signature on the form.

The forms shall be distributed to all candidates applying for them upon payment of the filing fee. The county elections official shall not require a candidate to sign, file, or sign and file, a Declaration of Candidacy as a condition of receiving nomination papers.

Elections Code §§10510, 10603

Candidates seeking elective city offices shall obtain and file all nomination forms with the respective city clerk. Candidates seeking elective office with the Midpeninsula Regional Open Space District shall obtain and file all nomination forms at the District's Office located at 330 Distel Circle, Los Altos.

DECLARATION OF CANDIDACY (Required Form)

July 16 – August 10, 2018

NOTE FOR CANDIDATES RUNNING FOR MULTI-COUNTY OFFICES: *When there is more than one county involved in a specific jurisdiction the candidate must file the Declaration of Candidacy in the county of residence.*

No candidate's name shall be printed on the ballot to be used in the election unless a Declaration of Candidacy and nomination petition are delivered for filing with the county elections official. The candidate is to execute the Declaration of Candidacy in the office of the county elections official unless the candidate has signed and dated a written statement authorizing a person to receive a Declaration of Candidacy form from the county elections official for the candidate or, upon request of a candidate, the county elections official shall provide the candidate with a Declaration of Candidacy and nomination papers. Such statement shall include language explaining that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the county elections official of the county of the candidate's residence by 5:00 p.m., August 10, 2018. §§8020, 8028, 10510, 10603

Name as it Will Appear on the Ballot

The candidate's name as provided by the candidate on the Declaration of Candidacy is the way it will appear on the ballot. The Declaration of Candidacy cannot be changed after the nomination deadline. §13107(d)

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. §13106

If the candidate has changed his or her name within one year prior to the election, the new name will not appear on the ballot unless the change was made by marriage or by Decree of Court.

§13104

Ballot Designation

The ballot designation is the word, or group of words that will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. The ballot creation program has a limit of 100 characters in all languages for the ballot designation line. Therefore, the Office of the Registrar of Voters discourages lengthy ballot designations. Candidates eligible to use the title of their elective office may have their ballot designation abbreviated or continued on a second line.

Reviewing your Ballot Designation Choices

As you decide upon your proposed ballot designation(s), the following are good questions to ask yourself as you fill out your Ballot Designation Worksheet, which is a form required by California Elections Code §13307.3:

- My designation uses the complete title of my current elected office? Yes No
- I am using the designation "Incumbent" because I am running for the same elective office (other than Superior Court Judge) to which I was elected or appointed in lieu of election Yes No
- My designation contains no more than three total words Yes No
- My designation is my current principal professions, vocations or occupations? Yes No
- My designation *does not* suggest an evaluation, such as outstanding or expert? Yes No
- My designation *does not* refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes No
- Uses any word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation? Yes No
- Uses the word "retired" that is used with and precedes a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher Yes No
- Uses the name of a political party or political body? Yes No
- Refers to a racial, religious, or ethnic group? Yes No
- Refers to any activity prohibited by law? Yes No

It's the Law

California Elections Code §13107 governs the format of a candidate's ballot designation. In general, the majority of candidates will list, in no more than three-words, a description of their current profession, such as Teacher, or Fireman, or Graphic Designer. Candidates who are running for re-election to the same office they currently hold may have more options.

For reference, section 13107 is printed below:

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

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

(2) The word “incumbent” if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(4) The phrase “appointed incumbent” if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office. In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” However, the phrase “appointed incumbent” shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

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

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

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

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

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

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

(B) One of the following ballot designations: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the

candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

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

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

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

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

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

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

(d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

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

(1) It would mislead the voter.

(2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).

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

(g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

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

(i) In all cases, the words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

(j) If a foreign language translation of a candidate's designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

(Amended by Stats. 2017, Ch. 512, Sec. 1. (SB 235) Effective January 1, 2018.)

Elections Code Section 13107.5 states:

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

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

(Added by Stats. 2002, Ch. 364, Sec. 1. Effective January 1, 2003.)

Extension of Filing Period if Eligible Incumbent Does Not File or Qualify
August 11 – August 15, 2018

Notwithstanding §§10516, 10604 of the Elections Code or any other provision of the law, if nomination documents for an incumbent officer are not delivered by 5 p.m. on the 88th day (August 10, 2018) before the election, any person other than the person who was the incumbent on the 88th day shall have until 5 p.m. on the 83rd day (August 15, 2018) before the election to file nomination documents for the elective office.

This provision is not applicable where there is no incumbent eligible to be elected.

§10516, §10604

Withdrawal of Candidate

No candidate shall withdraw his or her declaration of candidacy after 5 p.m. on the 88th day (August 10, 2018) prior to the election.

§10510(a), §10604(b)

In the case of an extension, no candidate may withdraw after 5 p.m. on the 83rd day (August 15, 2018) prior to the election.

§10510(a), §10604(b)

Insufficient Number of Candidates

If, by 5 p.m. on August 15, 2018, the number of candidates in any district does not exceed that number of seats to be filled, and a petition signed by 10% of the voters of the district, or 50 voters, whichever is less, requesting that the election be held has not been presented to the Registrar of Voters, the election shall not be held.

§10515, §10603

ADDITIONAL NOMINATION FORMS

BALLOT DESIGNATION WORKSHEET (Required Form)

All candidates are required to file a Ballot Designation Worksheet that supports the use of the ballot designation, and alternate designations, listed on their Declaration of Candidacy. Failure to file this form will cause no designation to appear under the candidate's name on the ballot.

CHINESE GIVEN NAME/PREFERRED TRANSLITERATION (Required Form)

If you have a Chinese given name or preferred transliteration you would like used in the Official Ballot and the Chinese version of the County Voter Information Guide, you must file this form with our office at the time of filing your nomination documents. The form also includes a space for you to decline to provide a preferred transliteration.

REQUEST FOR VIETNAMESE NAME ACCENTS (Optional Form)

Candidates with Vietnamese names who choose to put a candidate's statement in the County Voter Information Guide and would like to put accents on their name in the Vietnamese version of the Guide must file this form with our office at the time of filing nomination documents. Accent marks are not automatically added to Vietnamese names; accents are only added if this form is filed.

CANDIDATE'S STATEMENT OF QUALIFICATIONS (Required Form, Statement Optional)

Candidates for non-partisan elective offices who submit a statement of qualifications must use the County's Form. Filing the statement is optional, however, the Statement of Qualifications Form must be filed to indicate whether or not you wish to have a statement appear in the County's Voter Information Guide. See the "Candidate's Statement of Qualifications" section of this guide for further information.

CODE OF FAIR CAMPAIGN PRACTICES (Optional Form)

At the time an individual files his or her Declaration of Candidacy, nomination petition, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code. §20440

DEPT. OF TRANSPORTATION STATEMENT OF RESPONSIBILITY (Informational Form)

The California Department of Transportation has specific guidelines and responsibilities pertaining to political signs placed within their areas of jurisdiction. Each candidate receives an informational form letter and a sample copy of the Department of Transportation's "Statement of Responsibility" form at the time nomination documents are issued. All forms are filed with the California Department of Transportation.

POSITION ON THE BALLOT

Randomized Alphabet Drawing

On August 16, 2018, the Secretary of State shall conduct a random drawing of the alphabet, and the Registrars of Voters/County Clerks throughout the state will follow this same alphabet for most offices (excluding State Senate and Assembly contests). Names of candidates will be arranged on the ballot in accordance with the random alphabet. §13112

WRITE-IN CANDIDATES

FILING DATES: September 10 through October 23, 2018

Candidates who desire to be a write-in candidate and have write-in votes counted under his or her name that was written on the ballot shall fulfill the requirements of Part 3 of Subdivision 8 of the Elections Code, commencing at Section 8600. Write-in candidates must meet all of the qualifications of the office to which they are seeking the nomination. The name of a qualified write-in candidate is not printed on the ballot.

Statement of Write-In Candidacy

Between September 10 and October 23, 2018, anyone wishing to be a write-in candidate for any office appearing on the ballot must file a Statement of Write-In Candidacy. The elections official provides the form during the official write-in filing period. The Statement of Write-In Candidacy shall contain the following information:

- candidate's name
- candidate's complete residence address
- a declaration stating that the candidate is a write-in candidate
- the name of the office for which the candidate is running, and
- the date of the election

Elections Code §8600

Nomination Papers

Between September 10 and October 23, 2018, a candidate seeking elective office that requires nomination signers must circulate a petition to collect required signatures and file them for examination with the county elections official of the county in which the signers reside.

Elections Code §8601

Anyone interested in being a write-in candidate for the Midpeninsula Regional Open Space District or any City office should verify all filing requirements with the District or City Clerk.

Filing Fee

No fee or charge shall be required of a write-in candidate.

Elections Code §8604

Roster of Qualified Write-In Candidates

For each election, the Registrar of Voters will post a list of qualified write-in candidates for offices appearing on the ballot in the County. Once the filing period closes, the Secretary of State will prepare a certified list of write-in candidates and the City Clerk of each respective City will provide the certified list of write-in candidates for their City. The County will combine all write-in candidates onto one list. A link will be available on the current election webpage.

When and How Votes are Tabulated and Reported

Following Election Day and during the official canvass of the vote, the elections official will manually tally and report all votes cast for qualified write-in candidates. Votes tallied for write-in candidates are not reflected in the Election Night report, nor in the updated reports the County releases in the days and weeks following. Rather, write-in votes are generally available within two-weeks following Election day.

Why? Write-in votes are not tallied at the same time as votes for qualified candidates who have their names printed on the ballot. Instead, these votes must be manually reviewed to ensure the name of the person written in on the ballot is qualified to have votes counted, and that the name is written under the correct candidate contest. Voters must also remember to connect the vote arrow to have this vote tracked and tabulated for that candidate.

Write-in votes are tallied by hand under the provisions of Article 7, of Chapter 1, of Division 7, in Title 2 of the California Code of Regulations. See Sections 20100 – 20105.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

GUIDELINES AND COST

(Elections Code Sections 13307, 13308, 13309, 18351)

Each candidate for a **nonpartisan** elective office may submit a candidate statement for the County Voter Information Guide at the time that he or she files nomination papers. The purpose of the voluntary candidate statement is to acquaint voters with the candidate's qualifications for the office he or she is seeking. The candidate statement is incorporated into the County Voter Information Guide pamphlet and is mailed to all registered voters eligible to vote for the candidate.

Content

A candidate's statement may contain the candidate's name, occupation, age, and a brief description of their education and qualifications as expressed by the candidate. Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character, or activities. The occupation listed on a candidate statement is not mandated to be the same occupation listed as your ballot designation on the Declaration of Candidacy. The occupation on the statement is not limited to the laws that apply to your ballot designation. In general, statements are limited in length to not more than 200 words. Please see the following pages for a list of word-count limits and fees.

The use of jargon, colloquialisms, slang, or other such expressions is **strongly discouraged**. A phrase such as "monster home" is difficult to translate appropriately into other languages and the meaning is often misinterpreted or lost. For example, "monster home", a local term for a home that is much larger than the other homes in the neighborhood, may be incorrectly translated as a "home of monsters". Candidates are encouraged to keep the translation process in mind when developing their statements and to use unambiguous and straightforward vocabulary.

Format

Candidate statements are printed in the County Voter Information Guide in block paragraph format with standard indents at the beginning of each paragraph. In order to ensure uniformity of candidate statements, the candidate must prepare the statement as follows:

- Type the statement in single spaced **paragraph format** and upper and lower case letters. Each paragraph must begin with a standard indent. Statement must be typewritten or computer printed.
- Typeface of statement must be of uniform size and darkness with no unusual spacing. This means **no bullets/numbers/special characters or ALL CAPITALS** used for emphasis, and no underlining, **bold face** or *italics* will be permitted.

- Check the statement for errors in spelling, punctuation and grammar. Statements will appear in the County’s Voter Information Guide **exactly as submitted by the candidate**. **NO** corrections or changes to content, format or spacing will be allowed after the statement has been filed unless ordered by a court.
- Statements **must be** confined to the maximum number of words, the maximum lines allowed and the maximum character positions in a line. If blank lines between paragraphs are contained in the statement, the blank lines will be included in the line maximum count. Punctuation and spaces are included in the character position maximum count. A 200-word statement has a maximum of 22 lines with approximately 72 character positions per line. A 400-word statement has a maximum of 44 lines, with the same character limit of 72. If the occupation you place on that line requires more than one line, each additional line will be counted towards the maximum line count for the statement. Using a computer to determine a statement’s word count **is not recommended**. Please refer to “Rules for Counting Words” for guidelines on computing word counts.

FOLLOW THE GUIDELINES! STATEMENTS MUST BE IN PARAGRAPH FORMAT WITH INDENTS BEGINNING EACH PARAGRAPH!

When candidate statements are translated into other languages, the amount of text increases. Some of the translated candidate statements grow about 30% in size from the size of the original statement. The 22 lines limit per 200 words candidate statement is an estimated number and may vary depending on the length of words and characters in a line. Therefore, it may be necessary for the Office of the Registrar of Voters to contact a candidate so that they reduce the number of lines in their candidate statement, which is usually complied with by combining paragraphs.

Statements are printed in accordance with the Office of the Registrar of Voters’ standards.

Restrictions

The candidate statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. Photographs of candidates are not permitted in the local County Voter Information Guide. §13307

Liability

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the County Voter Information Guide.

Any candidate who knowingly makes a false statement of material fact in a candidate statement, prepared pursuant to Elections Code Section 13307, with the intent to mislead the voters in connection with his or her campaign for nomination of election to a nonpartisan office is punishable by a fine not to exceed \$1,000. §13307

Confidentiality

The candidate statements shall remain confidential through the close of the nomination period for the office sought. You may view or purchase copies of any candidate's statement beginning the business day after the close of the nomination period. §13311

Challenge of Contents

There is a 10-calendar day public examination period immediately following the filing deadline of candidate statements when the statements may be reviewed for potential legal action. During this 10-calendar day examination period, any voter of the jurisdiction in which the election is being held, or any candidate may take legal action to challenge the contents of the statement. §13313

Our office **highly recommends** if anyone wishes to pursue a legal challenge and obtain a writ of mandate to amend or delete any portion of a candidate's statement, this legal challenge should be filed immediately. Refer to the "Legal Examination and Writs of Mandate" section in this guide for more information.

Withdrawal

The statement may be withdrawn, but **NOT** changed, until 5:00 p.m. of the next business day after the close of the nomination period for the office sought. If a candidate statement is withdrawn, a new statement **cannot** be filed. §13307

Translations of Statements

Federal and state law require voting materials be translated and available for voters. Therefore, all candidate statements will be translated and printed in the following languages, in addition to English: Chinese, Spanish, Tagalog and Vietnamese. The Registrar of Voters prepares all County Voter Information Guides in these languages.

Cost

Pursuant to the census population results and the Federal Voting Rights Act of 1965, our office is mandated by the federal government to print and distribute election materials, including candidate statements in the Sample Ballots/Voter Information Pamphlets in five (5) languages: Chinese, English, Spanish, Tagalog and Vietnamese.

The county elections official shall estimate the cost of providing the statement, based on current estimates of actual costs of printing and distributing candidate statements (including printing, handling, translating, and mailing). **No statement will be accepted that is not accompanied by payment of the estimated cost(s) unless there is no deposit required, as determined by the jurisdiction.** The actual cost of statement will be available after the election when expenses incurred are calculated. If actual costs are less than the pre-paid estimates, candidates will receive a refund. If the actual costs are more than the estimated costs, the district will be billed for the additional charges.

If a candidate alleges to be indigent, the procedures set forth in Elections Code Section 13309 will be used to determine indigence. Even if a candidate is determined to be indigent, he/she may still be required to pay the actual cost to translate, print and distribute the statement after the election.

Estimated Costs for Candidate Statements

Elementary School Districts

<u>District</u>		<u>200 Word Statement</u>	<u>400 Word Statement</u>
Alum Rock Union		\$2,310	\$3,160
Berryessa Union		\$2,250	\$3,100
Cambrian		\$1,950	\$2,800
Campbell Union		\$2,420	\$3270
Cupertino Union		\$2,740	\$3,590
Evergreen		\$2,440	\$3,290
Franklin-McKinley		\$2,220	\$3,070
Lakeside Joint		\$1,710	\$2,560
Loma Prieta Joint Union		\$1,720	\$2,570
Los Altos		\$2,110	\$2,960
Los Gatos Union		\$1,990	\$2,840
Luther Burbank		\$1,730	\$2,580
Moreland		\$2,040	\$2,890
Mountain View Whisman		\$2,180	\$3,030
Mount Pleasant		\$1,850	\$2,700
North County Joint Union		\$1,710	\$2,560
Oak Grove	T.A. 2	\$1,840	\$2,690
	T.A. 3	\$1,870	\$2,720
	T.A. 5	\$1,880	\$2,730
Orchard		\$1,790	\$2,640

<u>District</u>	<u>200 Word Statement</u>	<u>400 Word Statement</u>
Saratoga Union	\$1,910	\$2,760
Sunnyvale	\$2,220	\$3,070
Union	\$2,080	\$2,930

High School Districts

<u>District</u>	<u>200 Word Statement</u>	<u>400 Word Statement</u>
Campbell Union	\$3,410	\$4,250
East Side Union	\$5,140	\$5,980
Fremont Union	\$3,270	\$4,110
Los Gatos-Saratoga Joint Union	\$2,210	\$3,060
Mountain View-Los Altos Union	\$2,580	\$3,430
San Benito	\$1,710	\$2,560

Unified School Districts

<u>District</u>		<u>200 Word Statement</u>	<u>400 Word Statement</u>
Gilroy		\$2,140	\$2,990
Milpitas		\$2,140	\$2,990
Morgan Hill	T.A. 1	\$1,790	\$2,640
	T.A. 2	\$1,790	\$2,640
	T.A. 3	\$1,770	\$2,620
	T.A. 4	\$1,780	\$2,630
Palo Alto		\$2,390	\$3,240
Patterson Joint		\$1,710	\$2,560
San Jose	T.A. 2	\$2,140	\$2,990
	T.A. 4	\$2,100	\$2,950
Santa Clara	T.A. 1	\$2,660	\$3,510
	T.A. 2	\$2,660	\$3,510
	T.A. 3	\$2,660	\$3,510

Community College Districts

<u>District</u>		<u>200 Word Statement</u>	<u>400 Word Statement</u>
Foothill-De Anza		\$4,820	\$5,670
Gavilan Joint	T.A. 1	\$1,930	\$2,780
	T.A. 3	\$1,950	\$2,800
San Jose-Evergreen	T.A. 2	\$2,020	\$2,860
	T.A. 4	\$2,100	\$2,940
	T.A. 6	\$2,230	\$3,070
West Valley-Mission	T.A. 3	\$1,920	\$2,770
	T.A. 5	\$1,990	\$2,830
	T.A. 7	\$1,960	\$2,800
Yosemite	T.A. 4	\$1,700	\$2,550

County Board of Education

<u>District</u>		<u>200 Word Statement</u>	<u>400 Word Statement</u>
Santa Clara	T.A. 2	\$2,650	\$3,500
	T.A. 6	\$2,450	\$3,300
	T.A. 7	\$2,700	\$3,550

Special Districts

<u>District</u>		<u>200 Word Statement</u>	<u>400 Word Statement</u>
Cupertino Sanitary		\$2,180	\$3,030
El Camino Healthcare		\$3,250	\$4,090
Mid-Peninsula Regional Open Space	Ward 1	\$2,680	\$3,530
	Ward 2	\$2,450	\$3,300
	Ward 5	\$2,210	\$3,060
Pacheco Pass Water		\$1,710	\$2,560
Purissima Hills Water		\$1,770	\$2,620
Rancho Rinconada Recreation & Park		\$1,730	\$2,580

<u>District</u>		<u>200 Word Statement</u>	<u>400 Word Statement</u>
SCC Open Space Authority	Dist. 2	\$2,950	\$3,790
	Dist. 5	\$3,120	\$3,960
	Dist. 6	\$2,640	\$3,490
	Dist. 7	\$2,940	\$3,780
Santa Clara Valley Water	Dist. 1	\$3,700	\$4,550
	Dist. 4	\$3,790	\$4,640
	Dist. 6	\$3,140	\$3,980
	Dist. 7	\$3,930	\$4,780
Saratoga Fire Protection		\$1,840	\$2,690
South Santa Clara Valley Memorial District		\$2,140	\$2,990
(GHAD) Silver Creek Valley Country Club		\$1,740	\$2,590
West Bay Sanitary District		\$1,710	\$2,560

Candidate statement fee check

The Office of Registrar of Voters will shred the candidate statement fee check for contests that do not appear on the ballot due to insufficient filings. If you prefer to pick up your check in our office instead, you shall notify the office in advance.

NEW – 24-hour Sign Off Requirement

Starting in 2018, the Santa Clara County Registrar of Voters will be emailing each candidate who submits a candidate statement directly to the Registrar, a copy of their own candidate statement as it will appear in the County’s Voter Information Guide. There can be no changes to statements at this time.

RULES FOR COUNTING WORDS

The heading includes the candidate's name (required), age (optional), and occupation (optional). The words, however, do not count toward the number of words allowed for the statement. All statements will begin with the words: **“Education and Qualifications:”** followed by the text filed by the candidate.

The **“Occupation”** field in the candidate's statement is NOT governed by the same laws pertaining to the ballot designation; therefore, it may be different. However, if its length exceeds one line, the additional words will be counted towards the final word-limit.

Pursuant to Division 0.5, §9 of the Elections Code, words will be counted as follows:

(a) Counting of words, for purposes of this code, shall be as follows:

- (1) Punctuation is not counted.
- (2) Each word shall be counted as one word except as specified in this section.
- (3) All proper nouns, including geographical names, shall be considered as one word; for example, “City and County of San Francisco” shall be counted as one word.
- (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
- (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word. Examples: “mother-in-law”, “first-rate”, “one-time” will be counted as one word; “one-half,” “local-area,” and “home-page” will be counted as two words.
- (6) Dates shall be counted as one word.
- (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as “one,” shall be considered as a separate word or words. “One” shall be counted as one word whereas “one hundred” shall be counted as two words. “100” shall be counted as one word.
- (8) Telephone numbers shall be counted as one word.
- (9) Internet Web site addresses shall be counted as one word.

(b) This section shall not apply to counting words for ballot designations under Section 13107.

(Amended by Stats. 2014, Ch. 697, Sec. 3. (SB 1253) Effective January 1, 2015.)

Additionally:

- Characters used in place of a word or number and that stand alone, such as “&”, “\$”, “%”, or “#” shall be counted as one word. [see (a)(4) above].

Examples: \$ (for “dollar”) = one word, # (for “number” or “pound”) = one word

- Characters used in conjunction with a number and necessary to combine, such as “\$100” or “100%” are not counted.

Examples: \$100 = one word, #voteforme = three words (# not counted)

- If the text exceeds the word or line limit, the author will be asked to rewrite the text in order to bring the total number of words within the required word or line limit.

LEGAL EXAMINATION OF CANDIDATE STATEMENTS AND WRITS OF MANDATE

Examination Period for Candidate Statements

Once the candidate filing period has closed, candidate statements may be reviewed by the public for 10-calendar days. During this 10-calendar day examination period any voter of the jurisdiction in which the election is held may take legal action by filing a writ of mandate to challenge the contents of the statement in court. Based on a filing deadline of August 10, 2018, the 10-calendar day period will close August 20, 2018. For offices with an extended filing period ending on August 15, 2018, the 10-calendar day deadline will be August 27, 2018 (August 25th falls on a Saturday).

It is recommend that anyone wishing to pursue a legal challenge file a petition for a writ of mandate (along with an ex parte application) early in the 10-calendar day period. Courts are not open on weekends, and with a small window to seek a challenge, waiting until the end of the examination period leads to the risk that any changes will interfere with the legal timeframe for printing and distribution of the voter information guide to voters in the County.

Elections Code Section 13313 states:

- (a) The elections official shall make a copy of the material referred to in Section 13307 available for public examination in the elections official's office for a period of 10-calendar days immediately following the filing deadline for submission of those documents. Any person may obtain a copy of the candidate's statements from the elections official for use outside of the elections official's office. The elections official may charge a fee to any person obtaining a copy of the material, and the fee may not exceed the actual cost incurred by the elections official in providing the copy.
- (b)
 - (1) During the 10-calendar day public examination period provided by this section, any voter of the jurisdiction in which the election is being held, or the elections official, himself or herself, may seek a writ of mandate or an injunction requiring any or all of the material in the candidates statements to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar day public examination period.
 - (2) A peremptory writ of mandate or an injunction shall issue only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of this chapter, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.
 - (3) The elections official shall be named as respondent and the candidate who authored the material in question shall be named as the real party in interest. In the case of the elections official bringing the mandamus or injunctive action pursuant to this subdivision, the board of supervisors of the county shall be named as the respondent and the candidate who authored the material in question shall be named as the real party in interest.

CAMPAIGN FINANCE DISCLOSURE INFORMATION

The Political Reform Act requires candidates to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the Political Reform Act are contained in §81000 through §91015 of the California Government Code. Manuals and forms relating to campaign reporting obligations under the Act may be obtained by visiting the Fair Political Practices Division's website or from your local elections official.

It is the responsibility of the candidate to review, understand and comply with all campaign disclosure laws, and candidates should consult the manuals produced by the Fair Political Practices Commission (FPPC). While your local filing officer has an obligation to collect, review, and request amendments to your campaign reports, any assistance and information on completing campaign statements should be obtained from the Technical Assistance Division of FPPC by calling 1-916-322-5660, 1-866-275-3772 or visiting their website at www.fppc.ca.gov.

THIS SECTION IS FOR GENERAL INFORMATION ONLY AND DOES NOT HAVE THE EFFECT OF LAW, REGULATION OR RULE. IN CASE OF CONFLICT, THE LAW, REGULATION OR RULE WILL APPLY. THIS SECTION IS NOT COMPREHENSIVE AND DOES NOT DETAIL ALL FILING REQUIREMENTS AND OBLIGATIONS. FOR CURRENT COMPREHENSIVE INFORMATION, CONSULT A FPPC MANUAL OR CONTACT THE FPPC. LOCAL CANDIDATES SHOULD ALSO REVIEW INFORMATION CONTAINED IN THIS GUIDE RELATING TO THE COUNTY'S ORDINANCE REQUIRING ELECTRONIC FILING.

Candidates who anticipate receiving or spending < \$2,000

Form 501 Candidate Intention Statement – This form announces the candidate's intention to run for office and the desire to collect or spend campaign funds. All candidates must file this form prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election. This form is considered filed the date it is postmarked or hand delivered to the filing officer (for county, school and special district offices, this is the Registrar of Voters; for candidates for city office, your filing official is the city clerk). Local candidates complete parts 1 and 3 and state legislative candidates complete parts 1, 2 and 3. An unsigned statement is not considered filed. You must file a separate Form 501 for each election.

Government Code §85200

Form 470 Officeholder and Candidate Campaign Statement-Short Form - Candidates who do **not** anticipate spending or receiving \$2,000 or more during the calendar year, and do not have a controlled committee, need to file this form.

Form 470 Supplement – A candidate who has filed Form 470 and then subsequently receives contributions (monetary or non-monetary contributions, loans, and personal funds), or makes expenditures, totaling \$2,000 or more, is required to file the Form 470 Supplement, within 48 hours, with the Office of the Registrar of Voters (or city clerk, in the case of candidates for city offices) and the Office of the Secretary of State. Candidates must also send this 470 Supplement to each candidate seeking the same office. Regular mail may not be used. Send by Fax, guaranteed overnight delivery or personal delivery. The candidate must also file a Form 410 Statement of Organization within 10 days of receiving \$2,000 in contributions.

Candidates who anticipate receiving or spending ≥ \$2,000

Please refer to the appropriate manual for further details on filing requirements. Below is a brief description of some of the forms you may be required to file. FPPC forms are available from the FPPC's website or at the Office of the Registrar of Voters.

Form 501 Candidate Intention Statement – Please see previous page.

Form 410 Statement of Organization - This completed form must be filed with the Secretary of State's Political Reform Division (original) and with the Office of the Registrar of Voters (copy), within 10 days of receiving \$2,000 or more in contributions or making \$2,000 or more in expenditures. The term "contribution" includes monetary payments, loans and non-monetary goods or services. You will need to establish a campaign contribution account at any financial institution located in California before you can complete the Form 410. 1) All contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in the account. 2) Any personal funds, which will be utilized to promote the election of the candidate, shall be deposited in the account prior to expenditure. 3) All campaign expenditures shall be made from this account.*

Government Code §85201

Exception: * This does not apply to a candidate's payment of a filing fee and/or statement of qualifications if paid from his/her personal funds.

The Office of the Secretary of State issues committee ID numbers to all committees who file this form. The committee ID number must be included on all subsequent disclosure filings. A Form 410 may be filed **prior** to the receipt of \$2,000 in order to obtain an ID number and/or to submit bank account information. If you do so, you must file an **amended Form 410** within ten days of receiving or spending \$2,000 or more. When you file this amendment, you must indicate the date you "qualified" as a committee, which is the date you received \$2,000 or more. Each time you change any information listed on a previously filed Form 410, such as addresses or treasurer, you must file an **amended Form 410**. All amended forms must be filed with both the Secretary of State/Political Reform Division and the Office of the Registrar of Voters (or local filing officer).

All qualified committees must file the Form 460 Recipient Committee Campaign Statement according to the filing calendar set by the FPPC. Your ID number must appear on every form you file during your campaign. **ALL** candidate controlled committees **MUST FILE** the Form 460 by the appropriate deadlines for each filing period. **If you do not file your campaign statement by the deadline, you are subject to a fine.** Local candidates file their Form 460 reports only with the Office of the Registrar of Voters.

The Form 410 is also used to **terminate** your committee upon fulfilling all applicable requirements. Campaign filing obligations continue until the committee is terminated.

Form 460 - Recipient Committee Campaign Statement – For use by a candidate or officeholder not eligible to file the short form (Form 470) or who is filing jointly with one or more controlled committees. A controlled committee is one that 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.

Form 496 – 24-hour Independent Expenditure Report – This form is used to report, within 24 hours, an independent expenditure each time \$1,000 or more is spent to support or oppose a single candidate or ballot measure during the 90 day period up to the day of the election in which the candidate or ballot measure is being voted on. For local campaign committees, this form is filed electronically. (Government Code Section 85501 prohibits a candidate’s controlled committee from making an independent expenditure to support or oppose another candidate.)

Form 497 – 24-hour Contribution Report – This form **may** be used to report late contributions made or received that total **\$1,000 or more from a single source**, during the 90 day period up to the day of the election in which the candidate or measure is to be voted on. Late contributions that must be reported within 24 hours include receiving a monetary or nonmonetary contribution, including a loan or receiving a combination of monetary and nonmonetary contributions and loans. For local campaign committees whose filing officer is the Registrar of Voters, this report must be filed electronically.

Note: All campaign statements can be completed and printed on line on the FPPC website.

Election Related Filings

All committees must file reports by the filing deadline for the specific period set by the FPPC. These dates are set by law and cannot be changed. You will be required to amend your statement if your report does not list the correct reporting period. All committees should file by the appropriate method of delivery. A copy of the FPPC calendars is in this section.

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

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

Additional Notes:

- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501 :** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

Fair Political Practices Commission

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

COUNTY OF SANTA CLARA ORDINANCE **REQUIRING ELECTRONIC FILING OF CAMPAIGN REPORTS**

The Office of the Registrar of Voters launched its online electronic filing system on July 1, 2003 and in doing so, led the way for electronic filing of FPPC campaign statements at the County level. The electronic filing system allows officeholders, candidates and committees to prepare and file their required FPPC campaign statements online anytime, at their convenience, and at no charge.

Electronic filing of campaign statements brings many benefits, one of which is that all electronically filed campaign statements are viewable (with addresses redacted) online, providing easier public access to campaign statements.

County Ordinance No. NS-300.857 (rev. 4/23/14) requires that whenever any officeholder, candidate or committee (also referred to as “filer”) is required by the California Political Reform Act to file the original of the following statements or reports with the Registrar of Voters, the filer **shall** file the statement electronically:

- Semi-annual campaign statement (Form 470 or Form 460);
- Pre-election campaign statement (Form 470 or Form 460);
- Amendments to previously filed campaign statements;
- Supplemental pre-election campaign statement (Supplemental Form 460);
- Late contribution received by or made to candidate or local ballot measure of \$1,000 or more, from a single source, during the election cycle (Form 497);
- Late independent expenditure made in support of or against candidate or local ballot measure of \$1,000 or more, from a single source, during an election cycle.

Filings of paper copies are not required for statements or reports that are filed electronically with the Registrar of Voters pursuant to this Ordinance.

Contact the Candidate Services Division at 408-299-8639 for questions about electronic filing requirements and training opportunity.

Step by step tutorial is available online at www.netfile.com/Filer/

STATEMENT OF ECONOMIC INTERESTS

With the passage of Senate Bill 512, effective January 1, 2008, all candidates for elective office are required to file a Statement of Economic Interests Form 700 no later than the final filing date of the Declaration of Candidacy, to disclose their investments, their interests in real property, and any income received during the immediately preceding 12 months.

The Registrar of Voters is the filing officer for Statements of Economic Interests in conjunction with **candidacy for specified elective offices only**. Assuming Office statements, Annual statements, and Leaving Office statements are filed with the filing officer of the applicable jurisdiction.

If a candidate is uncertain of his/her filings they should contact their local filing officer or complete a new form marking the candidate statement box, which will satisfy the candidate's requirements for running for office.

Candidates with detailed questions regarding the Statement of Economic Interests Form 700 should contact the Fair Political Practices Commission at 916-322-5660 or 866-ASK-FPPC (275-3772).

CODE OF FAIR CAMPAIGN PRACTICES

(Election Code Sections 20400-20444)

Background Information

In 1982, legislation was passed which established a "Code of Fair Campaign Practices" in California which could be voluntarily subscribed to by candidates for public office. Amendments in 1987 expanded the provisions of the code so as to apply to committees formed primarily to support/oppose a ballot measure, and also reaffirmed civil liability provisions pertaining to libel and slander in campaign advertising and communications.

The text of the provisions of the Code of Fair Campaign Practices is listed on the following pages.

Registrar of Voters Requirement

The Office of the Registrar of Voters is required, at the time an individual is issued his/her Declaration of Candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, to provide the candidate a blank form on which to subscribe to the "Code of Fair Campaign Practices" and a copy of the Elections Code provisions.

Voluntary Subscription

Subscription to the Code is voluntary. Completed forms are to be filed with the Office of the Registrar of Voters and shall be retained for public inspection until 30 days after the election.

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.
(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

Article 2. Definitions

§20420. As used in this chapter, “Code” means the Code of Fair Campaign Practices.
(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

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. 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 next page):

Sections 20441 – 20444 read: 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. 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. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code.
(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

CODE OF FAIR CAMPAIGN PRACTICES

§ 20440

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 that 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.

Print Name

Signature

Date

Office

(Amended by Stats. 2006, Ch. 551, Sec. 2. Effective January 1, 2007.)

LAWS GOVERNING CAMPAIGN PRACTICES

Political Advertising

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement". The words shall be set apart from any other printed matter. As used in this section "Paid Political Advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

Elections Code §20008

Local municipal jurisdictions have each established ordinances regarding political advertising and signs. Refer to the "Outdoor Political Advertising Guidelines" section in this guide for contact information for each of the city clerks in Santa Clara County to obtain further information.

Simulation of the Ballot

Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

"NOTICE TO VOTERS

"(Required by Law)

"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.

"This is an unofficial, marked ballot prepared by _____(insert name and address of the person or organization responsible for preparation thereof)."

Violations will result in a court injunction. Our office is available to review proposed ballot simulations. Elections Code §20009

Campaign Literature Containing Polling Place of Voter

No person shall distribute, or cause to be distributed, literature to voters which includes the designation of a voter's polling place other than the precinct polling place listed for that voter in the latest official precinct polling place list prepared within 30 days prior to such distribution. Violations may result in criminal penalties. Elections Code §18302

Candidates are requested not to distribute or mail campaign literature telling a voter where his/her polling place is located. It is not only confusing to voters, but invariably some polling place changes occur in the last few days before an election. In the past, candidates have mailed or had distributed campaign literature telling voters to go to the wrong polling place. We are sure you can understand the problems this causes for voters and our staff, as well as for the candidate.

Mass Mailing/Campaign Literature

The definition of “Mass Mailing” is two hundred (200) or more identical or nearly identical pieces of mail, but does not include a form letter or other mail which is sent in response to a unsolicited request, letter or other inquiry. Government Code 82041.5

Mass Mailing Requirements

Effective April 6, 2011, all campaign committees, including candidate, ballot measure, general purpose, major donor and independent expenditure committees, must provide the words “**Paid for by**” when the committee sends a mass mailing. This identification must be presented in the same size and color as the committee name – no less than 6 point type and in a color or print that contrasts with the background and is easily legible. The words “**Paid for by**” shall be immediately adjacent to and above or immediately adjacent to and in front of the committee name and address. FPPC Regulation 18435

Example:

“Paid for by Committee to Elect Doe to City Council 2012, 1234 Main Street, Sacramento, CA 95555”

Section 84305 of the Government Code provides as follows:

- (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. 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).

Mass Mailing Prohibitions

NO newsletter or other mass mailing shall be sent at public expense.

Government Code 89001

False or Misleading Information to Voters

No candidate shall submit any nomination paper or declaration of candidacy knowing that any part of it has been made falsely. Violations may result in criminal penalties. Elections Code §18203

No candidate shall attempt to mislead the public by pretending or implying by his statements or conduct that he is an incumbent of a public office or that he has acted in the capacity of a public officer when this is not the case. Violations may result in civil penalties. Elections Code §18350

In the occupational designation on the ballot, no candidate shall assume a designation which would mislead the voters. Elections Code §13107

ELECTIONEERING ON ELECTION DAY

Section 18370 of the California Elections Code states:

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, a satellite location under Section 3018, 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 provided in Section 14240.
- (d.) Do any electioneering as defined by Section 319.5.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, 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 of the provisions of this section is guilty of a misdemeanor.

(Amended by Stats. 2009, Ch. 146, Sec. 2. (AB 1337) Effective January 1, 2010.)

Section 18371 of the California Elections Code states:

- (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 voter 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 voter by mail voter is voting.
- (b.) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c.) This section shall not be construed to conflict with any provision 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.

(Amended by Stats. 2007, Ch. 508, Sec. 113. Effective January 1, 2008.)

Section 18403 of the California Elections Code states:

Any person other than an elections official or a member of the precinct board who receives a voted ballot from a voter or who examines or solicits the voter to show his or her voted ballot is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or in a county jail not exceeding one year, or by both that fine and imprisonment. This section shall not apply to persons returning a vote by mail ballot pursuant to Sections 3017 and 3021 or persons assisting a voter pursuant to Section 14282.

(Amended by Stats. 2011, Ch. 15, Sec. 70. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

Section 18540 of the California Elections Code states:

- (a.) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a

felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

- (b.) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

(Amended by Stats. 2011, Ch. 15, Sec. 77. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

Section 18541 of the California Elections Code states:

- (a.) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place, do any of the following:
 - (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
 - (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
 - (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
- (b.) Any violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.
- (c.) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

(Amended by Stats. 2009, Ch. 88, Sec. 33. (AB 176) Effective January 1, 2010.)

Section 18544 of the California Elections Code states:

- (a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or in a county jail not exceeding one year, or by both that fine and imprisonment.
- (b) This section shall not apply to any of the following:
 - (1) An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.
 - (2) A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.
 - (3) A private guard or security personnel hired or arranged for by a city or county elections official.
 - (4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

(Amended by Stats. 2011, Ch. 15, Sec. 78. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

OUTDOOR POLITICAL ADVERTISING GUIDELINES

County Political Sign Regulations

Within unincorporated areas of the county (areas not incorporated into one of the cities within the county), the following County Code sections will apply:

4.40.100 Political Signs

A. *Intent.* It is the intent of this section to encourage participation by the electorate in political activity but to assure that political signs will be located, constructed and removed in a manner to assure the public safety and general welfare.

B. *Permitted subject to regulation.* Notwithstanding any other provision of this chapter, political signs are permitted without an architecture and site approval in any zoning district, subject to all of the following regulations:

1. No political sign shall be located in violation of Division B17, Chapter II, commencing with Section B17-18, of the County Ordinance Code;

2. No political sign shall exceed 16 square feet in surface area in any R1, R1E, RHS, R1S or R2 zoning district unless it is located on a vacant lot, in which case it shall not exceed 32 square feet; and

3. Each political sign shall be removed within ten days following the final election to which such sign relates.

C. *Exception.* This section shall not apply to commercial outdoor advertising structures lawfully located in zoning districts under this ordinance and maintained by persons licensed under California Business and Professions Code Div. 3, Ch. 2.

5.80.040 Enforcement

Pursuant to California Penal Code Section 836.5, the County Zoning Investigators are authorized to enforce the provisions of this ordinance and to issue citations for violations thereof. There shall be no civil liability on the part of, and no cause of action shall arise against, any Zoning Investigator acting pursuant to this section and within the scope of his or her authority.

The Santa Clara County Office of Planning provides enforcement of the County Political Sign Regulations. You may contact the Office of Planning at 408-299-5770.

State Political Sign Regulations

The California Department of Transportation has specific guidelines and responsibilities pertaining to political signs placed within their areas of jurisdiction. This information will be issued to candidates when they pick up nomination papers.

City Political Sign Regulations

The placement of signs within the city limits is regulated by each respective city. Listed below is the contact information for each city/town clerk's office within Santa Clara County. Please contact the appropriate city office(s) if you have any questions.

CAMPBELL

Wendy Wood
70 N. First St.
Campbell, CA 95008
408-866-2116

LOS GATOS

Shelley Neis
110 E. Main St.
Los Gatos, CA 95030
408-354-6888

PALO ALTO

Beth Minor
250 Hamilton Ave.
Palo Alto, CA 94301
650-329-2571

CUPERTINO

Grace Schmidt
10300 Torre Ave.
Cupertino, CA 95014
408-777-3223

MILPITAS

Mary Lavelle
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3000

SAN JOSE

Toni Taber
200 E. Santa Clara St.
San Jose, CA 95113
408-535-1260

GILROY

Shawna Freels
7351 Rosanna St.
Gilroy, CA 95020
408-846-0400

MONTE SERENO

Andrea Chelemengos
18041 Saratoga/Los Gatos Rd.
Monte Sereno, CA 95030
408-354-7635

SANTA CLARA

Jennifer Yamaguma, Acting
1500 Warburton Ave.
Santa Clara, CA 95050
408-615-2220

LOS ALTOS

Jon Maginot
1 N. San Antonio Rd.
Los Altos, CA 94022
650-947-2720

MORGAN HILL

Irma Torrez
17575 Peak Ave.
Morgan Hill, CA 95037
408-779-7259

SARATOGA

Nora Pimentel
13777 Fruitvale Ave.
Saratoga, CA 95070
408-868-1269

LOS ALTOS HILLS

Deborah Padovan
26379 Fremont Rd.
Los Altos Hills, CA 94022
650-941-7222

MOUNTAIN VIEW

Lisa Natusch
500 Castro St.
Mountain View, CA 94041
650-903-6304

SUNNYVALE

Kathleen Franco Simmons
456 W. Olive Avenue
Sunnyvale, CA 94088
408-730-7483

VOTER INFORMATION/ELECTION DATA/MAPS

Per confidentiality laws of 1995, voter information is confidential; however, there are specific permissible exceptions to the law. The California Administrative Code, Title 2, Division 7, Article 1, Section 19003, specifies permissible uses for any data obtained from voter registration files. Permissible usage includes direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature. Data obtained from voter registration or election files may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so from the Secretary of State or the Office of the Registrar of Voters. Prohibited usage includes commercial purposes and solicitations 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.

Public Viewing Terminals

The voter registration database may be viewed from a public terminal in the lobby area of the Office of the Registrar of Voters. The public viewing terminal is available during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. The public terminal screen does not reveal confidential voter registration information. Confidential information includes such items as: residential street address, telephone number, precinct number, date of birth, occupation, driver's license number and the last four digits of a social security number.

Confidential Viewing Terminals

Viewing of the confidential voter registration database is only available in the Office of the Registrar of Voters. To view the confidential voter registration database, a person will be required to provide identification and complete an Application for Voter Information. The confidential viewing terminal is available Monday through Friday, 8:00 a.m. to 4:45 p.m.

Purchasing Voter Information

Voter information is available for purchase from the Office of the Registrar of Voters. Voter information may be purchased only through our office at 1555 Berger Drive, San Jose. When purchasing voter information, you will be asked to complete an Application for Voter Information and explain in detail for what purposes the voter information will be used. All orders for voter information must be paid for in advance. Orders are processed in the order they are received. Generally, there is a 3-5 business day turnaround.

Vote by Mail voter information requests require a 24 hour advance notice and subsequent updates will be available on Monday, Wednesday, and Friday after 10:00 a.m. For more information, please contact the Vote by Mail Division at 408-299-8640.

Purchasing Maps

Maps are available for purchase from the Office of the Registrar of Voters. Maps may be purchased at our office at 1553 Berger Drive, San Jose. Contact Bob Nguyen, Mapping Division Coordinator, at 408-282-3037 for more information on ordering maps.

VOTE BY MAIL

All registered voters may apply for and receive a vote by mail ballot.

Any person, including candidates and members of campaign organizations, can distribute applications for Vote by Mail ballots as long as the application meets the requirements of California Elections Code Section 3007 as to its contents. The name of any organization, which authorizes the distribution of Vote by Mail applications, shall be included on the application. Upon request, a Vote by Mail application form containing all information required by law can be provided.

Any individual, organization or group that distributes and receives applications for Vote by Mail ballots, shall deliver the forms to the appropriate elections official within 72 hours of receiving the completed forms. It is a misdemeanor to delay the proper return of a Vote by Mail application.

Elections Code §18576

Important Vote by Mail Dates* General Election – November 6, 2018	
August 20	Vote by Mail application form available for reproduction.
October 2	First day for campaigns to purchase Vote by Mail information.
October 9	First day Vote by Mail ballots are available. (October 8 th is a Holiday)
October 9 – November 5 Mon. – Fri., 8 a.m. – 5 p.m.	October 8 th is a Holiday, the Office will be closed
October 27 – October 28 Sat. – Sun., 9 a.m. – 3 p.m.	Dates and times for voting in the Office of the Registrar of Voters.
November 3 – November 4 Sat. – Sun., 9 a.m. – 3 p.m.	
November 6 Election Day, 7 a.m. – 8 p.m.	
October 30	DEADLINE FOR ROV TO RECEIVE VBM APPLICATIONS If the vote by mail ballot is to be <u>mailed</u> , the application must be received by 5:00 p.m. in the Office of the Registrar of Voters.
November 6 Election Day	As of 2018, vote by mail voters have more options to return their voted ballot to their elections official: (1) return by mail or in person, (2) return to a member of a precinct board at a polling place or vote center within the state, or (3) return the ballot to a vote by mail ballot drop-off location within the state that is provided by law. A voter who is unable to return their ballot may designate any person to return the ballot for them. The ballot must be received at any of the above listed locations before the close of the polls on election day. If a voted ballot is returned to a county that is not the county who issued the ballot, the elections official for the county in which the ballot is returned shall forward the ballot to the elections official who issued it no later than eight days after receipt

*All dates are for 2018.

ELECTION DAY & CANVASS OF RESULTS

Election Day Information

Voting at the Polls and at the Registrar of Voters Office: Election Officers and staff assist the Office of the Registrar of Voters in conducting the election on Election Day. The polls officially open at 7:00 a.m. and close at 8:00 p.m. Any voter waiting in line to vote at 8:00 p.m. will be allowed to vote. The County typically has 988 established precincts, and 825 Election Day polling places located throughout the County, including at the Office of the Registrar of Voters on Berger Drive. In the weeks prior to the Election, the Registrar of Voters also establishes multiple Early Voting Centers where any voter of Santa Clara County can visit any site to obtain a ballot and vote early. A list of all Early Voting and Election Day voting locations can be found on the Registrar of Voters' website.

Election Night Tabulation and Reporting of Results

Under the direction of the Office of the Registrar of Voters, the optical scan ballots and Direct Record Electronic (DRE) voting results cartridges are processed and tallied at the Office's central location, 1555 Berger Dr., Building 2, San Jose. Beginning at approximately 8:05 p.m., results are available on our website at www.sccvote.org, or by calling 408-299-VOTE. The first results reported are Vote by Mail ballots. Updates will occur approximately every hour. Voting precinct ballots are normally in updates after 10 p.m. If this target time cannot be met, the Registrar of Voters Website banner will be updated with information as to our current situation and predicted update time.

Beginning at 8:00 p.m., candidates, media representatives, and the public may view and monitor election results in Media Room 181. Room 181 is located directly across from the Auditorium and next to the Cafeteria. For more information about viewing election results, please contact Public and Legislative Affairs at 408-282-3008.

Anyone is also welcome to view the vote tabulation process. If you are interested in viewing this process, please contact Executive Management at 408-282-3005 and we will be happy to make the necessary arrangements so you can be escorted to the Public Viewing Area.

Thousands of voted Vote by Mail ballots are turned in at the polling places on Election Day. Those ballots must be validated (address and signature of voter compared to voter's record) before they can be prepared for tabulation. As a result, up to 20% of the total number of voted Vote by Mail ballots are not counted and reported in the election night results, but during the 30-day official canvass of the vote. This also applies to provisional ballots that are cast on Election Day. The registration and voting status of each of these provisional voters must be researched for eligibility before ballots can be counted. Researching and qualifying the provisional ballots is a very time-consuming process. As a result, provisional ballots are typically not reported in the election results until close to the end of the official canvass. See the description of the Official Canvass of the Vote on the next page.

Official Canvass of the Returns

In general, the Official Canvass of the Vote and certification of the election must be completed within 30-days of the election. The Official Canvass includes many steps that not only include tabulation of all valid ballots cast, but a verification and audit of the voting materials and official results. According to Elections Code §15302, the official canvass shall include, but not be limited to, the following tasks:

- (a) An inspection of all materials and supplies returned by poll workers.
- (b) A reconciliation of the number of signatures on the roster with the number of ballots recorded on the ballot statement.
- (c) In the event of a discrepancy in the reconciliation required by subdivision (b), the number of ballots received from each polling place shall be reconciled with the number of ballots cast, as indicated on the ballot statement.
- (d) A reconciliation of the number of ballots counted, spoiled, canceled, or invalidated due to identifying marks, overvotes, or as otherwise provided by statute, with the number of votes recorded, including vote by mail and provisional ballots, by the vote counting system.
- (e) Processing and counting any valid vote by mail and provisional ballots not included in the semifinal official canvass.
- (f) Counting any valid write-in votes.
- (g) Reproducing any damaged ballots, if necessary.
- (h) Reporting final results to the governing board and the Secretary of State, as required.

When elections are consolidated, all results are reported at the same time. The canvass and certification of the vote can take up to 30 days to complete. The Registrar of Voters cannot accommodate requests to tabulate and release results for specified contests, nor can it segregate ballots by contest to report remaining ballots by jurisdiction.

FREQUENTLY ASKED QUESTIONS

When and where can I pick up and file my nomination documents?

The candidate filing period is July 16, 2018 – August 10, 2018. Nomination documents may be picked up at the Office of the Registrar of Voters. Nomination documents **may only be filed at the Office of the Registrar of Voters.**

When is the candidate nomination extension period and can an incumbent file nomination documents during an extension period?

The candidate nomination extension period is August 11, 2018 – August 15, 2018. An incumbent cannot file during an extension period as it is only for any other candidate to pick up or file their nomination documents.

May I change or correct the wording or spelling on my candidate statement after submission?

No, you may not. Statements cannot be changed for any reason after they have been filed.

If I pay for and submit a candidate statement of qualifications and then I change my mind, may I withdraw the statement and receive a refund?

Yes, but you must do so by a specific deadline. The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. If you withdraw your statement by this deadline, you will receive a refund. After this deadline, your statement cannot be withdrawn, nor a refund given.

Can I choose what languages my candidate statement will be printed in?

No. Our office is federally mandated to print our County Voter Information Guides in five languages: Chinese, English, Spanish, Tagalog and Vietnamese.

May my spouse, relative, friend or campaign manager pick up and/or file nomination documents for me or can I mail them to you?

Yes, only if the candidate prepares and signs a Letter of Authorization. In general, all forms must be picked up and filed by the candidate. However, state law allows someone other than the candidate to obtain and/or file nomination papers, if they must have specific written authorization to do so. Candidates are urged to obtain and file papers themselves. Everyone is urged to file in person. The reasons are twofold:

1. The oath of office on the Declaration of Candidacy must be administered by a member of the Registrar of Voters staff, 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; and

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.

If the candidate wishes to mail the nomination papers, they must be sent by certified mail and arrive in our office by the close of the nomination period, regardless of the postmark.

Am I required to file financial documents related to my campaign?

Yes, every candidate must file some type of financial documents at specified deadlines. Refer to the “Campaign Finance Disclosure Information” section of this guide for more information.

I am unable to complete and file any of my FPPC campaign disclosure statements by the filing deadline. May I obtain an extension and will I be fined?

No. There is no provision in the Political Reform Act that permits any filing officer to extend a filing deadline. Statements that are filed late are subject to a fine of \$10.00 per day until the statement is filed. You may be fined for filing your statements late.

Can I place campaign signs anywhere I want?

No. There are city, county and state regulations concerning placement of campaign signs. Please refer to the “Outdoor Political Advertising Guidelines” section of this guide.

How does the Registrar of Voters release a list of candidates and how soon will an official list of qualified candidates be available after the close of nominations?

The County publishes an updated list of candidates who have obtained and filed papers directly with this office each day. At the time the local candidate completes all required paperwork to qualify for office, there will be a date listed next to the candidate’s name indicating the date they were qualified.

The general nomination period ends at 5:00 p.m. on August 10, 2018, but if an incumbent does not file, the nomination period is extended until August 15, 2018. The Midpeninsula Regional Open Space District and each City Clerk must certify their own list of qualified candidates and provide that to the Registrar of Voters. A finalized list of local candidates will be prepared in the following days, and should be available for distribution by noon on August 20, 2018.

For each state election, the Secretary of State qualifies all federal and state candidates and prepares the official certified list. This certified list of federal and state candidates is not available to each county until August 30, 2018, at the earliest. The Secretary of State’s Office also posts this certified list on their website. The County’s final official certified list that includes all federal and state candidates should be available for distribution on September 7, 2018. You may come into the office and view the candidate lists at no charge or purchase a copy of it.

Can I come into the Office of the Registrar of Voters on election night and view the tabulation of the votes?

Yes. You can come into our office on election night and view the entire process of the vote tabulation. All election night visitors must be escorted in our office so please call us ahead of time to inform us that you will be coming to our office. Calling ahead helps us plan our staffing needs.

Can I obtain election night results on the Internet?

Yes. You may obtain the most up-to-date election night results on our website at www.sccvote.org.

Why is there so much paperwork involved in being a candidate?

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

HELPFUL CONNECTIONS

Provided below is a quick reference of telephone numbers and Internet addresses to assist you with questions you may have during your campaign.

Secretary of State

www.sos.ca.gov

Elections Division
916-657-2166
Information & Election Fraud Hot-Line
800-345-VOTE (8683)

Political Reform Division
916-653-6224

Registrar of Voters, Santa Clara County

www.sccvote.org

Main
408-299-VOTE (8683)
866-430-VOTE (8683)
Candidate Services
408-299-8639
Voter Services
408-299-8683

Vote by Mail
408-299-8640

Election Officers
408-299-POLL (7655)

Fair Political Practices Commission

www.fppc.ca.gov

Technical Assistance Division
916-322-5660 or
866-ASK-FPPC (275-3772)
Enforcement Division
916-322-5660

Federal Election Commission

www.fec.gov

800-424-9530

NetFile

filerhelp@netfile.com

California Legislative Information

<http://leginfo.legislature.ca.gov/>

Text of California Codes

League of Women Voters/Voter's Edge

www.votersedge.org/ca

Find your representatives
Information on measures & candidates

Population Statistics & Historical Data

www.sccplanning.org

Links to State Dept. of Finance and
ABAG. These departments make
population projections every 2 years.

County of Santa Clara

Registrar of Voters

1555 Berger Drive, Bldg. 2
San Jose, CA 95112
Mailing Address: P.O. Box 611360, San Jose, CA 95161-1360
(408) 299-VOTE (8683) 866-430-VOTE (8683) FAX: (408) 998-7314
www.sccvote.org



Dear Candidate:

Now that you have filed as a candidate, I want to encourage you to participate in Voter's Edge, a non-partisan project of the League of Women Voters of California Education Fund. Voter's Edge provides free webpages for candidates.

The Registrar's office is an active Voter's Edge partner and urges you to take advantage of this valuable opportunity to get your message out to your voting audience. Informed citizens are more likely to vote.

The Voter's Edge project provides an opportunity for you to let voters know who you are and where you stand on the issues. This non-partisan project was developed by the League to utilize Internet technology to inform voters about candidates and issues, and to provide an easy personal ballot lookup. Participation is free and open to all candidates. Voters can then see information about your race at www.votersedge.org/ca, using their personal computers, smartphones, or any other source of access to the Internet.

Sometime after the close of the nomination filing period, you will receive an email message or letter from your local League of Women Voters in Santa Clara County providing information and instructions on how to get started. If you do not receive an invitation from your local League within three weeks after the close of filing, feel free to visit their website at www.votersedge.org/ca to send an inquiry.

I encourage you to participate in the Voter's Edge project.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Bushey".

Shannon Bushey
Registrar of Voters



ELECTION OFFICERS NEEDED!

The Santa Clara County Registrar of Voters needs help at the polls for the General Election on November 6, 2018. This is a great way to be a part of the democratic process, serve your community, and make money for yourself or your favorite organization. Experience not necessary! Paid training is provided.

There is also a critical need for Election Officers who are bilingual in English and Chinese, Hindi, Japanese, Khmer, Korean, Spanish, Tagalog or Vietnamese. Volunteers receive \$115-\$200 paid stipends and Bilingual Election Officers are paid an additional \$10.00.

You must be 18 years or older, a U.S. citizen and a registered voter of the State of California; or a legal permanent resident; or a high school student, 16 years or older, on or before Election Day, with at least a 2.5 GPA and approval from your parents and your school administration.

If you are interested, call:

English: 408-299-POLL (7655)

Spanish: 408-282-3095

Vietnamese: 408-282-3097

Chinese: 408-282-3086

Tagalog: 408-282-3089

Hindi, Japanese, Khmer & Korean: 408-299-POLL (7655)

Or visit our website

www.sccvote.org

REGISTRAR OF VOTERS CONTACT INFORMATION

Santa Clara County Registrar of Voters
1555 Berger Drive, Building 2, San Jose, CA 95112
P: (408) 299-8639
F: (408) 998-7356

Shannon Bushey
Registrar of Voters
Santa Clara County
P: (408) 282-3005
Email: shannon.bushey@rov.sccgov.org

Virginia Bloom
Assistant Registrar of Voters
Santa Clara County
P: (408) 282-3135
Email: virginia.bloom@rov.sccgov.org

Linda Tulett
Interim, Election Division Coordinator
Candidate Services Division
Santa Clara County Registrar of Voters
P: (408) 282-3041
Email: linda.tulett@rov.sccgov.org

Matt Moreles
Assistant Registrar of Voters
Santa Clara County
P: (408) 282-3003
Email: matt.moreles@rov.sccgov.org

Patricia Lopez
Election Specialist, Candidate Services Division
Santa Clara County Registrar of Voters
P: (408) 282-3042
Email: patricia.lopez@rov.sccgov.org

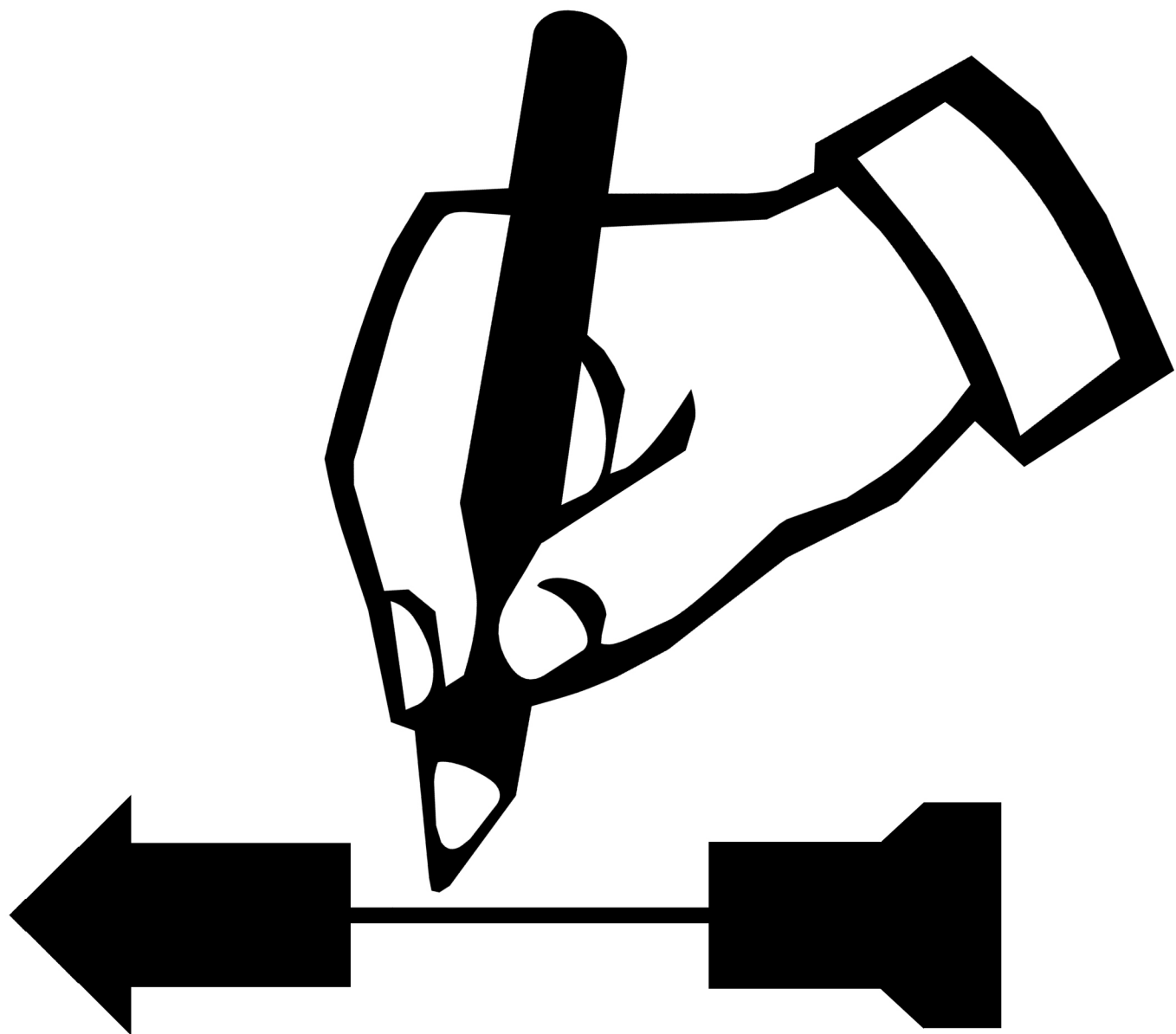
Christina Rivas-Louie
Election Specialist, Candidate Services Division
Santa Clara County Registrar of Voters
P: (408) 282-3045
Email: christina.rivaslouie@rov.sccgov.org

Ruby Naranjo
Election Specialist, Candidate Services Division
Santa Clara County Registrar of Voters
P: (408) 282-3093
Email: ruby.naranjo@rov.sccgov.org

Ralph Murrieta, Jr.
Election Specialist, Candidate Services Division
Santa Clara County Registrar of Voters
P: (408) 282-3044
Email: ralph.murrietajr@rov.sccgov.org

ATTENTION: Information provided by the Registrar of Voters' office in response to inquiries made by candidates is general in nature and is informational only. It is not to be used as a substitute for legal advice. Candidates are responsible for consulting their own legal counsel and verifying all information as it relates to their individual situation.

THE POWER OF A SINGLE LINE



VOTE