

# CONSOLIDATED MUNICIPAL, SCHOOL AND SPECIAL DISTRICT ELECTION

## CANDIDATE GUIDE

NOVEMBER 8, 2011



### Mark Church

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June 2011

Dear Candidate:

I congratulate you on your decision to run for office and offer your leadership to the people of San Mateo County. There are important challenges facing the School Districts, Special Districts and Cities of San Mateo County and I salute your willingness to tackle these issues.

As a candidate for office, you are now responsible for legally setting up your campaign, filing for office and submitting all of the necessary forms. It can be confusing even for the most seasoned of candidates.

We have developed this Candidates' Guide along with Candidate Seminars and a Voter Data Seminar to help you understand your responsibilities, reporting requirements, and deadlines as well as how to obtain and use voter data in your campaign. I highly recommend that you attend these seminars. Even if you've run before and are familiar with the process, laws change, forms change and reporting requirements change. If you are unable to attend a seminar, I encourage you to read the Candidate Guide carefully.

The Candidate Seminars will be held on July 13 at 2 p.m. and July 21 at 10 a.m and a Data Seminar will be held July 29 at 2 p.m. at the Elections Office at 40 Tower Road in San Mateo. You are welcome to bring your key volunteer(s) or campaign staff member(s) to this seminar. Just let us know who will be coming.

In addition to the seminars, our website, [www.shapethefuture.org](http://www.shapethefuture.org), has an abundance of useful information for candidates and campaigns, including an election calendar, information on how to request voter file data, an electronic copy of the Candidates' Guide for this election, the specific requirements and steps for including voter registration and/or Vote by Mail information in your campaign materials, polling place lookups, voting options for voters, and much more.

I also want to encourage you to participate in Smart Voter, a nonpartisan, comprehensive voter education resource provided by the League of Women voters ([www.smartvoter.org](http://www.smartvoter.org)). Their contact information is included.

Lastly, it is a privilege and honor to serve you in my new capacity as your Chief Elections Officer. My office is ready to answer your questions and provide assistance. I encourage you to direct your questions regarding candidate filings to our Filing Officer, Megan Asmus at (650) 312-5293 or email her at [masmus@smcare.org](mailto:masmus@smcare.org).

Sincerely,

A handwritten signature in black ink that reads "Mark Church".

Mark Church

**The 2011 Candidates' Guide is intended to provide general information about the nomination and election of candidates, and does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the Elections Division is not rendering legal advice and, therefore, the guide is not to be a substitute for legal counsel for the individual, organization or candidate using it. In case of conflict, the law, regulation or rule will apply.**

# Table of Contents

ELECTION CALENDAR – NOVEMBER 8, 2011.....	4
FILING PROCEDURES AND FORMS .....	7
CANDIDATE FILING PROCEDURES CHECKLIST .....	8
LOCAL OFFICES TO BE ELECTED .....	9
CANDIDATE QUALIFICATIONS FOR OFFICE .....	10
HOLDING TWO OFFICES .....	11
REQUIRED FORMS AND PROCEDURES FOR ALL OFFICES .....	12
DECLARATION OF CANDIDACY FORM .....	12
NAME ON BALLOT .....	12
BALLOT DESIGNATION .....	13
OTHER FORMS.....	18
BALLOT DESIGNATION WORKSHEET (REQUIRED).....	18
CODE OF FAIR CAMPAIGN PRACTICES (OPTIONAL).....	18
CHINESE TRANSLITERATION FORM (REQUIRED) .....	18
FORM 700 .....	19
PERMISSION TO POST PERSONAL INFORMATION FORM (REQUIRED).....	19
EXTENDED FILING AND WITHDRAWAL OF CANDIDACY .....	20
REQUIRED FORMS AND PROCEDURES .....	21
CITY OFFICES ONLY .....	21
NOMINATION PETITION FORMS .....	22
CANDIDATE & CAMPAIGN RESOURCES AND GUIDELINES.....	26
CAMPAIGN DISCLOSURE INFORMATION .....	27
CAMPAIGN STATEMENTS & FILING SCHEDULE .....	29
BASIC CAMPAIGN FILING GUIDELINES FOR CANDIDATES .....	30
IMPORTANT THINGS TO REMEMBER.....	31
SAN MATEO COUNTY ORDINANCE AFFECTING CAMPAIGN CONTRIBUTIONS.....	32
SELECTED STATE LAWS GOVERNING CAMPAIGN PRACTICES.....	33
OUTREACH AND INFORMATION.....	36
CANDIDATE STATEMENTS .....	36
GUIDELINES FOR PREPARATION OF CANDIDATE STATEMENTS .....	37
CANDIDATE STATEMENT FEE CALCULATIONS .....	39
FICTITIOUS SAMPLES OF CANDIDATE STATEMENTS .....	40
VOTER REGISTRATION INFORMATION.....	42
VOTE BY MAIL INFORMATION.....	43
OPTIONS FOR ACCESSING VOTER INFORMATION PAMPHLET .....	44
CITY CLERKS IN SAN MATEO COUNTY .....	49
ELECTION DAY.....	50
ELECTION DAY OBSERVING .....	50
ELECTION RESULTS.....	52
THE OFFICIAL CANVASS & ELECTION CERTIFICATION.....	53
AFTER THE ELECTION.....	54

## Election Calendar – November 8, 2011

Days Prior to Election	Date	Election Calendar for November 8, 2011 Consolidated Municipal, School and Special District Election Action Taken
130	July 1, 2011	(School or Special District Vacancy) Last day for the governing body of a local jurisdiction to call an election on November 8th to fill a vacancy. GC §1780; Ed. Code §5091
127	July 4, 2011	Between these dates, any City will publish a notice of election including time of election and City office(s) to be filled. If a City measure is placed on the ballot before this date, the notice of election can be consolidated to include candidate(s) and measure(s). EC §§ 12101, 12111
113	July 18, 2011	
123	July 8, 2011	(School District Vacancy) Last day for the school governing board to deliver a resolution to the County Superintendent and Elections Official calling the election of governing board members. Ed. Code §5322
120	July 11, 2011	(School District Vacancy) Last day for the County Superintendent to deliver an official order and formal notice of election of governing board members to the Elections Official. Ed. code 5325 (b)
120	July 11, 2011	Between these dates, the County shall publish the Notice of Election (date of election, offices to be filled, where nomination papers are available, and deadline for filing required forms, and statement regarding appointment). The notice of central counting place may be combined with this notice.  EC §§12109, 12112; GC §6061; Ed.C §5363
90	August 10, 2011	
118	July 13, 2011	First Candidate Seminar is scheduled for 2:00 p.m. at the Elections Office, 40 Tower Road, San Mateo.
114	July 17, 2011	(City Vacancy) The remaining Council members shall call an election to fill the vacancy. The City shall immediately publish the Notice of Election. EC §12101-02; GC §36512
113	July 18, 2011	Candidate filing period commences on July 18 and closes on August 12. Nomination papers are available during this time. Declarations of candidacy and nomination papers are available. Candidate statements are due at the time of filing. The statement may be withdrawn but not changed during this period and continuing until 5 p.m. on August 15, 2011. EC §§10220, 10407, 10510, 10603, 13107, 13307
88	August 12, 2011	
110	July 21, 2011	Second Candidate Seminar scheduled for 10:00 a.m. at the Elections Office, 40 Tower Road, San Mateo.
102	July 29, 2011	Data Seminar to be held at 2:00 p.m. at the Elections Office, 40 Tower Road, San Mateo.

88	August 12, 2011	Last day for the School Governing Board to deliver a resolution calling a measure election to the Elections Officer. If it is a Bond Measure election, the school district must also file a Tax Rate Statement by this date. Ed. Code §5322 and §5325; EC §§9400-9401
88	August 12, 2011	Last day for a local entity to request election services/consolidation from the San Mateo County Board of Supervisors. EC §§1405, 10002, 10403, 12001
88	August 12, 2011	(District Offices: School District, Community College District, County Board of Education) Last day for a candidate to withdraw a declaration of candidacy (until 5:00 p.m.). EC §§10510, 10603
85	August 15, 2011	County to publish a notice regarding County, School District & Special District measures, the dates for submitting primary arguments and rebuttals, the 10 day public examination period, and the central ballot counting location. EC §§9502, 10242, 12109, 12112; GC §6061; Ed. Code §5363
83	August 17, 2011	Candidate Filing Period closes for extended offices. Extended filing periods occur when an incumbent does not file for re-election. EC §10407
82	August 18, 2011	Random Alpha Drawing is conducted to determine the order in which candidate names will appear on the ballot and the letters that will be assigned to each ballot measure. EC §§13112, 13116
81	August 19, 2011	Primary Arguments are due. 10-calendar day review period begins at 5 p.m. EC §§9162-63, 9282-83, 9286, 9315-16, 9501-03
71	August 29, 2011	Rebuttal Arguments are due. 10-calendar day review period begins at 5 p.m. EC §§9163, 9167, 9285-86, 9316-17, 9501- 9504
61	September 8, 2011	For consolidated City elections, last day to supply the County elections official with a list of its precincts, or consolidated precincts as applicable. EC §10002
40	September 29, 2011	First Pre-election campaign committee statement is due. GC §84200.8
40 21	September 29, 2011 October 18, 2011	Between these dates, the Sample Ballot and Official Voter Information Pamphlet will be mailed to registered voters. EC §13303-04, 13306
28 7	October 11, 2011 November 1, 2011	Any registered voter may request a Vote by Mail Ballot between these dates. (Date changed from October 10 to October 11 due to holiday) EC §3001
15	October 24, 2011	Voter Registration closes on this date. Voters must register by this date to be eligible to vote in this election. Postmarked voter registration forms with this date are accepted. EC §§2102, 2107
12	October 27, 2011	Second Pre-election campaign committee statement is due. GC §84200.8

10	October 29, 2011	Last Day for County to mail Sample Ballot and Official Voter Information Pamphlets to voters registered less than 29 days before the election. EC §13303
7	November 1, 2011	County shall publish a notice listing the polling places and precinct board members for this election by this date. EC §§12105, 12106
0	November 8, 2011	<b>Election Day. Polls open at 7 a.m. and close at 8 p.m.</b> EC §1000, 1001, 14212 Semifinal official canvass commences upon the closing of all polls at 8 p.m. At 8:05 p.m., San Mateo County issues the first report of election results and continues to issue updates until all precincts have reported. EC §15150, 15151
28	December 6, 2011	Last day for County to certify election results to the jurisdictions participating in the election. EC §15372
28	December 6, 2011	Last day for County elections official to post an updated list of the precinct board members who actually served on election day. EC §12105.5
<u>Footnotes</u>		
EC:	California Elections Code	
GC:	California Government Code	
All above California Codes may be referenced online at: <a href="http://www.leginfo.ca.gov/calaw.html">www.leginfo.ca.gov/calaw.html</a>		

# **Filing Procedures and Forms**

# Candidate Filing Procedures Checklist

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*Please note:* This can be used as a helpful checklist, but may not be fully inclusive of every requirement for every office.

	<b>Date Issued</b>	<b>Date Filed</b>
<b>1. <u>Personal information provided to Election Office</u></b>		
a. Residence Address ( <i>verify in district</i> )	N/A	_____
b. Request Phone and e-mail	N/A	_____
c. Permission to post on Internet	N/A	_____
<b>2. <u>Nomination Papers/Declaration of Candidacy (July 18 – Aug 12)</u></b>		
a. Declaration of Candidacy	_____	_____
Name on Ballot ( <i>no titles or degrees</i> )	_____	_____
Ballot Designation ( <i>If <u>no</u> ballot designation, sign box</i> )	_____	_____
Oath of Office taken	_____	_____
b. Chinese Transliteration Form	_____	_____
c. Form 700	_____	_____
d. Receipt for Signatures in Lieu and/or	_____	_____
e. Filing Fee \$_____ (If Applicable)	_____	_____
f. Required number of Nomination Signatures (City Only)	_____	_____
<b>3. <u>Candidate's Statement (must be filed with Nomination Papers)</u></b>		
a. 200 or 400 words (per jurisdiction)	_____	_____
b. Proper format	_____	_____
c. Attached to candidate's statement form	_____	_____
d. Check payable to "San Mateo County Elections"	_____	_____
<b>4. <u>Campaign Statements</u></b>		
a. Form 501 Candidate Intention Statement	_____	_____
b. Form 410 indicating committee fundraising or	_____	_____
c. File 470 indicating activity anticipated to remain under \$1,000 ( <i>give 501 &amp; 470</i> )	_____	_____
d. Fair Campaign Practices ( <i>optional</i> )	_____	_____

# Local Offices To Be Elected

<b>SPECIAL DISTRICTS</b>	<b>POSITION</b>	<b>SEATS</b>
Colma Fire District	Director – 4-Year Term	2
Coastside Fire Protection District	Director – 4-Year Term	4
Menlo Park Fire District	Director – 4-Year Term	2
Woodside Fire District	Director – 4-Year Term	2
Broadmoor Police Protection District	Commissioner – 4-Year Term	1
Highlands Recreation District	Director – 4-Year Term	3
Ladera Recreation District	Director – 4-Year Term	2
Bayshore Sanitary District	Director – 4-Year Term	3
East Palo Alto Sanitary	Director – 4-Year Term	3
Granada Sanitary District	Director – 4-Year Term	2
Midcoast Community Council	Councilmember – 4-Year Term	3
Montara Water & Sanitary District	Director – 4-Year Term	2
West Bay Sanitary District	Director – 4-Year Term	3
Mid-Peninsula Water District	Director – 4-Year Term	2
Coastside County Water District	Director – 4-Year Term	3
Los Trancos Water District	Director – 4-Year Term	2
Westborough Water District	Director – 4-Year Term	2
<b>SCHOOL DISTRICTS</b>		
Belmont-Redwood Shores School District	Governing Board Member – 4-Year Term	2
Belmont-Redwood Shores School District	Governing Board Member – 2-Year Term	1
Burlingame Elementary District	Governing Board Member – 4-Year Term	2
Hillsborough City School District	Governing Board Member – 4-Year Term	2
Jefferson Elementary School District	Governing Board Member – 4-Year Term	2
Millbrae School District	Governing Board Member – 4-Year Term	2
Portola Valley Elementary District	Governing Board Member – 4-Year Term	2
Redwood City Elementary District	Governing Board Member – 4-Year Term	3
San Bruno Park Elementary District	Governing Board Member – 4-Year Term	2
San Carlos Elementary District	Governing Board Member – 4-Year Term	2
San Mateo-Foster City Elementary District	Governing Board Member – 4-Year Term	2
San Mateo County Community College District	Governing Board Member – 4-Year Term	3
San Mateo Union High School District	Governing Board Member – 4-Year Term	2
Sequoia Union High School District	Governing Board Member – 4-Year Term	3
Woodside Elementary School District	Governing Board Member – 4-Year Term	2
<b>MUNICIPALITIES</b>		
Belmont	City Clerk – 4-Year Term	1
Belmont	City Councilmember – 4-Year Term	3
Brisbane	City Councilmember – 4-Year Term	2
Burlingame	City Councilmember – 4-Year Term	2
Daly City	City Councilmember – 2-Year Term	1
Foster City	City Councilmember – 4-Year Term	3
Millbrae	City Councilmember – 4-Year Term	3
Portola Valley	Town Councilmember – 4-Year Term	2
Redwood City	City Councilmember – 4-Year Term	4
San Bruno	Mayor – 4-Year Term	1
San Bruno	City Councilmember – 4-Year Term	2
San Carlos	City Councilmember – 4-Year Term	4
San Mateo	City Councilmember – 4-Year Term	2
South San Francisco	City Councilmember – 4-Year Term	2
Woodside	Town Councilmember – 4-Year Term	4

**Please note that this list is subject to change after publication of this guide.**

## Candidate Qualifications for Office

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

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

**SPECIAL DISTRICT BOARD MEMBER:** A candidate must be a resident and qualified elector of the district. For additional requirements consult the specific code or enabling legislation that regulates the district. All 29 California Codes can be accessed at [www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html).

**REGIONAL ADVISORY COUNCIL:** Candidate must be a resident and qualified elector of the District. Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding civil office, is eligible to be elected or appointed a member of the Council of the Regional Advisory Board without further qualifications.

**CITY OFFICES:** A person is not eligible to hold office as councilmember, city clerk, or city treasurer unless he or she is at the time of assuming the office an elector of the city, and was a registered voter of the city at the time nomination papers are issued to the candidate as provided for in Section 10227 of the Elections Code. *GC §36502(a)*

*Please contact your City Clerk for complete eligibility and filing information.*

# Holding Two Offices

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The 1999 San Mateo County Grand Jury recommended that all candidates be made aware that individuals cannot hold incompatible offices. If a candidate is elected to an office that is incompatible with the first office, the first office becomes vacant upon the taking of the second office.

While there is no statute that defines what an “incompatible office is,” there is a common law doctrine of incompatible offices. This doctrine precludes public officials from holding two different public offices simultaneously if the offices have overlapping and conflicting public duties. Courts have summarized the doctrine as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.” (*Mott v. Horstmann* (1950) 36 Cal.2d 388; see also, *Chapman v. Rapsey* (1940) 16 Cal.2d 636.)

The Attorney General’s Office has issued many opinions as to whether certain offices are incompatible or not. Here are five examples of offices that the Attorney General Offices has opined were incompatible: (1) the offices of city councilman and school district board member where the city and the school district have territory in common; (2) the positions of fire chief of a county fire protection district and member of the board of supervisors of the same county; (3) the offices of trustee of a high school district and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district; (4) water district director and a city council member and (5) a water district director and a school district trustee having territory in common.

## Footnotes

13.5. (a) (1) *Notwithstanding subdivision (a) of Section 13, no person shall be considered a legally qualified candidate for any of the offices set forth in subdivision (b) unless that person has filed a declaration of candidacy, nomination papers, or statement of write-in candidacy, accompanied by documentation, including, but not necessarily limited to, certificates, declarations under penalty of perjury, diplomas, or official correspondence, sufficient to establish, in the determination of the official with whom the declaration or statement is filed, that the person meets each qualification established for service in that office by the provision referenced in subdivision (b).*

(2) *The provision of "documentation," for purposes of compliance with the requirements of paragraph (1), may include the submission of either an original, as defined in Section 255 of the Evidence Code, or a duplicate, as defined in Section 260 of the Evidence Code.*

(b) *This section shall be applicable to the following offices and qualifications therefore:*

(1) *For the office of county auditor, the qualifications set forth in Sections 26945 and 26946 of the Government Code.*

(2) *For the office of county district attorney, the qualifications set forth in Sections 24001 and 24002 of the Government Code.*

(3) *For the office of county sheriff, the qualifications set forth in Section 24004.3 of the Government Code.*

(4) *For the office of county superintendent of schools, the qualifications set forth in Sections 1205 to 1208, inclusive, of the Education Code.*

(5) *For the office of judge of the superior court, the qualifications set forth in Section 15 of Article VI of the California Constitution.*

(6) *For the office of county treasurer, county tax collector, or county treasurer-tax collector, the qualifications set forth in Section 27000.7 of the Government Code, provided that the board of supervisors has adopted the provisions of that section pursuant to Section 27000.6 of the Government Code. (Note: The Board of Supervisors has NOT adopted the qualifications of GC §27000.7) Amended by Stats. 2002, c. 784, §92*

# Required Forms and Procedures for All Offices

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## **Declaration of Candidacy Form**

No person shall be considered a legally qualified candidate for any office under the laws of this state unless that person has filed a declaration of candidacy or statement of write-in candidacy with the proper official for the particular election or primary, or is entitled to have his or her name placed on a general election ballot by reason of having been nominated at a primary election, or having been selected to fill a vacancy on the general election ballot as provided in Section 8806, or having been selected as an independent candidate pursuant to Section 8304.

Nothing in this section shall be construed as preventing or prohibiting any qualified voter of this state from casting a ballot for any person by writing the name of that person on the ballot, or from having that ballot counted or tabulated, nor shall any provision of this section be construed as preventing or prohibiting any person from standing or campaigning for any elective office by means of a "write-in" campaign. However, nothing in this section shall be construed as an exception to the requirements of Election Code Section 15341.

It is the intent of the Legislature, in enacting this section, to enable the Federal Communications Commission to determine who is a "legally qualified candidate" in this state for the purposes of administering Section 315 of Title 47 of the United States Code.  
*EC §13*

No candidate's name shall be printed on the ballot unless a declaration of candidacy and nomination papers are delivered for filing with the county elections official. The candidate is to execute the declaration of candidacy in the office of the county elections official unless the candidate has signed and dated a written statement designating a person to receive a declaration of candidacy form from the county elections official for the candidate or, upon request of a candidate, the county elections official shall provide the candidate with a declaration of candidacy and nomination papers. Such statement shall include language explaining that the candidate is aware that the declaration of candidacy must be properly executed and delivered to the county elections official of the county of the candidate's residence by 5 p.m., August 12, 2011.

*EC §§8020, 8028, 8040, 8041, and 8060*

Declaration of Candidacy forms for all district offices shall be obtained from and filed with the office of the county elections official. Candidates seeking elective City office are required to obtain and file all nomination documents with the City Clerk, respective to the office they seek.

## ***Name on Ballot***

The candidate's name as provided by the candidate on the Declaration of Candidacy is the way it will appear on the ballot. The Declaration of Candidacy cannot be changed after the nomination process is complete.

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.

*EC §13106*

If the candidate has changed his or her name within one year prior to the election, the new name will not appear on the ballot unless the change was made by marriage or by Decree of Court. *EC §13104*

### ***Ballot Designation***

Candidates have the option of using a ballot designation. The ballot designation is the word, or group of not more than three (3) words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate.

The ballot designation that a candidate may use is governed by Election Code §13107 which states the following:

- (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 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 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 United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words 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.
- Amended by Stats. 1998, c. 931, §138; 1999 c. 312; 2002, c. 784, §98*

A ballot designation worksheet must be completed at the time of filing. Election Code 13107.3 states:

- (a) Each candidate who submits a ballot designation pursuant to subdivision (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 subdivision (a), no designation shall appear under the candidate's name on the ballot.

**Use of the term "Community Volunteer" as a Ballot Designation**

13107.5. (a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

1. A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
  - a. A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
  - b. A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.
  - c. The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

*Added by Stats. 2002, c. 364, §1*

OFFICIAL FILING FORM

Mark Church  
 COUNTY ELECTIONS OFFICIAL

By: \_\_\_\_\_  
 Deputy

Date Issued: \_\_\_\_\_

RECEIVED IN COUNTY

Mark Church  
 COUNTY ELECTIONS OFFICIAL

By: \_\_\_\_\_  
 Deputy

Date Received: \_\_\_\_\_

(OFFICE USE ONLY)

# Declaration of Candidacy

(Elections Code §§ 200, 8020, 8040, 10704)

I hereby declare myself a Nonpartisan Office Candidate for nomination/election to the office of «DistrictName» «OfficeTitle» to be voted for at the «ElectionDate» «ElectionDesc» and declare the following to be true:

My name is «CandFullName».

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

_____ Print Your Name for Use on the Ballot _____ Print Designation Requested	Candidate initials if preferring no designation:
--	---

A ballot designation is optional. If no ballot designation is requested, write in the word "NONE" and initial in box.

This occupational designation is true and in conformance with the requirements of Section 13107 of the Elections Code.

NOTE: The Secretary of State will publish one of the addresses below in the certified list of candidates and on the SOS website. Please check the appropriate box to indicate which address you wish us to use for this purpose. If no box is selected, the first address listed below will be used.

Residence Address: «ResidenceAddr1» \_\_\_\_\_  
 «ResidenceAddr2» \_\_\_\_\_

Business Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip Code

Mailing Address: «MailAddr1» \_\_\_\_\_  
 «MailAddr2» \_\_\_\_\_

Telephone: «Phone» \_\_\_\_\_  
 Daytime Evening

FAX and e-mail: «FaxNo» «EmailAddress» \_\_\_\_\_  
 FAX e-mail

**IMPORTANT: BACK SIDE OF PAGE MUST BE COMPLETED**

I meet the statutory and constitutional qualifications for this office (including but not limited to citizenship, residency, and party affiliation, if required). If nominated/elected, I will accept the nomination/office and not withdraw. I will serve to the best of my ability. I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Section 18203 of the Elections Code.

I am at present an incumbent of the following public office (if any) \_\_\_\_\_

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

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Candidate \_\_\_\_\_

State of California ss. }  
 County of San Mateo }

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, «CurrentYear»  
 \_\_\_\_\_  
 Notary Public (or other official)

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, «CurrentYear»  
Mark Church By \_\_\_\_\_  
 County Elections Official Deputy

### Oath of Office

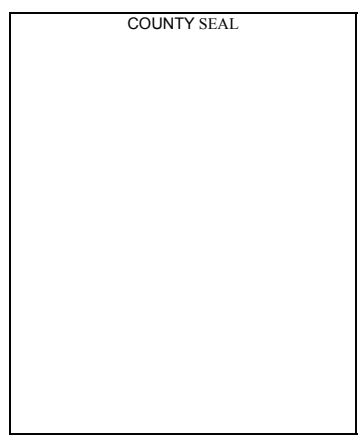
I, «CandFullName», do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the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

\_\_\_\_\_ Signature of Candidate \_\_\_\_\_

State of California ss. }  
 County of San Mateo }

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, «CurrentYear»  
 \_\_\_\_\_  
 Notary Public (or other official)

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, «CurrentYear»  
Mark Church By \_\_\_\_\_  
 County Elections Official Deputy



## Other Forms

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All forms, optional and required will be provided by the County Elections Office at the time of your candidate filing appointment. Candidate for elective City office must obtain the appropriate forms from the City Clerk.

### **Ballot Designation Worksheet (Required)**

As a supplement to the ballot designation indicated on a candidate's Declaration of Candidacy, a Ballot Designation Worksheet is required of all candidates. The Ballot Designation Worksheet provides verification and supporting information as to the validity of the candidate's proposed designation as well as alternate designations, should the Elections Official find the proposed designation to be invalid.

### **Code of Fair Campaign Practices (Optional)**

The Legislature declares that the purpose of this chapter [Chapter 5, Division 20 of the California Elections Code] is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices. It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions. *EC §20400*

At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code. *EC §§20440 – 20444*

### **Chinese Transliteration Form (Required)**

As of July 2002, all election information that is provided in English about voter registration, elections and voting, including information provided in polling places and the voting booths, must be provided in Chinese and Spanish to the extent needed to allow effective participation of all individuals in the electoral process and all voting related activities. *Section 203 of the Voting Rights Act, 42 U.S.C. 1973aa-1a*

The Voting Rights Act applies to all elections conducted by San Mateo County, which includes cities, special districts and school districts. This is a federal mandate that is not funded; therefore the election costs will be divided amongst the jurisdictions holding elections and the candidates submitting candidate statements. As a result of these requirements, costs for printing and handling of candidate statements have increased. Further information can be found through the Department of Justice website at [www.usdoj.gov/crt/voting/sec\\_203/activ\\_203.htm](http://www.usdoj.gov/crt/voting/sec_203/activ_203.htm)

Candidate names are listed in English along with a Chinese transliteration in the Chinese version of the Sample Ballot and Official Ballot. Each candidate must complete a Chinese Transliteration form designating one of three options with respect to how their name appears on the Chinese version of the Sample Ballot and Official Ballot. The candidate can choose to provide his/her own Chinese transliteration of their name, have a court certified translator determine the Chinese transliteration of their name, or choose to have their name printed only in English.

### **Form 700 – Statement of Economic Interest (Required)**

Candidates are required to file a statement disclosing his or her investments and his or her interest in real property. Forms must be filed by the final date for filing the Declaration of Candidacy (August 12, 2011). GC § 87100, 87200, 87302.3

An interactive version of this form is available on the Fair Political Practices Commission web site at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### **Permission to Post Personal Information Form (Required)**

- (a) No state or local agency shall post the home address or telephone number of any elected or appointed official on the Internet without first obtaining the written permission of that individual.
- (b) No person shall knowingly post the home address or telephone number of any elected or appointed official, or of the official's residing spouse or child on the Internet knowing that person is an elected or appointed official and intending to cause imminent great bodily harm that is likely to occur or threatening to cause imminent great bodily harm to that individual. A violation of this subdivision is a misdemeanor. A violation of this subdivision that leads to the bodily injury of the official, or his or her residing spouse or child, is a misdemeanor or a felony.
- (c) For purposes of this section "**elected or appointed official**" **includes, but is not limited to**, all of the following: (1) State Constitutional Officers; (2) Members of the Legislature; (3) Judges and Court Commissioners; (4) District Attorneys; (5) Public Defenders; (6) Members of a City Council; (7) Members of a Board of Supervisors; (8) Appointees of the Governor; (9) Appointees of the Legislature; (10) Mayors; (11) City Attorneys; (12) Police Chiefs and Sheriffs; (13) A Public Safety Official as defined in Section 6254.24. *Government Code §6254.21*

## Extended Filing and Withdrawal of Candidacy

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Extension of the filing period if an eligible incumbent does not file and/or qualify  
(August 12, 2011 – August 17, 2011)

If an eligible incumbent does not file nomination papers by Friday, August 12 at 5 p.m., the filing period is extended for that office for five calendar days until Wednesday August 17 at 5 p.m., for any person other than the incumbent. This section is not applicable where there is no incumbent eligible to be elected.

*EC §§ 10225, 10407, 10516, 10604*

### Withdrawal of Candidacy

No candidate shall withdraw his or her declaration of candidacy after 5 p.m. on the 88<sup>th</sup> day (August 12) prior to the election. If the filing period is extended, as explained above, a candidate may withdraw his or her declaration of candidacy until 5 p.m. on the 83<sup>rd</sup> day (August 17) before the election.

*EC §§ 10224, 10225(b), 10510, 10516(b), 10603(b), 10604(b)*

# Required Forms and Procedures

## City Offices Only

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### **City Nomination Forms**

Candidates may be nominated for any elective city office by the filing of nomination papers with the City Clerk. Each candidate shall be proposed by not less than 20 nor more than 30 voters in a city of 1,000 registered voters or more, and not less than five nor more than 10 voters in a city of less than 1,000 registered voters. Each nomination paper shall be accompanied by a verified statement of the candidate that he or she will accept the nomination, and will also accept the office in the event of his election. A filing fee as determined by the city council and set by ordinance may be imposed to be paid upon the filing of the nomination papers.

*Elections Code §§10220 - 10223, and 10228*

All forms required for nomination and election to all city offices shall be furnished by the City Elections Official. At the time of issuing these forms the City Elections Official shall:

- 1) type on the forms the name of the candidate and the office for which he or she is a candidate,
- 2) imprint a stamp on the form which reads "Official Filing Form", and
- 3) affix his or her signature on the form.

*Elections Code §§ 10220 - 10228*

# Nomination Petition Forms

## **Signers (Sponsors) of Nomination Papers**

No more signers shall be secured for any candidate than the maximum number required. If, however, through miscalculation or otherwise, more signers are secured than the maximum number, the officer with whom the nomination papers are filed shall, with the written consent of the candidate, withdraw the excess number. *EC §8067*

## **Guidelines for Gathering Signatures**

Candidates should obtain the required number of signatures as soon as possible in order for their nomination papers to be returned to the Filing Officer for examination and filing.

## **Declaration of Circulator**

Anyone who is circulating a Nomination Petition must be a registered voter of the district or political subdivision in which the candidate is seeking nomination. A circulator may serve only in the jurisdiction and county in which he/she resides. A candidate for any office may obtain signatures to and sign his/her own Nomination Petition. His/her signature will be given the same effect as that of any other qualified signer. The elections official shall not accept for filing any nomination papers unless all blanks in the certificate are filled. *EC §§ 106, 8065, 8066*

All petition circulators must complete, in his/her own hand:

- 1) The printed name of the circulator.
- 2) The residential address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
- 3) The dates between which all the signatures to the petition or paper were obtained. Each declaration submitted pursuant to this section shall also set forth the following:
  - a. That the circulator circulated that section and witnessed the appended signatures being written.
  - b. That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.

The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name at length, including given name, middle name or initial, or initial and middle name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature. *EC §104*

## **Qualified Signers**

Only a person who is a registered qualified voter at the time he/she signs the Nomination Petition is entitled to sign it. Each voter shall at the time of signing the petition or paper personally affix his or her signature, printed name and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. *EC §100*

Signers of nomination petitions shall be voters in the district or political subdivision in which the candidate is to be voted on. *EC §§8068*

**Circulating Within 100 Feet of a Polling Place/Voting Center**

Signatures to a Nomination Paper or any other petition shall not be obtained within 100 feet of any election booth or polling place. *EC §18370*

**Voters May Sign Only One Paper; Exceptions**

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

**Registering Voters at time of Signing Petition**

Candidates may register voters at the same time as the voter signs the candidate's petition. For purposes of verifying signatures on a petition, a properly executed affidavit of registration shall be deemed effective for verification purposes if both (a) the affidavit is signed on the same date or a date prior to the signing of the petition, and (b) the affidavit is received by the county elections official on or before the date on which the petition is filed. *EC §2102(b)*

**Validation of Signatures**

The county elections official shall verify the signatures of the signers on the nomination paper with the registration affidavits on file in the office of the county elections official. The county elections official shall mark "not sufficient" any signature that does not appear in the same handwriting as appears on the affidavit of registration in his or her office. The county elections official may cease to verify signatures once the minimum requisite number of signatures has been verified. *EC §8081*

No defect in any nomination document presented shall prevent the filing of another nomination document within the period allowed for presenting the nomination document. *EC §8102*

The signer/sponsor must be a registered voter residing at his or her address of registration, at the time of signing any nomination petition.

The following guidelines will be used when validating signatures on nomination petitions or signature-in-lieu of filing fee petitions. A signature can be challenged if the signer:

- is not registered to vote;
- provides a signature on the petition that does not compare to the signature on the voter's affidavit of registration;
- does not reside in the appropriate district;
- uses a P.O. Box number for residence;
- omits his/her residence address;
- uses a mail drop number for residence address;
- provides an address that is different from the voter's residence address on the affidavit of registration on record;
- prints his or her name for the signature, unless registered as such;
- lists and signs *her* name using spouse's name, such as "Mrs. John Jones";
- uses ditto marks for an address previously listed

OFFICIAL FILING FORM

Mark Church

---

COUNTY ELECTIONS OFFICIAL

By:

---

Deputy

Date Received: \_\_\_\_\_

RECEIVED IN COUNTY

Mark Church

---

COUNTY ELECTIONS OFFICIAL

By:

---

Deputy

Date Received: \_\_\_\_\_

(SECRETARY OF STATE USE ONLY)

# Nomination Paper

(Elections Code sections 100, 104, 8041, 8066, 8068, 8069, 10221, 10222, 10226, 10704, Code of Civil Procedure section 2015.5)

I, the undersigned signer for «**CandFullName**» candidate for the nomination to the office of «**OfficeTitle**», «**DistrictName**» to be voted for at the «**ElectionDate**» «**ElectionDesc**» hereby assert as follows:

I am a resident of «**DistrictName**» in San Mateo County and a resident at the address shown on this paper. I am a registered qualified voter. I am not at this time a signer of any other nomination paper of any other candidate for the above-named office, or in case there are several places to be filled in the above-named office, I have not signed more nomination papers than there are places to be filled in the above-named office.

My residence is correctly set forth after my signature hereto:

PRECINCT (To be entered by Elections Official)	NAME	RESIDENCE	VERIFICATION (To be entered by Elections Official)
	Print 1..... Sign	Residence Address ONLY ..... City or Town .....	
	Print 2..... Sign	Residence Address ONLY ..... City or Town .....	
	Print 3..... Sign	Residence Address ONLY ..... City or Town .....	
	Print 4..... Sign	Residence Address ONLY ..... City or Town .....	
	Print 5..... Sign	Residence Address ONLY ..... City or Town .....	

Please complete Affidavit of Circulator on reverse side 

PRECINCT (To be entered by Elections Official)	NAME	RESIDENCE	VERIFICATION (To be entered by Elections Official)
	Print 6..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 7..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 8..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 9..... Sign .....	Residence Address ONLY ..... City or Town .....	
	Print 10..... Sign .....	Residence Address ONLY ..... City or Town .....	

### AFFIDAVIT OF CIRCULATOR

(To be completed in circulator's own hand)

I, \_\_\_\_\_, solemnly swear (or affirm) that I secured signatures in the County of San Mateo to the nomination paper of «**CandFullName**» as candidate for the office of «**OfficeTitle**»; that the signatures were obtained between \_\_\_\_\_, «CurrentYear» and \_\_\_\_\_, «CurrentYear»; that I saw all the signatures on this section of the nomination paper being signed and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

My voting residence is \_\_\_\_\_.

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

Executed on \_\_\_\_\_ at \_\_\_\_\_  
Date Place of execution

\_\_\_\_\_  
Signature of Circulator

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, «CurrentYear».

(SEAL)

\_\_\_\_\_  
Signature of Elections Official

**TO BE ENTERED BY ELECTIONS OFFICIAL AFTER VERIFICATION:**

**Number of Valid Signatures on this Section:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Deputy:** \_\_\_\_\_

**WARNING:**

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper in his/her possession which is entitled to be filed under the provisions of the Elections Code.  
EC 18202

## **Candidate & Campaign Resources and Guidelines**

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# Campaign Disclosure Information

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The Political Reform Act requires candidates to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the Political Reform Act are contained in Sections 81000 through 91015 of the California Government Code. You may contact the Technical Assistance Division of the Fair Political Practices Commission at the following: 428 J Street, Suite 620, Sacramento, CA 95814; phone 916.322.5660 (Toll Free 1-866-ASK-FPPC) or visit their web site at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## **Form 501 - Candidate Intention**

To be filed with the filing officer who will receive your original campaign disclosure statements prior to soliciting or receiving contributions in any election. Must be filed before you solicit or receive any contributions or before making expenditures of personal funds on behalf of your candidacy.

## **Form 410 - Statement of Organization**

Form 410 is used when organizing a committee. A Statement of Organization must be filed within 10 days of receiving \$1,000 in contributions. File the original and one copy with the Secretary of State's Political Reform Division and a copy with the County Clerk. \*Form 410 now includes an area to indicate the campaign bank account information. Form 502 is no longer required.

## **Form 460 - Form/Consolidated Campaign Statement**

Form 460 is used for a Recipient Committee Campaign Statement. For use by a candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$1,000 or more during a calendar year in connection with an election to office, or holding office.

## **Form 465 – Supplemental Independent Expenditure Statement**

Officeholders, candidates, recipient committees, major donor committees, and independent expenditure committees that make independent expenditures totaling \$1,000 or more in a calendar year to support or oppose a single candidate, a single measure, or the qualification of a single measure. (\*Note: Proposition 34 prohibits a controlled committee of a candidate from making independent expenditures and contribution of funds to another committee for the purpose of supporting or opposing another candidate.)

An "independent expenditure" is an expenditure made in connection with a communication (e.g., a billboard, advertisement, mailing) that expressly advocates the nomination, election, or defeat of a clearly identified candidate, or the qualification, passage, or defeat of a clearly identified measure, or taken as a whole and in context, unambiguously urges a particular result in an election but which is not made to—or at the behest of—the affected candidate or committee.

## **Form 470 - Candidate and Office Holder Campaign Statement - Short Form**

This form is used by candidates who do not have a controlled committee, and do not anticipate receiving contributions or making expenditures totaling \$1,000 or more in a calendar year. If the Form 470 is filed on or before the filing deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts/expenditures remain less than \$1,000.

## **Form 470 Supplement**

A candidate who has filed Form 470 in connection with an election and subsequently receives contributions or makes expenditures totaling \$1,000 or more is required to file notification within 48-hours. Form 470 Supplement may be used, and must be sent by telegram, guaranteed overnight service, personal delivery or fax to the Secretary of State, the local filing officer, and to each of his or her opponents seeking the same office.

**Form 496 – Late Independent Expenditure Report**

Any committee that makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate or single ballot measure during the 16 days immediately prior to the election in which the candidate or measure is being voted must file a report within 24 hours of the expenditure.

**Form 497 – Late Contribution Report**

Any committee that makes or receives a late contribution totaling \$1,000 or more from a single source during the 16 days immediately prior to the election in which the candidate or measure is to be voted must file a report within 24 hours of the time the contribution was made or received.

<p><b>CANDIDATES RECEIVING OR SPENDING <u>OVER</u> \$1,000 MUST FILE FORMS 501 + 410 + 460</b></p>
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<p><b>CANDIDATES RECEIVING OR SPENDING <u>UNDER</u> \$1,000 MUST FILE FORMS 501 + 470</b></p>
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# Campaign Statements & Filing Schedule

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All candidates with qualified committees are required to file semi-annual campaign statements no later than July 31<sup>st</sup> and January 31<sup>st</sup>. In addition, all committees that have made or received contributions of \$1,000 or more or made expenditures of \$1,000 or more in connection with an election and during the periods specified in the chart to follow must file campaign statements on the required dates.

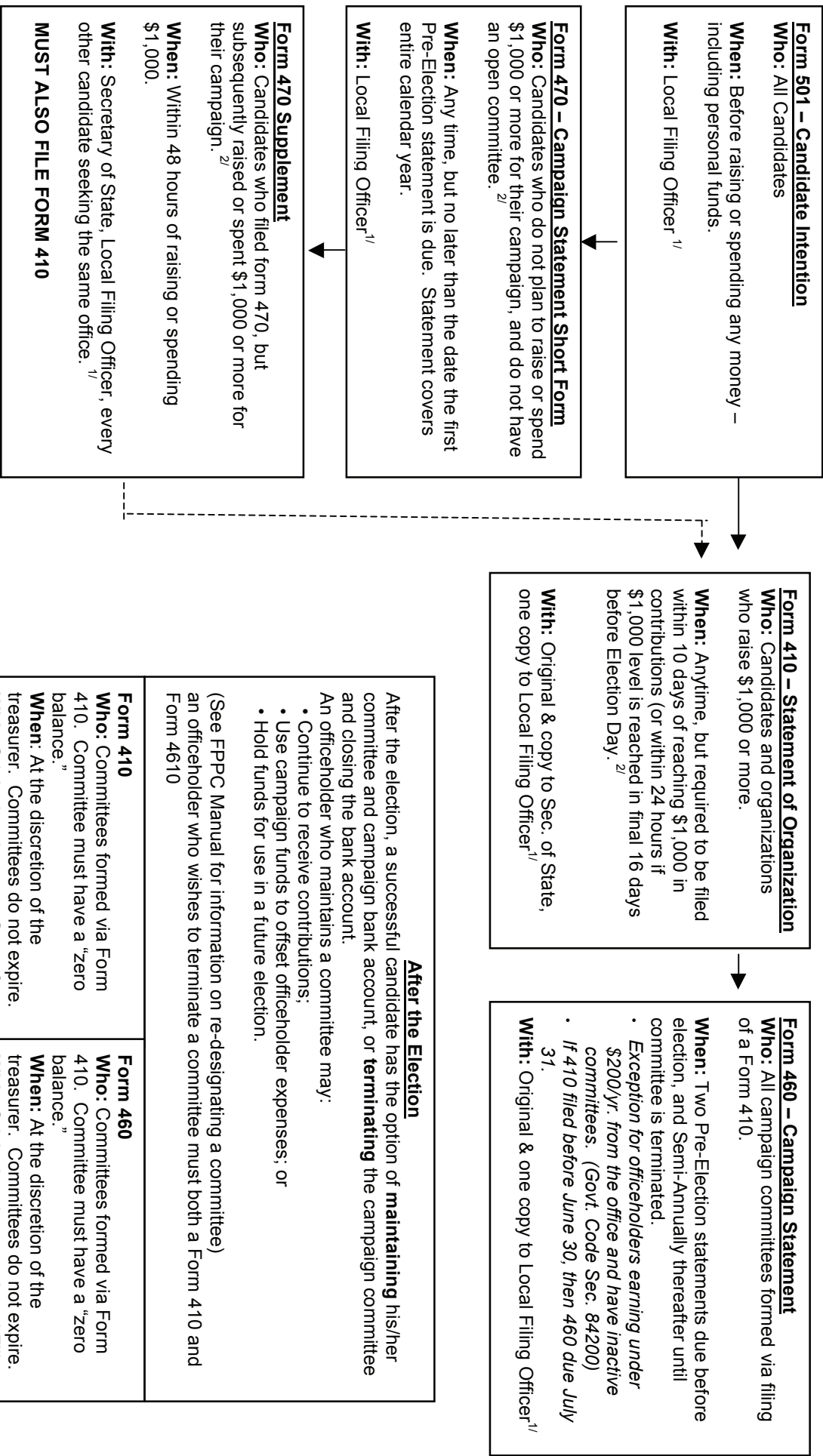
<b><i>Filing Deadline</i></b>	<b><i>Type of Statement</i></b>	<b><i>Period Covered by Statement<sup>1/</sup></i></b>	<b><i>Method of Delivery</i></b>
January 31, 2011	Semi-Annual	Through 12/31/2010	Personal Delivery First Class Mail
May 2, 2011	Quarterly	1/1/2011 - 3/31/2011	Personal Delivery First Class Mail
August 1, 2011	Semi-Annual	1/1/2011 - 6/30/2011	Personal Delivery First Class Mail
September 29, 2011	Pre-Election	7/1/2011 - 9/24/2011	Personal Delivery First Class Mail
October 27, 2011	Pre-Election	9/25/2011 - 10/22/2011	Personal Delivery Guaranteed Overnight Service
Within 24 Hours	Late Contributions and Independent Expenditures of \$1,000 or More	10/23/2011 – 11/7/2011	Personal Delivery Guaranteed Overnight Service Fax
January 31, 2012	Semi-Annual	10/23/2011 – 12/31/2011	Personal Delivery First Class Mail

**Additional Notes:**

- 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.

# Basic Campaign Filing Guidelines for Candidates

Please review the full instruction for each form and applicable State regulation on the FPPC website, [www.fppc.ca.gov](http://www.fppc.ca.gov).



# Important Things to Remember

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(The following is an excerpt from the FPPC website)

1. **BE INFORMED**  
Study the FPPC Campaign Disclosure Manuals (Campaign Disclosure Manual 1 - Information for State Candidates, Their Controlled Committees, and Primarily Formed Committees for State Candidates or Campaign Disclosure Manual 2 - Information for Local Candidates, Superior Court Judges, Their Controlled Committees, and Primarily Formed Committees for Local Candidates). Local candidates also should ask their election official about any local campaign restrictions.
2. **BEFORE RAISING OR SPENDING ANY MONEY**  
File Form 501 (Candidate Intention). Then open a campaign bank account. Once \$1,000 is raised or spent, get an identification number by filing Form 410.
3. **MARK YOUR CALENDAR**  
Know the due dates for campaign statements and file on time.
4. **KEEP GOOD RECORDS**  
Maintain details on contributions and expenditures of \$25 or more. Refer to recordkeeping guidelines in your campaign disclosure manual.
5. **\$100 OR MORE IN CASH?**  
Never accept or spend \$100 or more in cash.
6. **USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES**  
All personal funds of the candidate must first be deposited in the campaign bank account, except for filing fee/ballot statement fee.
7. **REPORT LATE CONTRIBUTIONS**  
If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.
8. **ITEMIZE CONTRIBUTORS**  
For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.
9. **IF AN AGENT OR CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN**  
Itemize expenditures of \$500 or more made by the agent or consultant.
10. **IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS**  
Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.
11. **NO PERSONAL USE OF CAMPAIGN FUNDS**  
Use campaign funds only for political, legislative, or governmental purposes.

# San Mateo County Ordinance Affecting Campaign Contributions

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## Chapter 2.03 – CAMPAIGN CONTRIBUTIONS

### 2.03.010 - Definitions.

- (a) The definitions and other provisions of the applicable provisions of the California Political Reform Act of 1974 (Government Code sections 81000 et seq.) and any amendments thereto and the regulations of the Fair Political Practices Commission shall govern the interpretation and application of this section to the extent practicable.
- (b) "County office" means the office of member of the Board of Supervisors, Assessor-County Clerk-Recorder, Controller, District Attorney, Sheriff, Coroner, Treasurer-Tax Collector. (*Ord. 4324, 08/15/06*)

### 2.03.020 - Limitation of campaign contributions to candidates in County elections.

- (a) No person or entity shall make to any candidate for County office or the candidate's controlled committee and no candidate or the candidate's controlled committee shall accept from any person or entity a contribution or contributions totaling more than one thousand dollars (\$1,000) for each election in which the candidate is attempting to be on the ballot or is a write in candidate.
- (b) The provisions of this section do not apply to a candidate's contributions of his or her personal funds to his or her own campaign. (*Ord. 4324, 08/15/06*)

# Selected State Laws Governing Campaign Practices

The following are selected laws from Divisions 18 and 20 of the California Elections Code, Title 9 of the Government Code (Political Reform Act) and accompanying regulations regarding campaign activities. For a complete listing of restrictions on campaign practices and accompanying regulations, please refer to the Divisions and Titles in their entirety.

## **Campaign Literature and Simulation of the Ballot**

### **Candidate Statement of Qualifications**

Elections Code §18351 states, “Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000).”

### **Simulated Ballot**

Elections Code §20009 states, “(a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

NOTICE TO VOTERS  
(Required by Law)

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

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

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

### **Campaign Advertising or Communication**

As defined by election law, means a communication authorized by a candidate or a candidate's controlled committee, . . . or by a committee making independent expenditures, . . . or by a committee formed primarily to support or oppose a ballot measure, . . . for the purpose of advocating the election or defeat of a qualified candidate or ballot measure through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type of general, public, political advertising. *EC §304*

## **Mass Mailing**

### *Government Code §84305*

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

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

*Mass mailing*, as defined in Government Code §82041.5, 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.

## **Political Advertising**

Elections Code §20008 states, Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words *Paid Political Advertisement*. The words shall be set apart from any other printed matter.

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

## **Libel and Slander**

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

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

(b) A person who is a sponsor of a sponsored committee, as defined by Section 82048.7 of the Government Code, is liable for any slander or libel committed by the sponsored committee if the sponsor willfully and knowingly directs or permits the libel or slander. *EC §20501*

## **Electioneering on Election Day**

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 ballot.

(c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in Section 14240.

(d) Do any electioneering.

As used in [this] section (Elections Code §18370) 100 feet of a polling place or an election 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.

*EC §§18370*

## Corruption of Voting and Intimidation of Voters

Elections Code §18540 states:

(a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years.

(b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years.

Elections Code §18541 states:

(a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place:

- (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (2) 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.
- (3) Photograph, videotape, or otherwise record a voter entering or exiting a polling place.
  - (a) Any violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.
  - (b) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.”

*For purposes of EC §18541 (a)(3), the photographing, videotaping, or recording of a voter must be in order to dissuade the person from voting. This does not apply to situations where newspaper photographers are photographing a polling place for journalistic purposes.*

Elections Code §18543 states:

(a) Every person who knowingly **challenges a person's right to vote** without probable cause or on fraudulent or spurious grounds, or who engages in mass, indiscriminate, and groundless challenging of voters solely for the purpose of preventing voters from voting or to delay the process of voting, or who fraudulently advises any person that he or she is not eligible to vote or is not registered to vote when in fact that person is eligible or is registered, or who violates Section 14240, is punishable by imprisonment in the county jail for not more than 12 months or in the state prison.

(b) Every person who conspires to violate subdivision (a) is guilty of a felony.

In addition, EC §18403 also states:

(a) Any person other than an elections official or a member of the precinct board who **receives a voted ballot from a voter or who examines or solicits the voter to show his or her voted ballot** is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to persons returning a Vote by Mail ballot pursuant to Sections 3017 and 3021 or persons assisting a voter pursuant to Section 14282.

# Outreach and Information

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## **Candidate Statements**

Each candidate for nonpartisan elective office has the option to submit a candidate's statement. This statement is incorporated into the sample ballot and official voter information pamphlet, generally at the candidate's expense, and will be mailed to all registered voters in the district eligible to vote for that particular candidate. Elections Code §13307 governs the preparation and form of the candidate statement.

Elections Code §13307:

- (a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
- (2) The statement authorized by this subdivision shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed.
- (3) Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.
  - (b) The elections official shall send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.
  - (c) The local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the elections official shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.
  - (d) Nothing in this section shall be deemed to make any statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet.

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

## **Guidelines for Preparation of Candidate Statements**

The text of the statement shall not exceed 200 or 400 words, as determined by the district. Word count standards shall be pursuant to Elections Code §9.

### **Elections Code, Division §9. (a)**

Counting of words, for purposes of this code, shall be as follows:

- (1) Punctuation is not counted.
- (2) Each word shall be counted as one word except as specified in this section.
- (3) All geographical names shall be considered as one word; for example, "County of San Mateo" shall be counted as one word.
- (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
- (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.  
Examples: "mother-in-law", "first-rate", "one-time" will be counted as one word. "one-half", "local-area", "home-page" will be counted as two words.
- (6) Dates consisting of a combination of words and digits (April 22, 2011) shall be counted as two words. Dates consisting only of a combination of digits (4/22/2011 or 1999-2000) shall be counted as one word.
- (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
- (8) Telephone numbers shall be counted as one word.
- (9) Internet web site addresses shall be counted as one word.
  - (a) This section shall not apply to counting words for ballot designations under Section 13107.

### **Additional Practices**

- Characters used in place of a word or number, such as "\$" or "&" shall be counted as one word.
- Name, age, occupation, and punctuation are not counted toward the word limit.
- If the text exceeds the word limit, the author will be asked to rewrite the text in order to bring the total number of words within the required word limit. If the author is not available at the time of filing to bring the total number of words within the required word limit, the elections official will remove words from the end of the document accordingly.

All statements must be submitted on, or attached to, the form provided by the county election official. Statements must be formatted pursuant to the guidelines provided by the county. Statements not submitted in the appropriate format will be reformatted by the county election official. The county election official bears no responsibility for the correct typesetting of statements that must be reformatted.

Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character or activities. Moreover, no statement shall contain any demonstrably false, slanderous or libelous statements nor any obscene or profane language.

*It is strongly recommended that the statement be filed personally by the candidate.* If the statement is filed by someone other than the candidate, that person should have the authority to make corrections or deletions to the statement in the event that errors or an excess number of words are detected prior to filing the statement. Statements received by mail prior to the deadline will be filed provided that they meet the statutory requirements and county policies regarding candidates' statements. **Statements may not be changed after filing.**

Candidates' statements are available for public examination in the county election official's office during the 10-day calendar review period (commencing at 5 p.m. on Friday August 12) prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held, or the county election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed.

### **Time Period**

The filing period for local non-partisan candidate's statement is July 18, 2011 through August 12, 2011 at 5 p.m. The statement shall be filed, along with payment, when the candidate's nomination papers are returned for filing. Once filed, statements cannot be changed.

### **Withdrawal**

Any candidate may withdraw his/her statement of qualifications, either in person or by a signed statement of withdrawal, no later than 5 p.m. of the next business day following the close of nominations (Monday, August 15, 2011).

### **Confidentiality**

Notwithstanding the California Public Records Act, the statements filed pursuant to Section 13307 of the Elections Code shall remain confidential until expiration of the filing deadline. *EC §13311*

### **Public Review**

Candidates' statements are available for public examination in the county election official's office during the 10-day calendar review period (commencing at 5 p.m. on Friday, August 12, 2011) prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held, or the county election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. *EC §13313*

### **Preparation of Candidate Statement**

In order to insure uniformity of all candidates' statements, each candidate must prepare his/her statement according to the following guidelines:

1. Type your Candidate Statement exactly as you wish it to appear. Attach the printed copy to the form provided to you. When prepared in accordance with these standards, *statements are printed exactly as submitted.*
2. Use of typographic marks or styling such as bullets, lists, italicization, and bolding is not permitted.
3. Use of font color other than 100% black is not permitted.
4. In addition to hard copy, please provide the statement on a CD or through email in an editable text file such as Microsoft Word, plain text, or similar format. Statements can be emailed to **masmus@smcare.org**. Electronic copies should be submitted on the same day as the filing of the original hard copy.

**Important Note: If there are discrepancies between the hard copy and the electronic copy, the hard copy will prevail.**

Conduct a final proof of your statement by:

1. Checking your statement for spelling, punctuation and grammar errors. Remember, statements cannot be changed once they are filed.

2. Confine the statement to the limitation on the number of words.
3. Do not include any party affiliation (applies to non-partisan offices.)
4. Do not include membership or activity in partisan political organizations (applies to non-partisan offices.)
5. Do not make reference to fellow candidates.

### **Format**

All statements, therefore, will be set in a format so as to fit within a 1/4-page space. *If a Candidate's Statement is submitted and found not to be in compliance with these guidelines, the Elections Division will make the necessary changes to bring said statement into compliance.*

Candidate statements are to discuss the education and qualifications of the candidate filing the statement only. The Elections Division will not accept any candidate statement that specifically discusses the education, qualifications, record (or lack thereof) of any opponents.

### **Heading**

The heading includes the candidate's name (required), age (optional), and occupation (optional). All statements will be formatted to begin with the words: "**Education and Qualifications:**" followed by the text filed by the candidate. These words, as well as the heading, are standardized and included in the space provided. The words "**Education and Qualifications,**" however, do not count toward the number of words allowed for the statement.

### **Occupation**

The "**Occupation**" field in the Candidate's Statement is NOT governed by the laws and regulations pertaining to the ballot designation that appears underneath the candidate's name on the ballot. Therefore, it may be different from the candidate's ballot designation. However, if its length exceeds one line, the candidate may be asked to modify words.

## **Candidate Statement Fee Calculations**

The *estimated* fee for a candidate statement is based on the estimates of actual cost of making statements available to all registered voters in the appropriate jurisdictions, including printing, required translations, and handling charges. Actual costs are shared by all candidates, and estimates are calculated using an average of three (3) 200-word statements per page.

The Elections Office does its best to provide an accurate estimated fee, but this estimate can vary due to a number of factors, including the number of statements submitted appearing on one page in the Sample Ballot & Voter Information Pamphlet, the number of pages required for a particular office, and the number of different pamphlets in which your statement will appear. The estimated fee will be provided during the nomination period, at which time the fees will be based upon the most current voter registration data. Final costs will be determined after the election is certified. Checks for payment of candidate statement fees should be made payable to "San Mateo County Elections."

## Fictitious Samples of Candidate Statements

Fictitious samples of 200 word statements as they would appear in the voter information portion of the sample ballot pamphlet. Statements will appear in the same order as the candidates' names appear on the ballot, except for offices elected throughout the county (rotated on ballot by supervisorial district, but not rotated in sample ballot pamphlet).

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### CANDIDATES FOR THE OFFICE OF CITY COUNCIL

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**Name:** Joseph W. Candidate  
**Occupation:** Businessman/ Community Volunteer

**Education and Qualifications:** I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.

I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs.

Please support me. [Jcandidate@email.com](mailto:Jcandidate@email.com) or [www.joecandidate.com](http://www.joecandidate.com)  
 /s/

**Name:** Jane Campaigner **Age:** 41  
**Occupation:** Educator

**Education and Qualifications:** I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be.

If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me.

[Jcampaigner@email.com](mailto:Jcampaigner@email.com)  
 /s/

**Name:** Fred Businessman **Age:** 38  
**Occupation:** Health Director

**Education and Qualifications:** I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me. You may find more information about my campaign at [www.fredbusinessman.com](http://www.fredbusinessman.com)

/s/

**Name:** Margaret "Peg" Voter **Age:** 45  
**Occupation:** Real Estate Agent/Mother

**Education and Qualifications:** I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention.

I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Call me anytime (650.555.5555). Please support me.

/s/

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**COUNTY COUNCIL OF SAN MATEO COUNTY**  
LWV Central San Mateo County  
LWV North San Mateo County



Summer 2011

Dear Candidate:

The League of Women Voters has a long history of providing voters with nonpartisan and easily accessible information at election time. In that tradition, we invite you to participate in Smart Voter, the League's comprehensive online guide, for the November 8, 2011 election.

All candidates in San Mateo County are offered space on the Smart Voter web site and the service is **free of charge** to both candidates and the public. Smart Voter allows you to submit material about your candidacy to the voters, including a biography, endorsements, and positions on issues, a photo, and a link to your own website. Smart Voter also provides candidate ballot statements, information about ballot measures, polling place locations, events, and links to online news articles and to other web sites. Using Smart Voter will help you reach the increasing number of voters who use the Internet to aid in their decision making at election time.

You may view the site at [www.smartvoter.org](http://www.smartvoter.org). Candidates will be allowed to begin entering information during the first week in September. A letter confirming the date and complete instructions for accessing the secure candidate input area will be sent to you shortly after we receive the certified list of candidates. Please feel free to contact me if you have questions.

We look forward to working with you to make Smart Voter a success for you and for voters in San Mateo County. Feedback from candidates and the public in past elections has been enthusiastic. Don't miss this opportunity to get your message out!

Sincerely,

/s/

Kathee Tyson, San Mateo County Coordinator  
Smart Voter Project – League of Women Voters  
(650) 728-3850  
e-mail: [katheetyson@yahoo.com](mailto:katheetyson@yahoo.com)

## **Voter Registration Information**

### **Important Information On**

- WHERE forms are available
- WHEN the registration deadline is for the election, and
- HOW to register voters

To vote in any election, a citizen must be properly registered **15 days** prior to the election date. San Mateo County Elections Division encourages all voters to be properly registered well before that 15 day deadline to ensure enough time for our office to mail voters their correct election materials prior to an election.

For the November 8, 2011 election, *voters must be registered at their current residence address on or before Monday, October 24, 2011.*

### **For Your Information**

In order to remain eligible to vote, voters must re-register whenever they:

- Change their residence address
- Change their name (first, middle or last name) and/or signature
- Change their political party affiliation

Postage-paid voter registration forms are available at these locations:

- U.S. Post Offices
- Public libraries and colleges
- City Halls
- Department of Motor Vehicles offices
- County Elections Office in San Mateo
- County Offices in Redwood City

You may also find a link to the Secretary of State's interactive form by visiting us on the web at [www.shapethefuture.org](http://www.shapethefuture.org).

In order to register to vote in California, a person must be:

- A citizen of the United States and a resident of California
- At least 18 years of age by Election Day
- Not in prison or on parole for the conviction of a felony

If you have any questions about voter registration or wish to launch a voter registration drive during the upcoming election season, please call 650.312.5222. Forms for distribution (at no cost) are available at the Elections office.

***For voters who may need assistance and information in Spanish and Chinese, you may provide the information below:***

Nuestra oficina esta equipada para proveer ayuda en español. Para más información favor llamar al 650.312.5222, yo prima 2.

如果你需要聖馬刁縣公室的協助，請致電選務處辦公室 1-888-SMC-VOTE (1-888-762-8683)。

# Vote by Mail Information

## Uniform Application for a Vote by Mail Ballot

*EC §§3006, 3007, 3007.5*

It is recommended that any Vote by Mail ballot application intended for mass reproduction be approved by the County Elections Division prior to its distribution to ensure compliance with current law. For further Vote by Mail information, you may contact Melinda Dubroff at 650.312.5390 or [mdubroff@smcare.org](mailto:mdubroff@smcare.org).

1. Any individual, group, or organization distributing applications for Vote by Mail ballots must use the format for this application which has been approved by the Secretary of State.  
*EC §§3006, 3007, 3007.5, & 18402*
2. Only voter's name, residence address and date of birth are permitted to be preprinted. As well as the name and date of the election for which the application is being made.  
*EC §3006*
3. The portion of the application which asks the address to which the voter wishes the Vote by Mail ballot to be mailed must, if different from the voter's residence address, be completed by the voter. This mailing address may not be the address of any political party, candidate, or political campaign headquarters.
4. The application shall provide the voters with information concerning the process for establishing permanent Vote by Mail voter status.  
*EC §3006*
5. An application containing preprinted information must contain a conspicuously placed notice stating that: **"You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside."**
6. Only the voter may sign the application.
7. If applications are distributed through the mail, they must be non-forwardable.  
*EC §3008*
8. Bar-coded voter identification numbers on applications must meet approval of the Elections Division prior to distribution. To avoid possible problems with affidavit numbers, candidates and committees are advised to obtain voter information directly from the Elections Division.
9. Applications for Vote by Mail ballots must be made in writing and be received by the Elections Division through October 24, 2011 (until the 7<sup>th</sup> day before the election). (Note: We can accept Vote by Mail applications from voters prior to October 10, 29 days prior to Election Day.)
10. Online Vote by Mail applications are also available at <http://www.shapethefuture.org/votingoptions/votebymail.asp> .

Candidates and committees may receive applications for Vote by Mail ballots. Applications must be submitted to the Elections Division within 72 hours of receipt or by November 1, 2011, whichever is sooner.  
*EC §3008*

Candidates and committees may not collect, receive or handle voted-by-mail ballots. Electronic applications are available on the Elections Division web site at [www.shapethefuture.org](http://www.shapethefuture.org). Only local elections officials are permitted to provide this application electronically. A person may NOT submit a Vote by Mail ballot application electronically for another registered voter.  
*EC §§3007.7, 3008*

### **Vote by Mail Ballots**

Voted ballots must be personally mailed or returned by the voter to the San Mateo County Elections Division at 40 Tower Road, San Mateo, the satellite location at 555 County Center, 1<sup>st</sup> Floor, any City Hall (during normal business hours) or any active polling place on Election Day within San Mateo County. Ballots must be **received** by the Elections Office by 8 p.m. on Election Day, November 8.

Voted ballots may be delivered by a spouse, child, parent, grandparent, grandchild, brother or sister, or a person residing in the same household only if the absent voter is unable to return the ballot personally because of illness or other physical disability. The name and relationship to the voter of the person returning the voted ballot must be entered on the Vote by Mail ballot return envelope.

*EC §3017 and Calif. Supreme Court*

No person shall solicit the vote of a Vote by Mail voter, or do any electioneering while in the residence of or immediate presence of the voter during the time the Vote by Mail voter is voting. Violations may result in criminal penalties.

*EC §18371*

## **Options for Accessing Voter Information Pamphlet**

**The “Go Green! Get your voter pamphlet online!” Feature.** This feature allows voters the option to sign up to no longer receive an Official Sample Ballot and Voter Information Pamphlets in the mail, and access them online only.

- Voters can sign up to online at [www.shapethefuture.org](http://www.shapethefuture.org) or by placing a check mark on their Vote By Mail Return Envelope right next to “Yes, sign me up to receive my voter pamphlet online.” Both methods ask the voter to provide an email address which will be used to send them a link to access their Sample Ballot and Official Voter Information Pamphlet.
- Once a voter signs up he/she will no longer receive the Sample Ballot and Official Voter Information Pamphlet by mail for all future elections unless they opt back in, which they can do at any time.

The email address provided by the voter will not be added to the voter file, but will be maintained separately for the sole purpose of sending the link to access the Sample Ballot and Official Voter Information Pamphlet. This means that entities that purchase voter information will not have access to a voter’s email address unless the voter had provided the address on their voter registration card.



# Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road  
San Mateo, CA 94402  
phone 650.312.5222 fax 650.312.5348  
email registrar@smcare.org  
web www.shapethefuture.org

Summer 2011

Dear Candidates:

Every campaign season, our office receives a number of complaint calls regarding the placement of campaign signs on private property. This serves as a reminder of California Penal Code §556.1, which requires prior consent before placing advertising on private property:

“It is a misdemeanor for any person to place or maintain or cause to be placed or maintained upon any property in which he has no estate or right of possession any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advertising, or which advertises or brings to notice any person, article of merchandise, business or profession, or anything that is to be or has been sold, bartered, or given away, without the consent of the owner, lessee, or person in lawful possession of such property before such sign, picture, transparency, advertisement, or mechanical device is placed upon the property.”

Also, I am enclosing copies of letters from the Department of Transportation describing current regulations for the placement of political signs. For your convenience, you will also find a listing of City Clerks in San Mateo County, whom you may contact about specific city ordinances.

I request that you review these materials, and that you inform anyone who is posting materials on your behalf of these requirements.

Thank you in advance for your attention to this important matter.

Sincerely,

A handwritten signature in black ink that reads "Mark Church".

Mark Church

**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 (California Business & Professions Code §§5200) 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 that 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).

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 Outdoor Advertising Office.

**Department of Transportation, District 4**

Division of Traffic Operations  
Bay Area Outdoor Advertising Program  
P.O. Box 942874, MS-36  
Sacramento, CA 94274-0001  
(916) 654-6230  
(916) 654-4463 FAX

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**OUTDOOR ADVERTISING (ODA) DISPLAY PERMIT APPLICATION**  
 ODA-0002 (REV. 01/2011)

PERSONAL INFORMATION NOTICE:		DO NOT WRITE IN SHADED AREAS				
Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by an identifying particular. ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.		DISTRICT	COUNTY	ROUTE	POSTMILE	PERMIT NUMBER
		ROAD / STREET / ADDRESS				
		CSR NUMBER	DATE GRANTED	APPLICATION NUMBER		
		PERMIT ISSUE DATE		PERMIT EXPIRATION DATE		

COMPLETE ALL SECTIONS. ISSUANCE OF A PERMIT WILL BE DELAYED UNLESS ALL ITEMS ARE FILLED IN AND THE PROPER FEES REMITTED. IF APPROVED, A COPY WILL BE RETURNED FOR YOUR RECORDS.  
[www.dot.ca.gov/oda](http://www.dot.ca.gov/oda)

**MAIL TO: DEPARTMENT OF TRANSPORTATION, Division of Traffic Operations MS 36, ODA Branch, P.O. Box 942874, Sacramento, CA 94274-0001**

**SECTION 1 - FEES (NO CASH ACCEPTED BY MAIL)**

MAKE CHECK PAYABLE TO: DEPARTMENT OF TRANSPORTATION, OR PROVIDE THE INFORMATION BELOW TO APPLICABLE CREDIT CARD.

APPLICATION (non-refundable).....	PERMIT FEES:
<input type="checkbox"/> \$300	2011-2013..... <input type="checkbox"/> \$210
PENALTY (required if display was placed prior to obtaining permit)..... <input type="checkbox"/> \$100	2011** <input type="checkbox"/> \$70
PRELIMINARY REVIEW REQUEST (If approved, \$100 will be applied towards the application fee per CA Code of Regulations Section 5486)..... <input type="checkbox"/> \$200	

The Department operates on a 5 year billing cycle: 2009-2013.  
 \*\*Companies that have more than 10 permitted displays; known as pro-rata companies, may pay on an annual basis.

**TOTAL FEES PAID (Application + Permit Fees) : \$ \_\_\_\_\_**

METHOD OF PAYMENT:  CHECK NUMBER \_\_\_\_\_  VISA  MASTERCARD  AMERICAN EXPRESS  DISCOVER Expiration Date: \_\_\_\_\_

CHARGE ACCOUNT NUMBER	TOTAL FEES CHARGED	AUTHORIZED SIGNATURE
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**SECTION 2 - DISPLAY TYPE (CHECK THE APPROPRIATE BOX (ES))**

STATIC DISPLAY  TRI-VISION/MESSAGE CENTER DISPLAY  REDEVELOPMENT DISPLAY  PRIVATE DIRECTIONAL DISPLAY  PUBLIC DIRECTIONAL DISPLAY

**SECTION 3 - APPLICANT**

PERMIT APPLICANT (Please print or type name of firm or individual desiring permit)

STREET ADDRESS (CANNOT be a Post Office Box)	CITY	STATE	ZIP CODE	BUSINESS PHONE NO.
MAILING ADDRESS, IF DIFFERENT (Street Address or P.O. Box)	CITY	STATE	ZIP CODE	

**SECTION 4 - PROPERTY**

PROPERTY OWNER (Person in control of property upon which display is situated)

STREET ADDRESS / P.O. BOX	CITY	STATE	ZIP CODE	BUSINESS PHONE NO.
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**SECTION 5 - DISPLAY LOCATION INFORMATION**

COUNTY NAME	CITY NAME (if incorporated)	(circle) STATE ROUTE NUMBER OR ROAD / STREET NAME
FEET / MILES (Circle)	NAME OF NEAREST CROSSROAD, OVER / UNDERPASS	ON THE N S E W SIDE OF
IDENTIFY A BUSINESS ACTIVITY BY NAME THAT IS WITHIN 1,000 FEET OF THE DISPLAY LOCATION		STREET ADDRESS OF THE BUSINESS ACTIVITY

**SECTION 6 - DISPLAY CONFIGURATION**

NOTE: V - Shaped structures are separate displays and require two applications

COPY  ONE SIDE  BOTH SIDES  1/2 OF A V-SHAPED DISPLAY

PANEL: HEIGHT \_\_\_\_\_ LENGTH \_\_\_\_\_ DISPLAY ID NUMBER (optional) \_\_\_\_\_

UPRIGHTS: NUMBER \_\_\_\_\_ SIZE \_\_\_\_\_ MATERIAL  METAL  WOOD  OTHER

ILLUMINATION?  YES  NO INDICATE FACING N S E W DISTANCE FROM BOTTOM PANEL TO GROUND \_\_\_\_\_

MESSAGE CENTER:  ELECTRONIC BOARD  L.E.D.  TRI-VISION

**SECTION 7 - REQUIRED DOCUMENTS**

Applications submitted without ALL of the following documents will be returned:

- Building Permit (City or County written permission)\*\*
- Detailed plot map of the proposed display location
- Evidence of Property Owner's Consent\*\*
- Assessor's Parcel Map
- Assessor's Property Ownership Information
- Consent of Redevelopment Agency (if applicable)

\*\* (NOTE: Not required if submitting a preliminary review)

CHECK ONE

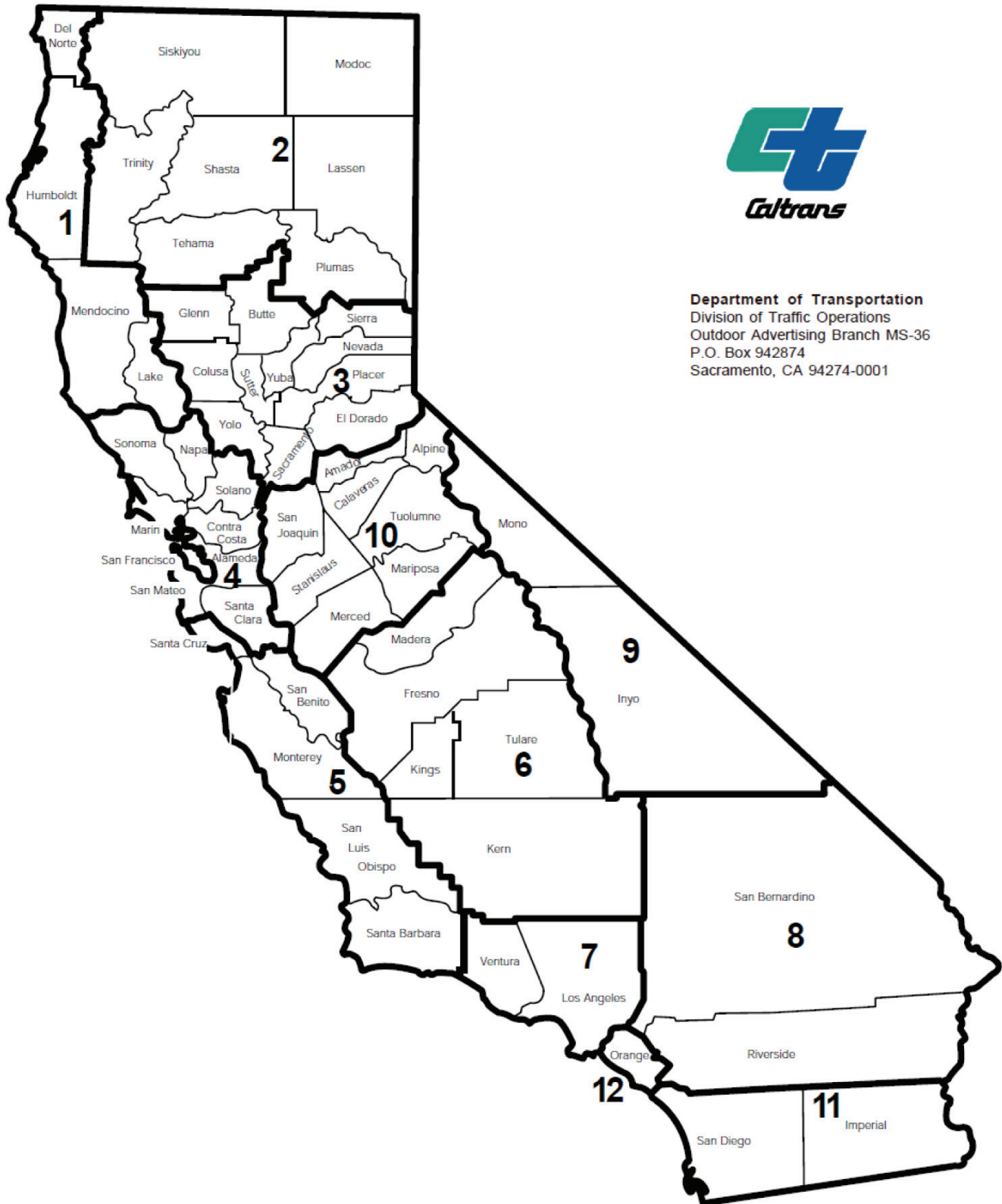
- An imprint is placed at the location \_\_\_\_\_ (Date)
- An imprint will be placed by: \_\_\_\_\_ (Date)

**SECTION 8 - SIGNATURE**

NAME (Please print)	SIGNATURE OF APPLICANT OR AUTHORIZED AGENT	BUSINESS PHONE NO.	DATE
ADDRESS	CITY	STATE	ZIP CODE

The applicant hereby agrees to place and maintain the advertising display described above in accordance with the provisions of the Outdoor Advertising Act, State Regulations, and local zoning ordinances. The applicant certifies that the statements made in this application are true, and understands that an incorrect statement of fact may be grounds for permit denial or for permit revocation.

# OUTDOOR ADVERTISING DISPLAY PERMIT APPLICATION



**Department of Transportation**  
Division of Traffic Operations  
Outdoor Advertising Branch MS-36  
P.O. Box 942874  
Sacramento, CA 94274-0001

# City Clerks in San Mateo County

**Each city may have its own ordinances regarding posting political signs and conducting campaign activities.** The Elections Division strongly recommends that you consult with the City Clerk to determine rules and regulations that you must follow.

<p>Atherton Ms. Theresa DellaSanta 91 Ashfield Road Atherton, CA 94027 650.752.0529 tdellasanta@ci.atherton.ca.us</p>	<p>Belmont Honorable Terri Cook One Twin Pines Lane, Suite 375 Belmont, CA 94002 650.595.7413 tcook@belmont.gov</p>	<p>Brisbane Ms. Sheri Spediacci 50 Park Place Brisbane, CA 94005 415.508.2113 cityhall@ci.brisbane.ca.us</p>
<p>Burlingame Honorable Mary Ellen Kearney 501 Primrose Road Burlingame, CA 94010 650.558.7203 mkearney@burlingame.org</p>	<p>Colma Ms. Laura Allen 1198 El Camino Real Colma, CA 94014 650.997.8318 laura.allen@colma.ca.gov</p>	<p>Daly City Honorable Annette Hipona 333 90th Street Daly City, CA 94015 650.991.8078 ahipona@dalcycity.org</p>
<p>East Palo Alto Ms. Minnette Warren, Deputy 2415 University Avenue East Palo Alto, CA 94303 650.853.3100 mwarren@cityofepa.com</p>	<p>Foster City Ms. Doris Palmer 610 Foster City Boulevard Foster City, CA 94404 650.286.3250 dpalmer@fostercity.org</p>	<p>Half Moon Bay Ms. Siobhan Smith 501 Main Street Half Moon Bay, CA 94019 650.726.8271 sesmith@ci.half-moon-bay.ca.us</p>
<p>Hillsborough Ms. Miyuki Yokoyama 1600 Floribunda Avenue Hillsborough, CA 94010 650.375.7400 myokoyama@hillsborough.net</p>	<p>Menlo Park Ms. Margaret S. Roberts 701 Laurel Street Menlo Park, CA 94025 650.330.6620 msroberts@menlopark.org</p>	<p>Millbrae Ms. Angela Louis, City Clerk 621 Magnolia Avenue Millbrae, CA 94030 650.259.2333 alouis@ci.millbrae.ca.us</p>
<p>Pacifica Ms. Kathy O'Connell 170 Santa Maria Avenue Pacifica, CA 94044 650.738.7307 o'connellk@ci.pacifica.ca.us</p>	<p>Portola Valley Ms. Sharon Hanlon 765 Portola Road Portola Valley, CA 94028 650.851.1700 shanlon@portolavalley.net</p>	<p>Redwood City Ms. Silvia Vonderlinden 1017 Middlefield Road Redwood City, CA 94063 650.780.7222 svonderlinden@redwoodcity.org</p>
<p>San Bruno Honorable Carol Bonner 567 El Camino Real San Bruno, CA 94066 650.616.7058 cbonner@ci.sanbruno.ca.us</p>	<p>San Carlos Honorable Christine Boland 600 Elm Street San Carlos, CA 94070 650.802.4219 cboland@cityofsancarlos.org</p>	<p>San Mateo Ms. Norma Gomez 330 West 20th Avenue San Mateo, CA 94403 650.522.7040 ngomez@cityofsanmateo.org</p>
<p>South San Francisco Honorable Krista Martinelli 400 Grand Avenue P.O. Box 711 South San Francisco, CA 94083 650.877.8518 krista.martinelli@ssf.net</p>	<p>Woodside Ms. Janet Koelsch 2955 Woodside Road P.O. Box 620005 Woodside, CA 94062 650.851.6790 jkoelsch@woodsidesidtown.org</p>	

# Election Day

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## ***Election Day Observing***

The Elections Division has procedures in place for election observers at the polling place. It is important that activities at the polling places are organized, operationally smooth, and hassle-free for both the voters and the Election Officers.

- Observers are welcome to watch all proceedings at the polls, including Election Officers while opening up the polls, citizens preparing to vote, and, more commonly, to observe the closing activities.
- Observers have the right to raise questions to the Inspector or Judge, and may direct their questions about procedures to the Inspector; or, in the Inspector's absence, to the Judge in charge.
- Observers may not go near a voting booth while occupied and may not approach voters during the voting process. Observers may talk to voters *outside* the polling place, beyond the "no-electioneering zone."
- Observers may not directly challenge a voter – election law maintains it is only the election officer's right to challenge a particular voter.
- Observers may not interfere in any way with the voting process.

## ***Procedure for Posting Results at the Polling Place***

Elections law specifies procedures for the posting of the street index of voters at each polling place. This information is provided to you in order to assist you and your campaign on Election Day when seeking information on voters. Candidates and members of their election campaign team should be aware of the following procedures and should not interfere with or request the Election Officers to handle additional tasks on behalf of your campaign.

(a) Before opening the polls, the precinct board shall post in separate, convenient places at or near the polling place, and of easy access to the voters, not less than two of the copies of the index to the affidavits of registration for that precinct. (b) In any county in which tabulating equipment is used to produce the index of registration, the copies of the index posted pursuant to this section shall be by street addresses in numerical order, unless otherwise provided by Section 2192. *EC§14202*

At all elections, a member of the precinct board shall mark, on one of the copies of the index posted at or near the polling place, the name of each person who has voted, by drawing a line through the name of the voter, with a pen or indelible pencil. The board member shall *mark off the names at least once each hour, to and including 6 p.m.* In all counties not using the index roster, the board member shall draw a line under the last name signed in the roster at 6 p.m. or at the time of discontinuation of this procedure, whichever occurs last. *EC §14294*

For purposes of clarification, the Election Officers are directed to cross off only names of voters who voted in the polling place at that precinct on a precinct ballot. Election Officers shall not track other precincts, Vote by Mail voters, or anything other than the prescribed duties as indicated in the Elections Code, Guide for Election Officers, the Election Officer Digest, and/or the Election Officer training classes.

County Election Officers will not comply with requests from campaigns to cross voters' names off the street index who:

- a) may have dropped off a Vote by Mail Ballot on Election Day,
- b) have "Ballot Returned by Mail" noted on the Roster-Index, or
- c) are on a list provided by the campaigner to the Election Officers.

Election Code §14298 states: (a) The precinct board shall maintain the copies of the index posted during the whole time of voting. These copies shall not be marked in any manner except by a member of the precinct board acting pursuant to Section 14294.

(b) A member of the precinct board shall post a notice on each index which reads as follows: This index shall not be marked in any manner except by a member of the precinct board acting pursuant to Section 14294. Any person who removes, tears, marks, or otherwise defaces this index with the intent to falsify or prevent others from readily ascertaining the name, address, or political affiliation of any voter, or the fact that a voter has or has not voted, is guilty of a misdemeanor.

## ***Election Results***

### **Semi-Official Canvass (Election Night Results)**

The semi-official canvass will commence immediately upon the close of the polls at 8 p.m., November 8, 2011. *EC §15150*

The counting of ballots will commence when all polls are closed within the County of San Mateo. It is anticipated that the first report of semi-official results (Vote by Mail ballots only) will be released at 8:05 p.m., with cumulative updates scheduled every 30 minutes until completion. *EC §15152*

Generally, a schedule of election night results is as follows:

Vote by Mail Ballots Only	8:05 p.m.
All Mail Ballot Precinct Results	8:30 p.m.
Voting Center Results	9:00 p.m.
Live Precinct Results	9:30 p.m.
Live Precinct Results	every 30 minutes on the Half-hour until complete

Ballots are cumulated at the following central counting location:

Elections Office  
40 Tower Road  
San Mateo, CA 94402

There are two different ways you may inquire about Election Night Semi-Official results:

1. View the results as they are posted on our website [www.shapethefuture.org](http://www.shapethefuture.org).
2. Subscribe to email via subscription form posted on [www.shapethefuture.org](http://www.shapethefuture.org) one week prior to the election.

Upon completion of the regular vote count, we publish a Precinct Turnout Report. This report will provide you with a precinct-by-precinct summary of vote totals, including those for Certified Write-In candidates.

### **Final Official Canvass**

Election results are not final until the canvass is complete (refer to Division 15 of the Elections Code for procedural requirements and timeframes). It typically takes about 28 days to complete the Official Canvass and certify the official results of the election. The official Statement of the Vote, showing the official final results (totals, precinct-by-precinct results, and votes for qualified write-in candidates) is available upon certification. Please call our office for further details. This document will be made available on our website at [www.shapethefuture.org](http://www.shapethefuture.org) once the election is certified.

# **The Official Canvass & Election Certification**

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# After the Election

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## **Official Canvass**

The purpose of the Official Canvass is to verify the accuracy and validity of the votes counted, to resolve any discrepancies through review of the official election materials and unused ballots, and to complete the official vote count including write-in votes, Vote by Mail ballots, unused paper ballots and provisional ballots not included in the Semifinal Official Vote Count as distributed on Election Night. *EC §15300-15302*

During the Official Canvass, interested parties may choose to observe the Elections Office procedures. To observe this process, please feel free to contact 650.312.5222 or visit the office during normal business hours, Monday – Friday, from 8 a.m. to 5 p.m.

A press release detailing the Official Canvass will be available on the Elections website at [www.shapethefuture.org](http://www.shapethefuture.org).

## **Election Certification**

Official results must be certified no later than 28 calendar days following an election. A certified “Statement of the Vote” will be available on the Elections website at [www.shapethefuture.org](http://www.shapethefuture.org) and for purchase or viewing at the Elections Office, located at 40 Tower Road in San Mateo.