

# CANDIDATE'S HANDBOOK

**November 5, 2024  
Presidential General Election**



**VOTE EASY.  
VOTE SECURE.**

ORANGE COUNTY REGISTRAR OF VOTERS

**THE 2024 CANDIDATE’S HANDBOOK FOR THE PRESIDENTIAL GENERAL ELECTION IS INTENDED TO PROVIDE GENERAL INFORMATION FOR CANDIDATES AND COMMITTEES, AND DOES NOT HAVE THE FORCE AND EFFECT OF LAW, REGULATION OR RULE. IT IS DISTRIBUTED WITH THE UNDERSTANDING THAT THE REGISTRAR OF VOTERS OF THE COUNTY OF ORANGE IS NOT RENDERING LEGAL ADVICE. THEREFORE, THE HANDBOOK IS NOT A SUBSTITUTE FOR LEGAL COUNSEL FOR THE INDIVIDUAL, ORGANIZATION OR CANDIDATE USING IT.**

**THE REGISTRAR OF VOTERS STRONGLY RECOMMENDS THAT ANY PROSPECTIVE CANDIDATE OBTAIN LEGAL ADVICE, TO ASSIST IN COMPLYING WITH APPLICABLE CALIFORNIA LAWS, INCLUDING THE CALIFORNIA ELECTIONS CODE AND CALIFORNIA GOVERNMENT CODE.**

## **Orange County Registrar of Voters**

### **Mission Statement**

**“To provide election services for the citizens of Orange County to ensure equal access to the election process, protect the integrity of votes, and maintain a transparent, accurate and fair process.”**

### **Vision Statement**

**“To ensure excellence in the administration of elections to inspire confidence and trust in the democratic process.”**

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## **IMPORTANT INFORMATION**

Recently, there have been changes and improvements to the Candidate Filing process. Please read the information on the following subjects before continuing through this handbook.

1. Online Candidate Filing Portal;
2. Candidate Filing Appointments;
3. Character-Based Name Form;
4. Electronic Candidate's Statements
5. Redistricting Information

## **ONLINE CANDIDATE FILING:**

A custom online Candidate Filing feature on the Registrar of Voters' website will be available on **July 15, 2024**, at [ocvote.gov](http://ocvote.gov). This portal allows candidates to start the Candidate Filing process and download many of the required documents, prior to filing the documents at the Registrar of Voters' office.

This service will benefit you, the candidate. **Candidate Filing cannot be entirely completed online due to State law**, but it should make your filing process simpler and easier to understand. Benefits to the candidate include:

- The Candidate Information Form may be completed online;
- The candidate's qualifications to run for a specific contest can be verified;
- The Candidate's Statement of Qualifications Fee may be paid online by credit card;
- Draft Candidates' Statements of Qualifications may be electronically submitted, allowing Registrar of Voters' staff to format the statements prior to the candidates coming to the office to sign the final documents. Formatting statements is time consuming; by submitting their statements online, candidates will reduce their time spent at the Registrar of Voters' office; and
- The Ballot Designation Worksheet, Code of Fair Campaign Practices form, and Campaign Finance Reporting forms may be downloaded prior to candidates filing them at the Registrar of Voters' office.

## **CANDIDATE FILING APPOINTMENTS**

Save time by scheduling an appointment online at [ocvote.gov/appointments](http://ocvote.gov/appointments) to complete the candidate filing process. Appointments are available in the morning and evening.

## **CHARACTER-BASED NAME FORM**

If a candidate that has a character-based name by birth, that can be verified by birth certificate or other valid identification, the candidate may use that name on the ballot instead of a phonetic transliteration. A candidate who does not have a character-based name by birth, but who identifies by a particular character-based name and can demonstrate to the local elections official that the candidate has been known and identified within the public sphere by that name over the past two years, may use that name instead of a phonetic transliteration. This only applies to character-based languages, including, but not limited to, Chinese and Korean.

**§ 13211.7**

## **ELECTRONIC CANDIDATE'S STATEMENTS**

In addition to the statement prepared pursuant to §13307(a), if the elections official who is conducting the election permits electronic distribution of a candidate's statement, the governing body of a local agency may permit each candidate for nonpartisan elective office in the local agency to prepare a candidate's statement for the purpose of electronic distribution pursuant to this subdivision. **§ 13307(c)(1)**

A statement prepared pursuant to §13307(c), shall be posted on the Internet Web site of the elections official, and may be included in a voter's guide that is electronically distributed by the elections official pursuant to Section 13300.7, but shall not be included in a voter's guide that is printed and mailed to voters pursuant to §13307(b).

## **REDISTRICTING INFORMATION**

### **Redistricting Explained:**

In order to have an updated count of the country's population, the U.S. Constitution requires a federal census every ten years. California uses that census data to redraw the Congressional, State Senate, State Assembly, and State Board of Equalization districts based on population changes. The independent California Citizens Redistricting Commission (CCRC) uses the new census data to redraw the Congressional, State Senate, State Assembly, and State Board of Equalization district boundaries. Cities, school and special districts that elect their governing bodies by districts may also change their district boundaries, based on the new census data. And, some jurisdictions that formerly elected their governing bodies to at-large offices have adopted district maps since their last election to hold their first elections by district in 2024.

### **What Redistricting Means to Candidates:**

The district numbers and boundaries for the offices of Congress, State Assembly, State Senate, State Board of Equalization, County Board of Supervisors, Cities, College, School, Water, Sanitation, and Special district have changed. Voters will be voting for candidates running for office using the new district boundaries as part of California's November 5, 2024, Presidential General Election. Orange County has tools for candidates and voters to be able to verify the districts in which they reside including an online district verification tool, electronic maps, and printed maps available for purchase.

Information on ordering electronic or printed maps is located in the back of this Handbook.

### **Online District Verification Tool:**

The online district verification tool is available at [ocvote.gov/findmydistrict](https://ocvote.gov/findmydistrict). Using an address or the interactive map, you can verify the districts in which a candidate or voter resides.



**Scan QR Code: Find my District**  
[ocvote.gov/findmydistrict](https://ocvote.gov/findmydistrict)

**PROPOSITION 14:**  
**The Top Two Candidates Open Primary Act**  
**Passed by the Voters in June of 2010**

This proposition provides for a “voter-nominated Primary Election” for each state elective office and congressional office in California. A voter may vote at the Primary Election for any candidate for congressional or state elective office without regard to the political party preference (formerly known as “party affiliation”) disclosed by either the candidate or the voter.

The top two candidates receiving the two highest vote totals for each office at a Primary Election, regardless of party preference, would then compete for the office at the ensuing General Election.

**Voter-Nominated Offices**

**For the November 5, 2024 Presidential General Election, voter-nominated offices are: Member of the United States Senate, Representative in Congress, Member of the State Senate, and Member of the State Assembly.**

**The top two vote-getters at the Primary Election advance to the General Election for the voter-nominated office, and both candidates may have specified the same party preference designation.** No party is entitled to have a candidate with its party preference designation participate in the General Election unless such candidate is one of the two highest vote-getters at the Primary Election. **A candidate may not file for a voter-nominated office during Candidate Filing for the General Election.**

A candidate for nomination or election to a voter-nominated office at the Primary or General Election must designate his or her party preference, or lack of party preference, and have that designation reflected on the Primary and General Elections’ ballots. **But, the party designation so indicated is selected solely by the candidate and is shown for the information of the voter only.** It does not constitute or imply an endorsement of the candidate by the party designated, and no candidate nominated by the qualified voters for any voter-nominated office shall be deemed to be the officially nominated candidate of any political party. The parties may have a list of candidates for voter-nominated offices, who have received the official endorsement of the party, printed in the Voter Information Guide.

**November 5, 2024 Presidential General Election**

**CONTESTS ON BALLOT**

**Party-Nominated/  
Partisan Offices**

United States  
President/United  
States Vice President

**Voter-Nominated  
Offices**

Member of the United  
States Senate  
  
Representative in  
Congress  
  
Member of the State  
Senate  
  
Member of the State  
Assembly

**Nonpartisan  
Offices**

Member, City Council  
  
Member, School District  
Governing Boards  
  
Director, Special District  
Board of Directors  
  
Member, Orange County  
Board of Supervisors (if  
no candidate received a  
simple majority in the  
Primary Election)

## **PRESIDENTIAL GENERAL ELECTION CALENDAR**

**NOVEMBER 5, 2024**

All section references are to the California Elections Code unless stated otherwise. Gov't references the California Government Code; Ed. references the California Education Code.

**March 19, 2024  
(E-231)**

### **AMENDED CANDIDATE INTENTION STATEMENT**

**(LEGISLATIVE CANDIDATES):** Last day to file an amended Candidate Intention Statement (Form 501) to accept the expenditure ceiling for the General Election if the voluntary expenditure ceiling was rejected in the Primary Election, but not exceeded during that election. The filing of an amended Form 501 allows State Senator and Member of the Assembly candidates to qualify to purchase space for a 250-word candidate statement in the County Voter Information Guide.

**Gov't §§ 85200, 85400, 85401, 85600, 85601(c)**

**April 26, 2024  
through  
August 9, 2024  
(E-193 – 88)**

### **INDEPENDENT PRESIDENTIAL ELECTOR CANDIDATES-**

**NOMINATION PAPERS:** Period in which Independent Presidential Elector candidates shall circulate nomination papers to obtain signatures and submit them to the county elections official for examination.

**§ 8403(a)(2)**

**June 10, 2024  
(E-148)**

**GOVERNOR'S PROCLAMATION – ISSUANCE:** By this date, the Governor shall issue a proclamation calling the General Election and shall state the time of the election and the offices to be filled and transmit a copy of the proclamation to the Board of Supervisors of each county. The Secretary of State will send an informational copy of the proclamation to each county elections official.

**§ 12000**

**June 28, 2024  
(E-130)**

**CONSOLIDATION OF ELECTIONS – SCHOOLS:** Last day for the County Superintendent of Schools to notify governing boards in writing that a consolidated election is required to be held. Applies when there are two or more school districts of any type in the same area.

**Ed. §§ 5323, 5340**

**July 3, 2024  
(E-125)**

**BOUNDARY MAP:** Last day for secretary of a district to file with the Registrar of Voters a map showing the boundaries of the district and the divisions, if any, and a statement indicating in which division a director is to be elected and whether the directors will be elected at large or by division.

**§ 10522**

**July 3, 2024  
(E-125)**

**NOTICE OF ELECTIVE OFFICES:** District Secretary's transmittal form must be filed with the Registrar of Voters by this date. The notice shall bear the secretary's signature and the district seal and must contain: (a) The elective offices of the district to be filled at the next general district election; and (b) Whether the district or the

candidate is to pay for the publication of a Candidate's Statement of Qualifications pursuant to Elections Code Section 13307. § 10509

**July 5, 2024  
(E-123)**

**SPECIFICATIONS OF ELECTION ORDER:** At least 123 days before the election, the governing board of the school district shall by resolution, delivered to the County Superintendent of Schools and the Registrar of Voters, indicate: (a) The date of the election; and (b) The purpose of the election. Ed. §§ 5320, 5322

**July 8, 2024  
(E-120)**

**DELIVER NOTICE OF ELECTION TO THE REGISTRAR OF VOTERS:** At least 120 days prior to the date of the election, the County Superintendent of Schools shall deliver to the Registrar of Voters copies of the Order of Election and the formal Notice of Election. Ed. §§ 5324, 5325, 5361

**July 8, 2024  
through  
August 7, 2024  
(E-120 – 90)**

**NOTICE OF ELECTION:** The Registrar of Voters must publish once in a newspaper of general circulation the Notice of Election. The notice shall contain the date of the election; the offices for which candidates may file; the qualifications for each office; when and where Declarations of Candidacy may be obtained; and that appointment to each elective office will be made as prescribed by Elections Code Section 10515 in the event there are no nominees or an insufficient number of nominees for such office and a petition for an election is not filed within the time period prescribed by Elections Code Section 10515.

The Registrar of Voters shall deliver a copy of the published notice to each district secretary, who shall post it in the district office. §§ 12112, 12113, Ed. §§ 5361, 5363

**July 8, 2024  
through  
August 7, 2024  
(E-120 – 90)**

**GENERAL PRESS RELEASE:** Between these dates, the Registrar of Voters shall issue a general press release which shall set forth the district elective offices to be filled and a telephone number that voters may use to obtain information for the elective district office. § 12112

**July 15, 2024  
through  
August 9, 2024  
(E-113 – 88)**

**NOMINATION PERIOD:** Declaration of Candidacy forms for all school and special district offices may be obtained from and must be filed with the Registrar of Voters' office from July 15, 2024 through August 9, 2024, 5:00 p.m. §§ 10407, 10510, 10516, 10603, 10604

Candidates for city offices must obtain candidacy forms from and must file with the City Clerks' office of that city. §§10224, 10227

No person shall be considered a legally qualified candidate for any office unless that person has filed an original Declaration of Candidacy

or a Statement of Write-in Candidacy with a wet signature with the elections official. **§§ 8020, 10501, 10602**

**EXCEPTION:** If an incumbent who is eligible for re-election fails to file a Declaration of Candidacy by **August 9, 2024**, the filing period is extended to **August 14, 2024, 5:00 p.m.** for all qualified persons other than the incumbent. However, if the incumbent's failure to file nomination documents is because he/she has already served the maximum number of terms permitted by the California Constitution for that office, there shall be no extension of the period for filing the nomination documents. **§§ 10407, 10516, 10604**

**July 15, 2024  
through  
August 30, 2024  
(E-113 – 67)**

**CHALLENGING A BALLOT DESIGNATION:**

Ballot Designations will be available for public examination as candidates file them. These ballot designations will be available for review at the Registrar of Voters' office on Monday through Friday, from 8:00 a.m. to 5:00 p.m. and will be posted on the Registrar of Voters' website. **§ 13107**

A person may administratively challenge a Ballot Designation of a candidate for school and special district boards in writing to the Registrar of Voters by 5:00 p.m. on one of the following deadlines:

- August 9, 2024 if the candidate filed the Ballot Designation by August 8, 2024
- August 12, 2024 if the candidate filed the Ballot Designation on August 9, 2024
- August 15, 2024 if the candidate filed the Ballot Designation during the Nomination Extension Period

After the administrative challenge deadlines, the public may only challenge a Ballot Designation in court. A person may file a writ of mandate or injunction to require the Ballot Designation to be amended. The Registrar of Voters requests that a Court Order amending a Ballot Designation be issued by August 30, 2024 to ensure election material mailing deadlines are met. **§ 9163**

**July 15, 2024  
through  
August 9, 2024  
(E-113 – 88)**

**SCHOOL AND SPECIAL DISTRICT CANDIDATES'**

**STATEMENTS OF QUALIFICATIONS:** Each candidate may prepare a statement on a form provided by the Registrar of Voters' office. The statement may contain no more than 200 words, unless the governing body of the local agency has authorized the statement to contain 400 words. The statement must be filed at the same time the Declaration of Candidacy is filed. **The statement may be withdrawn, but not changed, during the nomination period and until 5:00 p.m. of the next working day after the close of the nomination period.** **§ 13307**

If the nomination period is extended because an incumbent eligible for reelection failed to file a Declaration of Candidacy, a candidate filing during the extended filing period may file a Candidate's Statement. Candidates for that contest who filed statements during the regular filing period and those who filed statements during the extended timeframe may withdraw their statements. The next working day after the close of the extended filing period for the office **is the last day that a candidate's Statement for the extended contest may be withdrawn.** A Candidate's Statement may not be changed.

**§§ 10516, 10604, 13307(a)(3)**

**July 15, 2024  
through  
August 9, 2024  
(E-113 – 88)**

**CANDIDATES' STATEMENTS OF QUALIFICATIONS FOR**

**CONGRESSIONAL OFFICES:** All candidates for Congressional offices may prepare a Candidate's Statement, not to exceed 250 words. The statement must be filed no later than 5:00 p.m. on the 88<sup>th</sup> day prior to the election. All statements may be submitted on the form provided by the county elections official of each county in which the candidate wishes to have his/her statement printed. Cost of providing statements to voters shall be paid by the candidates. **Congressional candidates do not need to voluntarily agree to expenditure limits to prepare a Candidate's Statement.** **§ 13307.5**

**NOTE:** If a Congressional candidate desires to have the **same** Candidate's Statement printed in the General Election's Voter Information Guide as printed in the Primary Election Guide, he/she must re-file the statement and pay the amount to do so.

**July 15, 2024  
through  
August 9, 2024  
(E-113 – 88)**

**CANDIDATES' STATEMENTS OF QUALIFICATIONS FOR**

**LEGISLATIVE OFFICES:** A candidate for State Senate or Member of the Assembly who accepts the voluntary expenditure limits set forth in Section 85400 **by March 19, 2024, 5:00 p.m.**, may purchase space to place a Candidate's Statement in the County Voter Information Guide that does not exceed 250 words. The statement may not make any reference to any opponent of the candidate.

The statement must be filed no later than 5:00 p.m. on the 88<sup>th</sup> day prior to the election. All statements may be submitted on the form provided by the county elections official of each county in which the candidate wishes to have his/her statement printed. Costs of providing statements to voters shall be paid by the candidates. **Gov't § 85601(c)**

**NOTE:** If a State Legislative candidate desires to have the **same** Candidate's Statement printed in the General Election's Voter Information Guide as printed in the Primary Election Guide, he/she must re-file the statement and pay the amount to do so.

**July 15, 2024  
through  
August 9, 2024  
(E-113 – 88)**

**CANDIDATES' STATEMENTS OF QUALIFICATIONS  
MAY MAKE NO REFERENCE TO ANOTHER CANDIDATE:**

In addition to the restrictions set forth in Section 13307, a Candidate's Statement for any office submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications, and **shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.**

The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. **§ 13308**

**July 15, 2024  
through  
August 9, 2024  
(E-113 – 88)**

**COST OF A CANDIDATE'S STATEMENT:**

The Registrar of Voters will require each candidate filing a candidate's statement to pay in advance as a condition of having his/her statement included in the Voter Information Guide. The cost is calculated to recover expenses for translation into required languages, typesetting, printing and labor in the processing of candidate's statements. This amount must be paid when the candidate statement is filed. **§ 13307**

**July 15, 2024  
through  
August 9, 2024  
(E-113 – 88)**

**CONFIDENTIALITY OF CANDIDATES' STATEMENTS:**

The Candidate's Statement is confidential until after the expiration of the filing period, **August 9, 2024, 5:00 p.m.**, or in the event that a contest's filing period is extended, **August 14, 2024, 5:00 p.m.** Copies of all Candidates' Statements will be available for public inspection at the Registrar of Voters' office and on its website for 10 days prior to being submitted for printing. **§§ 13311, 13313**

**July 30, 2024  
(E-98)**

**CHANGE OF CANDIDATE'S DESIGNATION ON THE**

**BALLOT:** The last day that any candidate for a Voter Nominated office may request in writing a different Ballot Designation than that used at the Presidential Primary Election. The written request shall be accompanied by a Ballot Designation Worksheet and should be made to **both** the Secretary of State and the Registrar of Voters.

**Cal. Code Reg., tit. 2, § 20711(e), § 13107(h)**

**July 31, 2024  
(E-97)  
(Date fixed by law)**

**SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENTS:**

The last day to file semi-annual campaign disclosure statements by all elected officers, candidates, and committees for the period ending **June 30, 2024.** **Gov't §§ 84200, 84218**

**August 7, 2024  
through  
November 4, 2024  
(E-90 – 1)**

**LATE CAMPAIGN CONTRIBUTION REPORTING PERIOD:**

Contributions received of \$1,000 or more per source must be reported within 24 hours during this period. **Gov't § 84203**

**August 9, 2024  
(E-88)**

**LAST DAY TO REQUEST CONSOLIDATION OF  
ELECTION WITH PRESIDENTIAL GENERAL ELECTION:**

Resolution requesting consolidation with the Presidential General Election must be filed no later than 5:00 p.m. this date. **This includes resolutions to place local measures on the Presidential General Election ballot.** § 10403

**August 9, 2024  
(E-88)**

**DEADLINE FOR MEASURE DOCUMENTS TO BE  
CONSOLIDATED WITH PRESIDENTIAL GENERAL**

**ELECTION:** Last day for county, school and special districts' measure documents to be filed with the Registrar of Voters' office, including the Resolution to consolidate the election, the Text, Impartial Analysis, Fiscal Impact Statement (if applicable), Bond Project List (if applicable), and Direct Arguments. §§ 9163, 9316, 9502

Last day for city clerks to file municipal measure documents with the Registrar of Voters' office, including the Resolution to consolidate the election, the Text, Impartial Analysis, Fiscal Impact Statement (if applicable), Bond Project List (if applicable), and Direct Arguments. *Note:* If arguments are filed with the city clerk on **August 9, 2024**, the deadline for the city clerk to file these arguments with the Registrar of Voters' office is extended to **August 12, 2024**. § 9286

Whenever any ballot arguments for or against any measure submitted to the voters for approval are authorized, these arguments may be withdrawn by their proponents at any time prior to and including the final date for filing arguments with the appropriate filing officer. § 9601

**NOTE:** There will be a **public review period** of 10 calendar days immediately following the filing deadline for submission of a measure's Text, Impartial Analysis, and Direct Arguments. County, School, and Special District measure documents will be available for review at the Registrar of Voters' office Monday through Friday, from 8:00 a.m. to 5:00 p.m., and will be posted on the Registrar of Voters' website. During this timeframe, any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar-day examination period. §§ 9190, 9380, 9509

The 10-calendar-day public review period for municipal measure documents will be conducted by the City Clerk. § 9295

**August 9, 2024  
(E-88)**

**DEADLINE TO FILE DECLARATIONS OF CANDIDACY  
AND CANDIDATES' STATEMENTS:**

Last day to file Declarations of Candidacy and Candidates' Statements with the Registrar of Voters' office is **August 9, 2024, 5:00 p.m.** §§ 10510, 10603, 13307

**August 9, 2024  
(E-88)**

**CANDIDATE'S WITHDRAWAL:** No candidate who has filed a Declaration of Candidacy may withdraw as a candidate after 5:00 p.m. on this date. **§§ 10510, 10516, 10603, 10604**

**August 10, 2024  
through  
August 14, 2024  
(E-87 – 83)**

**EXTENSION OF NOMINATION PERIOD IF INCUMBENT**

**FAILS TO FILE:** If an incumbent who is eligible to file for re-election fails to file his/her Declaration of Candidacy by **August 9, 2024**, there is a 5-day extension allowed for any qualified person other than the incumbent to file for the office.

**NOTE:** There is no extension of the filing period for any office where there is no incumbent eligible to be elected. **§§ 10516, 10604**

**August 10, 2024  
through  
August 19, 2024  
(E-87 – 78)**

**PUBLIC REVIEW FOR CANDIDATES' STATEMENTS OF QUALIFICATIONS AND BALLOT DESIGNATIONS:**

During this period, Candidates' Statements of Qualifications will be available for public examination. These Candidates' Statements will be available at the Registrar of Voters' office on Monday through Friday, from 8:00 a.m. to 5:00 p.m. and will be posted on the Registrar of Voters' website. During this timeframe, any person may file a writ of mandate or an injunction, in court, to require any or all the material in a Candidate's Statement to be amended or deleted. For candidate names and Ballot Designations, a writ may also be filed only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with requirements. **§§ 13313, 13314**

**Note:** If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to **August 15, 2024 through August 23, 2024.**

**August 14, 2024  
(E-83)**

**PETITION TO HOLD ELECTION:** Last day, if nominees do not exceed offices to be filled, to file with the Registrar of Voters a petition requesting the election to be held. Petition must be signed by 10% of the voters or 50 voters, whichever is the smaller number, in the district or division. **§ 10515, Ed. § 5326**

**August 14, 2024  
(E-83)**

**POLITICAL PARTY ENDORSEMENTS:** Last day for a State Chair of a qualified political party to submit to the county elections official a list of all candidates for voter-nominated office who will appear on any ballot in the county in question, and who have been endorsed by the party. The county elections official shall print any such list that is timely received in the official Voter Information Guide. **§ 13302(b)**

**August 14, 2024  
(E-83)**

**DEADLINE TO AMEND OR WITHDRAW A MEASURE:**

Last day for the county elections official to receive a resolution from a legislative body requesting to withdraw or amend a measure previously submitted for placement on the ballot. **§ 9605**

**August 15, 2024  
(11:00 a.m.)  
(E-82)  
(Secretary of State  
and Registrar of  
Voters)**

**RANDOMIZED ALPHABET DRAWING:** On this day, the Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as the randomized alphabet, to determine the order in which candidates appear on the General Election ballot. The Registrar of Voters shall also conduct a drawing of the letters of the alphabet to determine the ballot order for candidates for State legislative offices when the district includes more than one county. **§§ 13111, 13112(b)(1)(C)**

**August 15, 2024  
through  
August 23, 2024\*  
(E-82 – 73)**

**PUBLIC REVIEW FOR CANDIDATES' STATEMENTS OF QUALIFICATIONS AND BALLOT DESIGNATIONS IF NOMINATION PERIOD HAS BEEN EXTENDED:** Public review period for Candidates' Statements of Qualifications and Ballot Designations filed during the extended filing period. These documents will be available at the Registrar of Voters' office on Monday through Friday, from 8:00 a.m. to 5:00 p.m., and will be posted on the Registrar of Voters' website. During this timeframe, any person may file a writ of mandate or an injunction to require any or all of the material in a Candidate's Statement to be amended or deleted. **§§ 13313, 13314**

\* Since the deadline is a Saturday, a half-day – it is not considered a holiday. Therefore, there is no extension of time to the following Monday. The extended review period deadline must be Friday, August 23, 2024, 5:00 p.m.

**August 29, 2024  
(E-68)**

**CERTIFIED LIST OF CANDIDATES AND ROTATION LIST:** The last day for the Secretary of State to certify and send to each county elections official a list by public office showing the name, party preference (or lack of party preference), and Ballot Designation of every person who has received the nomination as a candidate for public office and is entitled to receive votes within the county at the General Election. **§§ 8148, 8149, 13111**

**August 29, 2024  
(E-68)**

**FILLING A VACANCY ON THE BALLOT:** No vacancy on the ballot for a nonpartisan office at a General Election shall be filled except by reason of the death occurring at least 68 days before the date of the General Election. **§ 8803(a)**

Whenever a candidate has been nominated at any Primary Election after having filed a Declaration of Candidacy, the name of the candidate shall be printed upon the ballot for the ensuing General Election unless the candidate has died and that fact has been ascertained by the officer charged with the duty of printing the ballots, at least 68 days before the day of the election. **§ 8810**

**NOTE:** No vacancy on the ballot for a voter-nominated office at a General Election shall be filled. If a candidate who is entitled to appear on the General Election ballot dies, the name of that candidate shall appear on the General Election ballot and any votes cast for that

candidate shall be counted in determining the results of the election for that office. If the deceased candidate receives a majority of the votes cast for the office, he or she shall be considered elected to that office and the office shall be considered vacant at the beginning of the term for which the candidate was elected. The vacancy shall be filled in the same manner as if the candidate had died after taking office for that term. **§ 8803(b)**

**August 30, 2024  
(E-67)**

**DEADLINE FOR COURT ORDERED CHANGES:** By this date, the Registrar of Voters office requests that the Court issue a potential Order to change ballot designations, candidate statements, and measure direct and rebuttal arguments to ensure election material mailing deadlines are met. **§ 9163**

**September 6, 2024  
(E-60)**

**MILITARY OR OVERSEAS VOTERS' BALLOT**

**APPLICATIONS:** The first day the county elections official may process applications for military or overseas voters' ballots. Any applications received by the county elections official prior to this day shall be kept and processed on or after this date. If the applicant is not a resident of the county to which he or she has applied, the elections official receiving the application shall forward it immediately to the proper county.

**NOTE:** A request for a vote-by mail ballot from a military or overseas voter will be deemed an affidavit of registration.

**§§ 300(b), 321, 3101, 3102, 3103, 3105**

**September 6, 2024  
through  
November 5, 2024  
(E-60 – E)**

**LIST OF VOTE-BY-MAIL VOTERS:** First day data is available for purchase indicating all voters who have been issued a military or overseas vote-by-mail ballot. After **October 7, 2024**, all vote-by-mail voters who have been issued a vote-by-mail ballot will be available.

**September 9, 2024  
through  
October 22, 2024  
(E-57 – 14)**

**WRITE-IN CANDIDATES - NONPARTISAN OFFICES:** First day the Statement of Write-in Candidacy is available for a write-in candidate. It must be filed with the Registrar of Voters' office by October 22, 2024, 5:00 p.m. There are no write-in candidates for voter-nominated offices on the General Election ballot. **§§ 8600, 8601**

**September 21, 2024\*\*  
(E-45)  
(Date fixed by law)**

**MILITARY OR OVERSEAS VOTERS' BALLOTS:** Last day for the county elections official to mail ballots to absent uniformed services voters and overseas voters.

**§ 3114\*\*, 52 U.S.C. § 20302 (MOVE Act)**

**\*\*§ 3114 and the federal MOVE Act require that ballots be sent to military and overseas voters not later than 45 days prior to an election. This date must be adhered to and does not move forward even though the date falls on a Saturday.**

**September 26, 2024  
(E-40)  
(Date fixed by law)**

**FIRST PRE-ELECTION CAMPAIGN DISCLOSURE**

**STATEMENTS DUE:** The last day to file campaign disclosure statements for candidates and committees covering the period of **July 1, 2024 through September 21, 2024.**

**Gov't §§ 84200.5, 84200.8, 84218**

**September 26, 2024  
through  
October 15, 2024  
(E-40 – 21)**

**STATE AND COUNTY MAILINGS:**

Between these dates, State Voter Information Guides will be mailed directly to voters by the Secretary of State and the Registrar of Voters will mail County Voter Information Guides.

**§§ 9094(a), 13300, 13303, 13304**

**October 7, 2024  
(E-29)**

**VOTE-BY-MAIL BOARDS COMMENCE TO PROCESS**

**VOTE-BY-MAIL BALLOTS:** Processing of vote-by-mail ballots may begin on this date. Processing vote-by-mail ballots includes signature verification, opening vote-by-mail ballot return envelopes, removing ballots, duplicating any damaged ballots, and preparing ballots to be machine read, but under no circumstances may a vote count be accessed or released until 8:00 p.m. on the day of the election.

**§ 15101**

**October 7, 2024  
through  
October 29, 2024  
(E-29 – 7)**

**VOTE-BY-MAIL MAILINGS:** Beginning 29 days before the day of the election, the Registrar of Voters will mail to each registered voter a vote-by-mail ballot packet that includes a postage-paid return envelope with instructions for the use and return of the ballot.

**§§ 3000.5, 4005(a)(8)(A)&(B)**

**October 7, 2024  
through  
November 5, 2024  
(E-29 – E)**

**VOTE-BY-MAIL BALLOT APPLICATIONS FOR OUT-OF-**

**STATE EMERGENCY WORKERS:**

Period within which, upon the declaration of an out-of-state emergency by the Governor and the issuance of an executive order authorizing an out-of-state emergency worker to cast a ballot outside of his or her home precinct, an out-of-state emergency worker may request and vote a vote-by-mail ballot, which must be delivered to the elections official by mail or by hand, on or before the close of polls on Election Day. **§§ 336.7, 3021.5**

**October 21, 2024  
(E-15)**

**LAST DAY TO REGISTER TO VOTE IN PRESIDENTIAL**

**GENERAL ELECTION:**

Last day to register to vote in the Presidential General Election. The Voter Registration Form shall be mailed (postmarked by this date) or delivered to the county elections official by this date and is effective upon receipt. The Voter Registration Form may also be submitted by this date to the Secretary of State, Department of Motor Vehicles or any National Voter Registration Act designated agency.

**NOTE:** Last day for military or overseas voters to register to vote, to request a vote-by-mail ballot, and to send it to the county elections official. A request for a vote-by-mail ballot from a military or overseas

voter will be deemed an affidavit of registration. When a county elections official receives and approves an application from a military or overseas voter, the official must provide that voter with vote-by-mail ballots for each subsequent election in the state unless the voter fails to vote in four consecutive statewide general elections.

**52 U.S.C. §§ 20301, 20501; §§ 300(b), 321, 2102, 2170, 3102**

**October 22, 2024  
(E-14)**

**DEADLINE FOR WRITE-IN CANDIDATES TO FILE:**

Last day for write-in candidates to file the Statement of Write-in Candidacy by 5:00 p.m. with the Registrar of Voters' office. **§ 8601**

**October 22, 2024  
through  
November 5, 2024  
(E-14 – E)**

**CONDITIONAL VOTER REGISTRATION PERIOD:**

During the period 14 days prior to Election Day and including Election Day, an individual can go to the office or Vote Center of his/her county elections official to conditionally register to vote and vote a provisional ballot. **§§ 2170, 2171, 2172, 2173**

**October 22, 2024  
(E-14 – E)**

**NEW CITIZEN REGISTRATION PERIOD:** A new citizen is eligible to register and vote at the office of, or at another location designated by the county elections official, at any time beginning on **October 22, 2024** and ending at the close of polls on **November 5, 2024**. A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting and shall declare that he or she has established residency in California. The ballots of new citizens shall be received and canvassed at the same time and under the same procedure as vote-by-mail ballots. **§§ 331, 3500, 3501, 3502**

**October 24, 2024  
(E-12)**

**SECOND PRE-ELECTION CAMPAIGN DISCLOSURE**

**STATEMENTS DUE:** The last day to file campaign disclosure statements for candidates and committees covering the period ending **October 19, 2024**. Candidates being voted upon, their controlled committees, and committees primarily formed to support or oppose a candidate or measure must file the second pre-election paper statement by guaranteed overnight mail or personal delivery, in addition to any electronic filing requirements. **Gov't §§ 84200.5, 84200.8, 84218**

**October 26, 2024  
(E-10)**

**SELECT VOTE CENTERS OPEN:** Beginning 10 days before the day of the Election and continuing daily up to Election Day, select Vote Centers are open to the public. **§§ 3108(b), 4005(a)(2)(A)&(4)(A)**

Voters who have moved from one address to another within the same county and who have not re-registered may complete and sign a change of address form at a Vote Center and vote. **§ 4005(a)(2)(A)**

**November 2, 2024  
(E-3)**

**VOTE CENTERS OPEN:** Beginning 3 days before the day of the Election and continuing daily up to Election Day, all Vote Centers are open to the public. **§§ 3108, 4005(a)(3)(A)**

**November 5, 2024  
(E)**

**ELECTION DAY:** Polls will be open from 7:00 a.m. to 8:00 p.m. Ballots will be centrally counted at the Registrar of Voters' office. **§§ 1000(e), 14212**

**November 5, 2024  
(E)**

**VOTE-BY-MAIL VOTER BALLOTS RETURNED:** Deadline for the Registrar of Voters to receive a vote-by-mail ballot in person is **November 5, 2024, 8:00 p.m.** A voter may deliver his/her vote-by-mail ballot in person to any Vote Center or Ballot Drop Box in the county by the close of the polls on Election Day. If a voter is unable to return the ballot, he/she may designate another person to return the ballot. **§§ 3017, 14212**

Last day a military or overseas voter who is living outside of the United States (or is called for military service within the United States after **October 29, 2024**), may return his/her ballot by facsimile transmission. To be counted, the ballot returned by facsimile transmission must be received by the elections official no later than Election Day, 8:00 p.m. and must be accompanied by an identification envelope and a signed Oath of Declaration. **§3106**

**IMPORTANT:** A mailed, voted ballot will count only if the identification envelope is signed, dated and postmarked no later than Election Day, November 5, 2024, and it is received no later than seven (7) days after Election Day, November 12, 2024, 8:00 p.m. **§§ 3011,3020**

**November 5, 2024  
(E)**

**MILITARY OR OVERSEAS VOTERS RETURNING TO COUNTY OF REGISTRATION:** Any registered military or overseas voter who has returned to his or her county of registration on or before this day, and to whom a vote-by-mail ballot has been mailed but not voted, may apply for a second vote-by-mail ballot. The elections official shall require him or her to sign an authorization to cancel the vote-by-mail ballot previously issued, and shall then issue another vote-by-mail ballot to the voter or certify to the precinct board that the voter is eligible to vote in the precinct polling place of his or her residence. **§ 3109**

An unregistered military or overseas voter who was released from service after the close of registration, **October 21, 2024**, and who has returned to his or her county of residence may apply in person to register with the county elections official and vote in the election. Documentary proof of release from service is required. On or before the day of the election, the county elections official shall deliver to the precinct board a list of military or overseas voters registered under Elections Code Section 3108. **§§ 300(b), 321, 3108**

A military or overseas voter who returns to the county after **October 29, 2024** may appear before the county elections official and apply for registration, a vote-by-mail ballot, or both. The county elections official shall register the voter, if not registered, and shall deliver a vote-by-mail ballot which may be voted in, or outside, the county elections official's office on or before the close of the polls on Election Day and returned as are other voted vote-by-mail ballots.

§ 3110

**November 5, 2024  
(E)**

**SEMI-OFFICIAL CANVASS OF ELECTION RETURNS:**

Beginning at 8:00 p.m. and continuously until completed, the Registrar of Voters shall conduct the semi-official canvass of votes and report totals to the Secretary of State at least every two hours.

§§ 15150, 15151

**NOTE:** It is the Registrar of Voters practice to post results more frequently than the statutory requirement. The first election results report for the 2024 Presidential General Election will be posted about 8:05 p.m. after Vote Centers close. This will include votes from Vote-By-Mail ballots received before Election Day, processed, accepted for counting, and scanned. As votes from Vote Centers are securely transported by two-person teams with a Sheriff's Department escort to the Registrar of Voters' office in Santa Ana, updated results reports will be posted at 9:30 p.m. and every half-hour thereafter until all in-person ballots are included in the results.

**November 6, 2024  
(E+1)**

**COMMENCE OFFICIAL CANVASS OF ELECTION**

**RETURNS:** The Registrar of Voters will begin the official canvass of the precinct returns.

§§ 15301, 15372

**November 15, 2024  
(E+10)**

**PROVISIONAL BALLOTS OF EMERGENCY WORKERS:**

On or before **November 5, 2024**, if the Governor declares a State of Emergency, a provisional ballot cast by an emergency worker outside of his or her home precinct must be received by the county elections official where the voter is registered. The elections official shall transmit for processing any ballot cast no later than the close of polls on Election Day by an emergency worker in a declared state of emergency, including any materials necessary to process the ballot, to the elections official in the county where the voter is registered to vote.

§ 14313

**November 20, 2024  
(E+15)**

**POST-ELECTION FILING FOR COUNTY OFFICE**

**CANDIDATES:** Last day to file post-filing campaign disclosure statements for all county candidates and committees for the period through **November 15, 2024**. **Orange County Ordinance §1-6-26**

**December 3, 2024  
(E+28)**

**COMPLETE CANVASS OF OFFICIAL RETURNS AND  
CERTIFY RESULTS OF THE U.S. PRESIDENTIAL CONTEST**

**BY THIS DATE:** No later than this date, the county elections official must complete the canvass, certify the results of the U.S. Presidential contest, and submit the results to the Secretary of State. **§ 15375**

**December 5, 2024  
(E+30)**

**COMPLETE CANVASS OF OFFICIAL RETURNS AND  
CERTIFY RESULTS FOR ALL OTHER CONTESTS BY THIS**

**DATE:** No later than this date, the county elections official must complete the canvass, certify the results of all voter-nominated and nonpartisan office contests on the ballot, and submit the certified results for the nonpartisan offices to the Board of Supervisors, city clerks, and other local agencies. **§ 15372**

**NOTE:** The governing body of each local agency must declare the winners for each office and the results of each measure under its jurisdiction. **§ 15400**

**December 6, 2024  
(E+31)**

**DATE OF TAKING OFFICE – SPECIAL DISTRICT**

**DIRECTORS:** Elected Special District Directors take office on the first Friday in December after the General Election, after taking the official oath and executing such bond as may be required. **Gov't § 24201, § 10554**

**NOTE:** If the number of qualified candidates for a special district governing board does not exceed the number of offices to be filled and no one files a sufficient petition requiring an election to be held, the Board of Supervisors shall appoint the qualified candidates in lieu of election prior to the Monday before the first Friday in December (December 2, 2024). **§§ 10500, 10515**

**December 6, 2024  
(E+31)**

**STATEMENT OF RESULTS TO SECRETARY OF STATE:**

By this date, the county elections official shall send to the Secretary of State, in an electronic format, one complete copy of the returns for all candidates for voter-nominated offices voted for at the General Election, including United States Senator, United States Representatives in Congress, State Senator, and Member of the State Assembly, and for all statewide ballot measures. **§§ 15374, 15375**

**December 9, 2024  
(E+34)**

**CERTIFICATE OF ELECTION:** Approximately by this date, the elections official shall make and deliver to each person elected under its jurisdiction, a certificate of election signed by the elections official. **§ 15401**

**December 13, 2024  
(E+38)**

**DATE OF TAKING OFFICE – SCHOOL BOARD MEMBERS:**

Elected School Board Members take office on the second Friday in December after the General Election. **Ed § 5017**

**NOTE:** If the number of qualified candidates for a school district governing board does not exceed the number of offices to be filled and no one files a sufficient petition requiring an election to be held, the qualified candidates shall be seated on the governing board at a meeting held prior to Election Day. If no candidates were qualified during the nomination period, the school district governing board shall appoint a qualified person in lieu of election at a meeting held prior to Election Day. **Ed §§ 5326, 5328**

**January 6, 2025  
(E+62)**

**DATE OF TAKING OFFICE – COUNTY OFFICERS:**

Elected County Officers take office at noon on the first Monday after January 1 succeeding their election. **Gov’t § 24200**

**January 31, 2025  
(Dated fixed by law)  
( E+87)**

**SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENTS**

**DUE:** Last day to file semi-annual campaign disclosure statements for all candidates and committees for the period through **December 31, 2024.** **Gov’t §§ 84200, 84218**

**NOTE:** Candidates for federal office should contact the Federal Election Commission to obtain information regarding campaign disclosure filing requirements and the forms on which to file.

**Federal Election Commission: 1050 First Street, NE  
Washington, D.C. 20463; Phone 800-424-9530; info@fec.gov**

**SCHOOL DISTRICT OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED**  
**NOVEMBER 5, 2024**

**COMMUNITY COLLEGE DISTRICTS**

Coast	1 Member each, Trustee Areas 2, 3, 4
North Orange County	1 Member each, Trustee Areas 2, 4, 5, 7
Rancho Santiago	1 Member each, Trustee Areas 1, 3, 5, 7
South Orange County	1 Member each, Trustee Areas 1, 3, 6, 7

**HIGH SCHOOL DISTRICTS**

Anaheim Union	1 Member each, Trustee Areas 3, 4, Full Term Trustee Area 5, Short Term
Fullerton Joint Union	1 Member each, Trustee Areas 2, 3
Huntington Beach Union	1 Member each, Trustee Areas 2, 3

**UNIFIED DISTRICTS**

Brea Olinda Unified	1 Member each, Trustee Areas 2, 3, 5
Capistrano Unified	1 Member each, Trustee Areas 1, 2, 3, 5
Garden Grove Unified	1 Member each, Trustee Areas 1, 3, 5
Irvine Unified	1 Member each, Trustee Areas 1, 3, 5
Laguna Beach Unified	2 Members
Los Alamitos Unified	1 Member each, Trustee Areas 2, 4, 5
Newport-Mesa Unified	1 Member each, Trustee Areas 1, 3, 6
Orange Unified	1 Member each, Trustee Areas 2, 3, 6, Full Term Trustee Area 4, Short Term Trustee Area 7, Short Term
Placentia-Yorba Linda Unified	1 Member each, Trustee Areas 1, 2, 3
Saddleback Valley Unified	1 Member each, Trustee Areas 2, 3, 4
Santa Ana Unified	1 Member each, Trustee Areas 1, 2, 3
Tustin Unified	1 Member each, Trustee Areas 1, 2, 4

**ELEMENTARY SCHOOL DISTRICTS**

Anaheim	1 Member each, Trustee Areas 1, 3
Buena Park	1 Member each, Trustee Areas 3, 4
Centralia	1 Member each, Trustee Areas 3, 4
Cypress	1 Member each, Trustee Areas A, E
Fountain Valley	2 Members
Fullerton	1 Member each, Trustee Areas 2, 5
Huntington Beach City	1 Member each, Trustee Areas 1, 3
La Habra City	2 Members, Full Term 1 Member, Short Term
Lowell Joint	1 Member, Trustee Area 1
Magnolia	1 Member each, Trustee Areas 3, 4, Full Term Trustee Area 1, Short Term
Ocean View	2 Members
Savanna	1 Member each, Trustee Areas 4, 5
Westminster	1 Member each, Trustee Areas 1, 4

**SPECIAL DISTRICT OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED**  
**NOVEMBER 5, 2024**

**COMMUNITY SERVICES DISTRICTS**

Capistrano Bay Community Services District  
 Emerald Bay Service District  
  
 Rossmoor Community Services District  
 Surfside Colony Community Services District  
 Three Arch Bay Community Services District

**NUMBER TO BE ELECTED**

2 Directors  
 2 Directors, Full Term  
 1 Director, Short Term  
 3 Directors  
 1 Director  
 3 Directors

**IRRIGATION DISTRICT**

Serrano Water District

1 Director each, Divisions 2, 3, 5

**PARK AND RECREATION DISTRICT**

Silverado-Modjeska Recreation and Park District

2 Directors

**SANITARY DISTRICTS**

Costa Mesa Sanitary District  
 Midway City Sanitary District  
 Sunset Beach Sanitary District

1 Director each, Divisions 2, 4  
 2 Directors  
 4 Directors

**STORM WATER PROTECTION DISTRICT**

Surfside Colony Storm Water Protection District

3 Trustees, Full Term  
 1 Trustee, Short Term

**CALIFORNIA WATER DISTRICTS**

El Toro Water District  
 Irvine Ranch Water District  
 Moulton Niguel Water District  
 Santa Margarita Water District

3 Directors  
 1 Director each, Divisions 1, 4  
 4 Directors  
 1 Director each, Divisions 1, 3, 5

**COUNTY WATER DISTRICTS**

East Orange County Water District  
 Rossmoor/Los Alamitos Area Sewer District  
 Mesa Water District  
 South Coast Water District  
 Trabuco Canyon Water District  
 Yorba Linda Water District

1 Director each, Divisions 1, 5  
 3 Directors  
 1 Director each, Divisions 1, 2, 3  
 1 Director each, Divisions 2, 4, 5  
 2 Directors  
 2 Directors

**INDEPENDENT WATER DISTRICT**

Orange County Water District

1 Director each, Divisions 2, 3, 4, 6, FT  
 1 Director, Division 7, Short Term

**MUNICIPAL WATER DISTRICT**

Municipal Water District of Orange County

1 Director each, Divisions 3, 4, 6, 7

**LIBRARY DISTRICTS**

Buena Park Library District  
 Placentia Library District

1 Trustee each, Divisions 1, 4, 5  
 1 Trustee each, Divisions 1, 3, 4

**ABATEMENT DISTRICTS**

Santiago Geologic Hazard Abatement District

2 Directors, Full Term  
 1 Director, Short Term

## GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE

A candidate must be:

1. 18 years old by Election Day;
2. a citizen of the State;
3. a registered voter at the time Nomination Papers are issued, and, unless otherwise specifically provided, qualified to vote for the office; and
4. eligible to take the oath of office and be able to be bonded in the amounts provided for by statute.

A candidate may not have been convicted of designated crimes specified in the Constitution and laws of the State.

A person is not eligible to be elected or appointed to a county or district office unless he/she is a registered voter of the county or district in which the duties of the offices are to be exercised at the time that Nomination Papers are issued to the person or at the time of the person's appointment. **Gov't § 24001**

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

Notwithstanding any other provision of law, a public officer who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her official duties, and a candidate for nomination or election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her activities as a candidate. **Gov't § 275.2**

Successful candidates must qualify for office by taking the oath of office and be able to be bonded in the amounts provided for by statute, by the presiding judge of the Superior Court, and/or by judges of the Superior Court. **Cal. Const., Art. XX, § 3**

A person is incapable of holding a civil office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the State. **Gov't § 1020**

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. **Gov't § 1021**

The Declaration of Candidacy form to be completed by the candidate includes a statement that, if elected, he/she will qualify for and accept the office. **§ 10511**

## **SPECIAL QUALIFICATIONS FOR SCHOOL BOARDS**

- (a) Any person, regardless of sex, who is 18 years of age or older, a citizen of the State, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the State from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications. **Ed. § 35107**
- (b) An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. **Ed. § 35107**

In addition to the above, a candidate for a school district having trustee areas must be a resident of the trustee area for which he/she is a candidate. **Ed. § 5030(c)**

## **APPOINTMENT OF SCHOOL BOARD MEMBERS**

If a school district or community college district election is not held because of a condition listed in Section 5326 of the Education Code, the qualified person or persons nominated shall be seated at the organizational meeting of the board, or if no person has been nominated or if an insufficient number is nominated, the governing board of the district shall appoint a qualified person or persons, as the case may be, at a meeting prior to the day fixed for the election, and such appointee or appointees shall be seated at the organizational meeting of the board as if elected at a school district or community college district election. **Ed. § 5328**

## **APPOINTMENT OF SPECIAL DISTRICT NOMINEES**

If a district election is not held because of a condition listed in Elections Code Section 10515, the Registrar of Voters shall submit a certificate of these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to such office or offices the person or persons, if any, who have filed Declarations of Candidacy. The supervising authority shall make such appointments. If no person has filed a Declaration of Candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at the general district election for such office. "Supervising authority" means the Board of Supervisors of the county in which is situated all or most of the land of a district. **§§ 10500(b)(13), 10515**

## SPECIAL QUALIFICATIONS SPECIAL DISTRICTS

### COMMUNITY SERVICES DISTRICTS

- DIRECTOR - Shall be a "registered elector" (registered voter) residing within the district.  
VOTER - Shall be a registered voter in the district. **Gov't § 61040, Cal. Const. Art. II, §2**

### IRRIGATION DISTRICTS

- DIRECTOR - Shall be a registered voter and a landowner in the district and a resident of the division represented through his or her entire term.  
VOTER - Shall be a registered voter in the district or division, if any. **Water Code § 21100, 21551, Cal. Const. Art. II, §2**

### PARK AND RECREATION DISTRICTS

- DIRECTOR - Shall be a qualified registered voter in the district.  
VOTER - Shall be a registered voter in the district. **Pub. Res. § 5784, Cal. Const. Art. II, §2**

### SANITARY DISTRICTS

- DIRECTOR - Shall be a "resident elector" (registered voter) in the district or division, if any.  
VOTER - Shall be a registered voter in the district or division, if any.  
**Health & Safety Code §§ 6464, 6561, Cal. Const. Art. II, §2**

### STORM WATER DISTRICT

- TRUSTEE - Shall be a freeholder of the district and shall have resided in the district one year preceding election; provided that when unincorporated territory is included with incorporated territory, at least one trustee shall be an eligible freeholder of the unincorporated territory, if such there be residing in said district.  
VOTER - Shall be a registered voter in the district. **West's Water Code App. §13-5; Deering's Unccd. Water Code § 6176.5, Cal. Const. Art. II, §2**

### CALIFORNIA WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.  
VOTER - Shall be a registered voter in the district or division, if any. **Water §§35177, 35178, 35188, 35189, 35190, 35212, 35213, Cal. Const. Art. II, §2**

### COUNTY WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.  
VOTER - Shall be a registered voter in the district or division, if any. **Water §§ 30500, 30700, 30735, Cal. Const. Art. II, § 2**

### ORANGE COUNTY INDEPENDENT WATER DISTRICT

- DIRECTOR - Shall be a resident of the district.  
VOTER - Shall be a registered voter in the district or division, if any.  
**West's Water Code App. §40-11; Deering's Unccd. Water Code §§ 5683.9, 5683.11, Cal. Const. Art. II, §2**

### MUNICIPAL WATER DISTRICTS

- DIRECTOR - Shall be a registered voter in the district or division, if any.  
VOTER - Shall be a registered voter in the district or division, if any.  
**Gov't § 24001, Water §§ 71170, 71250, 71453, 71501, Cal. Const. Art. II, §2**

### LIBRARY DISTRICTS

- TRUSTEE - Shall be a registered voter in the district, or division, if any.  
VOTER - Shall be a registered voter in the district or division, if any.  
**Ed. §§ 19611,19702, Cal. Const. Art. II, §2**

### GEOLOGIC HAZARD ABATEMENT DISTRICTS

- DIRECTOR - Shall be a registered voter and a landowner in the district and a resident of the division represented through his or her entire term.  
VOTER - Shall be a registered voter in the district. **PRC § 26583, Cal. Const. Art. II, §2**

## DECLARATION OF CANDIDACY

Candidates for school board member and special district director **must** file an original Declaration of Candidacy with a wet signature to the Registrar of Voters between July 15, 2024 and August 9, 2024. § 10510

There is no filing fee. Nomination signatures are not required.

**July 15, 2024** is the first day that candidates for school board members and special district directors may obtain the Declaration of Candidacy and Candidate's Statement of Qualifications forms. These forms are available at the Registrar of Voters' office, 1300 S. Grand Ave., Building C, Santa Ana. § 10510

Information to be completed by the candidate on the Declaration of Candidacy form includes the candidate's name, occupation (ballot) designation, residence address, mailing address, and phone number. **The Declaration of Candidacy must be filed by August 9, 2024, 5:00 p.m.\*** § 10511

**\*EXCEPTION:** If a Declaration of Candidacy for an incumbent elective member of a school district or director of a special district is not filed by **5:00 p.m. on August 9, 2024**, the filing period is extended until **5:00 p.m. on August 14, 2024**, for those offices in which the incumbent failed to file. During this extended period, candidates, other than the incumbent, may file a Declaration of Candidacy. This does not apply if there is no incumbent eligible to be reelected.

If a person is a candidate for a nonpartisan office, all reference to party affiliation must be omitted on all forms required to be filed. § 8002

No person shall file Nomination Papers for more than one school or community college district office, including a county board of education office, at the same election. § 10603(c)

If a candidate changes his/her name within one year of any election, the new name shall **not** appear upon the ballot unless the change was made by either of the following: (a) Marriage; (b) Decree of any court of competent jurisdiction. § 13104

For candidates with long names, there is a possibility that the Registrar of Voters' data system may split the name. Due to the space limitations, the Registrar of Voters' office is unable to change column size, font size, etc., to accommodate long names. The candidates should keep this in mind as they designate how they want their names to appear on the ballot.

Assembly 1316 was signed into law by Governor Brown in August of 2013 and **went into effect on January 1, 2014**. It eliminates the practice of permitting candidates to select a number to be printed alongside their name on ballot materials if a candidate with a similar name files for the same office. The bill requires the elections official to assign each such candidate a number based on the order in which the candidates filed their nomination papers. It requires that the first candidate be assigned the number "1", with each subsequent candidate with a similar name being assigned the next number in numerical

sequence until each candidate with a similar name has been assigned a distinguishing number. The law also requires the elections official to conduct a drawing of the numbers assigned to the candidates in a similar manner as provided for by existing law to determine the order on the ballot for candidates with similar names. **§ 13118**

Assembly Bill 57 (2019) requires that any ballot providing a translation of a candidate's name, in jurisdictions required to provide translated ballot materials pursuant to a specified provision of the federal Voting Rights Act of 1965 (VRA), to contain a phonetic transliteration of the candidate's name unless certain conditions are met and as specified:

- Permits a candidate who has a character-based name by birth, which can be verified by birth certificate or other valid identification, to use that name on the ballot instead of a phonetic transliteration.
- Permits a candidate who does not have a character-based name by birth, but who identifies by a particular character-based name and can demonstrate that the candidate has been known and identified within the public sphere by that name over the past two years, to use that name instead of a phonetic transliteration.

Candidates with a character-based name will be required to fill out a Character-Based Name Form and submit supporting documents.

Translations apply to character-based languages in Chinese and Korean.

The candidate must take the Oath of Office before the deputy receiving the form. (The Oath may alternatively be taken before a Notary Public.)

A candidate may, in a dated, signed, written statement designate a person to obtain a Declaration of Candidacy form from the Registrar of Voters' office and deliver it to the candidate. Such statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and an original copy with a wet signature delivered to the Registrar of Voters' office of the county of the candidate's residence by the 88th day prior to the General Election, **August 9, 2024. Any person may return the completed Declaration of Candidacy.** **§ 8028**

**IMPORTANT**

In the event that the Declaration of Candidacy form is being returned to the Registrar of Voters' office by a person other than the candidate, the Declaration of Candidacy form/the Oath of Office **must be notarized** prior to filing with the Registrar of Voters' office.

**A California notary must be used for the document to be legally filed.**

**NOTE:** If a candidate will not be within the State of California during the **entire** nomination period and is unable to appear before a notary public appointed by the Secretary of State or other California official to complete their declaration of candidacy, the candidate may appear before a notary public in another state to complete the declaration of candidacy. The candidate shall attach to their declaration of candidacy a notarial certificate from the out-of-state notary that complies with the law of the notary's state.

There is no filing fee. The last day to file as a candidate is **August 9, 2024, 5:00 p.m.**

The last day to withdraw as a candidate is **August 9, 2024, 5:00 p.m. §§ 10510, 10603 (b)**

No candidate nominated at any primary election may withdraw as a candidate at the ensuing general election except those candidates permitted to withdraw by this part. **§ 8801**

If the filing period is extended, candidates for the extended office may withdraw from the election until **August 14, 2024, 5:00 p.m.**, the 83<sup>rd</sup> day before the election.

No vacancy on the ballot for a nonpartisan office at a General Election shall be filled except by reason of the death occurring at least 68 days before the date of the General Election. **§ 8803(a)**

Whenever a candidate has been nominated at any Primary Election after having filed a Declaration of Candidacy, the name of the candidate shall be printed upon the ballot for the ensuing General Election unless the candidate has died and that fact has been ascertained by the officer charged with the duty of printing the ballots, at least 68 days before the day of the election. **§ 8810**

No vacancy on the ballot for a voter-nominated office at a General Election shall be filled. If a candidate who is entitled to appear on the General Election ballot dies, the name of that candidate shall appear on the General Election ballot and any votes cast for that candidate shall be counted in determining the results of the election for that office. If the deceased candidate receives a majority of the votes cast for the office, he or she shall be considered elected to that office and the office shall be considered vacant at the beginning of the term for which the candidate was elected. The vacancy shall be filled in the same manner as if the candidate had died after taking office for that term. **§ 8803(b)**

## DATE OF TAKING OFFICE

Elected **United States President and Vice President** take office on **January 20, 2025**.  
U.S. Const., Art. II § 1; 20th Amendment, § 1

Elected **United States Senator, Full Term** take office at noon on **January 3, 2025\***.  
U.S. Const., Art. I, §§ 1, 3; 20th Amend. § 1

Elected **Representatives in Congress** take office at noon on **January 3, 2025**.  
U.S. Const., Art. I, § 2, 20th Amendment, § 1

Members of the **State Senate** and **Assembly** take office on **December 2, 2024**.  
§§ 20, 201; Gov't Code § 1097; Cal. Const., Art. IV, § 2

Elected members of the **Board of Supervisors** take office at noon on **January 6, 2025**.  
Gov't Code § 24200

Elected **School Board Members and Community College Trustees** take office on  
**December 13, 2024**. Ed. § 5017

Elected **Special District Directors**, elected or appointed, take office at noon on  
**December 6, 2024**. § 10554

Elected **Directors of Municipal Water Districts** take office at noon on  
**December 6, 2024**. Water § 71253

\*Candidate elected to the **United States Senator, Short Term seat** will take office upon the certification of the November 5, 2024 Presidential General Election and will hold that office until noon, on **January 3, 2025**.

**BALLOT DESIGNATIONS FOR CANDIDATES**  
**(§13107; Secretary of State Ballot Designation Regulations,**  
**Title 2 of the California Code of Regulations (CCR), § 20710, et seq.)**

With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

- (1) Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the nomination documents to which he/she was elected by vote of the people, or to which he/she was appointed, in the case of a Superior Court Judge. **There is no word limit for the official title of the office.** A candidate may choose to include the name of his/her elective office with another profession, vocation, or occupation, but that Ballot Designation is limited to no more than three words. **§ 13107(a)(1)**
  
- (2) Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as “Majority Leader of the California Senate”, “Speaker of the California State Assembly”, and “City of Long Beach Mayor Pro Tem” are not elective offices as described in Elections Code § 13107 (a)(1). Such Ballot Designations are improper, pursuant to Elections Code § 13107(a)(1). They may, however, subject to the three-word limit, be considered under the provisions of § 13107(a)(3). Examples of acceptable Ballot Designations under this section include, but are not limited to, “Assembly Minority Leader”, “California Assembly Speaker”, and “Mayor Pro Tem”. **CCR § 20712(d)**
  
- (3) The word "incumbent" if the candidate is a candidate for the same office which he/she holds at the time of filing the Nomination Papers, and was elected to that office by a vote of the people. A Candidate shall not use the word “incumbent” if the candidate was elected to their office in an at-large election and is a candidate in a district-based election. **The word “incumbent” must be used as a noun and must stand alone.** **§ 13107(a)(2)**
  
- (4) The phrase “appointed incumbent” may be used if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office. **§ 13107(a)(4)**

If the candidate is a candidate for **election to another office**, but wants to use the title of his/her current appointed office, he may use the word “appointed” and the title of his/her current office. He/she may not use “appointed **incumbent**” in this case.

In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” **The words “appointed incumbent” must stand alone.**

**NOTE:** The phrase “appointed incumbent” shall not be required of a candidate who seeks reelection to an office which he/she holds and to which he/she was appointed as a nominated candidate, in lieu of an election pursuant to Education Code Sections 5326 and 5328 or Elections Code Sections 7228, 7423, 7673, 10229, or 10515.

(5) The names of special districts, school districts, and political subdivisions are not geographical names. For purposes of this section, all California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. **CCR § 20714(f)(3)**

(6) Punctuation shall be limited to the use of a comma (e.g., Governing Board Member, Anaheim Union High School District) and a slash (e.g., Physician/Rancher/Legislator). Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words not in the dictionary shall be counted as a separate word. **CCR § 20714(f)(2)**



(7) **No more than three words** designating the current principal professions, vocations, or occupations of the candidate may be used as a Ballot Designation. **YOU MUST INCLUDE YOUR PRINCIPAL PROFESSION, VOCATION, OR OCCUPATION IN YOUR BALLOT DESIGNATION.** However, in the event the candidate does not have a current principal profession, vocation or occupation at the time he/she files his/her nomination documents, the candidate may use a Ballot Designation consisting of his/her principal professions, vocations, or occupations which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination documents. **CCR § 20714(d)**

**“Principal”**, as that term is used in Elections Code § 13107(a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. **The term “principal” precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement, which is only nominal, pro forma, or titular in character does not meet the requirements of the statute. The Ballot Designation must accurately state the candidate’s principal professions, vocations, or occupations and must be factually accurate and descriptive, and neither confusing nor misleading.** **CCR § 20714(b)**

**“Profession”** means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to: Law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a “profession”, as defined in Elections Code § 13107 (a)(3) include, but are not limited to: Attorney, physician, accountant, architect, and teacher. **CCR § 20714(a)(1)**

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

dependent care provider, carpenter, plumber, electrician, and cabinetmaker.

**NOTE:** Husband and wife are not acceptable designations. **CCR § 20714(a)(2)**

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

**CCR § 20714(a)(3)**

If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his/her “principal” professions, vocations, or occupations if (a) the candidate has maintained his/her license current as of the date he/she filed his/her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (b) the status of the candidate’s license is active at the time he/she filed his/her nomination documents. **CCR § 20714(b)(1)**

A candidate who holds a professional, vocational, or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his/her “principal” professions, vocations, or occupations if (a) the candidate’s licensure status is “inactive” at the time the candidate files his/her nomination documents; or (b) the candidate’s license has been suspended or revoked by the agency issuing the license at the time the candidate files his/her nomination documents. **CCR § 20714(b)(2)**

**Multiple Principal Professions, Vocations, or Occupations:** A candidate may engage in multiple principal professions, vocations or occupations. However, if a candidate proposes a Ballot Designation including multiple principal professions, vocations or occupations, the proposed Ballot Designation must comply with the following provisions: (1) The three-word limitation specified in Elections Code § 13107(a)(3); (2) Each such proposed profession, vocation or occupation shall be separately considered and must independently qualify as a “principal” profession, vocation, or occupation; and (3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash (“/”).

**CCR § 20714(e)(1)(2)(3)**

- (8) **“Community Volunteer”** means a person who engages in an activity or performs a service for or on the behalf of, without profiting monetarily, one or more of the following: (1) A charitable, educational, or religious organization as defined by the U.S. Internal Revenue Code § 501(c)(3); (2) a governmental agency; or (3) an educational institution. The activity or service must constitute substantial involvement of the candidate’s time and effort such that the **activity or service is the sole, primary, main, or leading professional, vocational or occupational endeavor of the candidate. The words “Community Volunteer” must stand alone.**

**CCR § 20714.5**

**Remember:** The candidate must use his/her principal profession, vocation, or occupation as his/her Ballot Designation. “Community Volunteer” will not be allowed if the candidate does have a principal profession, vocation, or occupation. If the

volunteer work is considered an “avocation” (see below under “Unacceptable Ballot Designations), then “Community Volunteer” may not be used as the Ballot Designation.

- (9) The use of the word “**retired**” is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. These factors will be taken into consideration: (a) Prior to retiring from his/her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than five years; (b) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension; (c) The candidate has reached at least the age of 55 years; (d) The candidate voluntarily left his/her last professional, vocational, or occupational position; (e) If the candidate requests a Ballot Designation that he/she is a retired public official, he/she must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office; (f) The candidate has not had another more recent, principal profession, vocation, or occupation; and (g) The candidate’s retirement benefits are providing him/her with a principal source of income.

**CCR § 20716(h)(1)(2)(3)(4)**

- (10) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following: (2)(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument. (3) A designation made pursuant to this subparagraph shall also contain relevant qualifiers as follows: If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words “City of”. (B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words “County of”. (C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words “City and County”. (D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included. (c) **A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.”** The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

**§ 13107(c)**

#### **UNACCEPTABLE BALLOT DESIGNATIONS:**

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

- (a) **Avocations:** An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and is in addition to the candidate’s principal profession, vocation or occupation. The Secretary of State’s Ballot Designation Regulations state that avocations may include, but are not limited to: Hobbies,

social activities, volunteer work (except as set forth in section 20714.5), and matters pursued as an amateur. **CCR § 20716(b)(1)**

**Example:** (a) If a person is a PTA President (not a paid position), and does not have a principal profession, vocation, or occupation, then that person could use "Community Volunteer" as his/her ballot designation but could not use "PTA President". "PTA President" is considered a "status (see "c: Statuses"); (b) If the person is a PTA President (not a paid position), and also has a principal profession, vocation, or occupation, he/she must use his/her principal profession, vocation, or occupation as his/her ballot designation; (c) If the person is a PTA President (not paid position) and also has a principal profession, vocation, or occupation, he/she **could not** use both the principal profession, vocation, or occupation and "Community Volunteer" (even if the designation meets the three-word requirement) because "Community Volunteer" must stand alone.

- (b) **Pro Forma Professions, Vocations, and Occupations:** Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated, except as set forth in section 20714.5. The Secretary of State's Ballot Designation Regulations state that pro forma professions, vocations and occupations may include, but are not limited to: Honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like. **CCR § 20716(b)(2)**

Example: An unpaid position on a city advisory "commission" that meets no more than once a month and only requires nominal involvement of less than two hours over the course of a month will not constitute a principal profession, vocation, or occupation, because "principal" means a substantial involvement of time and effort as opposed to involvement that is only nominal, pro forma, or titular in character.

- (c) **Statuses:** A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. The Secretary of State's Ballot Designation Regulations state that examples of a status include, but are not limited to: Veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, Kiwanis Club President, PTA President, husband, wife, and the like. **CCR § 20716(b)(3)**

- (2) A Ballot Designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include, but are not limited to: Ret. Army General; Major USAF, Retired; and City Attorney, Retired. **CCR § 20716(f)**

- (3) No degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name per Elections Code § 13106. Examples include, but are not limited to: Ph.D., M.A., B.A., B.S., and M.D. **§ 13106**

- (4) A Ballot Designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to: Acme Company President, Universal Widget Inventor, Director, Smith Foundation, UCLA Professor, and the like. **CCR § 20716(d)**
- (5) Pursuant to Elections Code § 13107(a)(2), a Ballot Designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to: Senior, emeritus, specialist\*, magnate, outstanding, leading, expert, virtuous, eminent, best, exalted, prominent, famous, respected, honored, honest, dishonest, corrupt, lazy, and the like. **\*NOTE:** If the word "specialist" is part of a person's job classification and proof is provided, the word "specialist" may be used in the Ballot Designation. **CCR § 20716(e)**
- (6) A ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed, or judicial office previously held by the candidate. These include, but are not limited to: Ex-, former, past, and erstwhile. The Secretary of State's Ballot Designation Regulations state that impermissible designations include: Former Congressman, Ex-Senator, and Former Educator. **CCR § 20716(g)**
- (7) A Ballot Designation indicating that a candidate is a member of the **state or county central committee of a political party**, or an officer of a state or county central committee of a political party, **are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107(a)(1)**. A Member of the Central Committee may not use "Member of the Central Committee". **CCR § 20712(e)**
- (8) A ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status. **§ 13107(e)(5)**
- (9) A ballot designation which uses a word or words referring to a racial, religious or ethnic group or implies any ethnic or racial slurs or ethnically or racially derogatory language. **CCR § 20716(j)(1)**
- (10) If the candidate is a member of the clergy, the candidate may not make reference to his/her specific denomination. However, the candidate may use his/her clerical title as a ballot designation (e.g. Rabbi, Pastor, Minister, Priest, Bishop, Deacon, Monk, Nun, Imam, etc). **CCR § 20716(j)(2)**
- (11) Pursuant to section 13107(b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law. **CCR § 20716(k)**

Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:

- (1) It would mislead the voter.
- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) It abbreviates the word “retired” or places it following any word or words which it modifies.
- (4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of word “retired.”
- (5) It uses the name of any political party, whether or not it has qualified for the ballot.
- (6) It uses a word or words referring to a racial, religious, or ethnic group.
- (7) It refers to any activity prohibited by law. § 13107(e)

### **BALLOT DESIGNATION WORKSHEET**

Each candidate who submits a ballot designation **shall file a Ballot Designation Worksheet** that supports the use of that ballot designation by the candidate.

**§ 13107.3, CCR § 20711**

**The Ballot Designation Worksheet shall be filed with the Registrar of Voters at the same time that the candidate files his/her Declaration of Candidacy.**

**§ 13107.3, CCR § 20711**

The Ballot Designation Worksheet is public record and shall be available for inspection and copying. **CCR § 20711**

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

**CCR § 20711**

**IN THE EVENT THAT A CANDIDATE FAILS TO FILE A BALLOT DESIGNATION WORKSHEET, NO DESIGNATION SHALL APPEAR UNDER THE CANDIDATE’S NAME ON THE BALLOT.** **§ 13107.3**

The purpose of the Ballot Designation Worksheet is for the candidate to give information to substantiate his/her Ballot Designation. **It must be completed in its entirety. Do not leave any response spaces blank.** The candidate signs this worksheet attesting that the Ballot Designation and the provided back-up information are accurate. **It is not the responsibility of the Registrar of Voters’ staff to investigate if the facts indicated by the candidate are valid.** The Ballot Designation Worksheet is used as back-up for his/her Ballot Designation in the event the Ballot Designation is challenged.

In the space provided on the Ballot Designation Worksheet, you must describe why you are entitled to use the proposed ballot designation. You may attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective

office, you may attach a copy of your certificate of election or appointment. **DO NOT SUBMIT ORIGINALS.** These documents will not be returned to you.

If the proposed ballot designation includes the word “volunteer”, indicate the title of your volunteer position and the name of any entity for which you volunteer along with a brief description of the type of volunteer work you do, and the approximate amount of time involved. **NOTE:** You may only use the ballot designation “Community Volunteer” if you do not have a principal profession, vocation, or occupation. You must volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency, or an educational institution.

**Remember:** It is your responsibility to justify your proposed ballot designation and to provide all requested details.

**NOTE:** The Registrar of Voters is the filing officer for school board members and special district directors. However, there are contests on the ballot for which other individuals are the filing officers. In determining the validity of a Ballot Designation for school board members and special district directors, the Registrar of Voters’ staff follows Elections Code Section 13107, the Secretary of State’s Ballot Designation Regulations, and California Code of Regulations.

**While the Registrar of Voters may give guidance to the other filing officers, those filing officers make the final decision regarding Ballot Designations for those candidates under their jurisdiction.**

In reviewing the nomination documents, the Registrar of Voters’ staff will verify that the Ballot Designation meets the **basic restrictions set forth in this section**, such as the three-word limitation and the use of “Incumbent”. If the designation is found to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents. **§ 13107(f)**

The candidate shall, within three days from the date of receipt of the notice, excluding Saturdays, Sundays, and holidays, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation. **In the event the candidate fails to provide an alternate designation, no designation will appear after the candidate’s name.** **§ 13107(f)(1)**

**BALLOTS DESIGNATIONS FOR PRIMARY ELECTION CANDIDATES WHO ARE NOW IN A RUN-OFF IN THE GENERAL ELECTION:**



The Ballot Designation shall remain the same for all purposes of both Primary and General Elections, unless the candidate, at least 98 days prior to the General Election, July 30, 2024, requests in writing a different designation which the candidate is entitled to use at the time of the request. **The written request must be accompanied by a Ballot Designation Worksheet.** **§ 13107(h)**

In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Elections Code sections 13207 and 13211, the elections official shall use a

type size for the designation for each candidate for that office sufficiently smaller to meet these requirements. **§ 13107(i)**

Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length. **§ 13107(j)**

### **CHALLENGING A BALLOT DESIGNATION**

A person may administratively challenge a Ballot Designation of a candidate for County Supervisor, Judge of the Superior Court, County Board of Education and County Central/Council Committee in writing to the Registrar of Voters by 5:00 p.m. of one of the following deadlines:

- **August 9, 2024** if the candidate filed the Ballot Designation by August 8, 2024
- **August 12, 2024** if the candidate filed the Ballot Designation by August 9, 2024
- **August 15, 2024** if the candidate filed the Ballot Designation during the Nomination Extension Period

After the administrative challenge deadlines, the public may only challenge a Ballot Designation in court. A person may file a writ of mandate or injunction to require the Ballot Designation to be amended.

**NOTE:** The Registrar of Voters requests that a Court Order amending a Ballot Designation be issued by August 30, 2024 to ensure election material mailing deadlines are met. **§ 13314**

No Ballot Designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, **August 9, 2024, 5:00 p.m.**, except as specifically requested by the elections official or mandated by the court to change an unacceptable designation. **§ 13107(g)**

## **BALLOT ORDER OF CANDIDATES**

The ballot order of a candidate depends upon the contest for which the person is a candidate. The ballot order for a specific contest will be determined by one of two methods: (1) A random draw conducted by the Secretary of State or the County; or (2) A rotation determined pursuant to Elections Code § 13111.

The following November 5, 2024 Presidential General Election contests' ballot orders will be determined by a random draw: Member of the State Senate, Member of the State Assembly, Member of the Orange County Board of Supervisors, Member of a City Council, Member of a School District Governing Board, and Director of a Special District Board of Directors.

The following November 5, 2024 Presidential General Election contests' ballot orders will be determined by rotation: United States Senator and Representative in Congress.

### **RANDOMIZED ALPHABET:**

The Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet. **§ 13112**

The procedure shall be as follows: Each letter of the alphabet shall be written on a separate slip of paper, each of which will be folded and inserted into a capsule. Each capsule shall be opaque and of uniform weight, color, size, shape, and texture. The capsules shall be placed in a container, which shall be shaken vigorously in order to mix them thoroughly. The container then shall be opened, and the capsules removed at random one at a time. As each is removed, it shall be opened and the letter on the slip of paper read aloud and written down.

**§ 13112**

The resulting random order of letters constitutes the randomized alphabet, which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letter M and R were drawn in the randomized alphabet drawing. The drawing shall be open to the public. A drawing will take place for each election date. **The date of the drawing for the General Election will be August 15, 2024, 11:00 a.m.**

**§ 13112**

If the office is to be voted upon wholly within, but not throughout, one county, such as **Member of the Orange County Board of Supervisors**, names shall appear according to the randomized alphabet. **§ 13111(f)**

If the office is that of **Member of the State Senate** or **Member of the Assembly**, the names of the candidates shall appear according to the randomized alphabet unless the district encompasses more than one county, in which case the arrangement shall be made pursuant to subdivision (i) of Elections Code Section 13111. **§ 13111(e)**

If the office is that of **Member of the State Senate** or **Member of the Assembly**, and the district includes more than one county, the elections official in each county shall conduct a drawing of the letters of the alphabet, pursuant to the same procedures specified in Elections Code Section 13112. The results of the drawing shall be known as a county randomized ballot and shall be used only to arrange the names of the candidates when the district includes more than one county. The Secretary of State's random draw will not be used for multi-county districts. **The date of the County's drawing for the General Election will be August 15, 2024, 11:00 a.m.** **§ 13111(i)**

**ROTATION:**

For **offices to be voted on throughout the state**, the Secretary of State shall arrange the names of the candidates according to the randomized alphabet for the First Assembly District. Thereafter, for each succeeding Assembly District, the name appearing first in the last preceding Assembly District shall be placed last, the order of the other names remaining unchanged. **§ 13111(c)**

For the office of **Representative in Congress** or **Member of the State Board of Equalization**, the Secretary of State shall arrange the names of candidates for the office according to the randomized alphabet for that Assembly District which has the lowest number of all the Assembly Districts in which candidates are to be voted on. Thereafter, for each succeeding Assembly District in which the candidates are to be voted on, the names appearing first in the last preceding Assembly District shall be placed last, the order of the other names remaining unchanged. **§ 13111(d)**

If the office is to be voted on throughout a single county and there are five or more Assembly Districts wholly or partly in the county, the names shall appear according to the randomized alphabet for the Assembly District which has the lowest number. Thereafter, for each succeeding Assembly District, the name appearing first for each office in the last preceding Assembly District shall be placed last, the order of the other names remaining unchanged. **§ 13111(h)**

## CANDIDATE'S STATEMENT OF QUALIFICATIONS

Each candidate for **nonpartisan elective office** in any local agency, including any city, county, city and county, or district, may prepare a Candidate's Statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself/herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. § 13307(a)(1)

**The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.** § 13307

All statements may be submitted on the form provided by the county elections official. The signed statement shall be filed in the office of the elections official no later than the 88th day before the election, **August 9, 2024, 5:00 p.m.** **Costs of providing statements to voters shall be paid by the candidates.** § 13307(a)(2) and (d)

The statement **may be withdrawn, but not changed**, during the period for filing the Declaration of Candidacy and until **August 12, 2024, 5:00 p.m.**, the next working day after the close of the nomination period. § 13307(a)(3)

**NOTE:** In the event that the nomination period for a particular office is extended because an incumbent eligible to be elected did not file a Declaration of Candidacy, a Candidate's Statement for that particular office **may be withdrawn, but not changed**, during the extended nomination period and until **5:00 p.m. of August 15, 2024**, the next working day after the close of the extended nomination period. §§ 10516, 13307(a)(3)

**A Candidate's Statement of Qualifications may make no reference to another candidate.** In addition to the restrictions set forth in Section 13307, any Candidate's Statement of Qualifications submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications, and **shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.** The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. § 13308

In addition to the statement prepared pursuant to §13307(a), if the elections official who is conducting the election permits electronic distribution of a candidate's statement, the governing body of a local agency may permit each candidate for nonpartisan elective office in the local agency to prepare a candidate's statement for the purpose of electronic distribution pursuant to this subdivision. § 13307(c)(1)

**A statement prepared pursuant to §13307(c), shall be posted on the Internet Web site of the elections official, and may be included in a voter's guide that is electronically distributed by the elections official pursuant to Section 13300.7, but shall not be included in a voter's guide that is printed and mailed to voters pursuant to §13307(b).**

→ DON'T FORGET!

**NOTE:** A statement that is printed in the Voter Information Guide and mailed to voters pursuant to §13307(b), shall be included with the statement that is prepared and electronically distributed pursuant to §13307(c).

The Registrar of Voters will send to each voter, together with the sample ballot, a Voter Information Guide which contains the written statements of each candidate that is prepared pursuant to this section. **The statement of each candidate will be printed in type of uniform size and darkness, and with uniform spacing.** § 13307(b)

**All Candidates' Statements shall remain confidential until the expiration of the filing deadline.** § 13311

**All Candidate's Statements written in the third person must also include the name of the candidate at the end of the statement and must be included in the word count.**

The Registrar of Voters will require each candidate filing a Candidate's Statement to pay in advance as a condition of having his/her statement included in the Voter Information Guide. The cost is calculated to recover expenses for translation into the required languages, typesetting, printing and labor in the processing of candidate's statements. Payment may be made by cash, check, money order, certified check, and credit card (MasterCard, Visa, American Express, and Discover). § 13307(d)

In the event that a candidate pays for a statement by check and the check is returned by the bank due to insufficient funds, the candidate will have 24 hours to pay for the statement by cash, money order, certified check, or credit card (MasterCard, Visa, American Express, and Discover). If payment is not received by the deadline, the statement will not be printed in the Voter Information Guide. § 13307(d)

The candidate must also sign a Candidate's Statement Agreement at the time the statement is filed. A copy of the signed Agreement and signed Statement will be given to the candidate. § 13307(a)(2)

**If a candidate's contest does not appear on the ballot due to it being a contest whose candidates may be appointed-in-lieu of election if the number of candidates nominated does not exceed the number of candidates to be elected from that district, the Candidate's Statement payment will be refunded without the candidate requesting the refund.**

**NOTE:** Pursuant to minority language provisions of the Federal Voting Rights Act, Orange County is required to provide election materials in the Chinese, Korean, Spanish and Vietnamese languages in addition to English. The materials covered by this Act include Candidates' Statements. Therefore, all estimated costs include translating and printing of Candidates' Statements in the Chinese, Korean, Spanish and Vietnamese languages. These materials will be provided to voters who have requested Chinese, Korean, Spanish and Vietnamese language election materials.

Nothing in the foregoing shall be deemed to make any statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's guide. § 13307(e)

Before the nomination period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the Candidate's Statement sent to each voter. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his/her representative at the time he/she picks up the Nomination Papers. **§ 13307(f)**

**PUBLIC REVIEW PERIOD:** For all Candidates' Statements filed on or before **August 9, 2024**, the public review period is **August 10, 2024 through August 19, 2024, 5:00 p.m.** For all Candidates' Statements filed for extended contests, the public review period is **August 15, 2024 through August 23, 2024\*** at the Registrar of Voters' office and on its website. **§§ 10516, 13313**

\*Per Elections Code section 15: *Notwithstanding any other provision of law, if the last day for the performance of any act provided for or required by this code shall be a holiday, the act may be performed upon the next business day.* Gov't Code Section 6700 states: *Saturdays are holidays only after 12:00 p.m.* The express language of Elections Code Section 15 refers to the "last day", meaning the whole day must be a holiday in order for the extension to apply. Since the deadline is a Saturday -- a half-day -- it is not considered a holiday. Therefore, there is no extension of time to the following Monday. **The extended public review period deadline must be Friday, August 23, 2024, 5:00 p.m.**

No Candidate's Statement may be changed by the candidate after the statement has been filed except as specifically requested by the elections official or mandated by the court to change an unacceptable Candidate's Statement. **§ 13307(a)(3)**

**CANDIDATES' STATEMENTS FOR PRIMARY ELECTION CANDIDATES WHO ARE NOW IN A RUN-OFF IN GENERAL ELECTION:**

**NONPARTISAN CANDIDATES IN RUN-OFF CONTESTS IN THE GENERAL ELECTION** may re-submit the same Candidate's Statement as printed in the Presidential Primary Election Voter Information Guide or present a new Candidate's Statement by **August 9, 2024, 5:00 p.m.** **The Registrar of Voters' office will not automatically print the old statement in the Presidential General Election Voter Information Guide.** The Candidate's Statement, accompanied by full payment, must be submitted to the Registrar of Voters **NO LATER THAN AUGUST 9, 2024, 5:00 P.M. FOR THE PRESIDENTIAL GENERAL ELECTION.**

**LEGISLATIVE CANDIDATES** may re-submit the same Candidate's Statement as printed in the Presidential Primary Election Voter Information Guide or present a new Candidate's Statement by **August 9, 2024, 5:00 p.m.** **The Registrar of Voters' office will not automatically print the old statement in the General Election Voter Information Guide.** The Candidate's Statement, accompanied by full payment, must be submitted to the Registrar of Voters' office **NO LATER THAN AUGUST 9, 2024, 5:00 P.M. FOR THE PRESIDENTIAL GENERAL ELECTION.**

**IMPORTANT**

However, legislative candidates may purchase statement space in the guide only if they have agreed to voluntary expenditure limits. If a candidate rejected the voluntary expenditure ceiling in the Primary Election but did not exceed the ceiling during that election, he/she may amend the Form 501 to accept the expenditure ceiling for the General Election. The amended Form 501 must be filed within 14 days following the Primary Election – no later than March 19, 2024, 5:00 p.m.

Gov't §§ 85401, 85601, 13307, Proposition 34, California Form 501 Instructions

**CONGRESSIONAL CANDIDATES** may re-submit the same Candidate's Statement as printed in the Presidential Primary Election Voter Information Guide or present a new Candidate's Statement by **August 9, 2024, 5:00 p.m.** **The Registrar of Voters' office will not automatically print the old statement in the General Election Voter Information Guide.** The Candidate's Statement, accompanied by full payment, must be submitted to the Registrar of Voters **NO LATER THAN AUGUST 9, 2024, 5:00 P.M. FOR THE PRESIDENTIAL GENERAL ELECTION.**

Congressional candidates do not need to meet the voluntary expenditure limits to file a Candidate's Statement of Qualifications. **§ 13307.5**

**IMPORTANT NOTICE TO CANDIDATES IN DISTRICTS THAT ENCOMPASS MORE THAN ONE COUNTY:** If a candidate in a multi-county district would like his/her Candidate's Statement to be included in the Voter Information Guide distributed in each county of the district, the statement **must** be filed in the office of each county's election official. **§ 10540**

In addition, the cost of printing and handling of the Candidate's Statement in each county must be paid to each county elections official. If he/she desire a statement in the Orange County's Voter Information Guide, he/she **MUST** submit his/her statement and payment at the Orange County Registrar of Voters' office. The fee will vary in each county depending on many factors, including the number of registered voters within that portion of the district. **It is the candidate's responsibility to contact each county to obtain the appropriate information from each county. Failure to do so may jeopardize the printing of the Candidate's Statement.**

(California Association of Clerks & Election Officials' Candidate Statement Guidelines)

### **CHALLENGING A CANDIDATE'S STATEMENT**

There is a Public Review Period – **August 10, 2024** through **August 19, 2024** – during which time the public may challenge a Candidate's Statement in court. A person may file a writ of mandate or injunction to require the Candidate's Statement to be amended. For **extended contests** the public review period is from **August 15, 2024** through **August 23, 2024.** **§ 13314**

**NOTE:** The Registrar of Voters requests that a Court Order amending a Ballot Designation be issued by August 30, 2024 to ensure election material mailing deadlines are met. **§ 9163**

Contest ID: \_\_\_\_\_

Candidate ID : \_\_\_\_\_

# Words: \_\_\_\_\_

[ ] 200 [ ] 400

November 5, 2024

## Candidate's Statement of Qualifications

NAME:

AGE:  
(Optional)

OCCUPATION:

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**INSTRUCTIONS:** (Elections Code § 13307)

1. Signed and dated statement must be filed in the Registrar of Voters office at the time final nomination documents are filed. A copy will be given to the candidate.
2. This statement is printed at candidate's expense and should reflect the candidate's qualifications.

Date \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

**SEE BACK-SIDE OF THIS PAGE FOR CANDIDATE'S STATEMENT FORMATTING GUIDELINES.**

## CANDIDATE'S STATEMENT OF QUALIFICATIONS FORMATTING GUIDELINES

The Registrar of Voters' office has a semi-automated system for Voter Information Guide input/layout of a Candidate's Statement of Qualifications. Due to the volume of statements and printing deadlines, it is necessary to have a standardized format for a Candidate's Statement of Qualifications. We have prepared the following guidelines to assist candidates in the preparation of their statements.

1. The following paragraph styles are acceptable with this system.

### INDENTED PARAGRAPHS:

Xxxxx xxxxx xxxxxxxxxxx xxxxx xxxxx. X xxxx xx xxxxxxxxxxx xxxxxxxxxxx  
xxxxxxxxxxxx xxxxxxx xxxxxxxxxxx xx xxx xxxxx. Xxx xxxxx xxxxxxx xxxxx xx xx  
Xxxx xxxxxxx xx x x xxxxxxxxxxx x xxxxxx xxxxx. Xxx xxxxxx xxxxxxx xxxxx xx xxx  
xxxxx xxx xxxxxx. Xx xxxxx xxx.

### BLOCK PARAGRAPHS:

Xxxxx xxxxxxx xxxxx. Xxxx x xx xxxx xxxxxxxxxxx xxx. Xxxx xxx xxx xxxxxxxxxxx  
xxxx. X xxx xxxxx xxx x xx xxxx. Xxx xxx xxx xxxxxxx xxxxx xxx.

Xxx xxxxxx xxx. Xx xxx xxxxxxx xxxxxxx xxxxx. X xxx xxxxx xxxxxxx xxxxx xxx  
x xx xxx xxx. Xxx xxxxx xxxxxxxxxxx xxxxx xxx. Xxx xxxxx xxxxxxx xxxxxxx xxxxx.

**DO NOT USE ANY PARAGRAPH/FORMAT STYLE OTHER THAN THOSE LISTED ABOVE.**

2. All statements may be submitted on our template or typed and printed by automated equipment. **DO NOT PRINT ANY STATEMENT ON LINED PAPER.**

3. NOTE: Name, age and occupation at the top of the statement are not included in the word count. In addition, for voter-nominated candidates, the party preference at the top of the statement will not be included in the word count. **The words reflected in the "occupation" field must follow the Ballot Designation Guidelines listed on pages 33 through 39 of this handbook.**

4. Do not underline or **bold** WORDS. All type must be uniform darkness. § 13307(b)

5. Words may NOT be all CAPITAL letters. All text must be uniform size. § 13307(b)

6. Do not use *italics* or type styles to highlight portions of the statement. § 13307(b)

7. Do not use different type sizes. All text must be uniform size. § 13307(b)

8. **Keep in mind that a 200 and 250-word statement must fit on one quarter of a sample ballot page and a 400-word statement must fit on a half-page of a sample ballot.** If your statement exceeds this limitation, we will be forced to adjust your format to fit in the space allowed.

**IMPORTANT**

**CANDIDATE'S STATEMENT OF QUALIFICATIONS FORMATTING GUIDELINES**  
**(CONTINUED)**

9. You may block indent within a paragraph. However, you MAY NOT use bullet points, stars, asterisks, or numbers that function as bullet points to off-set the paragraphs.



Excessive block-indentation or numerous paragraphs consisting of one or two sentences each may extend the statement beyond the size of the box even though your statement may contain less than the maximum number of words. **If the statement does not fit into the box, you will be asked to edit your statement. Keep this in mind as you write and format your statement.**

Use these general guidelines to assist you in the preparation of your statement. There are other requirements regarding the content of your statement that are outlined in this Candidate's Handbook. Candidates should submit their candidate's statement via email to: [ballot-statement@ocvote.gov](mailto:ballot-statement@ocvote.gov). Statements must be submitted in a Word or Text format. PDF's will not be accepted.



**CHECK YOUR STATEMENT CAREFULLY FOR ERRORS IN SPELLING,  
PUNCTUATION, AND GRAMMAR BEFORE FILING. WITH THE EXCEPTION OF  
THE FORMATTING REQUIREMENTS, YOUR STATEMENT WILL BE PRINTED  
EXACTLY AS SUBMITTED.**

**SCHOOL DISTRICTS PRINTED CANDIDATE'S STATEMENT COST**

	<b><u>200 Words</u></b>	<b><u>400 Words</u></b>
<b><u>COMMUNITY COLLEGE DISTRICTS</u></b>		
Coast Community College District		
Trustee Area 2	\$ 1,175.42	
Trustee Area 3	\$ 1,081.37	
Trustee Area 4	\$ 1,034.28	
North Orange County Community College District		
Trustee Area 2	\$ 981.70	
Trustee Area 4	\$ 993.52	
Trustee Area 5	\$ 948.51	
Trustee Area 7	\$ 1,101.73	
Rancho Santiago Community College District		
Trustee Area 1	\$ 793.89	
Trustee Area 3	\$ 807.54	
Trustee Area 5	\$ 773.23	
Trustee Area 7	\$ 795.24	
South Orange County Community College District		
Trustee Area 1	\$ 997.55	
Trustee Area 3	\$ 1,169.52	
Trustee Area 6	\$ 1,080.69	
Trustee Area 7	\$ 1,128.78	
<b><u>HIGH SCHOOL DISTRICTS</u></b>		
Anaheim Union High School District		
Trustee Area 3	\$ 803.40	
Trustee Area 4	\$ 818.62	
Trustee Area 5	\$ 828.22	
Fullerton Joint Union High School District		
Trustee Area 2	\$ 738.71	
Trustee Area 3	\$ 696.50	
Huntington Beach Union High School District		
Trustee Area 2	\$ 762.57	
Trustee Area 3	\$ 796.78	
<b><u>UNIFIED SCHOOL DISTRICTS</u></b>		
Brea Olinda Unified School District		
Trustee Area 2	\$ 545.22	
Trustee Area 3	\$ 543.25	
Trustee Area 5	\$ 551.23	
Capistrano Unified School District		
Trustee Area 1	\$ 740.18	\$ 1,095.54
Trustee Area 2	\$ 728.34	\$ 1,071.85
Trustee Area 3	\$ 742.16	\$ 1,099.49
Trustee Area 5	\$ 709.60	\$ 1,034.38
Garden Grove Unified School District		
Trustee Area 1	\$ 768.98	
Trustee Area 3	\$ 710.62	
Trustee Area 5	\$ 806.21	

**SCHOOL DISTRICTS PRINTED CANDIDATE'S STATEMENT COST CONTINUED**

	<b><u>200 Words</u></b>	<b><u>400 Words</u></b>
Irvine Unified School District		
Trustee Area 1	\$ 689.27	
Trustee Area 3	\$ 639.37	
Trustee Area 5	\$ 736.99	
Laguna Beach Unified School District	\$ 646.09	\$ 907.37
Los Alamitos Unified School District		
Trustee Area 2	\$ 559.11	
Trustee Area 4	\$ 558.12	
Trustee Area 5	\$ 560.51	
Newport-Mesa Unified School District		
Trustee Area 1	\$ 615.05	\$ 845.27
Trustee Area 3	\$ 626.35	\$ 867.88
Trustee Area 6	\$ 624.03	\$ 863.24
Orange Unified School District	\$ 1,138.13	\$ 1,891.44
Placentia-Yorba Linda Unified School District		
Trustee Area 1	\$ 655.08	
Trustee Area 2	\$ 593.34	
Trustee Area 3	\$ 665.59	
Saddleback Valley Unified School District		
Trustee Area 2	\$ 701.49	
Trustee Area 3	\$ 698.82	
Trustee Area 4	\$ 686.94	
Santa Ana Unified School District		
Trustee Area 1	\$ 664.26	
Trustee Area 2	\$ 657.73	
Trustee Area 3	\$ 634.81	
Tustin Unified School District		
Trustee Area 1	\$ 617.77	
Trustee Area 2	\$ 639.36	
Trustee Area 4	\$ 586.25	

**ELEMENTARY SCHOOL DISTRICTS**

Anaheim Elementary School District		
Trustee Area 1	\$ 648.05	\$ 911.27
Trustee Area 3	\$ 658.88	\$ 932.94
Buena Park School District		
Trustee Area 3	\$ 558.65	
Trustee Area 4	\$ 541.31	
Centralia School District		
Trustee Area 3	\$ 553.52	
Trustee Area 4	\$ 555.64	
Cypress School District		
Trustee Area A	\$ 549.67	
Trustee Area E	\$ 548.55	
Fountain Valley School District	\$ 771.12	

**SCHOOL DISTRICTS PRINTED CANDIDATE'S STATEMENT COST CONTINUED**

	<b><u>200 Words</u></b>	<b><u>400 Words</u></b>
<b><u>ELEMENTARY SCHOOL DISTRICTS</u></b>		
Fullerton School District		
Trustee Area 2	\$ 630.53	
Trustee Area 5	\$ 599.52	
Huntington Beach City School District		
Trustee Area 1	\$ 589.25	\$ 793.67
Trustee Area 3	\$ 583.30	\$ 781.78
La Habra City School District	\$ 707.46	
Lowell Joint School District		
Trustee Area 1	\$ 530.45	
Magnolia School District		
Trustee Area 1	\$ 548.50	
Trustee Area 3	\$ 552.87	
Trustee Area 4	\$ 554.91	
Ocean View School District	\$ 916.14	\$ 1,447.46
Savanna School District		
Trustee Area 4	\$ 530.20	
Trustee Area 5	\$ 531.38	
Westminster School District		
Trustee Area 1	\$ 589.17	
Trustee Area 4	\$ 599.66	

**SPECIAL DISTRICTS PRINTED CANDIDATE'S STATEMENT COST**

	<b><u>200 Words</u></b>	<b><u>400 Words</u></b>
<b><u>SPECIAL DISTRICTS</u></b>		
Capistrano Bay Community Services District	\$ 510.61	
Emerald Bay Service District	\$ 515.40	
Rossmoor Community Services District	\$ 559.93	\$ 735.03
Surfside Colony Community Services District	\$ 511.52	
Three Arch Bay Community Services District	\$ 515.03	
Serrano Water District		
Division 2	\$ 520.00	
Division 3	\$ 520.00	
Division 5	\$ 519.82	
Silverado-Modjeska Recreation and Park District	\$ 517.67	
Costa Mesa Sanitary District		
Division 2	\$ 608.57	
Division 4	\$ 582.83	
Midway City Sanitary District	\$ 1,020.39	
Sunset Beach Sanitary District	\$ 515.29	
Surfside Colony Storm Water Protection District	\$ 511.52	
El Toro Water District	\$ 748.91	\$ 1,113.00
Irvine Ranch Water District		
Division 1	\$ 858.17	
Division 4	\$ 853.42	
Moulton Niguel Water District	\$ 1,232.32	
Santa Margarita Water District		
Division 1	\$ 693.51	\$ 1,002.20
Division 3	\$ 675.31	\$ 965.81
Division 5	\$ 678.85	\$ 972.88
East Orange County Water District		
Division 1	\$ 583.85	\$ 782.89
Division 5	\$ 582.38	\$ 779.94
Rossmoor/Los Alamitos Area Sewer District	\$ 615.66	
Mesa Water District		
Division 1	\$ 585.27	
Division 2	\$ 585.94	
Division 3	\$ 594.18	
South Coast Water District		
Division 2	\$ 539.82	
Division 4	\$ 538.54	
Division 5	\$ 541.70	
Trabuco Canyon Water District	\$ 566.45	
Yorba Linda Water District	\$ 872.08	\$ 1,359.34
Orange County Water District		
Division 2	\$ 1,429.17	
Division 3	\$ 1,460.15	
Division 4	\$ 1,587.97	
Division 6	\$ 1,504.98	
Division 7	\$ 1,344.27	

**SPECIAL DISTRICTS PRINTED CANDIDATE'S STATEMENT COST CONTINUED**

<b><u>SPECIAL DISTRICTS</u></b>	<b><u>200 Words</u></b>	<b><u>400 Words</u></b>
Municipal Water District of Orange County		
Division 3	\$ 2,077.32	
Division 4	\$ 1,920.97	
Division 6	\$ 1,856.05	
Division 7	\$ 1,995.74	
Santiago Geologic Hazard Abatement District	\$ 514.06	\$ 643.31
Buena Park Library District		
Division 1	\$ 583.45	
Division 4	\$ 577.84	
Division 5	\$ 578.60	
Placentia Library District		
Division 1	\$ 537.67	
Division 3	\$ 553.15	
Division 4	\$ 558.62	

## PRINTED CANDIDATE'S STATEMENT COST INFORMATION

Any candidate needing information applicable to indigents should check with the Registrar of Voters' office.

**\*REMEMBER:** Only those State Legislative candidates who have voluntarily agreed to expenditures limits may prepare a Candidate's Statement, not to exceed 250 words.

### **Proposition 34**

**IMPORTANT**

If the district is shared by more than one county, and the candidate wishes to have his/her Candidate' Statement printed in another county's Voter Information Guide, he/she must also file his/her statement and pay the cost in that county's elections office. It is possible that the cost may not be the same as Orange County's.

**NOTE:** Candidates' Statements cost are calculated using the following assumptions: Two 200- OR 250-word statements per contest, a 36-page Voter Information Guide, and based on registered voter counts from June 5, 2024.

**If a candidate's contest does not appear on the ballot (due to being a contest whose candidates may be appointed-in-lieu of election if the number of candidates nominated does not exceed the number of candidates to be elected from that district), his/her Candidate's Statement payment will be automatically refunded without a request by the candidate to have his/her statement withdrawn.**

**A candidate may withdraw his/her Candidate's Statement by signing and submitting a cancellation notice located at the bottom of the Candidate's Statement Agreement or in writing to the Registrar of Voters no later than 5:00 p.m. on August 10, 2024, the next working day after the close of the nomination period. § 13307(a)**

## ELECTRONICALLY DISTRIBUTED CANDIDATE STATEMENT COST\*\*\*



	<u>200 Words</u>	<u>400 Words</u>
School and Special Districts and County Offices	\$ 509.82	\$ 634.82
	<u>250 Words</u>	
Legislative and Congressional Offices	\$ 541.07	

**\*\*\*These Candidate's Statements of Qualification will NOT be printed in the County Voter Information Guide, but can be viewed ONLY on [ocvote.gov](http://ocvote.gov).**

**NOTE:** Statements purchased for printing in the County Voter Information Guide includes both the printed version and electronic version of the statement.

**WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT OF QUALIFICATIONS**  
**(§9 – entire page)**

Each word shall be counted as one word except as specified on this page.

The following are the guidelines for computing the word count:

The title of the office, name, district, age, and occupation lines are not included in the word count –only the text is counted. For voter-nominated offices, the party preference line is also not included in the word count.

Punctuation marks are not included in the word count.

Symbols such as “&” (and), and “#” (number/pound) are not considered punctuation..... each symbol is counted as one word

Dictionary words.....one word

The words "a", "the", "and", and "an" are counted as individual words.



All proper nouns including geographical names and names of persons.....one word  
Examples: County of Orange, Orange County, San Juan Capistrano, City of Brea, Gus Enright, Jane Smith.

Abbreviations - UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C.....one word

Acronyms.....one word

Regularly hyphenated words appearing in any generally available standard reference dictionary published in the United States within 10 years preceding the election. (Each part of all other hyphenated words shall be counted as a separate word).....one word

Dates.....one word

Whole numbers - Digits (1 or 10 or 100, etc.).....one word  
Spelled out (one or ten or one hundred).....each word counts as one word

Names of things.....each word counts as one word  
L.A. basketball team (three words)

Numeric combinations (1973, 18 1/2, 1971-73, 5%).....one word

Monetary amounts (if the dollar sign is used with figures - \$1,000).....one word  
Spelled out (one thousand dollars).....each word counts as one word

Telephone/fax numbers.....one word

E-mail and website addresses.....one word

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed. The candidate should correct any misspellings before the statement is filed. **Other than formatting requirements, your statement will be printed as filed.**

**The submitted statement must be typed. No word will be printed in "ALL CAPS", bolding or underlining. Do not use bullet points, stars, asterisks, or numbers that function as bullet points to block-indent paragraphs.**

However, you may block-indent within the paragraph without using bullets, etc.



**Keep in mind that a 200 and 250-word statement must fit into a box (the size of a quarter page) and a 400-word statement must fit into a box (the size of a half-page).** Excessive block-indentation or numerous paragraphs consisting of one or two sentences each may extend the statement beyond the size of the box even though your statement may contain less than the maximum number of words. **If the statement does not fit into the box, you will be asked to edit your statement.** See “Candidate’s Statement Formatting Guidelines” for more information.

The Voter Information Guide page layout has some limitations, including space; therefore, the style of a Candidate's Statement must conform to the sample you are given.



The Candidate’s Statement may make no reference to another candidate. The statement may include a description of the candidate's education and qualifications expressed by the candidate himself/herself. **§ 13308**

**THE PRECEDING INFORMATION SHALL NOT APPLY TO COUNTING WORDS FOR BALLOT DESIGNATIONS UNDER SECTION 13107**

The candidate must sign and date the statement before it is filed. **All statements are confidential until the expiration of the filing deadline.** The candidate is required to pay for the statement at the time of filing. A copy of the signed statement and the Candidate’s Statement Agreement form will be given to the candidate. **§ 13311**

**The statement must be filed at the same time that the Declaration of Candidacy is filed.** The statement **may be withdrawn, but not changed**, during the period for filing nomination documents and until **5:00 p.m.** of the next working day after the close of the nomination period, **August 10, 2024.** **§ 13307(a)(2)(3)**

**NOTE:** A nomination period may be extended because an incumbent, eligible to be elected, failed to file a Declaration of Candidacy. Candidates’ Statements for that particular office filed by either candidate prior to the 88<sup>th</sup> day before the election or during the extended period, may be withdrawn, but not changed, until **August 13, 2024, 5:00 p.m.** **§ 8022**

## WRITE-IN CANDIDATES

A person's name may only be written on the ballot as a write-in candidate for a voter-nominated office at the Primary Election. **§ 8606**



A person's name may be written on the ballot as a write-in candidate for party-nominated and nonpartisan offices at the Primary Election and the General Election. **§ 8600**

Every person who desires to be a write-in candidate and have his/her name as written on the ballot of an election counted for a particular office shall file:

- (a) A Statement of Write-in Candidacy that contains the following information:
  - (1) Candidate's name;
  - (2) Candidate's complete residence address, including street and number, if any;
  - (3) A declaration stating that he/she is a write-in candidate;
  - (4) The title of the office for which he/she is running;
  - (5) The date of the election.
  - (6) For any of the offices described in Section 13.5, a statement that the candidate meets the statutory and constitutional requirements for that office as described in that section. **§ 8600(a)**
  
- (b) The requisite number of signatures on the Nomination Papers, if any, required pursuant to Sections 8062, 10220, or 10510, or in the case of a special district not subject to the Uniform District Election Law (commencing with Section 10500), the number of signatures required by the principal act of the district. **§ 8600(b)**

The Statement of Write-in Candidacy form shall be available from the Registrar of Voters' office on **September 9, 2024**. The statement shall be delivered to the Registrar of Voters no later than the 14th day prior to the election, **October 22, 2024, 5:00 p.m.** **§ 8601**

Signers of Nomination Papers for write-in candidates in a Primary Election shall be voters in the district or political subdivision in which the candidate is to be voted on. In addition, if the candidate is seeking a party nomination for an office, the signers shall also be affiliated with the party whose nomination is sought. **§ 8603**

No fee or charge shall be required of a write-in candidate. **§ 8604**

No person whose name has been written in upon a ballot for an office at the Primary Election may have his/her name placed upon the ballot as a candidate for that office for the ensuing General Election unless one of the following statements is applicable:

- (a) At that Primary Election, the write-in candidate must receive votes for a partisan office equal in number to at least 1 percent of all votes cast for the office at the last preceding General Election at which the office was filled. In the case of an office that has not appeared on the ballot since its creation, the requisite number

of votes shall equal 1 percent of the number of all votes cast for the office that had the least number of votes in the most recent General Election in the jurisdiction in which the write-in candidate is seeking office. **§ 8605(a)**

(b) He/she is an independent nominee for a partisan office. A candidate for nonpartisan office or for voter-nominated office may be nominated subsequent to, or by other means than, a Primary Election only if a candidate was not nominated or elected at the Primary Election for that office. **§§ 8300-8550**



(c) Write-in candidates for voter-nominated offices can only run in the Primary Election. A write-in candidate for a voter-nominated office from the Primary Election is eligible to have his/her name on the ballot in the General Election only if that candidate is one of the top-two vote getters at the Primary Election. **§ 8605(c)**

**CAMPAIGN DISCLOSURE FILING SCHEDULE**  
**(Government Code §§ 81000-91015)**

<u>GENERAL ELECTION</u>		
TYPE OF STATEMENT	PERIOD COVERED	FILING DEADLINE
1ST PRE-ELECTION	JULY 1 - SEPTEMBER 21, 2024	SEPTEMBER 26, 2024
2ND PRE-ELECTION*	SEPTEMBER 22 - OCTOBER 19, 2024	OCTOBER 24, 2024
LATE CONTRIBUTION	AUGUST 7 - NOVEMBER 5, 2024	WITHIN 24 HOURS OF RECEIPT OF \$1,000
SEMI-ANNUAL	OCTOBER 20 - DECEMBER 31, 2024	JANUARY 31, 2025

**IMPORTANT**

**NOTE:** If the contest is in a run-off at the General Election, candidates for Orange County Board of Supervisors must also submit a post filing by **November 18, 2024**, covering the period of **October 18, 2024** through **November 13, 2024**. The semi-annual report filed by **February 1, 2025**, will cover the period **November 14, 2024** through **December 31, 2024**.

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.

**FAILURE TO FILE OR LATE FILING OF CAMPAIGN DISCLOSURE STATEMENTS COULD RESULT IN MONETARY FINES.**



**\*The second pre-election statements must be sent by personal or guaranteed overnight delivery. All other type of statements (first pre-election and semi-annual) may be sent by first class mail.**

Campaign statements containing 30 pages or less may be faxed provided that the transmitted copy of the campaign statement is the exact copy of the original. The original statement (with an original signature) must be sent by first-class mail, guaranteed overnight delivery, or personal delivery within 24 hours of the filing deadline. See information in the campaign reporting kit for more details.

For technical questions regarding completion of campaign disclosure forms, please contact:

Fair Political Practices Commission  
 1102 Q Street, Suite 3000  
 Sacramento, California 95811  
 1-866-275-3772\*1; fppc.ca.gov

## **CAMPAIGN DISCLOSURE FILING REQUIREMENTS**

For detailed information on Campaign Disclosure Statements, see Campaign Disclosure Manual 2. The manual is prepared by the Fair Political Practices Commission, and it is included in each candidate's campaign reporting kit.

Any individual who intends to be a candidate for elective office shall file a Candidate Intention Statement (Form 501) for the specific office sought. A separate Form 501 must be filed for each election, including re-election to the same office. This statement shall be signed under penalty of perjury and filed prior to the solicitation or receipt of any contribution or loan, including expenditures made from personal funds used for campaign purposes.

**Gov't § 85200**

If you plan on spending two thousand dollars (\$2,000) or more in a calendar year, you will receive a campaign reporting kit when you file for office. The kit contains all the necessary forms and instructions for filing your required Campaign Disclosure Statements. A Statement of Organization-Recipient Committee (Form 410) shall be filed with the Secretary of State's Political Reform Division within 10 days of qualifying as a committee by receiving contributions totaling \$2,000 or more in a calendar year.

**Gov't §§ 82013(a), 84101**

If you plan on spending less than two thousand dollars (\$2,000) in a calendar year, you will receive a form 470 (short form) when you file for office. Every candidate or officeholder who has filed a short form and who thereafter receives contributions or makes expenditures totaling two thousand dollars (\$2,000) or more in a calendar year, shall send written notification to the Secretary of State, the local filing officer, and each candidate contending for the same office within 48 hours of receiving or expending a total of two thousand dollars (\$2,000). The written notification shall revoke the previously filed short form statement. For additional filing obligations, refer to Manual 2 for local office candidates.

**Gov't § 84206**

If you have questions concerning campaign disclosure reporting, call (714) 567-7558 for assistance or additional filing forms or contact the Fair Political Practices Commission at its website: [fppc.ca.gov](http://fppc.ca.gov) or call its toll free number: (866) 275-3772\*1.

## ELECTRONIC FILING

An electronic filing system is now available for you to file your Campaign Disclosure Statements. The system is a web-based data entry filing system. It allows candidates and campaign committees to submit disclosure reports as mandated by the California Political Reform Act. **This system is available free of charge.**

**State Legislative Candidates:** All candidates for legislative offices who raise or spend \$25,000 or more must file their contribution and expenditure disclosure statements electronically and on paper. Log-on instructions and approved electronic filing vendors are posted on the Political Reform Division's page on the Secretary of State's website at [www.sos.ca.gov/prd/electronic-filing-info](http://www.sos.ca.gov/prd/electronic-filing-info).

**County Candidates and Officers:** Section 1-6-30 of the Orange County Code of Ordinances, which is a section of the Orange County Campaign Reform Ordinance adopted by the Orange County Board of Supervisors in October of 2008, requires elected County candidates and officers and their committees who must file campaign disclosure statements or reports with the Orange County Registrar of Voters and who receive contributions or loans totaling more than \$25,000 to file their statements and reports electronically and on paper with the Registrar of Voters. This section applies to the following County offices and candidates for those offices: County Supervisor, Sheriff-Coroner, District Attorney-Public Administrator, Assessor, County Treasurer-Tax Collector, Clerk-Recorder, Auditor-Controller, and County Superintendent of Schools. To use this system, call (714) 567-7558 to receive your user name and password. Then, you may access the system at [ocvote.gov/efile](http://ocvote.gov/efile). A user's guide is available on the site.

**Congressional Candidates:** A congressional candidate should contact the Federal Election Commission at 1050 First Street, NE, Washington, D.C. 20463 or call toll-free (800) 424-9530 for a copy of the Federal Election Campaign Act as amended, related regulations providing the filing requirements for reporting campaign contributions, and the forms on which to file.

**Other Candidates:** While the County ordinance only requires the offices mentioned above to file electronically, the system is available to anyone required to file campaign finance disclosure documents with the Registrar of Voters' office. If you wish to electronically file your campaign finance disclosure documents, let the Registrar of Voters' office know of your desire to do so by calling (714) 567-7558. You will receive your user name and password.

**NetFile Requirements:** The NetFile Campaign Admin System is a web-based service allowing anyone with internet access to use the system.

**System Requirements:** Because the system is web-based, any computer with Internet access will work. **Software Requirements:** You will need the following software to use the NetFile Campaign Admin System. The latest version of any of the following web browsers: Edge, Mozilla Firefox, Apple Safari, Google Chrome, and Opera.

## CODE OF FAIR CAMPAIGN PRACTICES

At the time an individual is issued his/her Declaration of Candidacy, Nomination Papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the Code of Fair Campaign Practices and a copy of the provisions of Chapter 5 of Division 20 of the Elections Code. The elections official shall inform each candidate for public office that **subscription to the code is voluntary.** **§ 20440**

In the case of a committee making an independent expenditure as defined in section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of the provisions of Chapter 5 of Division 20 of the Elections Code 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. **§ 20440**

The Registrar of Voters 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. **§ 20442**

Every code subscribed to by a candidate for public office pursuant to Chapter 6 of Division 20 of the Elections Code is a public record open for public inspection. **§ 20443**

In no event shall a candidate for public office be required to subscribe to or endorse the code. **§ 20444**

## STATEMENT OF ECONOMIC INTERESTS - FORM 700

**Candidates for School Board and Special Districts must file a Statement of Economic Interests (Form 700) before or at the same time as the filing of his/her Declaration of Candidacy or no later than August 9, 2024. Gov't Code § 87201**

The following candidates are required to file a Statement of Economic Interests (Form 700) during the period for filing a Declaration of Candidacy. This article is applicable to elected state officers, Judges and Commissioners of courts of the Judicial Branch of government, Members of the Public Utilities Commission, Members of the State Energy Resources Conservation and Development Commission, Members of the Fair Political Practices Commission, Members of the California Coastal Commission, Members of planning commissions, Members of the Board of Supervisors, District Attorneys, County Counsels, County Treasurers and Chief Administrative Officers of counties, Mayors, City Managers, City Attorneys, City Treasurers, and Chief Administrative Officers and Members of City Councils of cities, other public officials who manage public investments, and to candidates for any of these offices at any election. **Gov't. Code § 87200**

Every candidate for an office specified in Government Code section 87200 other than a Justice of an Appellate Court or the Supreme Court shall file no later than the final filing date of a Declaration of Candidacy, a Statement of Economic Interests (Form 700) with the county elections official, disclosing his/her investments, his/her interests in real property, and any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended.

The statement shall not be required if the candidate has filed, within 60 days prior to the filing of his/her Declaration of Candidacy, a statement for the same jurisdiction pursuant to Government Code sections 87202 or 87203. **Gov't. Code § 87201**

### **FILING DATE**

Statement of Economic Interests (Form 700) is to be completed and returned to the Registrar of Voters' office **prior to the deadline to file a Declaration of Candidacy.** Each candidate will receive a Statement of Economic Interests form and instructions when issued the Declaration of Candidacy. Any questions regarding your Form 700, contact the following:

Orange County Registrar of Voters  
1300 South Grand Avenue, Building C  
Santa Ana, CA 92705  
PO Box 11298  
(714) 567-7558

For technical questions regarding completion of the Form 700, please contact:

Fair Political Practices Commission  
1102 Q Street, Suite 3000  
Sacramento, California 95811  
1-866-275-3772 \*1; fppc.ca.gov

## **POLITICAL ADVERTISEMENT REQUIREMENTS**

Any paid political advertisement which 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. **§ 20008**

## **SIMULATED BALLOT REQUIREMENTS**

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 of 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:

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### NOTICE TO VOTERS (Required by law)

This is not an official ballot or an official Voter Information Guide prepared by the county elections official or the Secretary of State.

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

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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.

No simulated ballot or simulated Voter Information Guide 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.

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. **§ 20009**



**STATEMENT OF RESPONSIBILITY  
FOR TEMPORARY POLITICAL SIGNS**

ODA-0027 (REV 10/2022)

Election Date:  March  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):

Email (Optional):

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:**

Department of Transportation  
Division of Traffic Operations  
Outdoor Advertising Program  
P.O. Box 942873, MS-36  
Sacramento, CA 94273-0001  
Email: [ODA@dot.ca.gov](mailto:ODA@dot.ca.gov)

**ADA Notice** This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at [Forms.Management.Unit@dot.ca.gov](mailto:Forms.Management.Unit@dot.ca.gov).

## OBSERVATION GUIDELINES

The election process is a public affair and anyone who wishes may observe. However, the vote of the individual citizen is secret, and no one may interfere with a voter's right to cast a secret ballot. Members of the precinct boards are sworn election officials of the County of Orange and have complete responsibility for conducting all phases of the election in their precinct. Certain standards are expected of observers:

- Any person who in any manner interferes with the officers holding an election or conducting a canvass, or with the voters lawfully exercising their rights of voting at an election, as to prevent the election or canvass from being fairly held and lawfully conducted, is punishable by imprisonment in the state prison for 16 months or two or three years. **§ 18502**
- The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the Vote Centers. Do not ask to use the telephone or other facilities. Do not conduct a media interview inside a Vote Center.
- Only voters engaged in receiving, preparing, or depositing their ballots and persons authorized by the precinct board to keep order and enforce the law may be permitted to be within the voting booth area before the closing of the polls. **§ 14221**
- (a) Only members of the precinct board, and persons while signing their names on the roster, shall be permitted, during the hours within which voting is in progress, to sit at the desk or table used by the precinct board.  
(b) Any person may inspect the roster while voting is in progress and while votes are being counted. However, this shall not be done at a time or in a manner which will impede, interfere, or interrupt the normal process of voting. **§ 14223**
- No person on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a Vote Center or an elections official's office, a curbside voting area, or a ballot drop box:
  - (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; and
  - (d) Do any electioneering. Electioneering is defined as the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot.

"Vote Center 100 Foot" signs are posted outside Vote Centers, indicating the 100 foot boundary for electioneering. As used in this section, **"100 feet of a Vote Center or an elections official's office" means a distance of 100 feet from the entrance of a Vote Center, curbside voting location, or ballot drop box.**

Any person who violates any of the provisions of this section is guilty of a misdemeanor. **§ 18370**

- (a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a Vote

Center without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

(b) This section shall not apply to any of the following:

- (1) An unarmed uniformed guard or security personnel who is at the polling place to cast his/her vote;
- (2) A peace officer who is conducting official business in the course of his/her public employment or who is at the Vote Center to cast his/her vote;
- (3) A private guard or security personnel hired or arranged for by a city or county elections official; and
- (4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the Vote Center is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

**§ 18544**

- The Precinct Board will attempt to respond to any reasonable, lawful requests from observers. The Registrar of Voters' office has instructed Precinct Officers to ask unruly poll watchers to leave, and to ask for assistance from the local law enforcement agency, if necessary.

### **ELECTION NIGHT RESULTS**

Orange County uses a central location for tallying votes. All ballots are tabulated in the Registrar of Voters' Tally Center located at 1300 S. Grand Ave., Building C, Santa Ana.

The vote counting procedure is open to public viewing. Unofficial results are available throughout the evening of the election in the Registrar of Voters' office beginning at approximately 8:05 p.m. and continuing until all precinct ballots have been tallied. Results may also be obtained by calling the Registrar of Voters' office at (714) 567-7600 or visiting our web site at [ocvote.gov](http://ocvote.gov).

It is the Registrar of Voters practice to post unofficial election results more frequently than statutorily required.

The first election results report for the 2024 Presidential General Election will be posted about 8:05 p.m. after Vote Centers close. This will include votes from vote-by-mail ballots received before Election Day, processed, accepted for counting, and scanned.

As votes from Vote Centers are securely transported by two-person teams with a Sheriff's Department escort to the Registrar of Voters' office in Santa Ana, updated results reports will be posted at 9:30 p.m. and every half-hour thereafter until all in-person ballots are included in the results.

## PENAL PROVISIONS

- (a) The Legislature finds and declares that the voters of California are entitled to accurate representations in materials that are directed to them in efforts to influence how they vote.
- (b) No person shall publish or cause to be published, with intent to deceive, any campaign advertisement containing a signature that the person knows to be unauthorized.
- (c) For purposes of this section, "campaign advertisement" means any communication directed to voters by means of a mass mailing as defined in Section 82041.5 of the Government Code, a paid television, radio, or newspaper advertisement, an outdoor advertisement, or any other printed matter, if the expenditures for that communication are required to be reported by Chapter 4 (commencing with Section 84100) of Title 9 of the Government Code.
- (d) For purposes of this section, an authorization to use a signature shall be oral or written.
- (e) Nothing in this section shall be construed to prohibit a person from publishing or causing to be published a reproduction of all or part of a document containing an actual or authorized signature, provided that the signature so reproduced shall not, with the intent to deceive, be incorporated into another document in a manner that falsely suggests that the person whose signature is reproduced has signed the other document.
- (f) Any knowing or willful violation of this section is a public offense punishable by imprisonment in the state prison or in a county jail, or by a fine not to exceed fifty thousand dollars (\$50,000), or by both that fine and imprisonment.
- (g) As used in this section, "signature" means either of the following:
  - (1) A handwritten or mechanical signature, or a copy thereof.
  - (2) Any representation of a person's name, including, but not limited to, a printed or typewritten representation, that serves the same purpose as a handwritten or mechanical signature.

**Penal § 115.1**

Every person who subscribes to any nomination petition a fictitious name, or who intentionally subscribes thereto the name of another, or who causes another to subscribe such a name to such a petition, is guilty of a felony and is punishable by imprisonment in the state prison for 16 months or two or three years.

**§ 18200**

Any person who falsely makes or fraudulently defaces or destroys all or any part of a Nomination Paper, is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment.

**§ 18201**

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any Nomination Paper or Declaration of Candidacy in his/her possession, entitled to be filed under the provisions of this code.

**§ 18202**

## **PENAL PROVISIONS**

(Continued)

Any person who files or submits for filing a Nomination Paper or Declaration of Candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. **§ 18203**

Any person who willfully suppresses all or any part of a Nomination Paper or Declaration of Candidacy either before or after filing is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. **§ 18204**

A person shall not directly or through any other person advance, pay, solicit, or receive or cause to be advanced, paid, solicited, or received any money or other valuable consideration to or for the use of any person in order to induce a person not to become or to withdraw as a candidate for public office. Violation of this section shall be punishable by imprisonment in the state prison for 16 months or two or three years. **§ 18205**

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 Sections 11327 or 13307, with the intent to mislead the voters in connection with his/her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000). **§ 18351**

(a) A person shall not, on election day, or at any time that a voter may be casting a ballot, within the 100-foot limit specified in subdivision (b), do any of the following:

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

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

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

(c) A person shall not, on election day, or at any time that a voter may be casting a ballot, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

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

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

**§ 18370**

**PENAL PROVISIONS**

(Continued)

(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of an 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/she knows the vote-by-mail voter is voting. **§ 18371(a)**

(b) Any person who knowingly violates this section is guilty of a misdemeanor. **§ 18371(b)**

(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. **§ 18371(c)**

No one who holds, or who is seeking election or appointment to, any office shall, directly or indirectly, offer or arrange for any increase in compensation or salary for an employee of a state or local agency in exchange for, or a promise of, a contribution or loan to any committee controlled directly or indirectly by the person who holds, or who is seeking election or appointment to, an office. A violation of this section is punishable by imprisonment in a county jail for a period not exceeding one year, a fine not exceeding five thousand dollars (\$5,000), or by both that imprisonment and fine. **Gov't § 3205.5**

## **SERVICES TO CANDIDATES**

### **MAPS**

Electronic Maps (Shapefiles and PDFs) with district and precinct boundaries are available. A printed set of precinct maps is also located on our public counter. If you wish to purchase printed custom maps for a small fee, call the Map Unit at (714) 567-7610.

### **REGISTRATION FORMS**

For candidates and committees wishing to conduct registration drives to register voters, registration forms are available at the Registrar's office from the Voter Registration Specialist. You may obtain the quantity of registration forms you deem necessary, upon availability. You will be asked to complete a Statement of Distribution form at the time the forms are issued to you. For further information, please call (714) 567-7569.

### **COMPUTER PRODUCTS**

**Registered Voter File:** Candidates may purchase the registered voter file on a USB drive or for secure download. The file is in alphabetical sequence and can be ordered with the names of all voters in Orange County or just the voters in a particular city or district. Call (714) 834-7116 for more information or go to [ocvote.gov](http://ocvote.gov) to make your purchase online. Click on "Data Central" and click on "Order Voter Registration Data". The Registrar of Voters office does not provide technical support.

**INDICES (WALKING LISTS):** All candidates are entitled to purchase indexes. These are printed lists of registered voters by precinct, listed by address with the street names arranged alphabetically and street numbers in numerical order for a given street name.

Each candidate may purchase up to two copies (sets) of indexes for his/her own use or the use of his/her committee. These may be a complete set, including all precincts within the district in which the candidate is running, or a partial set, including some of the precincts in the district. Indexes sell for \$1.50 per thousand names or portion thereof. Indexes may be ordered by filling out the proper form at the Registrar of Voter's office or by writing a letter to the Registrar of Voter's office, requesting indexes for a certain district. The cost of the product is payable in advance at the time the product is requested. For further information, please call (714) 834-7116.

The candidate must complete a written request form containing a signed declaration that the data purchased will be used only for election purposes.

Products are usually available within 3-4 days of placing the order (depending on job scheduling). For further information, please call (714) 834-7116.

## **IMPORTANT TELEPHONE NUMBERS/WEBSITES**

### **ORANGE COUNTY REGISTRAR OF VOTERS**

GENERAL INFORMATION	(714) 567-7600
FAX	(714) 567-7556
WEBSITE	<a href="http://ocvote.gov">ocvote.gov</a>
VOTE-BY-MAIL VOTER DIVISION (Vote-by-Mail Ballot Applications, Information)	(714) 567-7560
CAMPAIGN DISCLOSURE DIVISION (Financial Disclosure Statements, Information)	(714) 567-7558
CAMPAIGN MATERIALS DIVISION (Maps, Precinct Information) (Voter List, Street Index, Information on a USB drive)	(714) 567-7610 (714) 834-7116
CANDIDATE FILING DIVISION (Filing Requirements for Office)	(714) 567-7600
VOTER REGISTRATION DIVISION (Voter Registration Forms, Information)	(714) 567-7569

### **OFFICE OF THE SECRETARY OF STATE**

ELECTIONS DIVISION	(916) 657-2166
FAX (General Information, Filing for State/Federal Offices)	(916) 653-3214
WEBSITE	<a href="http://sos.ca.gov">sos.ca.gov</a>
POLITICAL REFORM DIVISION (Mon - Fri, 8:00 am - 5:00 pm) (Committee ID Number, Termination)	(916) 653-6224

### **FAIR POLITICAL PRACTICES COMMISSION**

ADVICE (Mon -Thurs, 9:00 am – 11:30 am)	(866) 275-3772*1
FAX	(916) 322-0886
WEBSITE	<a href="http://fppc.ca.gov">fppc.ca.gov</a>
ENFORCEMENT DIVISION EMAIL (File Complaint under Political Reform Act)	<a href="mailto:complaint@fppc.ca.gov">complaint@fppc.ca.gov</a> (916) 322-5660

### **STATE FRANCHISE TAX BOARD (Mon - Fri, 7:00 am – 5:00 pm)**

AUTOMATED INFORMATION (Committee Tax Status, Tax Deductible Contributions Charitable Non-Profit Groups, General Information)	(800) 852-5711 (800) 338-0505
WEBSITE	<a href="http://ftb.ca.gov">ftb.ca.gov</a>
CA RELAY SERVICE -- TDD	(800) 822-6268

### **FEDERAL ELECTION COMMISSION**

(Federal Campaign Finance Law)	(800) 424-9530
WEBSITE	<a href="http://fec.gov">fec.gov</a>

## ELECTRONIC AND PRINTED MAPS INFORMATION

### **Map Central:**

Our Interactive Mapping Tool provides a user-friendly visual representation of the election results in Orange County. The tool offers various customization options to easily explore and analyze the results of elections by contests, precincts, and voting methods in a map format.



*[ocvote.gov/map-central](https://ocvote.gov/map-central)*

### **Electronic or Printed Maps:**

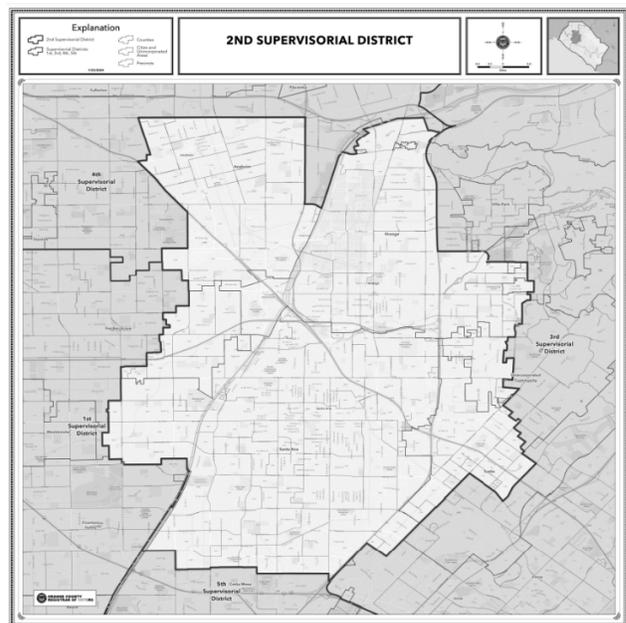
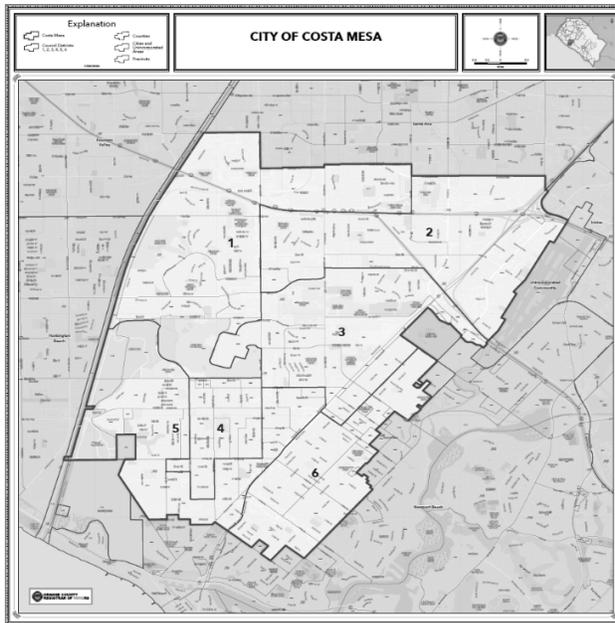
Shapefiles and PDFs with district and precinct boundaries are available for download.

Printed maps are available for a small fee. You can order your map and complete your purchase online at [ocvote.gov/maps-and-gis](https://ocvote.gov/maps-and-gis).



*[ocvote.gov/maps-and-gis](https://ocvote.gov/maps-and-gis)*

Printed maps can either be mailed or picked up at our office. Please allow two business days for printed map orders to be filled.



### **Contact Information:**

For any questions, please contact the Registrar of Voters at (714) 567-7610, or view “Services to Candidates” on page 74 of this Handbook.