

# Candidate's Handbook

for the March 9, 2021  
Second Supervisorial District  
Vacancy Election



Orange County  
Registrar of Voters  
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ORANGE COUNTY  
REGISTRAR OF VOTERS

**THE CANDIDATE'S HANDBOOK FOR THE SECOND SUPERVISORIAL DISTRICT VACANCY 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 AND, THEREFORE, THE HANDBOOK IS NOT TO BE 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.**



# TABLE OF CONTENTS

	<b>Page(s)</b>
Election Calendar	5-9
Office to be Filled	10
Filing Fee	10
Nomination Signatures Required	10
Signatures-In-Lieu of Filing Fee and Information	11-12
Date of Taking Office	12
General Qualifications to Run For and Hold Public Office	13
Special Qualifications to Run For and Hold Public Office	14
Declaration of Candidacy and Nomination Papers	15-18
Ballot Designations	19-28
Ballot Order of Candidates	28
Write-In Candidate Procedures	29
Candidate's Statement (of Qualifications)	30-31
Candidate's Statement Cost	32
Candidate's Statement Formatting Guidelines	33-34
Candidate's Statement Word Count	35
Campaign Disclosure Filing Schedule	36
Campaign Disclosure Filing Requirements	37-38
Code of Fair Campaign Practices	38
Statement of Economic Interests	39
Political Advertisement Requirements	40
Poll Watcher Guidelines	41-42
Election Night Results	42
Penal Provisions	43-45
Services to Candidates	46
Important Telephone Numbers/Websites	47



**SECOND SUPERVISORIAL DISTRICT  
VACANCY ELECTION CALENDAR  
March 9, 2021 Special Election**

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

**January 5, 2021  
through  
January 25, 2021  
(E-63 – 43)**

**SIGNATURES-IN-LIEU OF FILING FEE PETITIONS:**

Dates between which candidates may obtain from the Registrar of Voters petition forms for securing Signatures-in-Lieu of paying all of, or any part of, the Filing Fee for office.

**§§ 1-2-10.2(b) of Orange County Ordinance, 8061, 8106**

Only registered voters who are qualified to vote for the candidate may sign the petition. No voter shall sign more petitions for candidates than there are offices to be filled.

**§ 8106**

The Registrar of Voters will issue forms for obtaining the minimum number of Signatures-in-Lieu of Filing Fee. If the candidate requires an additional quantity of forms, the candidate may duplicate a blank form to obtain the desired quantity.

**§ 8106(b)**

Signatures on Petitions-in-Lieu of Filing Fee may be applied to and combined with the valid number of signatures on the Nomination Papers to satisfy the signature requirement for the office.

**§ 8061**

The last day to file Signatures-in-Lieu of Filing Fee Petitions is **January 25, 2021, 5:00 p.m.**

**§§ 8105, 8106**

**January 5, 2021  
through  
January 25, 2021  
(E-63 – 43)**

**DECLARATION OF CANDIDACY AND NOMINATION**

**PAPERS:** Nomination Papers and Declaration of Candidacy forms may be obtained from and must be delivered for filing to the Registrar of Voters from **January 5, 2021 through January 25, 2021, 5:00 p.m.**

**§1-2-10.2(b) of Orange County Ordinance, § 8020, § 8061, § 8100**

The signers of Nomination Papers must be registered voters in the district or political subdivision in which the candidate is to be voted on.

**§ 8068**

Filing Fees must be paid at the time the Nomination Papers are obtained from the Registrar of Voters. This fee is nonrefundable.

Signatures appearing on a filed Petition-in-Lieu of Filing Fee can be counted toward the number of signatures required for the candidate's Nomination Paper. If the candidate's Petition-in-Lieu of Filing Fee contains the requisite number of valid signatures required for his/her Nomination Paper, the Registrar of Voters shall not require the candidate to circulate a Nomination Paper to be signed by qualified registered voters.

**§§ 8061, 8105, 8106**

Candidates who submit Petitions-in-Lieu of Filing Fee that do not contain the requisite number of signatures for the Nomination Paper are still entitled to file Nomination Papers provided the Filing Fee has been paid.

**§§ 8061, 8106**

**January 5, 2021  
through  
January 25, 2021  
(E-63 – 43)**

**STATEMENT OF ECONOMIC INTERESTS:** Every candidate shall file no later than the final filing date for the Declaration of Candidacy, a statement disclosing his/her investments and his/her interests in real property and any income received during the preceding 12 months. Such statement is not 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.

**Gov't §§ 87200, 87201, 87500**

**January 5, 2021  
through  
January 25, 2021  
(E-63– 43)**

**CANDIDATE'S STATEMENT OF QUALIFICATIONS:** Each candidate may prepare a statement on a form provided by the Registrar of Voters. 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.

**§§ 1-2-10.2(b) of Orange County Ordinance, 13307**

The Registrar of Voters will require each candidate filing a statement to pay in advance as a condition of having his/her statement included in the Voter Information Guide. This 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 at the time of filing the statement.

**§ 13307**

The Candidate's Statement is confidential until after the expiration of the filing period. Copies of all Candidates' Statements will be available for public inspection at the Registrar of Voters' office and on the Registrar of Voters' website for 10 calendar days prior to being submitted for printing.

**§§ 13311, 13313**

January 11, 2021  
through  
February 23, 2021  
(E-57 – 14)

**WRITE-IN CANDIDATES:** Period Statement of Write-in Candidacy and Nomination Papers are available for a write-in candidate. Papers must be filed with the Registrar of Voters by **February 23, 2021, 5:00 p.m.** § 8601

January 26, 2021  
(E-42)

**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 special election ballot. §§ 13112, 13113

January 26, 2021\*  
through  
February 4, 2021  
(E-42 – 33)

**PUBLIC REVIEW FOR CANDIDATES' STATEMENTS OF QUALIFICATIONS:** During this period, Candidates' Statements of Qualifications will be available for public examination. These statements will be available at the Registrar of Voters and will be posted on the Registrar of Voters' website. § 13313

January 28, 2021  
through  
February 16, 2021  
(E-40 – 21)

**VOTER INFORMATION GUIDE MAILING:** Between these dates, voter information guides will be mailed by the Registrar of Voters. §§ 9094, 3300

February 8, 2021  
(E-29)

**VOTE-BY-MAIL BALLOTS:** Vote-by-mail voting begins. All registered voters in Orange County will be mailed a ballot starting this day. § 3001, 3003, 3006

February 16, 2021  
(E-21)

**VOTE-BY-MAIL BOARDS COMMENCE TO PROCESS VOTE-BY-MAIL BALLOTS:** Processing of vote-by-mail ballots may begin on the 15th business day prior to the election. Processing vote-by-mail ballots includes 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(b)

February 22, 2021  
(E-15)

**LAST DAY TO REGISTER TO VOTE IN THIS ELECTION:** Closing date of registration for this election. § 2102

February 23, 2021  
through  
March 9, 2021  
(E-14 – 0)

**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 **February 23, 2021** and ending at the close of polls on **March 9, 2021**. §§ 331, 3500

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. § 3501

The ballots of new citizens shall be received and canvassed at the same time and under the same procedure as vote-by-mail voter ballots. **§ 3502**

**February 23, 2021  
through  
March 9, 2021  
(E-14 – 0)**

**CONDITIONAL VOTER REGISTRATION PERIOD:** During the period 14 days prior to Election Day and including Election Day, an individual can go to the office of his/her county elections official to conditionally register to vote and vote a provisional ballot.

**February 27, 2021  
(E-10)**

**SELECT VOTE CENTERS OPEN:** Starting this day, a select number of Vote Centers open throughout the Second Supervisorial District.

**March 3, 2021  
through  
March 9, 2021  
(E-6 – 0)**

**VOTE-BY-MAIL VOTING – EMERGENCY VOTING:** During this period, vote-by-mail ballots are available when conditions prevent voting at a Vote Center. Written application signed under penalty of perjury is required unless the absent voter's ballot is voted in the office of the elections official. **§ 3021**

**March 6, 2021  
(E-3)**

**ADDITIONAL VOTE CENTERS OPEN:** Starting this day, an additional number of Vote Centers open throughout the Second Supervisorial District.

**March 9, 2021  
(E-0)**

**ELECTION DAY:** Vote Centers will be open from 7:00 a.m. to 8:00 p.m. Ballots will be centrally counted at the Registrar of Voters' office. **§§ 1-2-10.2(a) of Orange County Ordinance, 14212, 15260**

**March 9, 2021  
(E-0)**

**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. **§§ 15150, 15151**

**March 10, 2021  
(E+1)**

**COMMENCE OFFICIAL CANVASS OF ELECTION RETURNS:** Votes will be canvassed by the Registrar of Voters. **§§ 10547, 15301**

**March 12, 2021  
(E+3)**

**VOTE-BY-MAIL VOTER BALLOTS RETURNED:** Deadline for the Registrar of Voters to receive vote-by-mail ballots by mail is **March 12, 2021**. A voter may deliver his/her vote-by-mail ballot in person to any Vote Center in the county by the close of the polls on Election Day, **March 9, 2021, 8:00 p.m.** If a vote-by-mail voter is unable to return the ballot, he/she may designate any person to return the ballot. **§§ 3017, 3020, 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 **March 9, 2021**), 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.

**§§ 3101(e), 3106, 3110, 3111, 3118, 14212**

**April 8, 2021  
(E+30)**

**CANVASS OF OFFICIAL RETURNS MUST BE COMPLETED**

**BY THIS DATE:** No later than this date, the county elections official must complete the canvass, certify its results, and submit it to the Board of Supervisors. **§ 15372**

**April 8, 2021  
(E+30)**

**CERTIFICATION OF ELECTION:** Approximately on this date, the elections official shall make and deliver to the person elected, a certificate of election signed by the elections official. **§ 15401**

\* Notice of Public Review Period for the Candidate Statements of Qualification and Ballot Designations is January 26, 2021 through February 4, 2021 for the March 9, 2021 Special Election to Fill a Vacancy in the office of Second District Supervisor.

Voters approved the County of Orange's Charter, which requires the Board of Supervisors to call a special election to fill a vacancy on the Board not less than 56 days nor more than 70 days after a vacancy on the Board occurs. The Board of Supervisors called a Special Election to be held on March 9, 2021 to fill the vacancy in the office of Second District Supervisor arising from the vacancy created by the election of Michelle Steel to the office of United States Representative, 48<sup>th</sup> District.

The public may examine all candidate statements and ballot designations submitted for the official Voter Information Guide. A copy of the materials is available in the Orange County Registrar of Voters' office and online at [ocvote.com](http://ocvote.com). Any person may also obtain a copy of these materials from the Registrar of Voters. A fee for copies may be charged.

In light of the expedited nature of the special election, candidates viewing their own, as well as other candidate statements and ballot designations during the public examination period are strongly encouraged to notify the Registrar of Voters of any errors or concerns at the earliest opportunity so that errors may be addressed before voter information guides are prepared for printing and distribution. Any delays may risk interfering with the conduct of the election.

**OFFICE FOR WHICH CANDIDATES ARE TO BE ELECTED**

**OFFICE TO BE FILLED**

**INCUMBENT**

**COUNTY SUPERVISOR**

Supervisor, Second District, Short Term

Vacant

**FILING FEE**

**THE FILING FEE IS NONREFUNDABLE**

<b><u>OFFICE</u></b>	<b><u>AMOUNT</u></b>	<b><u>% OF ANNUAL SALARY</u></b>
Supervisor, Second District Short Term	\$1,716.99	1%

The Filing Fee must be paid at the time Nomination Papers are issued. Check must be made payable to the REGISTRAR OF VOTERS. **The Filing Fee can be paid by cash, personal or certified check, credit card (MasterCard, Visa, American Express, and Discover), and postal money order.**

**Note:** The above fee can be paid in whole or in part by Signatures-in-Lieu of Filing Fee.  
**§§ 8103, 8104, 8105, 8106**

**NUMBER OF NOMINATION SIGNATURES REQUIRED**

<b>Supervisor, Second District, Short Term</b>	<b>20-40</b>
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In all cases, it is suggested that more than the minimum number of signatures be obtained (but not to exceed the maximum) so that in case any are marked "Not Sufficient", there will be enough "Sufficient" signatures remaining to validate the petition. Signatures to a candidate's Nomination Papers may not be withdrawn.

**NUMBER OF IN-LIEU OF FILING FEE PETITION SIGNATURES REQUIRED**

<b><u>OFFICE</u></b>	<b><u># OF SIGS REQUIRED IN-LIEU OF FILING FEE</u></b>	<b><u>VALUE PER 100 SIGS</u></b>
Supervisor, Second District Short Term	6,868	\$25.00

**SIGNATURES-IN-LIEU OF FILING FEE PETITION INFORMATION**

Signatures-in-lieu of Filing Fee Petitions can be obtained from the Registrar of Voters beginning **January 5, 2021**.

The Registrar of Voters will issue forms for obtaining the minimum number of Signatures-in-Lieu of paying a Filing Fee. If the candidate requires an additional quantity of forms, the candidate may duplicate a blank form to obtain the desired quantity.

**NOTE:** If a candidate wishes to designate another person to obtain and/or file his/her Signatures-in-Lieu of Filing Fee Petitions, he/she may do so without this designation being in writing.

A candidate may submit the appropriate number of signatures to cover all or any portion of the Filing Fee.

**A circulator of Signatures-in-Lieu of Filing Fee Petitions must be 18 years of age or older. He or she does not need to be a registered voter, be affiliated with the same political party as the candidate, or live in the district in which the candidate is to be voted on.** § 102, 8106(b)(4)

Any registered voter may sign a Signatures-in-Lieu of Filing Fee Petition for any candidate for whom he/she is eligible to vote. No voter shall sign more petitions for candidates than there are offices to be filled. If a voter signs more candidates' petitions than there are offices to be filled, the voter's signature will be valid only on those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled. § 8106(b)(2)

**IMPORTANT:** Each signer shall, at the time of signing the Signatures-in-Lieu of Filing Fee Petition, personally affix his/her signature, printed name and place of residence giving street and number and city, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. § 100

All valid signatures obtained on a Signatures-in-Lieu of Filing Fee Petition may be counted toward the number of voters required to sign a Nomination Paper. If a Signatures-in-Lieu of Filing Fee Petition contains the number of valid signatures required on a Nomination Paper, the candidate is not required to file Nomination Papers, but may request the Registrar of Voters to accept the Signatures-in-Lieu of Filing Fee Petition signatures instead of filing Nomination Papers. **The candidate must still file a Declaration of Candidacy.** If a Signatures-in-Lieu of Filing Fee Petition does not contain the number of valid signatures required on a Nomination Paper, the candidate must file, within the time period allowed for filing Nomination Papers, a Nomination Paper in order to obtain the requisite number of

valid signatures. A candidate who submits a Nomination Paper to supplement the number of valid signatures filed on a Signatures-in-Lieu of Filing Fee Petition need only submit enough signatures on the Nomination Paper which combined with the signatures appearing on the Signatures-in-Lieu of Filing Fee Petition equals the number of signatures required for nomination.

**Signatures-in-Lieu of Filing Fee Petitions do not need to be filed at the same time.**

They may be filed from **January 5, 2021** through **January 25, 2021, 5:00 p.m.**

A voter may sign both a candidate's Nomination Paper and his/her Signatures-in-Lieu of Filing Fee Petition. However, if signatures appearing on such documents are counted towards both the Nomination Paper and on the Signatures-in-Lieu of Filing Fee Petition signature requirements, a person may only sign one of the documents.

**ANY VOTER SIGNING A SIGNATURES-IN-LIEU OF FILING FEE PETITION MUST BE ELIGIBLE TO VOTE FOR THAT CANDIDATE.**

**THE FILING FEE OR PORTION THEREOF IS NONREFUNDABLE.**

**NOTE: The candidate is still required to file a Declaration of Candidacy during the nomination period (January 5, 2021 through January 25, 2021, 5:00 p.m.) even though he/she counts the signatures appearing on the Signatures-in-Lieu of Filing Fee Petition toward the number of signatures required for the candidate's Nomination Papers.**

**DATE OF TAKING OFFICE**

An elected member of the **Orange County Board of Supervisors, Second District, Short Term**, will take office following certification of the election.

## 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;**
- 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 office 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; Gov't §§ 1450, 1458**

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**

## SPECIAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE

### MEMBER OF THE BOARD OF SUPERVISORS

- must:** be a registered voter and otherwise qualified to vote for that office at the time Nomination Papers are issued to the person;
- have been a registered voter in the district which he/she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office;
- reside in the district during his/her incumbency; and
- not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

**§§ 20, 201, Gov't §§ 24001, 25040, 25041**

## DECLARATION OF CANDIDACY AND NOMINATION PAPERS

**Between January 5, 2021 and January 25, 2021, all candidates must file a Declaration of Candidacy and Nomination Papers.**

**The Filing Fee must be paid at the time the Declaration of Candidacy and Nomination Papers are obtained from the Registrar of Voters unless the candidate is filing Signatures-in-Lieu of Filing Fee Petitions to meet the Filing Fee requirement.**

**§§ 8105, 8106**

**THE FILING FEE IS NONREFUNDABLE!**

**January 5, 2021** is the first date that candidates may obtain, circulate and leave for filing or examination and certification, the Declaration of Candidacy and nomination documents. Upon request of a candidate, the county elections official shall provide the candidate with a Declaration of Candidacy. The county elections official shall not require the candidate to sign, file, or sign and file a Declaration of Candidacy as a condition of receiving Nomination Papers. **§ 8020**

The Registrar of Voters shall supply all forms required for nomination, and shall imprint a stamp which reads "Official Filing Form" and affix his/her signature. The forms shall be distributed without charge to all candidates applying for them, upon the pre-payment of the Filing Fee provided for in sections 8104-8106. **The Filing Fee will not be refunded in the event the candidate fails to qualify as a candidate.** **§§ 8101, 8106**

Information to be completed by the candidate on the Declaration of Candidacy form includes the candidate's name, occupational (ballot) designation, residence/business address, mailing address, phone number, party preference (if applicable), and includes a statement that he/she meets the statutory and constitutional qualifications for the office and that, if nominated, he/she will accept the nomination and not withdraw. **§ 8040**

If a candidate submits a Signatures-in-Lieu of Filing Fee Petition pursuant to section 8106, any valid signatures appearing on the petition will, if the candidate chooses, be counted toward the number of voters required to sign a Nomination Paper. If a Signatures-in-Lieu of Filing Fee Petition contains the requisite number of valid signatures needed on a Nomination Paper, the candidate is not required to file Nomination Papers, but may request the Registrar of Voters to accept the petition instead of filing Nomination Papers. **§ 8061**

**NOTE:** Even when using the Signatures-in-Lieu process, the candidate is still required to file a Declaration of Candidacy during the nomination period. **§ 8020**

All nomination documents must be filed with the Registrar of Voters by **January 25, 2021**.  
**§ 1-2-9.2(b) of Orange County Ordinance, § 8020**

**NOTE:** Every candidate must file a Declaration of Candidacy during the nomination period, whether or not a Nomination Paper is filed. The Declaration of Candidacy form must be obtained from and filed with the Registrar of Voters. **§ 8020**

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**

A candidate may, in a written statement, signed and dated by the candidate, designate a person to receive a Declaration of Candidacy form from the Registrar of Voters 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 delivered to the Registrar of Voters of the county of the candidate's residence by the 43rd day prior to the special election. If this date falls on a holiday, use next business day.

**§ 1-2-9.2(b) of Orange County Ordinance, § 8028**

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 it with the Registrar of Voters' office.

**IMPORTANT:** For County elected offices, the Oath on the Back of the Declaration of Candidacy is not the official Oath of Office. After Election Day, the Clerk of the Board of Supervisors will administer the Oath of Office to the person elected.

**CANDIDATE'S NAME**

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; or (b) Decree of any court of competent jurisdiction. **§ 13104**

For candidates with long names, there is a possibility that the Registrar of Voters' system may split the name. Due to space limitations of the ballot, the Registrar of Voters' office is unable to change column size, font size, etc., to accommodate long names. **A candidate should keep this in mind as he/she designates on his/her Declaration of Candidacy how he/she want his/her name to appear on the ballot.**



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.

## **DETAILED INSTRUCTIONS FOR CANDIDATES AND THEIR CIRCULATORS**

(Please read carefully before obtaining signatures)

### **CIRCULATORS**

Circulators (whether the candidate himself/herself or another person) perform the important duty of obtaining signatures of properly registered voters on the Nomination Papers. If the signatures are not obtained in accordance with law, the candidate's right to be placed on the ballot could be challenged.

All candidates should endeavor to obtain the required number of signatures as soon as possible, in order that their Nomination Papers may be returned to the Registrar of Voters for examination and filing. **ALL NOMINATION PAPERS DO NOT NEED TO BE FILED AT THE SAME TIME.**

A circulator (whether the candidate himself/herself or another person) must make a sworn statement that all the signatures he/she obtained on the Nomination Papers were made in his/her presence and that to the best of his/her knowledge and belief each signature is the genuine signature of the person whose name it purports to be. Accordingly, Nomination Papers may not be handed to someone else to obtain the signatures. Only one person may obtain signatures to a section of a Nomination Paper. **§ 8041**

Notwithstanding any other provision of law, any person who is a candidate for any office may obtain signatures to and sign his/her own Nomination Papers. His/her signature will be given the same effect as that of any other qualified signer. **§ 106**

Any person engaged in obtaining signatures to the Nomination Papers of a candidate for any office may, if otherwise qualified to sign the papers, sign the papers. The signature shall be given the same effect as that of any other qualified signer. **§ 106(b)**

Appointed circulators shall be 18 years of age or older. **§§ 102, 8066**

### **SIGNERS**

Signers shall be voters in the district or political subdivision in which the candidate is to be voted on. **The signer does not need to be affiliated with the same political party as the candidate.** **§§ 100, 8068**

**IMPORTANT: Each signer shall, at the time of signing Nomination Papers, personally affix his/her signature, printed name and place of residence, giving street and number and city,** and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. **§ 100**

Only a person who is an eligible registered voter at the time of signing the Nomination Paper is entitled to sign it. Each signer shall, at the time of signing the Nomination Paper, personally affix his/her signature, printed name and place of residence, giving street and number and city, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. **§ 100**

Signatures to a Nomination Paper shall not be obtained by the Registrar of Voters, or by the deputies in the office of the Registrar of Voters, nor within 100 feet of any election booth or Vote Center, including the Registrar of Voters' office. **§§ 6123, 6383, 6592, 8452**

No signer shall, at the time of signing a Nomination Paper, have his/her name signed to any other Nomination Paper for any other candidate for the same office, or, in case there are several places to be filled in the same office, signed to more nomination papers for candidates for that office than there are offices to be filled. **§ 8069**

Before filing or forwarding for filing any Declaration of Candidacy or Nomination Papers, the Registrar of Voters will verify the signatures on the Nomination Papers with the registration affidavits on file in the office of the Registrar of Voters. The Registrar of Voters will mark "not sufficient" any signature which does not appear in the same handwriting as appears on the affidavit of registration in his/her office. The Registrar of Voters may cease to verify signatures once the minimum requisite number of signatures has been verified. **§ 8081**

**BALLOT DESIGNATIONS FOR CANDIDATES**  
**(§13107; Secretary of State Ballot Designation Regulations,  
Ca. Admin. Code Regs. Tit. 2, § 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”.  
**CA Admin Code, Title 2, Division 7, § 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. **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.



## **BALLOT DESIGNATIONS (CONTINUED)**

- (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.**

**CA Admin Code, Title 2, Division 7, § 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.

**CA Admin Code, Title 2, Division 7, § 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.

**CA Admin Code, Title 2, Division 7, § 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.

**CA Admin Code, Title 2, Division 7, § 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.

**CA Admin Code, Title 2, Division 7, § 20714(a)(1)**

## **BALLOT DESIGNATIONS (CONTINUED)**

**“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.

**CA Admin Code, Title 2, Division 7, § 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.

**CA Admin Code, Title 2, Division 7, § 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.

**CA Admin Code, Title 2, Division 7, § 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.

**CA Admin Code, Title 2, Division 7, § 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 (“/”).

**CA Admin Code, Title 2, Division 7, §§ 20714(e)(1)(2)(3)**

## **BALLOT DESIGNATIONS (CONTINUED)**

- (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.**

**CA Admin Code, Title 2, Division 7, §§ 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. **CA Admin Code, Title 2, Division 7, § 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.

## **BALLOT DESIGNATIONS (CONTINUED)**

- (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. Avocations may include, but are not limited to: hobbies, social activities, volunteer work (except as set forth under “Community Volunteer”), and matters pursued as an amateur.

**CA Admin Code, Title 2, Division 7, § 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 principle profession, vocation, or occupation, he/she must use his/her principle profession, vocation, or occupation as his/her Ballot Designation; (c) If the person is a PTA President (not a paid position) and also has a principle profession, vocation, or occupation, he/she **could not** use both the principle 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. 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.

**CA Admin Code, Title 2, Division 7, § 20716(b)(2)**

- (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. Examples of a status include, but are

## UNACCEPTABLE BALLOT DESIGNATIONS (CONTINUED)

not limited to: Veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, mother of eleven, activist, patriot, taxpayer, concerned citizen, Kiwanis Club President, PTA President, husband, and wife.

**CA Admin Code, Title 2, Division 7, § 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.

**CA Admin Code, Title 2, Division 7, § 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.

**CA Admin Code, Title 2, Division 7, § 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.

**CA Admin Code, Title 2, Division 7, § 20716(e)**

**\*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.

- (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. Examples of impermissible designations include: Former Congressman, Ex-Senator, and Former Educator.

**CA Admin Code, Title 2, Division 7, § 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 use as his/her ballot designation the word “Incumbent”, but may not use “Member of the Central Committee”.

**CA Admin Code, Title 2, Division 7, § 20712(e)**

**UNACCEPTABLE BALLOT DESIGNATIONS (CONTINUED)**

- (8) A Ballot Designation which uses the name of any political party, whether or not it has qualified for recognized ballot status. **§ 13107(b)(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. **CA Admin Code, Title 2, Division 7, § 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. **CA Admin Code, Title 2, Division 7, § 20716(j)(2)**
- (11) Pursuant to Elections Code 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. **CA Admin Code, Title 2, Division 7, § 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(a)(4)(b)**

## **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, Admin. § 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, Admin. § 20711**

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

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

**IMPORTANT**

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, 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 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.

In reviewing the 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, 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)**

 No Ballot Designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, **January 25, 2021, 5:00 p.m.**, except as specifically requested by the elections official to change an unacceptable designation. **§ 13107(g)**

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), 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 challenge a Ballot Designation in writing to the Registrar of Voters between **January 5, 2021 and January 25, 2021, 5:00 p.m.** After **January 25, 2021, 5:00 p.m.**, there is a Public Review Period – **January 26, 2021 through February 4, 2021** – during which time the public may challenge a Ballot Designation in court. A person may file a writ of mandate or injunction to require the Ballot Designation to be amended.

No Ballot Designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, **January 25, 2021, 5:00 p.m.**, except as specifically requested by the elections official or mandated by the court to change an unacceptable designation. **§ 13107(d)**

**EXCEPTION:** If a candidate files his/her Ballot Designation Worksheet, giving his/her desired Ballot Designation, on the last day of Candidate Filing, **January 25, 2021**, then a person may challenge that designation in writing to the Registrar of Voters until **January 26, 2021, 5:00 p.m.**

## **BALLOT ORDER OF CANDIDATES**

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. 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.

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 special election will be January 26, 2021, 11:00 a.m.** **§ 13112**

## WRITE-IN CANDIDATES

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

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 name of the office for which he/she is running;
- (5) The date of the election. **§ 8600(a)**

(b) The requisite number of signatures on the Nomination Papers, if any, required pursuant to section 8062, 10220, or 10510. **§ 8600(b)**

The Statement of Write-in Candidacy form and Nomination Papers shall be available from the Registrar of Voters' office on **January 11, 2021**. The Statement of Write-in Candidacy and Nomination Papers shall be delivered to the county elections official of the county in which the signers reside no later than the 14th day prior to the election, **February 23, 2021, 5:00 p.m.** **§ 8601**

The required number of signers to a write-in candidate's Nomination Paper for County Board of Supervisors is **not less than 20 nor more than 40**. **§ 8062**

Signers of Nomination Papers for write-in candidates shall be voters in the district or political subdivision in which the candidate is to be voted on. If the candidate is running for a nonpartisan office, the signers do not need to be affiliated with the party of the candidate. **§ 8603**

The write-in candidate may appoint persons to circulate the nomination papers. Circulators must be 18 years or older. **§§ 102, 8066**

## **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. **The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.** The candidate must sign the statement before it is filed in the office of the Registrar of Voters when his/her Nomination Papers are returned for filing. The statement shall be filed in the office of the elections official no later than the 42nd day before the election, **January 25, 2021, 5:00 p.m.** The statement **may be withdrawn, but not changed**, during the period for filing Nomination Papers and until **5:00 p.m.** of the next working day after the close of the nomination period. **§ 13307**

**IMPORTANT: 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**

### **NOTICE REQUIRED BY ELECTIONS CODE SECTION 13307 FOR ORANGE COUNTY BOARD OF SUPERVISORS**

The Orange County Board of Supervisors, by Resolution No. 76-136, adopted the following regulations:

1. The limitation on words for Candidates' Statements of Qualifications for candidates is increased from 200 words to 400 words.
2. The Candidates' Statements of Qualifications shall be prepared at the expense of the candidates and that only the cost of mailing such statements shall be borne by the County of Orange.

The Registrar of Voters will send to each voter a county voter information guide that 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)**

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

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(c)**

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(d)**

**NOTE: Pursuant to minority language provisions of the Federal Voting Rights Act, Orange County is required to provide election materials in the Chinese, Korean, Vietnamese and Spanish languages in addition to English. The materials covered by this Act include candidate statements. Therefore, all estimated costs include translating and printing of candidate 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 of Qualifications 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 of Qualifications filed on or before **January 25, 2021**, the public review period is **January 26, 2021 through February 4, 2021, 5:00 p.m.**, at the Registrar of Voters' office and on its website. **§ 13313**

**CHALLENGING A CANDIDATE'S STATEMENT:** During the Public Review Period – **January 26, 2021 through February 4, 2021** – 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. **§ 13314**

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)**

**PRINTED CANDIDATE'S STATEMENT OF QUALIFICATIONS COST**

<b><u>OFFICE</u></b>	<b><u>200 words</u></b>	<b><u>400 words</u></b>
Supervisor, Second District, Short Term	\$3,512.10	\$6,741.48

Any candidate needing information applicable to indigents should check with the Election Clerk.

Candidate's Statement costs are calculated using the following assumptions: Two 200- or One 400-word statements per contest, a 12-page Voter Information Guide, and based on registered voter counts from December 10, 2020.

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

<b><u>OFFICE</u></b>	<b><u>200 words</u></b>	<b><u>400 words</u></b>
Supervisor, Second District, Short Term	\$407.73	\$532.73

\*\*\* These Candidate's Statements of Qualification will NOT be printed in the voter's guide but can be viewed ONLY on ocvote.com.

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

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

## 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 xxxxxx 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 xxx. 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 xxxx 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. **The words reflected in the "occupation" field must follow the Ballot Designation Guidelines listed in this handbook.**

4. Do not underline or **bold** WORDS. **§ 13307(b)**

5. Words may NOT be all CAPITAL letters. **§ 13307(b)**

5. Do not use *italics* or different type styles or type sizes to highlight portions of the statement. §13307

6. A 200-word statement must fit on one quarter of a Sample Ballot page. 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.

8. You may block indent a paragraph as long as you do not use bullet points, stars, asterisks or numbers.

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.



Excessive number of paragraphs or block-indentation in a Candidate's Statement may cause the statement to not fit in the allotted space even though the word count hasn't exceeded 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.

**IMPORTANT**: 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**

**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.**

A candidate's statement written in the third person must be signed by the candidate, at the end of the statement.

**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 the cost of the statement and sign a Statement Agreement at the time the statement is filed. When the statement is filed, a copy of the signed statement and the signed Statement Agreement 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. **§ 13307(a)(2)**

**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.**

**CAMPAIGN DISCLOSURE FILING SCHEDULE**  
**(Government Code §§ 81000-91014)**

**SECOND SUPERVISORIAL DISTRICT VACANCY ELECTION**

<b><u>TYPE OF STATEMENT</u></b>	<b><u>PERIOD COVERED</u></b>	<b><u>FILING DEADLINE</u></b>
<b>1ST PRE-ELECTION</b>	<b>January 1, 2021 – January 23, 2021</b>	<b>January 28, 2021</b>
<b>2ND PRE-ELECTION*</b>	<b>January 24, 2021 – February 20, 2021</b>	<b>February 25, 2021</b>
<b>LATE CONTRIBUTION</b>	<b>December 9, 2020 – March 9, 2021</b>	<b>Within 24 hours of receipt of \$1,000</b>
<b>POST-ELECTION</b>	<b>February 21, 2021 – March 19, 2021</b>	<b>March 24, 2021</b>
<b>SEMI-ANNUAL</b>	<b>March 20, 2021 – June 30, 2021</b>	<b>July 31, 2021</b>

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

**Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for Form 496 and Form 497 due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.

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

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

**\*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.**

**NOTE:** For the Second Supervisorial District Vacancy Election, candidates must also submit a post-election filing by **March 24, 2021**, covering the period **February 21, 2021** through **March 19, 2021**.

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

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

## **ALL CANDIDATES ARE REQUIRED TO FILE CAMPAIGN DISCLOSURE STATEMENTS**

For detailed information on Campaign Disclosure Statements, see Campaign Disclosure Manual 2. This manual is prepared by the Fair Political Practices Commission, and can be found on its website at [fppc.ca.gov](http://fppc.ca.gov).

Any individual who intends to be a candidate for elective office shall file a Candidate Intention Statement (Form 501) for the specific office sought. Candidates are not required to file a Form 501 for the same office in a connected General Election after filing a Form 501 for the Primary Election. A separate Form 501 must be filed for each future 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. Code § 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. Code §§ 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. Code § 84206**

If you have questions concerning campaign disclosure reporting, call (714) 567-7558. For assistance or additional filing forms 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.**

**County Candidates and Officers:** Section 1-6-23 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 username and password. Then, you may access the system at [ocvote.com/efile](http://ocvote.com/efile). A user's guide is available on the site.

**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: Microsoft Internet Explorer, 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 until 30 days after the election. **§ 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 Member of the Board of Supervisors, 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 January 25, 2021. 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 High-Speed Rail Authority, 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  
P.O. 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 Voter Information Guide 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 county 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**

## ELECTION DAY - POLL WATCHING GUIDELINES

The election process is a public event 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 polls. Do not ask to use the telephone or other facilities.
- 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) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
  - (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
  - (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
  - (d) Do any electioneering.

As used in this section, **“100 feet of a Vote Center or an elections official's office” means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.**

Any person who violates any of the provisions of this section is guilty of a misdemeanor. **§ 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 Vote Center to cast his or her vote.
  - (2) A peace officer who is conducting official business in the course of his or her public employment or who is at the Vote Center to cast his or her vote.
  - (3) A private guard or security personnel hired or arranged for by a city or county elections official.

(4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the 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, in the Registrar of Voters' Tally Center, 1300 S. Grand Ave., Building C, Santa Ana. The vote counting procedure is open to the public. Unofficial results are available throughout Election Night, 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 by visiting our website at [ocvote.com](http://ocvote.com).

## 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 Gov't 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 Code § 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 sixteen 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 sixteen 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 sixteen 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 sixteen 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 sixteen 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 of Qualifications, 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**

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, a satellite location, or an elections official's office:

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

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

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

**§ 18370**

(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote-by-mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he/she knows the absentee voter is voting.

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

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

**§ 18371**

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. Code § 3205.5**

## **SERVICES TO CANDIDATES**

### **MAPS**

A set of precinct maps is located on our public counter. If you wish to purchase these maps, call our Map Unit at (714) 567-7586.

### **REGISTRATION FORMS**

For candidates and committees wishing to conduct registration drives to register voters, registration forms are available at the Registrar of Voters' 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 flash drive. 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.com](http://ocvote.com) to make a purchase online. Click on "Data Central" under the "Research" column on a menu at the bottom of the page; then click on "Data" at the top of the page and click on "Order Voter Registration Data". The Registrar of Voters' office does not provide technical support.

**INDEXES (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 50 cents per thousand names or portion thereof. Indexes may be ordered by filling out the proper form at the Registrar of Voters' office or by writing a letter to the Registrar of Voters' 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 fill out 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	ocvote.com
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 CD)	(714) 567-7586 (714) 834-7116
CANDIDATE FILING DIVISION (Filing Requirements for Office)	(714) 567-7561
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	sos.ca.gov
POLITICAL REFORM DIVISION (Mon - Fri, 8-5) (Committee ID Number, Termination)	(916) 653-6224
FAX	(916) 653-5045

### FAIR POLITICAL PRACTICES COMMISSION

TECHNICAL ASSISTANCE DIVISION (Mon -Thurs, 9 – 11:30)	(866) 275-3772
FAX (Campaign Disclosure, State Contribution Limits, Conflict of Interest Disclosure)	(916) 322-0886
WEBSITE	fppc.ca.gov
ENFORCEMENT DIVISION (File Complaint under Political Reform Act)	(916) 322-5660 (866) 275-3772-press 1

### STATE FRANCHISE TAX BOARD (Mon - Fri, 7-5)

AUTOMATED INFORMATION (Committee Tax Status, Tax Deductible Contributions Charitable Non-Profit Groups, General Information)	(800) 852-5711 (800) 338-0505
WEBSITE	ftb.ca.gov
CA RELAY SERVICE -- TDD	(800) 822-6268

### FEDERAL ELECTION COMMISSION

(Federal Campaign Disclosure, Contributions from National Banks, National Corporations, Foreign Nationals)	(800) 424-9530
WEBSITE	fec.gov