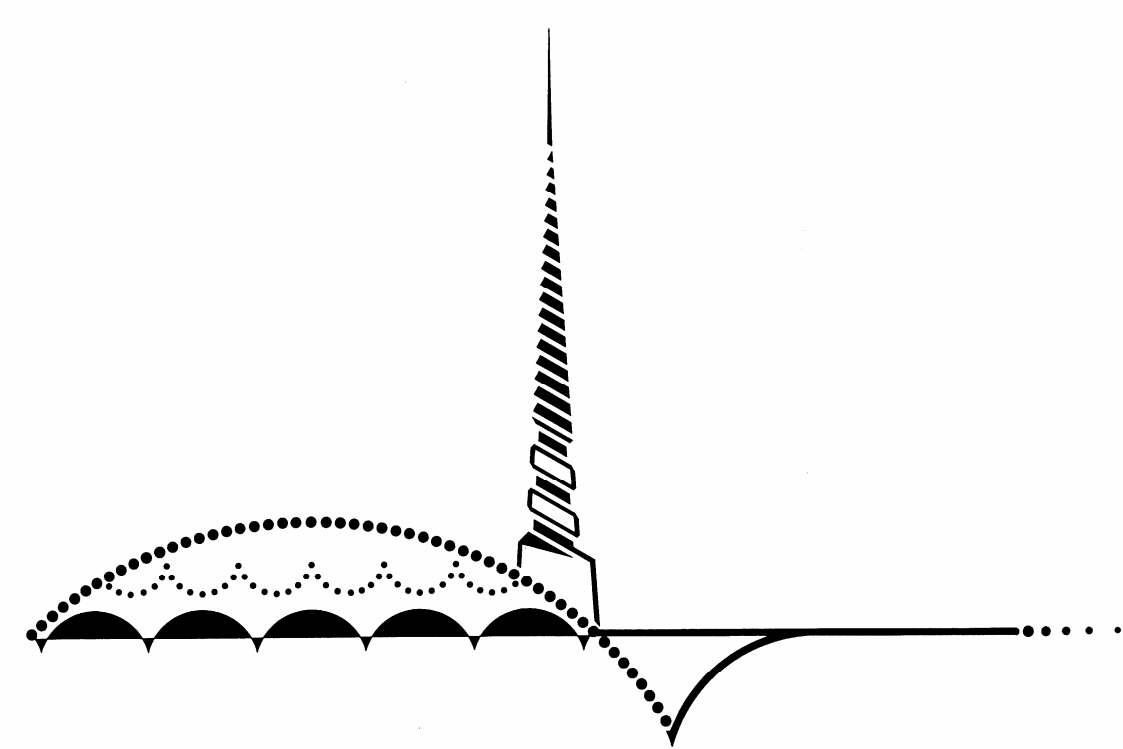
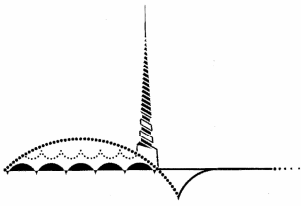


# 2008 CANDIDATES' GUIDELINES



**PRIMARY & GENERAL ELECTIONS**  
**June 3, 2008 & November 4, 2008**

PREPARED AND DISTRIBUTED  
BY  
THE STAFF OF THE MARIN COUNTY REGISTRAR OF VOTERS



## Registrar of Voters

Elaine Ginnold  
Registrar of Voters

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Melvin Briones  
Assistant Registrar of Voters

December 27, 2007

Dear Candidate:

The purpose of this handbook is to help guide you through the forms, fees, deadline dates and laws that you will encounter as a candidate for public office. While this handbook is intended to be as informative as possible, it is general information only and not to be used as a substitute for legal counsel. Registrar of Voters' employees are not permitted to answer questions of a legal nature. If you have legal questions about the nominations or election process, we advise you to consult an attorney.

Please file early. The filing deadlines are rigid and if one waits until the last moment to file a document containing errors or omissions, one's right to appear on the ballot may be lost. Most errors can be corrected given adequate time.

The laws surrounding raising funds, and the expenditure and reporting of campaign contributions, are continually changing. If you have any questions, you may call our Elections Office at 499-6437, or you may want to call the following State Offices in Sacramento:

Fair Political Practices Commission                      (Toll Free) 1-866-275-3772  
[www.fppc.ca.gov](http://www.fppc.ca.gov)

Secretary of State Elections Division                      (916) 657-2166  
[www.ss.ca.gov](http://www.ss.ca.gov)

We hope you find this handbook useful. If you have any suggestions for improving it or have identified corrections to be made, please call Judy Arbin at (415) 499-6442.

Please call or visit our Elections staff for any assistance they may be able to provide. Our office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Elections information is also available on our web page at <http://www.marinvotes.org>.

Sincerely,

ELAINE GINNOLD  
Marin County Registrar of Voters

*Registrar of Voters*  
P.O. Box E, San Rafael, CA 94913  
3501 Civic Center Drive, Room 121  
415-499-6456    FAX 415-499-6447

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# SECTION I

JUNE 3, 2008

PRIMARY ELECTION

## CALENDAR OF IMPORTANT DATES FOR JUNE 3, 2008 PRIMARY ELECTION

- Dec. 28, '07  
(E-158)      FIRST day to receive forms to collect Signatures in Lieu of Filing Fees.
- Jan 31, '08  
(E-126)      LAST day to file semi-annual campaign statements (from last statement to 12/31/07).
- Jan 28-Feb 6  
(E-127-E-118)      ALL potential candidates for judicial offices must file a Declaration of Intention form. (Extended to February 11<sup>th</sup> if the incumbent does not file. (EC §8023)
- Feb 6  
(E-118)      LAST day to file Signature in Lieu forms with Declaration of Intention (judicial offices).
- Feb 11  
(E-113)      FIRST day of nomination filing period.
- Feb 21  
(E-103)      LAST day for candidates to file Signatures in Lieu of filing fee petitions for any office other than judicial.
- March 7  
(E-88)      LAST day to file nomination papers and candidate statements of Qualifications unless extended filing periods are applicable.
- March 8-17  
      TEN DAY EXAMINATION PERIOD for candidates' statements.  
      (El. Code §§13313-13314)
- March 10      LAST day to withdraw candidate's statement of qualification if nomination filing period for office closed on March 7<sup>th</sup> (March 8<sup>th</sup> and 9<sup>th</sup> is a weekend).
- March 12  
(E-83)      LAST day to file nomination papers and statement of qualification if extended filing period is applicable.
- March 13-24      TEN DAY EXAMINATION PERIOD.  
      (El. Code §§13313-13314)
- March 13  
11:00 A.M.  
(E-82)      RANDOMIZED ALPHABET drawing by Secretary of State to determine the order of candidate names on the primary election ballot.
- March 13      LAST day to withdraw Candidates' Statement of Qualifications if nomination filing period closed on March 12<sup>th</sup>.
- March 17      LAST day to file a petition forcing a judicial race on the primary election ballot if the incumbent is unopposed. (El. Code §8203)
- March 24  
(E-40)      LAST day to file 1st pre-election campaign expense statement (from last statement to 3/17/08)

CALENDAR OF IMPORTANT DATES FOR JUNE 3, 2008 PRIMARY ELECTION (continued)

- April 4  
(E-60)            FIRST day to mail ballots to military and overseas voters.
- April 7  
(E-57)            FIRST day to file Statements of Write-in Candidacy and Nomination Papers.
- April 24  
(E-40)            FIRST day to mail sample ballots.
- May 5  
(E-29)            FIRST day to vote by mail ballot in office of elections official. First day for elections official to mail ballots.
- May 5             LAST day to request precinct indexes and mailing labels for delivery approximately two weeks before the election.
- May 19  
(E-15)            LAST day to register to vote in the June 3<sup>rd</sup> primary election.
- May 20  
(E-14)            LAST day for write-in candidates to file Statements of Candidacy and Nomination Papers.
- May 22            LAST day to file 2nd Pre-Election campaign expense statement. (from last statement to 5/17/08). Must be filed in person or by guaranteed overnight mail.
- May 26  
(E-6)             First day for voters who are disabled or unable to go the polls on election day to submit a written request for a ballot to be delivered to them. (El. Code §3021)
- May 27  
(E-7)             LAST day to apply for an absentee ballot, by mail, from the County Clerk/Elections Division.
- June 3            PRIMARY ELECTION DAY - polls open 7 a.m. - 8 p.m.

SECTION I

PRIMARY ELECTION

June 3, 2008

OFFICES UP FOR ELECTION OR NOMINATION AT THE JUNE 3, 2008 PRIMARY ELECTION  
(Filing dates February 11<sup>th</sup> – March 7<sup>th</sup>)

PARTISAN OFFICES

FEDERAL OFFICES

<u>OFFICE</u>	<u>TERM YEARS</u>	<u>FILING FEE</u>	<u>SIGNATURES IN* LIEU OF FILING FEE</u>	<u>SPONSORS' SIGNATURES</u>
<u>REPRESENTATIVE IN CONGRESS</u>	2	\$1,652.00	3,000*	40 - 60

Qualifications - At least 25 years of age, registered voter, U.S. citizen for at least 7 years, resident of district when elected.  
(Art. 1, Sec. 2, Clause 2, U. S. Constitution)

\*Requirement of 3,000 signatures only applies to Democrats and Republicans. Minor party rules are in table in Secretary of State Elections Calendar.

STATE CANDIDATES

<u>OFFICE</u>	<u>TERM YEARS</u>	<u>FILING FEE</u>	<u>SIGNATURES IN LIEU OF FILING FEE</u>	<u>SPONSORS' SIGNATURES</u>
<u>STATE ASSEMBLY</u>	2	\$1,162.08	1,500	40 - 60

Qualifications - U.S. citizen, registered voter in the district at the time nomination papers are issued. \*\* May not have served three terms in the State Assembly since November 6, 1990.

<u>STATE SENATOR</u>	4	\$1,162.08	3,000	40 - 60
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Qualifications – U.S. citizen, registered voter in the district at the time nomination papers are issued. \*\* May not have served two terms in the State Senate since November 6, 1990.

\*\*Note: Article IV, Section 2(c), of the California Constitution requires one year residency in the legislative district and California residency for three years. However, it is the legal opinion of the Secretary of State's office that these provisions violate the U.S. Constitution.



**FILING FEES** - Partisan offices may pay by money order, cashier, certified, travelers or personal check made payable to Debra Bowen, Secretary of State. **Filing fees are nonrefundable.** (El. Code §§8101-8106)

COUNTY CENTRAL COMMITTEES

<u>OFFICE</u>	<u>TERM YEARS</u>	<u>FILING FEE</u>	<u>SIGNATURES IN LIEU OF FILING FEE</u>	<u>SPONSORS' SIGNATURES</u>
<u>CENTRAL COMMITTEE</u>	2	NONE	NONE	20 – 40

MARIN COUNTY CENTRAL COMMITTEE OPENINGS BY SUPERVISORIAL DISTRICT

<u>PARTIES</u>	<u>Total</u>	<u>1st Dis.</u>	<u>2nd Dis.</u>	<u>3rd Dis.</u>	<u>4th Dis.</u>	<u>5th Dis.</u>
Democratic	23	5	5	5	4	4
Republican	23	5	5	5	3	5
Amer. Indep.*	26	5	6	5	4	6*
Green )	-----	7 AT LARGE				
Peace & Freedom )	-----	7 AT LARGE				

\* The number of County Central Committee openings are determined on the basis of registration figures as transmitted to the Secretary of State by County Clerks. (El. Code §§2187, 7650)

**REQUIREMENTS FOR DECLARATION OF CANDIDACY FOR A PARTISAN OFFICE (including County Central Committees)**

No declaration of candidacy for a partisan office or for membership on a county central committee shall be filed by a candidate unless:

(1) at the time of presentation of the declaration and continuously for not less than three months immediately prior to that time, or for as long as he/she has been eligible to register to vote in the state, the candidate is shown by his/her affidavit of registration to be affiliated with the political party the nomination for which he/she seeks. A candidate can be registered as “declines to state” the 9 months previous to the 3-month period; and

(2) the candidate has not been registered as affiliated with a qualified political party other than that political party the nomination of which he/she seeks within 12 months, or, in the case of an election governed by Chapter 7 (commencing with Section 7200), within three months immediately prior to the filing of the declaration. (El. Code §8001)

NONPARTISAN OFFICES

JUDICIAL OFFICES (Requires a Declaration of Intention)

<u>SUPERIOR COURT</u>	<u>TERM YEARS</u>	<u>FILING FEE</u>	<u>SIGNATURES IN LIEU OF FILING FEE</u>	<u>SPONSORS' SIGNATURES</u>
Office No. 1 Terrence Boren	6	\$ 1,787.89	7,152	20 - 40
Office No. 2 James Ritchie	6	\$ 1,787.89	7,152	20 - 40
Office No. 3 Verna Adams	6	\$ 1,787.89	7,152	20 - 40

Qualifications - Candidate must have been a member of the State Bar or served as a judge of a court of record in this state for 10 years (Superior Court Judge) immediately preceding the election for which he/she is elected. (Art. 6, Sec. 15, Cal. Const.)

BOARD OF SUPERVISORS

<u>OFFICE</u>	<u>TERM YEARS</u>	<u>FILING FEE</u>	<u>SIGNATURES IN LIEU OF FILING FEE</u>	<u>SPONSORS' SIGNATURES</u>
County Board of Supervisors				
District 2 Hal Brown	4	\$ 949.94	3,800	20 – 40
District 3 Charles McGlashan	4	\$ 949.94	3,800	20 - 40
District 4 Stephen Kinsey	4	\$ 949.94	3,800	20 - 40

Qualifications - Candidate shall have been a registered voter of the district which he/she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office of supervisor, and shall reside in the district during his/her incumbency. (Govt. Code.§25041)

DISTRICTS                      NUMBER OF VACANCIES

Regular Term              Short Term

SANITARY

Almonte . . . . . 3

District #1  
(Ross Valley) . . . . . 2

Qualifications - Candidate must be a resident elector of the district.  
(Health & Safety Code §§6464, 6480)

No filing fee or sponsor signatures are required for district offices.

CITIES\*      Candidates file with the City Clerk in their respective cities.

Town of Ross . . . . . 3

City of Belvedere . . . . . 3

\*Twenty sponsor signatures are required.

## NOMINATION DOCUMENTS

Filing forms include:

1. Signatures in lieu of filing fee petition form. Obtain form and file from December 28 to February 6 for judicial candidates; from December 28 to February 21 for candidates other than judicial.
2. Declaration of Intention form (for judicial candidates only). Obtain form and file from January 28 – February 6.
3. Declaration of Candidacy form; Ballot designation worksheet.  
(El. Code 13107.3 CA 505)
4. Nomination Papers (petitions) with Sponsor Signatures. Signatures on Signature in Lieu Petitions may also be counted towards the sponsor signatures required on nomination papers.
5. Candidate's Statement of Qualification form to be printed in voter pamphlet (optional).
6. Conflict of Interest form (Form 700).
7. Web-site permission application.

## SIGNATURES IN LIEU OF FILING FEE PETITIONS

December 28 – February 6 for Judicial Candidates

December 28 – February 21 for all other candidates

(Election Code §8106)

A candidate may submit a petition containing signatures of registered voters in lieu of paying the filing fee in order to run for office. The signatures submitted may cover all, or a prorated portion, of the filing fee. Any registered voter who is a resident of the jurisdiction may sign an in-lieu filing fee petition for any candidate for whom he/she is eligible to vote.

Forms to collect signatures in lieu of paying a filing fee may be obtained from the office of the Registrar of Voters, Room 121, Civic Center, San Rafael. Candidates will receive sufficient forms to cover the required amount of signatures. Any candidate wishing additional forms will be charged \$.15 a sheet.

Forms will be available between December 28, 2007 and February 21, 2008. (See pages 8-11 for total signatures in lieu of filing fee required.) All forms must be filed by 5 p.m. February 21, 2008.

NOTE: If Judicial Candidates file signatures in lieu petitions, they must be filed with their Declaration of Intention (see page 15).

The candidate or any registered voter, or voters may serve as circulator to collect signatures.

Only registered voters eligible to vote for the candidate may sign the petition. For American Independent, Green, Libertarian and Peace and Freedom offices, the signer must be affiliated with the same political party as the candidate.

All petitions are validated in the order of arrival to the Elections Office. If a voter signs more candidates' petitions than there are offices to be filled, the voter's signature shall be valid only on those petitions which do not exceed the number of offices to be filled.

If, after signature verification, the Registrar of Voters finds the petition deficient, the candidate may, before the close of the nomination period, either:

1. Submit supplemental petitions; or
2. Pay a pro-rata fee.

(Any adjustment after the last day of the filing period must be by monies only)

You will be advised by this office if SIGNATURES ARE DEFICIENT.

SIGNATURES IN LIEU OF FILING FEE (continued)

(Election Code §8106)

SPECIAL REQUIREMENTS FOR CANDIDATES CIRCULATING IN MORE THAN ONE COUNTY.

(Congress, Assembly & State Senate)

Candidates for these offices must submit their signatures to the County in which the petition was circulated. (El. Code §8106(4))

The petition sections must be filed no later than **February 21, 2008** with the Registrar of Voters.

CANDIDATES PLEASE NOTE: THE NOMINATION PETITION IS ONLY ONE OF THE MANY DOCUMENTS REQUIRED FOR CANDIDACY. Candidates are NOT to assume that because a sufficient in-lieu-filing-fee petition was filed which also fulfilled the nomination petition signatures requirement, that all requirements for candidacy have been completed (see page 12 for set of filing forms). Candidates must check with the responsible elections official to determine whether all election requirements have been fulfilled.

DECLARATION OF INTENTION - Judicial Candidates only

January 28 – February 6

Candidates for a judicial office shall file a written and signed declaration of their intention to become a candidate for their party's nomination for that office. The declaration of intention shall be filed with the elections official of the county in which each candidate resides. (El. Code §8023)

Filing fees for those candidates required to file declaration of intention must be paid at the time the declaration is filed, or, signatures in lieu of paying filing fee, must be submitted. Filing fees are not refundable. (El. Code §§ 8023, 8105)(b)

Candidates for judicial office shall state in their declaration of intention for which numerically designated office he/she intends to become a candidate (see page 10 for numerical designation). (El. Code §§8200, 8023)

No person may be a candidate nor have his or her name printed on any ballot as a candidate for judicial office unless he or she has filed the declaration of intention provided for in this section. If the incumbent of a judicial office fails to file a declaration of intention by February 6, persons other than the incumbent may file declarations of intention no later than the first day for filing nomination papers, February 11, 2008. (El. Code §8023(b))

If an incumbent of a judicial office files a declaration of intention but for any reason fails to file his or her nomination papers by March 7<sup>th</sup>, an additional five days shall be allowed for the filing of nomination papers for the office, to March 12<sup>th</sup>. Any person other than the incumbent, if otherwise qualified, may file nomination papers for the office during the extended period, notwithstanding that he or she has not filed a written and signed declaration of intention. (El. Code §8204(a)(b))

Filing fees may be paid by money order, cashier, certified, travelers or personal check made payable to Registrar of Voters.

## DECLARATION OF CANDIDACY

February 11 – March 7  
(5-day extension to March 12)

All candidates for offices at the direct primary election must file a declaration of candidacy and nomination papers with the county elections official. Candidates may file a declaration of candidacy for only one office.

Nomination papers are available from the Registrar of Voters beginning February 11, 2008 at 8:00 a.m. upon the pre-payment of the filing fee or the presentation of the appropriate number of signatures in lieu of filing fee or a combination of both. A candidate shall not remove a declaration of candidacy from the office of the elections official.

The Elections Department may not accept for filing any nomination papers, signatures in lieu petitions, or declaration of candidacy unless all blanks therein are completed. (El. Code §8065)

Nomination filing closes at 5:00 p.m., March 7, 2008, except for those offices with an extended filing period.

Nomination papers must be filed in person, or by certified mail or delivery service, with the candidate's signature notarized. Since an original signature is required, ***no faxed documents will be accepted.***

No withdrawals of candidacy are permitted after a declaration of candidacy has been filed. (El. Code §8800)

FILING FEES for non-partisan offices may be made in cash or by check made payable to the Registrar of Voters at the time that the forms are issued. However, signatures in lieu petitions are available without first paying this filing fee. (El. Code §§8101-8106) Filing fees for partisan offices may be made by money order, cashier, certified, travelers or personal check made payable to Debra Bowen, Secretary of State. Filing fees are not refundable. (El. Code §§8105, 8020)

All candidates filing a declaration of candidacy must execute the declaration in the office of the Registrar of Voters. HOWEVER, a candidate may, in a written statement signed and dated by the candidate, designate a person to receive a declaration of candidacy form from the Registrar of Voters and deliver it to the candidate. Such statement shall include language indicating that the candidate is aware that the declaration of candidacy must be properly executed and delivered to the Registrar of Voters of the county of the candidate's residence by 5:00 p.m. on March 7, 2008. Because an original signature is required, nomination documents may not be filed by fax. The candidate's designee may only receive and deliver nomination papers. He/she may not make any changes on the nomination documents. Such statement shall be retained by the Registrar of Voters. (El. Code §8028)



CANDIDATE'S NAME AND

BALLOT DESIGNATION (See Appendix A)

1. A candidate may use a nickname, in addition to his legal name, provided his/her candidacy has been declared under such name on the Declaration of Candidacy. (A.G. Ops 50-87, 5/27/80)
2. No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name in the case of any election to any office. (El. Code §13106)
3. The ballot designation is limited to three words which describes the candidate's principal occupation. It appears under the candidates name on the ballot.
4. Each candidate that 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 elections official at the same time that the candidate files his/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 (El. Code §13107.3). **See required "Ballot Designation Worksheet" form on next page.**

# BALLOT DESIGNATION WORKSHEET

Name of Candidate: \_\_\_\_\_

Office Sought: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Evening: \_\_\_\_\_

FAX Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of Attorney (or other person authorized to act in your behalf)

\_\_\_\_\_ Telephone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

PROPOSED BALLOT DESIGNATION: \_\_\_\_\_

1<sup>st</sup> Alternative: \_\_\_\_\_

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

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Job Title: \_\_\_\_\_

Dates in Position: \_\_\_\_\_

Name of Employer or Business: \_\_\_\_\_

Person(s) who can verify this information:

Name(s): \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

To the best of my knowledge and belief, the above-requested ballot designation(s) represent my true principal profession(s), vocation(s), and/or occupation(s) that I am entitled to use as my ballot designations pursuant to §13107 of the California Elections Code.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, in \_\_\_\_\_.  
(Location)

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.**

## NOMINATION PAPERS (PETITIONS)

February 11 – March 7  
(5-day extension to March 12)

Candidates for federal, state and county offices are required to file nomination petitions with the number of valid signatures required for the offices.

The minimum and maximum number of sponsor signatures required for each office are given on page 8 through page 11. Sponsors signing these nomination papers must be registered voters eligible to vote for the candidate.

If sponsor signatures submitted exceed the maximum, the elections office will withdraw the excess with the written consent of the candidate. (El. Code §8067)

Candidates utilizing signatures in lieu of filing fee forms shall designate to the election officer those pages of signatures being submitted as sponsor signatures.

Each signer can sign only as many petitions as there are positions to be filled for such office. A candidate is permitted to sign his own petition.

Each signer should be instructed to place his/her printed name, signature, street address (where registered) and city. Each signer must sign in the presence of the candidate or circulator.

The circulator's affidavit must be completed in full or the nomination papers (signatures in lieu) will not be accepted.

All nomination papers for a particular office must be received by the Elections Department no later than March 7th (unless there is an extension) for examination and filing. Papers will be forwarded to the Secretary of State for Federal and State legislative candidates.

Upon receipt of an executed nomination document, the Elections Department shall give the person delivering such document a dated receipt indicating that the document was received. (El. Code §8020)(c)

## PAYMENT OF FILING FEE

If no Declaration of Intention was filed due to an extension, a candidate must pay the appropriate filing fee when the declaration of candidacy papers are issued.

The fee may be paid in full, by submission of the appropriate number of signatures in lieu of the filing fee or a combination of both.

## **CANDIDATES' STATEMENT OF QUALIFICATIONS**

February 11 – March 7, 2008  
(March 12 if extension applies)

**Important notice to candidates in districts that encompass more than one county:** All State legislative candidates, who have adopted the voluntary expenditure limits pursuant to Proposition 34, are eligible to submit a 250-word **Statement of Qualifications** to be printed in the Sample Ballot Booklet. Procedures, requirements, fees, formats and public examination periods for candidate statements may vary between counties. *It is the candidate's responsibility to contact each county (in which he or she wishes to have a statement printed) to obtain the appropriate information from each county.* Failure to do so may jeopardize the printing of the candidate's statement.

A candidate for non-partisan office may, at the time of filing his/her nomination papers, file a typed 200 word statement of education and qualifications on the appropriate form provided by the Registrar of Voters. Information attached to the form will explain legal restrictions pertaining to the contents of a statement. (El. Code §13307)

Each candidate submitting a statement of qualifications will receive proofs prior to printing. **ONLY** typographical errors will be corrected; no changes are allowed by law. Statements may be withdrawn until 5:00 p.m. of the next working day after the close of filing. (El. Code §13307)

Candidates' statements of qualifications will be printed and mailed to voters in the voter pamphlet portion of the sample ballot booklet at the candidate's expense.

Candidates' statements must be paid for at the time they are submitted to our office with nomination papers. Estimated costs of statements of qualifications appear on page 20. If a candidate wishes to have a Spanish translation of the statement, cost will be doubled and a translation fee charged.

Candidates in run-off elections may resubmit the same statement or present a new statement of qualifications. The statement accompanied by full payment must be submitted to the Elections Department **NO LATER THAN August 8, 2008** (88 days prior to the November 2008 election.) (El. Code §13307)

**PLEASE NOTE:** Statements will not be accepted unless they are submitted with the form provided by the Marin County Registrar of Voters. This form is part of your election packet distributed with your Declaration of Candidacy and Nomination Papers. Your statement may be typed directly on the form in block paragraph form only, or attached to the required form.

**SEE THE FOLLOWING PAGES FOR A SAMPLE OF THE CANDIDATE'S STATEMENT OF QUALIFICATIONS**

THE CANDIDATE'S STATEMENT ON THE FOLLOWING PAGE,  
TYPED ON OUR FORM,  
WILL APPEAR ON THE SAMPLE BALLOT AS FOLLOWS:

**STATEMENT OF CANDIDATE FOR  
MEMBER, CITY COUNCIL  
City of Candidate**

**JOHN/JANE DOE**

**AGE: 21**

**Occupation: Manager**

**Education and Qualifications:** I can bring to the office a diversity of viewpoints and experience. Born and raised in the San Francisco area, with my family still farming, I can appreciate the concerns of the environmentalists. On the other hand, having been in business since my undergraduate days at college, and with my experience in the rental and real estate field, I appreciate the practical housing choices and frustrations with high rental cost. As a Member of the City Council, I would balance the narrow spectrum of views that have dominated the Council the past four years. I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight.

THE STATEMENT WILL BE SPACED INTO A SQUARE 5-12" X 3-3/4" OR ¼ OF A PAGE.  
The count (200 words) commences after "Education and Qualifications".

No special marks such as underlining, stars, dots/bullets, italics, bold type or all capital letters will be accepted. Candidate Statements are to be in block form as explained on the following page. Any list, outline or single line paragraphs on the statement will be reformatted into a block form by the Elections Department.

Persons who have filed Candidate Statements will receive a full refund if that district's race does not appear on the ballot due to insufficient filings.

## Preparation of the Candidate's Statement of Qualifications

Shown below is a facsimile of a full-size 8-1/2" x 15" Candidate's Statement form. Note that the top portion contains information as to the number of words allowed and the cost of printing and mailing your statement. This portion of the form is to be completed by our office. The statement shown has been typed, double spaced, in block paragraph form, and the candidate has requested a translation of his/her statement pursuant to Elections Code Section 13307. If additional space is required, the remainder of your statement should be typed on a separate sheet of paper in BLOCK paragraph form. If you wish, you may type the entire statement on a separate sheet of paper and attach it to this form.

<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>		<b>ELECTION OFFICER:</b> FILL IN BLANKS MARKED BY STARS BEFORE RELEASING FORM. DISTRIBUTE COPIES OF SUBMITTED FORM AS INDICATED AT BOTTOM
Candidate for _____ (Title of Office Sought)		
of the _____ (Name of Local Agency, City, County or District)		
at the _____ (Title of Election)		
election to be held _____, _____ (Date of Election) (Year)		
<b>I submit the following statement:</b>		
<b>NOTICE TO CANDIDATE:</b> This statement may include your age, Occupation and a brief description of not more than _____ * words for your education and qualifications. All statements will be printed in a style determined by the governing body conducting the election. PLEASE TYPE, in upper and lower case. <b>Your statement will be printed exactly as submitted by you:</b> check carefully for errors in spelling, punctuation and grammar before filing.		
		<b>INSTRUCTIONS TO CANDIDATE</b> 1. Carefully read the notice below. 2. PLEASE TYPE your statement. What you submit is the printer's copy. Be sure that the second copy of this form is clear and legible, and shows all corrections. 3. Return the complete set to the officer conducting the election, either with nomination papers or if none, no later than 88 days before the election. See back of form for runoff or general following a primary.
		The governing body conducting this election has determined that the cost of the statement is the responsibility of the _____. * The estimated cost of printing and mailing the following statement is \$_____.
<hr/>		
<b>Name:</b> JOHN/JANE DOE		<b>AGE:</b> 21 (Optional)
<b>Occupation:</b> Manager (Optional) (May be more descriptive than what will appear on the ballot)		
<b>Education and Qualifications: (Statement and word count start here – please type)</b> I can bring to the office a diversity of viewpoints and experience. Born and raised in the San Francisco area, with my family still farming, I can appreciate the concerns of the environmentalists. On the other hand, having been in business since my undergraduate days at college, and with my experience in the rental and real estate field, I appreciate the practical housing choices and frustrations with high rental cost. As a Member of the City Council, I would balance the narrow spectrum of views that have dominated the Council the past four years. I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight.		
<hr/>		
If additional space is required, attach a supplemental sheet and be sure to sign that sheet, also.		
<input type="checkbox"/> I do not wish to file a statement.	<b>Candidate:</b> Confer with officer conducting election regarding jurisdiction's requirements under the Federal Voting Rights Act. If your jurisdiction is <u>not</u> covered, you have this option:	
	<input type="checkbox"/> I wish to have my statement translated and printed in Spanish in addition to English, with the understanding that I will pay the actual cost incurred.	
<input type="checkbox"/> PURSUANT TO SECTIONS 13307, 13308, ELECTIONS CODE, I state that I prepared the above statement which is to be printed in a voter's pamphlet and mailed to each registered voter of my district. I further state that if the cost of printing is the responsibility of the candidate, I will pay for my prorated cost of the statement at such time as instructed by the officer conducting the election.		
<input type="checkbox"/> I am indigent and unable to pay for my prorated costs in advance. Attached is a financial statement pursuant to Elections Code Section 13309 and a release authorizing you to obtain a copy of my most recent federal income tax form. I certify under penalty of perjury under the laws of the State of California that the financial statement is true and correct.		
_____ (Print Name as Signed)	_____ (Signature of Candidate)	
_____ (Address of Candidate)	Dated: _____	

## RULES GOVERNING FILING OF CANDIDATE'S STATEMENT

**General Information:** The law permits Nonpartisan and State Legislative Candidates (who have accepted the voluntary spending limitations outlined within Prop. 34) to file a Candidates Statement to be mailed with the sample ballot. Filing of Statement is optional.

**Form:** The statement must be typed on a form provided by the Election Official or typed on a separate piece of paper and attached to the form. A hard copy of the candidate statement is required at filing. The Candidate's Statement must be typed single spaced in a block paragraph in upper and lower case type. All Statements will be printed in uniform style and size of type in standard paragraph form, outline form is not acceptable. The following **WILL NOT** be permitted: (**italics, all capital letters, extra exclamation points, lists, highlights, bold, underlined, or bold and underlined**). Statements will be typeset exactly as submitted; candidates are therefore advised to carefully check their statements for errors in spelling, punctuation and grammar. The Registrar of Voters makes corrections only to the format of the statement. If the statement is not submitted in the required format, the Registrar of Voters will reformat. The California Elections Code intends uniformity of appearance of the candidate's statements. This avoids favored composition or printing of one candidate's statement over another. The statement will be printed in accordance with the requirements of the California Elections Code.

**Content:** The Candidate's statement includes the name and shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement should be a brief description of the candidate's education and qualifications in no more than **200 words** (Non-partisan office) or **250 words** (State Legislative office). It may include the age and occupation of the candidate.

**When and Where to File Statement:** The Candidate's statement shall be filed in the office of the Election Official when the nomination papers are returned for filing during the nomination period which ends on **March 7, 2008**, the **88<sup>th</sup> day** before the election. It may be withdrawn, but not changed, during the period of filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period. For offices that are extended, the statement must be filed by 5 p.m. on March 12, 2008.

*\* Candidates running in jurisdictions that cross multiple counties who wish to file a candidate statement within the other counties, must file their statement with the election official in each county.*

**Cost:** The local agency may estimate the total cost of printing, handling, translating, and mailing the Candidate's statement filed pursuant, to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965, as amended. Each candidate filing a statement is required to pay the local agency in advance the cost of the statement to be included in the voter's pamphlet. If the office does not go on the ballot, the cost of the statement will be refunded.

## GENERAL INFORMATION REGARDING ELECTION

### EXTENDED FILING PERIOD

If nomination papers for an incumbent elective officer are not filed by March 7, 2008, 5:00 p.m., the filing period for that office is extended to March 12, 2008, 5:00 p.m. for NON-INCUMBENTS ONLY. (El. Code §8024) See Declaration of Intention for Judicial candidates, page 5. **THERE SHALL BE NO EXTENDED FILING PERIOD FOR CANDIDATES TO COUNTY PARTY CENTRAL COMMITTEES OR FOR ANY OFFICE WHERE THE INCUMBENT CANNOT FILE DUE TO TERM LIMITS.**

### BALLOT ORDER OF NAMES

On March 13, 2008, the Secretary of State will conduct a drawing of the letters of the alphabet at 11:00 a.m. The resulting randomized alphabet will be the basis for determining the order of all candidates in all elections. The order of names of federal and state candidates are then rotated and placed on the ballot in the order provided by the Secretary of State. For offices that do not rotate, each candidate will be placed on the ballot in the order that each of the letters of his/her surname was drawn in the drawing. For example, the placement of candidates with the surnames of Campbell and Carlson will depend on the order in which the letters M and R were drawn. (El. Code §13112)

All candidates for an office to be voted on throughout a single county, such as judicial, will be in accordance with the randomized drawing in the First Supervisorial District. Thereafter, for each succeeding supervisorial district, the name appearing first for each office in the last preceding supervisorial district shall be placed last, the order of the other names remaining unchanged. (El. Code §13111)

If the office is that of State Senator or Member of the Assembly and the district includes more than one county the County Clerk in each county shall conduct a random alpha drawing. The results of this drawing would be used only for those two contests.

### WHEN ELECTED CANDIDATES TAKE OFFICE

#### Federal

Rep. in Congress (U.S. Const. Amend. XX Sec. 1) January 2, 2009

#### State

Assemblyman (Art. IV Sec. 2a, Cal. Const.) December 1, 2008

#### County

Superior Court (Art. VI Sec. 16c Cal. Const.) January 2, 2009

Supervisors (Govt. Code §24200) January 2, 2009

#### Central Committees

Each County Central Committee will notify all newly elected members before its organizational meeting.

#### Sanitary District Directors

Directors take office at the first regular district meeting following the adoption of the results of votes cast by the County Board of Supervisors. (Health & Safety Code §6580.1)



## CONDITIONS RELATING TO CANDIDATES APPEARING ON THE BALLOT

Each candidate who has filed nomination papers for the upcoming election shall appear on the ballot except for the following situations:

JUDICIAL - If only the incumbent has filed nomination papers for the office of Superior Court Judge:

- a) his/her name shall not appear on the primary election ballot unless there is filed with the Registrar, no later than March 17, 2008 a petition indicating that a write-in campaign will be conducted for the office and signed by 100 registered voters eligible to vote for the office.
- b) his/her name shall not appear on the general election ballot unless there is filed with the Registrar no later than August 13, 2008, a petition indicating that a write-in campaign will be conducted for the office and signed by 100 registered voters eligible to vote for the office. (El. Code §8203)

SPECIAL DISTRICTS - If on the 83rd day prior to the district election the number of candidates is less than the number of offices to be filled within a district, the Registrar of Voters shall request the Board of Supervisors to appoint the candidates who have been nominated. If no person has been nominated, the Board of Supervisors shall appoint any qualified person. Appointees shall qualify and take office and serve exactly as if elected at the district election. (El. Code §10515)

### COUNTY CENTRAL COMMITTEES

American Independent, Democratic and Republican -  
Libertarian, Green and Peace and Freedom

If the number of candidates nominated for election from an assembly or supervisorial district does not exceed the number of candidates to be elected from that assembly or supervisorial district the candidates names shall not appear on the ballot unless there is filed with the County Clerk, not later than March 27, 2008, a petition indicating that a write-in campaign will be conducted for the office and signed by 25 registered voters affiliated with the political party. In lieu of the election, the Board of Supervisors shall declare the nominated candidates elected and those candidates shall be entitled to receive a certificate of election in the same manner as other candidates elected to a committee. (El. Code §§7423, 7673, 7228)

PRIMARY

June 3, 2008

ESTIMATED COSTS \*

District	Estimated * # of Voters	Precinct Index *	Candidates * Statement	Labels * available
<u>Countywide</u>	140,729	\$ 70.50	\$ 1,203.00	\$ 5,640.00
<u>Supervisors</u>				
2nd District	31,806	16.00	387.00	1280.00
3rd District	31,368	16.00	383.00	1280.00
4 <sup>th</sup> District	20,997	10.50	305.00	840.00
<u>Sanitary</u>				
Almonte	1,048	1.00	156.00	80.00
District #1 (Ross Valley)	28,318	14.50	360.00	1160.00
<u>Cities</u>				
Town of Ross	1,582	1.00	160.00	80.00
City of Belvedere	1,489	1.00	159.00	80.00

\* Subject to change as registered voters figures change. Labels ordered per registered voters. If ordered by household, it should be approximately 65% - 75% of the registered voters.

Precinct maps are available at \$9.00 each or \$36.00 for a set of four which includes the entire county.

# SECTION II

NOVEMBER 4, 2008

GENERAL ELECTION

## CALENDAR OF IMPORTANT DATES FOR NOVEMBER 4, 2008 GENERAL ELECTION

- Apr 25  
(E-57) FIRST day for Independent Candidates to get signatures in lieu of filing fee (El. Code §8403)
- June 9  
(E-148) FIRST day to obtain Nomination Papers for Independent Candidates.
- July 14  
(E-113) FIRST day for filing Nomination papers for the November General Election.
- July 24  
(E-103) LAST day for Independent Candidates to file Signatures in Lieu of Filing Fee petitions.
- July 29  
(E-98) LAST day for General Election run-off candidates to request a different ballot designation than used in the Primary Election. (El. Code §13107)
- July 31 LAST day to file semi-annual campaign expense statement.
- August 8  
(E-88) LAST day to file nomination papers for Independent Candidates.
- August 8  
(E-88) LAST day to file nomination papers for the General Election (if extension does not apply).
- August 8  
(E-88) LAST day for a run-off candidate to advise the Registrar of Voters if the same Statement of Qualifications is to be used or to submit a new one. (Fees to be paid in advance.) (El. Code §13307)
- August 9  
August 18 TEN-DAY EXAMINATION PERIOD for candidates' statements.  
(El. Code §§13313, 13314)
- August 11 LAST day to withdraw Candidate's Statement of Qualifications if nomination filing period closed on August 8<sup>th</sup> (August 9<sup>th</sup> and 10<sup>th</sup> is a weekend).
- August 13  
(E-83) LAST day to file nomination papers and Statement of Qualifications if extended filing period is applicable.
- August 13 LAST day to file a petition forcing a judicial race on the General Election ballot if the incumbent is unopposed. (El. Code §8203)
- August 14 -  
August 23\* TEN-DAY EXAMINATION PERIOD for candidates' statements.  
(El. Code §§13313, 13314)
- August 14 LAST day to withdraw Candidate's Statement of Qualifications if extended filing period closed on August 13<sup>th</sup>.

## CALENDAR OF IMPORTANT DATES FOR NOVEMBER 4, 2008 GENERAL ELECTION

- August 14 11:00 A.M. RANDOMIZED ALPHABET drawing by Secretary of State to determine the order of candidates' names on the General Election ballot.
- September 5 (E-60) FIRST day to mail ballots to military and overseas voters.
- September 8 (E-57) FIRST day to file Statements of Write-in Candidacy and nomination papers.
- September 11 FIRST day to request precinct indexes and mailing labels for delivery.
- October 6 LAST day to file 1st Pre-Election campaign expense statement.
- October 6 (E-29) FIRST day to vote by mail ballot in office of the elections official. First day for elections official to mail ballots.
- October 20 (E-15) LAST day to register to vote for November Election.
- October 21 (E-14) LAST day for Write-in Candidates to file Statements of Candidacy and nomination papers.
- October 23 LAST day to file 2nd Pre-Election campaign expense statement.
- October 28 (E-7) LAST day to apply for a vote by mail ballot by mail from the Registrar of Voters.
- October 29 (E-6) FIRST day for voters who are disabled or unable to go to the polls to submit written request for a ballot to be delivered to them. (El. Code §3021)
- November 4 GENERAL ELECTION DAY - polls open 7 a.m. - 8 p.m.
- December 1 NEWLY-ELECTED State Legislators take office.
- January 5, 09 NEWLY-ELECTED Judges and Marin Water District officers take office.
- January 5, 09 NEWLY-ELECTED Supervisors and County Officers take office. (Govt. Code §24200)
- February 2, 09 LAST day to file Semi-Annual campaign expense statement.

SECTION II

GENERAL ELECTION

November 4, 2008

OFFICES UP FOR ELECTION AT THE NOVEMBER 4, 2008 GENERAL ELECTION  
(Filing dates July 14 - August 8)

<u>DISTRICTS:</u>	<u>NUMBER OF VACANCIES</u>
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	<u>Regular Term</u>	<u>Short Term</u>
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FIRE PROTECTION

Bollinas . . . . .		3
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Qualifications - A candidate must be a registered elector residing within the district.

HOSPITAL

<u>Marin Healthcare</u> . . . . .		2
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Qualifications - Candidate must be a registered voter residing within the district. (Health & Safety Code §32100)

RECREATION

<u>Strawberry</u> . . . . .		2
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Qualifications - Candidate must be a qualified voter of the district or a qualified voter of this state who is an owner of real property within the district. (Public Resources Code §5783.3)

RESOURCE CONSERVATION

<u>Marin County</u> . . . . .		3
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Qualifications - Candidate must be a qualified voter of the district or a qualified voter of this state who is an owner of real property within the district. (Public Resources Code §9352)

Requires signatures of five landowners within the district.

CITIES

City of Sausalito . . . . .		3
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DISTRICTS:

NUMBER OF VACANCIES

Regular Term                      Short Term

WATER

Marin Municipal Water

Division No. 2 . . . . .	1	
Division No. 5 . . . . .	1	

Qualifications - Candidate must be a registered voter of the county and a resident of the division in which the duties of the office are to be exercised at the time that nomination papers are issued. (Govt. Code §24001, Water Code §71501)

<u>Stinson Beach County Water</u> . . . . .	3	1
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Qualifications - A candidate must be a registered elector residing within the district.

SCHOOL DISTRICTS:

NUMBER OF VACANCIES

Regular Term                      Short Term

<u>Bolinas-Stinson Union</u> . . . . .	2	
<u>Sausalito Marin City</u> . . . . .	2	
<u>Petaluma Jt. Union High</u> . . . . .	2	

Qualifications - Any person, regardless of sex, who is 18 years of age or older (or will be 18 by Election Day), 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, or a community college district. (Ed. Code §35107, §72103)

Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools, any member of his staff, or any employee of a school district. (Ed. Code §1006)

## NOMINATION PAPERS

Nomination petitions are available from July 14, 2008 through August 8, 2008, 5:00 p.m., at the office of the Registrar of Voters, Room 121, Civic Center.

If an incumbent office holder does not file for office by 5:00 p.m., August 8, 2008, the filing period for that district is extended to August 13, 2008, 5:00 p.m., for non-incumbents only. (El. Code §10516)

The Marin County Registrar of Voters will not accept for filing any nomination papers unless all blanks are complete.

Nomination papers must be filed in person, or by certified mail or delivery service, with the candidate's signature notarized. Since an original signature is required, ***no faxed documents will be accepted.***

## WITHDRAWAL OF NOMINATION PAPERS

Withdrawal of a candidacy is not permitted after the 88th day prior to the election, August 8, 2008. (August 13th for extended filing period) (El. Code §10510)

## INSUFFICIENT NOMINEES

### SPECIAL DISTRICTS

If the number of candidates is equal to or less than the number of vacancies to be filled within the particular district, the Registrar shall request the Board of Supervisors to appoint the candidates who have been nominated. If no person has been nominated, the Board of Supervisors shall appoint any qualified person. Appointees by the Board of Supervisors shall qualify and take office and serve exactly as if elected at the General Election. (El. Code §10510)

### MARIN HEALTHCARE DISTRICT

The Healthcare District Board shall appoint.

### SCHOOL DISTRICTS

If the number of candidates is equal to or less than the number of offices to be filled within a particular district, an election will not be held and the qualified person (or persons) shall be seated at the organizational meeting of the board.



The governing board shall publish a notice once in a newspaper of general circulation in the district, or if no such newspaper is published in the district, in a newspaper having general circulation in the county, stating that the board intends to make an appointment informing persons of the procedure available for applying for the office. (Ed. Code §5328.5)

If no person has been nominated, or an insufficient number is nominated, the governing board shall appoint any qualified person (or persons) at a meeting held prior to the day fixed for the election. Such appointees shall be seated at the organizational meeting of the board as if elected at a district election. (Ed. Code §5328)

Persons appointed after the election by the governing body shall serve until the next district election (short term). (Ed. Code §5091(e))

### CANDIDATE'S STATEMENTS OF QUALIFICATION

See pages 15-17 of Section I. Statements may be withdrawn until 5:00 p.m., August 11, 2008.

In the case of extended filing periods, the withdrawal date for statements of qualification is 5:00 p.m. August 14, 2008. (El. Code §13307(c))

### WHEN CANDIDATES TAKE OFFICE

Marin Municipal Water District candidates who are elected or appointed to a four-year term in lieu of an election contest take office on January 5, 2009. (Water Code §71253; Gov. Code §24200)

Special District candidates who are elected or appointed to a four-year term in lieu of an election contest take office at 12 o'clock noon on December 5, 2008. Candidates who are elected to short terms take office as soon as the election is certified. Candidates appointed to short terms in lieu of an election contest take office as of Election Day, November 4, 2008. Prior to taking office each elective officer shall take the official oath and execute such bond as may be required by the Principal Act. Oaths are forwarded to the District Secretary or Manager for administering. (El. Code §10554; Public Resource Code §9355; Health & Safety Code §32100.5)

School District candidates who are elected, or appointed in lieu of an election contest, to a four-year term take office on Friday, December 5, 2008. When applicable, Sonoma County Board of Education candidates who are elected, or appointed in lieu of an election contest, to a four-year term take office on Friday, November 28, 2008. Candidates who are elected to short terms take office at the next regularly scheduled meeting of the governing board following the certification of election results. (Ed. Code §§1007, 5017)

GENERAL ELECTION

November 4, 2008

ESTIMATED COSTS \*

District	Estimated * # of Voters	Precinct Index *	Candidates * Statement	Mail * Labels
<u>DISTRICTS</u>				
Bolinas Fire Protection	970	\$ .50	\$ 155.00	\$ 40.00
Marin Healthcare	109,692	55.00	971.00	4,400.00
Strawberry Recreation	2,541	1.50	167.00	120.00
Marin County ** Resource Conservation	3,301	2.00	173.00	160.00
Marin Municipal Water				
Division 2	15,813	8.00	267.00	640.00
Division 5	19,600	10.00	295.00	800.00
Stinson Beach County Water	479	.50	152.00	40.00
<u>SCHOOLS</u>				
Bolinas- Stinson Union	1,459	1.00	159.00	80.00
Sausalito Marin City	6,735	3.50	199.00	280.00
Petaluma Jt Union High	224	.50	150.00	40.00
<u>CITIES</u>				
City of Sausalito	4,798	2.50	184.00	200.00

\* Subject to change as registered voters figures change. Labels ordered per registered voters. If ordered by household, it should be approximately 65% - 75% of the registered voters.

\*\* Requires 5 signatures

Precinct maps are available at \$9.00 each or \$36.00 for a set of four which includes the entire county.

# SECTION III

## POLITICAL REFORM

### ACT PROVISIONS

## **SECTION III**

### **CAMPAIGN FINANCE: FILING REQUIREMENTS FOR ALL CANDIDATES**

**STATE CANDIDATES SHOULD CONTACT THE FAIR POLITICAL PRACTICES COMMISSION 866-275-3772 FOR ON-LINE FILING REQUIREMENTS AND OTHER STATE REGULATIONS.**

FEDERAL CANDIDATES ARE NOT COVERED BY MOST OF THIS SECTION. THEY MUST CONTACT THE FEDERAL ELECTION COMMISSION 800-424-9530.

THE FOLLOWING MAY NOT APPLY TO PRIMARILY FORMED AND BALLOT MEASURE COMMITTEES. CONTACT THE ELECTIONS DEPARTMENT FOR DETAILS.

ALL CAMPAIGN FORMS ARE CONSIDERED PUBLIC DOCUMENTS.

### **QUICK FACTS FOR LOCAL CANDIDATE CONTROLLED COMMITTEES**

- You must form a committee if you receive contributions of over \$1,000, or spend over \$1,000 in a calendar year, including personal funds.
- You must open a campaign bank account if you receive contributions, and if you plan to spend over \$1,000 in personal funds. All personal funds of the candidate must first be deposited in the campaign bank account, except for filing fee/ballot statement fee.
- Office holders with existing committees must re-designate the committee prior to the election period. Bank accounts and committees may not be re-designated if the candidate is seeking election to a different office.
- Candidates may serve as treasurers of their own campaign committee.
- All contributions, including monetary, non-monetary, third party payments, loans, and enforceable promises are reportable and aggregated. See Manual 2 for exceptions.
- Never accept \$100 or more in cash. For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer. Maintain details on contributions and expenditures of \$25 or more. Refer to recordkeeping guidelines in your campaign disclosure manual.
- Include your committee name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Otherwise no identification is required by the Political Reform Act on most advertisements when it is paid for by a candidate in support of his or her own campaign. See Manual 2 for details.
- Candidates may not use campaign funds to make independent expenditures to support or oppose other candidates.
- Know the due dates for campaign statements and file on time. Filing late may result in monetary penalties. Failure to file will result in enforcement proceedings with the Fair Political Practices Commission.
- If \$1,000 or more is received from a single source during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds. This includes multiple contributions aggregating to \$1,000 or more.
- Study the FPPC Campaign Disclosure Manual 2. Candidates should also inquire about any local campaign restrictions.
- After the election all candidates have future filing obligations. See Manual 2 for the use and restrictions of surplus and campaign funds.

## **BASIC CAMPAIGN FINANCE FORMS FOR CANDIDATES**

### **FORM 501 – STATEMENT OF INTENT**

Candidates for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of personal funds used for the election. Exception: This form is not required if you will not solicit or receive contributions from other persons, and the only expenditures will be from your personal funds used for the filing fee and statement of qualifications in the sample ballot. Candidates who file a Form 501 must establish a separate bank account with a financial institution in California, if they accept contributions. Please refer to Manual 2 for more information.

### **FORM 470 – CAMPAIGN STATEMENT**

All candidates who have filed a Form 501 must file at least one campaign statement before the election. Candidates may file the Form 470 if they do not have a controlled committee, do not anticipate receiving contributions totaling \$1,000 or more during the calendar year, and do not anticipate spending \$1,000 or more during the calendar year. The Form 470 is filed once, by the first pre-election due date. If the \$1,000 threshold is achieved, candidates must file the Form 470 Supplement, and establish a campaign committee. Please refer to Manual 2 for more information.

### **FORM 410 - STATEMENT OF ORGANIZATION**

Candidates must use Form 410 to establish a campaign committee, no later than within 10 days after the committee has spent or received \$1,000 or more. Form 410 is also used to amend changes to the committee, and termination of the committee. By establishing a committee, candidates are required to file periodic campaign statements until the committee is closed. All committees must file the Form 410 with the Secretary of State and their local election department. Please refer to Manual 2 for more information.

### **FORM 460 – RECIPIENT COMMITTEE CAMPAIGN STATEMENT**

Candidate controlled committees are required to use Form 460 to report all campaign activity for scheduled semi-annual and pre-election periods. Statements must be completed fully and accurately, and filed on time per the filing schedule. Primarily Formed and General Purpose committees may use short form statements if certain criteria are met. Please refer to Manual 2 for more information.

### **FORM 497 – LATE CONTRIBUTION REPORT**

A Late Contribution Report must be filed if a committee controlled by the candidate receives a contribution (including aggregated amounts) from a single source, or makes contributions, totaling \$1,000 or more to a candidate, primarily formed or ballot measure committee, during the 16 days prior to the candidate's election.

*Other special reports may be required depending on the committee's activity. Please refer to Manual 2, or contact your local filing officer for more information.*

## CAMPAIGN FINANCE INFORMATION

### CONTRIBUTION LIMITS

**Contribution limits may vary between cities and districts. Please contact your local jurisdiction. At the time of this printing, the County of Marin does not have ordinances affecting contribution limits.**

### COMMINGLING WITH PERSONAL FUNDS PROHIBITED

No contribution shall be commingled with the personal funds of the recipient or any other person. (Gov. Code §84307)

### PROMPT REPORTING OF CONTRIBUTIONS

All contributions received by a person acting as an agent of a candidate shall be reported promptly to the candidate or any of his or her designated agents. All contributions received by a person acting as an agent of a committee shall be reported promptly to the committee's treasurer or any of his or her designated agents. "Promptly" as used in this section means not later than the closing date of any campaign statement the committee or candidate for whom the contribution is intended is required to file. (Gov. Code §84306)

### LATE CONTRIBUTIONS

A candidate or committee who receives \$1,000 or more, and a candidate or committee that makes a "late contribution" during *THE LAST 16 DAYS BEFORE THE ELECTION*, must report within 24 hours by telegram, mailgram, any over night guaranteed delivery service or personal delivery (not by regular mail) to every place where the candidate or committee receiving the contribution is required to file campaign statements. Reports to our office may be sent by FAX (415) 499-6447.

### PENALTIES FOR VIOLATIONS

If any person files an original statement or report after any deadline imposed by the Political Reform Act, he or she may be subject to a fine of \$10 per calendar day *beginning the day after the filing deadline* until the statement is filed. Fines are not to exceed the cumulative amount stated in the late statement, or \$100, whichever is greater. (Gov. Code §91013)

Any person who intentionally or negligently violates any of the reporting requirements of the Act shall be liable in a civil action brought by the civil prosecutor or by a person residing within the jurisdiction for an amount not more than the amount or value not properly reported. (Gov. Code §91004)

### INDEPENDENT EXPENDITURES

Candidates may not use *campaign funds* to make independent expenditures that support or oppose candidates in other jurisdictions or elections. Expenditures supporting the controlling candidate's election, and communications that support or oppose other candidates being voted on in the same jurisdiction and election are not considered independent expenditures.

## CAMPAIGN INFORMATION

### DEFINITION OF "MASS MAILING"

"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. (Gov. Code §82041.5)

Solicitation letters, notices of fundraising events, newsletters sent by the candidate or committee, and other types of campaign literature are common types of mass mailings.

### MASS MAILING

The sender of a mass mailing is the candidate or committee who pays for the largest portion of the mailing. The sender must be identified by name, address, and city on the outside of the mailing and on at least one insert. If the sender of the mass mailing is a single officeholder, candidate, or committee, the identification need only be shown on the outside of each piece of mail. If the sender is a controlled committee, the name of the person controlling the committee must also be included. A committee may use a post office box if its street address is a matter of record with the Secretary of State. It is not necessary to include the committee's identification number or the name of a committee treasurer or on the mailing.

Type size must be at least six points, printed in a color or typeface that contrasts with the background.

If two or more officeholders, candidates, or committees pay an equal share of the costs of the mailing, at least one of them must be identified on the outside of the mailing, and all of them must be identified on the inside.

In the case of a mass mailing paid for by one officeholder, candidate or committee on behalf of another candidate or committee (i.e., mass mailings that are in-kind contributions), the officeholder, candidate, or committee that pays for the mailing must be identified as the sender of the mailing.

A "slate mailer" is a mass mailing (more than 200 substantially similar pieces of mail sent in a calendar month) which supports or opposes a total of four or more candidates or ballot measures. Detailed slate mailer information can be found in Information Manual F.

### ADVERTISING

Any paid political advertisement that refers to an election or candidate for an elective office and that is contained in or distributed with a newspaper must say "Paid Political Advertisement" in type at least one half the size type in the advertisement or 10 point roman type, whichever is larger. Such words shall be set apart from any other printed matter.

As used in this section "Paid Political Advertisement" shall mean and shall be limited to, published statements paid for by advertisers for the purpose of supporting or defeating any person who has filed for an elective office. (Ref. Gov. Code §20008)

An advertisement as defined in Government Code section 84501 includes but is not limited to the following:

(1) Programming received by a television or radio; (2) A communication as described in subdivision (a) of Government Code section 84501 that is placed in a newspaper, periodical, or magazine of general circulation; (3) A telephone or facsimile message that is not solicited by the recipient and is intended for delivery in substantially similar form to 200 or more households; (4) A direct mailing that is not solicited by the recipient and is intended for delivery in substantially similar form to 200 or more households; (5) Posters, door hangers, and yard signs produced in quantities of 200 or more; (6) A billboard; (7) Campaign buttons 10 inches in diameter or larger, and bumper stickers 60 square inches or larger produced in quantities of 200 or more.

In addition to the exempted communications in subdivision (b) of Government Code section 84501, the following are not an "advertisement": (1) A small promotional item (e.g., pen, pin, etc.) upon which the disclosures required by Government Code sections 84503, 84506 and 84507 cannot be conveniently printed or displayed, wearing apparel, and skywriting; (2) A communication from an organization to its members, other than a communication from a political party to its members; (3) A web-based or Internet-based communication. (Gov. Code §18450.1)

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor. (Gov. Code §18301)

### POLITICAL SIGNS

**It shall be unlawful for any person, firm or corporation, or any agent or employee of any person, firm or corporation, to place, or cause to be distributed or placed upon or along any public highway, road, street, square, park, or other public place, or into or upon any private property or territory adjacent to any public highway, in the county of Marin, without the written consent of the owner' thereof, or his agent, or the occupant of said private property, by posting, sticking, tacking, affixing or placing to and upon fences, posts, trees, buildings, or other surface other than advertising structure any political card or circular or any advertising sheet or device of cloth, paper or cardboard bills, cards or posters, or tin signs, or matter whatever, designed or intended for advertising or making known in a general or promiscuous manner any business, occupation, profession, medical treatment, medicine, or the dealing or selling of any merchandise or thing whatsoever. Title 6, Chapter 6.48.010 (County Ordinance 209 §1, 1933)**

**The Elections Department strongly recommends that each candidate consult with the City Clerk in each of the cities in which you wish to place your signs. Each city may have its own unique sign policy. A listing of the cities and clerks can be found at the end of this manual.**

### ELECTIONEERING

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 provided in Section 14240.
- (d) Do any electioneering.



As used in this section, "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 of the provisions of this section is guilty of a misdemeanor. (El. Code §18370)

### ***STATEMENT OF ECONOMIC INTERESTS***

Certain candidates are required at the time of candidacy filing to file a Statement of Economic Interests Form 700 disclosing certain financial interests. The Form 700 is issued with the nomination papers and must be filed together with the nomination papers. *All* candidates elected to office or appointed in lieu of an election are required to file the Form 700 WITHIN 30 days after assuming office.

### **IMPORTANT CONTACT INFORMATION**

#### **MARIN COUNTY REGISTRAR OF VOTERS**

3501 Civic Center Dr, Room 121, San Rafael, CA 94903  
Phone: 415-499-6437  
Mailing address: PO Box E, San Rafael, CA 94913  
Fax: 415-499-6447  
Email: danmiller@co.marin.ca.us

#### **SECRETARY OF STATE – POLITICAL REFORM DIVISION**












1500 11<sup>TH</sup> Street, Room 495  
Sacramento, CA 95814  
916-653-6224  
[www.sos.ca.gov/elections](http://www.sos.ca.gov/elections)

#### **FAIR POLITICAL PRACTICES COMMISSION**

428 J Street, Suite 620  
Sacramento, CA 95814  
866-275-3772  
[www.fppc.ca.gov](http://www.fppc.ca.gov)

All forms are available for downloading from the FPPC website, or contact our office for assistance. The Fair Political Practices Commission is the regulatory agency responsible for the administration and implementation of the Political Reform Act.

**Candidates for Local Office (Including Superior Court Judges)**  
**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<sup>1/</sup></i>	<i>Method of Delivery</i>
January 31, 2008	Semi-Annual	1/1 – 12/31/07	 Personal Delivery  First Class Mail
March 24, 2008 <sup>2/</sup>	Pre-Election	1/1/08 – 3/17/08	 Personal Delivery  First Class Mail
May 22, 2008	Pre-Election	3/18/08 – 5/17/08	 Personal Delivery  Guaranteed Overnight
Within 24 Hours	Late Contributions <sup>3/</sup> and Independent Expenditures of \$1,000 or More <sup>4/</sup>	5/18/08 – 6/2/08	 Personal Delivery  Guaranteed Overnight  Fax
July 31, 2008	Semi-Annual	1/1 – 6/30/08	 Personal Delivery  First Class Mail

**Footnotes:**

<sup>1/</sup> 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.

<sup>2/</sup> Because the March 22 deadline falls on Saturday, this filing deadline is extended to March 24, 2008.

<sup>3/</sup> The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.

<sup>4/</sup> A controlled committee of a candidate may not make an independent expenditure to support or oppose another candidate.

**Additional Notes:**

• **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 may also be required. Contact the FPPC for specific information.

• **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.












- Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- Refer to the appropriate campaign disclosure manuals for information on where to file statements.

**June 3, 2008 Filing Schedule**

As of the date of this publication (10/07), the FPPC Campaign Disclosure Manuals for local candidates (Manual 2) and for committees primarily formed to support or oppose a ballot measure (Manual 3) contain the most recent information on campaign disclosure requirements. Be sure to check the FPPC web site ([www.fppc.ca.gov](http://www.fppc.ca.gov)) for updated information.

Candidates for Local Office (Including Superior Court Judges)  
 Committees Primarily Formed to Support/Oppose Local Candidates  
 Committees Primarily Formed to Support/Oppose Local Measures

**November 4, 2008 Filing Schedule**

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement<sup>1/</sup></i>	<i>Method of Delivery</i>
July 31, 2008	Semi-Annual	1/ – 6-30-08	 Personal Delivery  First Class Mail
October 8, 2008 <sup>2/</sup>	Pre-Election	7/1/08 – 9/30/08	 Personal Delivery  First Class Mail
October 23, 2008	Pre-Election	10/1/08 – 10/18/08	 Personal Delivery  Guaranteed Overnight
Within 24 Hours	Late Contributions <sup>3/</sup> and Independent Expenditures of \$1,000 or More <sup>4/</sup>	10/18/08 – 11/3/08	 Personal Delivery  Guaranteed Overnight  Fax
February 8, 2009 <sup>2/</sup>	Semi-Annual	1/ – 12/31/08	 Personal Delivery  First Class Mail

**Footnotes:**

<sup>1/</sup> 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.

<sup>2/</sup> Because the October 5 deadline falls on Sunday, and the January 31, 2009 filing deadline falls on Saturday, these filing deadlines are extended to October 6, 2008, and February 2, 2009, respectively.

<sup>3/</sup> The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.

<sup>4/</sup> A controlled committee of a candidate may not make an independent expenditure to support or oppose another candidate.

**Additional Notes:**

• **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 may also be required. Contact the FPPC for specific information.

• **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.

- Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- Refer to the appropriate campaign disclosure manuals for information on where to file statements.

As of the date of this publication (10/07), the FPPC Campaign Disclosure Manuals for local candidates (Manual 2) and for committees primarily formed to support or oppose a ballot measure (Manual 3) contain the most recent information on campaign disclosure requirements. Be sure to check the FPPC web site ([www.fppc.ca.gov](http://www.fppc.ca.gov)) for updated information.

# APPENDIX A

## A GUIDE FOR SELECTING BALLOT DESIGNATIONS

Ballot designations are governed by California Elections Code Section 13107. In the following outline, the provisions of Section 13107 are broken down into pertinent parts and are printed in the boxes with the subdivision identified. The text of Section 13107 in its entirety appears below, prior to the discussion by subdivision.

### CALIFORNIA ELECTIONS CODE SECTION 13107

Section 1 (a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

- (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior, municipal, or justice court judge.
- (2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior, municipal, or justice court judge, was appointed to that office.
- (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the U.S. at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

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

- (1) It would mislead the voter.

- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
  - (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
  - (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
  - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
  - (6) It uses a word or words referring to a racial, religious, or ethnic group.
  - (7) It refers to any activity prohibited by law.
- (c) If, upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.
- (1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.
  - (2) In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.
- (d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e).
- (e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (f) In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.
- (g) Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C.A. Sec. 1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

Section 2. Section 13107.3 is added to the Elections Code, to read:

- (a) Each candidate who submits a ballot designation pursuant to subdivisions (a) of Section 13107 shall file, in addition to the nomination documents filed pursuant to Section 8020, a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.
- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with the subdivision (a), no designation shall appear under the candidate's name on the ballot.

## I. General Provision

A. Section 13107, subd. (a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

1. Subdivision (a) is divided into four parts, each with its own requirements. The candidate may use only one of the four categories.
2. The candidate, however, may opt to not use subdivision (a) (1) (unlimited words designating the elective office) and may opt, instead, to use subdivision (a) (3) ("no more than three words designating principal professions, vocations, or occupations"). For example, the Assembly representative from the Nth Assembly District who happens to be a lawyer and rancher can use the designation "Member of the Assembly, Nth District" under subdivision (a) (1), or the incumbent may use "Legislator/Lawyer/Rancher" under subdivision (a) (3).
3. Candidates are not required to use ballot designations and may opt to leave the space blank. The candidate must initial the appropriate box on the nomination document to notify the elections official of this choice.

## II. Acceptable Ballot Designations

A. Section 13107, subd. (a)(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people or to which he or she was appointed, in the case of a superior; municipal, or justice court judge.

1. Words designating the elective offices specified in this subdivision are not subject to the three-word limitation found at subdivision (a) (3).
2. Legislative leadership titles, e.g., "Majority Leader of the California Senate" and "Speaker of the California Assembly" are not elective offices as described in subdivision (a) (1). Therefore, these designations must satisfy the subdivision (a) (3) three-word limitation. "Senate Majority Leader" and "California Assembly Speaker" would be acceptable.

II. A. Acceptable Ballot Designations (cont.)

3. If the elected official opts to include another profession, vocation, or occupation with the elective office, the designation must satisfy the three-word limitation. For example, "Legislator, Businessman"; "Physician/Senator"; "State Assemblyman, Businessman" would be acceptable. See Part I.A.2, above. An example of an impermissible designation would be "Member of the Senate/Rancher".

4. Political party central committee designations are not elective county or state offices as prescribed in this statute, nor are they principal professions, vocations, or occupations.

B.

Section 13107, subd. (a) (2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior, municipal, or justice court judge, was appointed to that office.

Section 13107.5 The word "community volunteer" constitutes his/her principal profession, vocation or occupation; not engaged concurrently in another principal profession, vocation or occupation; may not use with any other principal profession, vocation or occupation designation.

1. Subdivision (a) (2) cannot be combined with subdivisions (a) (1), (a) (3) or (a) (4). Therefore, the word "Incumbent" cannot be used with any other words; it must stand alone. "Community Volunteer" must also stand alone.

2. Examples of impermissible designations: "Incumbent Assemblymember, Nth Assembly District" (either "Incumbent" or "Assemblymember Nth Assembly District" is acceptable) and "Incumbent Senator/Baker" (either "Incumbent" or "Senator/Baker" is acceptable).

C.

Section 13107. subd. (a) (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word.

1. A principal profession, vocation, or occupation is the primary job or work one does which is the means of livelihood or production of income, as opposed to a hobby or avocation. Some persons may work at more than one profession, vocation, or occupation. Exceptions may apply for persons retired or unemployed by choice or by circumstance. No designation which connotes a status is acceptable. Examples of acceptable designations of a vocation, include, minister, priest, parent, mother, father, homemaker, dependent care provider, carpenter, plumber, electrician, and cabinetmaker. Examples of unacceptable status claims include "taxpayer", "citizen", "patriot", "renter", and "presidential appointee."



## II. C Acceptable Ballot Designations (Cont.)

2. A candidate may use either his or her current principal profession, vocation or occupation, regardless of the amount of time in which the candidate has engaged in such or, in the alternative, any principal profession, vocation or occupation in which the candidate was engaged over the course of the previous calendar year even though it may no longer be one in which the candidate is currently engaged. In choosing between the alternatives, the candidate must ask himself or herself: "What is my primary job right now?" and "What was my primary job last year?" Either job, if otherwise proper, based on the statutory criteria, may be used as a ballot designation. For purposes of this section, the "calendar year immediately preceding the filing of nomination papers" is defined as that year beginning January 1 immediately preceding the year in which nomination papers for the office are allowed to be filed.
3. Multiple designations are usually acceptable, provided that the three-word limitation is met. See examples and brief explanations at Parts I.A.2, II.A.3, and II.B.2.
4. A political party central committee designation is not a principal profession, vocation, or occupation as prescribed in this statute, nor is it an elective county or state office.
5. Organization names must be replaced with generic references. For example, "President, Computer Company" would be acceptable; "President, Apple Computer" would not be allowed. Similarly, based on previous court interpretation, a designation such as "Director, ABC Club" would not be permissible, whereas, "Administrator, Environmental Club" would be. Ballot designations are not intended to advertise a specific product, corporation or organization; they are intended to reveal what a candidate does, not for whom the work or service is performed.
6. Word count
  - a. Each word, regardless of the number of letters in the word, is counted as one word.
  - b. The only exception to this is geographical names. While subdivision (a) (3) specifies California geographic names, this subdivision has been construed to mean all geographic names.
  - c. The Elections Code Section 9 word-count provision relating to ballot arguments, recall notices and answers, etc., is not applicable to the subdivision (a) (3) three-word limitation. See Section 9, subdivision (b).
  - d. Only those words generally hyphenated may be hyphenated for ballot designation purposes. The use of hyphens will not serve as a means around the three-word limitation. (See example, e. (6), immediately below)

II. C Acceptable Ballot Designations (cont.)

e. Word count examples:

- (1) "District Attorney" - 2 words
- (2) "Certified Public Accountant" - 3 words
- (3) "CPA/Attorney" - 2 words
- (4) "City Councilmember" - 2 words
- (5) "Chief Deputy Public Defender" - 4 words; unacceptable
- (6) "Businessman-Social Planning Consultant" - 4 words; unacceptable

D.

Section 13107, subd. (a)(4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed". However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326, and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of the Elections Code.

1. If an incumbent was appointed as being the lone candidate at the last election for the office being sought at this election, the candidate is not required to use "appointed".

III. Unacceptable Ballot Designations

NOTE: Ballot designations may be challenged by elections officials or through the courts by other candidates or voters.

A.

Section 13107, subd. (b) Neither the Secretary of State nor any other election official shall accept a designation which:

### III. Unacceptable Ballot Designations (Cont.)

B. Section 13107, subd. (b) (1) Would mislead the voter.

1. The candidate may be required to provide the elections official with substantiation, evidence or documentation to support the requested designation.

C. Section 13107, subd. (b) (2) Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

1. Examples of ballot designations usually considered to suggest an evaluation of a candidate include: "Best \_\_\_\_\_", "Exalted \_\_\_\_\_", "Prominent \_\_\_\_\_", "Advocate", "Activist", "Reformer", "Pro-", and "Anti-" anything conveying a philosophy, or words connoting a status. Statements of philosophy belong in campaign ads and literature, not as ballot designations.

2. Commercial or proper names such as "IBM President", "Director, Health Services" or "Sierra Club Secretary" are impermissible. Generic descriptions of specific jobs should be substituted; for example, "Computer Corporation President", "State Agency Director", or "Nonprofit Organization Secretary". See Part II.C.5.

3. Certain requested designations may connote a status which also suggest an evaluation; for example, "Patriot" or "Presidential Appointee". For status examples, see Part II.C.1.

D. Section 10307, subd. (b) (3) Abbreviates the word "retired" or places it following any word or words which it modifies.

1. Examples of impermissible designations: "Ret. Army General" and "Navy Admiral, Retired".

### III. Unacceptable Ballot Designations (cont.)

E. Section 13107, subd. (b) (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".

1. "Retired" is defined as having given up one's work, business, career, etc., especially because of advanced age.

2. Generally, a retired status may be allowed if the candidate can demonstrate retirement. The following are examples of evidence supporting retired status:

- a. served in the position being requested to be listed as retired from for more than 5 years;
- b. is collecting or eligible to collect retirement benefits/pension (i.e. is vested);
- c. is 55 or more years old;
- d. left the position voluntarily after serving a minimum of 5 years;
- e. if requesting the use of a retired public office designation, was not recalled from or did not fail to win that office or surrender it to run for another office in a previous election campaign;
- f. has not had another more recent occupation;
- g. retirement benefits are providing a principal source of income.

3. Because the Elections Code specifically forbids the use of a prior profession, vocation, or occupation, unless the candidate is retired there from, election officials may require candidates to provide substantiating evidence or documentation in support of the requested designation.

F. Section 13107, subd. (b) (5) Uses the name of any political party, whether Or not it has qualified for the ballot.

1. "Democratic Party Chair", "Republican Central Committeemember", and "Socialist" are examples of unacceptable designations.

### III. Unacceptable Ballot Designations (Cont.)

- G. Section 13107, subd. (b) (6) Uses a word or words referring to a racial, religious, or ethnic group.

1. Examples of impermissible designations are "Indian Sculptor", "Polish Pope", "Latino Notary", "African-American Firefighter", "Mormon Physician", and "Caucasian Policeman".

- H. Section 13107, subd. (b) (7) Refers to any activity prohibited by law.

1. "Gambler" refers to a generally-unlawful activity. However, "Poker Player" may be acceptable in some circumstances, since in some communities that activity is allowed. See also Part II.C.1.

### IV. Alternatives and Procedures if the Ballot Designation is Not Acceptable

- A. Section 13107, subd. (c) If, upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.

1. It is important for the candidate to include a correct telephone number, facsimile number (if available) and mailing address on the nomination document in order to expedite communication in the event the ballot designation is being questioned.

#### IV. Alternatives and Procedures if the Ballot Designation is Not Acceptable (Cont.)

##### B.

Section 13107, subd. (c) (1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.

1. Time is of the essence. Note Section 13107, subdivision (c) (2) following.
2. Facsimile transmission may be used to expedite communications as an alternative to telephone conversations upon approval of the Secretary of State's staff and by agreement with the candidate. This method serves to establish written documentation of agreed-upon alternative designations and can be used to provide substantiation materials in the event designations are later challenged.

##### C.

Section 13107, subd. (c) (2) In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

1. Every effort will be made to help the candidate select an acceptable substitute ballot designation, if the candidate so desires.

#### V. Changing Ballot Designations

##### A.

Section 13107, subd. (d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the election official as specified in subdivision (c) or as provided in sub-division (e).

## V. Changing Ballot Designations (cont.)

- B. Section 13107, subd. (e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election requests in writing a different designation which the candidate is entitled to use at the time of request.

NOTE: In the event of a special election, this time frame cannot be followed. Contact the involved local elections official(s) to determine certification deadlines.

1. A candidate who validly uses a ballot designation for a primary election will not be required to change that designation for the subsequent general election even if his/her profession, vocation, or occupation changes.

## VI. Miscellaneous

- A. Section 13107, subd. (f) In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Sections 13207 and 13211, the election official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

- B. Section 13107, subd. (g) Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C.A. Sec. 1971) to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with the provisions of this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

## **APPENDIX B**

### **INFORMATION AND CONTACTS REGARDING CAMPAIGN SIGNS FOR COUNTY OF MARIN**

Unincorporated areas – Private Property - **Planning - 499-6269**  
Public Property - **Public Works - 499-6549**

#### **CITY OF BELVEDERE**

Deputy City Clerk - **Leslie Carpentiers - 435-8908**

#### **TOWN OF CORTE MADERA**

Planning Director – **Bob Pendoley - 927-5064**

#### **TOWN OF FAIRFAX**

Town Clerk - **Judy Anderson - 453-1584**

#### **CITY OF LARKSPUR**

Planning Department - **927-5110**

#### **CITY OF MILL VALLEY**

City Clerk - **388-4033**

#### **CITY OF NOVATO**

City Clerk - **Shirley Gremmels - 899-8900**

#### **TOWN OF ROSS**

Town Administration Office - **453-1453 ext. 105**

#### **TOWN OF SAN ANSELMO**

Planning & Building Director – **Lisa Wight - 258-4616**

#### **CITY OF SAN RAFAEL**

City of San Rafael - Code Enforcement Manager - **Lynda LeVeque - 458-5038**  
Code Enforcement Officer - **Larry Salvisberg - 485-3445**

#### **CITY OF SAUSALITO**

Deputy City Clerk - **Debbie Pagliaro - 289-4165**

#### **TOWN OF TIBURON**

Town Clerk - **Diane Crane Iacopi - 435-7377**



**DEPARTMENT OF TRANSPORTATION**DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING BRANCH

Dear Candidate or Committee Member:

As a candidate or campaign worker for either an office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (attached).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address.)

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

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

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers.)

Enclosure

**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING BRANCH



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY  
POLITICAL SIGNS**

Election Date:                      June                      November                      Other: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Office sought or Proposition Number: \_\_\_\_\_

County where sign(s) will be placed: \_\_\_\_\_

Number of signs to be placed: \_\_\_\_\_

Responsible Party's:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (Include Area Code) \_\_\_\_\_

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

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

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

Mail Statement of Responsibility to the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).

Mail to Caltrans District Office according to the COUNTY LOCATION of the display.  
 Please utilize map below to aquire the correct mailing address.

