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# CANDIDATE'S HANDBOOK

Consolidated General Election  
November 8, 2011



**CONSOLIDATED GENERAL ELECTION  
COUNTY OF RIVERSIDE  
November 8, 2011**

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## NOTE TO CANDIDATES

This Candidate Handbook is intended to provide current and accurate information about the subject matter covered. It is distributed with the understanding that the Registrar of Voters does not render any legal advice and that this handbook is, therefore, not a substitute for legal counsel.

Unless otherwise indicated, the material in this handbook is a summary rather than a verbatim text of the code sections cited.



## To Contact the Registrar of Voters

The Registrar of Voters office is open from 8 a.m. to 5 p.m., Monday through Friday, excluding holidays. For information or detailed explanations, please call the appropriate number listed below:

General Information	(951) 486-7200 or 1-800-773-VOTE
FAX	(951) 486-7272
Internet Website	<a href="http://www.voteinfo.net">www.voteinfo.net</a>


### Questions Regarding:

Vote-by-Mail Voting	(951) 486-7207
Campaign Disclosure	(951) 486-7212
Candidate Filing	(951) 486-7212
Indexes and Mailing Labels	(951) 486-7314, (951) 486-7192
Precincts / Maps	(951) 486-7338
Voter Registration	(951) 486-7200 or 1-800-773-VOTE (8683)
Polling Places / Election Officers	(951) 486-7341 or 1-877-663-9906 Toll Free
TTY (Text Telephone)	(951) 697-8966

## DATES OF INTEREST TO CANDIDATES

DATE	DESCRIPTION
July 18 thru August 12	<p><b>Nomination Period</b> (E.C. §§ 10510 et seq., 10603)</p> <p>Between these dates candidates may obtain nomination material and file completed nomination documents with the Registrar of Voters.</p>
August 12	<p><b>Last Day to Withdraw Candidacy</b> (E.C. §§ 10510, 10603)</p> <p>Unless there is an extension of the nomination period.</p>
August 13	<p><b>Last Day to Withdraw Candidate Statement</b> (E.C. §§ 13307, 13311)</p> <p>Last day to withdraw candidate statement, unless there is an extension of the nomination period. Request to withdraw candidate statement must be made in writing and submitted by 5:00 p.m. Candidate statements shall remain confidential until this date.</p>
August 13 thru August 22	<p><b>Election Material Available (Public Exam Period)</b> (E.C. § 13313)</p> <p>During this period Candidate Statements are available for public inspection.</p> <p><u>Exception:</u> If there is an extension of the nomination period, the exam period will be from August 18 thru August 27.</p>
August 17	<p><b>Last Day of Extended Nomination Period</b> (E.C. §§ 10516, 10604)</p> <p>If an incumbent fails to file nomination documents by August 12, 2011, the nomination period will be extended for persons other than the incumbent. This will also extend the period for withdrawing candidacy. Not applicable if the office has no incumbent.</p>
August 17	<p><b>Last Day to File Petition Requesting the Election be Held in Event of Insufficient Nominees in Schools and Special Districts</b> (E.C. § 10515; Ed.C. § 5326)</p>
August 18	<p><b>Last Day to Withdraw Candidate Statement in Event of Extension</b> (E.C. §§ 10516, 10604, 13307)</p>
August 18 (11:00 a.m.)	<p><b>Drawing of Randomized Alphabet</b> (E.C. § 13112)</p> <p>Secretary of State will conduct a drawing of the alphabet for determining the order of candidates' names on the ballot.</p>
September 12	<p><b>First Day Forms will be Available for Write-In Candidacy</b> (E.C. § 8600 et seq.)</p> <p>Any qualified person wishing to file as a write-in candidate may pick up papers beginning this date. Forms are only available at the Registrar of Voters office.</p>

**DATES OF INTEREST TO CANDIDATES** (Continued)

DATE	DESCRIPTION
September 25 thru September 29	<p><b>Filing Period for First Pre-Election Campaign Disclosure Statement</b> (G.C. §§ 84200.5, 84200.8)</p> <p>Covers period ending September 24. Statements must be sent by first class mail or hand delivered.</p>
September 29 thru October 18	<p><b>Period for Registrar of Voters to Mail Sample Ballots to Voters</b> (E.C. §§ 13303, 13307)</p>
October 10	<p><b>First Day to Apply for Vote-by-Mail Ballot</b> (E.C. § 3001)</p> <p>Voters may apply by mail or vote at the Registrar of Voters office.</p>
October 23 thru October 27	<p><b>Filing Period for Second Pre-Election Campaign Disclosure Statement</b> (G.C. §§ 84200.5, 84200.8)</p> <p>Covers period ending October 22. Statement must be sent by guaranteed overnight delivery or hand delivered.</p>
October 24	<p><b>Last Day to Register to Vote or Change Address for this Election</b> (E.C. §§ 2106, 2107)</p>
October 25	<p><b>Last day to File Statement of Write-In Candidacy</b> (E.C. § 8600 et seq.)</p>
November 1	<p><b>Last Day of Regular Vote-by-Mail Ballot Application Period</b> (E.C. § 3001 et seq.)</p>
Before November 8	<p><b>Appointments in Lieu of Election in School Districts</b> (Ed. C. § 5328)</p> <p>The governing body of the district will appoint a qualified person to each office, which has no nominee, in the event the scheduled election is not held due to insufficient nominees.</p>
<p><b>November 8</b></p> 	<p><b>ELECTION DAY</b></p> <p>The polls will be open from 7:00 a.m. and will close at 8:00 p.m.</p>
November 21	<p><b>Canvass of Election / Certificate of Election</b> (E.C. § 15372)</p> <p>Registrar of Voters shall complete canvass no later than this day. The Registrar of Voters will issue a certificate of election to the elected officers after the results are certified.</p>
Before November 28	<p><b>Appointment in Lieu of Election in Special Districts</b> (E.C. § 10515)</p> <p>Board of Supervisors will appoint a qualified person to each office, in the event the scheduled election is not held due to insufficient nominees.</p>

## DATES OF INTEREST TO CANDIDATES (Continued)

DATE	DESCRIPTION
December 2 December 2 (at noon)	<b>TERMS BEGINS</b> (E.C. § 10554; Ed.C. § 5017) <ul style="list-style-type: none"><li>• School District Governing Board</li><li>• Special District Directors</li></ul>
January 1 thru January 31	<b>Filing Period for Semi-Annual Campaign Disclosure Statement</b> (G.C. § 84200)  Cover period ending December 31. Statement must be sent by first class mail or hand-delivered.

**Note: Whenever a date prescribed by law falls on a weekend or holiday, such act may be performed on the next business day. (E.C. § 15; G.C. § 6701)**

**OFFICES SCHEDULED FOR ELECTION  
NOVEMBER 8, 2011**

**(Nonpartisan)**

<b>SCHOOLS</b> (Governing Board Member)	<b>INCUMBENT</b>
<b>Alvord Unified School District (2)</b>	Ben Johnson, II
	Carolyn Wilson
<b>Banning Unified School District (3)</b>	Amy Herr
	Deborah A. Dukes
	Laurence H. Silverman
<b>Menifee Union School District (2)</b>	Robert "Bob" O'Donnell
	Rita J. Peters
<b>Palo Verde Unified School District (3)</b>	Robert Wellman
	James J. Carney, Jr
	Garth Underwood
<b>Perris School District (2)</b>	Tom Elliott
	Virniecia Davis
<b>Riverside Unified School District (3)</b>	Gayle Cloud
	Lewis J. Vanderzyl
	Tom Hunt
<b>Romoland School District (2)</b>	Garrick I. Stein
	Irene Harris
<b>SPECIAL DISTRICTS</b> (Directors)	<b>INCUMBENT</b>
<b>De Luz Community Services District (2)</b>	Steven P. Rubin
	Bryan Buescher
<b>Edgemont Community Services District (2)</b>	Cheryl Franklin
	Crystal M. Swaner



**OFFICES SCHEDULED FOR ELECTION** (Continued)

<b>SPECIAL DISTRICTS</b> (Directors)	<b>INCUMBENT</b>
<b>So. Coachella Valley Community Services District</b>	
<b>2 Full Term</b>	Eugene Kitagawa
	Arturo Arredondo
<b>2 Short Term</b>	Ann Wells - Appointed Incumbent
	Vacant
<b>Tenaja Community Services District (3)</b>	Richard Pierce - Appointed Incumbent
	John C. Earnhart
	Austin Linsley
<b>Beaumont Library District (2)</b>	Peggy Inman - Appointed Incumbent
	Stephen Bell
<b>Palo Verde Valley Library District (2)</b>	Floie A. Barrows
	Suanne J. Hottois
<b>Desert Recreation District (3)</b>	
<b>Division 2</b>	Francisco Duran
<b>Division 3</b>	Joanne Gilbert
<b>Division 5</b>	Laura Mc Galliard
<b>Home Gardens Sanitary District (2)</b>	Robert R. Seymour
	James King
<b>Valley Sanitary District (3)</b>	Douglas A. York
	Mike L. Duran
	William "Bill" Teague
<b>Desert Water Agency (2)</b>	Tom Kieley, III
	Craig A. Ewing
<b>Cabazon Water District (2)</b>	Paul Howser
	Robert Lynk
<b>Chiriaco Summit Water District (2)</b>	Margit Chiriaco Rusche
	Albert Figueroa

**OFFICES SCHEDULED FOR ELECTION** (Continued)

<b>SPECIAL DISTRICTS</b> (Directors)	<b>INCUMBENT</b>
<b>Home Gardens County Water District (2)</b>	
<b>2 Full Term</b>	Rocio Ortiz
	Peggy J. Rogers
<b>1 Short Term</b>	Sandra Le Salas - Appointed Incumbent
<b>Mission Springs Water District (3)</b>	Russ Martin - Appointed Incumbent
	John Furbee
	John L. Brown
<b>Pinyon Pines County Water District (3)</b>	Ramone Marie Deely
	Robert Flynn
	Anna Christine Hathaway

**SPECIAL DISTRICT ELECTIONS CONDUCTED  
BY SAN BERNARDINO COUNTY**

<b>SPECIAL DISTRICTS</b> (Directors)	<b>INCUMBENT</b>
<b>West Valley Water District (3)</b>	Alan Dyer
	Betty Gosney
	Earl Tillman, Jr.

## **ELIGIBILITY REQUIREMENTS FOR SCHOOL AND COLLEGE DISTRICTS**

### **SCHOOL DISTRICTS**

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

### **COLLEGE DISTRICTS**

- A. Any person, regardless of gender, who is 18 years of age or older, a citizen of the state, a resident of the community college district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a community college district without further qualifications. (Ed.C. § 72103)
- B. An employee of a community college district may not be sworn into office as an elected or appointed member of that community college district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. (Ed.C. § 72103)

### **SCHOOL AND COLLEGE DISTRICTS**

A candidate must be a registered voter in the district (and trustee area, if any) at the time that the declaration of candidacy is filed. A person may not file for more than one school or college district office at the same election. (E.C. § 10603)

## **ELIGIBILITY REQUIREMENTS FOR SPECIAL DISTRICTS**

### **SPECIAL DISTRICTS**

At the time nomination papers are issued, a candidate must be a registered voter of the district (and division, if any). (E.C. § 201; G.C. § 61200)

An employee of a local agency may not be sworn into office as an elected or appointed member of the legislative body of that local agency unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office. (G.C. § 53227)

A person shall not file nomination papers for more than one district office or term of office for the same district at the same election. (E.C. § 10511)

### **RECREATION AND PARK DISTRICTS**

At the time nomination documents are issued, a candidate must be a registered voter residing within the district (and division, if any). (PRC § 5784)

### **WATER AGENCIES**

Directors shall be residents of the agency. (E.C. § 201; Water Code App. § 100.5)

### **COUNTY WATER DISTRICTS**

Directors must be registered voters and residents of the division from which the voters of the entire district elect them. (W.C. §§ 30500, 30730, 30734, 30735)

### **MUNICIPAL WATER DISTRICTS**

At the time nomination documents are issued, a candidate must be a registered voter residing within the division. (W.C. § 71501)

## NOTE TO CANDIDATES REGARDING INCOMPATIBLE OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices.” The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously **if the offices have overlapping and conflicting public duties.**

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilperson and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy sheriff and county supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at (916) 322-3360 or visit their website, [www.caag.state.ca.us](http://www.caag.state.ca.us). For further information about conflict of interest or incompatibility of offices, contact, the Fair Political Practices Commission’s website at [www.fppc.ca.gov](http://www.fppc.ca.gov), or phone toll free 1-866-275-3772.

**NOMINATION PROCEDURE**  
(Elections Code §§ 10510 et seq., 10603 et seq.)

YOUR NOMINATION DOCUMENTS INCLUDE:	PURPOSE:
1. Candidate's Handbook	Explains rules / requirements, etc.
2. Declaration of Candidacy (includes ballot designation and oath of allegiance)	Form that qualifies an individual to be placed on the official ballot. It must be completed and filed by the filing deadline.
3. 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. It must be filed at the time the Declaration of Candidacy is filed.
4. Candidate's Statement Form	This form is used to state the education and qualifications of the candidate. It must be filed at the time the Declaration of Candidacy is filed. Filing a statement is optional.
5. Code of Fair Campaign Practices	These are basic principles of decency, honesty, and fair play, which every candidate for public office has a moral obligation to uphold. This is a voluntary form and can be filed anytime prior to the election.
6. Campaign Disclosure Filing Forms & Instructions	These forms are used to disclose campaign receipts and expenditures. Appropriate forms and instructions will be given to comply with FPPC rules on establishing accounts, reporting contributions and expenditures, etc.
7. Statement of Economic Interests	The Form 700 (Statement of Economic Interests) must be filed by the close of the nomination period.

No filing fee is required to run for any School or Special District Office.

**The filing deadline is Friday, August 12, 2011, 5 p.m.  
file with the Registrar of Voters,  
2724 Gateway Drive  
Riverside, CA 92507-0918**

**Office Hours Monday--Friday 8:00 a.m. to 5:00 p.m.**

**Friday, Aug. 12<sup>th</sup>,  
2011**

12<sup>th</sup>

12<sup>th</sup>

Filing on time is the candidate's responsibility. Whether you file in person or by certified mail, your Declaration of Candidacy form and any other documents you are filing with it must be **received by the Registrar of Voters** no later than the filing deadline.

If you choose to withdraw as a candidate after you've filed your nomination documents, you may do so up to 5 p.m. on the last day of the nomination period, August 12, 2011. Official withdrawal is not permitted after the deadline.

**EXTENSION OF NOMINATION PERIOD.** If an incumbent does not file by the deadline, the nomination period will be extended five calendar days for non-incumbent candidates only. See the entry under **DATES OF INTEREST TO CANDIDATES** in this Handbook.

## DECLARATION OF CANDIDACY

(Elections Code §§ 10511, 10602)

When completing your Declaration of Candidacy be sure to read it carefully and print or type the information required. Note that it will be signed under penalty of perjury. These are official filing forms. **DO NOT SUBMIT COPIES.** Each candidate must obtain his/her own original documents. Refer to Sample Declaration of Candidacy for School/College Districts pages.

**IMPORTANT:** You must file for the office for which you were issued documents. If you change your mind and decide to run for a different office, you must request a set of documents for that office.

### EXAMPLE:

- Candidate originally chose to run for a full term seat and was issued documents for that office.
- Candidate changes his/her mind and decides to run for the short term seat instead.
- Candidate must obtain new documents for the short term office.

**NOTE: FULL TERM AND SHORT TERM ARE TWO SEPARATE OFFICES.**

### NAME ON BALLOT:

There is a place on the Declaration of Candidacy for you to write how you would like your name to appear on the ballot. Your name must be recognizable as the name under which you are registered to vote, though the two need not be identical. You may include a nickname in addition to your name. The law prohibits the use of a TITLE or DEGREE on the same line of the ballot as the candidate's name. (E.C. § 13106)

#### Example:

A candidate registered to vote as James William Smith may use variations such as:

James W. Smith, Jim Smith, or William "Bud" Smith

### BALLOT DESIGNATION (E.C. § 13107):

You may use no more than three words designating your current principal profession, vocation or occupation **OR** the principal profession, vocation or occupation you had during the 12 months immediately preceding the filing of your nomination documents. (e.g. Retired Businessman/Author) **OR:**

The title of the office to which you were elected. (e.g. Sunnyvale Valley Water District Director) **(NOTE: you are not limited to three words here)** **OR:**

The word "Incumbent" if elected to the same office you seek or "Appointed Incumbent" if appointed to a vacancy in the same office. **(NOTE: You cannot use the term "Incumbent" or "Appointed Incumbent" with any other designation.)**

**Example:** Incumbent / Businessman **(Not Acceptable)**

A ballot designation is not required. If you choose, you may leave this line blank. If you leave it blank, you may not add a designation after the filing deadline.

## DECLARATION OF CANDIDACY (Continued)

### BALLOT DESIGNATION RESTRICTIONS (E.C. § 13107):

#### The election official shall not accept a designation that:

1. Would mislead the voter. You may be required to provide evidence or documentation to support the requested designation.
2. Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

Examples of ballot designations usually considered to suggest an evaluation are “Best,” “Exalted,” “Prominent,” “Advocate,” “Activist,” “Reformer,” “Pro-” and “Anti-” or anything conveying a philosophy or words connoting a status.

Unacceptable status claims would include “Taxpayer,” “Citizen,” “Patriot,” “Renter,” or “Presidential Appointee.” “Housewife” and “Househusband” are also unacceptable designations.

3. Abbreviates the word “retired” or places it following any word or words which it modifies.

Examples of **Impermissible** designations are “Ret. Teacher” or “Teacher Retired.”

4. Uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only EXCEPTION is the use of the word “retired.”

#### Example of an **acceptable** designation – “Retired Businessman”

Because the Elections Code specifically forbids the use of a prior profession, vocation or occupation, unless the candidate is retired therefrom, candidates may be required to provide substantiating evidence or documentation in support of the requested designation.

5. Uses the name of any political party, whether or not it has qualified for the ballot.
6. Uses a word or words referring to a racial, religious, or ethnic group.
7. Refers to any activity that is prohibited by law.

All candidates submitting a ballot designation must file the ballot designation worksheet with their Declaration of Candidacy. If a candidate fails to file a ballot designation worksheet no designation shall appear under the candidate’s name on the ballot.

If you have any questions regarding your designation, call the Registrar of Voters at: (800) 773-VOTE (8683) or (951) 486-7212 or (951) 486-7210.

### OATH OR AFFIRMATION OF CANDIDATE (E.C. §§ 200, 10538):

The District Secretary may administer the oath portion of the Declaration of Candidacy (or someone authorized by the district may administer the oath). The oath may also be signed in front of a notary public or a deputy in the Registrar of Voters’ Office.



**SCHOOL/COLLEGE – OFFICIAL FILING FORM**

This box to be completed by District Secretary/Deputy

Issued by: Leticia Flores  
(SIGNATURE)  
R.O.V. Deputy  
(TITLE)  
Date: 07/18/2011

**DECLARATION OF CANDIDACY**  
(Elections Code § 10602)

OFFICIAL USE ONLY



I, John Smith, do hereby declare myself as a candidate for election to the \_\_\_\_\_  
Board of Riverdale Unified School District, of the County of Riverside,  
Trustee Area (If any) N/A  Full Term  Short Term  
I am a registered voter; if elected I will qualify and serve to the best of my ability; and I request my name placed on the  
official ballot of the district, for the election to be held on **NOVEMBER 8, 2011**.

**I request my name and occupational designation to appear on the ballot as follows:**

John "Buddy" Smith  
Print or type your name (no titles or degrees allowed)  
Businessman  
In three (3) words or less, print your Principal Profession, Vocation, or Occupation; or the  
name of the elective office you hold; or "Incumbent" or "Appointed Incumbent".  
Note: If you leave this space blank, no designation will appear on the ballot.

Current residence address: 5555 Hope Avenue, Riverdale, CA 93333  
STREET CITY ZIP  
Mailing address (if different): P.O. Box 333, Riverdale, CA 93333  
STREET CITY ZIP  
Telephone Number(s): (951) 444-4444 (951) 888-8888 (951) 555-5555  
(DAY) (EVENING) FAX  
Email: businessgenius@aol.com

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
Executed on August 12 2011 at Riverdale (City), California.

John Smith  
Signature of Candidate

**OATH OR AFFIRMATION OF CANDIDATE**

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

John Smith  
Signature of Candidate

State of California )  
) ss.  
County of Riverside )

Subscribed and sworn to before me this 18 Day of July, 2011

Leticia Flores, R.O.V. Deputy  
Signature / Title of Officer Administering Oath

**UDEL DISTRICT / OFFICIAL FILING FORM**

This box to be completed by District Secretary/Deputy

Issued by: Leticia Flores  
(SIGNATURE)  
R.O.V. Deputy  
(TITLE)  
Date: 07/18/2011

**DECLARATION OF CANDIDACY**  
(Elections Code § 10602)

OFFICIAL USE ONLY

I, John Smith, do hereby declare myself as a candidate for election governing

Board of Riverdale Valley Water District District, of the County of Riverside;

Trustee Area (If any) N/A  Full Term  Short Term

I am a registered voter; if elected I will qualify and serve to the best of my ability; and I request my name be placed on the official ballot of the district, for the election to be held on **NOVEMBER 8, 2011**.

**I request my name and occupational designation to appear on the ballot as follows:**

John "Buddy" Smith  
Print or type your name (no titles or degrees allowed)  
Businessman  
In three (3) words or less, print your Principal Profession, Vocation, or Occupation; or name of the elective office you hold; or "Incumbent" or "Appointed Incumbent".  
Note: If you leave this space blank, no designation will appear on the ballot.

Current residence address: 5555 Hope Avenue, Riverdale, CA 93333  
STREET CITY ZIP

Mailing address (if different): P.O. Box 333, Riverdale, CA 93333  
STREET CITY ZIP

Telephone Number(s): (951) 444-4444 (951) 888-8888 (951) 555-5555  
(DAY) (EVENING) FAX

Email: businessgenius@aol.com

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on August 12 2011 at Riverdale (City), California.

John Smith  
Signature of Candidate

**OATH OR AFFIRMATION OF CANDIDATE**

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

John Smith  
Signature of Candidate

State of California )  
                                  ) ss.  
County of Riverside )

Subscribed and sworn to before me this 18 Day of July, 2011

Leticia Flores, R.O.V. Deputy  
Signature / Title of Officer Administering Oath

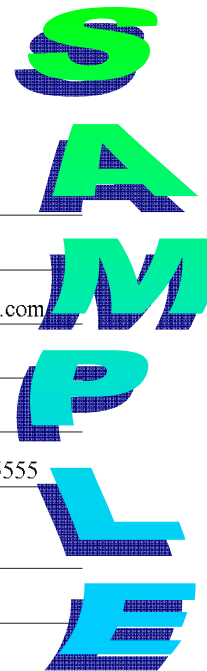
**BALLOT DESIGNATION WORKSHEET**  
(Elections Code § 13107.5)

Each candidate who submits a ballot designation shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate.

The ballot designation worksheet shall be filed with the Registrar of Voters at the same time that the candidate files his or her Declaration of Candidacy.

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.

# Ballot Designation Worksheet



**Candidate Information**  
Candidate Name: \_\_\_\_\_ John Smith  
Office: Governing Board Member, Riverdale Unified School District Party: \_\_\_\_\_ N/A  
Home Address: \_\_\_\_\_ 5555 Hope Avenue, Riverdale, CA 93333 E-Mail: \_\_\_\_\_ businessgenius@aol.com  
Business Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Phone Number(s) Business: \_\_\_\_\_ (951) 444-4444 Evening: \_\_\_\_\_ (951) 888-8888 Fax: \_\_\_\_\_ (951) 555-5555

**Attorney Information**  
Attorney Name (or other person authorized to act in your behalf): \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Phone Number(s) Business: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_

**Proposed Ballot Designation:** \_\_\_\_\_ Businessman

**1<sup>st</sup> Alternative:** \_\_\_\_\_ Businessman Owner

**2<sup>nd</sup> Alternative:** \_\_\_\_\_ Parent

Describe what you do and why you believe you are entitled to use the requested ballot designation. If using the title of an elective office, you may submit a copy of your certificate of election or appointment.

I own a CPA firm that I have managed for the last 10 years. I am also the father of 7 children.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Title: \_\_\_\_\_ Owner \_\_\_\_\_ Dates in Position: \_\_\_\_\_ 1/1/1999 to Present

Employer Name or Business: \_\_\_\_\_ Riverdale CPA's

Person(s) who can verify this information:

Name(s): \_\_\_\_\_ Bob Jones \_\_\_\_\_ Phone Number: \_\_\_\_\_ (951) 444-4444

Name(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Candidate's Signature \_\_\_\_\_ *John Smith* \_\_\_\_\_ Dated \_\_\_\_\_ August 12, 2011

You may attach any documents or exhibits that you believe support your proposed ballot designation. These documents will not be returned to you, so **do not submit originals.**

## **CANDIDATE'S STATEMENT**

(Elections Code §§ 10540, 13307, 13309, 13311, 18351)

Each candidate may prepare a Candidate's Statement on an appropriate form provided by the Registrar of Voters. The Candidate's Statement is intended to acquaint voters with a candidate's qualifications for office. The voluntary Candidate's Statement is printed in the sample ballot pamphlet, at the candidate's expense, and will be mailed to all registered voters eligible to vote for that particular candidate.

**Time period for filing:** The filing period for candidates is July 18, 2011 through August 12, 2011, at 5:00 p.m. The filing period will be extended (for candidates other than the incumbent) to 5:00 p.m., August 17, 2011, if the incumbent does not file nomination papers. **The Candidate's Statement Form must be filed with the nomination papers.**

**Where:** Registrar of Voters  
2724 Gateway Drive  
Riverside, CA 92507-0918

**Contents:** The statement may contain the name, age, and occupation of the candidate and a brief description in no more than 200 words of the candidate's education and qualifications as expressed by the candidate. The spacing is to be uniform and conform to the guidelines provided.

**Restrictions:** The Candidate's Statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. It must be a statement expressed in the candidate's own words. Any statement containing false information may be punishable by a fine. Candidate statements 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.

**Withdrawal:** The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next business day after the close of the nomination period. Any request for withdrawal of a Candidate's Statement must be submitted in writing.

**Confidentiality of Statements:** Notwithstanding any other provision of law, statements filed pursuant to Section 13307 of the Elections Code shall remain confidential until expiration of the filing deadline. Statements will then be available for public inspection.

## CANDIDATE'S STATEMENT (Continued)

You must decide whether you do or do not want a Candidate Statement before you file your Declaration of Candidacy. **The Candidate Statement form must be filed with your Declaration of Candidacy whether or not you choose to file a statement. There is a place on the form to state your decision. If you indicate you are not submitting a statement, you may not change your mind after it is filed.**

### PAYMENT OF CANDIDATE'S STATEMENT (E.C. §§ 10509, 13307):

**Before the nomination period begins, the governing board of your district will decide whether the district or the candidate will pay the cost of the Candidate's Statement.** (Most districts require candidates to pay for their own Candidate's Statement).

**If the candidate pays,** then a candidate wishing to submit a candidate's statement must pay the full deposit to cover the estimated cost of printing, handling, and mailing his/her statement. The deposit must be paid by personal check, money order, or cashier's check payable to the **Registrar of Voters** at the time the Candidate's Statement form is filed. No cash will be accepted.

**If the district pays,** the candidate pays nothing toward the Candidate's Statement and no deposit is required.

**NOTE:** The deposit is only an **estimate**. It is based on the number of registered voters within the district/area.

If, after the statements are printed and mailed out, the actual cost to each candidate is found to be **greater** than the deposit, the candidate must pay the extra amount. (Every candidate who submits a statement must sign an agreement on the Candidate's Statement form to pay if billed.)

If the actual cost to each candidate turns out to be **less** than the deposit; that portion of the deposit in excess of the actual cost will be refunded. Refunds will be made within 30 days after the election.

### SOME POINTS TO NOTE WHEN PREPARING YOUR STATEMENT:

1. You may not change your statement after it is filed.
2. You may not include reference to your political party affiliation or partisan political activity.
3. Making a false statement of material fact with the intent to mislead the voters is punishable by a fine of up to \$1000.
4. You are not exempt from civil or criminal action if you make false, slanderous or libelous statements in your Candidate's Statement.

**CANDIDATE’S STATEMENT** (Continued)

**CANDIDATE STATEMENT STYLE GUIDELINES:**

- Statements will be printed in uniform type, style, and spacing.
- Words to be printed all CAPITALIZED and/or underscored are to be clearly indicated. **Bold** font is not permitted.
- The Registrar of Voters is not permitted to edit any material contained in candidate statements. Candidates are responsible for proofreading spelling, punctuation and grammar. Since the statement cannot be changed after it is submitted, **it is important** for candidates to carefully prepare and proofread their statements.

**WORD COUNT STANDARDS (E.C. § 9):**

THE FOLLOWING ARE THE GUIDELINES FOR COMPUTING THE 200 WORD COUNT:	
Punctuation is not counted.	
Dictionary words and single characters..... The words “a,” “the”, “and,” “an” are counted as individual words.	one word
Geographical names – County of Riverside, Desert Hot Springs .....	one word
Abbreviations – UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C. ....	one word
Hyphenated words appearing in any standard reference dictionary. ....	one word
Dates – All digits (5/30/05) ..... Words and digits (May 30, 2005) .....	one word two words
Whole numbers digits (1 or 10 or 100, etc.) ..... Spelled out (one or ten or one hundred) ..... Numeric combinations (1978, 18 ½, 1971-73, 5%) .....	one word one for each word one word
Monetary amounts (if the dollar sign is used with figures - \$1,000) ..... Spelled out (one thousand dollars).....	one word one for each word
Telephone numbers .....	one word
Internet web site address .....	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.	

## CANDIDATE'S STATEMENT (Continued)



### **IMPORTANT NOTE:**

**Candidates should be aware that statements submitted may be re-formatted to fit in the sample ballot pamphlet.**

The Registrar of Voters will **NOT** correct spelling or grammatical errors of text.



## CANDIDATE'S STATEMENT



### TO THE CANDIDATE:

The Candidate's Statement is optional. Indicate your decision below and return this form with your Nomination Documents.

- I do not wish to submit a Candidate's Statement. \_\_\_\_\_  
CANDIDATE'S INITIALS
- I am submitting my Candidate's Statement (on the back of this form).

### TO CANDIDATE SUBMITTING A CANDIDATE'S STATEMENT:

Please check below concerning payment of Candidate's Statement deposit.

- Riverside County required deposit of     \$400.00     is submitted herewith.

I understand that I must pay **my pro rata share of the actual cost**. I agree that if my pro rata share exceeds the deposit, I will pay the difference when billed.

- I request a waiver of the deposit on the grounds of indigence. My Statement of Financial Worth is submitted herewith. (Form available from the Registrar of Voters)

I am aware that if notified that indigent status is not granted, I must pay the deposit within three days of notification or my Candidate's Statement will not be printed.

Further, I am aware that if indigent status is granted, I am excused only from payment of the deposit. I will be required to pay **my pro rata share of the actual cost**, and I agree to do so when billed.

- No deposit is required. (The district pays the cost.)

**NOTE:** Candidate statements 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.

<b>WORD COUNT</b> (Elections Code § 9)	
Punctuation	free
Dictionary words and single characters	one
Each abbreviation for a word, phrase, or expression	one
Geographical place names	one
Whole numbers: Digits (1 or 10 or 100, etc.) Spelled out (one or ten or one hundred)	one one for each word
Dates: All digits (5/30/02) Words and Digits (May 30, 2002)	one two
Hyphenated words (unless dictionary defined as one word)	one for each word
Phone Number	one
Internet Address	one

NAME OF OFFICE SOUGHT: Governing Board Member  
(DIRECTOR, SCHOOL BOARD MEMBER, CITY COUNCIL, MAYOR, ETC.)

- WARD
- DIVISION
- TRUSTEE AREA (IF ANY) N/A  FULL TERM  SHORT TERM

JURISDICTION: Riverdale Unified School District  
NAME OF DISTRICT, SCHOOL, CITY, ETC.

OCCUPATION: Businessman AGE: 50  
(OPTIONAL) (OPTIONAL)

CANDIDATE: John Smith John Smith  
PRINTED NAME SIGNATURE

In 200 words or less briefly state your Education and Qualifications:

Multi-County  \*Yes No  (\* If yes check with shared county regarding cost)

Riverdale has been my home for 40 years, and I promise to keep our community safe, fiscally sound, and crime free. I am a successful businessman, community volunteer, and a parent of seven children. In other words, I have all the experience necessary to be a governing board member of the Riverdale Unified School District. By voting for me, you are voting for a bright successful future.

My experience as a businessman has taught me how to manage finances, balance budgets, and manage staff. My experience as a community volunteer has given me insight to areas that need improvement in our district. Finally my experience as a father of seven children has taught me how to be compassionate to the needs of others.

Please make the right choice on Election Day! Vote for John Smith.

OFFICIAL  
USE ONLY

S  
A  
M  
P  
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TOTAL  
WORD  
COUNT

## TABLE OF ESTIMATED COST OF CANDIDATE'S STATEMENTS

This table shows the estimated amount to be deposited for a statement in the various districts. The Registrar of Voters must receive payment at the time of filing the Candidate's Statement. Cost will vary depending on the number of voters in the jurisdiction.

<b>SCHOOL DISTRICTS</b>	<b>ESTIMATED COST</b>
Alvord Unified School District	\$775
Banning Unified School District	\$475
Menifee Union School District	\$775
Palo Verde Unified School District	\$350
Perris School District	\$450
Riverside Unified School District	\$1,000
Romoland School District	\$375

<b>SPECIAL DISTRICTS</b>	<b>ESTIMATED COST</b>
<b>COMMUNITY SERVICES DISTRICTS</b>	
De Luz Community Services District	\$275
Edgemont Community Services District	\$275
Southern Coachella Community Services District	\$300
Tenaja Community Services District	\$250
<b>LIBRARY DISTRICTS</b>	
Beaumont Library District	\$525
Palo Verde Valley Library District	\$350
<b>RECREATION &amp; PARK DISTRICTS</b>	
Desert Recreation District	
Division 2	\$450
Division 3	\$600
Division 5	\$575
<b>SANITARY DISTRICTS</b>	
Home Gardens Sanitary District	\$300
Valley Sanitary District	\$625

**TABLE OF ESTIMATED COST OF CANDIDATE’S STATEMENTS** (Continued)

<b>SPECIAL DISTRICTS</b>	<b>ESTIMATED COST</b>
<b>WATER AGENCIES</b>	
Desert Water Agency	\$825
<b>COUNTY WATER DISTRICTS</b>	
Cabazon County Water District	\$275
Chiriaco Summit Water District * Paid by District	\$250
Home Gardens County Water District	\$400
Mission Springs Water District	\$425
Pinyon Pines County Water District	\$275
West Valley Water District*	\$275

\*These are shared county districts. If you would like to submit a candidate statement in multiple counties you must contact each county individually to obtain estimated costs. The above costs are for Riverside County only.

Please make your check payable to the Registrar of Voters. The Registrar of Voters does not accept cash or credit cards.

## **CODE OF FAIR CAMPAIGN PRACTICES**

(Elections Code § 20400 et seq.)

The Code of Fair Campaign Practices is a voluntary form. If you wish to subscribe to it, fill out the form included with your nomination documents and return it along with your other nomination material. (Or you may file this form at a later date. The Registrar of Voters' Office will accept it at any time up to Election Day.)

All Code of Fair Campaign Practices forms filed by candidates will be available for public inspection at the Registrar of Voters' office until 30 days after the election.

**Sample of Completed -- Code of Fair Campaign Practices on following two pages.**

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**PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES  
As found in Chapter 5 of Division 20 of the  
California Elections Code**

**S  
A  
M  
P  
L  
E**

**Chapter 5. Fair Campaign Practices  
Article 1. General Intent**

**20400.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

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

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

**Article 2. Definitions**

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

**Article 3. Code of Fair Campaign Practices**

**20440.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

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

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

**20441.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

**20442.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

**20443.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

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

**Chapter 6. Libel and Slander**

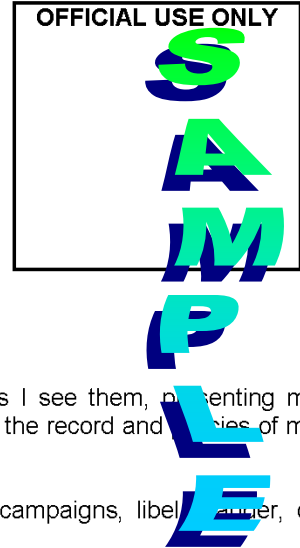
**20500.** The provisions of Part 2 (commencing with Section 43) of Division 1 of the Civil Code, relating to libel and slander, are fully applicable to any campaign advertising or communication.

**20501.** (a) A candidate or state measure proponent is liable for any slander or libel committed by a committee that is controlled by that candidate or state measure proponent as defined by Section 82016 of the Government Code if the candidate or state measure proponent willfully and knowingly directs or permits the libel or slander.

(b) A person who is a sponsor of a sponsored committee, as defined by Section 82048.7 of the Government Code, is liable for any slander or libel committed by the sponsored committee if the sponsor willfully and knowingly directs or permits the libel or slander.

**“CODE OF FAIR CAMPAIGN PRACTICES”**

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



**THEREFORE:**

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

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

August 12, 2011  
DATE OF SIGNING

*John Smith*  
SIGNATURE

John Smith  
PRINTED NAME

Governing Board Member, Riverdale Unified School District  
OFFICE SOUGHT (INCLUDING DISTRICT/DIVISION IF APPLICABLE)

November 8, 2011  
DATE OF ELECTION

## **CAMPAIGN DISCLOSURE**

(Government Code § 81000 et seq.)

State law requires candidates (and their committees, if any) to file one or more **Campaign Statements** disclosing their campaign receipts and expenditures in connection with an election. If a campaign committee has been organized supporting a candidate, the committee must file a Statement of Organization (Form 410).

### **CANDIDATE INTENTION STATEMENT (FORM 501)**

**Candidates must** file with the Registrar of Voters a Candidate's Intention Statement (Form 501), **before** they solicit or receive any contributions (including loans). Payment from the Candidate's personal funds for a Candidate's Filing Fee or a Candidate's Statement does not count as a "contribution" or "loan." However, all other expenses from the candidate's personal funds are considered contributions.

### **STATEMENT OF ORGANIZATION (FORM 410)**

Candidates receiving contributions from others, or who spend more than \$1000 of personal funds to run for office, must open a campaign bank account at a financial institution in California and mail a Statement of Organization (Form 410) to the Secretary of State within 10 days of opening the account.

**Exceptions:** The Statement of Organization (Form 410) is not required if the candidate will not be receiving contributions from others and will spend less than \$1000 in a calendar year from personal funds to support his or her candidacy. Payment of a Candidate's Filing Fee or Candidate's Statement is not counted toward the \$1000 expenditure threshold.

**Note:** If the candidate finds later that he/she will be spending more than \$1000 from personal funds, a campaign bank account must be opened.

### **CAMPAIGN DISCLOSURE STATEMENTS**

**All candidates must file campaign disclosure statements. This includes candidates who spend no money, or only their own money, on their campaigns.** It also includes candidates who unofficially "withdraw" from the race by abandoning active campaigning after the official deadline for withdrawal of candidacy is past.

**If less than \$1000 will be raised and spent on your campaign,** by you or by others on your behalf, and total campaign transactions for the entire calendar year are under \$1000, your filing obligations in connection with the election are simple; the only campaign statement you need to file is Form 470 (in duplicate). The Form 470 provided in your Campaign Disclosure Packet should be filed along with your nomination material; however, it will be accepted without penalty through September 29, 2011.

In deciding if Form 470 applies, you don't need to count the cost of a Candidate's Statement provided it was paid from your personal funds. For further clarification, you may refer to the Fair Political Practices Commission's (FPPC) Disclosure Manual or telephone the FPPC at (866) 275-3772.



## **CAMPAIGN DISCLOSURE** (Continued)

If you file Form 470 but later find that you will reach the \$1000 mark, then you must file Form 470 Supplement and obtain the more detailed campaign statement forms and filing information. Be aware that you must also notify other candidates if you're required to file Form 460 after you have filed the Short Form 470.

**If campaign activity during 2011 will involve \$1000 or more**, don't use Form 470. Instead, you must use a more detailed form and follow the filing schedule shown in DATES OF INTEREST TO CANDIDATES in this handbook. Contact the Registrar of Voters and the appropriate forms and information manual will be provided to you.

**NOTE:** A governing body of a district may by resolution limit campaign contributions in elections to district offices. You will need to contact your district for further information regarding limitations, if any. (Ed.C. § 35177; E.C. § 10544)

### **TERMINATING A COMMITTEE** (Applies Only to 460 Long Form Filers – Over \$1000)

Committees may consist of one or more persons and do not automatically terminate; they may only terminate under the following circumstances:

- They have ceased to receive contributions and make expenditures; and
- They do not anticipate receiving contributions, repayments of outstanding loans made to others, or any other receipts in the future, and they do not anticipate making expenditures in the future; and
- They have eliminated or have no intention or ability to discharge all their debts, loans received, and other obligations; and
- They have no campaign funds; and
- They have filed all required campaign statements disclosing all reportable transactions, including disposition of funds.

### **HOW TO TERMINATE A COMMITTEE**

- File an original and one copy of the Form 410 Statement of Organization/Termination with the Secretary of State; and
- File a copy of the Form 410 Statement of Organization/Termination, along with an original and one copy of your Form 460 with the Registrar of Voters.

**IMPORTANT INFORMATION:** Even though you terminate your filing obligations as a candidate, if you are elected to office, you will have campaign disclosure filing obligations, as **an officeholder**, for as long as you remain in public office. As an officeholder, you will be required to report campaign activity in connection with your own candidacy or other candidates or measures.

**Note:** Candidates who file the **Form 470** (Short Form) do not need to fill out termination forms.

## **CAMPAIGN DISCLOSURE** (Continued)

### **FILING RESPONSIBILITY**

It is the responsibility of the candidate and/or committee to be aware of and to file the required campaign disclosure statements in a correct and timely manner.

As a courtesy, the Riverside County Registrar of Voters' office mails reminder notices to candidates who, based on nomination documents, appear to have a campaign disclosure-filing requirement. This notice is mailed approximately ten days prior to a campaign disclosure-filing deadline. If a candidate and/or committee with a campaign disclosure-filing obligation fails to file in a timely manner, they may be subject to a late filing fee. The non-receipt of a reminder notice may not be utilized as the reason for late or non-filing.

### **IMPORTANT POINTS FOR CANDIDATES TO NOTE**

Money used from your personal funds must be put into your campaign bank account and then withdrawn to pay expenses. You may lend money to your campaign or show it as a contribution depending on your level of activity, and it may be reported just as you would report a contribution from another person. (The law prohibits personal use of campaign funds.)

Anonymous or cash contributions of \$100 or more, and cash expenditures of \$100 or more, are prohibited.

Careful and complete records should be kept of all campaign transactions. Detailed reporting is not required until your campaign reaches the \$1000 mark; however, you should keep in mind that campaign records are subject to audit (by the Fair Political Practices Commission) on a random basis.

There is a special reporting requirement (covered in the FPPC Information Manual) in the event of "late contributions" in the amount of \$1000 or more received or made during the period of October 23 through Election Day.

If you unofficially "withdraw" as a candidate after the deadline for official withdrawal, you are still considered a "candidate" and obligated to file all required campaign statements.

If you have a campaign committee, be sure your treasurer understands his/her responsibilities and is prepared to devote sufficient time and effort to the job. Note that in addition to filing campaign statements a committee is required to file a Statement of Organization (Form 410). This must be filed with the Secretary of State no later than 10 days after the committee's receipts reach \$1000. A \$10 day late penalty applies if a Statement of Organization is not filed on time.

**File your campaign statements in duplicate** with the Registrar of Voters' office. The First Pre-Election and the Semi-Annual Statements may be sent by first class mail (certified mail is recommended); they will be considered filed on the date of the postmark. The Second Pre-Election Statement must be sent by guaranteed overnight delivery or hand-delivered.

All campaign statements are a matter of public record. They may be inspected by anyone, and copies may be purchased at 10 cents per page.

**FILING SCHEDULE FOR LOCAL OFFICES  
NOVEMBER 8, 2011 GENERAL ELECTION**

**Candidates for Local Office**

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

<i>FILING DEADLINE</i>	<i>TYPE OF STATEMENT</i>	<i>PERIOD COVERED BY STATEMENT</i>	<i>METHOD OF DELIVERY</i>
July 31, 2011	Semi-Annual	See below - 6/30/11	◇ Personal Delivery ◇ First Class Mail
September 29, 2011	Pre-Election	7/1/11 - 9/24/11	◇ Personal Delivery ◇ First Class Mail
October 27, 2011	Pre-Election	9/25/11 – 10/22/11	◇ Personal Delivery ◇ Guaranteed Overnight Service
Within 24 Hours	Late Reports	10/23/11 – 11/7/11	◇ Personal Delivery ◇ Guaranteed Overnight Service ◇ Fax
January 31, 2012	Semi-Annual	10/23/11 – 12/31/11	◇ Personal Delivery ◇ First Class Mail

- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Method of Delivery:** All paper filings are to be filed by personal delivery or first class mail unless otherwise noted.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to Form 497 due November 5 or November 6 or any Form 496 report. Such reports must be filed within 24 hours regardless of the day of the week. Late statements are subject to a \$10 per day late fine.
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.
- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements are required if the committee makes contributions or expenditures for other ballot measures. Use Campaign Disclosure Manual 3 or contact the FPPC for specific information.
- **Form 470:** Candidates who do not have a committee or raise/spend \$1,000 in 2011, may file Form 470 on August 1 or September 29, whichever is first once the individual qualifies as a candidate. Incumbents that receive over \$200 must file by August 1, 2011. If the Form 470 is filed and later a campaign committee must be opened, a Form 470 Supplement and the Form 460 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- **Judges/ Unpaid Officeholders:** Elected officers whose salaries are less than \$200 per month and judges are not required to file semi-annual statements if no contributions were received or expenditures made during the 6 months covered by the semi-annual statement.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- All statements are public documents.
- For important information refer to [www.fppc.ca.gov](http://www.fppc.ca.gov) and click on the Candidates and Committees section. Use Campaign Manual 2.

The Riverside County Registrar of Voters has an online electronic campaign disclosure filing system. We are encouraging all candidates to file their campaign disclosure filings electronically. State law still requires that an original signed paper copy be filed as well. For more information please call (951) 486-7212. Except where noted, statements must be hand delivered or postmarked as first-class mail, by the due date.

## STATEMENT OF ECONOMIC INTERESTS

(Form 700)

(Government Code § 87200 et seq.)

If you are elected to public office, you will be required to file periodic statements disclosing your “economic interest,” which may include investments, interests in real property, income, and other information. Exactly what must be disclosed depends on the Conflict of Interest Code that has been adopted by your particular district.

**Candidates**, as well as officeholders, must file Statements of Economic Interests. The Form 700 must be filed with the Registrar of Voters office by the close of the nomination period.

You should be aware that the Statement of Economic Interest you file is a matter of public record. It may be inspected, and copies of it may be purchased, by anyone.

## **CAMPAIGN PRACTICES**

(Elections Code § 16)

The complete text of Government Code § 84305 is required by law to be issued to each candidate. Summaries of some other code sections concerning campaign practices, as well as information concerning political signs, are also provided below for the benefit of candidates and campaign committees.

### **MASS MAILING (Government Code § 84305)**

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

No newsletter or other mass mailing shall be sent at public expense. For further information contact the Fair Political Practices Commission. (Government Code § 89001)

(As defined in Government Code § 82041.5 "Mass Mailing" means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.)

### **SLATE MAILER ORGANIZATIONS (Government Code §§ 82048.3, 82048.4, 84108)**

Slate mailer organizations must register with the Secretary of State and file periodic reports on their slate mailer activities. The law applies to slate mailers that support or oppose four or more candidates or measures.

A slate mailer organization is defined as any individual or group who, directly or indirectly, does all of the following:

- Is involved in the production of one or more slate mailers and exercises control over the selection of the candidates and measures to be supported or opposed in the slate mailers; and
- Receives or is promised payments totaling \$500 or more in a calendar year for the production of one or more slate mailers.

## **CAMPAIGN PRACTICES (Continued)**

### **NOMINATIONS (E.C. §§ 18200-18205)**

No person shall submit a nomination paper knowing that any part of it has been made falsely. No person shall fraudulently deface or destroy, or willfully suppress all or part of any nomination paper, or deliberately fail to file at the proper time and in the proper place any nomination paper in his or her possession that is entitled to be filed. No person shall, directly or indirectly, pay, solicit, or receive anything of value in order to induce a person not to become or to withdraw as a candidate.

### **FALSE OR MISLEADING INFORMATION TO VOTERS**

No candidate shall, in his occupational designation on the ballot, assume a designation that would mislead the voters. (E.C. § 13107)

Every candidate is guilty of a misdemeanor who pretends or implies that he or she is an incumbent of a public office or that he or she has acted in the capacity of a public officer when this is not the case. (E.C. § 18350)

Any candidate who knowingly makes a false statement of material fact in a candidate's statement, with the intent to mislead the voters, is punishable by a fine not to exceed \$1,000. (E.C. § 18351)

### **SIMULATED BALLOTS**

Every simulated ballot shall bear a printed notice (See Elections Code § 20009 for details) stating that this is not an official ballot but rather an unofficial marked ballot prepared by (name and address of person or organization responsible); and no official seal or insignia may appear on the envelope in which it is contained.

### **POLLING PLACE INFORMATION**

Every person is guilty of a misdemeanor who distributes, or causes to be distributed, literature to voters that includes the designation of a voter's precinct polling place other than the precinct polling place listed for that voter in the latest official precinct polling list at some time not more than 30 days prior to the distribution. (E.C. § 18302)

### **VOTE-BY-MAIL VOTER BALLOT APPLICATIONS (E.C. § 3007)**

The processing of vote-by-mail voter applications is expedited when voters use the official application form that contains such information as affidavit number and ballot style. Since the Registrar of Voters routinely mails this application form to every voter along with the sample ballot, there is no need for candidates to distribute their own vote-by-mail application forms. Candidates who wish to do so must comply with the requirements set forth in the Elections Code. They must follow the uniform application format that is provided by the Secretary of State and available at the Registrar of Voters.

They must also comply with the postal regulations, which may be obtained by contacting the vote-by-mail section of the Registrar of Voters' office at (951) 486-7207.

## **CAMPAIGN PRACTICES (Continued)**

### **VOTE-BY-MAIL VOTER BALLOT APPLICATIONS (E.C. § 3007) (Continued)**

Any individual, organization or group that distributes and receives completed vote-by-mail applications shall return them to the Registrar of Voters' office within 72 hours of receiving them. The name, address, and telephone number of the organization, which authorizes the distribution of the applications, shall be included on the application. (E.C. § 3008)

Violation of these codes constitutes a misdemeanor. (E.C. § 18402)

### **POLITICAL ADVERTISING (E.C. § 20008)**

Any paid political advertisement contained in or distributed with a newspaper shall bear on each page in type at least half as large as the type of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement," and such words shall be set apart from any other printed matter.

### **POLITICAL SIGNS**

The placement of political signs is subject to regulation. Be sure you know what the restrictions are. For signs within a city, ask the City Clerk for information. For signs in an unincorporated area, check with the Riverside County Code Enforcement Department; phone (951) 955-2078 at 4080 Lemon Street, Riverside. There are also State laws governing campaign signs, for more information contact the State of California – Department of Transportation at (916) 654-6473.

The placement of political signs is subject to regulations by state, county, and/or city.

**State:** Consult the State of California – Department of Transportation at (916) 654-6473.

**City:** Consult the appropriate City Clerk for information concerning city sign ordinances.

**County:** Following is the text of Temporary Political Signs (County of Riverside Ordinance 806)

The Board of Supervisors of the County of Riverside Ordains as Follows:

#### **SECTION 1. PURPOSE AND INTENT.**

It is the intent of this ordinance to regulate temporary signs which are not regulated by Article XIX of Riverside County Ordinance No. 348 and Riverside County Ordinance No. 679. The purpose of the ordinance is to preserve and enhance the aesthetic, traffic safety and environmental values of our communities and growing commercial and industrial areas, while at the same time, providing channels of communication to the public. It is the County's intent to regulate non-permanent signs based on their size, height, number, location and duration and to allow more non-commercial signs during election periods to encourage public debate. The County finds that it is in the interest of both aesthetics and traffic safety that signage be kept to a minimum. It is the intent of this sign ordinance to enhance traffic safety by ensuring that signage does not distract, obstruct or otherwise impede traffic circulation. The County finds that signs which exceed the dimensions, design and location restrictions specified in this ordinance are unreasonable and adversely affect public welfare and safety, including traffic safety.

All signs described herein shall conform to the applicable provisions of this ordinance. If any specific zoning classification within Ordinance 348 shall impose more stringent requirements than are set forth within this article, the more stringent provisions shall prevail.

## **CAMPAIGN PRACTICES** (Continued)

### **SECTION 2. DEFINITIONS.**

For purposes of this ordinance, the following words or phrases shall be defined as follows:

- A. ELECTION PERIOD** means the period of time ninety (90) days prior and ten (10) days after any local state, regional or national official election.
- B. HEIGHT** means the highest point of the structure or sign measured from the average natural ground level at the base of the supporting structure.
- C. LOT.** The definition of "lot" set forth in Ordinance No. 348 (Section 2144) shall be incorporated by this reference.
- D. NON-COMMERCIAL SIGN** means any sign that does not do any of the following:
  - 1. Advertise a product or service for profit for a business purpose;
  - 2. Propose a commercial transaction; or
  - 3. Relate solely to economic interests.
- E. PERMANENT FOUNDATION** means concrete or other semi-permanent material used to affix a sign to the ground.
- F. REAL ESTATE SIGN** means a temporary sign advertising a property or structure is for sale, lease, rent or exchange. The advertising contained on a Real Estate Sign shall be limited the following information:
  - 1. That the property is for sale, lease, rent or exchange by the owner or his or her agent.
  - 2. The property is in escrow or there is an "open house".
  - 3. Directions to the property.
  - 4. The owners or agent's name, address and telephone number.
- G. SIGN** means any structure, housing, device, figure, statuary, painting, display, message, placard or other contrivance, which is designed, constructed, created, engineered, intended or used to provide data or information for advertising purposes.
- H. SURFACE AREA** means that area of a sign as measured by the smallest geometric form such as a square, rectangle, triangle, or circle, or combination thereof, which will encompass the face of the sign on which the message is displayed.
- I. TEMPORARY SIGN** means a sign that is not intended to be permanent. Temporary signs shall not be constructed or erected upon a permanent foundation or attached to a sign structure having a permanent foundation. Temporary signs shall include non-commercial signs (including non-commercial signs during an election period), real estate signs, yard or garage sale signs or event signs. All other commercial signs, not constructed or erected upon a permanent foundation, are prohibited by this ordinance. If the sign is constructed or erected on a permanent foundation, it is regulated by Article XIX (Section 19, et seq) of Riverside County Ordinance No. 348.



## **CAMPAIGN PRACTICES (Continued)**

### **SECTION 3.TEMPORARY SIGNS.**

Temporary signs are permitted in all zoning classifications subject to the limitations imposed by this ordinance. No person shall erect, use or maintain a temporary sign in the unincorporated area of the County, except in accordance with the following provisions:

#### **A.Standards For All Temporary Signs**

1. No temporary sign shall be artificially lighted.
2. No temporary sign shall be erected, placed, used or maintained within the road right of way, except non-commercial signs during an election period.
3. No temporary sign shall be erected, placed, used or maintained upon property without the consent of the owner, lessee, person or entity in lawful possession of the property.
4. No temporary sign shall be erected, placed, used or maintained so that it does any of the following:
  - (a) Mars, defaces, disfigures or damages any public building, structure or other property.
  - (b) Endangers the safety of persons or property.
  - (c) Obscures the view of any fire hydrant, traffic sign, traffic signal, street sign, or public informational sign.
  - (d) Blocks motorists' line of vision to areas of vehicular or pedestrian traffic.

#### **B.Standards For Real Estate Signs.**

1. For lots zoned for one and two family residential uses: one sign not exceeding six (6) square feet in surface area and not more than six (6) feet in height.
2. For lots zoned for multiple family residential, commercial, industrial and agricultural uses: one sign on each separate frontage of the lot on the street, each sign not to exceed thirty-two (32) square feet in surface area and not more than six (6) feet in height. No more than four (4) signs are allowed per development.
3. Riders, not to exceed two (2) square feet in aggregate surface area may be added to the real estate sign to identify the specific agent offering the property for sale, to show that the property is "in escrow" or for an "open house".
4. The sign(s) shall be removed within ten days of the close of escrow on the property or structure, or portion thereof, being sold, leased or rented.

#### **C.Standards For Yard Or Garage Sale Signs And Event Signs.**

Temporary signs that advertise items for sale or events located on the property on which the sale or event will be conducted are permitted in every zoning classification, subject to the following standards:

1. The yard or garage sale or event is in conformance with Riverside County ordinances.
2. No sign shall exceed four (4) square feet in surface area.
3. No sign shall exceed four (4) square feet in height.
4. No sign shall be posted more than fifteen (15) days before the event or sale, and shall be removed within five (5) days after the event or sale.

## **CAMPAIGN PRACTICES (Continued)**

5. Only one (1) sign per lot may be displayed at any time and no more than three (3) such signs may be posted on any lot per calendar year.

### **D. Standards For Non-Commercial Signs During Election Period.**

1. In addition to the temporary signs permitted in Section 3 of this ordinance and the signs allowed by Ordinance 348, Article XIX and Ordinance 679, temporary non-commercial signs shall be permitted in all zoning classifications during an election period, subject to the following limitations:
  - (a) No sign shall exceed thirty-two (32) square feet in surface area.
  - (b) No sign shall exceed six (6) feet in height.
  - (c) No lot shall contain such signs having an aggregate surface area in excess of eighty (80) square feet.
  - (d) Such signs shall be permitted along road right-of-way provided no sign shall be erected, placed, used or maintained on any publicly owned tree or shrub or upon the improved portion of any street or highway right of way used for traffic or parking or upon any street divider or median strip.
  - (e) All signs shall be removed within ten (10) days after the election has occurred.

### **SECTION 4. NON-COMMERCIAL SIGNS PERMITTED.**

A non-commercial sign or message is permitted to be displayed, in lieu of a commercial message, wherever and whenever a commercial sign or message is permitted by this ordinance.

### **SECTION 5. ENFORCEMENT.**

- A. County employees, representatives or agents shall be authorized to remove and dispose of any temporary sign in violation of this ordinance upon the expiration of ten (10) days after posting a written notice of violation on the sign, and mailing of a written notice to the property owner and to the sign owner, if identified on the sign. The notice shall contain the right to appeal this determination by submitting a written appeal to the Department of Building and Safety within this ten (10) day time period. The appeal shall be conducted by review of the written appeal by an administrative hearing officer. The submission of a written appeal to the Department of Building and Safety within the ten (10) day time period shall stay the removal and disposal of the sign upon a decision of the hearing officer granting the appeal or until ten (10) days after mailing of a decision of the hearing officer denying the appeal.
- B. The procedures, remedies and penalties for violation of this ordinance and for recovery of costs related to enforcement are provided for in Ordinance No. 725, which is incorporated herein by this reference.

### **SECTION 6. NONCONFORMING TEMPORARY SIGNS**

- A. Every temporary sign which was lawfully in existence prior to the enactment of this ordinance, and does not conform to this ordinance, shall be deemed a nonconforming temporary sign and shall be removed or altered in accordance with this ordinance as follows:
  1. All temporary signs with a nominal value of \$100.00 or less shall be abated or brought into conformance immediately after the effective date of this ordinance.

## **CAMPAIGN PRACTICES** (Continued)

2. All temporary signs with a value of more than \$100.00 shall be abated or brought into conformance within six (6) months of the effective date of this ordinance.
- B.** All temporary signs not in lawful existence prior to the date of enactment of this ordinance shall be abated or brought into conformance immediately.
- C.** For purposes of this section, the above referenced terms have the following meanings:
1. The “value” of the temporary sign shall mean the cost of sign, less depreciation, and shall not include the potential revenue generated by the sign.
  2. A temporary sign “in lawful existence prior to enactment of this ordinance” means a temporary sign that conforms with all other County ordinances, State or Federal laws and Uniform Codes in effect at the time of enactment of this ordinance, including any applicable permit requirements.

### **ELECTIONEERING ON ELECTION DAY (E.C. §§ 18370, 18541)**

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an 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 part of the formal challenge procedure).
- (d) Do any electioneering.
- (e) Photograph, video tape, or otherwise record a voter entering or exiting a polling place.

“100 feet of a polling place 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 provision of this section is guilty of a misdemeanor.

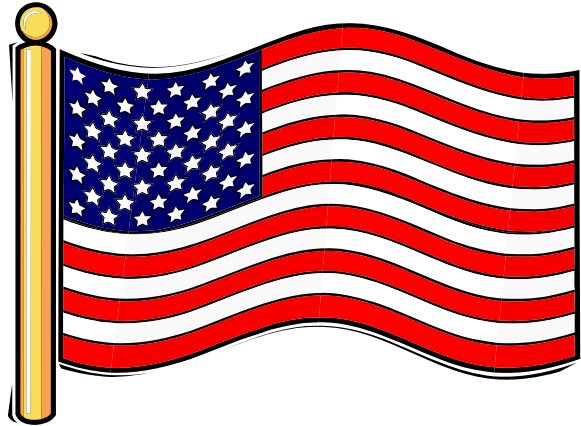
## **CAMPAIGN PRACTICES** (Continued)

### **ELECTIONEERING DURING VOTE-BY-MAIL VOTING (E.C. §§ 18370, 18371)**

- (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote-by-mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote-by-mail voter is voting.
- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any 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.

**NOTE:** Misdemeanor penalties will also be imposed on any person performing the actions as prohibited on Election Day or at any time that a voter may be casting a ballot.

## VOTER REGISTRATION INFORMATION



### **VOTER REGISTRATION INFORMATION (E.C. §§ 2188, 2194)**

Voter registration information is confidential except for election, scholarly, journalistic, political or for governmental purposes. (E.C. § 2194)

Any person, organization, company, committee, association or group requesting voter registration information (this also applies to indexes and vote-by-mail voters' lists) must complete an application provided and maintained by the Registrar of Voters. The application requires that appropriate identification be provided at the time of completing the application. (E.C. § 2188)

Duplication, distribution or selling of this information by anyone other than the election official is prohibited.

It is a misdemeanor to knowingly use or permit the use of all or any part of that information for any purpose other than as permitted by law. (E.C. § 18109)

It is a misdemeanor for any person knowingly to acquire possession or use voter registration information without first complying with Elections Code § 2188.

## CONTRIBUTION INFORMATION



### **SOLICITATION OF POLITICAL CONTRIBUTIONS; OFFENSE; PUNISHMENT (G.C. § 3205)**

- (a) An officer or employee of a local agency shall not, directly or indirectly, solicit a political contribution from an officer or employee of that agency, or from a person on an employment list of that agency, with knowledge that the person from whom the contribution is solicited is an officer or employee of that agency.
- (b) A candidate for elective office of a local agency shall not, directly or indirectly, solicit a political contribution from an officer or employee of that agency, or from a person on an employment list of that agency, with knowledge that the person from whom the contribution is solicited is an officer or employee of that agency.
- (c) This section shall not prohibit an officer or employee of a local agency, or a candidate for elective office in a local agency, from requesting political contributions from officers or employees of that agency if the solicitation is part of a solicitation made to a significant segment of the public which may include officers or employees of that local agency.
- (d) Violation of this section is punishable as a misdemeanor. The district attorney shall have all authority to prosecute under this section.
- (e) For purposes of this section, the term "contribution" shall have the same meaning as defined in G.C. § 82015.

### **LOCAL AGENCY EXPENSES (G.C. § 54964)**

An officer, employee, or consultant of a local agency may not expend or authorize the expenditure of any of the funds of the local agency to support or oppose the approval or rejection of a ballot measure, or the election or defeat of a candidate, by the voters.

This section does not prohibit the expenditure of local agency funds to provide information to the public about the possible effects of a ballot measure on the activities, operations, or policies of the local agency.

The information provided shall constitute an accurate, fair, and impartial presentation of relevant facts to aid the voters in reaching an informed judgment regarding the ballot measure.

This section does not apply to the political activities of school officers and employees of a county superintendent of schools, an elementary, high, or unified school district, or a community college district.

## RECORDS ACCESS

### IMPORTANT NOTICE – PLEASE READ

When an individual, government agency or political entity requests any information on registered voters, whether printed, on microfilm, microfiche, CD ROM, disk or computer tape, an “Application to Purchase or View Voter Registration Information” must be completed and signed before any information can be released. By signing this form, the applicant agrees to use the information only for election or governmental purposes. (California Administrative Code § 19002)

The applicant further agrees not to sell, lease, loan, or deliver possession of the registration information, or a copy thereof, or any portion thereof, to any person, organization or agency, without receiving prior written authorization to do so from the County Registrar of Voters. (California Administrative Code §§ 19005 and 19008)

### PERMITTED USES

Permissible uses of the registration information shall include, but shall not be limited to, the following:

1. Using registration information for purposes of communicating with voters in connection with any election.
2. Sending communications, including but not limited to, mailings that campaign for or against any candidate or ballot measure in any election.
3. Sending communications, including but not limited to, mailings by or on behalf of any political party; provided however, that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments, and related matters.
4. Sending communications, including but not limited to, mailings incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition.
5. Sending of newsletters or bulletins by any elected public official, political party, or candidate for public office.
6. Conducting any survey of voters in connection with any election campaign.
7. Conducting any survey of opinions of voters by any governmental agency, political party, and elected official or political candidate for election or governmental purposes.
8. Conducting an audit of voter registration lists for the purpose of detecting voter registration fraud.
9. Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure.
10. Any official use of any local, state, or federal governmental agency. (California Administrative Code § 19003)

## **RECORDS ACCESS** (Continued)

### **PROHIBITED USES**

The following uses of registration information are not permitted:

1. Any communication or other use solely or partially for any commercial purpose.
2. Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition to a ballot measure.
3. Conducting any survey of opinions of voters other than those permitted by California Administrative Code § 19004 (f) & (g).

### **PENALTIES FOR UNAUTHORIZED USE**

Any unauthorized use shall result in a penalty equal to the sum of \$0.50, multiplied by the number of registration records used in an unauthorized manner.

Unauthorized use by any applicant of any portion of the registration information shall raise a presumption that all such information obtained by the applicant was so misused. (California Administrative Code § 19007)



## FREQUENTLY ASKED QUESTIONS



**Q. Does it cost anything to run for office?**

A. There is no filing fee required of candidates running for school board or special district offices. (The only cost a candidate may incur is for the optional Candidate's Statement.)

**Q. How many nomination signatures do I need?**

A. Nomination signatures are not required for schools and special districts.

**Q. May I withdraw my candidate's statement after it is filed?**

A. Your statement may be withdrawn during the nomination period, and until 5 p.m. of the next working day after the close of the nomination period.

**Q. Why does the cost of the Candidate's Statement vary from district to district?**

A. The cost for the Candidate's Statement is based on the number of registered voters in each jurisdiction.

**Q. To whom is the check made payable to for a Candidate's Statement?**

A. Make your check payable to the Registrar of Voters.

**Q. May I change my ballot designation after I file my documents?**

A. Yes. The ballot designation may be changed by a candidate until 5 p.m. on the final date for filing nomination documents.

**Q. May the oath be administered by a notary?**

A. Yes. The oath may be executed before a notary, district secretary, district superintendent, or a deputy in the Registrar of Voters' Office.

**Q. May I fax my nomination documents to your office?**

A. No. Only original documents will be accepted.

## **FREQUENTLY ASKED QUESTIONS** (Continued)

**Q. May I mail my nomination documents?**

A. Yes. However they must be received in the Registrar of Voters' office by the filing deadline. A postmark or certified letter receipt does not constitute receipt of documents in our office.

**Q. May I file my nomination documents with the district office?**

A. No. Your nomination documents must be filed with the Registrar of Voters office.

**Q. When am I considered a candidate?**

A. You are considered a candidate when your nomination documents have been filed and verified.

**Q. What happens if I change my mind about running for office after I have filed my nomination documents?**

A. You may withdraw anytime up to the close of the nomination period. Withdrawal must be submitted in writing to the Registrar of Voters' office. After the nomination period closes, you are not permitted to officially withdraw and your name will appear on the ballot. It is the candidate's responsibility to inform voters that he/she does not want to be elected to office.

**Q. What determines the order in which my name will appear on the ballot?**

A. A random alphabet drawing is conducted by the Secretary of State, which determines the order that candidates names will appear on the ballot.

**Q. May someone else file nomination documents on my behalf?**

A. Election law does not specifically prohibit another person from filing nomination papers for a candidate; however, candidates are urged to file in person for the following reasons:

1. The oath of affirmation must be administered by a deputy of the Registrar of Voters' office, an authorized public official, or a notary public. It is much easier for a candidate to file the nomination papers in person and have the oath administered at the time he or she files.
2. The signature of the candidate, as well as other data, is required on many documents involved in the nomination process. If through an oversight the nomination papers are incomplete; the problem can easily be rectified when a candidate files in person.

**Q. What happens if I'm the only candidate?**

A. If you are the only candidate for a special district office, you will be appointed by the Board of Supervisors. If you are the only candidate for a school district, you will automatically be seated at the district's organizational meeting.

## SERVICES TO CANDIDATES

*Prior to requesting the items listed below, an Application to Purchase or View Voter Registration Information must be completed at the Registrar of Voters office. In addition, the applicant must display proper identification, i.e. drivers' license.*

**NOTE:** *To better serve candidates, applications are available at most City Clerks' offices.*

### **VOTER INDEXES (E.C. § 2183 et seq.; Cal. Admin. Code § 19001 et seq.)**

An index (voter list) is available for each precinct, listing all registered voters by street address. Political affiliation and telephone number is also given. Listing a phone number is optional on the registration form; therefore, any phone numbers listed on the index may not be current.

**WARNING:** Mailing addresses are not given on voter indexes. Candidates who plan to mail campaign literature should see information about **MAILING LABELS** below.

A candidate may purchase indexes at a cost of \$5 for the first thousand names and \$1 for each additional 1,000 names (or portion thereof). Each purchase may be a complete set for the candidate's electoral jurisdiction, or a partial set. Indexes may be mailed if payment, including postage or UPS charges, is received in advance, and the applicant has completed the required application.

Indexes may be purchased by the candidate or by someone with the candidate's written authorization. The purchaser must sign an agreement to use the indexes only for election or governmental purposes. A substantial fine may be imposed if registration information is used for other purposes.

For further information, call the Registrar of Voters' office at (951) 486-7314.

### **MAILING LABELS**

Candidates who plan to mail campaign material may purchase mailing labels from the Registrar of Voters. The labels may be purchased for each registered voter in a district or by head of household.

## SERVICES TO CANDIDATES (Continued)

Candidates may purchase a list of voters by jurisdiction, which contains the voter's regular precinct, name, residence, mailing address, and phone number, if provided. Voter lists are available in the following formats:

Format	Cost
<p><b>Voter Files Menu</b></p> <ul style="list-style-type: none"> <li>• Countywide Voter File –CD-Rom</li> <li>• Individual Districts – CD ROM</li> <li>• Mailing Labels – Individual voter or Head of Household</li> <li>• Alpha List by Jurisdiction</li> <li>• Street / Walking Index of Voters</li> </ul>	<p>\$35.00</p> <p>\$35.00</p> <p>\$ 35.00 per 1000 or portion</p> <p>\$ 7.00 per 1000 or portion</p> <p>\$ 5.00 for 1<sup>st</sup> 1000, + \$1.00 per 1000 names or portion thereafter</p>
<p><b>Vote-by-Mail Voter Files – Entire Election</b></p> <ul style="list-style-type: none"> <li>• Initial Request (Perm, Military, Mail Ballot)</li> <li>• Updates – Daily</li> <li>• Updates - Weekly</li> </ul>	<p>\$600.00</p> <p>\$100.00</p> <p>\$ 25.00 (per day)</p> <p>\$150.00 (per week)</p>

### PRECINCT MAPS

Detailed maps showing precinct boundaries may be purchased. Candidates should contact our Precincting Section to order maps for their jurisdiction. Call the Registrar of Voters' office at (951) 486-7338 for further information.

**Cost:** \$35 per custom map

### VOTE-BY-MAIL VOTER LISTS

Vote-by-Mail voter lists are available on CD or E-mail. For further information call the Registrar of Voters' office at (951) 486-7314.

# POLLING INFORMATION

## POLLING PLACES

The Polls are open from 7:00 a.m. until 8:00 p.m.

The following rules/regulations are presented to assist you in running a trouble free campaign and avoiding any problems.

### WORKING AT THE POLLS/POLLING PLACE INFORMATION:



In addition to general recruitment of poll workers from among the county's registered voters, the Registrar of Voters uses three other specialized recruitment programs to identify Election Officers. They are the Student Pollworker program, the County Pollworker program, and the Adopt-A-Poll program.

California Elections Code does not allow any candidate for elective office to use their residence or business as a polling place. (E.C. § 12287)

California Elections Code authorizes County Central Committees to nominate individuals to work on precinct boards. The nominee must be a registered voter, member of the party making the nomination, and a resident of the precinct to which the nomination applies. These nominations must be made at least 90 days prior to the election for which the nomination is made. (E.C. § 12306)

### WHY POLLING PLACES CHANGE:

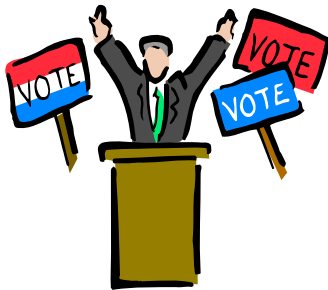


There are many reasons for choosing or changing a particular polling place. Any or all of the following reasons may apply:

- ☆ Facilities become overcrowded or permission is no longer granted for a facility to be used as a polling place.
- ☆ As precincts grow, boundaries have to be revised. This could result in your having to be assigned to a different polling place.
- ☆ Previous polling place not accessible to the disabled and the elderly as dictated by law.
- ☆ The different grouping of districts in an election could make it necessary to change your polling place from election to election.
- ☆ Inadequate lighting, parking or other similar concerns may require a new location to be selected.
- ☆ Construction/remodeling may render a polling place unavailable for an election.
- ☆ Facility must be secure for storing voting equipment.

## Polling Places (Continued)

### CAMPAIGNING / ELECTIONEERING:

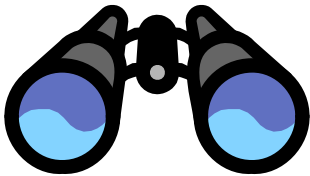


No person shall do any of the following within 100 feet of a polling place. (100 feet begins at the doorway of the room in which voters are voting).

- ☆ Circulate any petitions.
- ☆ Solicit a vote; wear campaign insignia, or clothing with campaign slogans or political advertisements.
- ☆ Post any signs relating to candidates and/or measures.
- ☆ Perform any type of electioneering activities.

Pollworkers are instructed to check for electioneering throughout the day. If a poll worker advises you that you are too close or are in any way electioneering, please comply with the request to correct the problem. If the pollworker is unable to resolve the problem, the Registrar of Voters will send a troubleshooter to the polls and/or summon law enforcement for assistance. It should be noted that exit polling may be conducted 25 feet from the polling place entrance.

### OBSERVING:



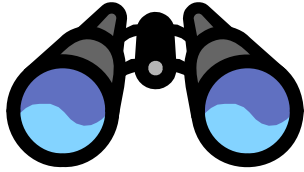
You are certainly welcome to observe activity at any polling place on election day – from the time the polls open until the polls are closed and the pollworkers depart to return the ballots and supplies to the collection center. However, in order not to disrupt the voting process, it is suggested that you and your campaign workers review the following material that is given in training to our pollworkers. It explains some of the do's and don'ts of observation.

Anyone may be a poll watcher, but most often poll watchers are people who are working with one of the political parties or for a campaign. A poll watcher is someone who is observing the procedures at the polls and/or monitoring who has, or who has not voted. To accomplish this, poll watchers may continually check the posted copy of the Street Index. **When not in use**, poll watchers are permitted to view the Roster of Voters, and all supplemental lists in the possession of the precinct board.

Although the law allows poll watching, there are rules and guidelines that must be followed.

**Polling Places (Continued)**

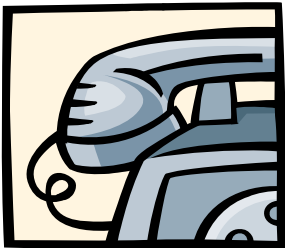
**OBSERVING (Cont'd):**



**RULES FOR POLL WATCHERS/OBSERVERS**

- ☆ Poll watchers are **NOT** permitted to disturb voters or interfere with the election process in any way.
- ☆ Poll watchers may ask questions, but may **NOT** interfere with Election Officer duties or disturb voters.
- ☆ Poll watchers may **NOT** sit at the election table.
- ☆ Poll watchers are **NOT** permitted behind the voting equipment or in the “voting area”.
- ☆ Poll watchers may **NOT** remove the Street Index from the immediate area. It may be removed from the wall for use, but then it must be re-posted.
- ☆ If more than one person or group wishes to use the Street Index, it must be equally shared.
- ☆ The Roster of Voters may only be viewed at the election table, and for only as long as the election board does not need it.
- ☆ If a poll watcher wishes to view the Roster of Voters at the close of polls, he or she may do so only for as long as it is not required by Election Officers to facilitate closing procedures.

**ELECTION DAY CONCERNS:**



If you see any activity that you believe is improper, or contrary to the Registrar of Voters policies, please contact the Registrar of Voters office immediately so that we may investigate. The sooner we know of a problem, the sooner we can eliminate it. Telling us of a problem the day after the election is helpful, but does not allow us to resolve problems in a timely manner for the benefit of those participating in the present election.

## CANVASS

<b>ELECTION NIGHT ACTIVITIES</b>	
<b>ELECTION RESULTS AVAILABLE AFTER 8:00 p.m.</b>	At the Registrar of Voters, 2724 Gateway Drive, Riverside, or by phone (951) 486-7200, (800) 773-VOTE, or website: <a href="http://www.voteinfo.net">www.voteinfo.net</a>
<b>ELECTION NIGHT RESULTS INFORMATION</b>  <i><b>ELECTION NIGHT RESULTS AVAILABLE ONLY AT THE REGISTRAR OF VOTERS OFFICE</b></i>	<p>Candidates are invited to visit the Registrar of Voters office on election night. Cumulative election results will be available to candidates and the public via a large projection screen in the Public Assembly Room or via telephone at the Registrar of Voters Office. In addition, the results will be on the Internet. The vote-by-mail vote will be reported first at approximately 8:15 p.m. Telephone operators will remain available to answer questions until all precinct results have been reported.</p> <p>The polls officially close at 8:00 p.m. Election activity then changes, from what was primarily voter participation at the polls, to precinct officials completing necessary procedures and forms, and delivering equipment and supplies to Ballot Collection Centers. Certain receiving procedures take place, and then the ballot cartons are delivered to the Registrar of Voters where the votes are tallied by computer. (No results are available at the remote Collection Centers.)</p>
<b>CANVASS</b>	<p>Following Election Day the canvass of the returns will commence at the Registrar of Voters office.</p> <p>During the canvass, a complete audit of all returns will be accomplished, as well as processing and counting of provisional and vote-by-mail ballots voted and/or received on election day. Additionally, if there are any qualified write-in candidates, those votes will be tallied during the canvass. As a result, close races may not be determined until the canvass is completed.</p> <p>The official election results will be certified after the completion of the canvass.</p>
<b>CERTIFICATION OF ELECTION RESULTS</b>	After certification of the election results, winners will be mailed a Certificate of Election with instructions on where and when to file it. Winners of city races will receive certification through the City Clerk's office.



# 2011 CALENDAR

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
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27	28					

MARCH						
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APRIL						
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MAY						
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29	H	31				

JUNE						
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JULY						
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31						

AUGUST						
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SEPTEMBER						
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OCTOBER						
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30	31					

NOVEMBER						
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27	28	29	30			

DECEMBER						
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25	H	27	28	29	30	31

<b>E = Election Day</b>	<b>NP = Nomination Period for November 8, 2011 Election</b>	<b>H = Holiday</b>	<b>R = Registration Deadline</b>
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