



**November 5, 2024**

**PRESIDENTIAL GENERAL ELECTION**

# **CANDIDATE GUIDE**

**1555 BERGER DRIVE, BLDG 2  
SAN JOSE, CA 95112  
(408) 299- VOTE (8683)**

**[WWW.VOTE.SANTACLARACOUNTY.GOV](http://WWW.VOTE.SANTACLARACOUNTY.GOV)**

## **\*\*\*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 that this information is not to be a substitute for legal counsel for the individual, organization, or candidate using it for resource purposes.

In case of conflict, or amendments to law, regulation, or rule that take effect after the publication of this document, 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

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](http://www.sccvote.org)



Dear Candidate:

Congratulations on your decision to seek office during the November 5, 2024, Presidential General Election. Your efforts sustain our democratic process which includes running for public office. Your candidacy provides voters in the County of Santa Clara a choice and hope for the future.

There are many requirements associated with being a candidate. The Office of the Registrar of Voters (ROV) has prepared this Candidate Guide to assist you in understanding these requirements. It contains valuable information regarding qualifications 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 your own legal counsel on questions of law.**

We 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.

In 2020, the Voter's Choice Act (VCA) was implemented. Under this law, voters can choose the days and ways they vote in an election. For VCA information and materials, please contact our Voter Education & Outreach Team at [Outreach@rov.sccgov.org](mailto:Outreach@rov.sccgov.org) or (408) 299-POLL [7655], or visit our [Voter's Choice Act](#) webpage for more information.

The ROV is open Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., excluding weekends and holidays. We are located at 1555 Berger Dr., Bldg. 2, San José, CA 95112.

The ROV wants to provide you with 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,

Shannon Bushey, Registrar  
Office of the Registrar of Voters  
County of Santa Clara





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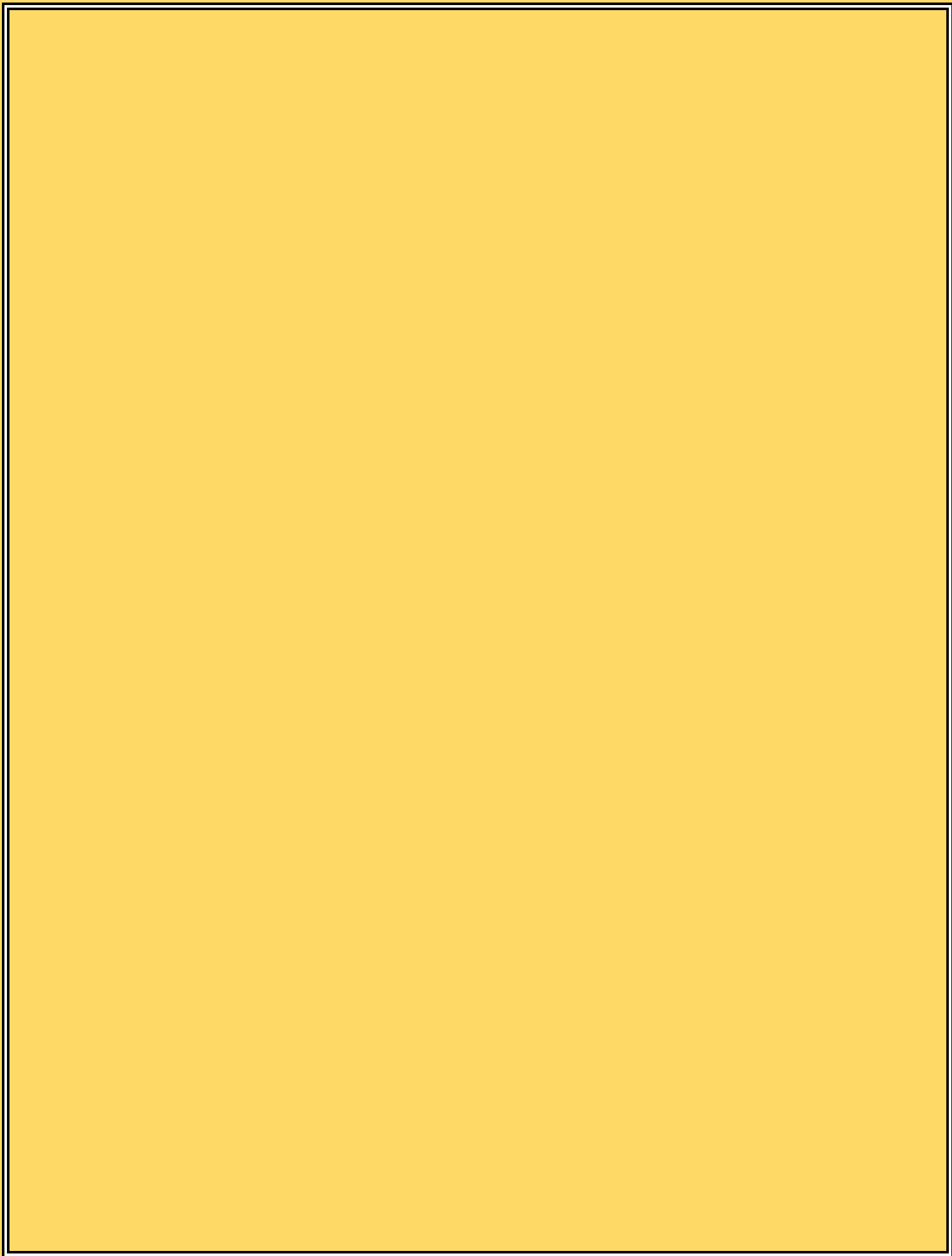
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# CHAPTER 1

## General Information





# VOTER'S CHOICE ACT THE FUTURE OF VOTING

The County of Santa Clara (County) Office of the Registrar of Voters has modernized voting and now provides voters with greater flexibility and convenience.

## **The Voter's Choice Act (VCA) Implementation:**

The Voter's Choice Act is a voting model passed by the California State Legislature in 2016. Two of the state's largest counties, Los Angeles and Orange, along with the County of Santa Clara, implemented the new voting model in 2020 beginning with those elections. There are now 29 counties in the State that have adopted the VCA model. For more information on the Voter's Choice Act, please call toll free (866) 430-VOTE (8683), email [voterschoice@rov.sccgov.org](mailto:voterschoice@rov.sccgov.org), or visit our [Voter's Choice Act](#) webpage for more information.

## **During an Election:**

- 1 Every registered voter will be mailed a vote-by-mail ballot starting twenty-nine (29) days before Election Day, and for this election that date is October 7, 2024.
- 2 Voters can vote in-person at any of the vote centers within the County.
- 3 Vote centers will be open throughout the County starting on October 26, 2024, through Election Day, November 5, 2024.
- 4 All vote centers offer more space, additional services, and enhanced voting equipment.

## **Choose When, Where, and How to Vote!**

## **Available Vote-by-Mail Options:**

- 1 **MAIL** your vote-by-mail ballot in the provided postage-paid return envelope.
- 2 **PLACE** your vote-by-mail ballot in any official ballot drop box located throughout the County.
- 3 **RETURN** your vote-by-mail ballot to any vote center in the County starting on October 26, 2024.

## **Voting In-Person Options:**

- 1 **VOTE in-person** at the Office of the Registrar of Voters or at any vote center in the County.
- 2 **WHEN:** Starting twenty-nine (29) days prior to Election Day:
  - a) October 7, 2024, through Election Day at the Office of the Registrar of Voters.
  - b) October 26, 2024, through Election Day at any vote center.
- 3 **WHERE:** Visit the Registrar of Voters' office or any vote center within the County.
- 4 **HOW:** Vote on a paper ballot or touchscreen voting machine.

## **In-Person Voting Opportunities**

The County provides in-person voting locations as follows:

- 1 The minimum number of in-person voting locations is based upon voters registered as of (E-88), the 88<sup>th</sup> day before Election Day; for this election that date is August 9, 2024.
- 2 The County shall provide at least one in-person voting location per 50,000 registered voters beginning 10 days before Election Day, and additional in-person voting locations starting 4 days before Election Day for every 10,000 registered voters within the county through Election Day.

- 3 Please visit our [Find a Vote Center](#) webpage for further information on the minimum vote center day(s) and hours of operations pursuant to Elections Code sections 4005 and 4007.

**Vote-by-Mail Ballot Drop-off Opportunities**

The County is required to provide at least one (1) official ballot drop box location for every 15,000 registered voters within their jurisdiction. Please visit our [Vote by Mail](#) webpage for updated information and list of Official Drop Box locations.

**ABBREVIATED  
PRESIDENTIAL GENERAL ELECTION CALENDAR  
November 5, 2024  
County of Santa Clara Registrar of Voters  
REVISED JUNE 28, 2023**

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

<sup>1</sup> Refer to California Elections Code §§9190, 9295, 9380, 9509, 13313, and 13314 for details of public examination periods and writ of mandate.

<sup>2</sup> The period covered by any statement begins on the day after the closing date of the last statement filed, OR January 1<sup>st</sup>, if no previous statement has been filed.

<sup>3</sup> Date falls on a weekend or public holiday; deadlines move forward to the next business day as noted with the respective effected date.

<sup>4</sup> Primary Arguments and Rebuttal Arguments for City measures must be filed with the City Clerk's office. Contact the City Clerk's office for filing deadlines.

# of Days Prior to or Following Election		Activity Periods and Due Date(s)	ACTIVITIES / DOCUMENTS
E-	125	Wednesday, July 3, 2024	<b><u>RESOLUTIONS TO BE SUBMITTED TO THE ROV</u></b> Date for jurisdictions to submit resolutions calling for a candidate election to meet timeline for a full nomination period. The ROV encourages jurisdictions to provide a resolution as early as possible.
E-	113	Monday, July 15, 2024	<b><u>NOMINATION PERIOD OPENS</u></b> First day candidates may pick up nomination documents at the Office of the Registrar of Voters.
E-	97	Wednesday, July 31, 2024	<b><u><sup>2</sup> F.P.P.C. SEMI-ANNUAL STATEMENT DUE</u></b> Deadline for semi-annual financial disclosure report Form 460 covering the reporting period noted below or the day after the closing date of the last statement filed. <b>Reporting Period:</b> January 1, 2024 to June 30, 2024
E-	90 to 0	Wednesday, August 7, 2024 to Tuesday, November 5, 2024	<b><u><sup>2</sup> CONTRIBUTION / INDEPENDENT EXPENDITURES</u></b> Sums of \$1,000 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 ballot measure or a single candidate.
E-	88	Friday, August 9, 2024	<b><u><sup>1</sup> NOMINATION PERIOD CLOSSES</u></b> Deadline to file for all offices, in the Office of the Registrar of Voters only, all required nomination documents.  <b><u><sup>1</sup> LAST DAY FOR MEASURE RESOLUTIONS AND TAX RATE STATEMENTS TO BE SUBMITTED TO THE ROV</u></b> Last day for jurisdictions to submit a resolution calling for a measure election, and if applicable, tax rate statements. The ROV encourages jurisdictions to provide a resolution as early as possible.  <b><u>LAST DAY FOR PROPONENTS TO WITHDRAW AN INITIATIVE</u></b> Last day for proponents to withdraw an initiative that qualified for the ballot.
E-	87 to 83	Saturday, August 10, 2024 to Wednesday, August 14, 2024	<b><u><sup>1</sup> NOMINATION EXTENSION PERIOD</u></b> If the incumbent fails to file a Declaration of Candidacy by deadline for their office, there will be a 5-calendar-day extension during which any candidate, other than the incumbent, may file for said office.
E-	84	Tuesday, August 13, 2024	<b><u><sup>1, 4</sup> DUE DATE FOR PRIMARY ARGUMENTS</u></b> 5:00 p.m. is the deadline set by the Registrar of Voters for submitting primary arguments in favor of and against a measure. Arguments for City measures must be filed with the City Clerk's office. Contact the City Clerk's office for filing deadlines.  <b><u>DUE DATE FOR LIST OF MEASURE SUPPORTERS/OPONENTS</u></b> A 5:00 p.m. deadline is set by the Registrar of Voters for submitting a list of Primary Argument Supporters/Oponents to be printed below the ballot label.

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<sup>1</sup> Refer to California Elections Code §§9190, 9295, 9380, 9509, 13313, and 13314 for details of public examination periods and writ of mandate.

<sup>2</sup> The period covered by any statement begins on the day after the closing date of the last statement filed, OR January 1<sup>st</sup>, if no previous statement has been filed.

<sup>3</sup> Date falls on a weekend or public holiday; deadlines move forward to the next business day as noted with the respective effected date.

<sup>4</sup> Primary Arguments and Rebuttal Arguments for City measures must be filed with the City Clerk's office. Contact the City Clerk's office for filing deadlines.

# of Days Prior to or Following Election		Activity Periods and Due Date(s)	ACTIVITIES / DOCUMENTS
E-	83	Wednesday, August 14, 2024	<b><u>LAST DAY TO AMEND OR WITHDRAW A MEASURE</u></b> Deadline for jurisdictions to amend or withdraw a measure from the ballot. The measure must be amended or withdrawn by resolution.
E-	83 to 74	Wednesday, August 14, 2024 to Friday, August 23, 2024	<b><u><sup>1, 4</sup> EXAMINATION PERIOD FOR ALL PRIMARY ARGUMENTS FILED</u></b> The elections official shall make the arguments available for public examination during business hours for a period of 10-calendar days immediately following the filing deadline for submission of those documents.
E-	82	Thursday, August 15, 2024	<b><u>RANDOMIZED ALPHABET DRAWING</u></b> This day the Secretary of State (SOS) and the Office of the Registrar of Voters will conduct a drawing of letters of the alphabet to determine the order in which candidates appear on the ballot. Please refer to Elections Code §§ 13111, 13112, and 13113.
E-	77	Tuesday, August 20, 2024	<b><u><sup>1, 4</sup> DUE DATE FOR REBUTTAL ARGUMENTS AND IMPARTIAL ANALYSES</u></b> Deadline set by the Registrar of Voters for submitting rebuttal arguments to primary arguments in favor of and against a measure and impartial analyses.
E-	76 to 67	Wednesday, August 21, 2024 to Friday, August 30, 2024	<b><u><sup>1, 4</sup> EXAMINATION PERIOD FOR ALL REBUTTALS AND IMPARTIAL ANALYSES FILED</u></b> The elections official shall make the rebuttal arguments and Impartial Analyses available for public examination during business hours for a period of 10-calendar days immediately following the filing deadline for submission of those documents.
E-	67	Friday, August 30, 2024	<b><u><sup>1, 4</sup> FINAL PRINTING DEADLINE</u></b> Any petition for writ of mandate, including any appeals, should be resolved by this date so the Registrar of Voters can meet necessary printing deadlines.
E-	57 to 14	Monday, September 9, 2024 to Tuesday, October 22, 2024	<b><u>WRITE-IN CANDIDACY PERIOD</u></b> Between these dates is the period for candidates to obtain and file write-in nomination documents in the Office of the Registrar of Voters.
E-	40	Thursday, September 26, 2024	<b><u><sup>2</sup> F.P.C. 1<sup>st</sup> PRE-ELECTION STATEMENT DUE</u></b> Deadline for financial disclosure report Form 460 covering the reporting period noted below or the day after the closing date of the last statement filed.
E-	29	Monday, October 7, 2024	<b><u>MAILING OF VOTE-BY-MAIL BALLOTS BEGINS</u></b> Last day to begin mailing vote-by-mail ballots.
E-	29 to 1	Monday, October 7, 2024 to Monday, November 4, 2024	<b><u>EARLY VOTING PERIOD AT THE ROV OFFICE</u></b> Early voting is available at the Registrar of Voters office for individuals wishing to drop off their ballot or vote in person during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., beginning 29 days prior the election.



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<sup>1</sup> Refer to California Elections Code §§9190, 9295, 9380, 9509, 13313, and 13314 for details of public examination periods and writ of mandate.

<sup>2</sup> The period covered by any statement begins on the day after the closing date of the last statement filed, OR January 1<sup>st</sup>, if no previous statement has been filed.

<sup>3</sup> Date falls on a weekend or public holiday; deadlines move forward to the next business day as noted with the respective effected date.

<sup>4</sup> Primary Arguments and Rebuttal Arguments for City measures must be filed with the City Clerk's office. Contact the City Clerk's office for filing deadlines.

# of Days Prior to or Following Election		Activity Periods and Due Date(s)	ACTIVITIES / DOCUMENTS
E-	15	Monday, October 21, 2024	<b><u>LAST DAY TO REGISTER TO VOTE FOR NOVEMBER ELECTION</u></b> Deadline to register to be eligible to vote in this election with a regular ballot.
E-	14 to 0	Tuesday, October 22, 2024 to Tuesday, November 5, 2024	<b><u>CONDITIONAL VOTER REGISTRATION</u></b> Conditional Voter Registration is open for a full 14 days prior to the election and must be done in person at the Registrar of Voters office or at any Vote Center. Vote centers are open 11 days prior to the election. Vote centers hours of operations may vary. Please check our website for the latest information. <a href="#">Official Ballot Drop Box and Vote Center Sites Information</a> (The ROV website will be updated for each election.)
E-	12	Thursday, October 24, 2024	<b><u><sup>2</sup> F.P.C. 2<sup>nd</sup> PRE-ELECTION STATEMENT DUE</u></b> Deadline for financial disclosure report Form 460 covering the reporting period noted below or the day after the closing date of the last statement filed. <b>Reporting Period:</b> September 22, 2024 to October 19, 2024
E-	10 to 0	Saturday, October 26, 2024 to Tuesday, November 5, 2024	<b><u>VOTE CENTERS OPEN 10 DAYS BEFORE AND INCLUDING ELECTION DAY</u></b> Vote Centers are open to all registered voters in Santa Clara County. Vote Centers are open to all registered voters in jurisdictions holding special elections. Any voter can go to any Vote Center location throughout the County. Hours may vary by location and locations may vary with each election – please see listing on our website at <a href="#">sccvote.com</a> or click link below. <a href="#">Official Ballot Drop Box and Vote Center Sites Information</a> (The ROV website will update for each election.)
E-	7	Tuesday, October 29, 2024	<b><u>LAST DAY TO REQUEST VOTE-BY-MAIL BALLOT TO BE MAILED</u></b> Deadline at 5:00 p.m. to submit a request for a Vote-by-Mail ballot to be mailed to voter.
E	0	Tuesday, November 5, 2024	<b><u>ELECTION DAY</u></b> All Vote Centers and ROV office are open from 7:00 a.m. to 8:00 p.m. for dropping off ballot or voting in person. Ballots must be postmarked by this date to ensure eligibility of counted votes.
E+	22	Wednesday, November 27, 2024	<b><u>ELECTIONS OFFICIAL TO NOTIFY VOTER OF VERIFICATION OF SIGNATURE</u></b> In the case of a voter whose signature does not match or is missing, the elections official is required to notify the voter at least 8 days before the certification of the election of an opportunity to update the voter's signature.
E+	28	Tuesday, December 3, 2024	<b><u>SIGNATURE VERIFICATION DATE</u></b> Last day to turn in unsigned ballots or signature verification statements.
E+	30	Thursday, December 5, 2024	<b><u>OFFICIAL CANVASS OF VOTE</u></b> Registrar of Voters to certify election results.

## LIST OF OFFICES

### Elementary School Districts

<u>District</u>	<u>Offices to be Filled</u>	<u>District</u>	<u>Offices to be Filled</u>
Alum Rock Union	2 Full-Term At-Large	Berryessa Union	2 Full-Term At-Large
Cambrian	2 Full-Term At-Large	‡ Campbell Union, Trustee Areas 2 & 3	1 Full-Term – TA2 1 Full-Term – TA3
Cupertino Union	2 Full-Term At-Large	Evergreen	2 Full-Term At-Large
Franklin-McKinley	2 Full-Term At-Large	Lakeside Joint joint w/County of Santa Cruz	2 Full-Term At-Large
Loma Prieta Joint Union joint w/County of Santa Cruz	2 Full-Term At-Large	Los Altos	2 Full-Term At-Large
Los Gatos Union	2 Full-Term At-Large	Luther Burbank	3 Full-Term At-Large
‡ Moreland, Trustee Areas 1 & 5	1 Full-Term – TA1 1 Full-Term – TA5	Mountain View Whisman	3 Full-Term At-Large
Mt Pleasant	2 Full-Term At-Large	North County Joint Union joint w/County of San Benito	3 Full-Term At-Large
‡ Oak Grove, Trustee Areas 1 & 4	1 Full-Term – TA1 1 Full-Term – TA4	Orchard	2 Full-Term At-Large
Saratoga Union	2 Full-Term At-Large	‡ Sunnyvale, Trustee Areas 2 & 4	1 Full-Term – TA2 1 Full-Term – TA4
Union	2 Full-Term At-Large		

### High School Districts

<u>District</u>	<u>Offices to be Filled</u>	<u>District</u>	<u>Offices to be Filled</u>
‡ Campbell Union, Trustee Areas 4 & 5	1 Full-Term – TA4 1 Full-Term – TA5	East Side Union	2 Full-Term At-Large
Fremont Union	2 Full-Term At-Large	Los Gatos-Saratoga Union joint w/County of Santa Cruz	2 Full-Term At-Large
Mountain View–Los Altos Union	2 Full-Term At-Large	‡ San Benito, Trustee Areas 1 joint w/County of San Benito	1 Full-Term – TA1

### Unified School Districts

<u>District</u>	<u>Offices to be Filled</u>	<u>District</u>	<u>Offices to be Filled</u>
‡ Gilroy, Trustee Areas 2, 5 & 6	1 Full-Term – TA2 1 Full-Term – TA5 1 Full-Term – TA6	Milpitas	2 Full-Term At-Large
‡ Morgan Hill, Trustee Areas 5, 6 & 7	1 Full-Term – TA5 1 Full-Term – TA6 1 Full-Term – TA7	Palo Alto	3 Full-Term At-Large
‡ San Jose, Trustee Areas 1, 3 & 5	1 Full-Term – TA1 1 Full-Term – TA3 1 Full-Term – TA5	‡ Santa Clara, Trustee Areas 2, 5 & 7	1 Full-Term – TA2 1 Full-Term – TA5 1 Full-Term – TA7

### Community College Districts

<u>District</u>	<u>Offices to be Filled</u>	<u>District</u>	<u>Offices to be Filled</u>
‡ Foothill-De Anza Trustee Areas 1, 3 & 5	1 Full-Term – TA1 1 Full-Term – TA3 1 Full-Term – TA5	‡ Gavilan Joint, Trustee Areas 2, 4 & 6	1 Full-Term – TA2 1 Full-Term – TA4 1 Full-Term – TA6
‡ San Jose-Evergreen, Trustee Areas 1, 3, 5 & 7	1 Full-Term – TA1 1 Full-Term – TA3 1 Full-Term – TA5 1 Full-Term – TA7	‡ West Valley-Mission, Trustee Areas 1, 2, 4, 5 & 6 TA5 joint w/County of Santa Cruz	1 Full-Term – TA1 1 Full-Term – TA2 1 Full-Term – TA4 1 Short-Term – TA5 1 Full-Term – TA6

### Board of Education

<u>District</u>	<u>Offices to be Filled</u>	<u>District</u>	<u>Offices to be Filled</u>
‡ San Benito County, Trustee 1 Joint w/County of San Benito	1 Full-Term – TA1	‡ Santa Clara County, Trustee Areas 1,3, 4 & 5	1 Full-Term – TA1 1 Full-Term – TA3 1 Full-Term – TA4 1 Full-Term – TA5

‡ School Trustees Must Reside in Trustee Area and are Voted on by Trustee Area Voters

## Special Districts

<u>District</u>	<u>Offices to be Filled</u>	<u>District</u>	<u>Offices to be Filled</u>
Aldercroft Heights County Water	3 Full-Term At-Large 1 Short-Term At-Large	Burbank Sanitary	2 Full-Term At-Large
Cupertino Sanitary	3 Full-Term At-Large	El Camino Healthcare	3 Full-Term At-Large
Lion's Gate Community Services	3 Full-Term At-Large 2 Short-Term At-Large	Midpeninsula Regional Open Space, Wards 3 & 4	1 Full-Term – W3 1 Full-Term – W4
Purissima Hills Water	3 Full-Term At-Large	Rancho Rinconada Recreation & Park	3 Full-Term At-Large
San Martin County Water	3 Full-Term At-Large 1 Short-Term At-Large	Santa Clara Valley Open Space Authority, Districts 1, 3, & 4	1 Full-Term – D1 1 Full-Term – D3 1 Full-Term – D4
Santa Clara Valley Water, Districts 2, 3 & 5	3 Full-Term At-Large	Saratoga Fire Protection	2 Full-Term At-Large
Silver Creek Valley Country Club GHAD	2 Full-Term At-Large 3 Short-Term At-Large	South Santa Clara Valley Memorial	3 Full-Term At-Large
West Bay Sanitary joint w/County of San Mateo	3 Full-Term At-Large		

Special District Directors/Commissioners Must Reside in Trustee Area and are Voted on by Trustee Area Voters



## CITIES AND TOWNS

**PLEASE NOTE:** All cities within the County of Santa Clara have offices that are scheduled for the November 5, 2024 Presidential General Election. The City Clerk or Town Clerk is the filing official for his or her respective city or town and should be contacted directly to get information related to list(s) of office(s) and candidate requirements.

### **CAMPBELL**

Andrea Sanders  
City Clerk  
70 N. First St.  
Campbell, CA 95008  
(408) 866-2117

### **CUPERTINO**

Kirsten Squarcia  
City Clerk  
10300 Torre Ave.  
Cupertino, CA 95014  
(408) 777-3225

### **GILROY**

Beth Minor  
Interim City Clerk  
7351 Rosanna St.  
Gilroy, CA 95020  
(408) 846-0204

### **LOS ALTOS**

Melissa Thurman  
City Clerk  
1 N. San Antonio Rd.  
Los Altos, CA 94022  
(650) 947-2610

### **TOWN OF LOS ALTOS HILLS**

Arika Miller  
City Clerk  
26379 Fremont Rd.  
Los Altos Hills, CA 94022  
(650) 947-2513

### **TOWN OF LOS GATOS**

Wendy Wood  
Town Clerk  
110 E. Main St.  
Los Gatos, CA 95030  
(408) 354-6888

### **MILPITAS**

Suzanne Guzzetta  
City Clerk  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
(408) 586-3001

### **MONTE SERENO**

Gloisy Gonzalez-Langarica  
City Clerk  
18041 Saratoga/Los Gatos  
Rd.  
Monte Sereno, CA 95030  
(408) 354-7635

### **MORGAN HILL**

Michelle Bigelow  
City Clerk  
17575 Peak Ave.  
Morgan Hill, CA 95037  
(408) 310-4678

### **MOUNTAIN VIEW**

Heather Glaser  
City Clerk  
500 Castro St.  
Mountain View, CA 94041  
(650) 903-6304

### **PALO ALTO**

Mahealani Ahyun  
Interim City Clerk  
250 Hamilton Ave. 7<sup>th</sup> Fl.  
Palo Alto, CA 94301  
(650) 329-2379

### **SAN JOSÉ**

Toni Taber  
City Clerk  
200 E. Santa Clara St. 14<sup>th</sup> Fl.  
San José, CA 95113  
(408) 535-1260

### **SANTA CLARA**

Hosam Haggag  
City Clerk  
1500 Warburton Ave.  
Santa Clara, CA 95050  
(408) 615-2220

### **SARATOGA**

Britt Avrit  
City Clerk  
13777 Fruitvale Ave.  
Saratoga, CA 95070  
(408) 868-1294

### **SUNNYVALE**

David Carnahan  
City Clerk  
456 W. Olive Avenue, 4<sup>th</sup> Fl.  
Sunnyvale, CA 94086  
(408) 730-7483

# QUALIFICATIONS AND INFORMATION FOR INDEPENDENT CANDIDATES

## **Presidential Candidates (Refer to Exhibits A & B in Appendix B)**

An independent nominee for President of the United States attains ballot status by qualifying a group of 54 Presidential Electors who pledge their votes to that independent presidential nominee.

**Elections Code § 8300, 8303, 8304**

## **Qualifications**

A candidate for Presidential Elector must have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained. There are no political affiliation restrictions on electors; they need only be registered voters in California at the time nomination papers are issued. In addition to qualifying the 54 Presidential Electors, the person seeking the independent nomination for President of the United States must be:

- 1 A natural-born citizen of the United States.
- 2 At least 35 years of age.
- 3 A resident of the United States for at least 14 years.

**U.S. Const., art. II, § 1, cl. 5; § 201**

## **Filing Requirements**

Nomination papers shall be circulated for signatures between April 26, 2024 (E-193) and August 9, 2024 (E-88) and left for examination with the county elections official of the county in which the papers were circulated. The Office of the Registrar of Voters will forward nomination papers for filing with the Secretary of State after the verification of signatures.

**Elections Code § 8403(a)(2)**

Whenever a group of candidates for Presidential Elector, equivalent to 54, files a nomination paper with the Secretary of State, the nomination paper may also contain the name of the candidate for United States President and United States Vice President for whom all of those candidates for Presidential Elector pledge themselves to vote.

**Elections Code § 8303**

The nomination papers must be signed by at least 219,403 registered voters (equivalent to 1% of the statewide registration from the last Report of Registration prior to the November 2022 General Election). All signers must be registered voters of the state; any registered voter who is a candidate may obtain signatures to and sign their own nomination papers; circulators shall be registered voters of the state; and the nomination papers shall be delivered to the county elections official of the county in which the signers reside and are voters.

**Elections Code §§ 100, 106(a), 8400, 8451**

Each of the 54 candidates for Presidential Elector must complete a Declaration of Candidacy and file it with the county elections official of the county in which they are registered to vote. The declaration shall state:

- 1 The candidate's residence address, with street and number.
- 2 That the candidate is a voter in the precinct in which they reside.
- 3 The name of the office sought (i.e., Presidential Elector).
- 4 That the candidate will not withdraw as a candidate before the election.
- 5 That if elected, the candidate will qualify for the office.

The Declaration of Candidacy form shall be filed with the county elections official not later than August 9, 2024 (E-88).

**Elections Code § 8550**

### **General Information**

The nomination paper and Declaration of Candidacy forms can be obtained from the county elections official. The nomination paper must be delivered to the election's official of the county where the paper was circulated. The Declaration of Candidacy can be mailed to the Secretary of State's Office at 1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, California, 95814, or filed in person in the Elections Division drop box located in the 1<sup>st</sup> floor lobby of the Secretary of State's Office or at any county elections office.

Because of the requirements of the Federal Election Campaign Act, as amended, candidates for federal office should contact the Federal Election Commission at 1050 First Street, NE, Washington, D.C., 20463, or call toll-free (800) 424-9530 for a copy of the Act, related regulations giving the filing requirements for reporting campaign contributions, and the forms on which to file.

No filing fee is required to file as a Presidential Elector.

The term of office for United States President is four years, beginning January 20, 2025.

**U.S. Const., art. II, § 1; 20<sup>th</sup> Amed., § 1**

### **Key Dates and Deadlines**

Refer to the November 5, 2024, Presidential General Election calendars on pages 3-5 of this guide for an entire list of key dates and deadlines throughout an election cycle.

## CANDIDATE QUALIFICATIONS AND INFORMATION FOR NONPARTISAN OFFICES

### Qualifications to Run for Office

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**

**Note:** There are no district residency requirements for the office of Judge of the Superior Court.

A person is disqualified from holding any office upon conviction of designated crimes specified in the Constitution and laws of the State.

**Government Code § 1021**

With some limited exceptions, a person is not eligible to run for an elected 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, if they are appointed to fill a vacancy in an elected office, at the time of the person's appointment.

**Government Code § 24001**

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

**Elections Code § 8002**

Santa Clara County Ordinance No. NS-300.857 requires the electronic filing of campaign disclosure statements with the Office of the Registrar of Voters by candidates running for County offices. An exception is that in any instance in which the original statement is required to be filed with the Secretary of State and a copy of that statement is required to be filed with the local government agency, the filer is exempt from filing the statement electronically and may submit a paper copy to the Office of the Registrar of Voters. **Refer to Exhibit A in Appendix C in Chapter 5 of this Guide.**

Santa Clara County Ordinance No. NS-19.40 relates to campaign and officeholder contribution limits to run and hold all County offices. County offices include the Board of Supervisors, District Attorney, County Sheriff, and County Assessor. The ordinance requires candidates to file the *Voluntary Expenditure Ceiling Limit Agreement* form with the Office of the Registrar of Voters prior to accepting any campaign contributions. Candidates who reject the voluntary expenditure ceiling initially, but who nonetheless did not exceed the expenditure limit in the initial election, may change their prior declaration to accept the spending limit within 14 days of the initial election held in conjunction with the statewide primary by completing the *Voluntary Expenditure Ceiling Limit Agreement Update* form. **Refer to Exhibit B in Appendix C in Chapter 5 of this Guide.**

### Restrictions

No person shall 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**

Pursuant to the *Outside Employment/Incompatibility Activity Policy and Forms for Employees, Election Workers/Volunteers, and Unpaid Interns/Volunteers*, the Office of the Registrar of Voters' procedures prohibits a candidate, member of a candidate's household, or a close family member of a candidate from serving as a precinct official at a vote center.

Pursuant to Elections Code § 12287, a candidate's residence may not serve as a polling place for any election at which the candidate's name appears on the ballot.

Pursuant to Elections Code § 15205, a candidate may not count, tally, or certify ballots for any election at which the candidate's name appears on the ballot.

## **Prohibition of 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 is 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."* *Eldridge v. Sierra View Loc. Hosp. Dist. (Ct. App. 1990)*, 224 Cal. App. 3d 311, 319, 273 Cal. Rptr. 654, 659 (citing *Mott v. Horstmann (1950)* 36 Cal.2d 388, 391-92).

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's Office has opined were incompatible:

- 1 The offices of city councilmember 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 councilmember; 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 [FPFC's](#) webpage under the "Learn" tab (select the "Public Officials and Employees Rules" link on the "Learn" page, then select "Conflicts of Interest" and then select "[Holding Two Positions](#)").

## **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 or her staff, or any employee of a school district. Each member of the board shall be an elector of the trustee area which he or she represents and shall be elected by the electors of the trustee area.

**Education Code §§ 1000, 1006(a)**

**Special District Board Members:** Candidates must be a resident and qualified elector of the district. Unless otherwise noted below, candidate signature requirements are subject to Elections Code Section 8062(3); candidates must also obtain and file all required nomination forms with the Office of the Registrar of Voters located at 1555 Berger Drive, Building 2, San José, CA 95112. Specific eligibility requirements for certain special districts are also listed below, in alphabetical order of special district, including the location of where to file nomination documents.

### **Lion's Gate Community Services District**

A candidate for Lion's Gate Community Services District must also be a property owner in the district. You must file a form stating that you are a property owner in the district. You may obtain an example form from the Office of the Registrar of Voters.

### **Midpeninsula Regional Open Space District**

Candidates must obtain, and file all required nomination forms with the District located at 330 Distel Circle, Los Altos, CA 94022. Candidates must meet the eligibility requirements. Candidates are also required to file a Nomination Petition with a minimum of 50 valid signatures of registered voters who live within the Ward in which the candidate is to be voted on.

### **San Martin County Water District**

A candidate for the San Martin County Water District must be resident of the district or a property owner in the district. If you are filing as a landowner, you must file a form stating that you are a property owner in the district. You may obtain an example form from the Office of the Registrar of Voters.

### **Santa Clara Valley Water District**

Candidates must be a resident of the district and sub-district, a registered voter, and otherwise qualified to vote for the office. Candidates are required to file a Nomination Petition with a minimum of 20 valid signatures of registered voters who live within the sub-district in which the candidate is to be voted on.

### **Silver Creek Valley Country Club Geologic Hazard Abatement District (GHAD)**

A candidate for the Silver Creek Valley Country Club Geologic Hazard Abatement District must also be a landowner or an agent of a landowner to be eligible for office. An agent of a landowner must provide the ROV with written authorization from the landowner designating the agent. You may obtain an example form for either a landowner or an agent of a landowner from the Office of the Registrar of Voters.

The Silver Creek Valley Country Club Geologic Hazard Abatement District Bylaws, Section 5, states: “Each director, or the entity on behalf of which he or she acts, shall own land within the GHAD and shall possess such other qualifications as imposed or required under the GHAD Law, the Election Law, and other applicable law. Directors are not required, however, to be residents of the district.”

### **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.

## WRITE-IN CANDIDATES

***FILING DATES: September 9, 2024, through October 22, 2024***

Candidates who desire to be a write-in candidate and have their name written on the ballot of an election shall fulfill the requirements of Part 3 of Division 8 of the Elections Code, commencing at Section 8600. Write-in candidates must meet all qualifications of the office to which they are seeking the nomination. The name of the qualified write-in candidate is **not** printed on the ballot. Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot.

### **Statement of Write-In Candidacy**

Anyone seeking 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:

- (1) Candidate's name.
- (2) Residence address.
- (3) A declaration stating that he or she is a write-in candidate.
- (4) The title of the office for which he or she is running.
- (5) The party nomination which he or she seeks, if running in a partisan primary election.
- (6) The date of the election.
- (7) A certification of the candidate's complete voter registration and party affiliation/preference history for the preceding 10 years, or for as long as he or she has been eligible to vote in the state if less than 10 years, if running for a voter-nominated office.
- (8) For any of the offices described in Section 13.5, a statement that the candidate meets the statutory and constitutional requirements for that office as described in that section.

**Elections Code § 8600**

### **Nomination Papers**

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. The statement and nomination papers shall be available on the 57<sup>th</sup> day prior to the election for which the candidate is filing as a write-in candidate and shall be delivered to the elections official responsible for the conduct of the election no later than the 14<sup>th</sup> day prior to the election.

**Elections Code §§ 8600(b), 8601**

The nomination papers for the following respective offices shall be substantially in the same form as set forth in Elections Code section 8041.

**Elections Code § 8041**

Candidates for Judge of the Superior Court and Santa Clara Valley Water District may submit no fewer than the number of signatures noted below and no more than the number of signatures denoted in “( )”.

**Elections Code § 8062(a))**

Candidates for Midpeninsula Regional Open Space District may submit no fewer than the number of signatures noted below and no more than the number of signatures denoted in “( )”.

**Public Resources Code § 5532(e))**



<b>Local Office (Non-Partisan)</b>	<b>Nomination Signature Requirement</b>
Judge of the Superior Court	20 (40)
<b>Special District Office (Non-Partisan)</b>	<b>Nomination Signature Requirement</b>
Midpeninsula Regional Open Space District	50 (70)
Santa Clara Valley Water District	20 (N/A)

### **Voter-nominated Offices**

Notwithstanding any other provision of law, a person may not be a write-in candidate at the general election for a voter-nominated office. Voter-nominated offices include U.S. Representative in Congress, State Senate, and State Assembly.

**Elections Code § 8600, 8606**

For a voter-nominated office, in order to have a write-in candidate's name on the ensuing general election ballot, the write-in candidate in the primary election must receive the highest number of votes cast for the office or the second highest number of votes cast for the office. If only one candidate receives the highest number of votes cast but there is a tie among two or more candidates receiving the second highest number of votes cast, each of those second-place candidates shall be a candidate at the ensuing general election along with the candidate receiving the highest number of votes cast.

**Elections Code §§ 8142, 8605**

### **Filing Fee**

No fee or charge shall be required of a write-in candidate except in the case of a candidate for city office, as provided in Elections Code 10228.

**Elections Code § 8604**

### **Unopposed Judicial Write-In Candidate Requirements**

There are specific conditions for placing unopposed judicial candidates on the ballot with a write-in campaign. Pursuant to Elections Code § 8203:

- (a) In any county in which only the incumbent has filed nomination papers for the office of superior court judge, his or her name shall not appear on the ballot unless there is filed with the elections official, within 10 days after the final date for filing nomination papers for the office, a petition indicating that a write-in campaign will be conducted for the office and signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures.
- (b) If a petition indicating that a write-in campaign will be conducted for the office at the general election, signed by the number of registered voters qualified to vote with respect to the office specified in subdivision (a), is filed with the elections official not less than 83 days before the general election, the name of the incumbent shall be placed on the general election ballot if it has not appeared on the direct primary election ballot.
- (c) If, in conformity with this section, the name of the incumbent does not appear either on the primary ballot or general election ballot, the elections official, on the day of the general election, shall declare the incumbent reelected. Certificates of election specified in [Elections Code] 15401 or 15504 shall not be issued to a person reelected pursuant to this section before the day of the general election.

### **Roster of Qualified Write-in Candidates**

For each election, the Office of the Registrar of Voters will post a list of qualified write-in candidates for offices appearing on the ballot in the county. The City Clerk of each respective City will provide a certified list to the Office of the Registrar of Voters of their write-in candidates. The County will combine all write-in candidates onto one list. A link will be available on the current election resources webpage.

### **When and How Votes are Tabulated and Reported**

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 individually 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. Write-in votes are reviewed during the Adjudication process and tallied under the provisions of Article 7, of Chapter 1, of Division 7, in Title 2 of the California Code of Regulations, sections 20100 – 20105.

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. All votes, including valid write-in votes, are included as part of the Statement of Votes Cast reported to the Secretary of State's office, no later than the 30<sup>th</sup> day following the election.

No later than the 38th day after the election, the Secretary of State must determine the votes cast for candidates for state and federal office and for the statewide ballot measures, certify those results, and issue certificates of nomination/election to those candidates who were nominated/elected.

**SANTA CLARA COUNTY REGISTRAR OF VOTERS  
GUIDE TO TRANSLATED LANGUAGES**

<b>Federally Mandated Languages</b>	<b>Translated Materials Include</b>	<b>Official Ballots Include</b>	<b>Translated CVIGs Include</b>
<ul style="list-style-type: none"> <li>➤ <b>English</b></li> <li>➤ <b>Chinese</b></li> <li>➤ <b>Spanish</b></li> <li>➤ <b>Tagalog</b></li> <li>➤ <b>Vietnamese</b></li> </ul>	<ul style="list-style-type: none"> <li>• Official Ballots</li> <li>• (Paper Ballots, RAVBM, Audio, Touch Screen Marking Devices)</li> <li>• County Voter Information Guides (CVIGs) &amp; eBooks</li> <li>• ALL Related Election Material Including Website</li> <li>• All Information that Goes Out to Voters</li> <li>• Bilingual Staff at ROV and Vote Centers</li> </ul>	Translations for the Entire Ballot: <ul style="list-style-type: none"> <li>• Headings</li> <li>• Instructions</li> <li>• Names of Jurisdictions</li> <li>• Character-Based Language Transliterations</li> <li>• Ballot Designations</li> <li>• Measure Labels</li> </ul>	<ul style="list-style-type: none"> <li>• Sample of the Ballots</li> <li>• Filler Pages</li> <li>• Impartial Analyses</li> <li>• Complete Texts (Print and No Print)</li> <li>• Tax Rate Statements</li> <li>• Arguments</li> <li>• Rebuttals</li> <li>• Publications</li> <li>• eBooks 508 Compliant</li> </ul>
<b>State Mandated Languages Under EC 14201</b>	<b>Translated Materials Include</b>	<b>Official Ballots Include</b>	<b>Translated CVIGs Include</b>
<ul style="list-style-type: none"> <li>➤ <b>Korean</b></li> <li>➤ <b>Khmer</b></li> <li>➤ <b>Japanese</b></li> <li>➤ <b>Hindi</b></li> </ul>	<ul style="list-style-type: none"> <li>• Official Ballots</li> <li>• (Paper Ballots, RAVBM, Audio, Touch Screen Marking Devices)</li> <li>• Voting Instructions</li> <li>• VBM Applications</li> <li>• Information that Goes Out to Voters</li> <li>• Voter Action Request Form (VARF)</li> <li>• Bilingual Staff at ROV and Vote Centers per EC 14201</li> </ul>	Translations for the entire ballot: <ul style="list-style-type: none"> <li>• Headings</li> <li>• Instructions</li> <li>• Names of Jurisdictions</li> <li>• Character-Based Language Transliterations</li> <li>• Ballot Designations</li> <li>• Measure Labels</li> </ul>	N/A
<b>New State Mandated Languages Under EC 14201</b>	<b>Translated Materials Include</b>	<b>Facsimile Ballots include</b>	<b>Translated CVIGs Include</b>
<ul style="list-style-type: none"> <li>➤ <b>Punjabi</b></li> <li>➤ <b>Gujarati</b></li> <li>➤ <b>Tamil</b></li> <li>➤ <b>Telugu</b></li> <li>➤ <b>Nepali</b></li> </ul>	<ul style="list-style-type: none"> <li>• Facsimile Ballots in Targeted Precincts per EC 14201</li> <li>• Facsimile Ballot Application Available in all Languages Printed in CVIGs</li> <li>• Facsimile Ballot Application Available on the County Website per EC 14201</li> <li>• Vote Center Signage and Instructions</li> <li>• VBM Application</li> <li>• Voter Action Request Form (VARF)</li> <li>• Bilingual Staff at ROV and Vote Centers per EC 14201</li> </ul>	Translations for the Entire Facsimile ballot: <ul style="list-style-type: none"> <li>• Headings</li> <li>• Instructions</li> <li>• Names of Jurisdictions</li> <li>• Character-Based Language Transliterations</li> <li>• Ballot Designations</li> <li>• Measure Labels</li> </ul>	N/A

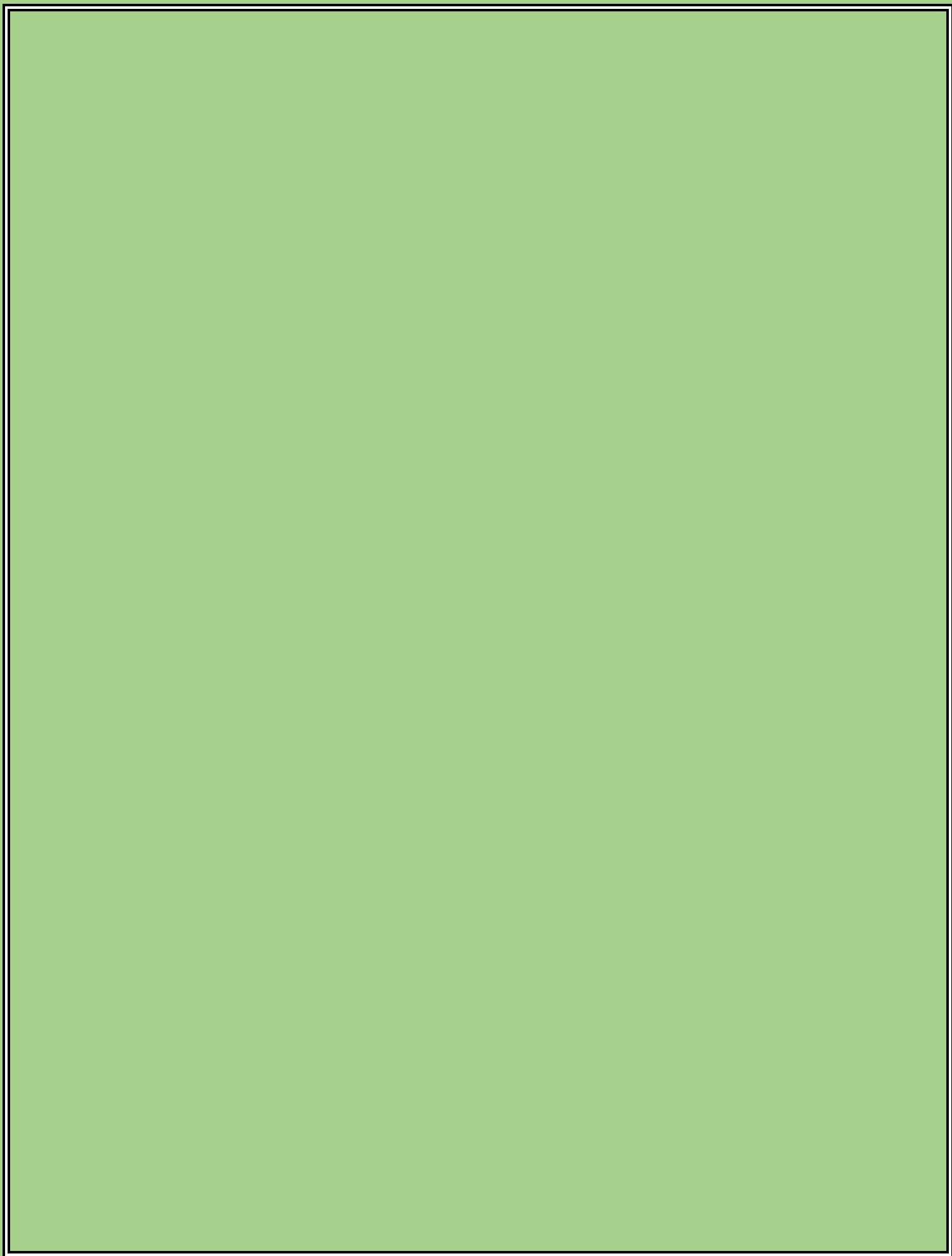


# CHAPTER 2

## Nomination

### Documents and Filing

### Procedures



## NOMINATION DOCUMENTS AND FILING PROCEDURES

All forms required for nomination and election to all federal, state, judicial, and county 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 they are a candidate; and
- 2 Imprint a stamp on the form which reads “Official Filing Form;” and
- 3 Affix their signature on the form.

The forms shall be distributed to all candidates applying for them free of charge but shall not be accepted until the payment of any applicable 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 §§ 8020, 8101, 8103, 8104, 8105, 10510**

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, 94022.

Candidates seeking elective office with all other Special Districts and School Districts shall obtain and file all nomination forms at the Office of the Registrar of Voters Office located at 1555 Berger Drive, Bldg. 2, San José, CA 95112.

The steps candidates must follow to be issued **nomination documents electronically (excluding the Declaration of Candidacy form)** are as follows:

- 1 Complete and return pre-qualification documents to the County elections official:
- 2 Request to Receive Documents.
- 3 Candidate Information Request Form.
- 4 Candidate Services Division may issue nomination documents via a secured online portal.
- 5 Pursuant to Elections Code § 8028, the Declaration of Candidacy will be issued in-person, in the Office of the Registrar of Voters during regular business hours.

See also “Candidate Guidelines for Issuing and Submitting Nomination Paperwork” issued by the ROV.

**Note:** The candidate is still required to file a Declaration of Candidacy in-person at the Office of the Registrar of Voters during the nomination period.

**Elections Code § 8028**

## **NOMINATIONS PERIOD**

July 15, 2024, to August 9, 2024

**NOTE FOR CANDIDATES RUNNING FOR MULTI-COUNTY OFFICES:** *When there is more than one county involved in a specific jurisdiction, candidates may obtain the nomination petition forms from any county in the jurisdiction. The County of Santa Clara will accept another county's nomination petition forms, but we recommend that the candidate contact the other counties involved to determine if they will accept this county's forms.*

### **Circulation of Petition**

Circulators of nomination petitions shall be 18 years of age or older.

All signatures on a petition form must be obtained and witnessed by the same circulator. The circulator must complete, by hand, and sign the affidavit on petition form.

**Elections Code § 104**

### **Petition Signers**

Signers of nomination petitions for candidates shall be registered voters in the district or political subdivision in which the candidate is to be voted on. No signer shall, at the time of signing a certificate, have their name signed to any other nomination paper for any other candidate for the same office or, in case there are several places to be filled in the same office, signed to more nomination papers for candidates for that office than there are places to be filled.

**Elections Code §§ 8068, 8069**

### **Verification of Signatures on Nomination Papers**

The county elections official shall verify the signatures and the political preference, if required, of the signers on the nomination paper with the registration affidavits on file in the office of the county elections official. The county elections official shall mark "not sufficient" for any signature that does not appear in the same handwriting as appears on the affidavit of registration in their office, or that is accompanied by a declaration of party preference that is not in accordance with the declaration of party preference in the affidavit of registration. The county elections official may cease to verify signatures once the minimum requisite number of signatures has been verified.

**Elections Code § 8081**

No defect in any nomination document presented shall prevent the filing of another nomination document within the period allowed for presenting the nomination document.

**Elections Code § 8102**

### **Maximum Signers of Nomination Papers**

Please refer to the *Candidate Qualifications and Information* for Independent and Nonpartisan candidates (refer to Chapter 1) pages of this Handbook for the required number of nomination signatures. A candidate for nonpartisan office may not obtain more signatures than the maximum number required. If, however, through miscalculation or otherwise, more signers are obtained than the maximum number, the ROV staff with whom the nomination papers are filed, shall with the written consent of the candidate, withdraw (remove) the excess number of signatures so that only the correct number of signatures are submitted.

**Elections Code § 8067**



## DECLARATION OF CANDIDACY

July 15, 2024 to August 9, 2024

**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 the candidate's residence.*

No candidate's name shall be printed on the ballot to be used in the election unless a Declaration of Candidacy and nomination papers 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. 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 no later than the end of the nomination period, which is 5:00 p.m. on August 9, 2024. Otherwise, upon request of a candidate, the County elections official shall provide the candidate with a Declaration of Candidacy and other nomination forms when they appear in person to request and complete those forms.

**Elections Code §§ 8020, 8028**

## NAME 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.

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.

**Elections Code § 13106**

If the candidate has changed their 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 a court order.

**Elections Code § 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.

**Note:** In 2022, new district lines were drawn based on the 2020 Census. This redistricting may have resulted in changes in the jurisdiction currently being held by an officeholder. In jurisdictions that transitioned from at-large to by-district elections, district officeholders that were not elected in the November 8, 2022 election cannot use "incumbent" as their ballot designation.

All candidate ballot designations go through an extensive review by the ROV for compliance with the Elections Code. If a candidate's proposed ballot designation is not in compliance, the ROV will review the 1<sup>st</sup> and 2<sup>nd</sup> alternative ballot designations for compliance. If the proposed ballot designation is not in compliance with the Elections Code and no 1<sup>st</sup> or 2<sup>nd</sup> alternative ballot designations were provided, the ROV will reach out to the candidate to correct the ballot designation for compliance with the Elections Code. If the candidate does not respond back to the ROV in the designated timeframe, then no ballot designation will be listed for that candidate.

The ballot designation that a candidate may use is governed by Elections Code § 13107 which states the following:

(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 a manner consistent with the space requirements of Sections 13207 and 13211.

(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.

### **Ballot Designation Cheat Sheet**

Under the Elections Code, there are four categories of ballot designations. The full text of the relevant Code section is above. This section summarizes the rules. Note that for all categories, geographical names (cities, counties, and states) are counted as one word. Other multi-word proper nouns are not counted as one word. In addition, hyphenated words that appear hyphenated in a standard dictionary count as one word. (Elections Code § 13107(d).)

A candidate can choose from ONE of the designated categories listed below:

1. **Elections Code § 13107(a)(1): words designating the elective office which the candidate currently holds.** This can include the office title and or the jurisdiction name. There are no word limits for this category.

EXAMPLES: Governing Board Member, East Side Union High School District  
Member, County of Santa Clara Board of Supervisors  
Director, Cupertino Sanitary District

2. **Elections Code § 13107(a)(2):** The word “incumbent” may be used 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. But please note, in jurisdictions that transitioned from at-large to by-district elections in 2022, district officeholders that were not elected in the November 8, 2022 election cannot use “incumbent” as their ballot designation.
3. **Elections Code § 13107(a)(3):** **No more than 3 words** designating either a candidate’s current professions, vocations, or occupations or their professions, vocations, or occupations during the last 12 months. Candidates may use a short version of elective or appointed office subject to three-word limit. Note that under Elections Code section 13107.5, the words “community volunteer” may be used as a vocation or occupation only if the candidate has no current occupation and is a volunteer. *The words “community volunteer” must stand alone.*
4. **Elections Code § 13107(a)(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 the Elections Code.

The following are examples of ballot designations identified as acceptable or not acceptable:

ACCEPTABLE	NOT ACCEPTABLE
maker	Housewife, Wife, or Husband
Mother, Father, Parent/Educator, or Businessman/Father	Mom or Dad
Retired Sergeant	[Profession], Retired ( <i>“Retired” Must Precede the Profession</i> ) Ret. ( <i>NO abbreviations of word “Retired”</i> )
Community Volunteer ( <i>Must Stand Alone and be Primary Occupation</i> )	Volunteer
Incumbent, or Appointed Incumbent	Incumbent/Business Owner
Priest, or Minister	Goodwill Ambassador
School Board Member, or Governing Board Member	School Board
Student	Honorary Professor UCLA Professor
	Taxpayer Advocate, Taxpayer, Veteran, Civil Servant Activist, Director, Smith Foundation Philanthropist Expert, Honest, or Virtuous (as adjectives)

## **Elections Code § 13107(b) Different Rules for Candidate for Judicial Offices**

(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.



### **Extension of Filing Period if Incumbent Does Not File**

Notwithstanding any other provision of the law, if nomination documents for an incumbent officer of a county, special district, school district, community college district, or county board of education are not delivered by 5 p.m. on the 88<sup>th</sup> day before the election (August 9, 2024), any person other than the person who was the incumbent on the 88<sup>th</sup> day shall have until 5 p.m. on the 83<sup>rd</sup> day before the election (August 14, 2024) to file nomination documents for that elective office. This rule is not applicable where there is no incumbent eligible to be elected.

**Elections Code §§ 8024, 10516, 10604**

### **Withdrawal of Candidate**

No candidate shall withdraw their declaration of candidacy after 5 p.m. on the 88th day prior to the election (August 9, 2024).

**Elections Code §§ 10510(a), 10603(b)**

Where the extension period due to lack of an incumbent filing applies, a candidate whose declaration of candidacy has been filed for any special district, school district, or community college district governing board election or county board of education election may withdraw as a candidate until 5 p.m. on the 83<sup>rd</sup> day before the election (August 14, 2024).

**Elections Code §§ 10516(b), 10604(b)**

No candidate nominated at any primary election may withdraw as a candidate at the ensuing general election except those candidates permitted to withdraw by this part.

**Elections Code § 8801**

No vacancy on the ballot for a nonpartisan office at a general election shall be filled except if the candidate dies and that fact has been ascertained by the officer charged with the duty of printing the ballots at least 68 days before the date of the next ensuing general election.

**Elections Code § 8803(a)**

## **POSITION ON THE BALLOT**

### **Randomized Alphabet Drawing**

On August 15, 2024, (the 82<sup>nd</sup> day before the election), the Secretary of State (SOS) and the Office of the Registrar of Voters (ROV) will conduct a drawing of letters of the alphabet to determine the order in which candidates appear on the ballot. Please refer to Elections Code §§ 13111, 13112, and 13113 for details on that process. For *federal, state, and local offices*, candidates should refer to information regarding the SOS's drawing. However, if the office is that of *State Senator or Member of the Assembly* and the district encompasses more than one county, the ROV will conduct the drawing. In these cases, the county elections official in each county shall conduct a drawing of the letters of the alphabet and the results shall be known as a county randomized ballot and be used only to arrange the names of the candidates for districts that include more than one county.

**Elections Code §§ 13111(i), 13112(b)(1)(B)**

### **Insufficient Number of Candidates**

If by 5 p.m. on the 83<sup>rd</sup> day before the election the number of candidates in any district does not exceed the 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 Office of the Registrar of Voters, the election shall not be held.

**Elections Code § 10515(a)**

## **ADDITIONAL NOMINATION FORMS**

### **Ballot Designation Worksheet (required form)**

A candidate who submits a ballot designation shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State. The ballot designation worksheet shall be filed with the election official at the same time that the candidate files his or her declaration of candidacy. If a candidate fails to file a ballot designation worksheet, no designation shall appear under the candidate's name on the ballot.

**Elections Code § 13107.3**

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 (July 30, 2024), requests in writing a different designation which the candidate is entitled to use at the time of the request.

**Elections Code § 13107(h)**

### **Preferred Transliteration Form for Character-based Names (required form)**

Because the County of Santa Clara Registrar of Voters is required to provide translated ballot materials pursuant to Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10503), any ballot that provides a translation of a candidate's name shall contain a phonetic transliteration of the candidate's name. This section applies only to character-based languages including but not limited to, Mandarin Chinese, Cantonese, Japanese, and Korean.

**Elections Code § 13211.7(a)(1), (2)**

If a candidate's name is to appear on the ballot in more than one jurisdiction in an election, all of those jurisdictions required to provide translated ballot materials pursuant to Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10503) shall use the same phonetic transliteration or character-based translation of the name.

**Elections Code § 13211.7(a)(3)**

In a jurisdiction in which separate ballots containing translations of the candidates' names are printed in different languages both the alphabet-based names and the translations of the candidates' names, for candidates that have translated names, shall appear on the translated ballot.

**Elections Code § 13211.7(a)(4)(A)**

If a candidate has a character-based name by birth, that can be verified by birth certificate or other valid identification, the candidate may use that name on the ballot instead of a phonetic transliteration.

**Elections Code § 13211.7(b)**

If a candidate who does not have a character-based name by birth, but who identifies by a particular character-based name and can demonstrate to the local elections official that the candidate has been known and identified within the public sphere by that name over the past two years, may use that name instead of a phonetic transliteration.

**Elections Code § 13211.7(b)**



### **Request for Vietnamese Name Accents Form**

If a candidate has a Vietnamese name and chooses to put a candidate statement in the county voter information guide and would like to put accents on their name in the Vietnamese version of the County Voter Information Guide (CVIG), they must file the “Request for Vietnamese Name Accents” form with our office at the time of filing nomination documents.

### **Candidate Statement of Qualifications (required form)**

Candidates for nonpartisan elective offices must file the Candidate Statement of Qualifications form to indicate whether the candidate wishes to include a statement in the County Voter Information Guide. See the “Voter-Nominated and Nonpartisan Candidate Statement Guidelines and Estimated Costs” documents in Chapter 2 of this guide for further information.

### **Code of Fair Campaign Practices**

At the time a candidate is issued their 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 candidate a blank Code of Fair Campaign Practices. The elections official shall inform each candidate for public office that subscription to the Code of Fair Campaign Practices is voluntary.

**Elections Code §§ 20440, 20444**

### **Department of Transportation Statement of Responsibility**

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.

It is the responsibility of the candidate to mail the original “Statement of Responsibility” form to the State and provide the County of Santa Clara Registrar of Voters office with a copy of that mailed form.

## **NOVEMBER RUN-OFF CANDIDATES**

The [Top Two Candidates Open Primary Act](#) requires that all candidates for a voter-nominated office be listed on the same ballot. Voter-nominated offices include U.S. Representative in Congress, State Senate, State Assembly, and statewide offices (including judicial offices). In both primary and general elections, voters may vote for any candidate regardless of what party preference they indicated on their voter registration form. In the primary election, the two candidates receiving the most votes - regardless of party preference - move on to the general election. The top-two primary law does not affect elections for U.S. President, county central committees, school districts and special districts.

Write-in candidates can only move on to the general election if the candidate is one of the top two vote-getters in the primary election. Additionally, there is no independent nomination process for a general election.

**Elections Codes §§ 8600(c), 8605, 8606**

The nomination period for the November 5, 2024 Presidential General Election opens July 15, 2024 and closes on August 9, 2024 at 5:00 p.m. The last day to register to vote in the November 5, 2024 Presidential General Election is October 21, 2024.

Candidates listed on the ballot for the November 5, 2024 Presidential General Election may choose to change the ballot designation that they used during the primary election. To do so, candidates must submit a written request to the Office of the Registrar of Voters. The candidate must complete and file a new ***Ballot Designation Worksheet*** form no later than 5:00 p.m. on July 30, 2024 (98 days before the November election). Otherwise, the ballot designation used during the March 5, 2024 Presidential Primary Election will automatically be applied to the November 5, 2024 Presidential General Election.

Candidates may also choose to submit a new candidate statement to be printed in the County Voter Information Guide (CVIG) for the November 5, 2024 Presidential General Election. The statement must be filed, and payment made to the Office of the Registrar of Voters no later than 5:00 p.m. on August 9, 2024.

**Elections Code § 13307**

### **Voluntary Expenditure Limit Ordinance—Candidates for Board of Supervisors**

A candidate for the office of Board of Supervisors shall file with the county elections official a written statement of acceptance or rejection of the voluntary expenditure ceiling prior to accepting any contributions.

Any candidate that previously declined the voluntary expenditure ceiling but did not exceed the recommended spending limits during the primary election, may file a statement of acceptance of the spending limits for a general election within 14 days following the primary election and receive all the benefits specified in the spending limit agreement.

**Ordinance NS-19.40, County of Santa Clara**

Should you have any questions or need additional information, please feel free to contact the Candidate Services Division by calling (408) 299-8639 or by emailing [candidateservices@rov.sccgov.org](mailto:candidateservices@rov.sccgov.org).

### **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.

- 6) 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.
  - 7) Dates shall be counted as one word.
  - 8) 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.
  - 9) Telephone numbers shall be counted as one word.
  - 10) 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.

**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.

## **CANDIDATE’S STATEMENT OF QUALIFICATIONS VOTER-NOMINATED OFFICES’ GUIDELINES AND ESTIMATED COSTS**

A candidate for U.S. Representative may elect to have a candidate statement printed in the County Voter Information Guide (CVIG) that does not exceed 250 words and follows the guidelines as set forth in the Elections Code.

**Elections Code § 13307.5**

Following the passage of Proposition 34, candidates for state legislative elective offices (State Senate and Assembly) became eligible to submit a candidate’s statement for the CVIG. **Only candidates who have adopted the voluntary expenditure limits, as stipulated in the legislation, are eligible to submit a statement.** The Registrar of Voters shall determine, based on information provided by the Secretary of State’s Office, whether the candidate has accepted (and has not exceeded) the expenditure limit.

A state legislative candidate must indicate whether they wish to accept the expenditure limit on their Candidate Statement of Intention (Form 501).

**Government Code § 85401**

This form must be filed prior to a candidate receiving contributions or making expenditures in connection with a campaign. The original Form 501 is filed with the Secretary of State while a copy is filed with the local elections office. Candidate statements for legislative office are submitted and printed pursuant to Government Code § 85601.

Candidates for Congressional and state legislative offices shall submit statements in accordance with the timeframes and procedures set forth in the elections code for the preparation of the CVIG. Statements may be filed with each county elections office in the jurisdiction that encompasses the office for which the candidate is pursuing. The statement that is filed in each county is not required to be the same version and the candidate is not obligated to file a statement with each county elections office.

### **Elections Code § 13307.7**

**Important notice to candidates in districts that encompass more than one county:** *Procedures, requirements, fees, and formats for candidates' statements may vary between counties. It is the responsibility of the candidate to contact each county (in which they wish to have a statement printed) in which the district falls to obtain the appropriate information from each county. Failure to do so may jeopardize the printing of the candidate's statement.*

### **Candidate Information**

The text of the statement shall not exceed 250 words. For more information, refer to the “Rules for Counting Words” in Chapter 3 of this guide. All statements must be submitted with the form provided by the county elections official of the county in which the candidate wishes to have their statement printed. Statements must be formatted pursuant to the guidelines provided by each county.

On October 10, 2023, the Governor approved Urgency Bill AB 773, an Act that amended Section 13307.7 of the Elections Code and took immediate effect. This provided an option for candidates to file Candidate Statement forms electronically. You can find the instructions and forms on our [Electronic Submittal of Candidate Statement](#) webpage.

### **Content**

The statement contains the candidate's name, occupation of the candidate, age, and a brief description of no more than 250 words. Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character, or activities. Moreover, no statement shall contain any demonstrably false, slanderous, or libelous statements, nor any obscene or profane language.

### **Elections Code §§ 13307, 13308, Gov't. Code § 85601**

The use of jargon, colloquialisms, slang, or other such expressions is **strongly discouraged** as they are difficult to translate appropriately into other languages and the meanings are 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 in another language 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 CVIG in block paragraph format. 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. Statement must be typewritten or computer printed.

- Typeface of statement must be of uniform size and darkness with no unusual spacing. The following will not be permitted: (•) bullets, (1., 2., 3.) numbered bullets, (#@&) special characters as bullets, words in all CAPITALS, underlining, bold face, or italics.
- Check statement for errors in spelling, punctuation, and grammar. Statements will appear in the CVIG **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. Blank lines are included in the line maximum count and punctuation and spaces are included in the character position maximum count. A 250-word statement has a maximum of 44 lines with approximately 72-character positions per line. Using a computer to determine a statement's word count **is not recommended**. Please refer to "Rules for Counting Words" in Chapter 2 of this guide for guidelines on computing word counts.

### ALL STATEMENTS MUST BE IN PARAGRAPH FORMAT

When candidate statements are translated into other languages, the amount of text increases. Translated candidate statements can grow up to 30 percent in size from the size of the original statement. The 44-line limit per 250 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 the candidate can reduce the number of lines in their candidate statement, which is usually accomplished by combining paragraphs.

### STATEMENTS WILL NOT BE ACCEPTED UNLESS THEY MEET FORMAT GUIDELINES

#### **Filing Information**

Candidate statements shall be filed together with all other nomination documents in the office of the elections official of each county within the district for which the candidate wishes a statement to be printed, not later than 5:00 p.m. on the 88<sup>th</sup> day prior to the election (August 9, 2024) or in the event that the nomination period has been extended, until 5:00 p.m. on the 83<sup>rd</sup> day prior to the election (August 14, 2024), whichever is applicable. Elections Code §§ 8024, 13307

*It is strongly recommended that the statement be filed personally by the candidate. If the statement is filed by someone other than the candidate, that person should have the authority to make any needed corrections or deletions to the statement in the event that errors or an excess number of words are contained in the statement. Statements may not be changed after filing, except with a court order.*

#### **Liability**

Statements contained in candidate statements submitted to the ROV. and the authors of such statements, are not free or exempt from any civil or criminal action or penalty resulting from any false, slanderous, or libelous statements offered for printing or electronic distribution, or contained in the county voter guide.

**Elections Code § 13307(e)**

## **Confidentiality**

The candidate statements shall remain confidential until the close of the nomination period for the office sought. You may view or purchase copies of any candidate statement beginning the day after the close of the nomination period.

**Elections Code §§ 13311, 13313**

## **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. During this 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.

**Elections Code § 13313**

Anyone wishing to pursue a legal challenge to amend or delete any portion of a candidate's statement should file a writ of mandate immediately. Refer to the "Legal Examination and Writs of Mandate" in Chapter 3 of this guide for more information.

## **Withdrawal**

Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.

**Elections Code § 13307(a)(3)**

## **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 (Traditional), Spanish, Tagalog, and Vietnamese. The Registrar of Voters prepares all County Voter Information Guides in these languages.

## **24-hour Sign Off Requirement**

In 2018, the Registrar of Voters' Office began emailing copies of submitted candidate statements to each candidate as proof of how the statement will appear in the CVIG. Candidates are asked to confirm the accuracy of the statement within 24 hours of notification. Changes to the candidate statements, other than to conform to the filed version, are not allowed, however.

## **Costs**

Based on the most recent census data and the Federal Voting Rights Act of 1965, our office is mandated by the federal government to print and distribute candidate statements in the CVIG in five (5) languages: Chinese (Traditional), English, Spanish, Tagalog, and Vietnamese.

Required costs of providing statements (including translated statements) to voters shall be borne by the candidates, and payment must be made at the time of filing. 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 at the time of filing.**

If a candidate alleges that they are indigent, the elections official will follow the procedures set forth in Elections Code § 13309 to determine indigence. Even if a candidate is determined to be indigent, the ROV will still bill the candidate the actual cost of providing the statement after the election.

**Elections Code § 13309(f)**

If the actual cost of printing the statement exceeds the deposited amount, the candidate will be invoiced for the remainder of the cost. If the actual cost of printing the statement is less than the deposited amount, the candidate will receive a refund of the overpayment. The actual cost will not be determined until after the election.

If district boundaries encompass multiple counties, and a candidate would like to have the candidate statement to appear in the CVIG of each relevant county, the candidate must go to each county and file a candidate statement and make any applicable payment.

**Candidate Statement Deposits/Payments**

Candidates have the option to pay for their candidate statements by credit card, cash, money order, or check.

If paying by check, the Office of Registrar of Voters will deposit checks for all candidates/contests within one to seven (1-7) days following the filing of their Declaration of Intention and Candidate Statement of Qualifications forms. It is highly recommended that the candidate has available funds in their checking account to cover the payment of their candidate statement. Checks returned for insufficient funds will incur a \$50 charge.

**ESTIMATED COST FOR CANDIDATE STATEMENTS**

(Cost estimates are subject to change upon final billing after the election.)

Office/District	Statement Costs	Word Count
Congressional, District 16	\$8,910	250
Congressional, District 17	\$8,035	250
Congressional, District 18	\$6,020	250
Congressional, District 19	\$5,950	250
State Assembly, District 23	\$6,320	250
State Assembly, District 24	\$4,755	250
State Assembly, District 25	\$7,180	250
State Assembly, District 26	\$6,590	250
State Assembly, District 28	\$6,650	250
State Assembly, District 29	\$3,790	250
State Senate, District 13	\$6,815	250
State Senate, District 15	\$12,025	250



# CANDIDATE'S STATEMENT OF QUALIFICATIONS NONPARTISAN OFFICES' GUIDELINES AND ESTIMATED COSTS

(Elections Code Sections 13307, 13308, 13309, 13311, 18351)

## Candidate Information

Each candidate for a **nonpartisan** elective office may purchase a candidate statement to be placed in the County Voter Information Guide (CVIG) at the time that they file nomination papers. The purpose of the voluntary candidate statement is to acquaint voters with the candidate's qualifications for the office they seek. The candidate statement is incorporated into the CVIG pamphlet and is mailed to all registered voters eligible to vote for the candidate.

On October 10, 2023, the Governor approved Urgency Bill AB 773, an Act that amended Section 13307.7 of the Elections Code and took immediate effect. This provides an option for candidates to file Candidate Statement forms electronically. You can find the instructions and forms on our [Electronic Submittal of Candidate Statement](#) webpage.

## 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, refer to another candidate for office or to another candidate's qualifications, character, or activities. The candidate statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

The occupation listed on a candidate statement does not have to be the same occupation listed as your ballot designation on the Declaration of Candidacy. The occupation on the statement is not limited by the laws that apply to your ballot designation. In general, statements are limited in length to not more than 200 words, and in some cases 400 words. Please refer to the following pages for a list of word-count limits and estimated statement costs.

The use of jargon, colloquialisms, slang, or other such expressions is strongly discouraged. Common phrases can be difficult to translate appropriately into other languages resulting in misinterpretation. For example, "monster home," a term for a new house 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 CVIG in block paragraph format. In order to ensure uniformity of candidate statements, the candidate must prepare the statement as follows:

1. Type the statement in single-spaced paragraph format with upper- and lower-case letters. Statement must be typewritten, or computer printed.
2. Typeface of statement must be of uniform size and darkness with no unusual spacing. The following **will not be permitted**: (•) bullets, (1,2,3) numbered bullets, (#@&) special characters as bullets, words in all CAPITALS, underlining, **bold face**, or *italics*.
3. Check the statement for errors in spelling, punctuation and grammar. Statements will appear in the CVIG exactly as submitted by the candidate.



4. **Corrections/changes to content, format, or spacing will not be allowed** after the statement has been filed, unless ordered by a court.
5. Statements must be confined to the maximum number of words, lines and character positions allowed on a line. If blank lines between paragraphs are contained in the statement, the blank lines will not be included in the line maximum count. Punctuation and spaces are included in the character 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 approximately 72-character positions per line. If the occupation you use 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" in Chapter 3 for guidelines on computing word counts.
6. Photographs of candidates are not permitted in the local CVIG, so please do not submit them.

### **Statements Must Follow Format Guidelines to be included in the CVIG Pamphlet**

When candidate statements are translated into other languages, the amount of text increases. Translated candidate statements can grow up to 30 percent in size from the size of the original statement. The 22-line 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 the candidate can reduce the number of lines in their candidate statement, which is usually accomplished 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.

**Elections Code § 13307(a)(1)**

In addition to the restrictions set forth in Section 13307, any candidate's statement submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed, posted on an Internet Web site, or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section.

**Elections Code § 13308**

#### **Liability**

Statements contained in candidate statements submitted to the ROV, and the authors of such statements, are not free or exempt from any civil or criminal action or penalty resulting from any false, slanderous, or libelous statements offered for printing or electronic distribution, or contained in the county voter guide.

**Elections Code § 13307(e)**

#### **Confidentiality**

The candidate statements shall remain confidential until the close of the nomination period for the office sought. You may view or purchase copies of any candidate statement beginning the day after the close of the nomination period.

**Elections Code §§ 13311, 13313**

## **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. During this 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.

**Elections Code § 13313**

Anyone wishing to pursue a legal challenge to amend or delete any portion of a candidate's statement should file a writ of mandate immediately. Refer to the "Legal Examination and Writs of Mandate" in Chapter 3 of this guide for more information.

## **Withdrawal**

Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.

**Elections Code § 13307(a)(3)**

## **Translations of Statements**

Federal and state law require voting materials be translated and available for voters. Candidate Statements are published in the County Voter Information Guides (CVIGs) both in printed and electronic versions. Therefore, all candidate statements will be translated and printed in the following languages: English, Chinese (Traditional), Spanish, Tagalog, and Vietnamese. The Registrar of Voters prepares all CVIGs in these languages.

## **24-hour Sign Off Requirement**

In 2018, the Registrar of Voters' Office began emailing copies of submitted candidate statements to each candidate as proof of how the statement will appear in the CVIG. Candidates are asked to confirm the accuracy of the statement within 24 hours of notification. Changes to the candidate statements, other than to conform to the filed version, are not allowed, however.

## **Costs**

Based on the most recent census data and the Federal Voting Rights Act of 1965, our office is mandated by the federal government to print and distribute candidate statements in the CVIG in five (5) languages: Chinese (Traditional), English, Spanish, Tagalog, and Vietnamese.

Required costs of providing statements (including translated statements) to voters shall be borne by the candidates, and payment must be made at the time of filing. 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 at the time of filing.**

If a candidate alleges that they are indigent, the elections official will follow the procedures set forth in Elections Code § 13309 to determine indigence. Even if a candidate is determined to be indigent, the ROV will still bill the candidate the actual cost of providing the statement after the election.

**Elections Code § 13309(f)**

If the actual cost of printing the statement exceeds the deposited amount, the candidate will be invoiced for the remainder of the cost. If the actual cost of printing the statement is less than the deposited amount, the candidate will receive a refund of the overpayment. The actual cost will not be determined until after the election.

If district boundaries encompass multiple counties, and a candidate would like to have the candidate statement to appear in the CVIG of each relevant county, the candidate must go to each county and file a candidate statement and make any applicable payment.

Candidate statements for the offices of the Board of Supervisors and other County Offices are paid for by the jurisdiction. No charge shall be imposed for a candidate statement of qualifications to be included in the voter's pamphlet.

**County Charter § 202**

### **Candidate Statement Deposits/Payments**

Candidates have the option to pay for their candidate statements by credit card, cash, money order, or check.

If paying by check, the Office of Registrar of Voters will deposit checks for all candidates/contests within one to seven (1-7) days following the filing of their Declaration of Intention and Candidate Statement of Qualifications forms. It is highly recommended that the candidate has available funds in their checking account to cover the payment of their candidate statement. Checks returned for insufficient funds will incur a \$50 charge.

## ESTIMATED COST FOR CANDIDATE STATEMENTS

(Cost estimates are subject to change upon final billing after the election.)

\*Candidate Pays

\*\* District Pays

\*\*\*Split Payment

COUNTY OFFICES			
District	At-Large or Trustee Area	Statement Costs	Word Count
Member, Board of Supervisors ( <i>County Pays</i> )	At-Large	\$0	200
County of Santa Clara Superior Court Judge	At-Large	\$2,320	200

COUNTY BOARD OF EDUCATION			
District	At-Large or Trustee Area	Statement Cost	Word Count
Santa Clara*	Trustee Area 1	\$5,100	200
	Trustee Area 3	\$5,250	200
	Trustee Area 4	\$5,450	200
San Benito*	Trustee Area 1	\$2,750	200

COMMUNITY COLLEGE SCHOOL DISTRICTS			
District	At-Large or Trustee Area	Statement Cost	Word Count
Foothill-De Anza*	Trustee Area 1	\$3,450	200
	Trustee Area 3	\$3,650	200
	Trustee Area 5	\$3,500	200
Gavilan Joint*	Trustee Area 2	\$3,050	200
	Trustee Area 4	\$2,950	200
	Trustee Area 6	\$2,900	200
San Jose-Evergreen*** ( <i>75% District / 25% Candidate</i> )	Trustee Area 1	Candidate: \$937.5 District: \$2,812.5	200
	Trustee Area 3	Candidate: \$1,012.5 District: \$3,037.5	200
	Trustee Area 5	Candidate: \$987.5 District: \$2,962.5	200
West Valley-Mission*	Trustee Area 1	\$3,150	200
	Trustee Area 2	\$3,250	200
	Trustee Area 4	\$3,250	200
	Trustee Area 6	\$3,400	200

UNIFIED SCHOOL DISTRICTS			
District	At-Large or Trustee Area	Statement Cost	Word Count
Gilroy*	Trustee Area 2	\$2,850	200

	Trustee Area 5	\$2,850	200
	Trustee Area 6	\$2,850	200
Milpitas*	At-Large	\$3,350	200
Morgan Hill*	Trustee Area 5	\$2,850	200
	Trustee Area 6	\$2,850	200
	Trustee Area 7	\$2,850	200
Palo Alto*** <i>(50/50 split)</i>	At-Large	Candidate: \$2,475 District: \$2,475	400
San Jose*	Trustee Area 1	\$4,500	400
	Trustee Area 3	\$4,650	400
	Trustee Area 5	\$4,700	400
Santa Clara*	Trustee Area 2	\$2,900	200
	Trustee Area 5	\$2,950	200
	Trustee Area 7	\$2,950	200

### HIGH SCHOOL DISTRICTS

District	At-Large or Trustee Area	Statement Cost	Word Count
Campbell Union*	Trustee Area 4	\$3,150	200
	Trustee Area 5	\$3,200	200
East Side Union*	At-Large	\$7,550	200
Fremont Union*** <i>(50/50 split)</i>	At-Large	Candidate: \$2,375 District: \$2,375	200
Los Gatos-Saratoga Union*** <i>(50/50 split)</i>	At-Large	Candidate: \$1,675 District: \$1,675	200
Mountain View-Los Altos Union*** <i>(50/50 split)</i>	At-Large	Candidate: \$1,925 District: \$1,925	200
San Benito High School*	Trustee Area 1	\$2,750	200

### ELEMENTARY SCHOOL DISTRICTS

District	At-Large or Trustee Area	Statement Costs	Word Count
Alum Rock Union*	At-Large	\$3,600	200
Berryessa Union*	At-Large	\$3,450	200
Cambrian*	At-Large	\$3,050	200
Campbell Union*** <i>(Candidate pays \$500)</i>	Trustee Area 2	Candidate: \$500 District: \$2,400	200
	Trustee Area 3	Candidate: \$500 District: \$2,450	200
Cupertino Union*	At-Large	\$4,050	200
Evergreen*	At-Large	\$3,800	200
Franklin-McKinley*** <i>(District pays up to \$1000)</i>	At-Large	Candidate: \$2,500 District: \$1,000	200
Lakeside Joint*	At-Large	\$2,750	200
Loma Prieta Joint Union**	At-Large	\$2,750	200
Los Altos*	At-Large	\$3,250	200

Los Gatos Union*	At-Large	\$3,100	200
Luther Burbank*	At-Large	\$2,800	200
Moreland*	Trustee Area 1	\$2,850	200
	Trustee Area 5	\$2,850	200
Mountain View Whisman*** <i>(Candidate pays \$200)</i>	At-Large	Candidate: \$200 District: \$3,150	200
Mount Pleasant*	At-Large	\$2,950	200
North County Joint Union*	At-Large	\$2,750	200
Oak Grove*	Trustee Area 1	\$2,950	200
	Trustee Area 4	\$2,950	200
Orchard*	At-Large	\$2,850	200
Saratoga Union*** (50/50 split)	At-Large	Candidate: \$1,500 District: \$1,500	200
Sunnyvale*	Trustee Area 2	\$2,850	200
	Trustee Area 4	\$2,900	200
Union*	At-Large	\$3,200	200

SPECIAL DISTRICTS			
District	At-Large or Trustee Area	Statement Costs	Word Count
Aldercroft Heights County Water*	At-Large	\$2,750	200
Burbank Sanitary*	At-Large	\$2,800	200
Cupertino Sanitary*	At-Large	\$3,350	200
El Camino Healthcare*	At-Large	\$6,100	400
Lion's Gate Community Services*	At-Large	\$2,750	200
Mid-Peninsula Regional Open Space**	Ward 3	\$3,550	200
	Ward 4	\$3,700	200
Purissima Hills Water*** <i>(50/50 split)</i>	At-Large	Candidate: \$1,400 District: \$1,400	200
Rancho Rinconada Recreation & Park*	At-Large	\$2,800	200
San Martin County Water**	At-Large	\$2,750	200
Santa Clara Valley Open Space Authority*** <i>(Candidate pays \$500)</i>	District 1	Candidate: \$500 District: \$4,250	200
	District 3	Candidate: \$500 District: \$3,700	200
	District 4	Candidate: \$500 District: \$4,000	200
Santa Clara Valley Water*	District 2	\$5,050	200
	District 3	\$4,900	200
	District 5	\$5,150	200
Saratoga Fire Protection*	At-Large	\$2,900	200
Silver Creek Valley Country Club GHAD**	At-Large	\$2,800	200
South Santa Clara Valley Memorial*	At-Large	\$3,400	200
West Bay Sanitary**	At-Large	\$2,750	200

***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.*

**PLEASE NOTE:** Statement costs are estimates only. The Registrar of Voters office will determine if a candidate receives a refund or owes more than the estimated cost approximately 30-60 days following the election. Please inquire with a Candidate Services Division Election Specialist if you have questions.

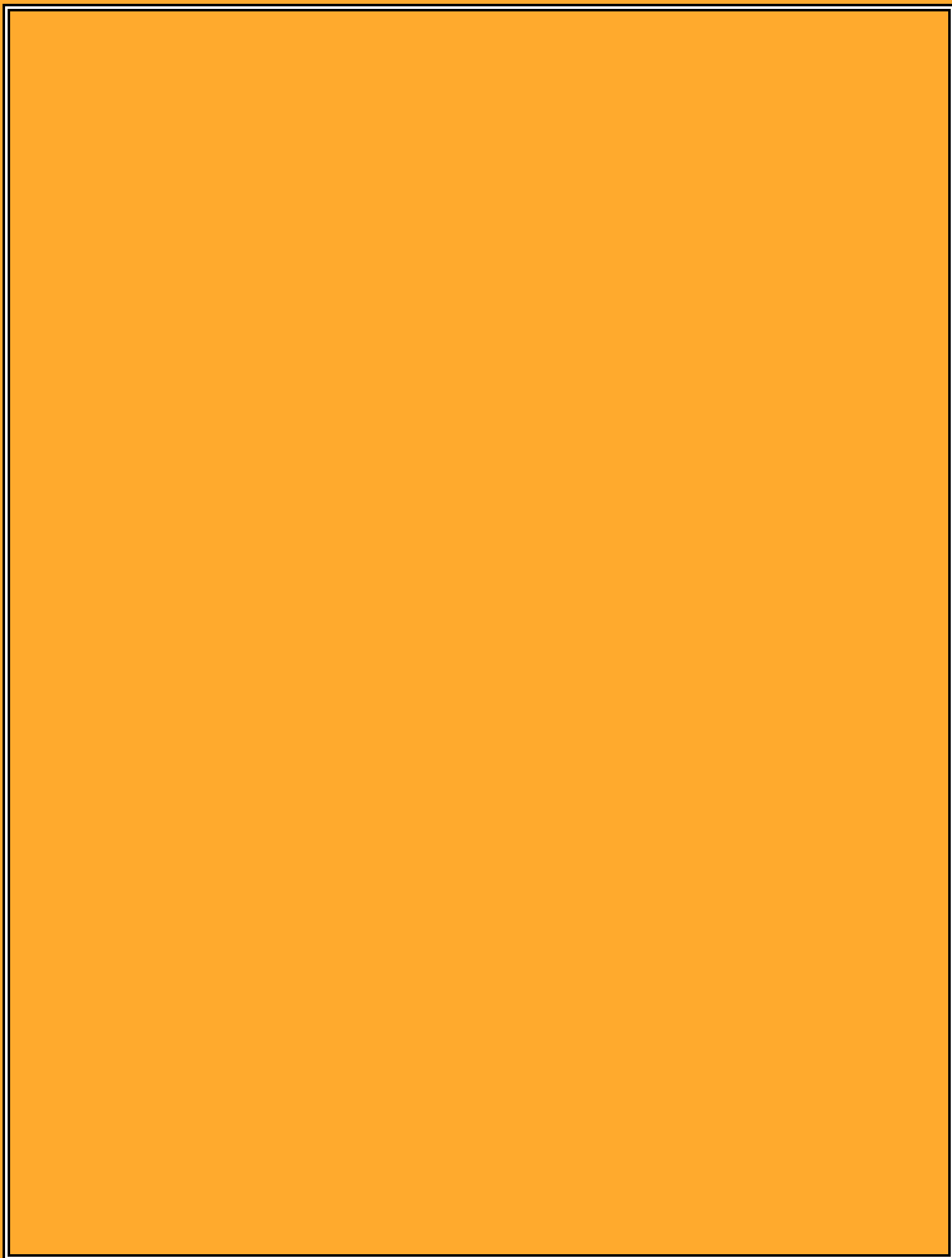
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# CHAPTER 3

## Campaigning: Laws and Regulations



## STATEMENT OF ECONOMIC INTERESTS

All candidates for elective office are required to file a Statement of Economic Interests Form 700 Candidate Statement to disclose their investments, their interests in real property, and any income received during the immediately preceding 12 months.

Form 700 provides transparency and ensures accountability in two ways:

- 1 It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
- 2 It serves as a reminder to the public official or potential conflicts of interest so that the official can abstain from making or participating in governmental decisions that are deemed conflicts of interests.

**REQUIRED DOCUMENT TO BE FILED WITH ALL OTHER NOMINATION DOCUMENTS:** The Office of the Registrar of Voters is the filing officer for Statements of Economic Interests Form 700 in conjunction with **candidacy for specified elective offices only**. Other statements—Assuming Office statements, Annual statements, and Leaving Office statements—are filed with the filing officer of the applicable jurisdiction. Statements of Economic Interests Form 700 must be filed with all other nomination documents no later than the final filing date of the Declaration of Candidacy.

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

(Elections 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 to apply to committees formed primarily to support/oppose a ballot measure and 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 of this document.

### **Purpose**

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.

### **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. If candidate chooses to not file this form, it will be noted in the candidate's file.

# 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

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 distortion.

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

**Elections Code § 20400**

### Article 2. Definitions

As used in this chapter, “Code” means the Code of Fair Campaign Practices.

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

**Elections Code § 20420**

### Article 3. Code of Fair Campaign Practices

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.

**Elections Code § 20440**

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.

**Elections Code § 20440; Government Code § 81010**

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.

**Elections Code § 20441**

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.

**Elections Code §§ 20442-20444**

## 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

# **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**

Each local municipal jurisdiction has established ordinances regarding political signs and advertising. Refer to the "Outdoor Political Advertising Guidelines" in Chapter 3 in this guide for contact information for each of the city clerk of the cities within Santa Clara County to obtain further information.

## **Simulation of the Ballot**

Every simulated ballot or simulated County Voter Information Guide (CVIG) 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 county information guide 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).”

Any registered voter may file a lawsuit in the Superior Court to enforce a violation of this requirement. Our office is available to review proposed ballot simulations.

**Elections Code § 20009**

## **Campaign Literature Containing Polling Place of Voter**

A person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to a voter that includes a designation of the voter’s precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at some time not more than 30 days prior to the mailing or distribution.

**Elections Code § 18302(a)**

## **Mass Mailing/Campaign Literature**

“Mass Mailing” means over two hundred (200) substantially similar pieces of mail but does not include a form letter or other mail which is sent in response to an unsolicited request, letter, or other inquiry.

**Government Code § 82041.5**

## **Mass Mailing Requirements**

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’s name – no less than 6-point roman 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’s name and address.

**Government Code § 84305; 2 Cal. Code of Regs. § 18435**

### ***Example:***

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

### **§ 84305 of the Government Code provides as follows:**

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate’s, candidate-controlled committee established for an elective office for the controlling candidate’s, or political party committee’s address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84504.2 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee’s address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) (1) A candidate, candidate-controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate-controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

(d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a) or (c).

(e) For purposes of this section, the following terms have the following meanings:

(1) “Mass electronic mailing” means sending more than 200 substantially similar pieces of electronic mail within a calendar month. “Mass electronic mailing” does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.

(2) “Sender” means the candidate, candidate-controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84216.5, inclusive.

(3) To “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

### **Mass Mailing Prohibitions**

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

**Government Code § 89001**

### **False or Misleading Information to Voters**

The knowing submission of any nomination paper or declaration of candidacy that contains any false statement may result in criminal penalties.

**Elections Code § 18203**

A person is guilty of a misdemeanor who, with intent to mislead the voters in connection with his or her campaign for nomination or election to public office, or in connection with another person’s campaign for the same, assumes, pretends, or implies by his or her statements, conduct, or campaign materials, either (1) that he or she is the incumbent of a public office when that is not the case, or (2) that he or she has been acting in the capacity of a public officer when that is not the case. Violations of this section are also subject to civil action brought by a candidate for the public office involved.

**Elections Code § 18350**

The Secretary of State and any other elections official will not accept a ballot designation which would mislead the voters.

**Elections Code § 13107(e)(1)**

### **Electioneering**

#### **§ 319.5 of the California Elections Code states:**

(a) “Electioneering” means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within the 100-foot limit specified in subdivision (b). Prohibited electioneering information or activity includes, but is not limited to, any of the following:

(1) A display of a candidate’s name, likeness, or logo.

(2) A display of a ballot measure’s number, title, subject, or logo.

(3) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.

(4) Dissemination of audible electioneering information.

(5) Obstructing access to, loitering near, or disseminating visible or audible electioneering information at vote by mail ballot drop boxes.



- (b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:
- (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.
  - (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

**§ 18370 of the California Elections Code states:**

- (a) A person shall not, on election day, or at any time that a voter may be casting a ballot, within the 100 foot limit specified in subdivision (b), do any of the following:
- (1) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
  - (2) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
  - (3) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.
  - (4) Do any electioneering as defined by Section 319.5.
- (b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:
- (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.
  - (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.
- (c) A person shall not, on election day, or at any time that a voter may be casting a ballot, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:
- (1) Solicit a vote.
  - (2) Speak to a voter about marking the voter's ballot.
  - (3) Disseminate visible or audible electioneering information.
- (d) Any person who violates any of the provisions of this section is guilty of a misdemeanor.

**§ 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.

**§ 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 their 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 does not apply to persons returning a vote by mail ballot pursuant to Section 3017 or persons assisting a voter pursuant to Section 14282.

**§ 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.

(c) For purposes of this section, "voting at any election" includes, but is not limited to, voting in person at a polling place or at the office of the elections official, including satellite locations pursuant to Section 3018, and voting by mail and returning a voted ballot pursuant to subdivision (a) of Section 3017.

**§ 18541 of the California Elections Code states:**

(a) A person shall not, with the intent of dissuading another person from voting, within the 100 foot limit specified in subdivision (b), do any of the following:

- (1) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
- (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.
- (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
- (4) Obstruct ingress, egress, or parking.

(b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:

- (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.
- (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

(c) A person shall not, with the intent of dissuading another person from voting, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

- (1) Solicit a vote.
- (2) Speak to a voter about marking the voter's ballot.
- (3) Disseminate visible or audible electioneering information.

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

**§ 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.

# 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 sections of the County Zoning Ordinance 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 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 Section 836.5 of the California Penal Code, the County zoning enforcement officers are authorized to enforce the provisions of this ordinance and to issue citations for violation thereof. There shall be no civil liability on the part of, and no cause of action shall arise against, any zoning enforcement officer acting pursuant to this section and within the scope of his or her authority.

The Santa Clara County Department of Planning and Development provides enforcement of the County Political Sign Regulations. To file a complaint regarding political sign violations, contact the Department of Planning and Development Code Enforcement Division at [codeenforcement@pln.sccgov.org](mailto:codeenforcement@pln.sccgov.org) or call (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**

Each city regulates the placements of signs within their city limits. 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**

Andrea Sanders  
City Clerk  
70 N. First St.  
Campbell, CA 95008  
(408) 866-2117

### **CUPERTINO**

Kirsten Squarcia  
City Clerk  
10300 Torre Ave.  
Cupertino, CA 95014  
(408) 777-3225

### **GILROY**

Beth Minor  
Interim City Clerk  
7351 Rosanna St.  
Gilroy, CA 95020  
(408) 846-0204

### **LOS ALTOS**

Melissa Thurman  
City Clerk  
1 N. San Antonio Rd.  
Los Altos, CA 94022  
(650) 947-2610

### **TOWN OF LOS ALTOS HILLS**

Arika Miller  
City Clerk  
26379 Fremont Rd.  
Los Altos Hills, CA 94022  
(650) 947-2513

### **TOWN OF LOS GATOS**

Wendy Wood  
Town Clerk  
110 E. Main St.  
Los Gatos, CA 95030  
(408) 354-6888

### **MILPITAS**

Suzanne Guzzetta  
City Clerk  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
(408) 586-3001

### **MONTE SERENO**

Gloisy Gonzalez-Langarica  
City Clerk  
18041 Saratoga/Los Gatos  
Rd.  
Monte Sereno, CA 95030  
(408) 354-7635

### **MORGAN HILL**

Michelle Bigelow  
City Clerk  
17575 Peak Ave.  
Morgan Hill, CA 95037  
(408) 310-4678

### **MOUNTAIN VIEW**

Heather Glaser  
City Clerk  
500 Castro St.  
Mountain View, CA 94041  
(650) 903-6304

### **PALO ALTO**

Mahealani Ahyun  
Interim City Clerk  
250 Hamilton Ave. 7<sup>th</sup> Fl.  
Palo Alto, CA 94301  
(650) 329-2379

### **SAN JOSÉ**

Toni Taber  
City Clerk  
200 E. Santa Clara St. 14<sup>th</sup> Fl.  
San José, CA 95113  
(408) 535-1260

### **SANTA CLARA**

Hosam Haggag  
City Clerk  
1500 Warburton Ave.  
Santa Clara, CA 95050  
(408) 615-2220

### **SARATOGA**

Britt Avrit  
City Clerk  
13777 Fruitvale Ave.  
Saratoga, CA 95070  
(408) 868-1294

### **SUNNYVALE**

David Carnahan  
City Clerk  
456 W. Olive Avenue, 4<sup>th</sup> Fl.  
Sunnyvale, CA 94086  
(408) 730-7483

## FPPC FORM 501 AND VOLUNTARY EXPENDITURE LIMIT FREQUENTLY ASKED QUESTIONS

**Q: Which districts and offices are in the upcoming election?**

A: The districts and offices that are in the upcoming election, are as followed:

- State and local office Runoff Candidates
- School Board (Elementary, High School, Unified and College School Districts)
- Special Districts (Community, Fire, Health, Parks, Sanitary, and Water Districts)
- City candidates (for the City of San José, only Runoff candidates, if any, are in the General Election)
- This information can also be found in this Candidate Guide posted online at the Office of the Registrar of Voters (ROV) website or you can obtain a hard copy at the ROV's office. To obtain the online version click on the Candidates and Measures tab, and click on the [November 5, 2024 Presidential General Election Resources](#) webpage. We also provide this information in our office located at 1555 Berger Drive, Building 2, San José, CA 95112, and over the phone by calling 408-299-8639 [VOTE].

**Q: When is the nomination period?**

A: The nomination period for the November 5, 2024 Presidential General Election is open from July 15, 2024 through August 9, 2024. For a copy of the Abbreviated Election Calendar with all of the filing deadlines associated with the Presidential General Election, visit the Registrar of Voters website under the Candidates and Measures tab, click on the [November 5, 2024 Presidential General Election Resources](#) webpage. We also provide this information in the office and over the phone, and in Chapter 1 of this guide.

**Q: Who has filed for a particular office?**

A: For information regarding the filing status for all offices, a copy of the Unofficial Contest/Candidate list will be posted every day. This report is updated on a daily basis during the nomination period. Visit the Registrar's website under the Candidates and Measures tab, click on the [November 5, 2024 Presidential General Election Resources](#) webpage. We also provide this information in the office and over the phone.

**Q: How can I find out who is currently in office?**

A: For a list of Candidates currently in office, the Candidate Services Division has a List of Officeholders with all the current officeholders. This is available on the Registrar of Voters website under the Candidates and Measures tab, click on the [List of Officeholders](#). We also provide this information in the office and over the phone.

**Q: Where can I find a candidate's contact information?**

A: During the nomination period, candidate files containing contact information are available for viewing in the Registrar of Voters office during office hours. You may also find this information in the Unofficial Contest/Candidate list as it becomes available.

After the close of the nomination period, the Qualified Candidate List with contact information is available online at the [November 5, 2024 Presidential General Election Resources](#) webpage for public review or by hardcopy in the Registrar of Voters office during office hours.

The Registrar of Voters office is located at 1555 Berger Drive, Building 2, San José, CA 95112. Our office hours are Monday through Friday from 8 a.m. to 5 p.m.

**Q: How do I find out information on campaign committees?**

A: To search for committee information and filing status, please follow the steps below:

From the Candidates & Measures pull down menu, select [FPPC Campaign Finance Filings](#). Then, click on the public access portal option to search and view filings. Type in the last name of the candidate in the “Search by Name” field to start the search. Next, select the name of filer from the results list. Contact the Candidate Services Division at (408) 299-8639 should you need further assistance.

**Q: What is a FPPC Form 501?**

A: The FPPC Form 501 is the Candidate Intention Statement filed by a candidate to indicate their intention to run for office. This form must be filed before the candidate solicits or spends any campaign funds.

**Q: How can I find out which candidates have filed a Form 501?**

A: To search for candidate information and filing status, please follow the steps below:

From the Candidates & Measures pull down menu, select [FPPC Campaign Finance Filings](#). Then, click on the “[Get Started Now](#)” to get access to the public portal to search and view filings.

Scroll down to the “Browse Candidates & Measures by Election” section, select the date of the election you are researching, click the button by “Candidates” to show the list of contests, click the button by the contest to show name of candidates who have filed the Form 501. Contact the Candidate Services Division at (408) 299-8639 should you need further assistance.

**Q: How can I find out when a candidate filed their Form 501?**

A: To search for candidate information and filing status, please follow the steps below:

From the Candidates & Measures pull down menu, select [FPPC Campaign Finance Filings](#). Then, click on the public access portal to search and view filings.

Put in the last name of the person in the “Search By Name” field to start the search. Then, select the name of the filer from the results list. The date the form was filed is listed under the “Filing Date” column at the filer page. Contact the Candidate Services Division at (408) 299-8639 should you need further assistance.

**Q: How can I find out the date of the election related to the Form 501 filed?**

A: This information is only available in the Registrar of Voters office. Please contact the Candidate Services Division at (408) 299-8639, or visit the Registrar of Voters office at 1555 Berger Drive, Building 2, San José, CA 95112 during our office hours of Monday through Friday from 8 a.m. to 5 p.m.

**Q: What is the threshold that requires a candidate to file a FPPC Form 410?**

A: When two thousand dollars (\$2,000) or more of contributions have been received. (Government Code §§ 82013 and 84101)

## **COUNTY VOLUNTARY EXPENDITURE LIMITS FREQUENTLY ASKED QUESTIONS**

**Q: Does the County have an ordinance for contribution limits?**

**A:** Yes. The Santa Clara County Board of Supervisors adopted [Ordinance No. NS-19.40](#) on August 27, 2013 which places limitations on the amount of contributions made to and received by a candidate for county office. The text of the ordinance is below:

### **ORDINANCE NO. NS-19.40**

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA AMENDING SECTIONS A35-1, A35-2 AND A35-3 OF CHAPTERS I AND II OF DIVISION A35 OF THE SANTA CLARA COUNTY ORDINANCE CODE RELATING TO CAMPAIGN AND OFFICEHOLDER CONTRIBUTION LIMITS

#### **Summary**

This Ordinance institutes limits for contributions to officeholders and updates campaign contribution limits.

### **THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA ORDAINS AS FOLLOWS:**

SECTION 1: The title of Division 35 of Title A of the Ordinance Code of the County of Santa Clara is hereby amended to read as follows:

#### **Division A35**

### **LIMITATIONS ON CAMPAIGN AND OFFICEHOLDER CONTRIBUTIONS**

SECTION 2: Section 1 of Chapter I of Division A35 of the Ordinance Code of the County of Santa Clara relating to the purpose of the County's campaign and officeholder contribution ordinance is hereby amended to read as follows:

#### **Sec. A35-1. Purpose.**

- (a) The purpose of this division is to place voluntary limits upon the total amount of money that may be spent from contributions to an election campaign for the offices of Board of Supervisors, District Attorney, County Sheriff, and County Assessor.
- (b) The purpose of this division is also to provide rules for campaign contributions for County offices and for contributions to County officeholders that are clear, that serve the interests of the County's voters while complying with U.S. Supreme Court precedents, and that provide fair notice to candidates and officeholders of such rules.
- (c) Further, the purpose of this division is to encourage participation by the public as candidates in County elections by clarifying regulations applicable to such contests.



SECTION 3. The title of Chapter II of Division A35 of the Ordinance Code of the County of Santa Clara relating to campaign and officeholder contributions is hereby amended to read as follows:

## **CHAPTER II**

### **CAMPAIGN AND OFFICEHOLDER CONTRIBUTION LIMITS AND VOLUNTARY EXPENDITURE CEILINGS**

SECTION 4. Section 2 of Chapter II of Division A35 of the Ordinance Code of the County of Santa Clara relating to campaign and officeholder contribution limits is hereby amended to read as follows:

#### **Sec. A35-2. Contribution limits.**

(a) No person shall make to any candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor, or to such candidate's controlled committee, and no such candidate's controlled committee shall accept from any person, a contribution or contributions totaling more than \$500.00 for each election in which the candidate is attempting to be on the ballot or is a write-in candidate for such office.

(b) Notwithstanding (a) of this section, if a candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor accepts the expenditure limits set forth in Section A35-3(a), no person shall make to any candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor, or to the candidate's controlled committee, and no candidate for such office or the candidate's controlled committee shall accept from any person a contribution or contributions totaling more than \$1,000.00 for each election.

(c) No person shall contribute to a County officeholder, including a Supervisor, District Attorney, Sheriff or Assessor, and no County officeholder shall accept from any person, a contribution or contributions totaling more than \$1,000.00 per calendar year for the purpose of defraying expenses related to holding office as defined below in Section A35-2(d).

(d) County officeholders may use contributions made pursuant to Section A35-2(c) ("officeholder funds") for all lawful purposes under state law and regulations of the Fair Political Practices Commission, but may not use such officeholder funds to pay "campaign expenses" as defined in California Code of Regulations, title 2, section 18525(a)(I)-(4).

(e) Unspent campaign funds from a past campaign shall not count toward the officeholder contribution limit in this section.

(f) The contribution limits of this section do not apply to:

(i) A candidate's or officeholder's expenditure of their personal funds for campaign or officeholder purposes respectively; or

(ii) Personal loans made by the candidate or officeholder for campaign or officeholder purposes respectively.



(g) Notwithstanding subsection (f), any payment made by anyone other than the candidate or officeholder to reduce the amount of any loan made for campaign or officeholder purposes shall remain subject to the applicable contribution limits of this section.

**SECTION 5.** Section 3 of Chapter II of Division A35 of the Ordinance Code of the County of Santa Clara relating to voluntary expenditure ceilings is hereby amended to read as follows:

**Sec: A35-3, Voluntary expenditure ceiling.**

(a) The County of Santa Clara hereby establishes voluntary expenditure ceilings for candidates for the office of Board of Supervisors, and for the controlled committees of candidates for the Board of Supervisors in the amount of \$250,000.00 total expenditure per election for such office, excepting expenditure of personal funds made by the candidate.

The County of Santa Clara hereby establishes voluntary expenditure ceilings for candidates for the office of District Attorney, County Sheriff, and County Assessor, and for the controlled committees of such candidates in the amount of \$500,000.00 total expenditure per election for such office, excepting expenditure of personal funds made by the candidate.

(b) Each candidate for the Board of Supervisors, District Attorney, County Sheriff and County Assessor shall file with the Registrar of Voters of the County of Santa Clara a written statement of acceptance or rejection of the voluntary expenditure ceilings before accepting any contributions. Candidates who accept the expenditure ceiling set forth in this section shall not be subject to the contribution limitation set forth in Section A35-2(a) of \$500.00, but rather shall be subject to the contribution limits set forth in Section A35-2(b) of \$1,000.00.

(c) If a candidate for the Board of Supervisors, District Attorney, County Sheriff or County Assessor declines to accept the voluntary expenditure ceiling set forth in Section A35-3(a) the candidate shall be subject to the contribution limits set forth in Section A35-2(a) of \$500.00.

(d) Any candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor who declined to accept the voluntary expenditure ceiling set forth in Section A35-3(a), but who nevertheless did not exceed the recommended spending limits in the primary, special primary, or special election, may file a statement of acceptance of the spending limits for a general or special runoff election within 14 days following the primary, special primary, or special election and receive all the benefits accompanying such an agreement specified in this chapter.

**Q: Does the County ordinance only apply to candidates for county offices?**

**A:** Yes, the County of Santa Clara ordinance only applies to candidates filing for county offices:

- County Board of Supervisors
- County Assessor
- Sheriff
- District Attorney

**Q: How can I find out if a candidate for a county office has accepted the Voluntary Expenditure Ceiling Limit Agreement?**

**A:** Information on which candidates have accepted the Voluntary Expenditure Ceiling Limit Agreement can be found by visiting our [501 and Voluntary Expenditure Limit Logs](#) webpage and clicking on the “Form 501 Logs and VEL Agreements.”

This information is also available by contacting the Candidate Services Division at (408) 299-8639 or visiting the Registrar of Voters Office at 1555 Berger Drive, Build 2, San José, CA 95112 during the office hours of Monday through Friday 8 a.m. to 5 p.m.

**Q: When is the deadline to file the Voluntary Expenditure Ceiling Limit Agreement?**

**A:** We recommend the Voluntary Expenditure Ceiling Limit Agreement be submitted to the Registrar of Voters office when the Candidate Intention Statement (Form 501) is filed. The Form 501 must be filed before the candidate solicits or spends any campaign fund. Copies of both forms can be viewed below:

**Candidate Intention Statement** Type or Print in Ink. Date Date **CANDIDATE INTENTION STATEMENT OF CALIFORNIA FORM 501** For Office Use Only

Check One: ☐ Initial ☐ Amendment ☐ Renewal

**1. Candidate Information:**

NAME OF CANDIDATE (Last, first, middle initial) OFFICE TO BE ELECTED (County, City, District, etc.) DISTRICT NUMBER (County, City, District, etc.) NAME (Last, first, middle initial)

STREET ADDRESS CITY STATE ZIP CODE

OFFICE HOLDER (POSITION TITLE) ADDRESS NAME DISTRICT NUMBER (County, City, District, etc.) NON-QUALIFIED (Yes/No)

**OFFICE JURISDICTION**  
☐ State ☐ County ☐ Multi-County

**2. State Candidate Expenditure Limit Statement:**  
(Candidate and candidate's committee, parties, political committees, and candidates for most offices will complete Part 2.)

Primary/general election Special runoff election

(Date of election)

☐ I accept the voluntary expenditure ceiling for the election stated above.

☐ I do not accept the voluntary expenditure ceiling for the election stated above.

☐ I did not exceed the expenditure ceiling in the primary or special runoff election or special runoff election.

**3. Verification:**  
I certify under penalty of perjury under the laws of the State of California

Printed Name (Last, first, middle initial) Signature

**REGISTRAR Santa Clara County**

**Clear Form Print Form**

**VOLUNTARY EXPENDITURE CEILING LIMIT AGREEMENT UPDATE**  
Pursuant to Section A35-3 of the Santa Clara County Ordinance Code

For use ONLY for candidates who rejected the voluntary expenditure ceiling initially for both the election and run-off election and, within 14 days of the initial election held in conjunction with the statewide primary, subsequently wish to change their prior declaration to now accept the voluntary expenditure ceiling for the run-off election.

I, \_\_\_\_\_ (Name)  
candidate for \_\_\_\_\_ (Office Title)  
hereby confirm that for the election held in conjunction with the statewide primary, my campaign did not exceed the recommended spending limit\* of \$ \_\_\_\_\_, and I hereby accept the voluntary expenditure ceiling limit\* of \$ \_\_\_\_\_ as set forth in County Ordinance Code Section A35-3, for the run-off general election to be held in conjunction with the statewide general election on: \_\_\_\_\_ (Date of run-off general election)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* \$250,000 limit for the office of Board of Supervisors  
\$500,000 limit for the offices of Assessor, District Attorney and Sheriff

Revised 7/23/2019

**REGISTRAR OF VOTERS**  
Santa Clara County

**VOLUNTARY EXPENDITURE CEILING LIMIT AGREEMENT**  
Pursuant to Section A35-3 of the Santa Clara County Ordinance Code

I, \_\_\_\_\_ (Name)  
candidate for \_\_\_\_\_ (Office Title)  
hereby declare the acceptance / rejection of the voluntary expenditure ceiling limit of \$ \_\_\_\_\_ per election as set forth in County Ordinance Code Section A35-3, for the following election (primary) and, if relevant, the related run-off/ general election:  
(Date of election/primary)  
☐ I accept for both the (primary) election and, if relevant, the (general) run-off election.  
☐ I reject for both the (primary) election and, if relevant, the (general) run-off election.  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* \$250,000 limit for the office of Board of Supervisors  
\$500,000 limit for the offices of Assessor, District Attorney and Sheriff

Revised 7/23/2019

**Q: What are the voluntary expenditure limits for county offices?**

A: Voluntary expenditure limits for county offices are as follows:

Board of Supervisors: \$250,000/election.

Assessor, District Attorney and Sheriff: \$500,000/election.

**Q: Does the voluntary expenditure limit apply to personal funds contributed by the candidate?**

A: No, the voluntary expenditure limit does not include personal funds from the candidate.

**Q: What is the total amount of contribution an individual can make to a candidate?**

A: The total amount of contribution an individual can make is as follows:

If the candidate **agrees** to the voluntary expenditure limit, an individual may contribute up to \$1,000/election.

If the candidate **does not agree** to the voluntary expenditure limit, an individual may contribute up to \$500/election.

**Q: What happens if a candidate changes his mind after signing and filing the Voluntary Expenditure Limit?**

A: As set forth in Chapter 1, Section A-35-3(d) “Any candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor who declined to accept the voluntary expenditure ceiling set forth in Section A35-3(a), but who nevertheless did not exceed the recommended spending limits in the primary, special primary, or special election, may file a statement of acceptance of the spending limits for a general or special runoff election within 14 days following the primary, special primary, or special election and receive all the benefits accompanying such an agreement specified in this chapter.”

## **CAMPAIGN FINANCE DISCLOSURE INFORMATION**

The Political Reform Act of 1974 requires candidates to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the Political Reform Act are contained in sections 81000 through 91014 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 Commission’s (FPPC) website at [www.fppc.ca.gov](http://www.fppc.ca.gov) or from your local elections official.

**IMPORTANT:** 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 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 (916) 322-5660 or (866) 275-3772 or visiting their website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

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*This section is for general information only and does not have the effect of law, regulation, or rule. This section is not comprehensive and does not detail all filing requirements and obligations. For current comprehensive information, consult a Fair Political Practices Commission (FPPC) manual or contact the FPPC directly. Local candidates should also review information contained in this guide relating to the county’s ordinance requiring electronic filing of disclosure statements.*

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## **CANDIDATES WHO ANTICIPATE SPENDING OR RECEIVING LESS THAN \$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. Pursuant to **Government Code § 85200**, **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 post-marked or hand-delivered to the filing officer (**for county, school and special district offices, the filing officer is the Office of the Registrar of Voters; for candidates for city office, your filing officer is the city clerk**). A local candidate must complete sections 1 and 3 and state legislative candidates must complete sections 1, 2, and 3. An unsigned statement is not considered filed. You must file a separate Form 501 for each election. A list of Form 501 statements filed in association with local contests can be found by visiting our [501 and Voluntary Expenditure Limit Logs](#) webpage, under the Candidate and Measures drop-down menu.

### **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, are **required** to file this form.

### **Form 470 Supplement**

A candidate who has filed a 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.

## **CANDIDATES WHO SPEND OR RECEIVE MORE THAN \$2,000**

**Form 501 Candidate Intention Statement** – Please see previous page.

### **Form 410 Statement of Organization**

This 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.

**Important:** You will need to establish a campaign contribution account at any financial institution located in California before you can complete the Form 410.

- (a) Upon the filing of the statement of intention pursuant to Section 85200, the individual shall establish one campaign contribution account at an office of a financial institution located in the state.
- (b) As required by subdivision (f) of Section 84102, a candidate who raises contributions of two thousand dollars (\$2,000) or more in a calendar year shall set forth the name and address of the financial institution where the candidate has established a campaign contribution account and the account number on the committee statement of organization filed pursuant to Sections 84101 and 84103.

- (c) 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.
- (d) Any personal funds which will be utilized to promote the election of the candidate shall be deposited in the account prior to expenditure.
- (e) All campaign expenditures shall be made from the account.
- (f) Subdivisions (d) and (e) do not apply to a candidate's payment for a filing fee and statement of qualifications from the candidate's personal funds.
- (g) This section does not apply to a candidate who will not receive contributions and who makes expenditures from personal funds of less than two thousand dollars (\$2,000) in a calendar year to support the candidate's candidacy. For purposes of this section, a candidate's payment for a filing fee and statement of qualifications shall not be included in calculating the total expenditures made.
- (h) An individual who raises contributions from others for that individual's campaign, but who raises or spends less than two thousand dollars (\$2,000) in a calendar year, and does not qualify as a committee under Section 82013, shall establish a campaign contribution account pursuant to subdivision (a), but is not required to file a committee statement of organization pursuant to Section 84101 or other statement of bank account information.

#### **Government Code § 85201**

The Secretary of State issues committee ID numbers to all committees who file Form 410. 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 to obtain an ID number and/or to submit bank account information. If you submit a Form 410 prior to receiving \$2,000, you must file a **Form 410 Amendment** within ten days of receiving or spending \$2,000 or more. When you file a Form 410 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 a **Form 410 Amendment**. 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).

The Form 410 is also used to **terminate** your committee upon fulfilling all applicable requirements.

**Important:** 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.

All qualified committees must file the Form 460 according to the filing calendar set by the FPPC. Your committee 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 may be subject to a fine.** With exception to City or Town candidates, all local candidates file their Form 460 reports only with the Office of the Registrar of Voters. City or Town candidates file their Form 460 reports with their respective City or Town Clerk.

### **Form 496 24-hour/10-day 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-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 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. 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 Office of the Registrar of Voters, this report must be filed electronically. All candidates with city or town campaign committees must file with their respective city or town clerk and adhere to the rules of that jurisdiction.

### **Election Related Filings**

All committees must file disclosure statements by the filing deadline for the specific period established by the FPPC. These dates are set by law and cannot be changed. Statements must be amended if statements are deemed to be lacking required information or do not use the proper reporting period. Copies of the FPPC filing calendars are included in this guide for reference as is information pertaining to the Santa Clara County ordinance mandating the electronic filing of campaign statements.

## **FAIR POLITICAL PRACTICES COMMISSION ELECTRONIC FILING OF CAMPAIGN DISCLOSURE STATEMENTS**

County Ordinance No. NS-300.857 (revised 5/13/14) (*Refer to Exhibit A of Appendix D in Chapter 6 of this Guide*) concerns the electronic filing of campaign statements with the Office of the Registrar of Voters by specified persons and committees for which the Office of the Registrar of Voters is the Filing Officer. Those disclosure statements to be filed electronically using the **NetFile platform** ([www.netfile.com/Filer](http://www.netfile.com/Filer)) include:

- Semi-annual Campaign Statements (Form 460 and Form 470);
- Pre-election Campaign Statements (Form 460 and Form 470);
- Amendments to Previously Filed Campaign Statements;
- Supplemental Pre-election Campaign Statement (Supplemental Form 460);
- Contributions Received by or Made to Candidates or Local Ballot Measure Committees of \$1,000 or More, from a Single Source, in the 90 Days Before or on the Date of an Election (Form 497); and,
- Late Independent Expenditures Made in Support of or Against Candidates or Local Ballot Measure Committees of \$1,000 or More, from a Single Source, in the 90 Days Before or on the Date of an Election (Form 496).

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



The ordinance requires certain statements and reports be filed with original signatures. Contact the Candidate Services Division at (408) 299-8639 for more information regarding electronic filing requirements and assistance with establishing a committee's profile using the NetFile platform. Additional information is available online at [www.netfile.com/Filer/](http://www.netfile.com/Filer/).

You may also contact NetFile directly. NetFile offers free filer training in how to use their system. Any filer can request telephone training by going to the below webpage:

<https://netfile.com/Content/CampaignTraining>

This free training is found on the filer login page at [www.netfile.com/filer](http://www.netfile.com/filer) in the "Campaign Committee Filer" area at the bottom right of the screen. The training is with NetFile support staff to help the filer learn how to use the e-filing system and is free to the filer.



CAMPAIGN FILER TRAINING FOR CANDIDATES &  
TREASURERS

### **Campaign Filer Training for Candidates & Treasurers**

Did you know that NetFile offers free online training for campaign committee filers? Well, we do! NetFile offers an online training session with one of our Customer Support staff during our normal business hours (M-F, 9am to 5pm). We handle everything once a filer signs up to request a training session.

#### **How do Filers Sign Up?**

It is easy to sign up. All a filer needs to do is open a web browser and go to:

<https://netfile.com/Content/CampaignTraining>. Once the page loads, the filer just needs to provide us with a few pieces of information:

- First Name
- Last Name
- E-Mail Address
- Primary Phone
- Alternate Phone (Not required)
- Best Time to Call
- Committee Name
- Your Position (with the committee).
- Filing Agency

#### **What Happens Next?**

When the filer submits the information on the web form, NetFile receives the request via e-mail and the filer receives a copy of the e-mail as well. One of our Customer Support staff then contacts the filer to coordinate the training.

#### **What Can the Filer Expect from the Training?**

The training session consists of the following topics:

- How to set up a NetFile User
- How to link to their committee's account to their NetFile User
- How to set up their committee's account
- How to search for and add entities
- How to add common transactions
- How to request further assistance

## LEGAL EXAMINATION OF CANDIDATE STATEMENTS, LOCAL MEASURE MATERIALS, AND WRITS OF MANDATE

### Examination Period for Candidate Statements and Local Measure Materials

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 or seeking an injunction to challenge the contents of the statement in court. For the November 2024 General Election, the filing deadline is August 9, 2024. The 10 calendar day period will therefore close on August 19, 2024. For offices with an extended filing period ending on August 14, 2024, the 10 calendar day deadline will be August 24, 2024.

The period to submit a resolution calling for a measure election and tax rate statements is between July 3, 2024 and August 9, 2024. Public examination for all primary arguments is available between August 14, 2024 and August 23, 2024. Public examination for all rebuttals and impartial analyses is available between August 21, 2024 and August 30, 2024. To meet necessary printing deadlines, any petition for writ of mandate, including any appeals, should be resolved by August 30, 2024.

It is recommended that anyone wishing to pursue a legal challenge file a petition for a writ of mandate (along with an ex parte application) as early as possible in the 10 calendar day period. Courts are not open on weekends, and because there is a short window to file and resolve 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 County Voter Information Guide to voters in the county.

Elections Code § 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.



Elections Code § 13314 states:

- (a) (1) An elector may seek a writ of mandate alleging that an error or omission has occurred, or is about to occur, in the placing of a name on, or in the printing of, a ballot, county voter information guide, state voter information guide, or other official matter, or that any neglect of duty has occurred, or is about to occur.
- (2) A peremptory writ of mandate shall issue only upon proof of both of the following:
  - (A) That the error, omission, or neglect is in violation of this code or the Constitution.
  - (B) That issuance of the writ will not substantially interfere with the conduct of the election.
- (3) The action or appeal shall have priority over all other civil matters.
- (4) The Secretary of State shall be named as a respondent or a real party in interest in any proceeding under this section concerning a measure or a candidate described in Section 15375, except for a candidate for judge of the superior court.
- (b) Venue for a proceeding under this section shall be exclusively in Sacramento County in any of the following cases:
  - (1) The Secretary of State is named as a real party in interest or as a respondent.
  - (2) A candidate for statewide elective office is named as a party.
  - (3) A statewide measure that is to be placed on the ballot is the subject of the proceeding.

## **County Elections**

Elections Code § 9190 states:

- (a) The county elections official shall make a copy of the materials referred to in Sections 9119, 9120, 9160, 9162, and 9167 available for public examination in the county elections official's office for a period of 10 calendar days immediately following the deadline for submission of those materials. Any person may obtain a copy of the materials from the county elections official for use outside of the county elections official's office. The county elections official may charge a fee to any person obtaining a copy of the material. The fee may not exceed the actual cost incurred by the county 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 county elections official, himself or herself, may seek a writ of mandate or an injunction requiring any or all of the materials 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 be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with 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 county elections official shall be named as respondent and the person or official who authored the material in question shall be named as real parties in interest. In the case of the county elections official bringing the mandamus or injunctive action, the board of supervisors of the county shall be named as the respondent and the person or official who authored the material in question shall be named as the real party in interest.

## **Municipal Elections**

Elections Code § 9295 states:

- (a) The elections official shall make a copy of the material referred to in Sections 9223, 9280, 9281, 9282, and 9285 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 materials. Any person may obtain a copy of the materials 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. 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 materials 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 be issued 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 person or official who authored the material in question shall be named as real parties in interest. In the case of the elections official bringing the mandamus or injunctive action, the board of supervisors of the county shall be named as the respondent and the person or official who authored the material in question shall be named as the real party in interest.

### **District Elections**

Elections Code § 9380 states:

(a) The elections official shall make a copy of the materials referred to in Sections 9312, 9315, and 9317 available for public examination in his or her 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 materials 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. 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 material 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 be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with 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 person or official who authored the material in question shall be named as real parties in interest. In the case of the elections official bringing the mandamus or injunctive action, the board of supervisors of the county shall be named as the respondent and the person or official who authored the material in question shall be named as the real party in interest.

### **School District Elections**

Elections Code § 9509 states:

(a) The elections official shall make a copy of the materials referred to in Sections 9500, 9501, and 9504 available for public examination in his or her 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 materials 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. 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 materials 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 be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with 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 person or official who authored the material in question shall be named as real parties in interest. In the case of the elections official bringing the mandamus or injunctive action, the board of supervisors of the county shall be named as the respondent and the person or official who authored the material in question shall be named as the real party in interest.

## Fair Political Practices Commission

### Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the November 5, 2024 Ballot

Deadline	Period	Form	Notes
Jul 31, 2024 <i>Semi-Annual</i>	* – 6/30/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> </ul>
Within 24 Hours Election Cycle Reports	8/7/24 – 11/5/24	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the November 5, 2024, ballot.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.</li> </ul>
Sep 26, 2024 <i>1<sup>st</sup> Pre-Election</i>	7/1/24 – 9/21/24	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Oct 24, 2024 <i>2<sup>nd</sup> Pre-Election</i>	9/22/24 – 10/19/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>File by personal delivery or guaranteed overnight service. The committee may also file online, if available.</li> </ul>
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.</li> </ul>

#### 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 a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- Method of Delivery:** All paper filings may be filed by first-class mail unless otherwise noted. A paper copy of a statement 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.

[www.fppc.ca.gov](http://www.fppc.ca.gov)

Email Advice:  
[advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Phone Advice:  
1-866-ASK-FPPC

Campaign Filing Schedule

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## Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file 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 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more, later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - **Form 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.
  - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days.
- **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 statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit [www.fppc.ca.gov](http://www.fppc.ca.gov) > Learn > Campaign Rules.

[www.fppc.ca.gov](http://www.fppc.ca.gov)

Email Advice:  
[advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

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1-866-ASK-FPPC

Campaign Filing Schedule

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## Fair Political Practices Commission

### Filing Schedule for State Candidates and their Controlled Committees Listed on the November 5, 2024 Ballot

Deadline	Period	Form	Notes
July 31, 2024 <i>Semi-Annual</i>	* – 6/30/24	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Within 10 Business Days \$5,000 Report	Ongoing – File anytime other than the 90-day election cycle	<a href="#">497</a>	<b>Only E-filers file this report:</b> <ul style="list-style-type: none"> <li>File if a contribution of \$5,000 or more is received from a single source.</li> <li>No paper copy is required.</li> <li>File within 10 business days of receipt of contribution.</li> </ul>
Within 24 Hours Election Cycle Reports	8/7/24 – 11/5/24	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to or in connection with a candidate or ballot measure listed on the November 5, 2024, ballot, or made to a political party committee.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the non-monetary contribution is received.</li> <li>E-file only. No paper copy is required.</li> </ul>
Sep 26, 2024 <i>1<sup>st</sup> Pre-Election</i>	7/1/24 – 9/21/24	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Oct 24, 2024 <i>2<sup>nd</sup> Pre-Election</i>	9/22/24 – 10/19/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>Paper copies must be filed by personal delivery, guaranteed overnight service, or by email with a verified digital signature.</li> </ul>
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee files termination Forms 410 and 460 before December 31, 2024.</li> </ul>

See next pages for additional reporting information.

[www.fppc.ca.gov](http://www.fppc.ca.gov)

Email Advice:  
[advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Phone Advice:  
1-866-ASK-FPPC

Campaign Filing Schedule

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## Fair Political Practices Commission

### Additional Reports

Depending on committee activity, one or more of the following statements may also be required:

- **Payments Related to a State Ballot Measure (E-filers Only):** File Form 496 (24-Hour/10-Day Independent Expenditure Report) or Form 497 (24-Hour/10-Day Contribution Report) within 10 business days of making payments totaling \$5,000 or more in connection with a single state ballot measure.
- **Form 511:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) a payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) a payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter). **E-filers must also file a paper copy.\*\***
- **Form E-530:** File within 48 hours of making a payment, or a promise of a payment, of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate listed on the ballot but does not expressly advocate the election or defeat of the candidate. No paper copy is required.

#### 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.
- **\*\*Paper Filings:** All paper filings may be filed by first-class mail or by email with a verified digital signature unless otherwise noted. Persons required to file a report or statement by paper with the Secretary of State's Office may instead file by email ([digitalfiling@sos.ca.gov](mailto:digitalfiling@sos.ca.gov)) with a verified digital signature or other digital means as prescribed by the Secretary of State's Office. Please visit the Secretary of State's [website](#) for more information on how to file with a digital signature. Refer to the [filing with a digital signature fact sheet](#) for assistance in creating your digital ID.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Where to File:** State committees that are e-filers, file reports with the Secretary of State. Candidate controlled committees that are not e-filers file paper copies with the elections' official at the candidate's county of domicile.
- **Form 501:** All state candidates must file Form 501 before soliciting or receiving any contributions or before making expenditures from personal funds. A candidate may, until the deadline for filing nomination papers set forth in Section 8020 of the Elections Code, amend Form 501 to change his/her statement of acceptance or rejection of voluntary expenditure limits provides he or she has not exceeded the limits.
- **E-filer:** A state committees that has received contributions or made expenditures totaling \$25,000 or more.
- **Form 460:** All state committees, including e-filers, must also file paper statements.\*\*
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more later during the calendar year, a campaign committee must be opened, and a Form 470 Supplement and a Form 410 must be filed.
- **Forms 496 and 497:** All reports filed online only.

[www.fppc.ca.gov](http://www.fppc.ca.gov)

Email Advice:  
[advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Phone Advice:  
1-866-ASK-FPPC

Campaign Filing Schedule

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## Fair Political Practices Commission

- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - **Form 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.
  - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days.
- **Multiple Committees:** All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the November 5, 2024, ballot who maintains an Assembly officeholder committee must file pre-election statements for both committees even if the Assembly committee has not received or made payments.
- **State Contribution Limits:** Refer to the [contribution limits chart](#) on the FPPC website.
- **Penalties:** Late statements and reports are subject to a fine of \$10 per day on both the paper and the e-filed version (i.e., \$20 per day for a late Form 460). Failure to file a statement or report could result in an enforcement penalty of \$5,000 per violation.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 1](#) for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit [www.fppc.ca.gov](http://www.fppc.ca.gov) > Learn > Campaign Rules.

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Email Advice:  
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1-866-ASK-FPPC

Campaign Filing Schedule

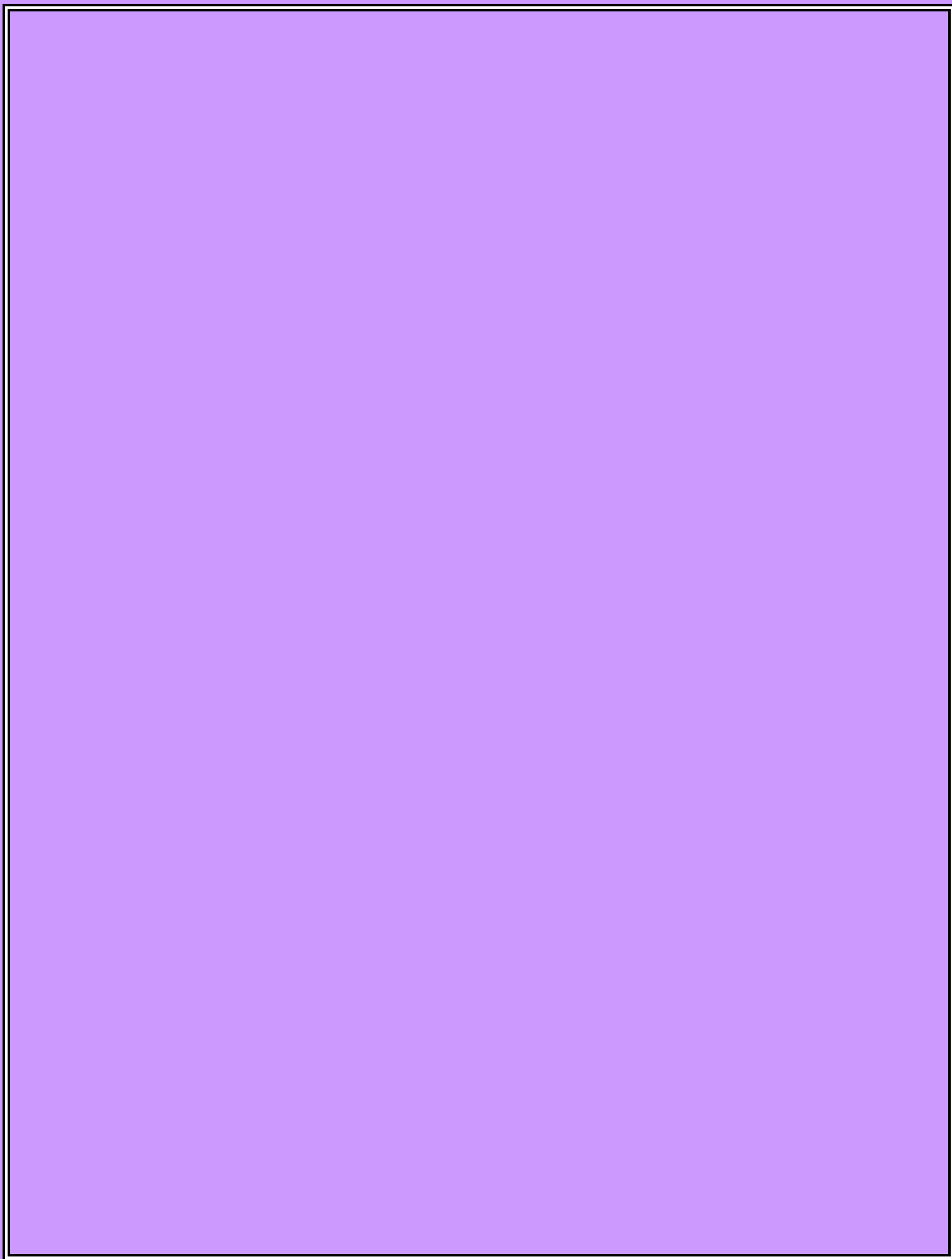
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# CHAPTER 4

## Services Available to Candidates



## VOTER INFORMATION, ELECTION DATA AND MAPS

Per Elections Code § 2194, voter registration information is confidential; however, there are specific permissible exceptions to the law. The California Code of Regulations, Title 2, Division 7, Chapter 1, Article 1, Section 19003, specifies **permissible uses** for any data obtained from voter registration files. Permissible usage includes, but is not limited to: Direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature.

### **Prohibited Uses**

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. In addition, 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 located in the lobby 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 Viewing Terminals**

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

### **Election Data**

Election data containing voter registration information is available for purchase from the Office of the Registrar of Voters. An Application for Voter Registration File Request must be completed that includes a detailed explanation of how the data will be used, which will undergo a review and approval process. All applications must be received with an original wet signature, a clear copy of applicant's current valid driver's license or state identification card, any accompanying documentation, and payment before the application will be reviewed. Election data requests are processed in the order they are received and take 2-3 business days for completion. Pricing for election data is included in the fee schedule listed on our [Voter Data File Requests](#) webpage.

Vote-by-mail voter information is also available for purchase and may take up to 48-72 hours to process to ensure the most updated voter information is available; subsequent updates will be available on Monday, Wednesday, and Friday after 10:00 a.m. For more information on how to purchase vote-by-mail election data, please contact the Vote by Mail Division at (408) 299-8640 or visit our [Voter Data File Requests](#) webpage.

## **Maps**

Maps of districts with contests on the ballot are available for purchase from the Office of the Registrar of Voters. Please contact Bob Nguyen, the Mapping Division Coordinator, at (408) 282-3037 or send an email to [Bob.Nguyen@rov.sccgov.org](mailto:Bob.Nguyen@rov.sccgov.org) for more information.

## **Vote Centers and Ballot Drop Boxes**

Any voter can use the online look up tool by visiting our [Find a Vote Center](#) webpage to find a list of the closest Vote Centers, list of Ballot Drop-Box locations and hours including a Google Maps link for directions on the election specific page.

# **ELECTION DAY INFORMATION**

## **Reporting of Results**

Beginning at approximately 8:05 p.m. on election night, results are available on our website at [www.sccvote.org](http://www.sccvote.org), or by calling (408) 299-VOTE (8683). The first results reported are Vote by Mail ballots received by our office in advance of election day. Updates will occur approximately every hour. The Office of the Registrar of Voters' website banner will be updated with information as to our current situation and predicted update time.

## **Past Results**

For information about viewing past election results, visit our [Past Election Results](#) webpage.

# **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, including a tabulation of all valid ballots cast and a verification and audit of the voting materials and official results. Elections Code §15302 stipulates that the official canvass shall include, but is not limited to, the following tasks:

- (a) An inspection of all materials and supplies returned by election 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 Vote Center 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. All votes, including valid write-in votes, are included as part of the Statement of Votes Cast reported to the Secretary of State's office, no later than the 30<sup>th</sup> day following the election.

No later than the 38th day after the election, the Secretary of State must determine the votes cast for candidates for state and federal office and for the statewide ballot measures, certify those results, and issue certificates of nomination/election to those candidates who were nominated/elected.

## IMPORTANT VOTE BY MAIL DATES

Registrar of Voters' office will mail ballots to all registered voters in advance of Election Day and provide in-person voting opportunities to ensure that every registered voter has an opportunity to cast a ballot. A list of all Vote Center locations can be found on the Office of the Registrar of Voter's website at: [Find a Vote Center](#)

October 7, 2024

October 29, 2024

October 26, 2024 to November 5, 2024 (**Election Day**)

October 7, 2024 to November 4, 2024

**Monday – Friday, 8:00 am – 5:00 pm**

October 26, 2024 to October 27, 2024

November 2, 2024 to November 3, 2024

**Saturday to Sunday 9:00 am – 5:00 pm**

November 5, 2024 (**Election Day**)

**Tuesday, 7:00 am – 8:00 pm**

November 27, 2024

December 3, 2024

Last day to begin the mailing of Vote-by-Mail Ballots.

Last day to request Vote by Mail Ballots by mail.

Vote Centers open for voting in the County of Santa Clara. The minimum operating hours are set forth in Elections Code sections 4005 and 4007. Please refer to our [Find a Vote Center](#) webpage for further information on vote center day(s) and hours of operations.

Dates and times for early voting in the Office of the Registrar of Voters at 1555 Berger Drive, Building 2, San Jose, CA 95112.

November 5, 2024 (**Election Day**)

**Tuesday, 7:00 am – 8:00 pm**

Voters have several options to return their voted ballots to their elections official on Election Day. A voter may:

- 1 Return it by mail or in person.
- 2 Return it to a vote center within the county.
- 3 Return the ballot to a vote by mail ballot drop-off location within the county 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 official voting location before the close of the polls on election day (8:00 p.m.).

In the case of a voter whose signature does not match or whose signature is missing on the envelope containing their ballot, the elections official is required to notify the voter at least 8 days before the certification of the election of the opportunity to update and/or submit their signature.

Last day to turn in unsigned identification ballot envelope or signature verification statements.

## REFERENCES

Below is a list of contact information to assist you with questions you may have during your campaign.

**1. County of Santa Clara Office of the Registrar of Voters (<https://vote.santaclaracounty.gov>)**

- Main line: (866) 430-VOTE (8683)
- Vote by Mail Division: (408) 299-8640
- Candidate Services Division: (408) 299-8639
- Voter Registration Services Division: (408) 299-8683
- Election Officers & Vote Centers: (408) 299-POLL (7655)
- Mapping Division: (408) 282-3037
- Outreach Division: (408) 282-3048

**2. State of California Secretary of State's Office ([www.sos.ca.gov](http://www.sos.ca.gov))**

- Elections Division: (916) 657-2166
- Political Reform Division: (916) 653-6224
- Investigation & Election Fraud Hot-Line: (800) 345-VOTE

**3. Fair Political Practices Commission ([www.fppc.ca.gov](http://www.fppc.ca.gov))**

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

**4. County of Santa Clara District Attorney's Office (<https://countyda.sccgov.org/home>)**

- Main line: (408) 299-7500
- Email: [publicinformation@dao.sccgov.org](mailto:publicinformation@dao.sccgov.org)

**5. Federal Election Commission ([www.fec.gov](http://www.fec.gov))**

- Main Line: (800) 424-9530

**6. NetFile ([www.netfile.com/filer](http://www.netfile.com/filer))**

- Help Desk: (209) 742-4100
- Email: [filerhelp@netfile.com](mailto:filerhelp@netfile.com)

**7. California Legislative Information (<https://leginfo.legislature.ca.gov>)**

**8. League of Women Voters/Voter's Edge ([www.votersedge.org/ca](http://www.votersedge.org/ca))**

**9. Population Statistics & Historical Data**

- State of California Department of Finance (<https://dof.ca.gov>)
- Association of Bay Area Governments (<https://abag.ca.gov>)

# County of Santa Clara

## Registrar of Voters

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



Dear Candidate:

Now that you have filed as a candidate, I want to encourage you to participate in Vote411.org, a non-partisan online voter guide by the League of Women Voters of California (League) Education Fund and is a widely used tool for voter education. Vote411.org provides a free platform for candidates who will appear on the ballot.

The Office of the Registrar of Voters is an active Vote411.org 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 Vote411.org provides an opportunity for you to let voters know who you are and where you stand on the issues. This non-partisan tool 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 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 send an inquiry to [info@cavote411.org](mailto:info@cavote411.org) or visit [join.cavote411.org](http://join.cavote411.org).

I encourage you to participate in Vote411.org.

Sincerely,

Shannon Bushey, Registrar  
Office of the Registrar of Voters  
County of Santa Clara



## ELECTION WORKERS NEEDED!

The County of Santa Clara Office of the Registrar of Voters is continuously recruiting election workers. Help is specially needed for countywide elections. 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.

Sign up to become an Election Worker in future elections! We are currently recruiting for various positions throughout our organization and are looking for English and bilingual officers in Chinese (Cantonese, Mandarin, Taiwanese), Gujarati, Japanese, Khmer, Nepali, Persian, Portuguese, Punjabi, Russian, Spanish, Syriac, Tamil, Tagalog, Telugu, and Vietnamese. Election workers receive hourly pay and Bilingual Election workers receive additional compensation. Volunteers receive a stipend. You may sign up by phone: **(408) 918-9169**, online at our [Extra Help Opportunities](#) webpage, by writing the County of Santa Clara Registrar of Voters Office, PO Box 612350, San José, CA, 95161-2350, or by emailing [pollworker@rov.sccgov.org](mailto:pollworker@rov.sccgov.org).

### Volunteers must be:

- 18 years or older, and,
- Be a U.S. citizen and a registered voter of the State of California or a legal permanent resident

### High School Students must be:

- a high school student,
- 16 years or older on or before Election Day,
- Have at least a 2.5 GPA,
- Have approval from your parents and your school administration, and,
- Be a U.S. citizen or a legal permanent resident

English, Gujarati, Japanese, Khmer, Korean Nepali, Persian, Portuguese, Punjabi, Russian, Syriac, Tamil, & Telugu	(408) 299-POLL (7655)
Chinese: Mandarin, Cantonese & Taiwanese	(408) 282-3086
Spanish	(408) 282-3146
Tagalog	(408) 282-3089
Vietnamese	(408) 282-3082
Hindi	(408) 282-3199

Visit our website for more information at: [Extra Help Opportunities](#)



## **Frequently Asked Questions**

### **Can anyone circulate nomination papers?**

Circulators of nomination petitions must be 18 years of age or older.

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

The Office of the Registrar of Voters must certify that the signatures on nomination papers are of registered voters residing within the jurisdiction. Any signatures where the address, name, and signature do not match a registered voter within the jurisdiction will be marked invalid and will not count towards your signature requirements. We recommend filing your completed nominations packet with nomination papers early in case additional signatures are required following the initial certification. If you wait until the last day to file and your number of valid signatures does not meet the requirement for the office you seek, you will not qualify to be a candidate. If you file early, there will be time to check the signatures and notify you of any insufficiencies. You may then have an opportunity to submit supplemental signatures.

### **Is there a way to check the validity of signatures I collect on my petitions?**

Yes, candidates can view confidential voter registration information at the Office of the Registrar of Voters. You can view the voter database and verify if a signer on your petition is registered to vote and at what address. The confidential terminal is available for usage during business hours between 8:00 a.m. and 4:45 p.m. There are two terminals available for use on a first come, first served basis. The applicant must complete a voter registration file request form and provide a clear copy of their current driver's license or state identification card.

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

The candidate filing period is July 15, 2024 through August 9, 2024. Nomination documents may be picked up at the Office of the Registrar of Voters located at 1555 Berger Drive, Bldg. 2, Candidate Services Division, San José, CA 95112. Nomination documents **MAY ONLY BE FILED** with the Office of the Registrar of Voters except city candidates' nominations documents which must be filed with their respective city clerks. The Office of the Registrar of Voters does not accept nomination papers printed from other websites such as the Secretary of State. Following review and acceptance of forms for filing, the ROV will forward appropriate documents to the SOS for final review and processing where applicable.

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

No. Statements cannot be changed for any reason after they have been filed unless by court order.

### **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, the candidate statement may be withdrawn during the nomination period 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.

**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 have specific written authorization to do so. We recommend candidates pick up and file nomination documents themselves for the following two reasons:

1. The oath of office on the Declaration of Candidacy must be administered by a member of the Office 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 they file; and
2. The signature of the candidate, as well as other data, is required on many documents involved in the nomination process. Incomplete or missing documents can be completed more easily 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” in Chapter 3 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 including additional penalties or remedies imposed by the act. 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” in Chapter 3 of this guide.

**How does the Office of 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 Office of the Registrar of Voters publishes an updated list of candidates who have obtained and filed papers directly with the County of Santa Clara each day, which is posted on our website. There will be a date listed next to the candidate’s name indicating the date they filed all required paperwork and were qualified for office. At a later date, our office will provide an updated list of candidates released by the Secretary of State following the end of the nomination period.

The nomination period ends at 5:00 p.m. on August 9, 2024.

**Can I come into the Office of the Registrar of Voters on Election Night and observe the tabulation of the votes?**

Yes. You can come into our office on Election Night and observe the entire process of the vote tabulation. All Election Night visitors must be escorted in our office so please call 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 <https://vote.santaclaracounty.gov> or by calling (408) 299-8639.

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

State election laws stipulate those documents required to be completed by candidates, as well as its format, filing deadline, etc. These filing requirements are not discretionary.

**County of Santa Clara**  
**Registrar of Voters Contact Information**  
**Candidate Services Division**  
**General: (408) 299-8639**  
**Fax: (408) 998-7356**  
**Email: [candidateservices@rov.sccgov.org](mailto:candidateservices@rov.sccgov.org)**  
**1555 Berger Drive, Building 2, San José, CA 95112**

**Shannon Bushey**  
Registrar of Voters  
Administration  
Phone: (408) 282-3005  
Email: [shannon.bushey@rov.sccgov.org](mailto:shannon.bushey@rov.sccgov.org)

**Matt Moreles**  
Assistant Registrar of Voters  
Administration  
Phone: (408) 282-3003  
Email: [matt.moreles@rov.sccgov.org](mailto:matt.moreles@rov.sccgov.org)

**Virginia Bloom**  
Assistant Registrar of Voters  
Administration  
Phone: (408) 282-3135  
Email: [virginia.bloom@rov.sccgov.org](mailto:virginia.bloom@rov.sccgov.org)

**Bren Lehr**  
Election Division Coordinator  
Candidate Services Division  
Phone: (408) 282-3041  
Email: [bren.lehr@rov.sccgov.org](mailto:bren.lehr@rov.sccgov.org)

**Claudia Gonzalez**  
Elections Process Supervisor  
Candidate Services Division  
Phone: (408) 282-3045  
Email: [claudia.v.gonzalez@rov.sccgov.org](mailto:claudia.v.gonzalez@rov.sccgov.org)

**Louella Sevegan**  
Election Specialist  
Candidate Services Division  
Phone: (408) 282-3152  
Email: [louella.sevegan@rov.sccgov.org](mailto:louella.sevegan@rov.sccgov.org)

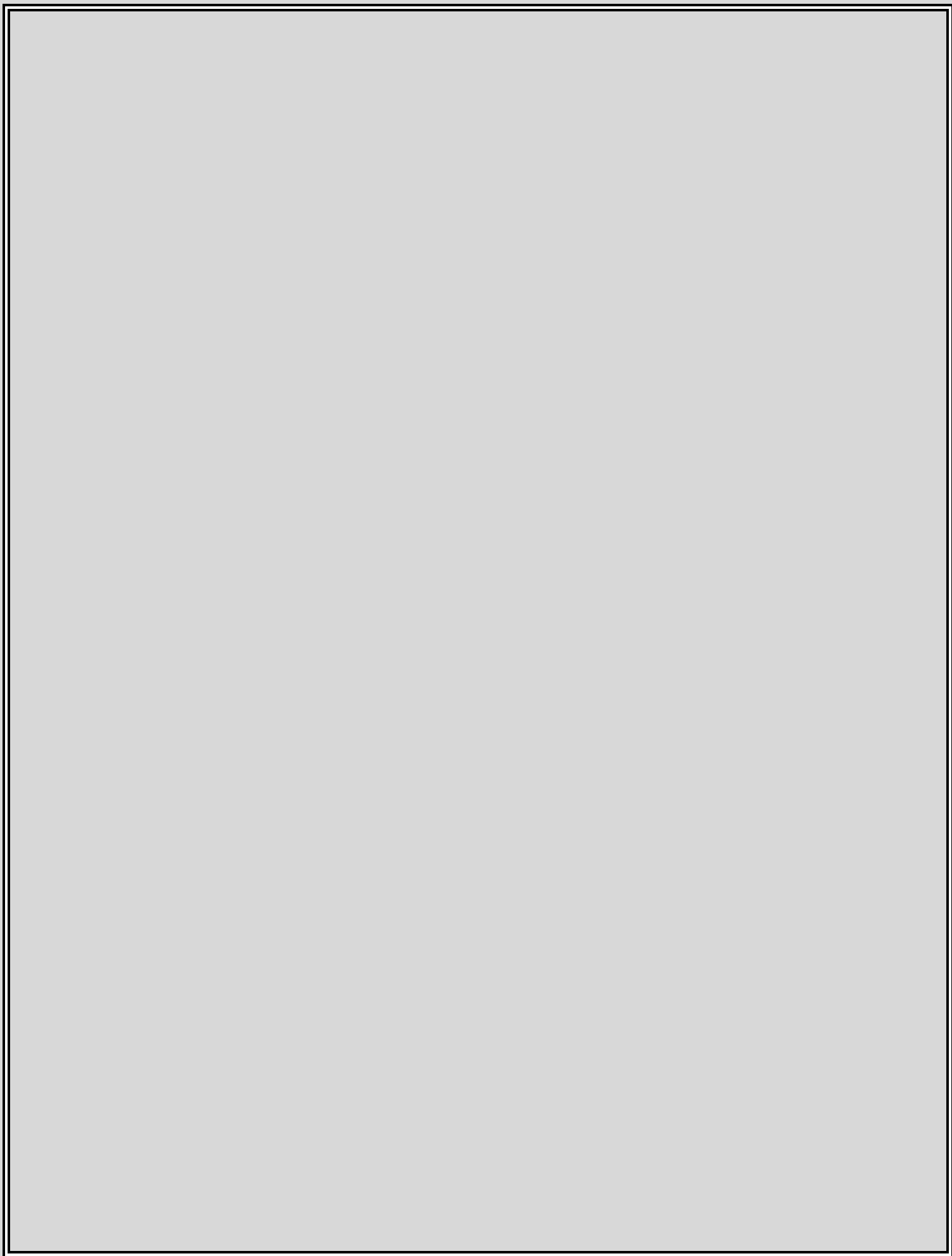
**Marianna Khienkina**  
Election Specialist  
Candidate Services Division  
Phone: (408) 282-3140  
Email: [marianna.khienkina@rov.sccgov.org](mailto:marianna.khienkina@rov.sccgov.org)

**Cassandra Hevia**  
Election Specialist  
Candidate Services Division  
Phone: (408) 282-3042  
Email: [cassandra.hevia@rov.sccgov.org](mailto:cassandra.hevia@rov.sccgov.org)

**ATTENTION:** Information provided by the Office of the Registrar of Voters 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.

# CHAPTER 5

## Appendices



## **APPENDIX A**

### **Ballot Designation Regulations**

#### **§ 20710. General Provisions.**

2 CA ADC § 20710

BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

2 CCR § 20710

#### **§ 20710. General Provisions.**

- (a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.
- (b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
- (c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.
- (d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.
- (e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.
- (f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

#### **§ 20711. Ballot Designation Worksheet.**

2 CA ADC § 20711

BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

2 CCR § 20711

#### **§ 20711. Ballot Designation Worksheet.**

- (a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
- (b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the

public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

- (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
  - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
  - (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
  - (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:
    - (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
    - (ii) The dates during which the candidate held such position;
    - (iii) A description of the work he or she performs in the position;
    - (iv) The name of the candidate's business or employer;
    - (v) The name and telephone number of a person or persons who could verify such information; and
    - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations



or occupations of the candidate, in accordance with the definition of the term “principal” as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13107.3, Elections Code.

#### **§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision...**

2 CA ADC § 20712 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

2 CCR § 20712

#### **§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(1).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

(d) Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as “Majority Leader of the California Senate,” “Minority Leader of the California State Assembly,” “Speaker of the California State Assembly,” “President Pro Tempore of the California State Senate,” “City of Orange Mayor Pro Tem,” and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, subject to the three-word limit, be considered under the provisions of § 13107(a)(3). Examples of acceptable ballot designations under this section include, but are not limited to, “Assembly Minority Leader,” “California Assembly Speaker,” and “Mayor Pro Tem.”

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

**§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2)**

2 CA ADC § 20713 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

2 CCR § 20713

**§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited “incumbent,” as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation “Incumbent.”

(c) The word “incumbent” is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

**§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision...**

2 CA ADC § 20714 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

2 CCR § 20714

**§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms “profession,” “vocation,” or “occupation,” as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

(1) “Profession” means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a “profession,” as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, “attorney,” “physician,” “accountant,” “architect,” and “teacher.”

(2) “Vocation” means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a “vocation,” as defined in Elections Code § 13107, subdivision (a)(3), include,

but are not limited to, “minister,” “priest,” “mother,” “father,” “homemaker,” “dependent care provider,” “carpenter,” “plumber,” “electrician,” and “cabinetmaker.”

(3) “Occupation” means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an “occupation,” as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, “rancher,” “restaurateur,” “retail salesperson,” “manual laborer,” “construction worker,” “computer manufacturing executive,” “military pilot,” “secretary,” and “police officer.”

(b) “Principal,” as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term “principal” precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her “principal” professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her “principal” professions, vocations or occupations if (i) the candidate's licensure status is “inactive” at the time the candidate files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a “principal” profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ( “/”). An example of an acceptable designation would be “Legislator/Rancher/Physician.”

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three-word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language, which was published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not “geographical names,” as that term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of “City of . . .,” “County of . . .,” or “City and County of . . .” Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento. Examples of designations containing a special district or political subdivision that are not geographical names include “Butte County Rural Fire District Captain,” “Huntington Beach Unified School District President,” and “South Bay Irrigation District Director.”

(4) An acronym shall be counted as one word.

(g) A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so pursuant to Elections Code section 13107(a)(3), but that ballot designation shall be limited to no more than three words. Examples of acceptable designations under this section include “State Senator/Rancher,” “California Assemblywoman/Attorney,” “County Supervisor/Teacher,” and “State Controller/Businessman.” Examples of unacceptable designations under this section include “Assemblyman, 57th District/Educator,” “California State Senator/Architect,” “Placer County Supervisor/Business Owner,” and “Member, Board of Equalization/Banker.”

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 9 and 13107, Elections Code.

#### **§ 20714.5. “Community Volunteer.”**

2 CA ADC § 20714.5 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

2 CCR § 20714.5

#### **§ 20714.5. “Community Volunteer.”**

(a) “Community Volunteer” means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

(1) A charitable, educational, or religious organization as defined by the United States Internal Revenue Code section 501(c)(3);

(2) A governmental agency; or

(3) An educational institution.

(b) The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate within the meaning of subdivisions (a) and (b) of section 20714 of this Chapter.

Note: Authority cited: Section 12172.5, Government Code; and Section 13107.5(b), Elections Code. Reference: Sections 13107 and 13107.5, Elections Code; and Section 501(c)(3), United State Internal Revenue Code.

### **§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision...**

2 CA ADC § 20715 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

2 CCR § 20715

### **§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).**

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase “appointed incumbent” if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

### **§ 20716. Unacceptable Ballot Designations.**

2 CA ADC § 20716 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

2 CCR § 20716

### **§ 20716. Unacceptable Ballot Designations.**

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) *Avocations*: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work (except as set forth in Section 20714.5 of this Chapter), and matters pursued as an amateur.

(2) *Pro Forma Professions, Vocations and Occupations*: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated, except as set forth in Section 20714.5 of this Chapter. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) *Statuses*: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, tradename, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "senior," "emeritus," "specialist," "magnate," "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h)(1) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.

(2) In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

(A) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;

(B) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;

(C) The candidate has reached at least the age of 55 years;

(D) The candidate voluntarily left his or her last professional, vocational or occupational position; and,

(E) The candidate's retirement benefits are providing him or her with a principal source of income.

(3) If a candidate is requesting a ballot designation that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word "retired" in his or her ballot designation.

(4) A candidate may not use the word "retired" in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

### **§ 20717. Requests for Supporting Documentation.**

2 CA ADC § 20717 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

2 CCR § 20717

### **§ 20717. Requests for Supporting Documentation.**

In addition to the Ballot Designation Worksheet required to be filed with the Secretary of State pursuant to Elections Code § 13107.3 and § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials in and the rendering of a final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or



electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13107.3, Elections Code.

#### **§ 20718. Communication of Decisions Regarding Ballot Designations.**

2 CA ADC § 20718 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

2 CCR § 20718

#### **§ 20718. Communication of Decisions Regarding Ballot Designations.**

(a) If a candidate's proposed ballot designation has been rejected, an official copy of the decision of the Secretary of State will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit a copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission or e-mail to the facsimile number or e-mail address listed on the candidate's Ballot Designation Worksheet.

(c) All written decision of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

#### **§ 20719. Service of Legal Process Regarding Ballot Designations.**

2 CA ADC § 20719 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

2 CCR § 20719

#### **§ 20719. Service of Legal Process Regarding Ballot Designations.**

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

(d) The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Elections Code § 15375, except for a candidate for judge of the superior court.

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13314, Elections Code.



## APPENDIX B - EXHIBIT A

**SHIRLEY N. WEBER, Ph.D.** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, CA 95814 | Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

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Summary of  
Qualifications and Requirements for the Office of

# PRESIDENTIAL ELECTOR AND ALTERNATE PRESIDENTIAL ELECTOR INDEPENDENT NOMINATION

November 5, 2024, General Election

An independent nominee for President of the United States attains ballot status by qualifying a group of 54 Presidential Electors and their alternates who pledge their votes to that independent presidential nominee. §§ 8303, 8304, 8550<sup>1</sup>

## I. QUALIFICATIONS

A candidate for Presidential Elector and Alternate Presidential Elector must have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained. There are no political party preference restrictions on electors; they need only be registered voters in California. § 201

In addition to qualifying the 54 Presidential Electors and 54 Alternate Presidential Electors, the person seeking the independent nomination for President of the United States must be a natural-born citizen of the United States, at least 35 years of age, and a resident of the United States for at least 14 years. U.S. Const., art. II, § 1, cl. 5

## II. REQUIREMENTS

A. A presidential candidate for whom a nomination paper has been filed as a partisan candidate at the primary election and who is defeated for their party nomination at the primary election is ineligible for nomination as an independent candidate. § 8301

### B. NOMINATION PAPERS

A candidate for Presidential Elector must circulate nomination papers for signatures between April 26, 2024 (E-193), and 5:00 p.m. on August 9, 2024 (E-88), and deliver them to the county elections official of the county in which the papers were circulated. The nomination papers will be forwarded for filing with the Secretary of State after the verification of signatures by the county elections official. § 8403(a)(2)

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<sup>1</sup> All code section references are to the California Elections Code unless otherwise stated.

Whenever a group of candidates for Presidential Elector, equivalent to 54, files a nomination paper with the Secretary of State, the nomination paper may contain the name of the candidate for U.S. President and U.S. Vice President for whom all of those candidates for Presidential Elector pledge themselves to vote. § 8303

The nomination papers must be signed by at least 219,403 registered voters (equivalent to 1% of the statewide registration from the last Report of Registration prior to the November 2022 General Election). §§ 2187(c)(6), 8400

1. All signers must be registered voters of the state. § 100, 8400
2. Any registered voter who is a candidate may obtain signatures to and sign their own nomination papers. § 106(a)
3. Circulators shall be 18 years of age or older. §§ 102, 8451
4. The nomination paper shall be delivered to the county elections official of the county in which the signers reside and are voters. § 8403

C. DECLARATION OF CANDIDACY—PRESIDENTIAL ELECTOR AND ALTERNATE PRESIDENTIAL ELECTOR

1. EACH of the 54 candidates for Presidential Elector must complete a Declaration of Candidacy Independent Nomination – Presidential Elector and file it with the county elections official of the county in which they are registered to vote. The declaration shall state:
  - a. The candidate’s residence address, with street and number
  - b. That the candidate is a voter in the precinct in which they reside,
  - c. The name of the office sought (i.e., Presidential Elector),
  - d. That the candidate will not withdraw as a candidate before the election, and
  - e. That if elected, the candidate will qualify for the office. § 8550
2. A declaration of candidacy described above shall be accompanied by a Declaration of Candidacy Independent Nomination – Alternate Presidential Elector. This accompanying declaration shall state that the individual is an alternate to the candidate for the office of presidential elector and shall contain the information described in paragraphs a, b, d, and e above. § 8550(b)
3. The Declaration of Candidacy Independent Nomination – Presidential Elector and Declaration of Candidacy Independent Nomination – Alternate Presidential Elector shall be left with the county elections official not later than 5:00 p.m. on August 9, 2024 (E-88). § 8550

III. GENERAL INFORMATION

- A. A copy of the nomination paper, Declaration of Candidacy Independent Nomination – Presidential Elector, and Declaration of Candidacy Independent Nomination – Alternate

Presidential Elector can be obtained from the county elections official. The nomination paper must be delivered to the elections official of the county where the paper was circulated. The Declarations of Candidacy can be mailed to the Secretary of State's Office at 1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, California, 95814, or filed in person in the Elections Division drop box located in the 1st floor lobby of the Secretary of State's Office or at any county elections office.

- B. Because of the requirements of the Federal Election Campaign Act, As Amended, candidates for federal office should contact the Federal Election Commission at 1050 First Street, NE, Washington, D.C., 20463, or call toll-free (800) 424-9530 for a copy of the Act, related regulations giving the filing requirements for reporting campaign contributions, and the forms on which to file.
- C. No filing fee is required from any person in order to file nomination papers.
- D. The term of office for United States President is four years, beginning January 20, 2025.  
U.S. Const., art. II, § 1; 20<sup>th</sup> Amend., § 1

#### IMPORTANT NOTICE

This information sheet of candidate qualifications and procedures is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law.



## APPENDIX B - EXHIBIT B



**SHIRLEY N. WEBER, Ph.D.** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, CA 95814 | Tel 916.657.2166 | Fax 916.653.3214 | [www.sos.ca.gov](http://www.sos.ca.gov)

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Summary of  
Qualifications and Requirements for the Office of  
**PRESIDENTIAL ELECTOR AND  
ALTERNATE PRESIDENTIAL ELECTOR  
WRITE-IN CANDIDATE**

November 5, 2024, General Election

Only those names written on the ballot at the General Election for President of the United States, for which a group of 54 Presidential Electors and their alternates who pledge their votes to that write-in candidate, shall be counted as votes. §§ 8651, 8653<sup>1</sup>

### I. QUALIFICATIONS

A candidate for Presidential Elector and Alternate Presidential Elector must have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained. There are no political party preference restrictions on electors; they need only be registered voters in California. § 201

In addition to qualifying the 54 Presidential Electors and 54 Alternate Presidential Electors, the candidate for President of the United States must be a natural-born citizen of the United States, at least 35 years of age, and a resident of the United States for at least 14 years.

U.S. Const., art. II, § 1, cl. 5

### II. REQUIREMENTS

#### DECLARATION OF WRITE-IN CANDIDACY—PRESIDENTIAL ELECTOR AND ALTERNATE PRESIDENTIAL ELECTOR

1. Voters in the General Election are technically voting for the 54 Presidential Electors and their alternates, not directly for the candidates for President and Vice President. Therefore, in order to be a write-in presidential candidate, that candidate must have 54 write-in Presidential Elector candidates and 54 alternates file papers pledging themselves to the presidential candidate.
2. The 54 write-in candidates for Presidential Elector and 54 candidates for Alternate Presidential Elector who have pledged themselves to vote for a candidate for President

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<sup>1</sup> All code section references are to the California Elections Code unless otherwise stated.

and a candidate for Vice President must file a Declaration of Write-In Candidacy, which must be received by the Secretary of State on or before October 22, 2024 (E-14).  
§§ 8650-8653

There are variations of the declaration form:

- a. Declaration of Write-In Candidacy — Presidential Elector - Multiple Signature Form. This form includes spaces for more than one Presidential Elector write-in candidate to sign.
- b. Declaration of Write-In Candidacy — Presidential Elector - Single Signature Form. This form allows each of the 54 Presidential Elector write-in candidates to sign and submit separate forms.
- c. Declaration of Write-In Candidacy — Alternate Presidential Elector Form. This form allows each of the 54 Alternate Presidential Elector write-in candidates to sign and submit their forms.

The Secretary of State and county elections officials do not supply declarations; however, attached are suggested formats for each.

In addition to the elector candidate's name, these forms must also include the elector candidate's residence address, the date of the Presidential General Election, a statement stating that they are a write-in candidate for the office of Presidential Elector, an oath of office which must be signed in front of an officer authorized to administer oaths, such as a county elections official or a notary public, and the names of the presidential and vice presidential candidates to whom the elector candidate is pledged.  
§ 8651

In addition to the alternate elector candidate's name, these forms must also include the alternate elector candidate's residence address, the date of the Presidential General Election, an oath of office which must be signed in front of an officer authorized to administer oaths, such as a county elections official or a notary public, and the names of the presidential and vice presidential candidates to whom the alternate elector candidate is pledged.  
§ 8651(b)

The Declarations of Write-In Candidacy can be mailed to the Secretary of State's Office at 1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, California, 95814, or filed in person in the Elections Division drop box located in the 1<sup>st</sup> floor lobby of the Secretary of State's Office or at any county elections office.

Please indicate on the envelope "Declaration of Write-In Candidacy." The Declarations of Write-In Candidacy must be received no later than October 22, 2024 (E-14).  
§ 8652

### III. GENERAL INFORMATION

- A. Because of the requirements of the Federal Election Campaign Act, As Amended, candidates for federal office should contact the Federal Election Commission at 1050 First Street, NE, Washington, D.C., 20463, or call toll-free (800) 424-9530 for a copy of the



Act, related regulations giving the filing requirements for reporting campaign contributions, and the forms on which to file.

B. No filing fee is required from any person in order to file as a Presidential Elector.

C. The term of office for United States President is four years, beginning January 20, 2025.

U.S. Const., art. II, § 1; 20<sup>th</sup> Amend., § 1

#### IMPORTANT NOTICE

This information sheet of candidate qualifications and procedures is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law.





California Secretary of State  
**DECLARATION OF WRITE-IN CANDIDACY – Multiple Signature Form**  
**Presidential Elector**  
November 5, 2024, General Election (Elections Code §§ 200, 8651)

**Please take note:** This Declaration of Write-In Candidacy must be accompanied by a Declaration of Write-In Candidacy – Alternate Presidential Elector. (Elections Code § 8651(b).)

For County  
Elections and  
Secretary of  
State Officials  
USE ONLY

!

Official Filing Form

County Elections Official  
By: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

Filed in County of: \_\_\_\_\_

County Elections Official  
By: \_\_\_\_\_  
Date Received: \_\_\_\_\_

Secretary of State Official

Pledges

1

We, the undersigned, declare that we are write-in candidates for the office of Presidential Elector to be voted for at the **General Election** to be held on **November 5, 2024**, and declare the following to be true. As write-in candidates for Presidential Elector, we are pledged to:

\_\_\_\_\_ for President of the United States  
(Name)

\_\_\_\_\_ for Vice President of the United States  
(Name)

Oath of Office,  
Candidates  
Names, and  
Addresses

2

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

Name	RESIDENCE (As Registered – No P.O. BOX)	VERIFICATION (to be entered by Elections Official)
Print: 1	Residence Address ONLY:	
Signature:	City or Town:	
Print: 2	Residence Address ONLY:	
Signature:	City or Town:	
Print: 3	Residence Address ONLY:	
Signature:	City or Town:	
Print: 4	Residence Address ONLY:	
Signature:	City or Town:	
Print: 5	Residence Address ONLY:	
Signature:	City or Town:	

**IMPORTANT: Please Complete Notary Jurat on Reverse Side**

Notary Public  
or  
Other Officer

3

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Notary Public Seal)

Signature of Notary Public  
(or other officer) \_\_\_\_\_

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County Elections Official \_\_\_\_\_

**WARNING:** Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in their possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)



California Secretary of State  
DECLARATION OF WRITE-IN CANDIDACY – Single Signature Form  
Presidential Elector

November 5, 2024, General Election (Elections Code §§ 200, 8651)

**Please take note:** This Declaration of Write-In  
Candidacy must be accompanied by a Declaration of  
Write-In Candidacy – Alternate Presidential Elector.  
(Elections Code § 8651(b).)

For County  
Elections and  
Secretary of  
State Officials  
USE ONLY

!

Official Filing Form

Filed in County of: \_\_\_\_\_

County Elections Official

By: \_\_\_\_\_

Date Issued: \_\_\_\_\_

County Elections Official

By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Secretary of State Official

Candidate  
Name,  
Address, and  
Pledges

1

I hereby declare myself a write-in candidate for the office of Presidential Elector to be voted for at the **General Election** to be held on  
**November 5, 2024**, and declare the following to be true:

My name is: \_\_\_\_\_

My residence address is: \_\_\_\_\_

Address (Street and Number): \_\_\_\_\_

Apt. or Unit #: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

As a write-in candidate for Presidential Elector, I am pledged to:

\_\_\_\_\_ for President of the United States  
(Name)

\_\_\_\_\_ for Vice President of the United States  
(Name)

Oath of Office

2

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

X

Signature of Candidate

Notary Public  
or  
Other Officer

3

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which  
this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Notary Public Seal)

Signature of Notary Public  
(or other officer) \_\_\_\_\_

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County Elections Official \_\_\_\_\_

**WARNING:** Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of  
candidacy in their possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)



**California Secretary of State**  
**DECLARATION OF WRITE-IN CANDIDACY**  
**Alternate Presidential Elector**  
November 5, 2024, General Election (Elections Code §§ 200, 8651)

**Please take note:** This Declaration of Write-In Candidacy must accompany a Declaration of Write-In Candidacy – Presidential Elector. (Elections Code § 8651(b).)

For County  
Elections and  
Secretary of  
State Officials  
USE ONLY

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Official Filing Form

Filed in County of: \_\_\_\_\_

County Elections Official

By: \_\_\_\_\_

Date Issued: \_\_\_\_\_

County Elections Official

By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Secretary of State Official

Alternate  
Candidate  
Name,  
Candidate  
Name,  
Alternate  
Candidate's  
Address, and  
Pledges

1

I hereby declare myself an alternate to the write-in candidate for the office of Presidential Elector to be voted for at the **General Election** to be held on **November 5, 2024**, and declare the following to be true:

My name is: \_\_\_\_\_ Alternate to: \_\_\_\_\_

My residence address is: \_\_\_\_\_

Address (Street and Number): \_\_\_\_\_ Apt. or Unit #: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

As an alternate write-in candidate for Presidential Elector, I am pledged to:

\_\_\_\_\_ for President of the United States  
(Name)

\_\_\_\_\_ for Vice President of the United States  
(Name)

Oath of Office

2

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

X

Signature of Alternate Candidate

Notary Public  
or  
Other Officer

3

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Notary Public Seal)

Signature of Notary Public  
(or other officer) \_\_\_\_\_

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County Elections Official \_\_\_\_\_

**WARNING:** Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in their possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)



## APPENDIX C - EXHIBIT A

### ORDINANCE NO. NS-300.857

#### **AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA AMENDING SECTIONS 8, 10, AND 11 OF DIVISION A11 OF THE SANTA CLARA COUNTY ORDINANCE CODE RELATING TO ELECTRONIC FILING OF CAMPAIGN STATEMENTS**

##### Summary

This ordinance amends existing provisions regarding  
electronic filing of campaign finance statements.

#### **THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA ORDAINS AS FOLLOWS:**

SECTION 1. Section 8 of Division A11 of the Ordinance Code of the County of Santa Clara is amended to read as follows:

Sec. A11-8. Electronic filing; findings and purpose.

- (a) State law requires candidates, persons supporting or opposing ballot measures and certain other types of committees to file campaign finance statements with the Registrar of Voters detailing the sources of contributions and manner of expenditure of contributions. The purpose of these laws is to assist voters in making informed electoral decisions and to assist in ensuring compliance with campaign contributions laws.
- (b) Frequently, these disclosure reports are extremely lengthy. Moreover, literally hundreds of such reports are filed with the Registrar of Voters office each reporting period. It is extremely difficult for members of the public, the media and election officials efficiently to review and compare these statements.
- (c) The Board makes the following findings in support of requiring that political committees and candidates that meet certain financial thresholds file their campaign statements electronically:
  - (i) An electronic system reduces paper waste and time spent processing and storing paper filings, so that efforts can be focused on helping filers comply with filing requirements.



- (ii) The system used by the County contains multiple safeguards to protect the integrity and security of the data.
- (iii) An electronic system streamlines the filing process, by storing information previously entered, calculating numbers, and helping catch errors before filings are submitted.
- (iv) Once the statements are placed online, they are easily accessible for public viewing.

SECTION 2. Section 10 of Division A11 of the Ordinance Code of the County of Santa Clara is amended to read as follows:

Sec. A11-10. Filing of campaign statements.

- (a) Whenever any elected County officer, candidate or committee is required by the California Political Reform Act to file a semi-annual campaign statement, a pre-election campaign statement, an amended campaign statement or a supplemental pre-election campaign statement with the Registrar of Voters, the elected officer, candidate or committee shall file the statement using the electronic filing system available on the Registrar of Voters' website. The street or address or building number of the persons or entity representatives, or any bank account number, shall not be displayed online.
- (b) Statements or reports that are filed electronically with the Registrar of Voters pursuant to this section need not also be filed in a paper format.
- (c) This requirement does not apply to any elected officer or candidate who receives contributions totaling less than \$1,000.00, and makes expenditures totaling less than \$1,000.00, in a calendar year.

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SECTION 3. Section 11 of Division A11 of the Ordinance Code of the County of Santa Clara is amended to read as follows:

Sec. A11-11. Penalties for late filing.

- (a) Any person who files an electronic copy of a statement or report required by this article after the deadline imposed by the California Political Reform Act for filing the written copy of the statement or report **shall be liable** in the same amount and on the same terms as set forth in the Act for late filing of the written copy of the campaign statement or report, except that no fines shall be waived by the Registrar of Voters.
- (b) Any person required to file an electronic copy of a statement or a report required by this article, who does not do so by the deadline imposed under the California Political Reform Act, shall be notified by the Registrar of Voters of that failure prior to the expiration of the five days following the deadline to file the statement or report. The Registrar of Voters shall notify such persons that the matter will be referred to the Santa Clara County District Attorney and the Fair Political Practices Commission if the required electronic statement is not filed by the end of the 10<sup>th</sup> day following the deadline to file the electronic statement or report. The

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notification shall be made at the telephone number, fax line or electronic mail address listed by the person on the "Campaign Statement Reporting Notification" form provided by the Registrar of Voters.

- (c) Any person required by this article to file the electronic statement or report set forth in subsection (a) who fails to do so by the 10<sup>th</sup> day following the deadline, shall be immediately referred to the District Attorney and Fair Political Practices Commission.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of Santa Clara, State of California, on AUG 13 2013 by the following vote:

AYES: **CHAVEZ, CORTESE, SIMITIAN, WASSERMAN, YEAGER**

NOES: **NONE**


ABSENT: **NONE**



KEN YEAGER, President  
Board of Supervisors


Signed and certified that a copy of this document has been delivered by electronic or other means to the Chair, Board of Supervisors.

ATTEST:



LYNN REGADANZ  
Clerk of the Board of Supervisors

APPROVED AS TO FORM AND LEGALITY:



ORRY P. KORB  
County Counsel

756016



## APPENDIX C - EXHIBIT B

### ORDINANCE NO. NS-19.40

#### AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA AMENDING SECTIONS A35-1, A35-2 AND A35-3 OF CHAPTERS I AND II OF DIVISION A35 OF THE SANTA CLARA COUNTY ORDINANCE CODE RELATING TO CAMPAIGN AND OFFICEHOLDER CONTRIBUTION LIMITS

##### Summary

This Ordinance institutes limits for contributions to officeholders and updates campaign contribution limits.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA  
ORDAINS AS FOLLOWS:**

SECTION 1: The title of Division 35 of Title A of the Ordinance Code of the County of Santa Clara is hereby amended to read as follows:

##### **Division A35 LIMITATIONS ON CAMPAIGN AND OFFICEHOLDER CONTRIBUTIONS**

SECTION 2: Section 1 of Chapter I of Division A35 of the Ordinance Code of the County of Santa Clara relating to the purpose of the County's campaign and officeholder contribution ordinance is hereby amended to read as follows:

##### **Sec. A35-1. Purpose.**

- (a) The purpose of this division is to place voluntary limits upon the total amount of money that may be spent from contributions to an election campaign for the offices of Board of Supervisors, District Attorney, County Sheriff, and County Assessor.
- (b) The purpose of this division is also to provide rules for campaign contributions for County offices and for contributions to County officeholders that are clear, that serve the interests of the County's voters while complying with U.S. Supreme Court precedents, and that provide fair notice to candidates and officeholders of such rules.

- (c) Further, the purpose of this division is to encourage participation by the public as candidates in County elections by clarifying regulations applicable to such contests.

SECTION 3. The title of Chapter II of Division A35 of the Ordinance Code of the County of Santa Clara relating to campaign and officeholder contributions is hereby amended to read as follows:

**CHAPTER II  
CAMPAIGN AND OFFICEHOLDER CONTRIBUTION LIMITS AND  
VOLUNTARY EXPENDITURE CEILINGS**

SECTION 4. Section 2 of Chapter II of Division A35 of the Ordinance Code of the County of Santa Clara relating to campaign and officeholder contribution limits is hereby amended to read as follows:

**Sec. A35-2. Contribution limits.**

- (a) No person shall make to any candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor, or to such candidate's controlled committee, and no such candidate's controlled committee shall accept from any person, a contribution or contributions totaling more than \$500.00 for each election in which the candidate is attempting to be on the ballot or is a write-in candidate for such office.
- (b) Notwithstanding (a) of this section, if a candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor accepts the expenditure limits set forth in Section A35-3(a), no person shall make to any candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor, or to the candidate's controlled committee, and no candidate for such office or the candidate's controlled committee shall accept from any person a contribution or contributions totaling more than \$1,000.00 for each election.
- (c) No person shall contribute to a County officeholder, including a Supervisor, District Attorney, Sheriff or Assessor, and no County officeholder shall accept from any person, a contribution or contributions totaling more than \$1,000.00 per calendar year for the purpose of defraying expenses related to holding office as defined below in Section A35-2(d).

- (d) County officeholders may use contributions made pursuant to Section A35-2(c) ("officeholder funds") for all lawful purposes under state law and regulations of the Fair Political Practices Commission, but may not use such officeholder funds to pay "campaign expenses" as defined in California Code of Regulations, title 2, section 18525(a)(1)-(4).
- (e) Unspent campaign funds from a past campaign shall not count toward the officeholder contribution limit in this section.
- (f) The contribution limits of this section do not apply to:
  - (i) A candidate's or officeholder's expenditure of his or her personal funds for campaign or officeholder purposes respectively; or
  - (ii) Personal loans made by the candidate or officeholder for campaign or officeholder purposes respectively.
- (g) Notwithstanding subsection (f), any payment made by anyone other than the candidate or officeholder to reduce the amount of any loan made for campaign or officeholder purposes shall remain subject to the applicable contribution limits of this section.

SECTION 5. Section 3 of Chapter II of Division A35 of the Ordinance Code of the County of Santa Clara relating to voluntary expenditure ceilings is hereby amended to read as follows:

**Sec. A35-3. Voluntary expenditure ceiling.**

- (a) The County of Santa Clara hereby establishes voluntary expenditure ceilings for candidates for the office of Board of Supervisors, and for the controlled committees of candidates for the Board of Supervisors in the amount of \$250,000.00 total expenditure per election for such office, excepting expenditure of personal funds made by the candidate.

The County of Santa Clara hereby establishes voluntary expenditure ceilings for candidates for the office of District Attorney, County Sheriff, and County Assessor, and for the controlled committees of such candidates in the amount of \$500,000.00 total expenditure per election for such office, excepting expenditure of personal funds made by the candidate.

- (b) Each candidate for the Board of Supervisors, District Attorney, County Sheriff and County Assessor shall file with the Registrar of Voters of the County of Santa Clara a written statement of acceptance or rejection of the voluntary expenditure ceilings before accepting any contributions. Candidates who accept the expenditure ceiling set forth in this section shall not be subject to the contribution limitation set forth in Section A35-2(a) of \$500.00, but rather shall be subject to the contribution limits set forth in Section A35-2(b) of \$1,000.00.
- (c) If a candidate for the Board of Supervisors, District Attorney, County Sheriff or County Assessor declines to accept the voluntary expenditure ceiling set forth in Section A35-3(a) the candidate shall be subject to the contribution limits set forth in Section A35-2(a) of \$500.00.
- (d) Any candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor who declined to accept the voluntary expenditure ceiling set forth in Section A35-3(a), but who nevertheless did not exceed the recommended spending limits in the primary, special primary, or special election, may file a statement of acceptance of the spending limits for a general or special runoff election within 14 days following the primary, special primary, or special election and receive all the benefits accompanying such an agreement specified in this chapter.

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SECTION 6. Chapter IV of Division A35 of the Ordinance Code of the County of Santa Clara relating to effective date is hereby repealed.

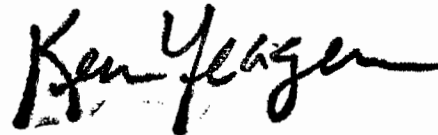
**PASSED AND ADOPTED** by the Board of Supervisors of the County of Santa Clara, State of California, on AUG 27 2013 by the following vote:

AYES: **CHAVEZ, CORTESE, SIMITIAN, WASSERMAN, YEAGER**

NOES: **NONE**

ABSENT: **NONE**

ABSTAIN: **NONE**



KEN YEAGER, President  
Board of Supervisors

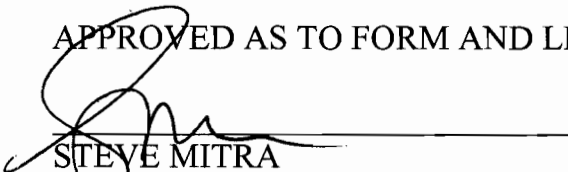
Signed and certified that a copy of this document has been delivered by electronic or other means to the Chair, Board of Supervisors.

ATTEST:



LYNN REGADANZ  
Clerk of the Board of Supervisors

APPROVED AS TO FORM AND LEGALITY:



STEVE MITRA  
Deputy County Counsel



## **APPENDIX D - EXHIBIT A**

### **ORDINANCE NO. NS-300.857**

#### **AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA AMENDING SECTIONS 8, 10, AND 11 OF DIVISION A11 OF THE SANTA CLARA COUNTY ORDINANCE CODE RELATING TO ELECTRONIC FILING OF CAMPAIGN STATEMENTS**

##### Summary

This ordinance amends existing provisions regarding  
electronic filing of campaign finance statements.

#### **THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA ORDAINS AS FOLLOWS:**

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- (b) Frequently, these disclosure reports are extremely lengthy. Moreover, literally hundreds of such reports are filed with the Registrar of Voters office each reporting period. It is extremely difficult for members of the public, the media and election officials efficiently to review and compare these statements.
- (c) The Board makes the following findings in support of requiring that political committees and candidates that meet certain financial thresholds file their campaign statements electronically:
  - (i) An electronic system reduces paper waste and time spent processing and storing paper filings, so that efforts can be focused on helping filers comply with filing requirements.

- (ii) The system used by the County contains multiple safeguards to protect the integrity and security of the data.
- (iii) An electronic system streamlines the filing process, by storing information previously entered, calculating numbers, and helping catch errors before filings are submitted.
- (iv) Once the statements are placed online, they are easily accessible for public viewing.

SECTION 2. Section 10 of Division A11 of the Ordinance Code of the County of Santa Clara is amended to read as follows:

Sec. A11-10. Filing of campaign statements.

- (a) Whenever any elected County officer, candidate or committee is required by the California Political Reform Act to file a semi-annual campaign statement, a pre-election campaign statement, an amended campaign statement or a supplemental pre-election campaign statement with the Registrar of Voters, the elected officer, candidate or committee shall file the statement using the electronic filing system available on the Registrar of Voters' website. The street or address or building number of the persons or entity representatives, or any bank account number, shall not be displayed online.
- (b) Statements or reports that are filed electronically with the Registrar of Voters pursuant to this section need not also be filed in a paper format.
- (c) This requirement does not apply to any elected officer or candidate who receives contributions totaling less than \$1,000.00, and makes expenditures totaling less than \$1,000.00, in a calendar year.

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SECTION 3. Section 11 of Division A11 of the Ordinance Code of the County of Santa Clara is amended to read as follows:

Sec. A11-11. Penalties for late filing.

- (a) Any person who files an electronic copy of a statement or report required by this article after the deadline imposed by the California Political Reform Act for filing the written copy of the statement or report **shall be liable** in the same amount and on the same terms as set forth in the Act for late filing of the written copy of the campaign statement or report, except that no fines shall be waived by the Registrar of Voters.
- (b) Any person required to file an electronic copy of a statement or a report required by this article, who does not do so by the deadline imposed under the California Political Reform Act, shall be notified by the Registrar of Voters of that failure prior to the expiration of the five days following the deadline to file the statement or report. The Registrar of Voters shall notify such persons that the matter will be referred to the Santa Clara County District Attorney and the Fair Political Practices Commission if the required electronic statement is not filed by the end of the 10<sup>th</sup> day following the deadline to file the electronic statement or report. The

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notification shall be made at the telephone number, fax line or electronic mail address listed by the person on the "Campaign Statement Reporting Notification" form provided by the Registrar of Voters.

- (c) Any person required by this article to file the electronic statement or report set forth in subsection (a) who fails to do so by the 10<sup>th</sup> day following the deadline, shall be immediately referred to the District Attorney and Fair Political Practices Commission.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of Santa Clara, State of California, on AUG 13 2013 by the following vote:

AYES: **CHAVEZ, CORTESE, SIMITIAN, WASSERMAN, YEAGER**

NOES: **NONE**


ABSENT: **NONE**



KEN YEAGER, President  
Board of Supervisors


Signed and certified that a copy of this document has been delivered by electronic or other means to the Chair, Board of Supervisors.

ATTEST:



LYNN REGADANZ  
Clerk of the Board of Supervisors

APPROVED AS TO FORM AND LEGALITY:



ORRY P. KORB  
County Counsel

756016



# GO GREEN WITH THE ROV

[www.sccvote.org/gogreen](http://www.sccvote.org/gogreen)



SCAN CODE

## Too much mail?

Opt out of receiving your County Voter Information Guide (CVIG) by mail!

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[www.sccvote.org/gogreen](http://www.sccvote.org/gogreen)

