



COUNTY of SAN LUIS OBISPO

CAMPAIGN INFORMATION MANUAL 2012

PREPARED BY:

JULIE L. RODEWALD, County Clerk-Recorder
County of San Luis Obispo
Elections Division
1055 Monterey Street, D120
San Luis Obispo, CA 93408
805-781-5228

TABLE OF CONTENTS

<u>PAGE</u>	<u>TITLE</u>
1	Code of Fair Campaign Practices
2	Important Things to Remember/FPPC Requirements
3	Campaign Disclosure Requirements & Pre-Campaign Reporting Requirements
6	Campaign Filing Schedules – State and Local Offices/Measures
10	Penal Provisions Involving Elections
12	Campaign Literature
12	Mass Mailing
13	Campaign Sign Requirements – State and County
16	Who You Gonna Call?
17	Precinct Maps
18	Voter Information Price List & 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.

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

1. BE INFORMED

Study FPPC Manual 2 and the Addendum. Local candidates should ask their election official about any local campaign restrictions. San Luis Obispo County has no local rules.

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. Name of a candidate controlled committee must include the name of the candidate, office sought and the year of the election.

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 2.

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 and candidate statement of qualification 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 committee name and address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). You must also include the words "Paid for by" immediately adjacent to or before the committee name and address.

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 local filing officer or the FPPC if you have any questions.

CAMPAIGN DISCLOSURE REQUIREMENTS

The Political Reform Act of 1974 requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state and local ballot measures who control a ballot measure committee, and committees supporting or opposing state and local candidates, and all measure and petition circulation committees, to file campaign disclosure statements disclosing contributions received and expenditures made.

It is the responsibility of the candidate and the committee treasurer to be aware of and to file the required campaign disclosure statements in a correct and timely manner. **Government Code §91013 provides for a late filing fine of \$10 per day for the late filing of any campaign disclosure statements after the deadline until the statement or report is filed.**

PRE-CAMPAIGN REPORTING REQUIREMENTS FOR CANDIDATES AND/OR COMMITTEES

FORM 501-CANDIDATE INTENTION STATEMENT

WHO FILES:

A candidate for state or local office must file Form 501 prior to solicitation or receipt of **any contribution or expenditure** of any personal funds used for the election. You must file a separate Form 501 for each election, including reelection to the same office.

Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or Statement of Qualifications printed in the voter information guide.

WHEN TO FILE:

Form 501 must be filed before you solicit or receive any contributions or before you make any expenditure from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.

Exception: A candidate may use his or her personal check to pay the filing fee and/or Statement of Qualifications fee.

WHERE TO FILE:

State Candidates	Local Candidates
Send Original to	Send Original to:
Secretary of State Political Reform Division 1500 11th Street, Room 495 Sacramento CA 95814	County Clerk-Recorder 1055 Monterey St. Ste. D120 San Luis Obispo CA 93408

See appropriate Campaign Disclosure Manual and California Form 501 for additional instructions and filing requirements.

FORM 410—STATEMENT OF ORGANIZATION

DEFINITIONS:

RECIPIENT COMMITTEE - A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$1,000 or more during a calendar year.

CONTRIBUTION -The term “contribution” includes monetary payments, loans and non-monetary goods or services.

PERSONAL FUNDS—Candidates- The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted towards qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the Statement of Qualifications to appear in the voter information guide are not counted toward the \$1,000 threshold.

Pursuant to Government Code §84300(a), no contribution of one hundred dollars (\$100) or more shall be made or received in cash. Pursuant to Government Code §84300(b), no expenditure of one hundred dollars (\$100) or more shall be made in cash.

WHO FILES:

Recipient committees as defined above.

WHEN TO FILE:

File the Form 410 within 10 days of receiving \$1,000 in contributions. The date this form is postmarked is the date it is considered filed.

A recipient committee qualifying during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 (or the information required on a Form 410) by fax, guaranteed overnight delivery, or personal delivery within 24 hours of qualification with the filing officer who will receive the committee’s original disclosure statements. A Form 410 must also be filed with the Secretary of State within 10 days.

A recipient committee qualifying during the 16 days prior to an election in which the committee makes independent expenditures or \$1,000 or more to support or oppose a candidate in that election must file the Form 410 (or the information contained on the Form 410) within 24 hours of qualification with the filing officer who will receive the committee’s original disclosure statements and with the filing officer(s) for the candidate(s) supported or opposed by the independent expenditure. These filings must be made by fax, guaranteed overnight delivery, personal delivery, or online (if online filing is available).

WHERE TO FILE:

All Committees	County, School & District Committees:
Send Original and one copy to:	Send Copy to:
Secretary of State Political Reform Division 1500 11th Street, Room 495 Sacramento CA 95814	County Clerk-Recorder 1055 Monterey St. Ste. D120 San Luis Obispo CA 93408

You will receive written notification from the Secretary of State’s Office assigning an identification number to your committee. (Identification numbers are also posted on the Secretary of State’s web site at www.cal-access.ss.ca.gov.)

See appropriate Campaign Disclosure Manual and California Form 410 for additional instructions and filing requirements.

FORM 470- CAMPAIGN STATEMENT - SHORT FORM

WHO FILES

Candidates who:

- do not have a controlled committee
- do not anticipate receiving contributions totaling \$1,000 or more in the calendar year
- do not anticipate spending \$1,000 or more in a calendar year

WHEN TO FILE

Candidates are encouraged to file at same time as Declaration of Candidacy. Form 470 must be filed by first pre-election filing deadline noted on Schedule on Pages 6-10.

WHERE TO FILE

County Clerk-Recorder's Office
1055 Monterey St. Ste D120
San Luis Obispo CA 93408

FORM 460- CAMPAIGN STATEMENT - LONG FORM

WHO FILES

- Candidates, Officeholders and their Controlled Committees
- Primarily Formed Ballot Measure Committees
- Primarily Formed Candidate/Officeholder Committees
- General Purpose Committees

WHEN TO FILE

See Schedule on Pages 6-10 for filing deadlines and reporting periods.

WHERE TO FILE

County Clerk-Recorder's Office
1055 Monterey St. Ste D120
San Luis Obispo CA 93408

Fair Political Practices Commission
Candidates for Local Office
Committees Primarily Formed to Support/Oppose Local Candidates
Committees Primarily Formed to Support/Oppose Local Measures
Being Voted on June 5, 2012

Deadline	Period	Form	Notes
Jan 31, 2012 <i>Semi-Annual</i>	thru – 12/31/11	460 470	<ul style="list-style-type: none"> ▪ All committees must file Form 460. ▪ Candidates who filed candidacy papers on or before December 31, 2011, and who do not have open committees must file Form 470.
Mar 22, 2012 <i>Pre-Election</i>	1/1/12 – 3/17/12	460 470	<ul style="list-style-type: none"> ▪ All committees must file Form 460. ▪ Incumbents and candidates who are listed on the ballot and who do not have open committees must file Form 470.
May 24, 2012 <i>Pre-Election</i>	3/18/12 – 5/19/12	460	<ul style="list-style-type: none"> ▪ All committees must file Form 460. ▪ File by personal delivery or guaranteed overnight service only.
Within 24 Hours <i>16-Day Reports</i>	5/20/12 – 6/4/12	496 497	<ul style="list-style-type: none"> ▪ 496: File if independent expenditures of \$1,000 or more are made. Candidates and primarily formed ballot measure committees: Do not file for expenditures made on your own committee's behalf. ▪ 497: File if a contribution of \$1,000 or more is received. ▪ 497: File if a contribution of \$1,000 or more is made to <i>another</i> candidate or <i>another</i> measure being voted upon June 5, 2012. ▪ Deadlines: File within 24 hours except the deadline for a 497 due May 20, 2012, is extended to May 21, 2012, and the deadline for a 497 due May 26, 27, or 28, 2012, is extended to May 29, 2012. ▪ The recipient of a late non-monetary contribution must file a late contribution report within 48 hours from the time the contribution is received. ▪ File personal delivery, guaranteed overnight service, or fax.
Jul 31, 2012 <i>Semi-Annual</i>	5/20/12 – 6/30/12	460	<ul style="list-style-type: none"> ▪ All committees must file this report.
Jan 31, 2013 <i>Semi-Annual</i>	7/1/12 – 12/31/12	460	<ul style="list-style-type: none"> ▪ All committees must file this report unless the committee filed a termination Form 410 and Form 460 before December 31, 2012.

Additional Election Reports

Depending on committee activity, one or all of the following reports may also be required:

- **465 - Supplemental Independent Expenditure Report:** Committees that make independent expenditures of \$1,000 or more file this report. Candidates see prohibition below.
- **511 - Paid Spokesperson Report:** All committees must file within 10 days of making an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure.
- **Judges/ Unpaid Officeholders:** Elected officers whose salaries are less than \$200 per month and judges who are not listed on a ballot are not required to file the semi-annual statement due January 31, 2013 if no contributions were received or expenditures made from July 1 through December 31.
- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, 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.
- **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.
- **Method of Delivery:** All paper filings are to be filed by personal delivery or first class mail unless otherwise noted.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to Form 497 due June 2 or June 3, 2012, or any Form 496 report. Such reports must be filed within 24 hours regardless of the day of the week. Late statements are subject to a \$10 per day late fine.
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.
- **Form 470:** Candidates who do not have a committee or do not raise/spend \$1,000 in 2012 may file Form 470. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and the Form 460 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- All statements are public documents.
- For important information, refer to www.fppc.ca.gov and click on the Candidates and Committees section. Candidates use [Campaign Manual 2](#), and ballot measure committees use [Campaign Manual 3](#) or [contact the FPPC](#) for specific information.

Fair Political Practices Commission
Candidates for Local Office
Committees Primarily Formed to Support/Oppose Local Candidates
Committees Primarily Formed to Support/Oppose Local Measures
Being Voted on November 6, 2012

Deadline	Period	Form	Notes
Apr 30, 2012 <i>Quarterly</i>	1/1/12 – 3/31/12	460	<ul style="list-style-type: none"> ▪ Ballot Measure Committees formed during this period must file this report. Candidate committees and committees primarily formed to support/oppose candidates are not required to file this report.
July 31, 2012 <i>Semi-Annual</i>	thru – 6/30/12	460 470	<ul style="list-style-type: none"> ▪ All committees must file Form 460. ▪ Incumbents and candidates who filed candidacy papers on or before June 30, and who do not have open committees must file Form 470. (See Form 470 bullet below.)
Oct 5, 2012 <i>Pre-Election</i>	7/1/12 – 9/30/12	460 470	<ul style="list-style-type: none"> ▪ All committees must file Form 460. ▪ Incumbents and candidates who are listed on the ballot and who do not have open committees must file Form 470. This report is not required if a Form 470 was filed by July 31.
Oct 25, 2012 <i>Pre-Election</i>	10/1/12 – 10/20/12	460	<ul style="list-style-type: none"> ▪ All committees must file this report. ▪ File personal delivery or guaranteed overnight service.
Within 24 Hours <i>16-Day Reports</i>	10/21/12 – 11/5/12	496 497	<ul style="list-style-type: none"> ▪ 496: File if independent expenditures of \$1,000 or more are made. Candidates and primarily formed ballot measure committees: Do not file for expenditures made on your own committee's behalf. ▪ 497: File if a contribution of \$1,000 or more is received. ▪ 497: File if a contribution of \$1,000 or more is made to <i>another</i> candidate or <i>another</i> measure being voted upon November 6. ▪ Deadlines: File within 24 hours except the deadline for a Form 497 reporting a contribution received on October 21 is October 22, and the deadline for a Form 497 due October 27 or 28, is extended to October 29. ▪ The recipient of a non-monetary contribution during this period must file a Form 497 report within 48 hours from the time the contribution is received. ▪ File personal delivery, guaranteed overnight service, or fax.
Jan 31, 2013 <i>Semi-Annual</i>	10/21/12 – 12/31/12	460	<ul style="list-style-type: none"> ▪ All committees must file this report unless the committee filed a termination Form 410 and Form 460 before December 31.

Fair Political Practices Commission

Additional Election Reports

Depending on committee activity, one or all of the following reports may also be required:

- **465 - Supplemental Independent Expenditure Report:** Committees that make independent expenditures of \$1,000 or more file this report. Candidates see prohibition below.
- **511 - Paid Spokesperson Report:** File within 10 days of making an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure.

- **Judges/ Unpaid Officeholders:** Elected officers whose salaries are less than \$200 per month and judges who are not listed on a ballot are not required to file the semi-annual statement due July 31 if no contributions were received or expenditures made from January 1 through June 30.
- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required.
- **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.
- **Method of Delivery:** All paper filings are to be filed by personal delivery or first class mail unless otherwise noted.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to Form 497 due November 3 or November 4, 2012, or any Form 496 report. Such reports must be filed within 24 hours regardless of the day of the week. Late statements are subject to a \$10 per day late fine.
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.
- **Form 470:** Incumbents and candidates who do not have a committee or do not raise/spend \$1,000 in 2012 may file Form 470. This form is filed only once during a calendar year. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and the Form 460 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- All statements are public documents.
- For important information, refer to www.fppc.ca.gov and click on the Candidates and Committees section. Candidates use [Campaign Manual 2](#), and ballot measure committees use [Campaign Disclosure Manual 3](#) or [contact the FPPC](#) for specific information.

PENAL PROVISIONS INVOLVING ELECTIONS

These code sections are provided for information. It is the candidate's responsibility to be aware of all election-related activities that could result in criminal penalties

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 that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor.

§18302 Designation of precinct polling place

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any 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 sometime not more than 30 days prior to the mailing or distribution.

§18303 Mass mailing penal provisions:

Every person who violates 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 Website, and would cause a reasonable person, after reading the Website, to believe the site actually represents the views 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.

BUSINESS AND PROFESSIONS CODE SECTIONS

§17525. (a) It is unlawful for a person, with a bad faith intent to register, traffic in, or use a domain name, that is identical or confusingly similar to the personal name of another living person or deceased personality, without regard to the goods or services of the parties. Et seq

§17526 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 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 113307 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, a satellite location under Section 3018, 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 defined by Section 319.5.

As used in this section "100 feet of a polling place, a satellite location under Section 3018, 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 vote by mail 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 vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows that vote by mail voter is voting.

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

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

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:

<p>NOTICE TO VOTERS (Required by Law)</p> <p>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).</p>
--

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 §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).

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

<p>DISCLAIMER:</p> <p>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.</p>

DEPARTMENT OF TRANSPORTATIONDIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

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 exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no 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 (Attached).

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-5327.

Enclosure

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

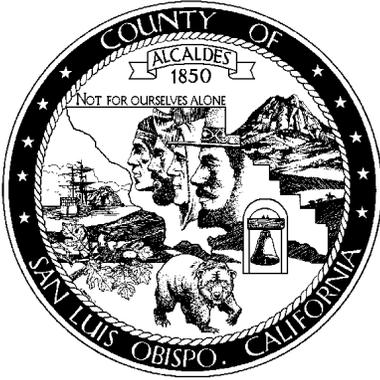
It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001



DEPARTMENT OF PLANNING AND BUILDING COUNTY OF SAN LUIS OBISPO

REGULATIONS FOR POLITICAL SIGNS IN UNINCORPORATED 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 23.04.306b (coastal) and 22.20.040B12 (inland) 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 (4) square feet total for each site.
2. In other land use categories (such as Commercial, Industrial), within urban or village areas, political signs are not to exceed 16 square feet total for each site.
3. In 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 San Luis Obispo County Planning Department Code Enforcement at 805-781-5705.

CITY REQUIREMENTS

Each incorporated city may have additional or different requirements for signs placed within the city limits. For more information, contact the city's Community Development Department, Planning 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- see previous pages

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

PRECINCT MAPS

The Clerk-Recorder's office has implemented GIS (Geographical Information Systems) technology with maintaining its election mapping functions and precinct map printing. This allows the use of data maintained by various county departments and agencies (Public Works, Assessor, Planning, Cities, LAFCO, the Citizens Redistricting Commission and the Census Bureau) when drawing precinct boundary lines. The use of technology in maintaining precinct boundaries and the subsequent generation of precinct maps will now utilize the most up-to-date information available. Better data means more accurate maps.

A mapping grid of the populated areas in the county was created for the public to use for campaigning. Maps can be put together like a puzzle to form a large overview map or broken up into pieces for walking precincts. The Precinct Map List is based on Communities (Cities and Populated Communities) and Districts (Supervisorial, Schools, Community Services, Fire, Water, Port San Luis Harbor, and Cambria Community Healthcare). Areas in the county not typically generated can be created upon request.

The mapping scale has been set to 1 inch: 4000 feet. A fixed scale is required for the automated generation of maps. This scale is a commonly used data standard and gives a good balance between readability and detail on a 11"x17" printed map. As a result, there are typically more map grids generated per community, but with greater detail and more updated information.

One note is that some rural, sparsely-populated areas are included in certain jurisdiction's map sets. The public has the flexibility of ordering specific grids within a jurisdiction, rather than being required to purchase the entire map set. The best way to determine which grids you desire is to come to the Clerk-Recorder's office and take a look at the system before ordering.

11" x 17" GIS-generated hard copy maps are \$2.00 ea. Electronic copies of the maps in pdf format can be provided on a cd (\$2/cd + \$2/grid).

A complete set of precinct map grids of the populated areas for the 1st, 3rd, and 5th Supervisorial Districts are available and cost \$150 for each district (plus \$2/cd).

Precinct data is also available to campaigns which have the ability to work with GIS shapefiles or KML files located at <http://lib.calpoly.edu/collections/gis/slodatafinder/>

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 _____

Vote By Mail Voters _____

Vote By Mail 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:	\$40.00	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 #	\$40.00 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	\$40.00 Setup plus .05. per label
Household Labels: Standard Selection Criteria:	R707.23: Same as above but one label per Household	Name, Mailing Address	\$40.00 Setup plus .05. per label
Vote by Mail 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	\$40.00 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.	\$40.00 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 (V=Poll, A=VBM, N=Did Not Vote, Null=Not Registered at the Time)	160	697	856
57	CR/LF	2	857	858

