



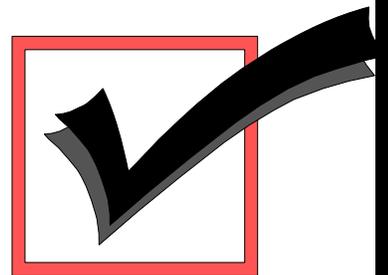
COUNTY of SAN LUIS OBISPO

CANDIDATE INFORMATION BOOKLET

UDEL GENERAL DISTRICTS ELECTION

NOVEMBER 6, 2007

VOTE



PREPARED BY:
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****ATTENTION CANDIDATES****

THE COUNTY CLERK-RECORDER'S OFFICE WOULD LIKE TO MAKE CANDIDATE FILING MORE EFFICIENT AND LESS HECTIC BY SETTING UP APPOINTMENTS FOR CANDIDATES TO FILE THEIR NOMINATION PAPERS.

PLEASE GIVE OUR OFFICE A CALL AT 781-5228 TO SCHEDULE AN APPOINTMENT. AT THAT TIME WE WILL ASK YOU SOME QUESTIONS REGARDING YOUR CANDIDACY SO MOST OF YOUR PAPERWORK WILL BE COMPLETED WHEN YOU ARRIVE.

THANK YOU!

NOVEMBER 6, 2007 GENERAL DISTRICTS ELECTION

IMPORTANT DATES

<u>DATE</u>	<u>EVENT</u>
July 16- August 10	Nomination Period. Incumbents must file by 5:00 P.M. deadline
August 13	Last Day to withdraw Candidate Statement of Qualifications
August 13 - August 15	Extended filing period - For Non-incumbents only, and only if incumbent does not file by deadline.
September 27	Pre-Election Campaign Statement due
October 8*	Absentee Ballot Period begins
October 22	Last day to register to vote for November 6, 2007 General Districts Election
October 25	Pre-Election Campaign Statement due
October 30	Last day Absentee Ballots can be mailed. After this date a voter must appear in person to receive an absentee ballot.
November 6	ELECTION DAY , Polls open at 7:00 AM and close at 8:00 PM
January 31, 2008	Semi-Annual Campaign Statement due

* If date falls on a weekend or holiday, the following business day is the deadline.

CANDIDATE REQUIREMENTS AND QUALIFICATIONS

COMMUNITY SERVICES DISTRICTS

FIRE PROTECTION DISTRICTS

COUNTY WATER DISTRICTS

Candidates must file a Declaration of Candidacy with the County Clerk-Recorder's Office, Elections Division, between the dates of **July 16, 2007 and August 10, 2007**.

No candidate shall withdraw his or her Declaration of Candidacy after 5:00 PM, Friday, August 10, 2007, unless there is an extension of the filing period in which case a candidate shall have until 5:00 PM, Wednesday, August 15, 2007 to withdraw.

Each candidate shall take the oath or affirmation before the county elections official, or any person designated by the county elections official.

If by 5:00 PM, Friday, August 10, 2007, the incumbent elective officer of a district has not filed a Declaration of Candidacy, any person other than the incumbent, shall have until 5:00 PM on August 15, 2007, to file a Declaration of Candidacy for the office. This is not applicable where there is no incumbent to be elected.

If, by 5:00 PM on August 15, 2007, only one person has filed or no one has filed or the number of persons who have filed a Declaration of Candidacy for the office does not exceed the number of offices to be filled there will be no election in that district, unless a petition, signed by 10% of the voters or 50 voters, whichever is the smaller number, requesting that the election be held, is presented to the elections official by 5:00 PM, August 15, 2007. If there is no election held in the district the persons who filed Declarations of Candidacy will be appointed in-lieu of election by the Board of Supervisors and they will take office and serve as if elected at the General District Election.

Candidates are responsible for filing their forms on time and knowing which campaign statements must be filed and what is to be reported. Be sure to read the Information Manual on Campaign Disclosure that you will receive in your candidate packet.

The term of office begins on the first Friday in December following the election. Any director whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified.

QUALIFICATIONS FOR CANDIDATES

- | | |
|-------------------------------|--|
| Community Services Districts: | Shall be a <u>Registered Elector</u> residing within the district |
| Fire Protection Districts: | Shall be a <u>Registered Voter</u> of the District |
| Community Water Districts: | Shall be a <u>Registered Voter</u> of the District |

SPECIAL DISTRICTS AND INCUMBENTS UP FOR ELECTION

DISTRICT	INCUMBENT	TERM
CALIFORNIA VALLEY CSD	Tammy Forrest Thomas Ortega, Sr. William Rahner	4 Year Term 4 Year Term 4 Year Term
LINNE CSD	Michelle Gardner Martha James Vacancy	4 Year Term 4 Year Term 2 Year Term
SQUIRE CANYON CSD	Pala Brink Ralph Gorton John Schug	4 Year Term 4 Year Term 4 Year Term
SANTA MARGARITA FIRE PROTECTION	Suzann Brandt Joel Switzer	4 Year Term 2 Year Term
GARDEN FARMS COMMUNITY WATER	John Billings William Miller John Pinson Wendy Stoudenmire	4 Year Term 4 Year Term 4 Year Term 2 Year Term

To use the phrase "Incumbent" as their occupational designation, the candidate must be a candidate for the same term he or she holds at the time of filing the nomination documents.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Elections Code Section 13307, 13311, 13313

Each candidate for **non-partisan** elective office may prepare a statement of qualifications to be included in the Sample Ballot Booklet and sent to every registered voter in the jurisdiction of the office. The statement is optional and not a requirement of filing for office.

Statements shall be filed with the county elections official when nomination papers are returned for filing, or in the case of an election for which nomination papers are not required (i.e., special district & school district offices, run-off election) no later than the 88th day prior to the election.

The statement **MAY** include:

- Name, Age, Occupation of the Candidate
- A brief description (no more than 200 words) of the candidate's education and qualifications expressed by the candidate in his/her own words (first person singular).

The statement must be **typed** and follow the format on the form. Candidates must file a hard copy of the statement as well as submit the statement electronically. The statement should be set out in **block style paragraphs** in type of uniform size and darkness and with uniform spacing.

The statement **MAY NOT** include:

- The party affiliation of the candidate.
- Membership or activity in any partisan political organizations.
- Boldface type, italics, all capitals, underlines, indentions, bullets, dashes, boxes, arrowheads, diamonds, asterisks, etc.
- Comments on an opponent's qualifications, or lack thereof, and may not refer to their opponents in any manner. Candidates who use the statement to attack their opponents may be subject to legal action by the opponent.

Obvious spelling errors will be corrected; however the candidate should proof the statement very carefully for spelling, punctuation and grammar, as it will be printed as submitted. Furthermore, text may be reformatted in order to make it fit in the allotted space.

The County Clerk-Recorder's Office and its employees do not have the legal authority to reject or modify the candidate statements containing improper content, except for those submitted by candidates for judicial office (Elections Code Section 13308). Any statement submitted by candidates for judicial office 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 judicial office or to another candidate's qualifications, character or activities.

The statement may be **WITHDRAWN**, by the candidate in writing, **BUT NOT CHANGED**, during the nomination period – between the 113th and 88th day prior to the election - and until 5:00 p.m., on the next regular business day following the close of the nomination period.

Each candidate who files a statement of qualification will be required to pay an estimated deposit at the time the statement is filed to cover the cost of the printing and handling. The estimated deposit amount is an approximation of the actual cost and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. **Accordingly, the elections official is not bound by the estimate and will bill the candidate for additional actual expense or refund any excess amount paid depending on the final actual cost.**

The Candidate's Statement of Qualifications shall remain **confidential** until after the close of the nomination period and will be available for public examination for 10 days after the close of nominations. Any challenges to a statement must be made during this 10 day period. (EC 13313)

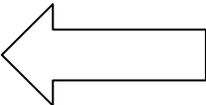
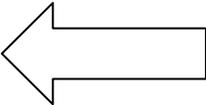
CANDIDATE'S STATEMENT WORD COUNTING GUIDELINES

Elections Code Section 9

(a) For purposes of this code, the following shall apply to the counting of words:

1. Title and Signature.....**Not Counted**
2. Punctuation Characters.....**Not Counted**
3. Each word shall be counted as **one word** except as specified in this section.
4. All geographical names such as, "County of San Luis Obispo".....**One Word**
5. Abbreviations for a word, phrase, or expression, such as UCLA, PTA, U.S.M.C., etc.....**One Word**
6. Hyphenated words that appear in any generally available dictionary.....**One Word**
7. Dates consisting of a combination of words and digits -
May 2, 2002.....**Two Words**
Dates consisting only of a combination of digits - 05/02/2002.....**One Word**
8. Numbers:
Digits, such as 1, 10, 100..... **One Word**
Spelled out - one, ten, one hundred..... **One for Each Word**
Numerical Combinations - 2002, 5%, 1/2, 2001-02..... **One Word**
Telephone Number.....**One Word**
9. Monetary Amounts:
Dollar Sign and Figures - \$500,000.00..... **One Word**
Spelled Out - Five hundred thousand dollars.....**Four Words**
10. Internet web site address..... **One Word**

(b) **THIS SECTION SHALL NOT APPLY TO COUNTING WORDS FOR BALLOT DESIGNATIONS UNDER ELECTIONS CODE SECTION 13107**

<p style="text-align: center;">STATEMENT OF CANDIDATE FOR OFFICE Jurisdiction/District</p> <p>CANDIDATE NAME AGE: 40 Occupation: Incumbent, College Trustee Board Member, Former Member Chamber of Commerce, Businesswoman.</p> <p>Education and Qualifications: My goal is to continue to be your advocate on the College Board of Trustees. With your support, I am committed to: -Ensure responsible spending of taxpayers' dollars -Maintain accessible and affordable education for all students -Provide needed resources for classrooms -Expand vocational training -Maintain high academic standards -Promote collaboration with other governmental agencies and private businesses Currently, as your trustee, my experience includes: -On the Local Level: President Vice-President Chair, Audit Committee Representative: County School Board Association Planning and Budget Committee Accreditation Steering Committee District's Interest-based Bargaining Team Student Housing Task Force -On the State Level: Member: CA Community College Trustees' Board of Directors Commission on Educational Policy Commission on the Future of CA Community Colleges Advocate: CA Legislative Conferences Participant: Community College Leadership Seminar -On the National Level: Delegate: Association of Community College Trustees League for Innovation Advocate: National Legislative Seminar I take seriously the trust placed in me and will continue to work hard to be your voice on the College Board of Trustees. Your vote for Candidate Name will be appreciated. s/ Candidate Name</p>	<p style="text-align: center;">SAMPLE STATEMENT OF QUALIFICATIONS</p> <p>Be aware that the number of carriage returns you use in the "Education and Qualifications" section of your statement will affect the layout of your text.</p>  <p>In past elections, this statement required reducing the font size from as well as reducing the line spacing to allow the candidate's text to fit into the prescribed template.</p> <p>NOTE: In order to ensure that submitted text will fit in the limited quarter-page space, the following may occur: 1) Lists and enumerations will be wrapped as a single paragraph; 2) Multiple single sentence paragraphs will be wrapped; 3) Indented text will be run together as a sentence. The elections official is not responsible for the correct typesetting of statements that must be reconfigured to comply with these guidelines.</p> <p>It is recommended that candidate statements contain no more than twenty-eight lines and carriage returns.</p> <p>Note: Although "Occupation" is not restricted by ballot designation limitations and can be more descriptive, "Occupations" exceeding one line will be shortened.</p>
<p style="text-align: center;">STATEMENT OF CANDIDATE FOR OFFICE Jurisdiction/District</p> <p>CANDIDATE NAME AGE: 40 Occupation: Incumbent, College Trustee Board Member</p> <p>Education and Qualifications: My goal is to continue to be your advocate on the College Board of Trustees. With your support, I am committed to: ensure responsible spending of taxpayers' dollars, maintain accessible and affordable education for all students, provide needed resources for classrooms, expand vocational training, maintain high academic standards, and promote collaboration with other governmental agencies and private businesses. Currently, as your trustee, my experience includes: On the Local Level: President, Vice-President, Chair, Audit Committee; Representative: County School Board Association, Planning and Budget Committee, Accreditation Steering Committee, District's Interest-based Bargaining Team, Student Housing Task Force On the State Level: Member: CA Community College Trustees' Board of Directors; Commission on Educational Policy; Commission on the Future of CA Community Colleges; Advocate: CA Legislative Conferences; Participant: Community College Leadership Seminar On the National Level: Delegate: Association of Community College Trustees, League for Innovation; Advocate: National Legislative Seminar I take seriously the trust placed in me and will continue to work hard to be your voice on the College Board of Trustees. Your vote for Candidate Name will be appreciated. s/ Candidate Name</p>	<p style="text-align: center;">REVISED STATEMENT OF QUALIFICATIONS</p> <p>Statements of Qualifications submitted in the manner above will now be reformatted to reflect the block paragraph format with uniform size and spacing originally requested.</p>  <p>In this example, "Occupation" was reduced to one line, dashes were removed, lists were wrapped as a single paragraph, titles and indented text were wrapped as a single paragraph.</p> <p>Candidates utilizing the guidelines and suggestions will make their candidate statements uniformed, fair, and legible.</p>

**ESTIMATED COSTS OF CANDIDATE STATEMENTS OF QUALIFICATIONS
NOVEMBER 6, 2007 GENERAL DISTRICTS ELECTION**

DISTRICT	REGISTRATION (As of 06/25/2007)	ESTIMATED COST
CALIF VALLEY CSD	183	\$100.00
LINNE CSD	175	\$100.00
SQUIRE CANYON CSD	174	\$100.00
SANTA MARGARITA FIRE PROTECTION	732	\$130.00
GARDEN FARMS COMMUNITY WATER	181	\$100.00

The Candidate's Statement of Qualifications is optional. The estimated cost is an approximation of the actual cost that varies from one election to another and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the elections official is not bound by the estimate and will bill the candidate for any additional actual expense or refund any excess amount paid depending on the final actual cost.

OCCUPATIONAL BALLOT DESIGNATION REQUIREMENTS

Elections Code Section 13106-13107

Immediately under the name of the candidate, and not separated from the name by any line, 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 a vote of the people, or, in the case of a superior court judge, was appointed to that office.
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, or, in the case of a superior court judge, was appointed to that office.
3. 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, 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, an appointed candidate, in-lieu of election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, or 10515 of the Elections Code.
4. No more than **three words** designating either the current principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section **ONLY**, all California geographical names shall be considered to be one word.

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.

The elections official shall not accept a designation if any of the following is true:

1. It would mislead the voter.
2. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, or virtuous.
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.
5. Use of the word "retired" is limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.
6. Contains commercial identification, such as IBM President.
7. It uses the name of any political party, whether or not it has qualified for the ballot.
8. It uses a word or words referring to a racial, religious or ethnic group.
9. It refers to any activity prohibited by law.

If the elections official rejects a designation the candidate shall be notified and the candidate shall, within three days of receipt of the notice, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation. In the event the candidate fails to provide an alternate designation, **no designation** shall appear under the candidate's name.

The designation shall not be changed, except as provided above, after the final date for filing nomination papers.

The designation shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements, a sufficiently smaller type size shall be used for the designation for each candidate for that office.

The term "profession" means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual - attorney, physician, accountant, or teacher.

The term "vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies on for his or her livelihood - minister, plumber, homemaker, or carpenter.

The term "occupation" means the employment in which one regularly engages or follows as the means of making a livelihood - rancher, salesperson, secretary, police officer, or construction worker.

The following types of activities are distinguished from professions, vocations and occupations and **are not acceptable** for ballot designations:

Casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation, such as volunteer work or social activities.

*Positions held which consume little or no time and which are voluntary or for which the candidate is not compensated, such as honorary sheriff, volunteer firefighter, honorary chairperson, goodwill ambassador or official host or hostess.

A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole, such as philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife and the like.

* See E.C. Sec. 13107.5

Candidates for Local Office
Committees Primarily Formed to Support/Oppose Local Candidates
Committees Primarily Formed to Support/Oppose Local Measures

November 6, 2007 Election Filing Schedule

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement^{1/}</i>	<i>Method of Delivery</i>
July 31, 2007	Semi-Annual	1/1/07 - 6/30/07	. Personal Delivery . First Class Mail
September 27, 2007	Pre-Election	^{1/} - 9/22/07	. Personal Delivery . First Class Mail
October 25, 2007	Pre-Election	9/23/07 - 10/20/07	. Personal Delivery . Guaranteed Overnight Service
Within 24 Hours	Late Contributions ^{2/} and Independent Expenditures of \$1,000 or More ^{3/}	10/21/07 - 11/5/07	. Personal Delivery . Guaranteed Overnight Service . Fax
January 31, 2008	Semi-Annual	10/21/07 -12/31/07	. Personal Delivery . First Class Mail

Footnotes:

^{1/} 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.

^{2/} The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.

^{3/} A controlled committee of a candidate may not make independent expenditures to support or oppose other candidates.

Additional Notes:

- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information.
- **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.

Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, there is no provision in the law for extending a filing deadline. Late statements are subject to a \$10 per day late fine.

All statements are public documents.

Local jurisdictions may impose contribution limits and additional filing requirements.

State committees making contributions or independent expenditures in connection with local elections should contact the FPPC for reporting requirements.

As of the date of this publication (1/07), the FPPC Campaign Disclosure Manual for local candidates (Manual 2) and ballot measure committees (Manual 3), and the 2006 Addendum to Manuals C and E, contain the most recent information on campaign disclosure requirements. Be sure to check the FPPC web site (www.fppc.ca.gov) for updated information.

FPPC Toll-Free Helpline: 866-ASK-FPPC (1/07)

CANDIDATES: Important Things To Remember to Comply with the Requirements of the Fair Political Practices Commission (FPPC)

1. BE INFORMED

Study FPPC Manual A and the Addendum. Local candidates should ask their election official about any local campaign restrictions.

2. BEFORE RAISING OR SPENDING ANY MONEY

File Form 501 (Candidate Intention); then open a campaign bank account. Once \$1,000 is raised or spent, obtain an identification number by filing Form 410.

3. MARK YOUR CALENDAR

Know the due dates for campaign statements and file on time.

4. KEEP GOOD RECORDS

Maintain details on contributions and expenditures of \$25 or more. Refer to record keeping guidelines in Manual A.

5. \$100 OR MORE IN CASH?

Never accept or spend \$100 or more in cash.

6. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES

All personal funds of the candidate must first be deposited in the campaign bank account, except for the filing fee/ballot statement fee.

7. REPORT LATE CONTRIBUTIONS

If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.

8. ITEMIZE CONTRIBUTIONS

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

9. IF AN AGENT OR CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN

Itemize expenditures of \$500 or more made by the agent or consultant.

10. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS

Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

11. NO PERSONAL USE OF CAMPAIGN FUNDS

Use campaign funds only for political, legislative, or governmental purposes.

12. BE MORE INFORMED

Attend a campaign workshop in your area. Contact your filing officer or the FPPC if you have any questions.

COMMITTEE TREASURERS

Every Recipient Committee Must Have a Treasurer

Under California's Political Reform Act, a person or organization that receives contributions totaling \$1,000 or more in a calendar year to support or oppose state or local candidates or ballot measures qualifies as a "recipient committee" and must have a treasurer. No contributions may be accepted and no expenditures may be made without a treasurer.

The treasurer is responsible for:

- Filing the committee's statement of organization (Form 410) and termination of the committee;
- Establishing and maintaining a record keeping system that ensures the committee complies with the Act's disclosure requirements;
- Verifying and signing the committee's campaign statements and filing them on time;
- Correcting inaccuracies or omissions that may occur.

Anyone may act as a committee treasurer. A candidate may serve as his or her own committee treasurer. However, no individual should accept the position of committee treasurer as a mere figurehead. If errors or omissions occur in a committee's record keeping and reporting, the treasurer will often be a named party in any resulting enforcement action and may be held personally liable. A committee may appoint one assistant treasurer on its statement of organization to act in place of the treasurer if he or she is unavailable.

To adequately perform his or her duties, a committee treasurer must have a understanding of the law and the treasurer's responsibilities.

Treasurer's Responsibilities

Registration

A recipient committee must register under the Act by filing a statement of organization (Form 410) within 10 days of receiving contributions totaling \$1,000 in a calendar year. The committee treasurer must sign the form and see that it is filed on time.

On the Form 410, the committee provides basic information about the committee (such as its name, address, and principal officers) and identifies the individual who will act as the committee's treasurer. If any of the information on the statement of organization changes, the treasurer must file an amendment within 10 days.

If a committee qualifies during the 16 days before an election, or if certain information about the committee (e.g., the name of the committee, the committee treasurer) changes during that period, an amendment to the statement of organization must be filed within 24 hours.

Record Keeping and Reporting

The treasurer is responsible for the timely and accurate filing of campaign disclosure reports with the appropriate state and/or local filing officers. To accomplish this, the treasurer must see that complete and accurate records of receipts and expenditures are maintained from the very beginning of the committee's operations.

The treasurer is required to maintain the records personally or monitor committee support staff or others that actually perform the record keeping duties. The treasurer must also prepare the campaign statements personally or carefully review the campaign statements and records prepared by other. If required information is missing, it is the treasurer's responsibility to obtain it. The treasurer must also monitor compliance with the Act's restrictions on cash contributions, cash expenditures, and with federal and local campaign laws.

All reports and statements must be signed by the treasurer or assistant treasurer.

Candidate Controlled Committees

A candidate or officeholder who controls a committee must make sure the treasurer is adequately performing his or her required duties. If the candidate or officeholder knows or has reason to know the treasurer is not performing adequately, he or she must replace the treasurer or bring the treasurer's performance up to required standards. A controlling candidate or officeholder must sign the committee's campaign statements, verifying that the treasurer has used all reasonable diligence in preparing them.

For Detailed Record Keeping and Reporting Requirements

- To assist treasurers, the following information is available from the FPPC:
- The Political Reform Act, contained in the California Government Code, sections 81000-91014. Campaign disclosure is contained in Chapter 4, sections 84101-84309.
- Commission regulations are contained in Title 2, Division 6 of the California Code of Regulations. See:
 - Regulation 18401 (Required Record Keeping)
 - Regulation 18426.1 (Assistant Treasurer)
 - Regulation 18427 (Duties of Candidates and Treasurers)
- FPPC Campaign Disclosure Information Manuals contain detailed disclosure and record keeping requirements as well as other important information.

Information provided by the Fair Political Practices Commission (FPPC) Web Site at www.fppc.ca.gov
You may contact the FPPC toll free at 866-275-3772

PRE-CAMPAIGN CANDIDATE INTENTION REQUIREMENTS

Gov. Code §85200 Statement of Intention to be a Candidate. (FPPC form 501)

Prior to the solicitation or receipt of any contribution or loan, an individual who intends to be a candidate for an elective state office, pursuant to Section §82024, shall file with the Secretary of State an original statement, signed under penalty of perjury, of intention to be a candidate for a specific office.

An individual who intends to be a candidate for any other elective office shall file the statement of intention with the same filing officer and in the same location as the individual would file an original campaign statement pursuant to subdivisions(c), (d), and (e) of Section §84215.

For purposes of this section, “contribution” and “loan” do not include any payments from the candidate’s personal fund for a candidate filing fee or a candidate statement of qualifications fee.

Gov. Code §85201 Campaign Bank Account

(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 one thousand dollars (\$1,000) 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 his or her 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 one thousand dollars (\$1,000) in a calendar year to support his or her 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 his or her campaign but who raises or spends less than one thousand dollars (\$1,000) 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.

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

as found in Chapter 5 of Division 20 of the
California Elections Code

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. Intent of legislature.

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

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

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

Article 2. Definitions (1)

20420. Definition of "Code."

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

Article 3. Code of Fair Campaign Practices

20440. Subscription to code; form.

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

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

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

20441. Supply of forms.

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

20442. Retention of forms; public inspection.

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

20443. Public record.

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

20444. Voluntary.

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

(1) 304. "Campaign advertising or communication" means a communication authorized by a candidate or a candidate's controller committee, as defined in section 82016 of the Government Code, or by a committee making independent expenditures, as defined in Section 82031 of the Government Code, or by a committee formed primarily to support or oppose a ballot measure, as defined in Section 82047.5 of the Government Code, for the purpose of advocating the election or defeat of a qualified candidate through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type general, public, political advertising.

305. "Candidate for public office" means an individual who has qualified to have his or her name listed on the ballot of any election, or who has qualified to have written votes on his or behalf counted by election officials, for nomination for or election to, any state, regional, county, municipal, or district office which is filled at an election. The provisions of this chapter do not apply to candidates for federal office.

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

(1) **I SHALL CONDUCT** my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit such 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 race, sex, religion, national origin, physical health status, or age.

(4) **I SHALL NOT USE OR PERMIT** any dishonest or unethical practice which tends to corrupt or undermine our American system of free elections, or which 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 which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which 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.

DATE _____

SIGNATURE _____

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

Information Sheet Concerning Candidate\Officeholder Bank Accounts

Candidates and officeholders must establish a campaign bank account for each office for which a Candidate Intention, Form 501 has been filed. The campaign bank account must be established at a financial institution located in California. All contributions designated for a particular account or committee must be deposited into the appropriate campaign bank account.

EXCEPTION:

- If both of the following conditions are met, filing of Form 501, and establishment of a campaign bank account, is not required:
 - The officeholder or candidate will not be receiving contributions from others; and
 - The only expenditures to be made will come from the officeholder or candidate's personal funds for the filing fee and/or the statement of qualifications that will appear in the voter pamphlet.

Expenditures

Candidates may not make campaign-related expenditures from personal funds. A candidate's personal funds that will be used to pay campaign-related expenses must be deposited into the appropriate campaign bank account prior to making the expenditure.

EXCEPTION:

- An officeholder or candidate may use personal funds to pay for the candidate filing fee and statement of qualifications prior to filing Form 501.

All **campaign related expenses** for election to a future term of office must be paid from the campaign bank account established for that election. Such expenses include payments for:

- Campaign strategic planning and fundraising expenses.
- Services and actual expenses of outside political consultants, the campaign treasurer, other staff, pollsters, and other persons who provide services directly in connection with the election.
- Voter registration and get-out-the-vote drives.
- Payments for mass mailings, political advertising, opinion polls or surveys, and other communications in connection with the election. Such payments are considered to be "in connection with election to a future term of office" if the payment:

--Is for a communication that makes reference to the officeholder's future election or status as a candidate; or

--Is made in the three months prior to an election for which the officeholder has done any of the following: filed a Candidate Intention statement, Form 501, filed a declaration of candidacy or nomination papers with an election official, or filed any other documents necessary to be listed on the ballot for a state or local elective office.

IMPORTANT NOTES

- A campaign bank account established for election to a specific office may be used to pay officeholder-related expenses in connection with that office.
- For each campaign bank account into which contributions totaling \$1,000 in a calendar year are deposited (including the candidate's personal funds), a recipient committee Statement of Organization, Form 410, must be filed.
- There is no relationship between the filing of a Candidate Intention statement, Form 501, and the committee's identification number. To obtain a committee identification number, file a Statement of Organization, Form 410, with the Secretary of State's office.

Savings Accounts, Credit Accounts, and Petty Cash Funds

Savings Accounts

A candidate may transfer funds from a campaign bank account to certificates of deposit, interest-bearing savings accounts, money market funds, or similar accounts. Such funds must come from a campaign bank account designated for a specific office and must be deposited into investment accounts established only for

this office.

Prior to the deposit of contributions and other funds into an investment account, such monies must be deposited into the appropriate campaign bank account. Before expenditure, the funds must be redeposited into the same campaign bank account.

Credit Accounts

A candidate may establish one or more credit accounts for each campaign bank account. A single credit card, however, may not be designated for more than one campaign bank account. In addition, payment of charges that have accrued on a credit account must be made only from the appropriate campaign bank account.

A candidate may designate an existing personal credit card with a zero balance to be his/her campaign bank account credit card, but personal expenses may not, thereafter, be charged to that account until after the election. Once the account has been paid back down to zero, the account may be redesignated a personal credit account.

Petty Cash Funds

A candidate may establish, for each campaign bank account and for each campaign office, one petty cash fund based on the following conditions:

- No more than \$100 may be held in a petty cash fund at any one time.
- No expenditure that totals \$100 or more may be made from the petty cash fund.
- Expenditures of less than \$100 from petty cash funds are deemed to be expenditures from the campaign bank account.
- The fund may be used only for expenses associated with the candidate's election to the specific office or for the expenses of holding the office for which the petty cash fund was established.

Reimbursements of Expenses

If an officeholder or candidate's personal funds will be used to pay campaign-related expenses, then such funds must be deposited into the appropriate campaign bank account **prior** to expenditure. Officeholders and candidates may not use personal funds to pay campaign-related expenses and then later receive reimbursement.

Volunteers, paid employees of the candidate's controlled committee, and agents or independent contractors, such as campaign consultants or advertising agents, may be reimbursed for goods, services, or travel expenses under certain specified conditions:

- Agents and independent contractors must have a written contract with the candidate or the committee that provides for reimbursement of expenditures.
- The committee treasurer must be provided with a dated receipt and a written description of each expenditure prior to reimbursement.
- Reimbursement must be paid within 45 calendar days of the date the expenses were incurred.

If reimbursements are not made within this 45 calendar day period, the expenditure will be considered a non-monetary contribution to the candidate or committee.

An officeholder may use personal funds and receive reimbursement for **officeholder** expenses as long as:

- The committee treasurer is provided with a dated receipt and written description of the expense;
- Reimbursement is made within 90 calendar days after the officeholder incurs the expense in the case of a monetary expenditure, or within 90 calendar days of the expenditure charged to a credit card or charge account; and
- Reimbursements are made from the appropriate campaign bank account.

Bank Account Redesignation

Officeholders/candidates are required to establish a separate bank account for each elective office for which they intend to solicit or receive funds. Officeholders/candidates may not have two campaign bank accounts established for the same election. Candidates seeking more than one elective office simultaneously must establish one campaign bank account and one controlled committee for each office the candidate is seeking.

Officeholders may **redesignate** a campaign bank account established for a current term of office as a campaign bank account for their future election if they are seeking election to the **SAME** office. The account may be redesignated even if the account holds campaign funds or outstanding debts from the previous election. Officeholders redesignating a campaign bank account must file a new Candidate Intention statement (Form 501) for the next election to indicate the new election date.

An officeholder who re-designates a campaign bank account for re-election is required to file an amended

Form 410, Statement of Organization.

Officeholders or candidates seeking election to a **Different** office **may not** redesignate a bank account. Instead, the officeholder/candidate is required to establish a new bank account for the future election and file an "Initial" Statement of Organization, Form 410.

An unsuccessful candidate intending to seek election to the same office may maintain the same bank account and redesignate the account by amending his/her Statement of Organization, Form 410 indicating the new election date.

Important: Defeated candidates who do not redesignate leftover funds by the end of the semi-annual period in which the election was held **may not** use the funds for any future election. Leftover funds from the election become surplus funds at the end of the semi-annual period.

Prior to the end of the semi-annual period, an unsuccessful candidate intending to use leftover funds for election to a different office must establish a new campaign bank account, transfer the funds to the new account and file an "**Initial**" Form 410 Statement of Organization indicating the new account and office sought. A Form 410 showing termination of the old bank account and committee should also be filed. In both situations, the candidate must establish a new campaign bank account prior to receiving any new contributions for the future election.

Transfers Between a Candidate's Campaign Bank Accounts

Except as explained below, an officeholder or candidate with more than one campaign bank account or controlled committee may transfer funds from one account/committee to another.

Exceptions to this provision include:

- Special Election Committees: When an officeholder or candidate is being voted upon in a special election (an election to fill an office which has become vacant), funds may be transferred from an account set up for a regular election to an account opened for the special election as long as the transfer does not result in a violation of the contribution limits.
- Surplus Campaign Funds:
 - Defeated officeholders and candidates who are defeated in an election may transfer campaign funds to an account set up for a future election as long as the transfer is made prior to leaving office or prior to the end of the semi-annual period, whichever is later. For example, a non-incumbent candidate who loses an election held during the first six months of 1994, and who wishes to use leftover funds for a future election, must transfer the funds to a new election account prior to July 1, 1994.
 - Officeholders who leave office may transfer funds to an account set up for a future election as long as the transfer is made prior to leaving office.

For disclosure purposes, the committee that makes the transfer should disclose the transfer as an expenditure on Form 460, Schedule E. The committee that receives the transfer should disclose it as an increase to cash on Form 460, Schedule I. Candidates transferring funds to a special election committee must also itemize amounts transferred from individual contributors on Attachment Schedule A-1.

A candidate may transfer a debt (loan or accrued expense) between committees established for the same office. However, a debt may not be transferred between committees established for different elections or from a special election committee to a committee established for a regular election. A footnote indicating that a debt is transferred should be made on both committee campaign statements.

Receipt of Undesignated Contributions

If a candidate who is soliciting contributions for more than one office receives a contribution that is not designated for a specific office, the candidate may deposit the contribution in any of his/her campaign bank accounts for which the candidate has filed Form 501. A monetary contribution must be deposited in the campaign bank account to which it is allocated within 30 days of receipt. A non-monetary contribution must be allocated to a particular committee within 30 days of receipt or by the deadline for the reporting period in which it is received, whichever is earlier. The contribution must be disclosed on the campaign statement covering the period during which the contribution was received.

ELECTIONS CODE: PENAL PROVISIONS

Election Code Sections:

§18301 Printing of simulated sample ballots:

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot which does not contain the statement required by Section §20009 or which uses an official seal or insignia in violation thereof, is guilty of a misdemeanor.

§18303 Mass mailing penal provisions:

Every person who violates the provisions of Section §84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with Section §91000) of Title 9 of the Government Code.

§18320 Political cyberfraud defined:

- (a) This act shall be known and may be cited as the "California Political Cyberfraud Abatement Act."
- (b) It is unlawful for a person, with intent to mislead, deceive, or defraud, to commit an act of political cyberfraud.
- (c) As used in this section:

(1) "Political cyberfraud " means a knowing and willful act concerning a political Web site that is committed with the intent to deny a person access to a political Web site, deny a person the opportunity to register a domain name for a political Web site, or cause a person reasonably to believe that a political Web site has been posted by a person other than the person who posted the Web site, to believe the site actually represents the view of the proponent or opponent of a ballot measure. Political cyberfraud includes, but is not limited to, any of the following acts:

- (A) Intentionally diverting or redirecting access to a political Web site to another person's Web site by the use of a similar domain name, meta-tags, or other electronic measures.
- (B) Intentionally preventing or denying exit from a political Web site by the use of frames, hyperlinks, mouse-trapping, pop-up screens, or other electronic measures.
- (C) Registering a domain name that is similar to another domain name for political Web site.
- (D) Intentionally preventing the use of a domain name for a political Web site by registering and holding the domain name or by reselling it to another with the intent of preventing its use, or both.

(2) "Domain name" means any alphanumeric designation that is registered with or assigned by any domain name registrar, domain name registry, or other domain registration authority as part of an electronic address on the internet.

(3) "Political Web site" means a Web site that urges or appears to urge the support or opposition of a ballot measure.

§17526 Business and Professions Code

In determining whether there is bad faith intent pursuant to Section 17525, a court may consider factors, including, but not limited to, the following:

- (j) The intent of a person alleged to be in violation of this article to mislead, deceive, or defraud voters.

§17528.5 Business and Professions Code

In addition to any other remedies available under law, a court may order the transfer of a domain name as part of the relief awarded for a violation of this article.

MISREPRESENTATION BY CANDIDATES

§18350 Misleading of voters; incumbency; public officer

Every 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 a public office or in connection with the campaign of another person for nomination or election to a public office, shall do either of the following acts:

(a) Assume, pretend, or imply, by his or her statements or conduct, that he or she is the incumbent of a public office when that is not the case.

(b) Assume, pretend, or imply, by his or her statements or conduct, which he or she is or has been acting in the capacity of a public officer when that is not the case.

Any violation of this section may be enjoined in a civil action brought by any candidate for the public office involved.

§18351 False statements in candidate statement; fine.

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section §13307 or §11327, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000).

ELECTIONEERING

§18370 Electioneering within 100 feet of a polling place.

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, or an election official's office:

(a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.

(b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.

(c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section §14240.

(d) Do any electioneering.

As used in this section "100 feet of a polling place or an election official's office" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

§18371 Electioneering during absentee voting.

(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 an absentee 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 that absentee voter is voting.

(b) Any person who knowingly violates this section is guilty of a misdemeanor.

(c) This section shall not be construed to conflict with any provisions of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section §18370, or by any other provision of law.

CAMPAIGN LITERATURE

§20008 Political advertisement requirements:

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". Such 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.

§20009 Simulated ballot requirements:

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

"NOTICE TO VOTERS
"(Required by Law)
"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.
"This is an unofficial, marked ballot prepared by _____(insert name and address of the person or
organization responsible for preparation thereof)."

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

(c) The Superior Court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

REQUIREMENTS FOR MASS MAILING.

Provided Pursuant To Elections Code Section §16

§84305 Government Code. Requirements for Mass Mailing.

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

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

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

DISCLAIMER:

The preceding Elections Code sections are provided for your information but are not necessarily all the codes which effect campaigns. Elections Code chapter §18000 outlines the penalties associated with violations of the Elections Code and Chapter §20000 houses the Truth in Endorsement Law. In addition, you are responsible for being familiar with the Fair Political Practices Commission rules and regulations. A copy of the Elections Code and the Government Code are available for your research in the County Law Library and the County Clerk-Recorder's Office.

DEPARTMENT OF TRANSPORTATION

RIGHT OF WAY
OUTDOOR ADVERTISING BRANCH
1120 N STREET, MAIL STATION 37
P.O. BOX 942874
SACRAMENTO, CA 94274-0001
TDD 1-800-735-2929
FAX 1-916-654-4956
1-916-654-4790

Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State Law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act authorizes the placing of “temporary political signs” separate and apart from the normal outdoor advertising display controls. No such political signs, however, may be placed within the right-of-way of any highway or within 660' of the edge of and visible from the right-of-way of a landscaped freeway.

Temporary political signs are signs, which meet the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign..

A Statement of Responsibility form is attached to this letter.

Please pass this information along to those assisting in your campaign and complete and return the Statement of Responsibility form to the appropriate district office located in your area. We will gladly answer any questions regarding the form.

Because the law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election, we are calling these provisions to your attention to avoid possible embarrassment to you and your supporters.

Mail Statements of Responsibility to:

Department of Transportation
Division of Right of Way
1976 East Charter Way
P.O.Box 2048
Stockton, CA 95201

DEPARTMENT OF TRANSPORTATION

RIGHT OF WAY PROGRAM
OUTDOOR ADVERTISING BRANCH
1120 N. STREET, MS-37
P.O. BOX 942874
SACRAMENTO, CA 94274-0001
FAX 916-654-4956
PHONE 916-654-4790

**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ March _____ June _____ November _____ Other

County, in which Election is Being Held: San Luis Obispo County

Candidate's Name: _____

Office Sought or Proposition Number: _____

Number of Signs to be Placed: _____

Responsible party's name: _____

Address: _____

Phone number: () _____

The undersigned accepts responsibility for removal of signs placed in respect to the above candidate (or proposition) as stated below and in accordance with Section 5405.3 of the Business and Professions Code.

It is understood and agreed that any signs placed pursuant to Section 5405.3 of the Business and Professions Code and not removed with ten (10) days after the election may be removed by the Department and the undersigned hereby agrees to pay the costs of removal upon the submission of invoice by the Department.

Date Signature of Responsible Party

Mail Statement of Responsibility to: Department of Transportation
Division of Right of Way
1976 East Charter Way
P.O. Box 2048
Stockton, CA 95201



DEPARTMENT OF PLANNING AND BUILDING COUNTY OF SAN LUIS OBISPO

To: Candidates for Office

The San Luis Obispo County Code has regulations regarding the placement and size of campaign signs that are placed in the unincorporated areas of the county. We are providing this letter in the candidate's package with the hopes that you and your staff will advise supporters of the regulations when they provide them with campaign signs.

San Luis Obispo County Code Section 22/23.04.306b exempts political signs from requiring a permit, but only if the following regulations are adhered to:

1. In Residential land use categories within urban or village area (such as Templeton, Cambria, San Miguel, Los Osos, Huasna, etc...), political signs are not to exceed four square feet total for each site.
2. In other land use categories (such as commercial or industrial), within urban or village areas, political signs are not to exceed 16 square feet total for each site.
3. In Rural areas (outside of village reserve lines), political signs are not to exceed 32 square feet total for each site.
4. Signs are not to be posted any earlier than 60 days before the election, and must be removed within 14 days after the election.
5. Signs are not to be posted on or adjacent to any utility poles, parking meters, traffic sign posts, traffic signals or other traffic markers, or within the road right-of-way or other public property. These signs may be removed by county staff.

Best wishes in your campaign and if you have any questions, please feel free to call the planning department at 805-781-5600.

CITY REQUIREMENTS

Each incorporated city may have additional requirements for signs placed within the city limits. For more information, contact the city's Community Development Department or the City Clerk's Office.

WHO YOU GONNA CALL?

The San Luis Obispo County Elections Department is NOT an enforcement agency and is therefore unable to investigate any violations. When our office receives reports of violations, we simply refer them to the agencies listed below:

False or misleading campaign materials. (No agency enforcement. These issues are dealt with in court. Seek legal advice.)

Violations of the Political Reform Act (Title 9 of the California Government Code at Sections 81000 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign fund; disclosure of economic interests. (Contact the Fair Political Practices Commission at www.fppc.ca.gov 866-275-3772)

Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act. (Contact your local district attorney, 781-5800, or the California State Attorney General at www.caag.state.ca.us 800-952-5225.)

Federal campaigns, Congress, U.S. Senate, President of the United States, etc.. (Contact the Federal Election Commission at www.fec.gov 800-424-9530).

Open meeting laws. (Brown Act) (Contact your local district attorney, 781-5800, or the California State Attorney General at www.caag.state.ca.us 800-952-5225)

Local ordinances. (Contact your local city attorney or district attorney, 781-5800)

Vandalism concerning campaign signs. (Contact the sheriff's department 781-4550, or city police where vandalism occurred).

Requirements concerning campaign signs. (Contact local city clerk or city's Community Development Department, OR the County Department of Planning and Building, 781-5600, OR State Department of Transportation at 916-654-4790, depending on the location of the sign).

FEDERAL & STATE ENFORCEMENT OFFICES

Fair Political Practices Commission
P.O. Box 807 (95812-0807)
428 J Street, Suite 450
Sacramento, CA 95814
866-275-3772 // FAX: 916-322-3711

Reporting Enforcement Violations
800-561-1861

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
916-653-6224 // FAX: 916-653-5045

Elections Division
916-657-2166

Federal Election Commission
999 E Street, NW
Washington, DC 20463
800-424-9530
For the hearing impaired, TTY 202-219-3336

Attorney General
P.O. Box 944255
Sacramento, CA 94244-2250
916-445-9555 // 800-952-5225

LOCAL ENFORCEMENT OFFICES

San Luis Obispo County District Attorney
4th Floor, County Government Center
San Luis Obispo, CA 93408
805-781-5800

San Luis Obispo County Sheriff's Dept.
1585 Kansas Ave.
P.O. Box 32
San Luis Obispo, CA 93406
805-781-4540

"In House" Computer CD Voter Information:

All CD orders except ones formatted for labels will include all information available from voter master file. See Multipurpose Voter File information on next page.

Current Voters: Standard Selection Criteria

Precinct(s) _____

Consolidated Precinct(s) _____

District _____

City _____

Party All _____ or _____

Registration Dates: From _____ to _____

Permanent Absentee Voters _____

Absentee Voters: All ___ or Daily ___ or enter Date Range _____ To _____

Voter History: All elections on file: _____, or specific elections: _____

Format: Delimiters: Tab _____ Space _____ Semicolon _____ Comma _____

Note: All downloads will include the full voter information file, with or without voter History. You will have to sort the file for a finer sort such as zip code, sex, mailing address, etc...

Labels:

Use above criteria for label parameters.

Household labels available in Voter Name Order only

Household orders combine same last name and same address

Costs:

All orders:	\$25.00	Setup
	2.00	Per Diskette or CD
	.50¢	Per 1000 voter records
	.05¢	Per Printed Label

Total Cost: _____

Candidate/Campaign Name: _____

Contact: _____

Phone: _____

Application Form on File: _____

Prepaid Account: Yes _____ No _____ **Balance Available:** _____

DIMS System Voter Information (in house processes)

Description	Process #	Contents	Fee
Precinct Walking List: Standard Selection Criteria:	R708.01: Printed in Precinct-Street Name & Number	Name, Residence Address Precinct, Party, Phone #	.50¢ per 1000 names
Alpha Voter List: Standard Selection Criteria:	R102.01: Alpha list by last name	Affidavit #, Name, Address (Residence & Mailing) Precinct, Phone #	\$25.00 Setup plus .50¢ per 1000 names
Labels: Standard Selection Criteria:	R707.23: 3 up Self Adhesive Labels Last name Alpha order	Name, Mailing Address Precinct	\$25.00 Setup plus .05¢ per label
Household Labels: Standard Selection Criteria:	R707.23: Same as above but one label per "Household"	Name, Mailing Address	\$25.00 Setup plus .05¢ per label
Absentee Voter Labels: Standard Selection Criteria:	R707.23: Same as above. Selects Absentee's Issued by party or Date/Range (Available only during election period)	Name, Mailing Address, Precinct	\$25.00 Setup plus .05¢ per label
Voter Master File with or without Voter History on CD: Standard Selection Criteria:*	Voter Export File: Voter Master File & Those who Voted in Previous Elections or a Specified Election	May be ordered back to General Election 2000. Nothing before that date. All voter information included for all voters.	\$25.00 Setup plus 2.00 per CD plus .50¢ per 1000 names

*See next page for all information included on Voter Master File.

VOTER MULTIPURPOSE FILE LAYOUT Version7.6.xx

ITEM SEQ	FIELD NAME/DESCRIPTION	Max SIZE	START	END
1	VOTER ID	9	0	9
2	STATUS	1	10	10
3	ABBR (REASON)	12	11	22
4	AFFIDAVIT	12	23	34
5	LAST VOTED	1	35	35
6	PREFIX	5	36	40
7	VOTERS NAME; LAST	32	41	72
8	FIRST	16	73	88
9	MIDDLE	16	89	104
10	SUFFIX	5	105	109
11	HOUSE NUMBER	10	110	119
12	HOUSE FRACTION	3	120	122
13	PRE DIR	5	123	127
14	STREET	24	128	151
15	TYPE	5	152	156
16	POST DIR	5	157	161
17	BUILDING NUMBER	4	162	165
18	APT NUMBER	12	166	177
19	CITY	25	178	202
20	STATE	2	203	204
21	ZIP	10	205	214
22	PRECINCT	9	215	223
23	PORTION	3	224	226
24	CONSOLIDATION	9	227	235
25	ALPHA SPLIT	32	236	267
26	PARTY	5	268	272
27	REG DATE (mm/dd/yyyy)	10	273	282
28	IMAGE ID	9	283	291
29	PHONE 1	16	292	307
30	PHONE 2	16	308	323
31	MILITARY (Y, N, BLANK)	1	324	324
32	GENDER (F, M)	1	325	325
33	PERMANENT AV (Y/N)	1	326	326
34	SOURCE (NVRA)	5	327	331
35	BIRTH PLACE	5	332	336
36	BIRTH DATE (mm/dd/yyyy)	10	337	346
37	CARE OF	40	347	386
38	MAIL STREET	40	387	426
39	MAIL CITY	40	427	466
40	MAIL STATE	2	467	468
41	MAIL ZIP	10	469	478
42	MAIL COUNTRY	16	479	494
43	LTD (LAST TRANSACTION DATE)	10	495	504
44	LANGUAGE (when allowed)	5	505	509
45	DRIVERS LICENSE (when allowed)	16	510	525
46	EMAIL	64	526	589
47	ORIGINAL REGISTRATION DATE	10	590	599
48	PAV CATEGORY	5	600	604
49	CONFIDENTIAL	1	605	605
50	ID REQUIRED	1	606	606
51	CITIZEN	1	607	607
52	UNDERAGE	1	608	608
53	PRECINCT NAME	24	609	632
54	HOUSE DISTRICT	32	633	664
55	SCHOOL DISTRICT	32	666	696
56	VOTER HISTORY	160	697	856
57	CR/LF	2	857	858

PRECINCT MAP PRICE LIST

(Full sized maps - 24" x 36")

PRECINCT	No. of Map Sheets	COST
ALLIANCE	1	8.00
ALMOND	7	56.00
ARROYO GRANDE	3	24.00
ATASCADERO	14	112.00
BAY-OSOS	4	32.00
BRANCH	7	56.00
CAMBRIA	4	32.00
CAYUCOS	2	16.00
GENESEO	3	24.00
GROVER BEACH	1	8.00
HALCYON	2	16.00
LOS BERROS	6	48.00
LYNCH	3	24.00
MORRO BAY	4	32.00
NIPOMO	6	48.00
OCEANO	2	16.00
OSO FLACO	1	8.00
PASO ROBLES	8	64.00
PISMO BEACH	2	16.00
SAN LUIS OBISPO	7	56.00
SAN MIGUEL	2	16.00
SANTA MARGARITA	2	16.00
SAN SIMEON	1	8.00
TEMPLETON/JOSEPHINE	4	32.00
TOTAL NUMBER OF SHEETS	96	\$768.00
COUNTY-WIDE MAP(36" x 60")	1	\$10.00