



# **CAMPAIGN COMMITTEE INFORMATION MANUAL**

## **SEPTEMBER 14, 2021, CALIFORNIA GUBERNATORIAL RECALL ELECTION**

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**NOTICE:**

This handbook is intended to provide general information concerning the election of candidates and does not have the force and effect of law, regulation, or rule.

It is distributed with the understanding that neither the Secretary of State, the County Elections Official or their staff is rendering legal advice, and, therefore, this information is not to be a substitute for legal counsel for the individual, organization, or candidate using it.

In the case of a conflict or amendments to law, the law, regulation, or rule that takes effect after publication of this document, the law, regulation, or rule will apply.

All references contained in this guide are to the [California Elections Code \(EC\)](#) unless otherwise stated.

**Information effective July 2, 2021 (Will be subject to change)**

# FPPC CANDIDATE TOOLKIT

You are encouraged to go to [www.fppc.ca.gov](http://www.fppc.ca.gov) to help you navigate through the requirements of being a candidate.

<https://www.fppc.ca.gov/content/fppc-v2/fppc-www/learn/campaign-rules/candidate-toolkit-getting-started.html>

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[Home](#) | [Learn](#) | [Campaign Rules](#) | [Candidate Toolkit](#)

## Candidate Toolkit

Congratulations on your decision to run for office! Whether you are running for your local school board or a seat in the California Assembly, there are campaign laws and regulations you must follow. The purpose of this toolkit is to help you understand the rules that ensure transparency and accountability in California elections. Click on the links below to find out what your responsibilities are before, during, and after the election. Good luck on your campaign!

- [Getting Started](#)
- [Campaign Reports](#)
- [Campaign Communications](#)
- [After the Election](#)

### Other Resources

- [Campaign Rules](#)
-  [Campaign Disclosure Manual 1 for STATE Candidates](#)
-  [Campaign Disclosure Manual 2 for LOCAL Candidates, including Judges.](#)
- [Training & Outreach](#)
- [On-Demand Video for Candidates and Treasurers](#)
-  [Campaign Activity FAQs](#)

### Questions?

- FPPC Advice Line: 1 (866) ASK-FPPC (275-3772)  
9:00 AM - 11:30 AM, Monday through Thursday
- FPPC Advice Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

*This toolkit provides guidance and a general overview of the rules for campaigns, but it does not replace any requirements under the [Political Reform Act](#) or [Fair Political Practices Commission Regulations](#). Information here should be used in conjunction with a careful review of the applicable laws.*

## **ELECTRONIC FILING REQUIREMENTS**

### **ELECTRONIC FILING OF CAMPAIGN DISCLOSURE DOCUMENTS ARE REQUIRED FOR ALL COMMITTEES!**

On June 3, 2014, the County of San Luis Obispo Board of Supervisors adopted ordinance 3261 **requiring** electronic filing of campaign disclosure documents for all committees. The Office of the Clerk-Recorder has partnered with NetFile to provide a user-friendly tool for you to meet the requirements of this ordinance.

#### **Benefits to You**

Your data is saved for future filings.

The system guides you through the filing process to eliminate common errors that would require an amendment to your filing.

You no longer have to print, sign, and mail your filing; upon submission the statement is electronically filed into our system, allowing you to easily meet deadlines.

#### **Getting Started**

If you are a candidate, complete and file a Form 501-Candidate Intention Statement and provide an email address.

You will receive an email with your NetFile Filer ID and password.

Go to [www.slovote.com](http://www.slovote.com), click on "Elections and Voting," click on "Campaign Finance Disclosures Filing," and on the left hand side of the page under "Reference" click on "NetFile Filer Login"

Create a NetFile User and link your filer account by clicking on "Create a NetFile User & Link a Campaign Account." Use the Filer ID and password that was emailed to you.

Complete your Form 410-Statement of Organization and e-file. Print out a hard copy, sign, and mail it to the Secretary of State. (For local committees, this is the only form filed with the Secretary of State.)

#### **Due Dates**

Please remember that you are responsible for filing your documents on time. We advise you to go to the Fair Political Practices Commission (FPPC) website at [www.fppc.ca.gov](http://www.fppc.ca.gov). You will be able to look at manuals and email requests for advice. Since the Office of the Clerk-Recorder is a filing agent, we are limited in our knowledge of completing your forms and are requested by the FPPC to direct any questions about completing your form to them. Their toll free number is 1-866-

275-3772. When you call them, expect to be on hold for a time, but once you get a live person, they will spend all the time you need to help you.

Please be aware that once you create a committee you will have semi-annual filings due twice a year until you terminate your committee. Those dates are always January 1st through June 30th due on July 31st and July 1st through December 31st due on January 31st. When involved in an election cycle there are pre-election filing dates. The Office of the Clerk-Recorder will provide candidates with those dates when nomination papers are pulled to run for office. The FPPC will also have the dates posted on their website for other committees that are not candidate controlled.

There is a \$10.00 a day fine for every day your filing is late.

### **Need Help With Electronic Filing?**

NetFile has tutorials and how-to videos to assist you in completing your forms or call our office at 805-781-5080.

**The FPPC cannot help with NetFile. Direct any questions regarding using the NetFile electronic filing system to the Office of the Clerk-Recorder.**

# PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

As found in Chapter 5 of Division 20 of the California Elections code

**§20400. General Intent** The legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices. It is the ultimate intent of the legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of the state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

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

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

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

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

**§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 next page)

**§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 election's 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.

# CODE OF FAIR CAMPAIGN PRACTICES

(Elections Code §20440)

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

THEREFORE:

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

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Print Name

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Signature

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Date

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Office

## THINGS TO REMEMBER FOR COMPLIANCE WITH FPPC REQUIREMENTS

- 1. Be Informed**—Study FPPC Manual 2. 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) and then open a campaign bank account. Once \$2,000 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. It is your responsibility.
- 4. Keep Good Records**—Maintain details on contributions and expenditures of \$25 or more. Refer to record keeping guidelines in FPPC 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 qualifications fee.
- 7. Report Late Contributions**—If \$1,000 or more is received from one contributor during the last **90** days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds. Use Form 497-24 Hour Contribution Report
- 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/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's 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's 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 FILING SCHEDULES**  
**STATE CANDIDATE CONTROLLED**  
**COMMITTEES**

www.fppc.ca.gov

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
Aug 2, 2021 <i>Semi-Annual</i>	1-1-21- 6/30/21*	460 or 470	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Within 24 Hours <i>Election Cycle Reports</i>		497	<ul style="list-style-type: none"> <li>File if contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made in connection with another candidate or ballot measure being voted upon March 3, 2020.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time contribution is received.</li> <li>E-file only. No Paper copy is required.</li> </ul>
Within 10 Business Days <i>\$5,000 Report</i>	Ongoing – file any time other than 90-day election cycle	497	<ul style="list-style-type: none"> <li>Only e-filers file this report:</li> <li>File if contribution of \$5,000 or more is received from a single source.</li> <li>No paper copy is required.</li> <li>File within 10 business days of receipt of contribution.</li> </ul>
Aug 5, 2021 <i>1<sup>st</sup> Pre-Election</i>	7/1/21 – 7/31/21*	460 or 470	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470.</li> </ul>
Sept 2, 2021 <i>2<sup>nd</sup> Pre-Election</i>	8/1/21 – 8/29/21*	460	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>Paper copies must be filed by personal delivery or guaranteed overnight service only.</li> </ul>
Jan 31, 2022 <i>Semi- Annual</i>	8/30/21 – 12/31/21	460	<ul style="list-style-type: none"> <li>All committees must file this statement</li> </ul>

## **Additional Notes:**

**\* Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1 if no previous statement has been filed.

**Local Ordinance:** Always check on whether additional local rules apply. San Luis Obispo County has a local ordinance that requires e-filing.

**Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour /10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours regardless of the day of the week.

**Where to File:** State committees file statements with the Secretary of State. Only candidate Controlled Committees that are NOT e-filers file paper copies with the election's official at the candidate's county of domicile.

**Form 501:** All state candidates must file Form 501 before soliciting or receiving any contributions or before making expenditures from personal funds. A candidate may, until the deadline for filing nomination papers set forth in Section 8020 of the Elections Code, amend Form 501 to change his/her statement of acceptance or rejection of voluntary expenditure limits provides he or she has not exceeded the limits.

**E-Filer:** : A state committee that has received contributions or made expenditures totaling \$25,000 or more.

**Form 460:** All state committees, including e-filers, must also file paper statements.

**Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee may file Form 470 on or before September 24, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a campaign committee must be opened and a Form 470 Supplement and a Form 410 must be filed.

**Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.

**Forms 496 and 497:** All reports filed online only

Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:

- **Form 462:** This verification form must be e-mailed to the FPPC within 10 days
- **Form 496:** This form is due within 24 hours if made in a 90-day, 24 hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.

**Multiple Committees:** All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the June 5, 2018 ballot who maintains an Assembly officeholder committee must file pre-election reports for both committees even if the Assembly committee has not received or made payments.

**State Contribution Limits:** Refer to the contribution limits chart on the FPPC website.

**Penalties:** Failure to file a statement on time subjects a committee to a fine of \$10 per day on both the paper and the e-filed version (e.g., \$20 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of \$5,000 per violation.

**Public Documents:** All statements are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov), click on the Campaign link.

**Resources:** Campaign manuals and other instructional materials are available here. Or, visit [www.fppc.ca.gov](http://www.fppc.ca.gov) > Learn > Campaign Rules



## COMMITTEES PRIMARILY FORMED TO SUPPORT/OPPOSE LOCAL MEASURES

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
Jul 31, 2020 <i>Semi-Annual</i>	* - 6/30/20	460	<ul style="list-style-type: none"> <li>All committees must file this statement</li> </ul>
Within 10 Days Independent Expenditure Verification	Ongoing	462	<ul style="list-style-type: none"> <li>Committees making independent expenditures must file this form with the FPPC.</li> <li>Email only. No paper copy is required.</li> <li>Committees file only one Form 462 per election for each candidate or measure supported or opposed by an independent expenditure.</li> </ul>
Within 24 Hours Contribution/ Independent Expenditure Reports	8/5/20 – 11/3/20	496 497	<ul style="list-style-type: none"> <li>496: File if an independent expenditure of \$1,000 or more in the aggregate is made.</li> <li>497: File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>497: File if a contribution of \$1,000 or more in the aggregate is made to or in connection with a candidate or measure being voted upon November 3, 2020, or to a political party committee.</li> <li>The recipient of a non-monetary contribution of \$1000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.</li> </ul>
Sep 24, 2020 <i>1<sup>st</sup> Pre-Election</i>	7/1/20 – 9/19/20	460	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> </ul>
Oct 22, 2020 <i>2<sup>nd</sup> Pre-Election</i>	9/20/20 – 10/17/20	460	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>File by personal delivery or guaranteed overnight service. The Committee may also file online, if available.</li> </ul>
Feb 1, 2021 <i>Semi-Annual</i>	10/18/20 – 12/31/20	460	All committees must file this report unless the committee filed termination Forms 410 and 460 before December 31, 2020.

### Additional Reports

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

**460 Ballot Measure Quarterly Report:** Quarterly campaign reports are required prior to the semi-annual period in which pre-election reports must be filed.

**511 Paid Spokesperson Report:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure:

- 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or
- 2) A payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter).

- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

**Local Ordinance:** Always check on whether additional local rules apply. **County of San Luis Obispo has an ordinance requiring e-filing.**

**Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours regardless of the day of the week.

**Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance. **San Luis Obispo County requires online filing.**

**Other Committee Expenditures:** Contact the FPPC if the committee makes independent expenditures/contributions to candidates and/or other measures. Additional reports may be required.

**Multi-Purpose Organizations (including non-profits):** A multipurpose organization that uses its general dues account to make contributions or expenditures may qualify as a major donor or independent expenditure committee and may be required to report payments on Campaign Form 461. Such organizations will qualify as a recipient committee if expenditures exceed \$50,000 in a 12-month period or \$100,000 in four consecutive calendar years. An organization that qualifies as a recipient committee may need to file reports disclosing contributors. For more information, see the FPPC's fact sheet, Campaign Reporting Rules for Multipurpose Organizations.

**Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Click on Learn, then Campaign Rules.

**Resources:** Campaign manuals and other instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## **CAMPAIGN DISCLOSURE FILING REQUIREMENTS**

The Political Reform Act of 1974 requires all candidates for state or 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. The County of San Luis Obispo passed local Ordinance 3261 that **requires** campaign statements to be filed solely in electronic form. **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 COMMITTEES**

#### **Form 501-Candidate Intention Statement**

**Who:** 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 re-election to the same office.

**Exception:** This form is not required if you will not solicit or receive contributions from other persons and the only expenditure will be from your personal funds used for the filing fee and/or Statement of Qualifications printed in the Voter Information Guide.

**When:** 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 for the filing fee and/or Statement of Qualifications fee.

**Where:**

**State Candidates**

Send Original to:  
Secretary of State  
Political Reform Division  
1500 11th St Rm 495  
Sacramento, CA 95814

**Local Candidates**

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

**Form 410-Statement of Organization**

**Definitions:**

**Recipient Committee** is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$2,000 or more during a calendar year.

**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 and/or the Statement of Qualifications to appear in the Voter Information Guide are not counted toward the \$2,000 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:** Recipient committee(s) as defined above.

**When:** File Form 410 within 10 days of receiving \$2,000 in contributions. The date this form is postmarked or e-filed 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 within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements. Form 410 must also be filed with the Secretary of State within 10 days.

A recipient committee qualifying during the 90 days prior to an election or on the date of the election in which the committee makes independent expenditures of \$1,000 or more to support or oppose a candidate in that election must file 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:**

**All Committees**

Send **Original** and one copy to:  
Secretary of State  
Political Reform Division  
1500 11th St Rm 495  
Sacramento, CA 95814

**County, School, and District**

Send **Copy** to:  
County Clerk-Recorder  
1055 Monterey St Ste D120  
San Luis Obispo, CA 93408

You will receive written notification from the Secretary of State assigning a Committee Identification number to your committee. (Identification numbers are also posted on the Secretary of State's website at [www.cal-access.ss.ca.gov](http://www.cal-access.ss.ca.gov).) See appropriate Campaign Disclosure Manual and California Form 410 for additional instructions and filing requirements.

**Form 470-Officeholder and Candidate Campaign Statement-Short Form**

**Who:**

Candidates who *do not*:

- have a controlled committee
- anticipate receiving contributions totaling \$2,000 or more in the calendar year
- anticipate spending \$2,000 or more in the calendar year

**Exceptions:** County Central Committee and County Council members are not required to file.

**When:** Candidates are encouraged to file at the same time as the Declaration of Candidacy during the nomination period. Form 470 must be filed by the first pre-election filing deadline.

**Where:** County Clerk-Recorder  
1055 Monterey St Ste D120  
San Luis Obispo, CA 93408

### **Form 460-Campaign Statement-Long Form**

**Who:** Candidate, Officeholders, and their Controlled Committees  
Primarily Formed Ballot Measure Committees  
Primarily Formed Candidate/Officeholder Committees  
General Purpose Committees

**When:** See applicable schedule for filing deadlines and reporting periods.

**Where:** Online with the Netfile Campaign Disclosure Filing System through the Office of the Clerk-Recorder. The County of San Luis Obispo passed local ordinance 3261 that **requires** campaign disclosure statements to be filed solely in electronic form.

### **Form 497-24-hour Contribution**

**Who:** Local committees must file Form 497 in the following situations:

- Contributions that total in aggregate \$1,000 or more within the 90 days before an election that are either:
  - Made to a committee or ballot measure committee; or
  - Received by a candidate or ballot measure committee.
- Contributions that total in aggregate \$1,000 or more made to committees primarily formed to support or oppose a local candidate(s) or measure(s). A measure includes certain LAFCO proceedings 90 days before an election.
- Contributions that total in the aggregate \$1,000 or more made to a candidate in a CalPERS or CalSTRS election 90 days before an election.

**When:** Within 24 hours of receiving the qualifying contribution.

**Where:** Regular mail is **not** allowed. E-File, overnight delivery, personal delivery, or fax 805-781-1111.

## 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—Distribution of precinct polling place information

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.

#### §18304—Use of seal of the county or local government agency

(a) Any person who uses or allows to be used any reproduction or facsimile of the seal of the county or the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.

(b) For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.

(c) For purposes of this section, the term "local government agency" means a school district, special or other district, or any other board, commission, or agency of local jurisdiction.

#### §18320-18323—Deceptive Online Activities

##### §18320

(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, and would cause a reasonable person, after reading the Web site, 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, mousetrapping, popup screens, or other electronic measures.

(C) Registering a domain name that is similar to another domain name for a 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.

#### **§18321**

This article does not apply to a domain name registrar, registry, or registration authority.

#### **§18322**

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.

#### **§18323**

Jurisdiction for actions brought pursuant to this article shall be in accordance with Section 410.10 of the Code of Civil Procedure.

## **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.

**§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, does 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, that 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 11327 or 13307, 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 elections official's office:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering as defined by Section 319.5.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

**§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 a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.

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

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

## **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." The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

**§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.

**§20010—Superimposed Photographs in Campaign material:**

(a) Except as provided in subdivision (b), no person, firm, association, corporation, campaign committee, or organization may, with actual malice, produce, distribute, publish, or broadcast campaign material that contains (1) a picture or photograph of a person or persons into which the image of a candidate for public office is superimposed or (2) a picture or photograph of a candidate for public office into which the image of another person or persons is superimposed. "Campaign material" includes, but is not limited to, any printed matter, advertisement in a newspaper or other periodical, television commercial, or computer image. For purposes of this section, "actual malice" means the knowledge that the image of a person has been

superimposed on a picture or photograph to create a false representation, or a reckless disregard of whether or not the image of a person has been superimposed on a picture or photograph to create a false representation.

(b) A person, firm, association, corporation, campaign committee, or organization may produce, distribute, publish, or broadcast campaign material that contains a picture or photograph prohibited by subdivision (a) only if each picture or photograph in the campaign material includes the following statement in the same point size type as the largest point size type used elsewhere in the campaign material: "This picture is not an accurate representation of fact." The statement shall be immediately adjacent to each picture or photograph prohibited by subdivision (a).

(c) (1) Any registered voter may seek a temporary restraining order and an injunction prohibiting the publication, distribution, or broadcasting of any campaign material in violation of this section. Upon filing a petition under this section, the plaintiff may obtain a temporary restraining order in accordance with Section 527 of the Code of Civil Procedure.

(2) A candidate for public office whose likeness appears in a picture or photograph prohibited by subdivision (a) may bring a civil action against any person, firm, association, corporation, campaign committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a). The court may award damages in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney's fees and costs.

(d) (1) This act shall not apply to a holder of a license granted pursuant to the federal Communications Act of 1934 (47 U.S.C. Sec. 151 et seq.) in the performance of the functions for which the license is granted.

(2) This act shall not apply to the publisher or an employee of a newspaper, magazine, or other periodical that is published on a regular basis for any material published in that newspaper, magazine, or other periodical. For purposes of this subdivision, a "newspaper, magazine, or other periodical that is published on a regular basis" shall not include any newspaper, magazine, or other periodical that has as its primary purpose the publication of campaign advertising or communication, as defined by Section 304.

## POLITICAL ADVERTISING DISCLAIMERS

**NOTE:** Please see AB 990(Bonilla)-Chapter 747, Statutes of 2015 effective October 10, 2015, for revised advertisement disclaimer rules.

### Political Advertising Disclaimers

Under California's Political Reform Act, committees must put "paid for by" disclaimers on campaign advertising, including campaign mailers, radio and television ads, telephone robocalls, and electronic media ads. This brochure discusses disclaimer requirements for committees that purchase advertisements or circulate material supporting or opposing a state or local candidate or ballot measure in California.

### What is a disclaimer?

A "disclaimer" is the portion of a political message that identifies the person or entity who paid for or authorized the communication. "Paid for by *committee name*" is the basic disclaimer required by the Act on most campaign communications sent by a *committee*.

### Who is a committee?

A candidate's campaign committee, a political action committee, a political party committee, a major donor, and a person or entity making independent expenditures on candidates or ballot measures in California are all types of committees. A person or entity qualifies as a *committee* under the Act if they receive contributions from others for political purposes of \$2,000 or more per year; if they make independent expenditures on California candidates or ballot measures of \$1,000 or more per year; or if they make contributions to California candidates or ballot measures of \$10,000 or more per year.

### When is a disclaimer required on political ads or materials?

Political committees must include the following disclaimers:

- **Mass mailings**, including blast campaign emails, must include identification of the sender.
- **Paid telephone calls** must identify the candidate or committee who paid for or authorized the call.
- **Radio and television ads** must include "paid for by" disclaimer under Federal Communications Commission (FCC) law.
- **Ballot measure ads and independent expenditure ads** must include "paid for by *committee name*" and such ads by primarily formed committees must also list top two donors of \$50,000 or more. This applies to television, radio, and electronic media advertisements, robocalls, mass mailings, and print ads such as newspaper ads, billboards and yard signs.

### **Are the Act's disclaimer rules the same for all committees and all ads?**

No, basic disclaimer rules apply to campaign materials disseminated by a candidate for their own election campaign because it is generally clear to the public that the candidate is sending the communication. Stricter disclaimer rules apply to (1) ballot measure advertisements and (2) independent expenditure advertisements on candidates and ballot measures, because it is less clear to the public who is responsible for these ads.

### **What does the disclaimer have to state?**

The basic disclaimer must state: "Paid for by *committee name*." Ballot measure and independent expenditure ads paid for by primarily formed committees must also list top two donors of \$50,000 or more and special committee name rules apply. All *independent expenditure* ads for or against a candidate must state: "This advertisement was not authorized or paid for by candidate for this office or a committee controlled by a candidate for this office."

### **What is an independent expenditure?**

An "independent expenditure" is an expenditure made by any person in connection with a communication that expressly advocates the election or defeat of a clearly identified candidate or measure, or taken as a whole and in context, unambiguously urges a particular result in an election but which is not made at the behest of (e.g., in consultation, cooperation or coordination with) the affected candidate or committee. For further clarification see Section 82031 and FPPC Regulation 18225.7.

#### **Political Advertising Disclaimer Charts**

Click on these links to charts showing the disclaimer requirements for your communication.

##### **Candidates**

1. [Communications by Candidate Committees for their own Election](#)
2. [Independent Expenditure Ads on Candidates](#)

##### **Ballot Measures**

3. [Ballot Measure Ads](#)

(by committees primarily formed for a state or local ballot measure)

4. [Independent Expenditures Ads on Ballot Measures](#)

(by general purpose recipient committees, major donors, and independent expenditure committees)

### **On mass mailings, what does the disclaimer state?**

A mass mailing -- over 200 substantially similar pieces of mail -- must include on the outside of the envelope: "Paid for by" and the name and address of the candidate or

committee sending the mailing.

If a mass mailing is paid for by more than one candidate or committee, the name and address of the candidate or committee who is paying the greatest share of the mass mailing (including costs for designing, postage, and printing) must be placed on the outside of each piece of mail. If two or more candidates or committees pay equally for the mailer, the name and address of at least one of the candidates or committees must be shown on the outside, and the names and addresses of all candidates or committees paying for the mailer must appear on at least one insert.

**Candidate:**

<p>Paid for by Jones for Mayor 2014 123 Elm St Elmton, CA 95523</p>	<p>Fred Smith 7200 Oak St Oakville, CA</p>
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**On emails, what does the disclaimer state?**

When over 200 substantially similar emails are sent by a political committee, the email must include “Paid for by and the committee name.” The committee’s street address is not required on mass emails sent by a committee but may be included.

**How must the disclaimer appear?**

Disclaimers on political ads and literature must be clear and conspicuous so as to be understood by the intended public. Written disclaimers must be printed clearly and legibly. Spoken disclaimers must be clearly audible and intelligible. **Specific requirements for color contrast, print font size and time appearing on screen are listed in the disclaimer charts.**

**Updating a Disclaimer**

When a committee’s name changes because of new top donors or otherwise, advertisement disclaimers must be revised. Television, radio, electronic media, or robocalls must be amended within five calendar days. Print media, mass mailings, or other tangible items must be amended every time an order to reproduce is placed.

**Advertisements in Languages Other than English**

Disclaimers on political advertisements should be written or spoken in the same language used in the advertisement.

**Does a disclaimer have to appear on ALL printed materials or campaign items?**

No, a disclaimer is not required on regular-size campaign buttons, pins, bumper stickers, or magnets. It is not required on pens, pencils, rulers, mugs, potholders, key tags, golf balls and similar small campaign promotional items where a disclaimer

cannot be conveniently printed. The disclaimer is not required on t-shirts, caps, hats, and other articles of clothing; skywriting and airplane banners; or committee checks and receipts.

**Does a disclaimer have to appear on communications from an organization to its members?**

Yes, for political party communications. For communications from other organizations to their members, a disclaimer is not required.

**Can the FPPC answer my questions about disclaimers on my campaign communications?**

Yes. The FPPC can assist you with questions about disclaimers on campaign communications. Use the FPPC's advice email - [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov). In some cases, a copy of the ad will be required.

**Is there a penalty for circulating or publishing literature or other material concerning a candidate or ballot measure without a disclaimer?**

Yes. The penalty for failing to comply with the Act's disclaimer requirements can be a fine of up to \$5,000 per violation. In addition, any person who violates the disclaimer requirements concerning ballot measure and independent expenditure advertisements may be liable for a fine of up to three times the cost of the advertisement, including placement costs.

**What is the proper procedure to report violations for circulating or publishing materials without a disclaimer?**

You may file a written complaint with the FPPC's Enforcement division.

**Can the FPPC check the truth or accuracy of the political communication?**

**No. The Act does not regulate the truth or accuracy of the content of political communications, given the broad First Amendment protection for political speech.**

**Must political messages in literature or other material concerning candidates for federal offices include a disclaimer?**

Federal election law governs disclaimers on election materials for federal candidates. Contact the Federal Election Commission (FEC) at [www.fec.gov](http://www.fec.gov) or 800- 424-9530 for information.

**"Do Not Call" lists**

Questions or comments regarding "Do Not Call" lists should be addressed to the National Do Not Call Registry, administered by the Federal Trade Commission (FTC) at

[www.donotcall.gov](http://www.donotcall.gov). The federal Do Not Call Registry is a list of consumer phone numbers wanting to limit telemarketing calls received. The “do not call” provisions do not cover calls from political organizations, charities, telephone surveyors, or companies with which a consumer has an existing business relationship.

**Posting political signs on utility poles and other public property**

Check local ordinances for rules on posters and yard signs. Local law may restrict or prohibit the placement of campaign signs on government-owned property.

This brochure presents a summary of the law. For further legal information, consult the Act and its corresponding regulations and opinions.

# State Department of Transportation - Caltrans

## Political Signs

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

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

A completed [Statement of Responsibility \(PDF\)](#) 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, and 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.

Should you have any questions, comments or need additional information, please call (916) 654-6473 or go to the website at [www.dot.ca.gov/programs/traffic-operations/oda/political-signs](http://www.dot.ca.gov/programs/traffic-operations/oda/political-signs).

Enclosure



**COUNTY OF SAN LUIS OBISPO**  
**DEPARTMENT OF PLANNING & BUILDING**  
976 Osos St., RM 300 ♦ San Luis Obispo, CA ♦ 93408  
(805) 781-5600 TTY/TRS-711 ♦ [planning@co.slo.ca.us](mailto:planning@co.slo.ca.us) ♦ [sloplanning.org](http://sloplanning.org)

## **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 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 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:

<b>ISSUE</b>	<b>WHO TO CONTACT</b>
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.	Fair Political Practices Commission at <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a> 866-275-3772
Unlawful use of public funds, violations of the Elections Code, or any laws other than the Political Reform Act.	<ul style="list-style-type: none"> <li>• District Attorney 805-781-5800</li> <li>• California State Attorney General at <a href="http://www.caag.state.ca.us">www.caag.state.ca.us</a> 800-952-5225</li> </ul>
Federal campaigns, Congress, U.S. Senate, President of the United States, etc.	Federal Election Commission at <a href="http://www.fec.gov">www.fec.gov</a> 800-424-9530
Open meeting laws. (Brown Act)	<ul style="list-style-type: none"> <li>• District Attorney 805-781-5800</li> <li>• California State Attorney General at <a href="http://www.caag.state.ca.us">www.caag.state.ca.us</a> 800-952-5225</li> <li>•</li> </ul>
Vandalism concerning campaign signs.	<ul style="list-style-type: none"> <li>• Sheriff's Department 805-781-4550</li> <li>• City police where vandalism occurred</li> </ul>
Requirements concerning campaign signs.	Depending on sign location: <ul style="list-style-type: none"> <li>• City Clerk or Community Development Department</li> <li>• County Planning and Building 805-781-5600</li> <li>• State Department of Transportation 916-654-4790</li> </ul>

## **FEDERAL & STATE ENFORCEMENT OFFICES**

Fair Political Practices Commission  
PO Box 807 (95812-0807)  
428 J St Ste 450  
Sacramento, CA 95814  
866-275-3772  
Fax 916-322-3711  
Reporting Enforcement Violations:  
800-561-1861

Attorney General  
PO Box 944255  
Sacramento, CA 94244-2250  
916-445-9555  
800-952-5225

Secretary of State  
Political Reform Division  
1500 11th St Rm 495  
Sacramento, CA 95814  
916-653-6224  
Fax: 916-653-5045  
Elections Division: 916-957-2166

Federal Election Commission  
999 E St NW  
Washington, DC 20463  
800-424-9530  
TTY 202-219-3336

## **LOCAL ENFORCEMENT OFFICES**

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

County Sheriff's Department  
1585 Kansas Ave  
PO Box 32  
San Luis Obispo, CA 93406  
805-781-4540



COUNTY OF SAN LUIS OBISPO
OFFICE OF THE CLERK-RECORDER

Tommy Gong - County Clerk Recorder
Elaina Cano - Assistant County Clerk Recorder

APPLICATION FOR CONFIDENTIAL VOTER REGISTRATION INFORMATION

Pursuant to Elections Code §2188 and §2194, voter registration information is available to persons or groups for election, scholarly, journalistic, political, or governmental purposes as determined by the Secretary of State. All requests to view, purchase, or use voter registration information must be accompanied by this application.

Name of Applicant (First, Middle, Last): ID # (Driver's Lic. #, State and Expiration Date):

E-mail: Phone:

Residence Address (No PO Box):

Mailing Address (If different from Residence Address):

IF OBTAINING INFORMATION ON BEHALF OF SOMEONE ELSE:

Name of Campaign, Person, Group, or Organization Requesting Information:

E-mail: Phone:

Residence or Business Address:

INFORMATION REQUESTED/PURPOSE

Please select the purpose for your request:

ELECTION JOURNALISTIC SCHOLARLY POLITICAL RESEARCH GOVERNMENTAL

Specific Information Requested:

Explain in detail the intended use of this information (If more space needed, attach an additional page):

The aforementioned voter registration information set forth in Affidavits of Registration or derived from computer terminals, electronic data processing tapes or disks, printed labels, and/or computer-printed listings will be used only for election, scholarly, journalistic, political, or governmental purposes as determined by the Secretary of State and in accordance with Elections Code §§2188 and 2194. The information (or a portion or copy thereof) will not be sold, leased, loaned, or given to any person, organization, or agency, without first receiving written authorization to do so from the Secretary of State or the County Elections Official.

I certify, under penalty of perjury, that the information on this form is true and correct under the laws of the State of California:

DATE: PLACE OF SIGNING:

SIGNATURE (Full Name as Above):

NOTE: A new application and copy of your DL or ID card must be submitted with each request.

FOR OFFICE USE ONLY

ID CHECKED BY: RECEIPT #:
NUMBER OF VOTERS: TOTAL COST:

# APPLICABLE ELECTION CODE SECTIONS

## **Elections Code §2188:**

- (a) Any application for voter registration information available pursuant to law and maintained by the Secretary of State or by the elections official of any county shall be made pursuant to this section.
- (b) The application shall set forth all of the following:
- (1) The printed or typed name of the applicant in full.
  - (2) The complete residence address and complete business address of the applicant, giving street and number. If no street or number exists, a postal mailing address as well as an adequate designation sufficient to readily ascertain the location.
  - (3) The telephone number of the applicant, if one exists.
  - (4) The number of the applicant's driver's license, state identification card, or other identification approved by the Secretary of State if the applicant does not have a driver's license or state identification card.
  - (5) The specific information requested.
  - (6) A statement of the intended use of the information requested.
- (c) If the application is on behalf of a person other than the applicant, the applicant shall, in addition to the information required by subdivision (b), set forth all of the following:
- (1) The name of the person, organization, company, committee, association, or group requesting the voter registration information, including their complete mailing address and telephone number.
  - (2) The name of the person authorizing or requesting the applicant to obtain the voter registration information.
- (d) The elections official shall request the applicant to display his or her identification for purposes of verifying that identifying numbers of the identification document match those written by the applicant on the application form.
- (e) The applicant shall certify to the truth and correctness of the content of the application, under penalty of perjury, with the signature of his or her name at length, including given name, middle name or initial, or initial and middle name. The applicant shall state the date and place of execution of the declaration.
- (f) Completed applications for voter registration information shall be retained by the elections official for five years from the date of application.
- (g) This section shall not apply to requests for information by elections officials for election purposes or by other public agencies for governmental purposes.
- (h) The Secretary of State may prescribe additional information to be included in the application for voter registration information.
- (i) A county may not provide information for any political subdivision that is not wholly or partially contained within that county.

## **Election Code §2194:**

- (a) Except as provided in Section 2194.1, the affidavit of voter registration information identified in Section 6254.4 of the Government Code:
- (1) Shall be confidential and shall not appear on any computer terminal, list, affidavit, duplicate affidavit, or other medium routinely available to the public at the county elections official's office.
  - (2) Shall not be used for any personal, private, or commercial purpose, including, but not limited to:
    - (A) The harassment of any voter or voter's household.
    - (B) The advertising, solicitation, sale, or marketing of products or services to any voter or voter's household.
    - (C) Reproduction in print, broadcast visual or audio, or display on the Internet or any computer terminal unless pursuant to paragraph (3).
  - (3) Shall be provided with respect to any voter, subject to the provisions of Sections 2166, 2166.5, 2166.7, and 2188, to any candidate for federal, state, or local office, to any committee for or against any initiative or referendum measure for which legal publication is made, and to any person for election, scholarly, journalistic, or political purposes, or for governmental purposes, as determined by the Secretary of State.
- (b) (1) Notwithstanding any other law, the California driver's license number, the California identification card number, the social security number, and any other unique identifier used by the State of California for purposes of voter identification shown on the affidavit of voter registration of a registered voter, or added to voter registration records to comply with the requirements of the federal Help America Vote Act of 2002 (52 U.S.C. Sec. 20901 et seq.), are confidential and shall not be disclosed to any person.
- (2) Notwithstanding any other law, the signature of the voter shown on the affidavit of voter registration or an image thereof is confidential and shall not be disclosed to any person, except as provided in subdivision (c).
- (c) (1) The home address or signature of any voter shall be released whenever the person's vote is challenged pursuant to Sections 15105 to 15108, inclusive, or Article 3 (commencing with Section 14240) of Chapter 3 of Division 14. The address or signature shall be released only to the challenger, to elections officials, and to other persons as necessary to make, defend against, or adjudicate the challenge.
- (2) An elections official shall permit a person to view the signature of a voter for the purpose of determining whether the signature matches a signature on an affidavit of registration or an image thereof or a petition, but shall not permit a signature to be copied.
- (d) A governmental entity, or officer or employee thereof, shall not be held civilly liable as a result of disclosure of the information referred to in this section, unless by a showing of gross negligence or willfulness.
- (e) For the purposes of this section, "voter's household" is defined as the voter's place of residence or mailing address or any persons who reside at the place of residence or use the mailing address as supplied on the affidavit of registration pursuant to paragraphs (3) and (4) of subdivision (a) of Section 2150.

## VOTER FILE TYPES

File Type	Report Type and Description	Contents	Fee
<b>Precinct Walking List</b>	<b>R708.01:</b> A printed list or PDF file (please specify) of voters in order of home precinct, and then in order of street name and number. File may be printed with separate Even and Odd sides of the street or may be combined.	Name, Residence Address, Home Precinct, Party Preference, Phone #	\$0.50 per 1,000 names
<b>Voter File (specify with or without voter history)</b>	<b>Multi-Purpose Voter File Export:</b> All registered voters in the specified district or countywide.  Tab Delimited format unless otherwise specified.	All voter information included	\$48.00 set up \$0.50 per 1,000 names \$1.00 on email or \$2.00 on CD
<b>Vote-by-Mail (VBM) File:</b> <b>1. All VBM Voters (Issued and Returned ballots)</b> <b>2. Returned Ballots Only</b> <b>3. Issued Ballots Only</b>  (Available beginning 30 days before an election)	<b>AV Multi-Purpose Flat File:</b> Voters issued VBM ballots during an election, permanent or single request.  Tab Delimited format unless otherwise specified.	Voters issued VBM ballots with information including the date entered and date returned.  Single file with both issued and returned ballots recommended.	\$50.00 set up \$0.50 per 1,000 names \$1.00 on email or \$2.00 on CD

## PRECINCT MAP RESOURCES

The Office of the Clerk-Recorder has implemented GIS (Geographical Information Systems) technology in maintaining precinct boundaries and 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 these functions will result in more accurate and up-to-date maps.

Different types of maps are available on our website free of charge. Go to [www.slovote.com](http://www.slovote.com), click on "Elections and Voting," click on "Precinct Maps" for the following options:

- To access large format pre-created printable .pdf maps (48" x 36") of the entire county, supervisorial districts, cities, and major communities are available.
- To create your own detailed maps, use the Precinct View. Using the precinct view you are able to create your own 11" x 17" maps in .pdf format which you can print at a later date.
- To download precinct map data in various formats (spreadsheet, KML, shapefile) access the Reference area at the bottom of the page.

If you have any questions, please contact the Clerk-Recorder office 805-781-5228.

**NOTE:** The County of San Luis Obispo does not assume liability for any damages caused by any errors or omissions in the data of the precinct maps. The County of San Luis Obispo makes no warranty of any kind, express or implied, that these data are accurate and reliable, nor does the fact of distribution constitute such a warranty. Independent verification of all data contained on these maps should be obtained by any user thereof. Users assume responsibility to determine the appropriate use of these data.